

SharePoint Online for Site Owners

Objectives

This 1-day course aims to equip delegates with the skills and knowledge needed to effectively create and manage sites in SharePoint Online.

Site owners will learn how to create sites and manage security and other advanced site features in sites where they have **full control** access.

Prerequisites

Attendees should have attended the *Microsoft SharePoint Online for Power Users* course to meet the prerequisites for this course.

Modules

The Site Owner Role

- The Full Control Permission Level
- Review of SharePoint Governance

Creating Sites

- Title, description and URL options
- Site templates
- Permissions during site setup
- Navigation options

Security

- The SharePoint security model
- People and groups
- Site permissions
- Limited access permission
- Permission inheritance considerations
- Permission levels
- Custom groups and permission levels

Access Requests

- Responding to access requests
- Access request settings

Auditing

- Understanding the need for auditing
- Auditing prerequisites
- Viewing audit log reports

Site Administration

- Regional settings
- Language settings
- Managing user alerts
- Check workflow health
- Usage reports

Site Navigation Features

- Managing navigation elements
- Configuring global and local navigation

Site Management

- Site Content and Structure
- Overview of managing site features
- Delete a site

Optional: Introduction to PowerShell

- PowerShell fundamentals
- Connecting to SharePoint
- Simple cmdlets
- Piping cmdlets

Ask about bespoke courses...

The Site Owner role should be defined in your SharePoint governance plan before training begins. Ask us about how this course can be tailored to support your governance plan.