



# 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 USD

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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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

Mar 25 - 25, 2026 | 9:00 AM - 5:00 PM EDT



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PRIVATE GROUP TRAINING

1 Day

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