SharePoint 2013 Administrator, Part 3 of 5: Sites

Meet the expert: Philip Wheat is an industry veteran who has been active in the computer industry for over 20 years. With experience stretching back to the beginnings of the PC era, he has remained active on the leading edges of technology, focusing on embedded systems, knowledge management, and sensor technologies. He is one of the few who has worked with SharePoint since the original beta, has built his own microprocessor, and has had robotics projects featured in the press and TV shows around the world.

Prerequisites: This course assumes that the students are familiar with Windows Server administration and operations. Students should be comfortable with Windows Server 2008 and 2012 releases, and installation and basic operations of Microsoft SQL Server on same. It is helpful if Students have experience with SharePoint versions prior to 2013, though this is not required.

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Course description: SharePoint Sites are the reason for SharePoint to exist in your organization. In this course, we'll be looking at how to set up Web Applications to hold your content, Site Collections to manage the metadata and permissions of your groups of sites, and the sites themselves and their connection to the rest of the farm. We'll cover how to set up quotas and clean up policies for your users so that you'll stay in control of your servers, and how to get the greatest benefit from SharePoint by ensuring that your implementation is well matched with your desktop software. Finally, we'll walk through the process of setting up site permissions and delegating the appropriate amount of control to the site owners and then testing the whole process with your site owners to ensure you're delivering what they thought they were asking for. Once you've gotten through that process, we'll also look at how to train your standard users to take best advantage of the final implementation.

Course outline:

Web Applications
- Introduction
- Creating Web Applications
- Demo: Create Web Application
- Demo: Application Settings
- Demo: More App Settings
- Demo: Resource Throttling
- Demo: Workflows
- Demo: Outgoing Email
- Demo: Mobile Account
- Demo: SharePoint Designer
- Demo: Manage Features
- Demo: Managed Paths
- Demo: Service Connections
- Demo: Authentication Providers
- Demo: Self-Service
- Demo: Web Part Security
- Demo: Policy
- Summary

Site Collections
- Introduction
- Site Collections
- Site Structure
- Demo: Site Collection
- Deleting Site Collections
- Quotas
- Cleanup Policies
- Demo: Site Collection List
- Demo: Quota Templates
- Demo: Site Deletion
- Summary

Site Support
- Introduction
- Pre-Rollout Activities
- Verify Client Software
- SkyDrive Pro
- SharePoint Designer
- Office Client Integration
- Demo: Designer Settings
- Demo: Site Administration
- Demo: Calendar
- Summary

Site Permissions
- Introduction
- Using SharePoint Groups
- Managing Groups
- Managing Permission Levels
- Permission Policies
- Library/List Permissions
- Reviewing/Auditing Permissions
- Demo: Permission Policy
- Demo: People and Groups
- Demo: User Policy
- Demo: Group Permissions
- Demo: Collection Groups
- Demo: Access Requests
- Demo: Site Permissions
- Demo: Add Permission Level
- Demo: Library Permissions
- Summary

Site Testing
- Introduction
- Identifying Site Owners
- Tasks for Site Owner
- Assigning Ownership
- Demo: Collection Admins
- Demo: Permissions
- Review and Testing
- Demo: Review and Testing
- Demo: Tasks
- Item Versioning
- Recycle Bin
- Demo: Versioning
- Demo: Recycle Bin
- Summary

Site Training
- Introduction
- Using Project Sites
- Demo: Project Site
- Training Employees
- Providing Online Help
- Demo: Settings
- Demo: Custom Help
- Summary