

SharePoint Online: Sites, Pages & Admin

5 Days

DURATION

11

MODULES

122

TOPICS

71

HANDS-ON ACTIVITIES

LEARNING OBJECTIVES

- Explain SharePoint 2019 features and site owner responsibilities
- Plan and create sites, subsites and site collections
- Apply site templates, themes and navigation to a site
- Build and manage web pages using web parts and page layouts
- Configure security roles, permission levels and security groups
- Administer SharePoint Online site collections and user profiles
- Configure data connections, the term store and search settings
- Deploy and manage apps through the app catalog

11 Modules, 122 Topics

DAY 01**01****8 Labs**

An Introduction to SharePoint 2019

Let's get started with SharePoint 2019 by letting you know about its fantastic selection of features. We will demonstrate popular uses of SharePoint 2019 to manage and share content, create engaging web page, automate business processes and work in real time with co-authoring. We will also discuss who will be the typical users in our sites and the role of the site collection administrator. Site Owners are trusted with functionality that in other business systems would normally only be available to developers. As a new Site Owner we're sure that you will be amazed with the potential that SharePoint 2019 has to offer an end user.

TOPICS

- What is SharePoint?
- Centrally Manage Web Pages, Team, Work Social Experience
- Automate and Capture
- Office Integration
- Ownership and Access Site Collection
- Administrator Farm
- Administrator

02**9 Labs**

Creating Sites

Whether you are managing existing sites or you have not yet started, we will complement your current situation by discussing site hierarchy and planning your SharePoint sites. This will allow you to understand existing sites that other people have created as well as making good decisions when building new sites. As a site owner, you will be presented with a selection of site templates. You will use a variety of popular site templates to develop an enhanced understanding of each sites function and appropriate use. Once your site is ready, we will then change the look and feel of your site. You can even try applying your business brand to your site. We will also build our navigation bar, a simple but powerful way to help users move between websites.

TOPICS

- Planning your sites
- The Farm, Site Collections and Subsites Explained
- Hybrid Configuration
- Site Collections Explained
- Why Create Subsites?
- **Creating a Site Collection:** Classic and Modern
- Requesting a New Site
- Navigating your Team Site
- **User Interface:** Classic vs Modern
- Where does Classic come from?
- Creating Subsites
- Site Templates
- Apply a new Theme
- Building your Navigation
- Deleting Sites

03

8 Labs

Creating and Managing Web Pages

SharePoint boasts a rich selection of ways to build web pages. You will learn how to update the home page of your SharePoint site with text, links, images, videos and web parts. We will also show you best practices when creating multiple pages and linking them together. In most site templates, creating and managing web pages is a simple, fast and rewarding way to present essential information and apps. SharePoint can also be used as an Intranet for internal news. Due to the high visibility of these web sites, it is common to place more control over the release of new web pages or updates to existing pages. For this reason, SharePoint has publishing sites and communication sites.

AN INTRODUCTION TO WEB PAGES

- Types of Web Page
- Add a Site or News Page
- Page Sections
- Web Parts
- Page Details
- Save, Publish, Promote and Delete Pages
- Communication Sites
- Classic Team Site Pages
- Add & Modify Wiki Page Content
- Adding Rich Content
- App Parts and Web Parts
- Page Management
- Delete a Page
- Web Part Pages
- Publishing Sites
- Create Pages
- Page Layouts
- Renditions
- Reusable Content
- Finalizing a Publishing Page
- Scheduling a Publishing Page
- Publishing Approval

04

4 Labs

Customizing Security

Security is an important element of any site. You will see instructor-led demonstrations of the best practices for adding and removing colleagues from your site and defining their level of access. As a site owner, you can customize permission levels. This means that you can create levels of access that are aligned with the responsibilities of your sites users. An example of this would be allowing a group of users the ability to upload content but not delete content. You will also see how to use the Share button to quickly share documents with other users.

TOPICS

- SharePoint Roles
- Managing Access to SharePoint
- Setup Access Requests
- Sharing a Site
- Sharing Files
- Removing a User
- Customizing SharePoint Security
- Create Permission Levels
- Creating a SharePoint Security Group
- Managing Inheritance

This course will introduce the audience to SharePoint Online Administration in Microsoft 365 and explain and demonstrate the configuration options for SharePoint Online. The course is appropriate for existing SharePoint on-premises administrators and new administrators to Microsoft 365 who need to understand how to correctly setup SharePoint Online for their company. The course will also help SharePoint on-premise administrators understand the differences between SharePoint on-premises and SharePoint Online. This course is designed for Administrators who need to setup, configure and manage SharePoint Online as part of their Microsoft 365 Administration.

05

7 Activities

Introduction to Microsoft 365 and SharePoint Online

This first module will take you on a tour of Microsoft 365 and SharePoint Online and ensure you are familiar with all the components that will be covered in later modules. You will understand the way identity management works in Microsoft 365 and also the tools required to manage the environment. You will also learn about the options for migrating to SharePoint Online and building hybrid scenarios.

TOPICS

- Introduction to the Microsoft 365 Administration Center
- Configure Reporting
- Accessing SharePoint management tools
- Accessing security and compliancy
- Managing Microsoft 365 and SharePoint Online with PowerShell
- Comparing On Premises SharePoint with SharePoint Online
- User identity in Microsoft 365 and SharePoint Online
- Managing user domains
- Building Hybrid scenarios
- OneDrive and Sites redirection
- Yammer redirection
- Understand hybrid search
- Hybrid business data connectivity
- Hybrid taxonomy

06

8 Activities

Working with Site Collections

This module will help you to understand the topology of site collections and how to create and manage them. You will learn how to define delegated control and administration plus configure storage options and quotas for different site collections. You will learn how to configure external access to your content and sharing with external identities and finally how to delete and recover site collections including PowerShell management.

TOPICS

- Introduction to classic and modern admin centers
- Creating Site Collections
- Defining ownership and security for site collections
- Configuring Storage
- Configure External Access to site collections
- Recovering site collections
- Configure external sharing
- Managing site collections with PowerShell

Managing User Profiles

User Profiles are a key part of any social and collaboration platform and in this module you will learn how to manage the user profile options in SharePoint Online including the building of custom profile properties. You will also learn how to create and configure audiences for targeted content and then use the audiences for personal site redirection. Finally you will learn how to configure the search options and cleanup jobs for the profile service.

TOPICS

- Overview of the profile service
- Defining profile properties
- Map profile properties to a term store
- Creating custom profile properties
- Managing audiences
- Creating audiences
- Managing user profile policies
- Configure trusted my site host locations
- Configure preferred search center locations
- Defining read access permission levels
- Configuring newsfeed options
- Setup email notifications
- Configure my site cleanup

DAY 04

Working with Data Connections

This module focuses on building and configuring data connections and the challenge of SharePoint of displaying data that resides in other data sources and then displaying that data in SharePoint sites. You will learn how to leverage Power Apps for forms development and Power Automate to build business process along with Power BI to display data. The business connectivity service is designed to allow data connections to be defined in order to display data from other locations such as Azure SQL and then allow users to add data web parts without the need to understand data connection configuration. You will also learn the importance of using the secure store service along side business data connections to define data access to remote data storage using single sign on.

TOPICS

- Introduction to Data Connections
- Overview of Power Apps, Power Automate and Power BI

Managing the Term Store

The term store is a key component of Enterprise Content Management and findability and this module will cover the creation of a term store through to building term sets and applying them to content. Terms can also be part of a social profile structure as well and you will learn how to inject terms through the UI and via PowerShell.

TOPICS

- Overview of the term store
- Understanding terms and life cycle management
- Creating term groups
- Creating the term store
- Creating Term Sets in the UI
- Creating Term Sets via importing via a CSV
- Creating terms in the UI
- Creating terms via PowerShell and CSOM
- Manage terms with synonyms and pinning
- Configure delegated Administration

Configuring Search

Search is one of the most important tools available to a user in SharePoint as it enables data to be found and targeted in various ways. This module will show what options are available to extend the search service with powerful search optimization tools such as result sources and managed properties to enable search web parts to be used as part of a targeted content deployment. You will also learn about exporting the search configuration and importing it to other site collections or even other tenants.

TOPICS

- An Introduction to the search service
- Classic versus Modern search experience
- Understanding Managed Properties
- Create Managed Properties
- Manage Authoritative pages
- Understand Result sources
- Create and configure result sources
- Understand Query rules
- Promoting results through query rules
- Remove search results from the index
- Exporting search configurations
- Importing search configurations

Configuring Apps

This module will focus on the configuration and deployment of the application management service in SharePoint Online. Apps are a great way to add features and functionality to SharePoint and Apps can be deployed in several ways into SharePoint Online including via the store and via the Application catalog. You will learn how to configure apps from both environments as well as deploying a full commercial app from a 3rd party.

TOPICS

- An Introduction to Apps
- Understanding the App Catalog
- Building the App catalog
- Adding Apps to the catalog
- Add Apps to your SharePoint sites
- Adding Apps via the marketplace store
- Manage App licensing
- Configure store access settings
- Monitoring app usage

Practise What You Learn

#	MODULE	ACTIVITY
01	An Introduction to SharePoint 2019	LAB ■ Introduction to SharePoint 2019 ■ Navigating SharePoint ■ Using your app launcher ■ Uploading to OneDrive ■ Updating your MySite Profile ■ Understand user roles in SharePoint 2019 ■ Navigate SharePoint 2019 ■ Manage your OneDrive and MySite
02	Creating Sites	LAB ■ Creating Sites ■ Create two sub sites ■ Delete a sub site ■ Restore a site ■ Update the navigation ■ Understand the benefits of using site templates when creating new sites ■ Correctly use Site Collections and Sites ■ Control site navigation ■ Delete and Restore of Sites
03	Creating and Managing Web Pages	LAB ■ Create and Manage Web Pages ■ Tidy up the Training home page ■ Add rich content ■ Create a new page ■ Optional - Create a communication site pages ■ Create all types of pages ■ Add content to a page including images and videos ■ Use publishing page content such as renditions and reusable content
04	Customizing Security	LAB ■ Customizing Security ■ Share Content in a library ■ Create new permission levels ■ Create a new security group

#	MODULE	ACTIVITY
05	Introduction to Microsoft 365 and SharePoint Online	LAB 1 ■ Configuring the Microsoft 365 environment ■ Create a new Outlook.com account ■ Create a new Microsoft 365 Trial ■ Install Azure Active Directory PowerShell ■ Install SharePoint Online Management Shell ■ Create test users ■ Install Office Apps for Enterprise on to your client
06	Working with Site Collections	LAB 1 ■ Managing Site Collections ■ Create a new site collection using the UI ■ Create a new Modern site collection ■ Create a new site collection using PowerShell ■ Configure Storage Quotas ■ Configure external sharing ■ Restore site collections ■ Create a site and deploy content for later labs
07	Managing User Profiles	LAB 1 ■ Managing the User Profile service ■ Create a new custom user profile property ■ Create a custom property mapped to a metadata term ■ Create an Audience using profile properties and target content ■ Configure My Site cleanup accounts
08	Working with Data Connections	LAB 1 ■ Managing the business data connectivity service ■ Create a new Power Apps form ■ Create a new flow in Power Automate ■ Create a new secure store application ■ Create a new BCS BDC connection ■ Create an external content type ■ Create a new external list to leverage the external data
09	Managing the Term Store	LAB 1 ■ Creating and Managing the Term Store ■ Create a Term Group and Term Set ■ Manage Terms with PowerShell and CSOM ■ Manage Terms with synonyms and pinning ■ Configure delegated administration
10	Configuring Search	LAB 1 ■ Managing and configuring the Search Service ■ Create a query in modern and classic ■ Create a new result source ■ Export the search configuration

#	MODULE	ACTIVITY
		LAB 1
11	Configuring Apps	■ Configuring Apps ■ Create and configure an app catalog ■ Add an Office 365 store app ■ Add an app via the app catalog ■ Add an Azure app ■ Monitor and Manage app usage

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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