

## COURSE OVERVIEW

# SHAREPOINT ONLINE SITE COLLECTION ADMINISTRATOR

*Duration: 1 day*

## *Prerequisites*

*This course is aimed at delegates that have completed the SharePoint 2013 Power User course or have previous equivalent experience with SharePoint 2013 or previous versions of SharePoint. The course is designed for Power Users who will be managing top-level Sites within SharePoint Online 2013 (Office 365).*

## *Introduction to Site Collection Administration*

*This module introduces Site Collections within a SharePoint Online deployment, the topology of SharePoint Sites, and discusses the importance of site model planning. The module also overviews the agenda for the rest of the course.*

- *Course overview and agenda*
- *Introduction to Site Collections for SharePoint Online*
- *Site Collection Administrative Tools*

## *General Tools and Options*

*Site Collection Administrators, as part of the initial design, need to configure general options and settings such as consistent navigation, Recycle bin settings, activating features, managing templates, uploading user solutions, and creating help options.*

- *General Options*
- *Navigation Options*
- *Managing the Galleries*
- *Help Collections*
- *Site Collection Upgrade*

## *Content Management*

*SharePoint Online provides Site Collection Administrators with many tools to manage content, such as content publishing, caching and Managed Metadata and Taxonomy.*

- *Web Content Publishing*
  - *Master Page Gallery*
  - *Output caching and cache profiles*



- Variations
- Content and Structure
- Term Store Management
- Entering Managed Metadata

## *Search Settings*

*Search in SharePoint Online provides Site Collection Administrators with more options enabling them to exercise more control over search results. This allows the administrator to configure Search to align with the needs and culture of the people using the SharePoint sites.*

- *Introduction to Search*
- *Understanding Search Schema*
- *Create and Manage Result Sources*
- *Manage Result Types*
- *Manage Search Settings*
- *Search Center Sites*

## *Policies and Auditing*

*SharePoint Online has many options for maintaining governance with regards to controlling the lifecycle of documents and items within Lists, as well as configuring Auditing options for logging specific actions taken on content for legal compliance reporting. In SharePoint 2013, there is now the possibility to create Site Policies, allowing administrators to manage the retention and deletion of sites.*

- *Introduction to Site Collection Policies*
- *Create Site collection Policies*
- *Site Collection Content Type Policies*
- *Export and Import Site Collection Policies*
- *Modify Site Collection Policy Settings*
- *Site Policies*
- *Auditing*