Microsoft SharePoint Online for Owners

Duration: 1 Day Course Code: M365SPO

Overview:

SharePoint Online is a cloud-based service that helps organisations share and collaborate with colleagues, partners, and customers from any location. With SharePoint, you can access internal sites, documents, and other information from anywhere… the office, at home, or from a mobile device.
Before you dive into building and configuring your organisation's SharePoint environment, there are a few things you should consider such as how to effectively protect your organisations' important content and data, whilst providing a positive user experience.
In this course you will explore how to design and develop a SharePoint site with a focus on site settings and permissions and receive guidance on how to effectively set up libraries with an approach to metadata.

Target Audience:

Those people who are responsible for a team SharePoint Site and provide content for that site which is then used by others.

Objectives:

- By actively participating in this course, you will learn about the following:
- An overview of SharePoint Online
- How to customise your site and library settings
- Keeping your site secure with site permissions
- Ensure the correct content is available for target audience
- How to streamline processes through workflows using Power Automate

Prerequisites:

To be successful in this course, we recommend you first attend the following courses or have equivalent knowledge:

Microsoft SharePoint Online for Users (M365SPU)

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to SharePoint Online and Owner access rights to the site.

This course is not suitable for MAC users.

Follow-on-Courses:

Microsoft SharePoint Webpages (M365SPW)

Content:

What is SharePoint Online

SharePoint Structure

Team site or Communication site

The SharePoint Environment

Navigation on your SharePoint site

Create a new Team site

Site roles

Site settings

Change regional settings

Customise your site

Add a logo

Change the name, description, privacy level, and site classification

Modify the colour, background, or font with classic experience themes

Site Permissions

Overview of Group and Site Permissions

Add owners, members and visitors to your site

Manage permissions settings

Working with Document, Content and Libraries

Best practices for setting up a new library

Create a new library

Library Settings

Work with Columns

Organise content with Metadata

Create Views for a Library

Introduction to views

Create Views for personal or public use

Lists and other Built-in Apps

Overview of available Apps

Add an App

App settings

Delete and Restore an item

Automation

Overview of automation in lists and Libraries

Create a workflow using Power Automate

Customise the theme	Upload files to a library	

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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