



SHAREPOINT ONLINE: SITE ADMINISTRATORS

Course Code: 100831

SharePoint users and administrators streamline, automate, and facilitate site management tasks.

Microsoft SharePoint is a collaboration platform that allows multiple users to share documents, exchange ideas, and work together. This course will help experienced SharePoint users and administrators streamline, automate, and facilitate site management tasks.

What You'll Learn

Learn creating and configuring site collections; configuring top-level sites; configuring site collection metadata; setting up archiving and compliance policies; using workflows; and configuring search options.

Who Needs to Attend

Experienced SharePoint users and owners

Prerequisites

Previous experience with using SharePoint as a user and owner and the completion of the SharePoint Online: For Site Owner course is recommended.

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CLASSROOM LIVE

\$395 CAD

1 Day

Classroom Live Outline

Creating and Configuring Site Collections

- **Create a Site Collection**
 - ☒ SharePoint Site Hierarchy
 - ☒ SharePoint Site Collection Owners vs. Site Collection Administrators
 - ☒ SharePoint Site Templates
 - ☒ Access and Navigate the SharePoint Administration Center
 - ☒ Create a Site Collection
- **Set Quotas**
 - ☒ What are Quotas?
 - ☒ Common Quota Considerations and Scenarios
 - ☒ Set and Change the Quota
- **Configure Audit Options**
 - ☒ Audit Configuration
 - ☒ Auditing Options
- **Back Up a Site Collection**
 - ☒ Backup Options

Configuring Top-Level Sites

- **Managing Features and Apps**
 - ☒ Advanced Site Features
- **Add an RSS Feed to Your Site**
 - ☒ What are RSS Feeds?
 - ☒ Add an RSS Viewer Web Part
- **Create and Configure Document Sets**
 - ☒ What are Document Sets?
 - ☒ Enable Document Sets
 - ☒ Configure document Set Features

- ☒ Create Document Sets
- ☒ Use Document Sets

Configuring Site Collection Metadata

- **Create a New Content Type**
 - ☒ What is Metadata?
 - ☒ What are Content Types
 - ☒ Create Custom Content Types
 - ☒ Add a Custom Content Type to a List or Library
- **Add Columns to Content Types**
 - ☒ What are Site Columns
 - ☒ Add Columns to Content Types

Archiving and Compliance

- **Configure Site Policies**
 - ☒ What are SharePoint Site Policies?
 - ☒ Guidelines for Site Policies
 - ☒ Configure Site Policies
- **Configure In-Place Records Management**
 - ☒ Records and Records Management
 - ☒ Records Management in SharePoint
 - ☒ Enable In-Place Records Management
 - ☒ Site Collection Record Declaration Settings
 - ☒ Library Record Declaration Settings
 - ☒ The SharePoint Records Center
- **Configure Information Management Policies**
 - ☒ Configure an Information Management Policy
 - ☒ Configure Retention Stages
 - ☒ Apply an Information Management Policy
- **Configure and Use the Content Organizer**
 - ☒ What is the Content Organizer?
 - ☒ Configure the Content Organizer
 - ☒ Configure Content Organizer Rules
 - ☒ Use the Content Organizer

Creating Workflows

- **Understanding Workflows**
 - ☒ What are SharePoint Workflows?
 - ☒ Components of a Workflow
 - ☒ Plan a Workflow
 - ☒ Enable Workflow Functionality
 - ☒ SharePoint 2016 Workflow Development Tools
- **Create and Run a Workflow**
 - ☒ Create a Workflow
 - ☒ Run a Workflow

Implementing and Configuring Search

- **Configure Search Options**

- ☐ Enable or Disable Search for SharePoint Lists and Libraries
- ☐ Configure Site Search Options
- ☐ What is the SharePoint Search Center?

- **Create Search Alerts**

- ☐ Configure Search Alerts

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VIRTUAL CLASSROOM LIVE

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Jun 20 - 20, 2025 | 9:00 AM - 5:00 PM EDT

Sep 26 - 26, 2025 | 9:00 AM - 5:00 PM EDT

Nov 7 - 7, 2025 | 9:00 AM - 5:00 PM EST

Dec 10 - 10, 2025 | 9:00 AM - 5:00 PM EST



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PRIVATE GROUP TRAINING

1 Day

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