

SharePoint Online

Divya
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Agenda

- Understanding SharePoint Online
- Difference of Online and On-Premise
- SharePoint Terms
- Navigating SharePoint Online
- Site Types
- Creating A New Site
- Content and Process Features
- Content Types
- SharePoint online structures
- SharePoint Site Settings
- Permission Levels In SharePoint
- Inheritance
- Default Permission Levels
- Permission levels and SharePoint groups
- Lists
- SharePoint Forms
- Power Apps
- Set up SharePoint Integration
- SharePoint Document Management
- Document Management for Specific Entities
- Using Document Management
- Validate and fix SharePoint site URLs

What is a Microsoft Account?

A Microsoft Account is any login/password that you use to sign into Skype, Outlook, or OneDrive.

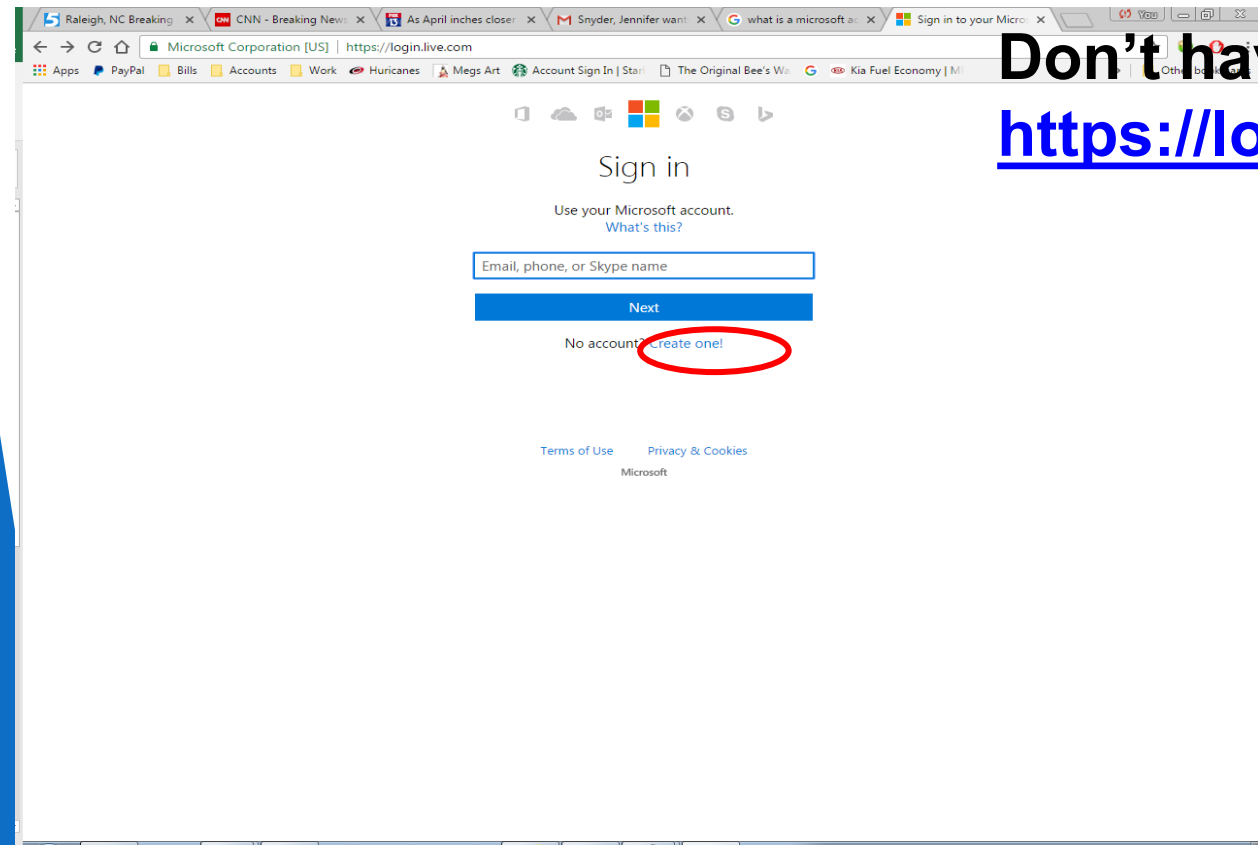
If you do not have a Microsoft account:

In your browser go to <https://login.live.com/> and select
Create one!

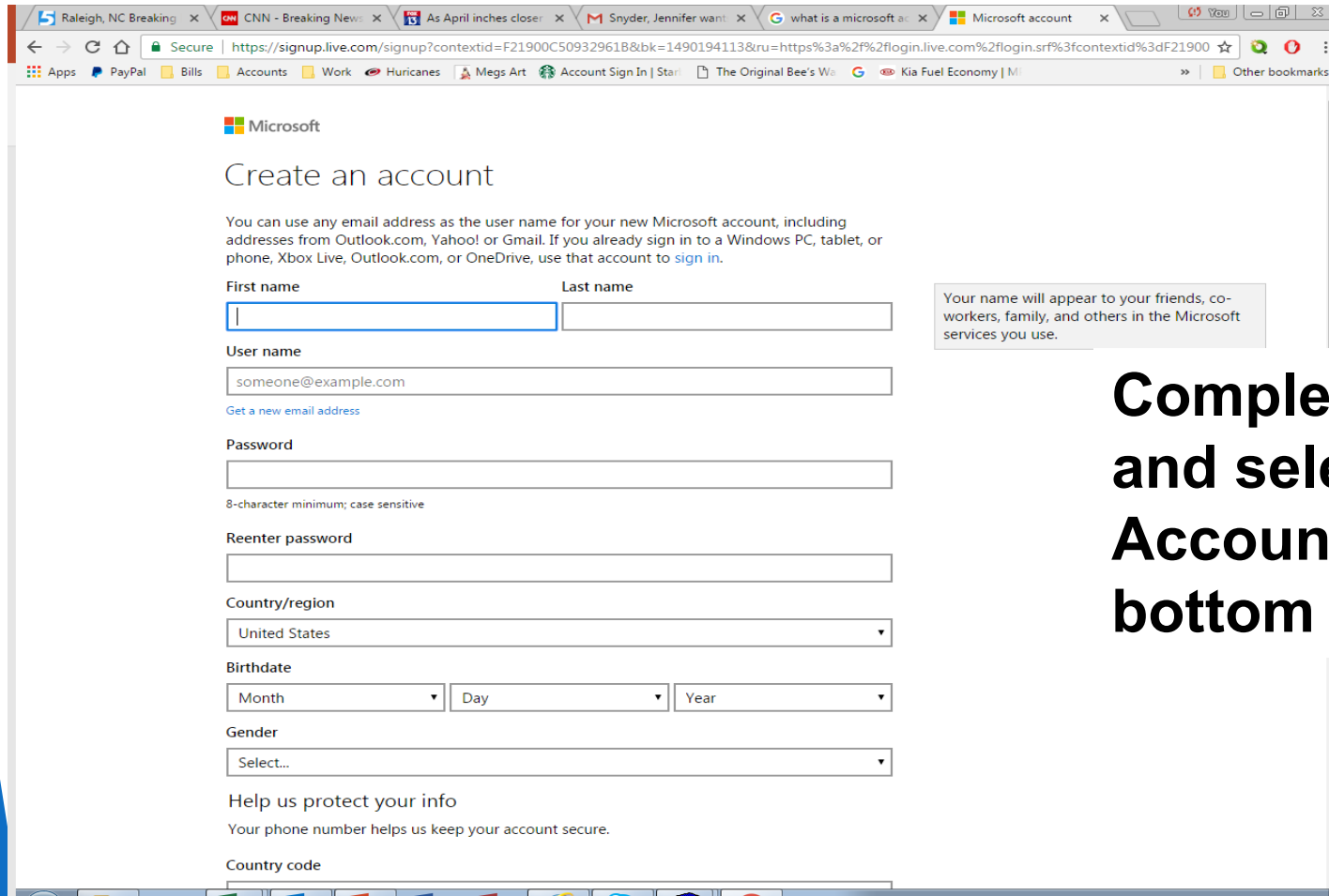
Microsoft - Don't have an account?

Don't have a Microsoft account

<https://login.live.com/>



Microsoft - Create Account



The screenshot shows a web browser window with multiple tabs. The active tab is titled "Microsoft account" and displays the URL <https://signup.live.com/signup?contextid=F21900C50932961B&bk=1490194113&ru=https%3a%2f%2flogin.live.com%2flogin.srf%3fcontextid%3dF21900>. The page content includes the Microsoft logo, the heading "Create an account", and a paragraph explaining that users can use email addresses from Outlook.com, Yahoo!, or Gmail. The form fields are as follows:

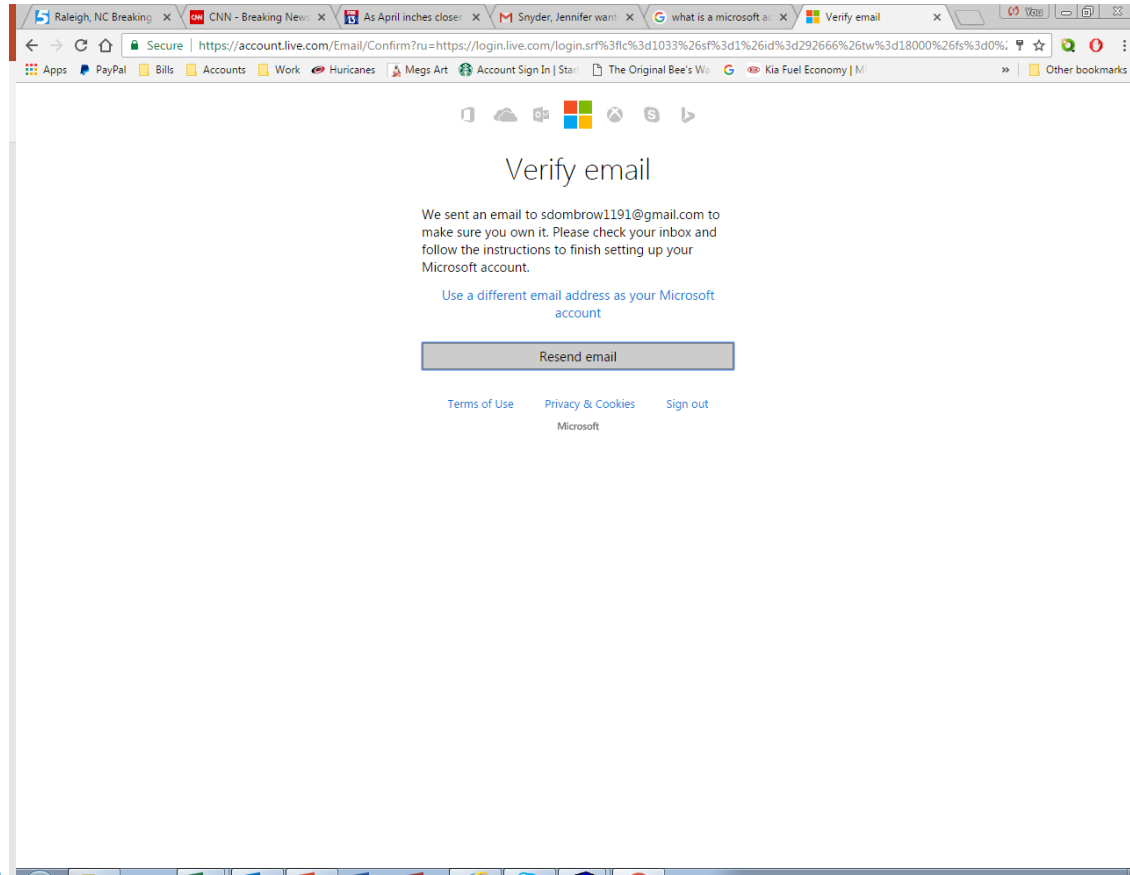
- First name**: A text input field with a cursor.
- Last name**: A text input field.
- User name**: A text input field containing "someone@example.com". Below it is a link "Get a new email address".
- Password**: A text input field. Below it is the text "8-character minimum; case sensitive".
- Reenter password**: A text input field.
- Country/region**: A dropdown menu showing "United States".
- Birthdate**: Three dropdown menus for "Month", "Day", and "Year".
- Gender**: A dropdown menu showing "Select...".

At the bottom, there is a section titled "Help us protect your info" with the text "Your phone number helps us keep your account secure." and a "Country code" dropdown menu.

Your name will appear to your friends, co-workers, family, and others in the Microsoft services you use.

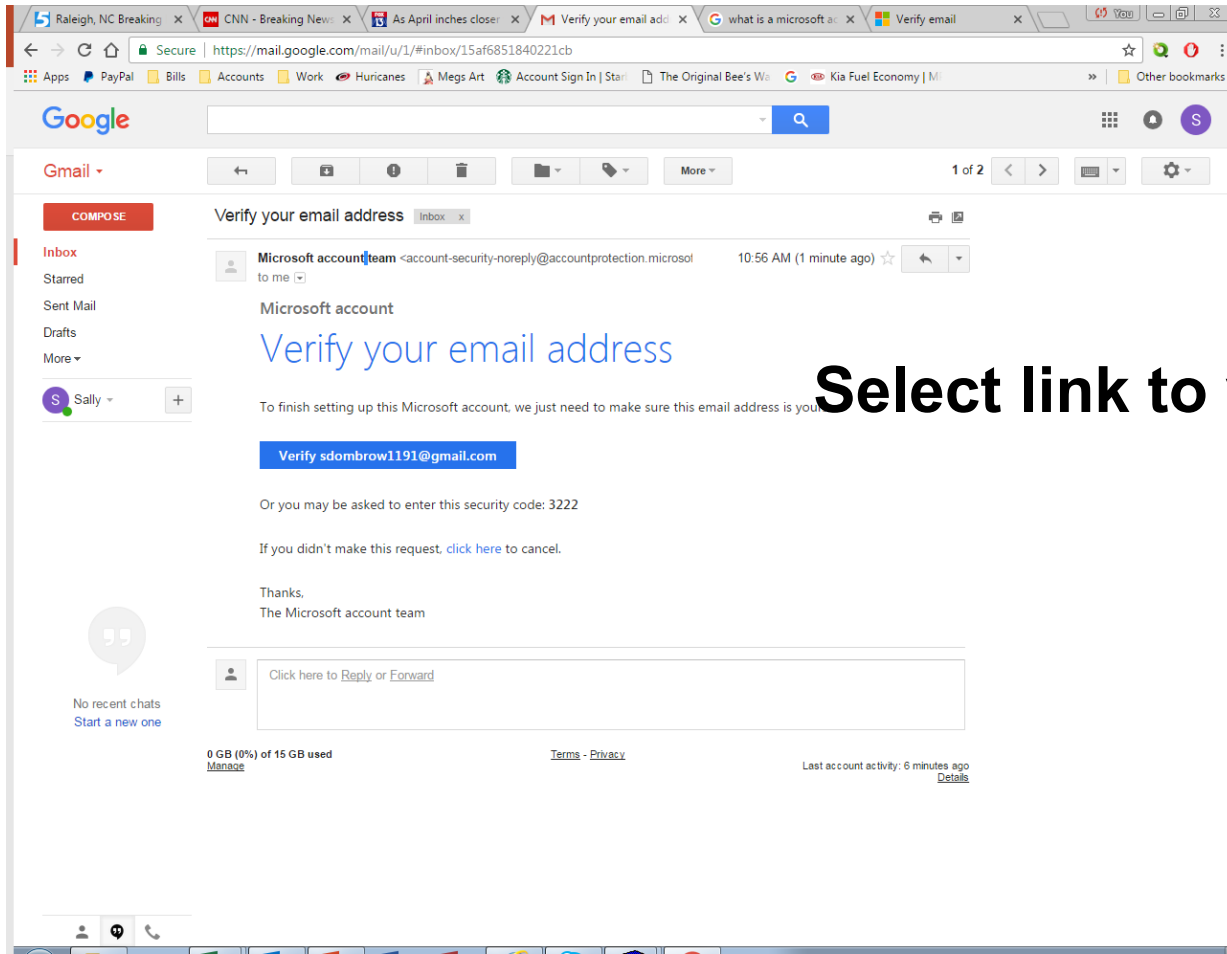
**Complete the form
and select “Create
Account” at the
bottom of the page.**

Microsoft - Verification of email notification



You will receive an email with instructions to verify your email.

Microsoft - Verifying Your Email



The screenshot shows a web browser window with multiple tabs open, including 'Raleigh, NC Breaking', 'CNN - Breaking News', 'As April inches closer', 'Verify your email add', 'what is a microsoft a', and 'Verify email'. The address bar shows the URL 'https://mail.google.com/mail/u/1/#inbox/15af6851840221cb'. The Google search bar is visible above the Gmail interface. The Gmail interface shows the 'Verify your email address' email in the inbox. The email is from 'Microsoft account team' to 'Sally'. The subject is 'Verify your email address'. The body of the email contains a blue button labeled 'Verify sdombrow1191@gmail.com'. Below the button, it says 'Or you may be asked to enter this security code: 3222'. It also includes a link to 'cancel' if the user didn't make the request. At the bottom, there is a 'Click here to Reply or Forward' link. The left sidebar shows the 'Inbox' and other folders. The bottom status bar shows '0 GB (0%) of 15 GB used' and 'Last account activity: 6 minutes ago'.

Verify your email address

Microsoft account team <account-security-noreply@accountprotection.microsoft> to me

10:56 AM (1 minute ago)

Microsoft account

Verify your email address

To finish setting up this Microsoft account, we just need to make sure this email address is yours.

[Verify sdombrow1191@gmail.com](#)

Or you may be asked to enter this security code: 3222

If you didn't make this request, [click here](#) to cancel.

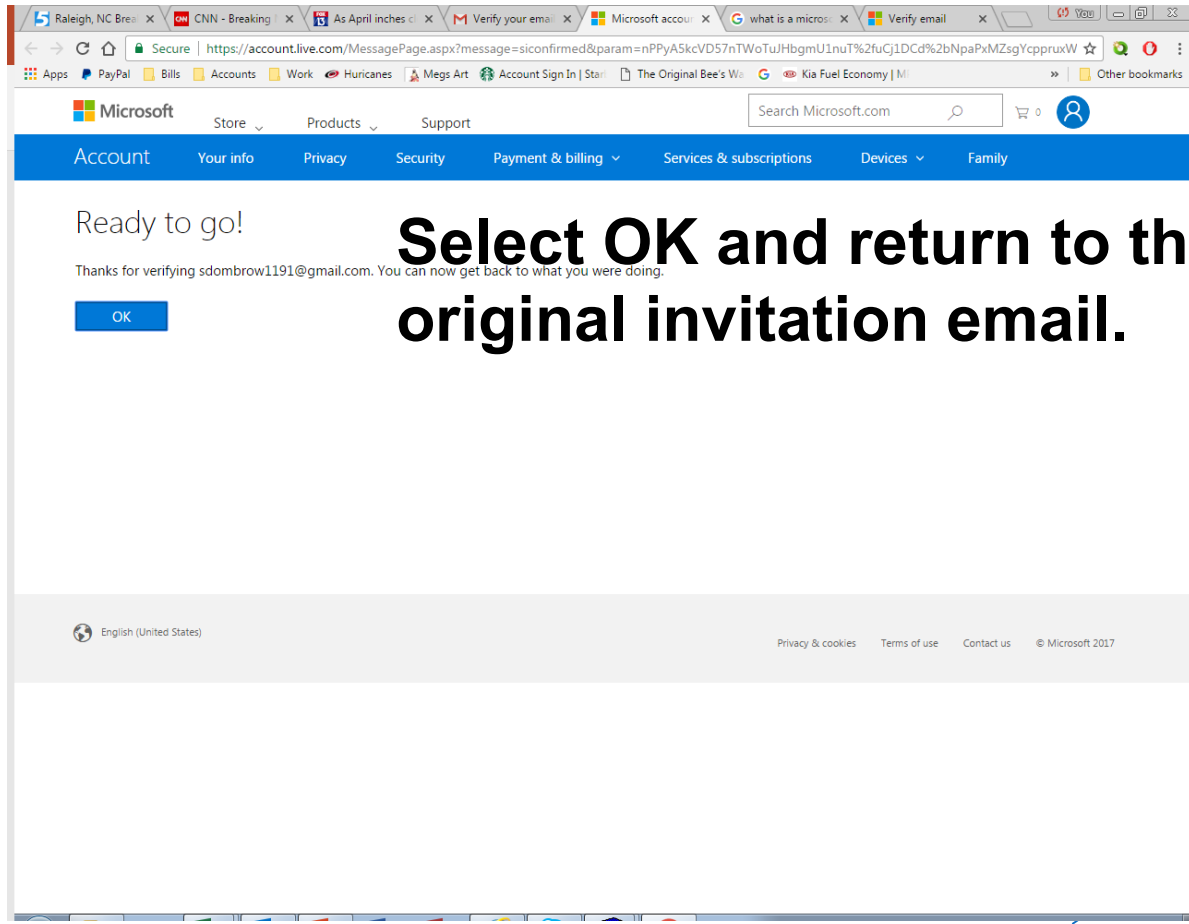
Thanks,
The Microsoft account team

[Click here to Reply or Forward](#)

0 GB (0%) of 15 GB used [Manage](#) [Terms](#) [Privacy](#) Last account activity: 6 minutes ago [Details](#)

Select link to verify.

Microsoft – Email verification.



Getting started

<https://products.office.com/en/business/office-365-enterprise->

Microsoft | Microsoft 365 Products Plans and pricing Industry Resources Support Blog

U.S. Outlying Islands

Office 365 E3

Office 365 E3 is a cloud-based suite of productivity apps and services with information protection and compliance capabilities included.

- Install Office for mobile on up to five PCs or Macs, five tablets, and five phones per user.
- Protect information with message encryption, rights management, and data loss prevention for email and files.
- Safeguard corporate data by allowing more secure access to company resources and enabling safe sharing of sensitive information.

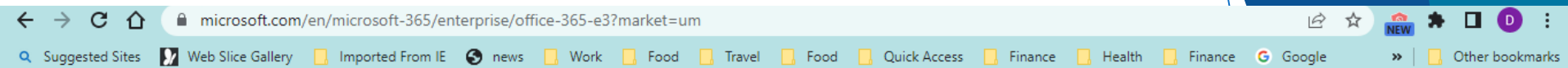
USD\$23.00 user/month
annual subscription—auto renews²

Price does not include tax.

[Buy now](#)

[Free trial](#) ³

Getting started



Office 365 E3

Office 365 E3 is a cloud-based suite of productivity apps and services with information protection and compliance capabilities included.

- Install Office for mobile on up to five PCs or Macs, five tablets, and five phones per user.
- Protect information with message encryption, rights management, and data loss prevention for email and files.
- Safeguard corporate data by allowing more secure access to company resources and enabling safe sharing of sensitive information inside and outside your organization.
- Facilitate legal compliance and email archiving with eDiscovery and mailbox hold.

USD\$23.00 user/month
annual subscription—auto renews²

Price does not include tax.

[Buy now](#)

[Free trial](#) ³ >

[Compare enterprise plans](#)

Or

[Full comparison \(PDF\)](#) >

Overview

Requirements

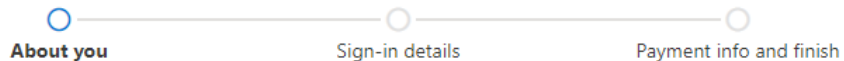
FAQs

Getting started



Office 365 E3 Trial

One month free with payment details



Let's get you started

Enter your work or school email address, we'll check if you need to create a new account for Office 365 E3 Trial.

Email

Next

What is Office 365 E3 Trial?

Fully installed Office apps for PC and Mac



Premium services



Other benefits

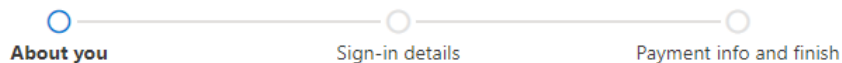
- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox

Getting started



Office 365 E3 Trial

One month free with payment details



Let's get you started

Looks like you need to create a new account. Let's get you started!
Continue as **divyapreya@gmail.com**.

[Set up account](#)

[Change my email](#)

What is Office 365 E3 Trial?

Fully installed Office apps for PC and Mac



Premium services



Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox

Tell us about yourself

First name

Middle name (Optional)

Last name

Business phone number

Company name

Company size

Select one from below

Country or Region

U.S. Outlying Islands

I understand that Microsoft may contact me about my trial.

- ☒ I would like information, tips, and offers about Solutions for Businesses and Organizations and other Microsoft products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).
- ☐ I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

Fully installed Office apps for PC and Mac



Premium services



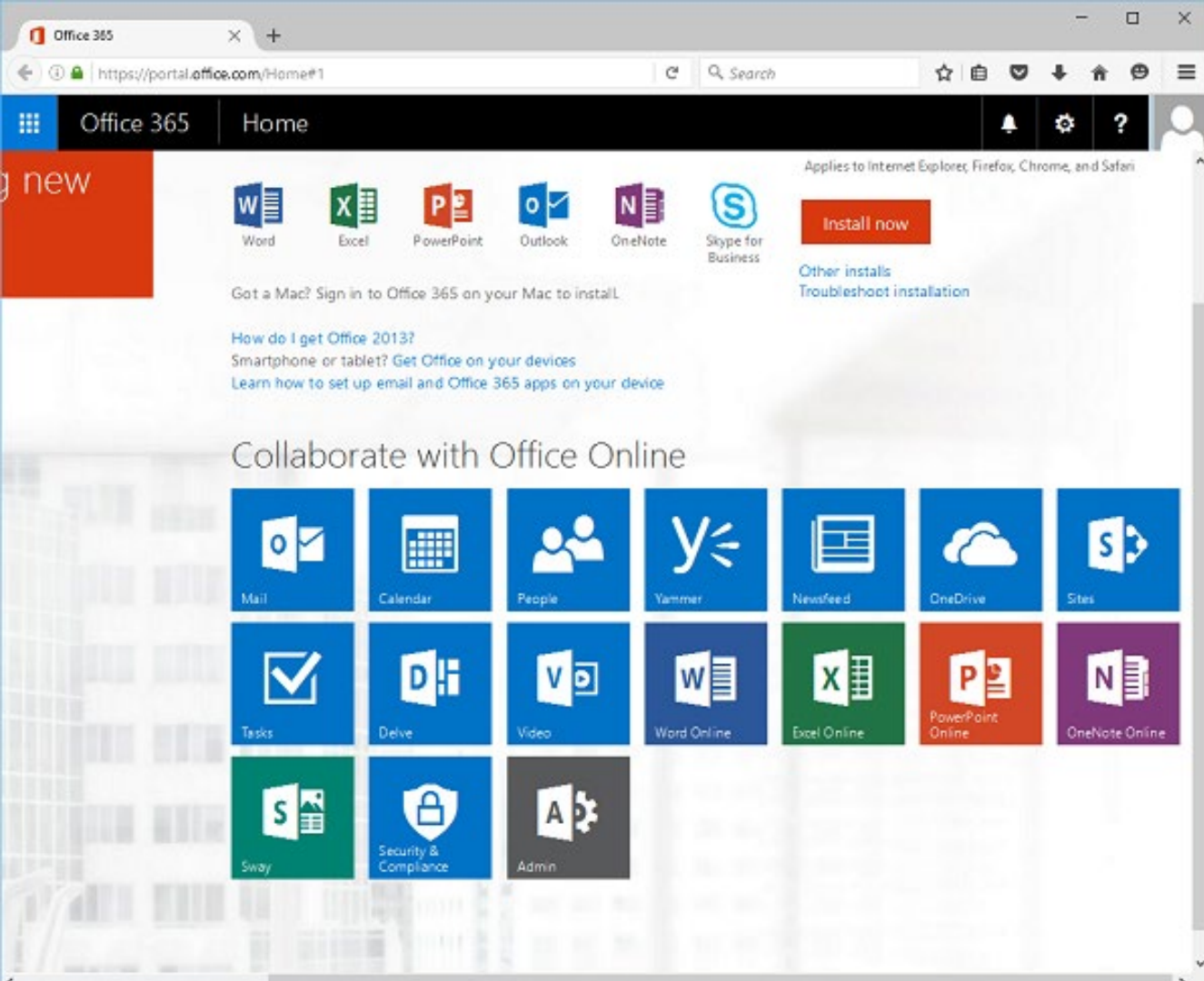
Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

Trial details

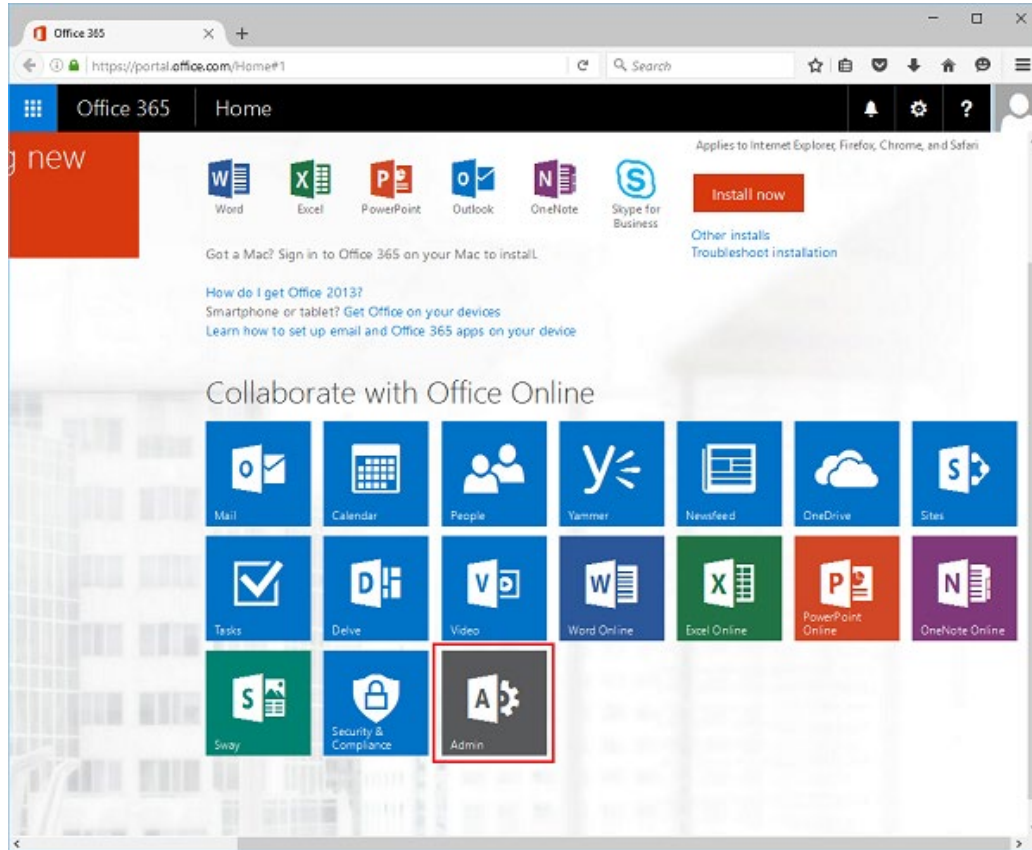
- Add up to 25 users during trial
- The free trial will be automatically converted to a paid annual subscription after one month

In order to avoid charges, cancel by 12/21/2022 at the Microsoft 365 Admin Center

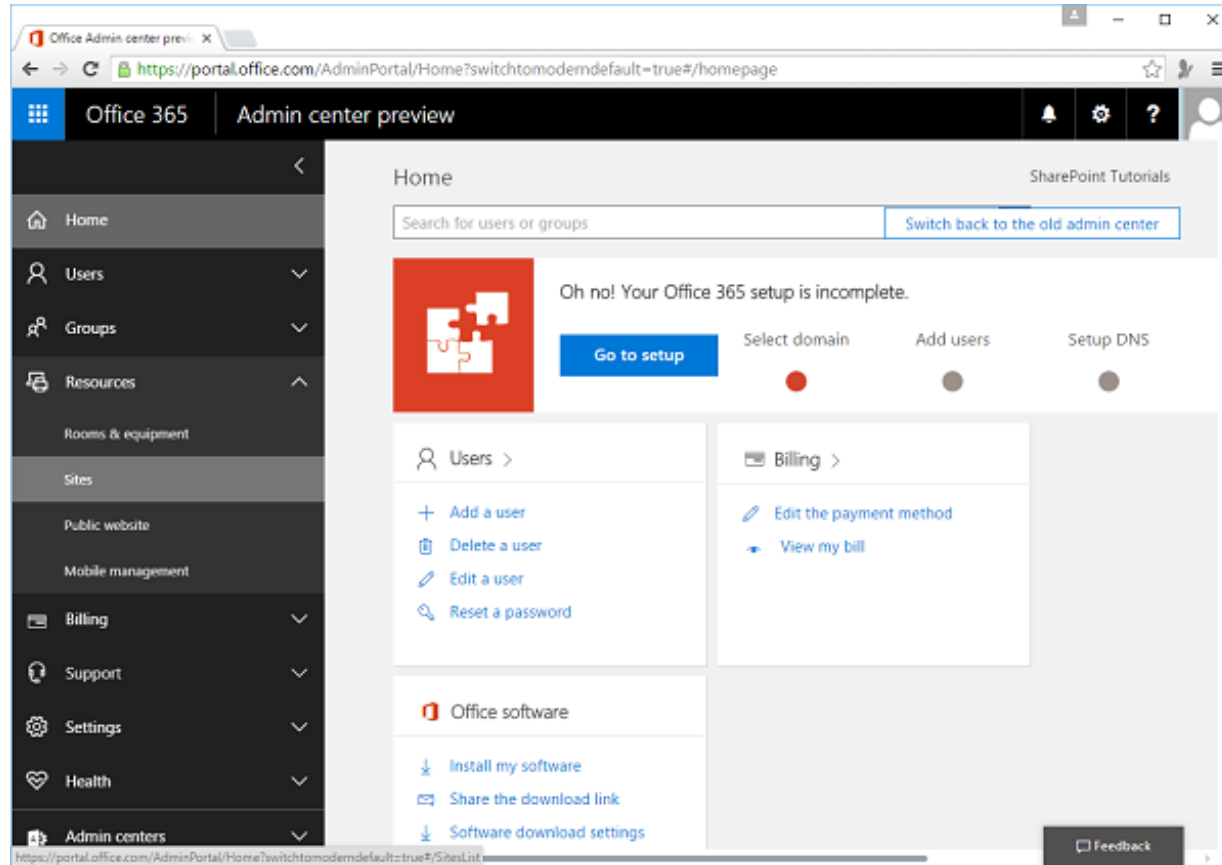


Enterprise-

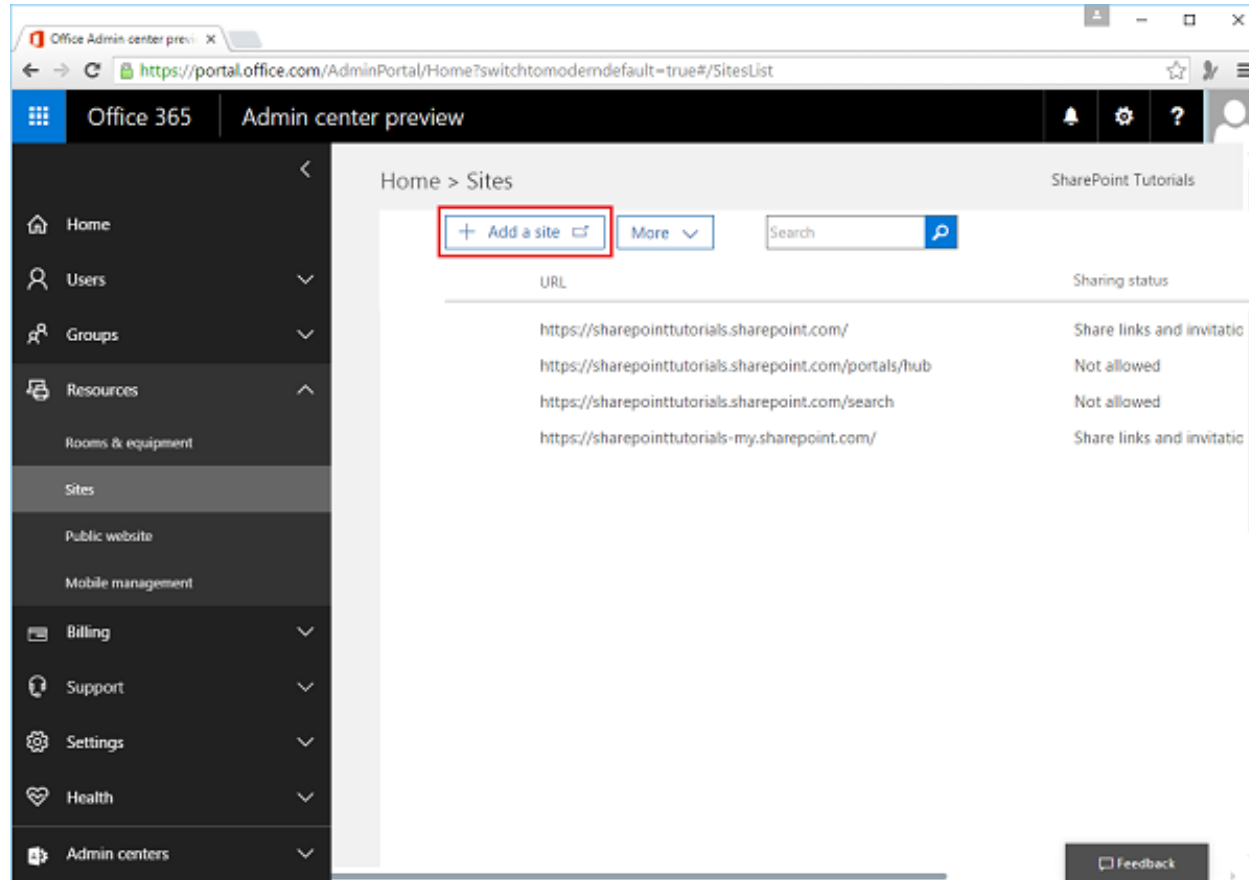
Step 1 – To create a new site collection let us go to the site <https://portal.office.com>



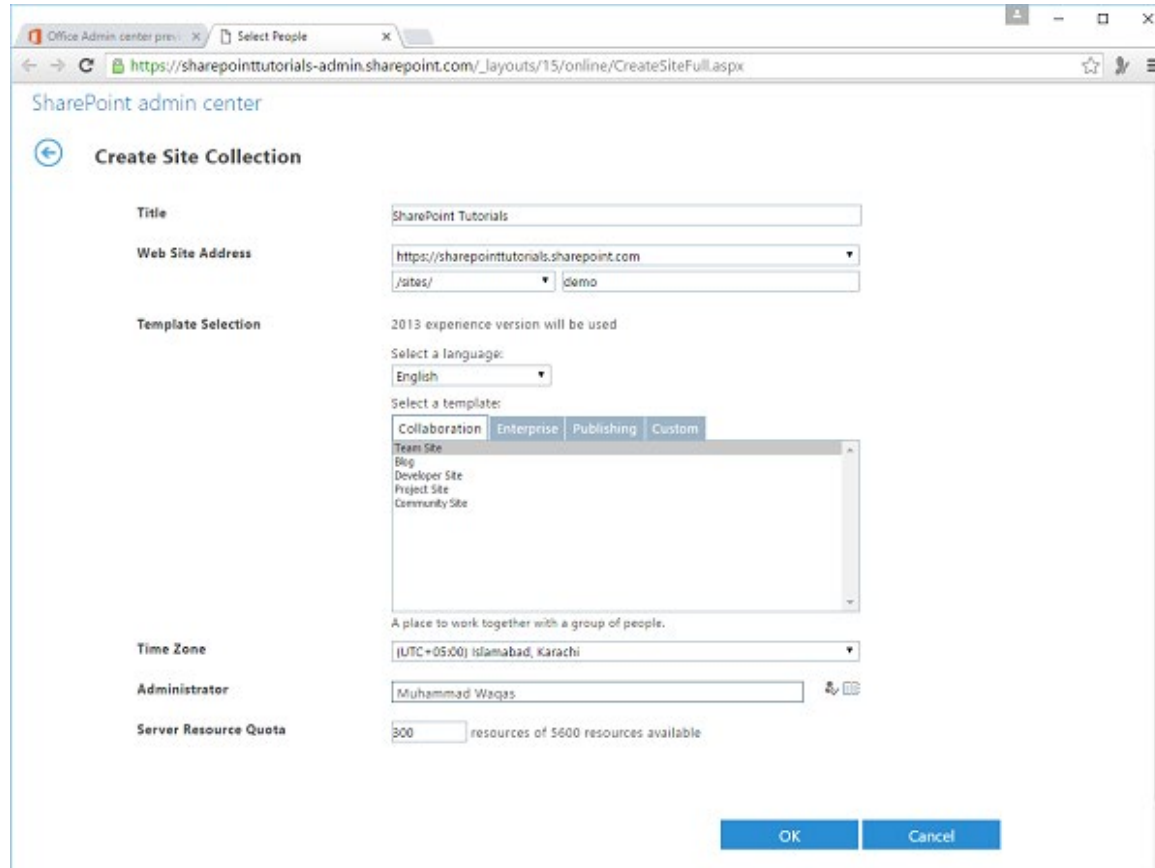
Step 2 – Select Admin icon and you will see the following page –



Step 3 – Select Resources → Sites, in the left pane. In the right pane, click Add a site



Step 4 – Following page will open. Enter the required information and click OK.



The screenshot shows the 'Create Site Collection' page in the SharePoint admin center. The page is titled 'SharePoint admin center' and 'Create Site Collection'. It contains several input fields and a list of templates.

Title: SharePoint Tutorials

Web Site Address: https://sharepointtutorials.sharepoint.com /sites/ demo

Template Selection: 2013 experience version will be used. Select a language: English. Select a template: Collaboration, Enterprise, Publishing, Custom. The list of templates includes Team Site, Blog, Developer Site, Project Site, and Community Site.

Time Zone: (UTC+05:00) Islamabad, Karachi

Administrator: Muhammad Waqas

Server Resource Quota: 300 resources of 5600 resources available

Buttons: OK, Cancel

SharePoint admin center

site collections

infopath

user profiles

bcs

term store

records management

search

secure store

apps

settings

configure hybrid

Site Collections

Site Collections toolbar:

- New
- Delete
- Properties
- Owners
- Sharing
- Buy Storage
- Server Resource Quota
- Upgrade
- Recycle Bin
- Contribute
- Manage
- Restore

Search by URL... 1.01 TB available of 1.01 TB 5300 resources available

URL	STORAGE USED (GB)	SERVER RESOURCE QUOTA	VERSION
https://sharepointtutorials.sharepoint.com	0.00	300	2013
https://sharepointtutorials.sharepoint.com/portals/hub	0.00	0	2013
https://sharepointtutorials.sharepoint.com/search	0.03	0	2013
https://sharepointtutorials.sharepoint.com/sites/demo	0.00	300	2013
https://sharepointtutorials-my.sharepoint.com	0.00	0	2013

Step 5 – Click the link and you will see the detailed information regarding that site collection.

The screenshot shows the SharePoint Admin Center interface. A modal dialog titled 'site collection properties' is open, displaying the following information:

Title	SharePoint Tutorials
Web Site Address	https://sharepointtutorials.sharepoint.com/sites/demo
Primary Administrator	Muhammad Waqas
Administrators	Muhammad Waqas
Number Of Subsites	1
Storage Usage	0.00 GB
Resource Usage	0 resources
Server Resource Quota	300 resources
Resource Usage Warning Level	Not set

A 'Close' button is located at the bottom right of the dialog. In the background, a table titled 'SERVER RESOURCE QUOTA' is partially visible, showing columns for 'SERVER RESOURCE QUOTA' and 'VERSION' with several rows of data.

Collaboration with EPA - SharePoint

What is SharePoint

Collaboration and Document Management Tool

Central location for team documents and information by means of web portals

Centralized repository for shared documents

Cloud-based service

Available through desktop or mobile devices

Allows for simultaneous editing of a single document, saving previous versions and tracking updates.

SharePoint- areas

Collaboration

Interoperability

Platform

SharePoint- areas

Collaboration

SharePoint- areas



Interoperability

SharePoint- areas



Platform

SharePoint - Types

There are three main ways to install and use SharePoint –

- SharePoint Foundation
- SharePoint Server
- Office 365

SharePoint Foundation

- SharePoint Foundation ships as a free, downloadable install and represents the foundational parts of SharePoint.
- It includes a number of features such as security and administration, user and Team site collaboration, and a number of Apps (such as document libraries and lists).
- In essence, it provides a baseline set of features that enable you to get started with both using and developing for SharePoint.

Key Features of SharePoint Foundation

- **Effective document and task collaboration**
- **Reduced implementation and deployment resources**
- **Better control of your organization's important business data**
- **Embrace the web for collaboration**

SharePoint Server - Key features

- **Advanced Search**
- **Web Content Management**
- **Enterprise Services**
- **Business Connectivity Services**
- **Social Networking and Computing**
- **Records management**

Key Features of Office 365

- **licensing SharePoint Online through Office 365**
- **develop rich applications**
- **some great development capabilities**
- Deploy applications
- **capability to customize**

SharePoint - Capabilities & Workloads

- **Sites**
- **Communities**
- **Content**
- **Search**
- **Insights**
- **Composites**

Next Session

Sharepoint terms

Navigating sharepoint online

Thank you

Abstract geometric shapes in various shades of blue (dark blue, medium blue, light blue) are positioned on the right side of the slide, creating a modern, angular design.