SharePoint: Administration and Governance
Advanced level

Duration: 3 hours

Prerequisites:
- Web browser
- Knowledge of the Microsoft 365 environment
- Site owner or SharePoint administrator role

Teaching methods:
- Remote training
- Demonstration
- Training materials included

Target audience: SharePoint administrators, site owners and IT teams responsible for the organization's Microsoft 365 environment.

Skills acquired upon completion:
- Find your way around the SharePoint admin center
- Govern sharing, guests and access
- Set governance rules and manage the site lifecycle

Certificate upon completion: yes

DESCRIPTION

Master SharePoint administration and governance to build a structured, secure and high-performing Microsoft 365 environment. This hands-on course will help you better organize your sites, manage access and sharing, and apply sustainable governance practices.

PROGRAM

Part One

1. The Role of the SharePoint Administrator
- SharePoint administrator vs. site owner: who does what
- Responsibilities and best practices
- The role of SharePoint in Microsoft 365

2. Microsoft 365 and SharePoint Architecture
- Microsoft 365 groups
- How Teams, SharePoint and OneDrive relate
- Modern SharePoint architecture
- Understanding the dependencies between tools

3. The SharePoint Admin Center
- Tour of the admin center
- Managing active sites
- Managing owners and access
- Organization settings
- Administering SharePoint sites

4. Site Architecture and Organization
- Team sites
- Communication sites
- Hub sites
- Root site
- Organization and navigation strategies

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Part Two

1. Managing Sharing and Security
- Internal and external sharing
- SharePoint sharing settings
- Guest management
- Security best practices

2. SharePoint Governance
- Governance principles
- Naming conventions
- Owner management
- Document Management
- Periodic access reviews

3. Site and Team Lifecycle
- Creation
- Using
- Archiving
- Deletion
- Restoration

4. Governance and Microsoft Copilot
- Why governance matters
- Permissions and information visibility
- Document structure and quality of results
- Preparing your environment for artificial intelligence

5. Workshop and Case Study
- Analyzing a collaborative environment
- Governance recommendations
- Questions and discussion

QUESTIONS AND ANSWERS