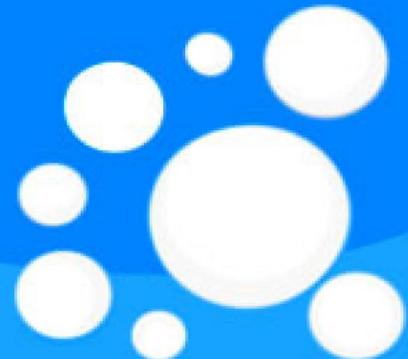


# SharePoint Online & Office 365 Administration



Author

Habibur Rahaman

 C#Corner

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## About the Author

Habibur Rahaman is a SharePoint Project lead and scrum master. He has been working in Microsoft SharePoint over a decade which includes development & administration. He has worked in SharePoint 2007, 2010, 2013, 2016, Office 365 and SharePoint Online. Apart from SharePoint, early in his career he was working in dot net & Microsoft Dynamics Great Plain (GP).

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<b>Exam Passed:</b> <ol style="list-style-type: none"><li>Sharepoint 2010, Application Development (70-573).</li><li>Sharepoint 2010, Configuration (70-667).</li><li>Net Framework 4, Web Application (70-515).</li><li>SQLServer2008, Implementation and Maintenance (70-432).</li></ol>	<b>Certification Achieved:</b> <ul style="list-style-type: none"><li>Microsoft Certified Solutions Associate (MCSA)</li><li>Microsoft Certified Professional (MCP)</li><li>Microsoft Certified Technology Specialist (MCTS).</li></ul>

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>5. Core Solutions of Microsoft SharePoint Server 2013 (70-331).</li><li>6. Managing Office 365 identities and Requirements (70-346).</li><li>7. Enabling Office 365 Services (70-347).</li></ul> |  |
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## **What will you learn from this book?**

This book is targeted for everyone from beginners to advanced SharePoint administrators, architects, Office 365 administrators, SharePoint Online administrators, power users and end users who want to manage SharePoint online from an Office 365 tenant.

I have tried to author this book in an easy-to-follow way, and it can be used as a reference book or manual while you are administering SharePoint Online from Office 365. As you follow along through the end of this book, you will learn the below:

- Overview of SharePoint
- History of SharePoint
- Why should we use SharePoint?
- Overview of Office 365
- How to set up a trial tenant?
- Administering Office 365
- Various report management possibilities in the Office 365 dashboard
- Overview of SharePoint Online Admin Center
- Administering SharePoint Online Admin Center from Office 365
- Details on understanding hub sites and how to manage them.
- Manage hub sites report from SharePoint Online
- Manage workflow report from SharePoint Online tenant
- Various navigation setups in SharePoint Online

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## Chapter 1: Introduction to SharePoint

### What is SharePoint?

As the name implies, we can say sharing is the point of SharePoint, so if we interpret this point into a technical term it would be something like – in an organization, there are various departments such as IT, Finance, HR, Sales, Marketing, etc. If they want to share some documents with other departments or teams in order to work together, those documents can be placed in a particular repository and everyone who has access to that repository can access those documents and work together. And this repository becomes the central point for all departments or teams – this is how the point is being shared by all respective departments or teams – hence the name is SharePoint.

### Key features of SharePoint

Sharing a document and working together in SharePoint terminology is called collaboration. So, collaboration is one of the major features of SharePoint. SharePoint is a web-based collaborative platform that integrates with Microsoft Office. It will be an injustice to SharePoint if we just address SharePoint as a collaborative platform. From my personal experience in order to run any corporate business, we can make use of SharePoint in ways other than collaboration. There are many key features in SharePoint, to name a few:

- Various out-of-the-box site templates like team site, publishing site, community site etc., and based on the need we can decide which template to use.
- It provides end users the ability to customize the site without the need of a developer. (The end user should know a little Html, CSS & script)
- It provides a search portal for searching in-site.
- It provides add-ins to increase the power of SharePoint – a brief explanation is given below.
- It provides content management (file sharing, check in, check out, versioning).

- It provides advanced collaboration like Wikis, blogs, forums, meetings etc.
- It provides good security.
- Workflow – it has its own workflow; however, we can develop our custom workflow, and we can even integrate with third party workflow products like Nintex.
- Custom form – we can develop and integrate any custom form like Visual Studio, PowerApps, Nintex form, InfoPath form etc.
- Record management (archiving) – SharePoint can handle the archiving process in a very efficient way.
- Governance – as it has very good security, governance can be implemented in a very effective way.

### **How do SharePoint “Add-ins” increase the power of SharePoint?**

Earlier, the “Add-ins” were known as “apps”; as the name implies this is an additional plugin or “add in” to the existing SharePoint page or functionality.

For example, whether we use SharePoint online or On-Premise (from SharePoint 2013 onwards), we can add many ready-made apps to the SharePoint page in the form of a webpart which really enhances the core power of SharePoint and speed of the development.

If we go to the SharePoint app store page via this link:

[https://globalsharepoint2020.sharepoint.com/sites/allcompany/\\_layouts/15/storefront.aspx?source=%2Fsites%2Fallcompany&sname=All%20Company#prc=0](https://globalsharepoint2020.sharepoint.com/sites/allcompany/_layouts/15/storefront.aspx?source=%2Fsites%2Fallcompany&sname=All%20Company#prc=0)

We can see that lots of apps are available – some are free, and some are paid. We can get the apps from all categories needed to run a business, to name a few categories:

- Best Apps of the Year
- Business

- Clocks & Calendars
- Communication
- Content Management
- CRM
- Education
- Financial Management
- IT/Admin
- Productivity
- News & Weather
- Project Management
- Sales Marketing
- Training & Tutorial
- Workflow & Process Management, etc.

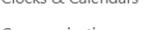
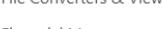
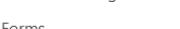
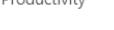
So, we can see that apps are available from all categories of business, and we can plug these into the SharePoint sites based on the needs and fits. This is how “Add-ins” really increase the power of SharePoint, and as a result it increases the user adoption and acceptance of SharePoint.

## Example of SharePoint App Store:

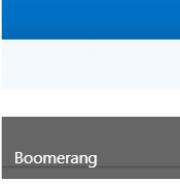
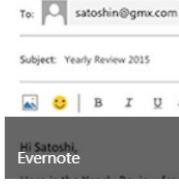
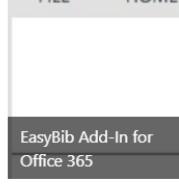
SharePoint Store

Find an app 

Price  All  Free

Categories  All  Best Apps of the Year  Business  Clocks & Calendars  Communication  Content Management  CRM  Editor's Picks  Education  Employee Interaction  File Converters & Viewers  Financial Management  Forms  Image & Video Galleries  IT/Admin  Maps & Feeds  News & Weather  Productivity

Featured Apps

			
Pickit   Make impactful presentations in	Boomerang	Hi [Satoshi] Evernote	EasyBib Add-In for Office 365

To: satoshin@gmx.com  Subject: Yearly Review 2015     

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Most Relevant Highest Rating Lowest Price Name Newest

 Nintex Forms for Office 365  Free	 Adobe Sign for SharePoint Online  Free	 Employee Directory Plus  Free	 Forms Designer by Virtro  Free
 Photo Gallery App  Free	 Image Slider for Office 365 by Virtro  Free	 Kanban Board by Virtro  Free	 Project Portfolio Management by Virtro  Free

As the scope of this book is administering SharePoint Online and Office 365, I am not going to go into details about each feature. I will plan for another book for these features. ☺

## History of SharePoint

The initial release of SharePoint was March 28, 2001. Since then through January 2020, it has released many versions – as of now the version history is as below:

- SharePoint Portal Server 2001
- SharePoint Team Services (2002)
- SharePoint Portal Server 2003
- SharePoint Server 2007 (MOSS 2007)
- SharePoint Server 2010 (SharePoint 2010)
- SharePoint Server 2013 (SharePoint 2013)
- SharePoint Server 2016 (SharePoint 2016)
- SharePoint Server 2019 (SharePoint 2019)
- SharePoint Online (Office 365)

Notes:

- Every three years Microsoft continues to release a newer version of SharePoint with the new features and improvements over the previous version.

## SharePoint generation from the year 2000 to 2020

In this section, I will highlight the SharePoint version history/SharePoint generation from its invention, from 2000 to 2020. In today's market, SharePoint by Microsoft is one of the best content management systems. It has been widely used across the globe. In the USA most of the big pharmaceutical companies use SharePoint to maintain their content. Every three years Microsoft releases a newer version of SharePoint (on-premise). The current SharePoint on-premise version is SharePoint 2019. I will summarize the various versions of SharePoint from its invention to the present (2020) with the new and improved features in SharePoint Server as well as in SharePoint Online – Office 365 over the previous version or year.

### **2020**

- SharePoint Online – Office 365:
- Announcing the general availability of Communication Compliance
- Adding Campaign Views to Office 365 ATP
- Outlook for iOS: S/MIME automated certificate delivery
- Advanced eDiscovery dashboard
- Microsoft Teams – App catalog

### **2019**

#### **SharePoint Online – Office 365:**

- Risky IP for Active Directory Federation Services (ADFS) extranet lockout protection.

- Azure Information Protection Analytics (preview).
- SharePoint sites: updated “Change the look” panel.
- SharePoint Admin Center Experience Updates – default to modern experience.
- Mobile admin app update, including device management.
- Admin center support updates, including full-page ticket history view and callback scheduling.
- MyAnalytics add-in coming to more Microsoft 365 and Office 365 suites.
- Signals: Added visual cues about the status of a file, such as check-outs, sharing, DLP blocks, or missing metadata to modern views.
- Sticky column headers: For large lists and libraries, the column headers will remain visible as you scroll vertically or horizontally in larger lists and libraries.
- Easy page and news publishing experience from the site pages library.
- Column totals: Users will be able to display column totals and subtotals in the footer of a group or a list/library view in the modern SharePoint experience without needing to change to classic mode.

## 2018

### **SharePoint 2019 On-Premise:**

- The key improvements of this version are as below:
- Trying to maintain the look and feel of SharePoint online.
- Introduction of the modern interface.

- Responsive UI.
- Without the hybrid configuration trying to have Power Automate (formerly known as Microsoft Flow) and Power Apps.
- Team Site Improvements
- Modern User Experience Improvements
- Communication Site Improvements
- Improved Support for Business Processes

## **2018**

### **SharePoint Online: Office 365**

The key improvements from SharePoint online are as below:

- Improved Communication and Hub sites
- Azure AD Conditional Access: Managed browser support for iOS/Android platforms.
- Customize the title region for each page
- View and apply site designs from within a SharePoint site
- Modern pages support section backgrounds
- News – pinning
- Personalized web parts

*Introduction of hub site was a major release from Microsoft which emphasized the need to adopt flat architecture rather than nested sub site-based architecture.*

## 2017

### **SharePoint Online: Office 365**

- Microsoft Teams with SharePoint Online sites

## 2016

### **SharePoint Online / SharePoint 2016**

- SharePoint 2016 On-Premise
- Microsoft released SharePoint 2016 in May of 2016 and feature pack 2.
- SharePoint 2016 supports modern interface in OneDrive sites only.
- Office 365 Groups with SharePoint Online sites
- Introduction to MinRoles
- Improved patching zero downtime
- Content database size increased from 200 GB to 1TB.
- Maximum file storage from 2GB to 10GB.
- Other than port 25, non-default ports also can be used for connection encryption.
- Faster site creation using the new PowerShell command and UI

- Hybrid mode example – search, content type, manage metadata group, etc.

## **2012**

### **SharePoint 2013 – Office 365 / SharePoint Online**

- SharePoint 2013 On-Premise
- Introduction to Office 365 / SharePoint Online
- Office 365 SharePoint Online came to the market in February 2013.
- Cross-Browser Support
- Drag/drop Uploads
- More social features
- OneDrive integration as a replacement for My Sites
- Addition of the audit center
- Re-engineered search facilities

## **2010**

### **SharePoint 2010**

- Microsoft SharePoint Server 2010
- Improvements in InfoPath, workflows, business data services, excel services, management metadata, etc.
- Introduction of the “Ribbon”
- Early social networking features

- Overhaul of the Shared Service Providers in favor of Service Applications and the ability to pool them
- Sandboxed solutions and client access to the API
- PowerShell support
- Two-way BCS

## **2006**

### **SharePoint 2007**

- Fixes many shortcomings of the 2003 product, introduces new features such as Business Data Catalog and InfoPath Form Services
- Introduction to Windows SharePoint Services – WSS
- Introduction to Microsoft Office SharePoint Server 2007 – MOSS
- Introduction of Excel Services
- Introduction of Content types
- Introduction of SharePoint Designer (Post FrontPage era begins)

## **2003**

### **SharePoint 2003**

- Microsoft releases version 2.0 products
- Windows SharePoint Services – WSS (SQL and .NET)
- Office SharePoint Portal Server 2003 (built on top of WSS)

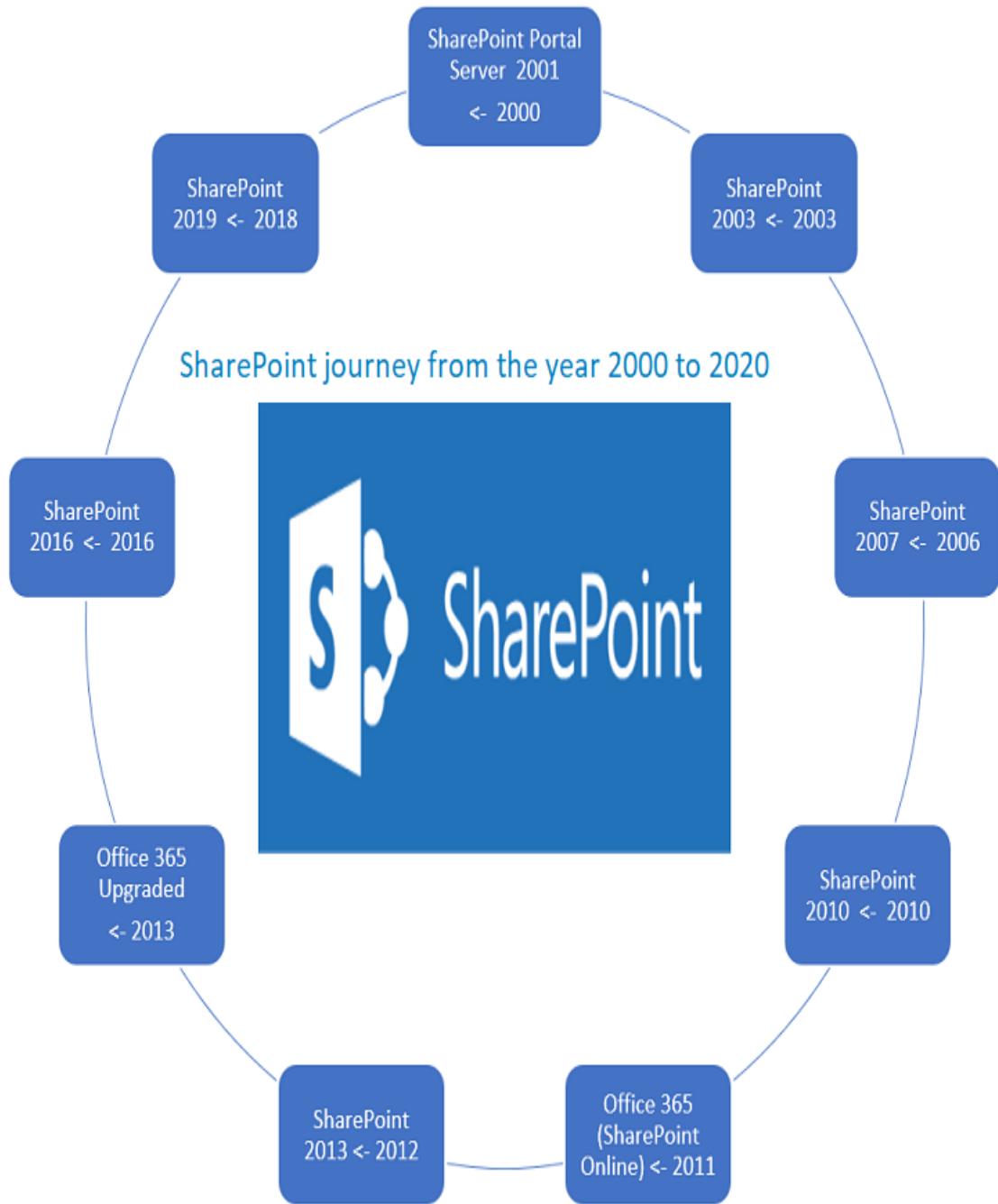
**2000**

### **SharePoint Portal Server 2000**

- Microsoft releases the below two products:
- SharePoint Portal Server 2001 for document management and enterprise search
- SharePoint Team Services for collaboration

**Key take-away:**

- SharePoint Portal Server 2000: Released in 2000
- SharePoint 2003: Released in 2000 2003
- SharePoint 2007: Released in 2006
- SharePoint 2010: Released in 2010
- Office 365: Released in 2011 (With SharePoint2010 interface)
- SharePoint 2013: Released in 2012
- Office 365 Upgraded: 2013
- SharePoint 2016: Released in 2016 (14th March)
- SharePoint 2019: Released in 2018 (22nd October)



Microsoft states that SharePoint has 190 million users across 200,000 customer organizations.

Information Source: <https://en.wikipedia.org/wiki/SharePoint>

Now the question is, why do companies use SharePoint?

As per my personal experience the reasons are as below:

- **Collaboration:** Multiple team members can work together collaboratively with the same document.
- **Easy to implement:** Many of the business requirements can be implemented without developers with out-of-the-box features.
- **Security:** It has very good security. For example, a single document can be viewed or edited based on the role of the user.
- **Availability:** It is available both in SharePoint on-premise and online versions.
- **Customer friendly plans:** SharePoint online version has a very customer-friendly, reasonable plan.
- **Multiple data centers:** Microsoft data centers are available across the geography – so the data availability is high.
- **Better customer support:** SharePoint online customer support has a very good reputation – they are approachable 24/7.
- **Easy to integrate with other Microsoft products:** It can be integrated with any other Microsoft product very easily, such as Power Apps, Power Automate (formerly known as Microsoft Flow), Azure etc.

- **Easy to integrate with other third-party products:** Easy to integrate with third party software like, Nintex, Muhimbi PDF converter, Bamboo Webpart etc.
- **Easily customizable with the scripting:** It can be customized with any modern scripting language like jQuery, Angular JS, React JS, JavaScript etc. and on-premise SharePoint can be customized with C# coding, in the usual ways.
- **Easily adoptable by UI developers:** Any front end developer easily can adopt SharePoint and customize it, including JavaScript, Jquery, and React.js developers.
- **Less effort is needed for implementation:** Implementation time is less, compared to other technologies. For an example – if someone is assigned to develop a form for the CRUD operation in .net or java – it needs at least 8 hours to implement considering all security aspects – but in SharePoint this can be implemented in half an hour with the out-of-the-box features.
- **Mobility and availability:** With the introduction of SharePoint online – it can be accessible from anywhere in the world, no matter where you are, so sequentially productivity is improved.
- **Continuous improvements:** Every three years Microsoft releases the new version of the SharePoint on-premise version with the improvements over the previous versions and every month Microsoft releases new improved additional functionality in the SharePoint online (Office 365) version based on the customer feedback.

Is SharePoint replaced by Microsoft Teams or is it dying?

In one of the open forums someone asked this question – my reply is below:

My analysis of this question is as below: Teams and SharePoint both are a small part of the Office 365 family, both have their own needs, values, and scope to the business. In a short brief, SharePoint is used for document

management, on the other hand Teams is used for channelizing your development teams to bring more collaboration among team members - it's recommended to use Microsoft teams for team communication. One of the major advantages of MS team is documentation, whatever your project, team member communication with each other will be documented to the respective channel - so if a team member has left the project or organization you won't be dependant on his/her email box... as explained both have their own scope, so SharePoint is not all replaced by teams. And when it comes to the second part of your question, is SharePoint dying? The answer is absolutely not. Whether it is the on-premise version or Online, still, 50 percent of enterprises are maintained by SharePoint across the globe, moreover, in the USA, the majority of the health care industries still use SharePoint and they will continue ... and many people think on-premise SharePoint will die - this is also incorrect, although the current market trends are to move to the cloud, however, still many companies do not prefer to move all content to the cloud due to security reasons, and that is the reason Microsoft is still releasing the next version of on-premise SharePoint every three years.

Notes:

- When we create a team in Microsoft Teams, internally a corresponding SharePoint team site will be created, so we can say that Microsoft Teams is a tool where the backend is SharePoint – both are tightly integrated.

## **Chapter 2: Introduction to office 365**

### **What is Office 365?**

Office 365 is a line of subscription services offered by Microsoft as part of the Microsoft Office product line. This is simply a Microsoft cloud service. The initial release was June 28, 2011.

It has various plans – based on the subscription to the plan, we can use the below products as software as services:

- Exchange (Outlook)
- OneDrive
- SharePoint
- Teams
- Yammer
- Dynamics 365
- Power Automate
- Power Apps
- Browser-based Office Web Apps suite (Microsoft Office Product) and many more.

## Advantages of Office 365

We cannot directly measure the advantages of Office 365, as it has so many subscriptions plans – and each plan has its own scope and benefits. However, if we generalize the benefit of having Office 365, we can highlight the below:

1. Scalability
2. Work from anywhere in the world
3. Easy collaboration
4. You're always up to date
5. Reduces capital spend
6. Eliminates hardware and reduce electric cost
7. Mix and match plan
8. Needs-based customer support 24/7
9. It does not require resources to maintain the server – as this is serverless.
10. Subscription is based on the number of users – so if your numbers of employees are less there is no need to invest in purchasing a server plan, this way companies can save a lot of money.

As the scope of this book is administering SharePoint online from the Office 365 admin center, I am not going into details on this; rather, I will focus on the SharePoint admin center.

## Registration to Office 365 E3 trial account

Registration to office 365 E3 trial account – If you already have a Microsoft Office 365 tenant and have global admin access you can play around with the admin center site, but if you don't have the purchased tenant you can subscribe in a trial Office 365 tenant.

For the free subscription, go to the below link and complete the registration, the below sample screen shot is given – the rest is self-explanatory, and you can complete the registration.

<https://signup.microsoft.com/signup?offerid=B07A1127-DE83-4a6d-9F85-2C104BDAE8B4&dl=ENTERPRISEPACK&ali=1%20%20>

At a high level, the steps for setting up a trial account are as below:

1. To sign up for an Office 365 E3 trial subscription, go to the Office Products site.
2. Select the plan you want to sign up for - select Try free for 1 month (Office 365 E3 trial).
3. On the next page, follow the steps to set up your account.
4. The signup process may take several minutes to complete. Once it's complete, you'll get more details on how to start using your subscription.

Click on the below the registration page:

<https://signup.microsoft.com/signup?offerid=B07A1127-DE83-4a6d-9F85-2C104BDAE8B4&dl=ENTERPRISEPACK&ali=1%20%20>

#### **Four steps to create an Office 365 trial account – sign up free:**

Using just the below 4 steps, we can have a ready-to-use Office 365 trial account:

1. Let's set up your account
2. Tell us about yourself
3. Create your business identity
4. You're all set

#### **Step 1: Let's set up your account**

Click on the below link.

<https://signup.microsoft.com/create-account/signup?OfferId=B07A1127-DE83-4a6d-9F85-2C104BDAE8B4&dl=ENTERPRISEPACK&ali=1&products=cfq7ttc0k59j:0009>

Enter your valid email id in the "Email" textbox.

## Thank you for choosing **Office 365 E3**

1

Let's set up your account

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

Email  
global.sharepoint.diary@gmail.com

Next



2

Tell us about yourself

3

Create your business identity

4

You're all set

What is Office 365 E3?

Fully installed Office apps for PC and Mac



(PC Only)



(PC Only)

Premium services



In the next screen, click on the "Set up account" button as like below:



## Thank you for choosing **Office 365 E3**

1

Let's set up your account

Looks like you need to create a new account. Let's get you started!

Continue as [global.sharepoint.diary@gmail.com](mailto:global.sharepoint.diary@gmail.com) [Not you?](#)

**Set up account**

2

Tell us about yourself

3

Create your business identity

4

You're all set

What is Office 365 E3?

Fully installed Office apps for PC and Mac



(PC Only)



(PC Only)

Premium services



### Steps 2: Tell us about yourself

In the tell us about yourself section, enter the below information:

- First Name
- Last Name
- Business phone number – your valid mobile number.
- Company Name as some meaningful text.
- Company size as 1 person

- Country or region – pick your country from the list.

Then, click on the “Next” button.

<span>(1)</span> <b>Signup started</b>  <span>(2)</span> <b>Tell us about yourself</b>    <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">First name Global SharePoint</td> <td style="padding: 5px;">Last name Diary</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Business phone number Enter your mobile number</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Company name Global SharePoint Diary</td> <td style="padding: 5px;">Company size 1 person</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Country or region India</td> </tr> </table> <span style="background-color: #0072BD; color: white; padding: 5px 10px; border-radius: 5px; display: inline-block;">Next</span>   <span>(3)</span> <b>Create your business identity</b>	First name Global SharePoint	Last name Diary	Business phone number Enter your mobile number	Company name Global SharePoint Diary	Company size 1 person	Country or region India	<p>What is Office 365 E3?</p> <p>Fully installed Office apps for PC and Mac</p>  <small>(PC Only)</small>  <small>(PC Only)</small> <p>Premium services</p>   <p>Other benefits</p> <ul style="list-style-type: none"> <li>• Unlimited personal cloud storage with</li> </ul>
First name Global SharePoint	Last name Diary						
Business phone number Enter your mobile number							
Company name Global SharePoint Diary	Company size 1 person						
Country or region India							

### Click on the “Send Verification Code” button

Once you click on the **“Send Verification Code”** button, you will receive a 6 digits numeric verification code in your registered mobile number which you just entered in the previous step.

1  
2

Signup started

Tell us about yourself



Prove. You're. Not. A. Robot.

Enter a number that isn't VoIP or toll free.

Text me

Call me

Code  
(+91) ▾

Phone number  
Here your mobile number will be displayed

We don't save this phone number or use it for any other purpose.

**Send Verification Code**

[Go back](#)

3

Create your business identity

What is Office 365 E3?

Fully installed Office apps for PC and Mac



(PC Only)



(PC Only)

Premium services



Other benefits

Enter the verification code into the below verification code textbox.

- (1) Signup started
- (2) Tell us about yourself



Prove You're Not A Robot.

Enter a number that isn't VoIP or toll free.

Text me

Call me

Code  
(+91)

Phone number  
+91 9876543210

We don't save this phone number or use it for any other purpose.

Verification code

686550

Didn't get it or need a new code? [Try again](#)

**Verify**

Change my phone number

- (3) Create your business identity

Fully installed Office apps for PC and Mac



(PC Only)



(PC Only)

Premium services



Other benefits

- Unlimited personal cloud storage with

Then, click on the "Verify" button.

### Steps 3: Create your business identity

- Enter your business name in the "your business" textbox without any space. Here you can enter any meaningful text.
- Click on the "Check availability" button to check the availability of the business name that you have entered because this will be a unique name.



(PC Only)



(PC Only)

## Premium services



## Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications

### (3) Create your business identity



To set up your account, you'll need a domain name. [What is a domain?](#)

You'll probably want a custom domain name for your business at some point. For now, choose a name for your domain using [onmicrosoft.com](#)

.onmicrosoft.com

globalsharepoint2020.onmicrosoft.com is available.

Check availability

Next

Then, click on the “**Next**” button.

Then, we will get the below screen where we need to create the User ID and Password.

Enter the below information:

- Name – any meaningful text, try to give an easy name which you can remember easily.
- Password – alphanumeric with special characters.

- Confirm password – the same as Password.

(3)

## Create your business identity



Now create your user ID and password to sign in to your account.

Name  
Global-SharePoint2020

@globalsharepoint2020.onmicrosoft....

Password  
.....

Confirm password  
.....

By clicking **Sign up**, I agree to the [privacy statement](#) and the [trial agreement](#).

Microsoft Partners may contact me with information about their products, services, and events

Microsoft will be contacting you with surveys, promotions, tips and advice for using our products and services. You can unsubscribe at any time.

Microsoft Online Services may contact me with information about their products, services and events:

Phone

**Sign up**



### 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 highlights

25 licenses, 30-day free trial

Finally, click on the “**Sign up**” button, then wait for some time, before we get the “**You’re all set**” message.

## Steps 3: You’re all set

Finally, we will get the below screen “**Go to Setup**” which will take us to the “**You’re all set**” screen.



## Thank you for choosing **Office 365 E3**

- 1 Signup started
- 2 Nice to meet you, Global SharePoint
- 3 Thanks for creating an account with us, Global SharePoint
- 4 You're all set

Save this info. You'll need it later.

**Sign-in page**  
<https://www.office.com/>

Your user ID  
Global-SharePoint2020@globalsharepoint2020.onmicrosoft.com

**Go to Setup**

What is Office 365 E3?

Fully installed Office apps for PC and Mac



(PC Only) (PC Only)

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 highlights

25 licenses, 30-day free trial

Note down the below login information for future use.

**Sign-in page**  
<https://www.office.com/>

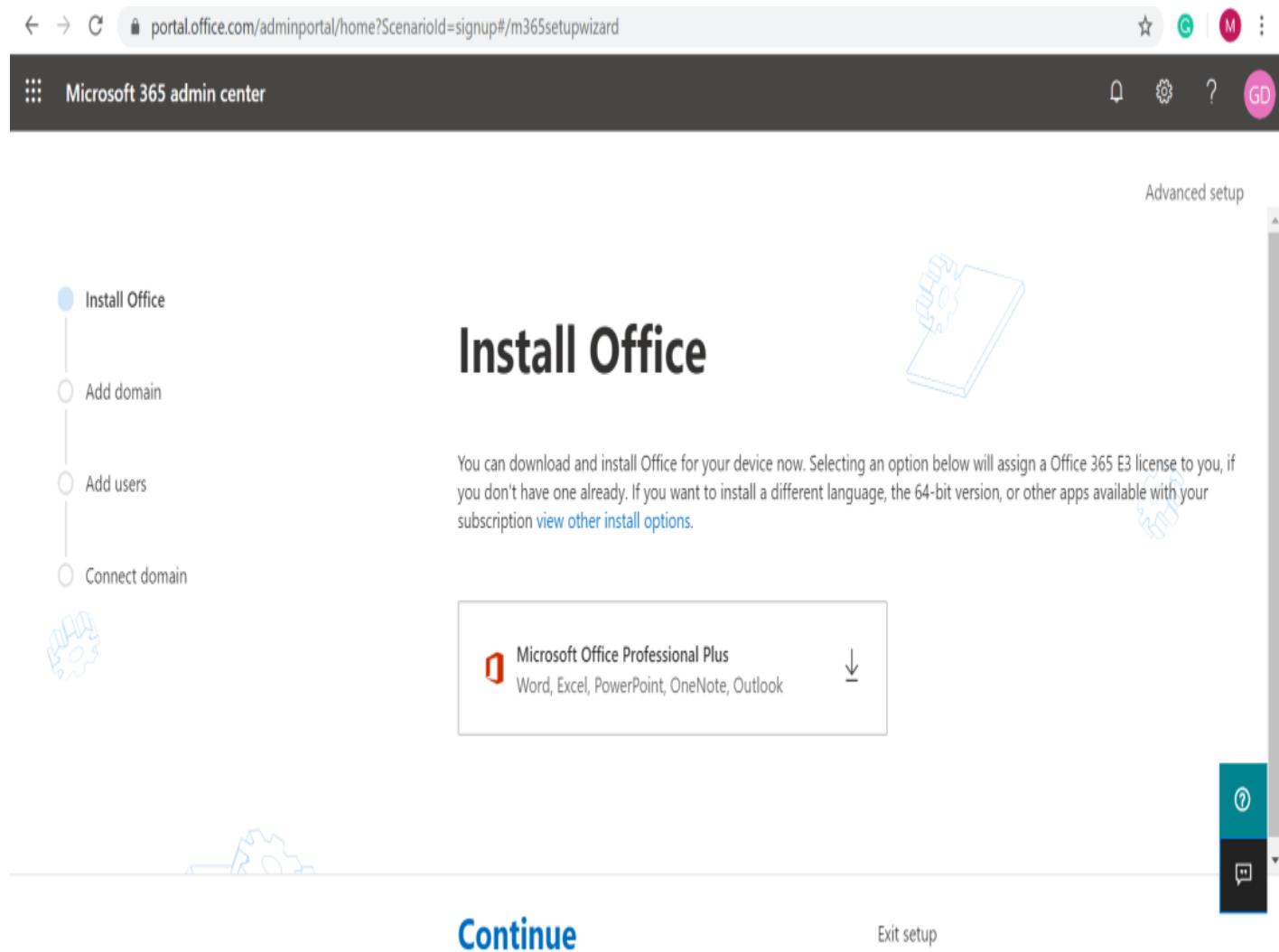
**Your user ID**  
Global-SharePoint2020@globalsharepoint2020.onmicrosoft.com

From the above screen, click on the “**Go to Setup**” button. After a few seconds, it will land into the “Microsoft 365 admin center” home page

– <https://portal.office.com/adminportal/home?ScenarioId=signup#/m365setupwizard>

## Notes:

- It will ask you to enter the Username and Password – get these details from the previous steps.



The screenshot shows the Microsoft 365 Admin Center interface. At the top, there's a navigation bar with icons for back, forward, search, and user profile. The title bar says "Microsoft 365 admin center". On the right side of the title bar are icons for notifications, settings, help, and a pink circular badge labeled "GD". Below the title bar, there's a "Advanced setup" link and a "Continue" button at the bottom right.

The main content area has a sidebar on the left with the following options:

- Install Office
- Add domain
- Add users
- Connect domain

A large central heading says "Install Office". To the right of the heading is a blue icon of a hand holding a tablet. Below the heading, there's a paragraph of text:

You can download and install Office for your device now. Selecting an option below will assign a Office 365 E3 license to you, if you don't have one already. If you want to install a different language, the 64-bit version, or other apps available with your subscription [view other install options](#).

Below this text is a callout box containing the following information:

 Microsoft Office Professional Plus  
Word, Excel, PowerPoint, OneNote, Outlook

At the very bottom of the page, there's a "Continue" button in blue and a "Exit setup" link.

Click on the “**Continue**” button to complete the setup.

Select the domain as “**Use default domain** “Your domain you have just created”

**Note:**

- By default, the first radio button will be selected – “Add a domain you already own”.

- Install Office
- Add domain
- Domain name
- Add users
- Connect domain

## Your domain represents your organization online

Your domain gives your organization a presence on the web. When people in your organization send email, their addresses will represent your business (like example@yourdomainname.com). You can also set up a website that uses your domain (like www.yourdomainname.com) so it's easy for everyone to find you online and learn more about what you do.

If you don't add a domain now, people in your organization will use the onmicrosoft.com domain for their email addresses until you do. It's important to add your domain before you add users, so you don't have to set them up twice.

Add a domain you already own

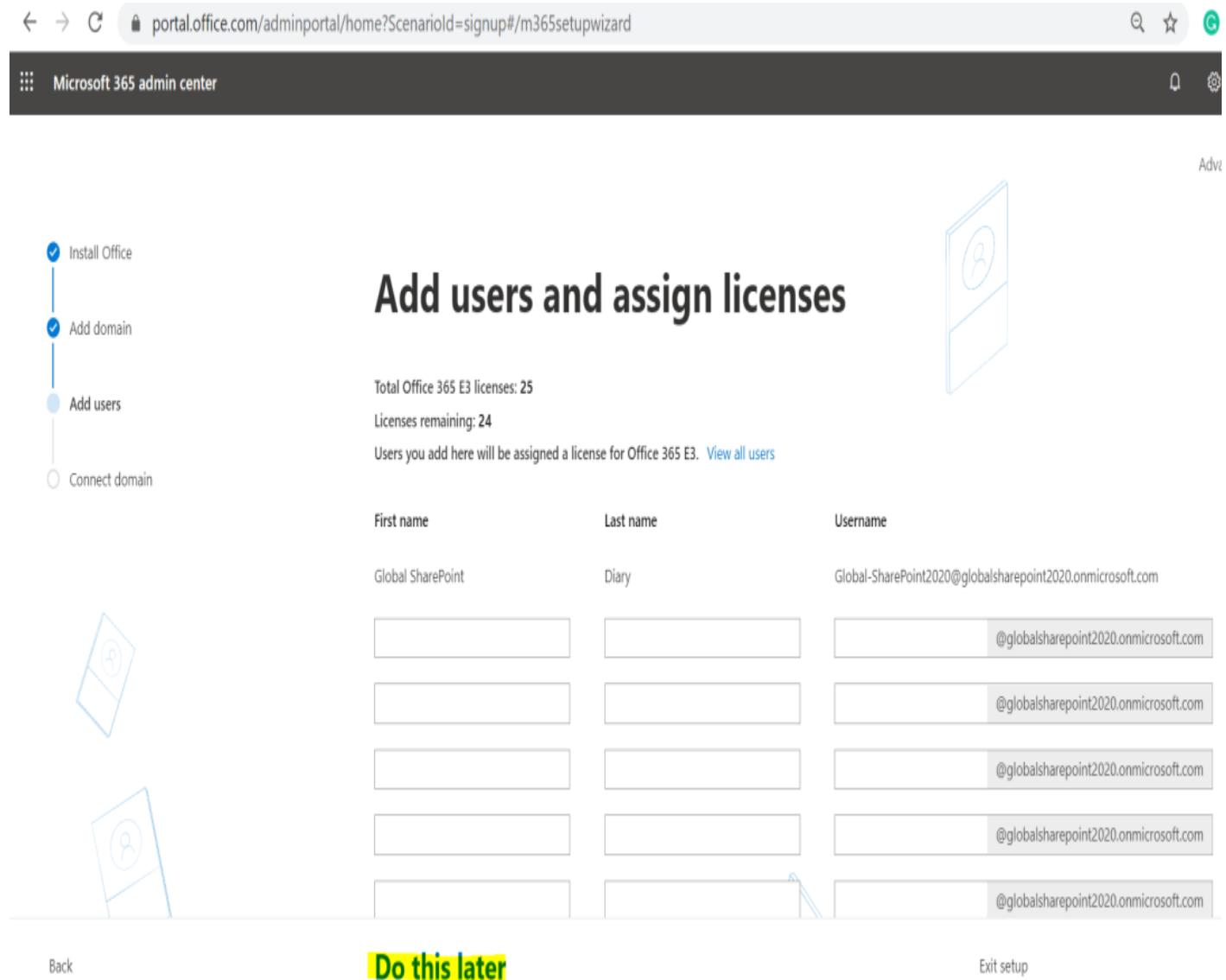
Use default domain globalsharepoint2020.onmicrosoft.com for now

Back

**Use this domain**

Exit setup

Then, click on the “**Use this domain**” link, this will take us to the “Add users and assign licenses” page which you can ignore as this is trial setup.



← → C 🔒 portal.office.com/adminportal/home?ScenarioId=signup#/m365setupwizard

Microsoft 365 admin center

Install Office  
Add domain  
Add users  
Connect domain

**Add users and assign licenses**

Total Office 365 E3 licenses: 25  
Licenses remaining: 24  
Users you add here will be assigned a license for Office 365 E3. [View all users](#)

First name	Last name	Username
Global SharePoint	Diary	Global-SharePoint2020@globalsharepoint2020.onmicrosoft.com
		@globalsharepoint2020.onmicrosoft.com

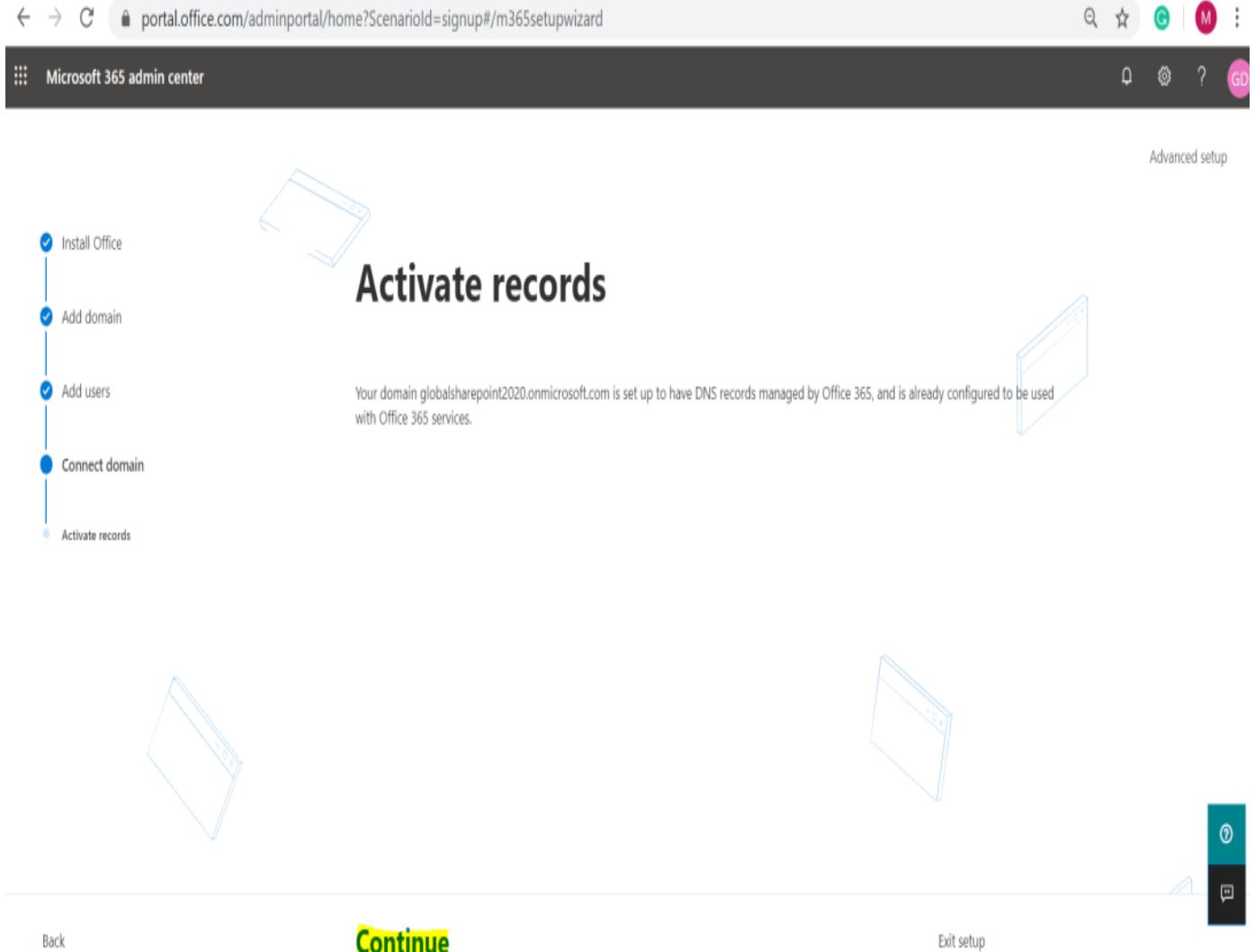
Back **Do this later** Exit setup

Click on the “**Do this later**” link which will take us to the “Activate records” configuration page.

← → C portal.office.com/adminportal/home?ScenarioId=signup#/m365setupwizard

Microsoft 365 admin center

Advanced setup



The screenshot shows the Microsoft 365 Admin Center setup wizard. On the left, a vertical list of steps is shown: Install Office, Add domain, Add users, Connect domain, and Activate records. The 'Add users' step is checked. In the center, the title 'Activate records' is displayed above a message: 'Your domain globalsharepoint2020.onmicrosoft.com is set up to have DNS records managed by Office 365, and is already configured to be used with Office 365 services.' At the bottom, there are 'Back', 'Continue', and 'Exit setup' buttons.

Click on the “**Continue**” button.

In the “**Feedback**” page, if you want to share your feedback about the Office 365 Product, you can type something and click on the “Submit” button – this is optional.

← → C portal.office.com/adminportal/home?ScenarioId=signup#/m365setupwizard

Microsoft 365 admin center

?

## ✓ Setup is complete

- ✓ Install Office
- ✓ Add domain
- ✓ Add users
- ✓ Connect domain
- ✓ Feedback

Great job, Global SharePoint! And thanks again for choosing Microsoft.

You can add more users, create groups, and manage all your services from the admin center.

How did it go? Please rate your experience



Enter comments here

To protect your privacy, please do not include personal information in your feedback. Review our [privacy policy](#).

It's okay for Microsoft to contact me about this feedback

**Submit**

**Go to admin center**

Finally, click on the “**Go to admin center**” link, now the “Microsoft 365 admin center” page looks like below.

← → C portal.office.com/adminportal/home?ScenarioId=signup#/homepage

Microsoft 365 admin center

Global SharePoint Diary + Add card ⚡ Dark mode ⚡ What's new? The new admin center

Home Users Groups Billing Setup Customize navigation Show all

Essentials

User management Office 365 software Billing

**User management**  
Add, edit, and remove user accounts, and reset passwords.

Add user Edit a user | v

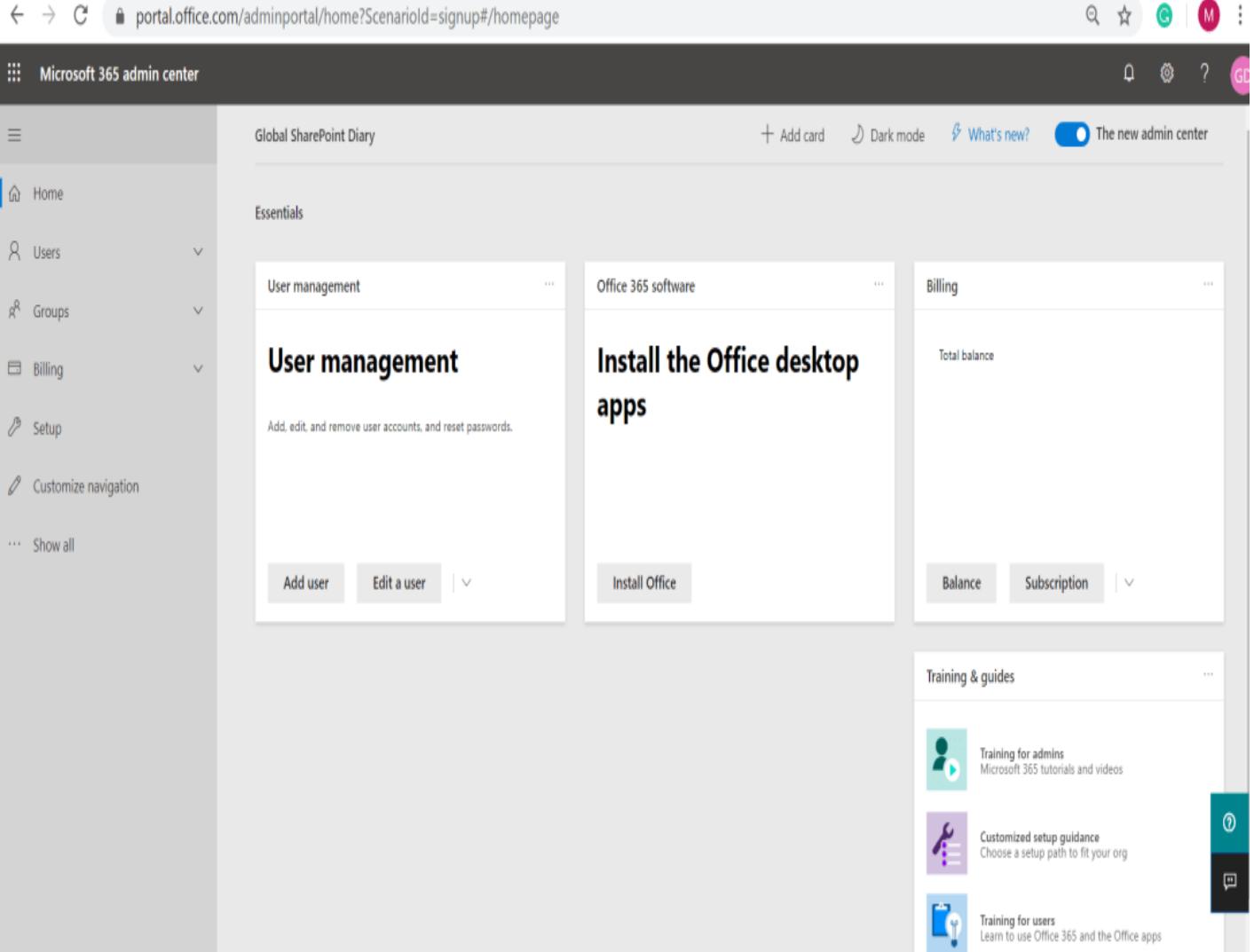
**Install the Office desktop apps**

Install Office Balance Subscription | v

Total balance

Training & guides

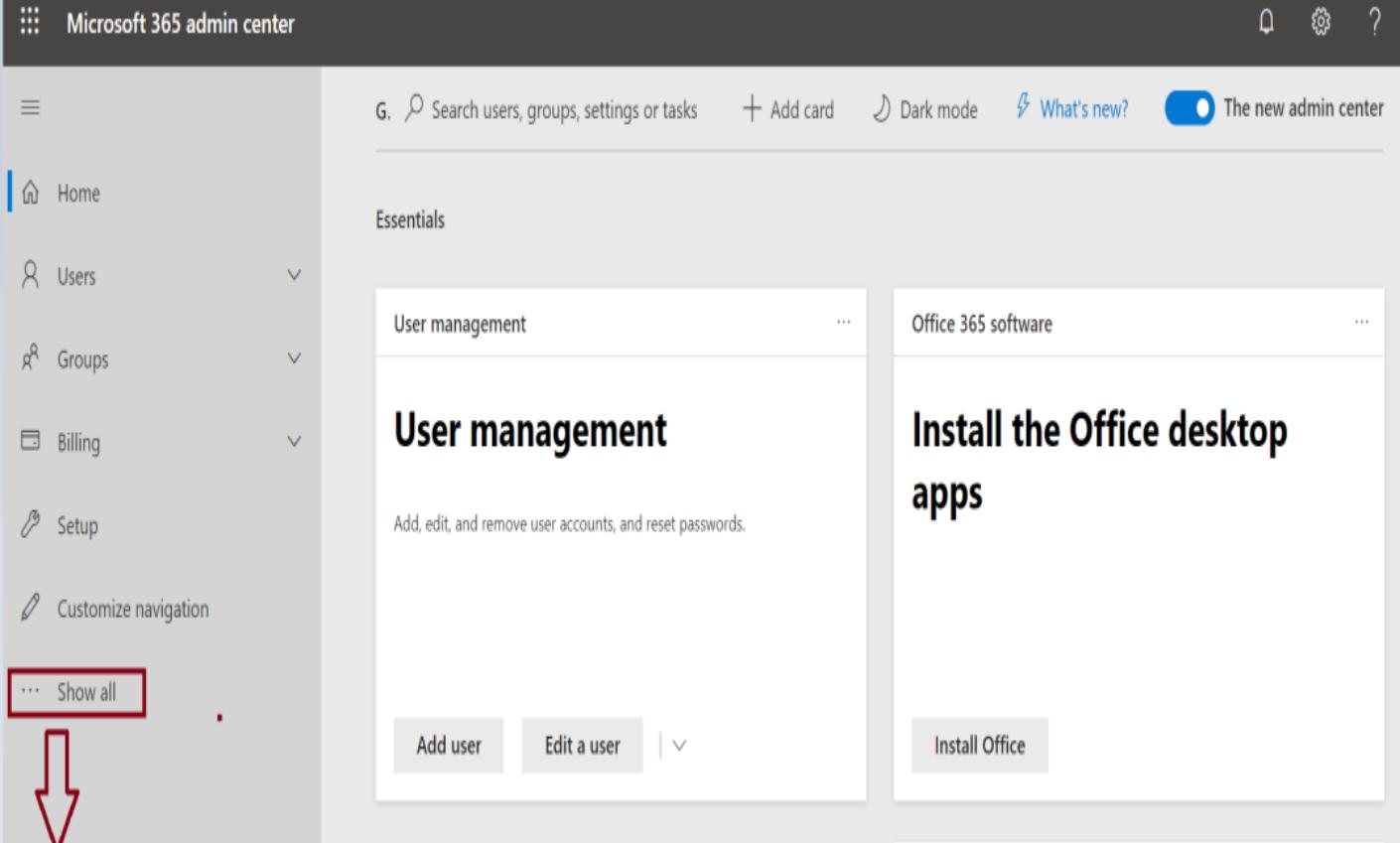
-  Training for admins Microsoft 365 tutorials and videos
-  Customized setup guidance Choose a setup path to fit your org
-  Training for users Learn to use Office 365 and the Office apps



With this setup, the trial account for office 365 is completed.

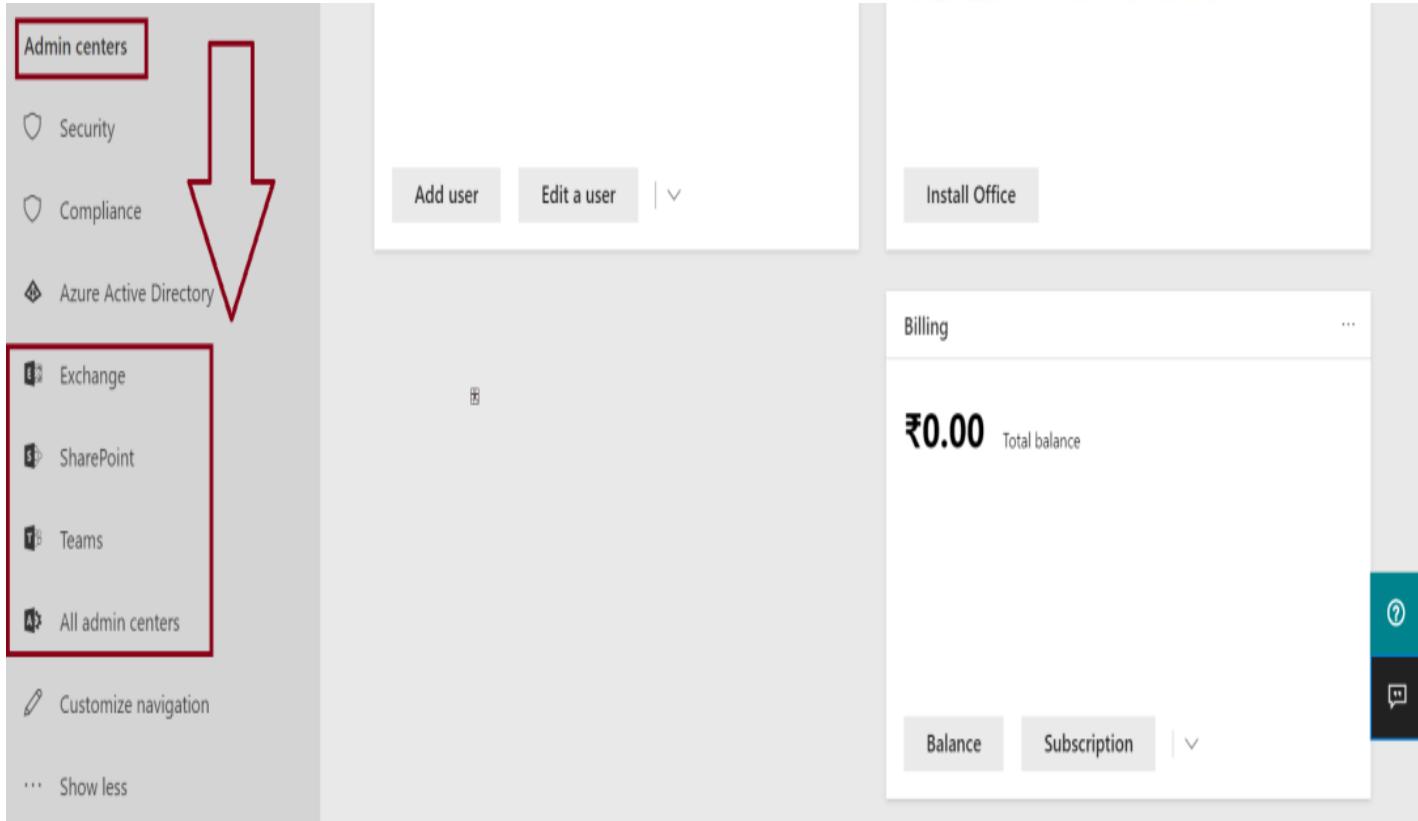
Now let's look at how to see SharePoint and other products like Teams, Exchange option from the "**Microsoft 365 admin center**" after completing the first setup.

Click on the “**Show all**” link from the above admin left panel, then you need to scroll down to the middle of the page – as below:



The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a navigation sidebar with links like Home, Users, Groups, Billing, Setup, and Customize navigation. Below these, a red box highlights the "... Show all" link, with a red arrow pointing downwards towards the bottom of the page. The main content area has a header "User management" with a sub-header "Add, edit, and remove user accounts, and reset passwords." It features two buttons: "Add user" and "Edit a user". To the right, there's a sidebar with "Office 365 software" and a section titled "Install the Office desktop apps" with a "Install Office" button.

After clicking on the “...**Show all**” link, if we scroll down to the page, we can see the **Exchange, SharePoint, Teams** and **All Admin centers** link under the “**Admin centers**” section.



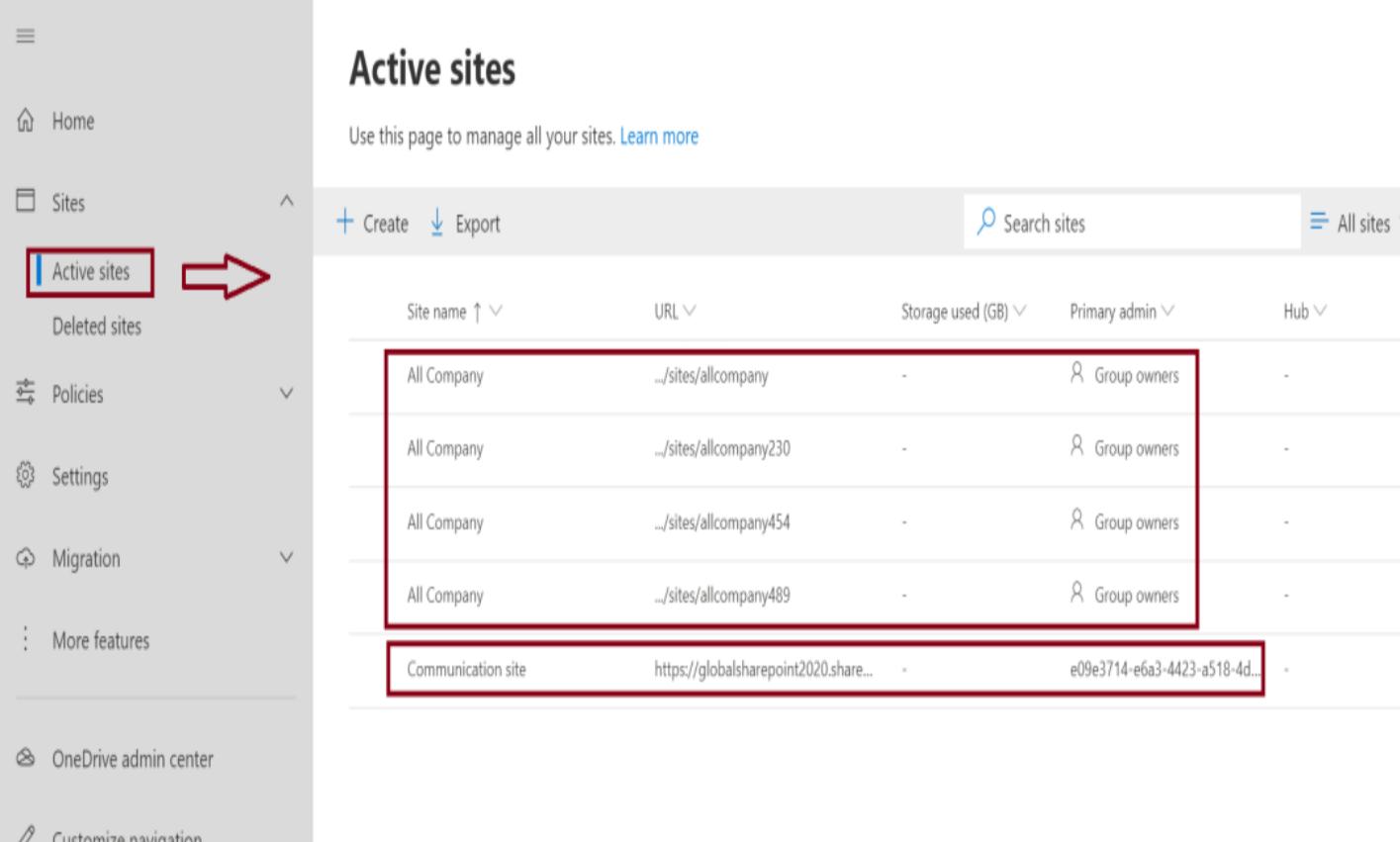
**Note:**

- We may not see the SharePoint teams or others after just creating the Office 365 trial set up as this takes some time to complete these internally (it might take up to 30 minutes or sometimes it will be available immediately), so be patient with this. 😊

**Changes in SharePoint Online Admin Center Active Sites Report:**

After creating the new office 365 trial account, if we navigate to the SharePoint admin center page ([https://globalsharepoint2020-admin.sharepoint.com/\\_layouts/15/online/AdminHome.aspx#/home](https://globalsharepoint2020-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/home)), then “**Active Sites**” report, we’ll see 4 additional team sites have been created; i.e., **allcompany**, **allcompany230**, **allcompany454**, **allcompany489**.

Earlier, we just had only one communication site, still, we have that like below:



The screenshot shows the 'Active sites' page in the SharePoint Admin Center. On the left, there's a navigation menu with 'Active sites' highlighted and a red arrow pointing to it. The main area displays a table of active sites.

Site name ↑ \	URL \	Storage used (GB) \	Primary admin \	Hub \
All Company	.../sites/allcompany	-	Group owners	-
All Company	.../sites/allcompany230	-	Group owners	-
All Company	.../sites/allcompany454	-	Group owners	-
All Company	.../sites/allcompany489	-	Group owners	-
Communication site	https://globalsharepoint2020.share...	e09e3714-e6a3-4423-a518-4d...		

**Summary:**

- In this way we'll get our trial tenant in office 365, next we will see how to login to office 365.
- I personally prefer exploring on the trial tenant over the actual one because it has no limitation, and I can explore the product without any restrictions.

How to login to the office 365 admin center?

- Login to this page - <https://www.office.com/?auth=2&home=1>
- Sign in using your Office 365 Admin login details (just before during which login you have created).

We can see the below home page report:



← → C office.com/?auth=2&home=1

Office 365 Search

Good evening

Install Office

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint

Teams Yammer Dynamics 365 Power Automate Admin All apps

Recommended

You may be interested in this

You may be interested in this

If we click on the "All apps" arrow button – we can see the below dashboard:

[office.com/apps?auth=2&home=1](https://office.com/apps?auth=2&home=1)

Office 365 Search

Office 365 All Apps Tips and Tricks Add-Ins →

 Delve Get personal insights and relevant information bas...	 Dynamics 365 Break down the silos between your business proce...	 Excel Discover and connect to data, model and analyze i...
 Forms Create surveys, quizzes, and polls and easily see ...	 Kaizala A simple and secure mobile chat app for work	 MyAnalytics Create better work habits with insights into your ...
 OneDrive Store, access, and share your files in one place.	 OneNote Capture and organize your notes across all your d...	 Outlook Business-class email through a rich and familiar O...
 People Organize your contact info for all your friends, fa...	 Planner Create plans, organize and assign tasks, share files...	 Power Automate Create workflows between your apps, files, and da...
 PowerApps Build mobile and web apps with the data your org...	 PowerPoint Design professional presentations.	 Security
 SharePoint Share and manage content, knowledge, and applic...	 Stream Share videos of classes, meetings, presentations, a...	 Sway Create and share interactive reports, presentations...
 Tasks Create and manage tasks in Outlook.	 Teams The customizable, chat-based team workspace in ...	 To Do Manage, prioritize, and complete the most import...
 Whiteboard Create and collaborate on a freeform canvas design...	 Word Bring out your best writing.	 Yammer Connect with coworkers and classmates, share inf...

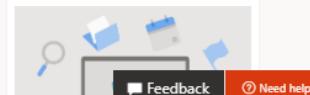
## Apps available in the Office 365 home page.

All Apps

 Add-Ins	 Admin	 Calendar	 Compliance	 Delve	 Dynamics 365	 Excel	 Forms
 Kaizala	 MyAnalytics	 OneDrive	 OneNote	 Outlook	 People	 Planner	 Power Autom...
 PowerApps	 PowerPoint	 Security	 SharePoint	 Stream	 Sway	 Tasks	 Teams
 To Do	 Whiteboard	 Word	 Yammer				

Tips and Tricks



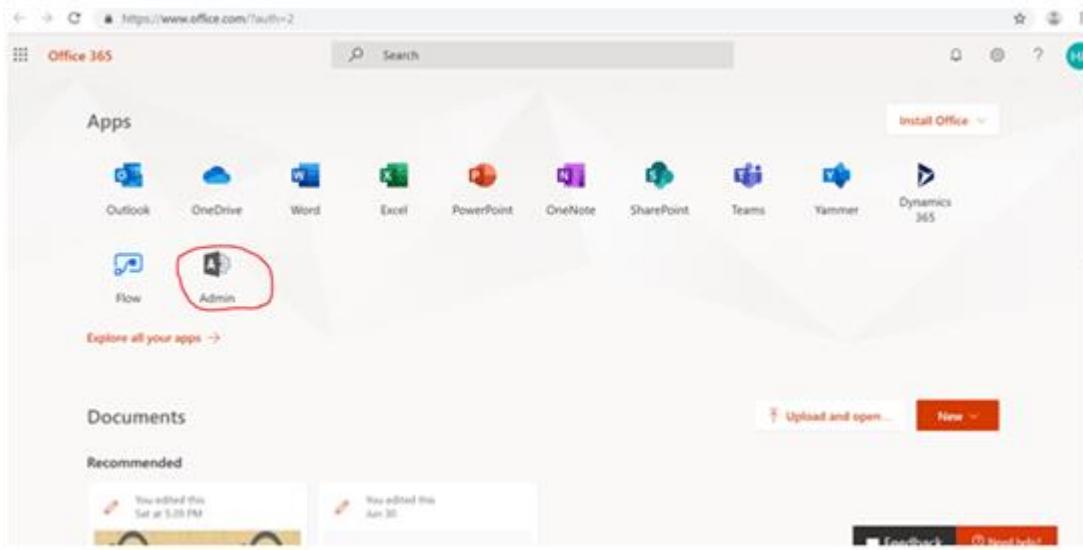



[Feedback](#) [Need help?](#)

Note:

- Microsoft has stopped supporting the “Skype for Business”, so it is not listed in the dashboard.

And click on the “Admin” link as highlighted below:



Then we'll land on the below admin home page.

← → ⌂ admin.microsoft.com/Adminportal/Home?source=applauncher#/homepage

Microsoft 365 admin center

SharePoint Learning Search users, groups, settings or tasks Add card Dark mode What's new? The new admin center

Home Users Groups Billing Setup Customize navigation Show all

Essentials

User management Service health

**User management**

Add, edit, and remove user accounts, and reset passwords.

Add user Edit user

Some advisories reported.

1 advisory

Office 365 software

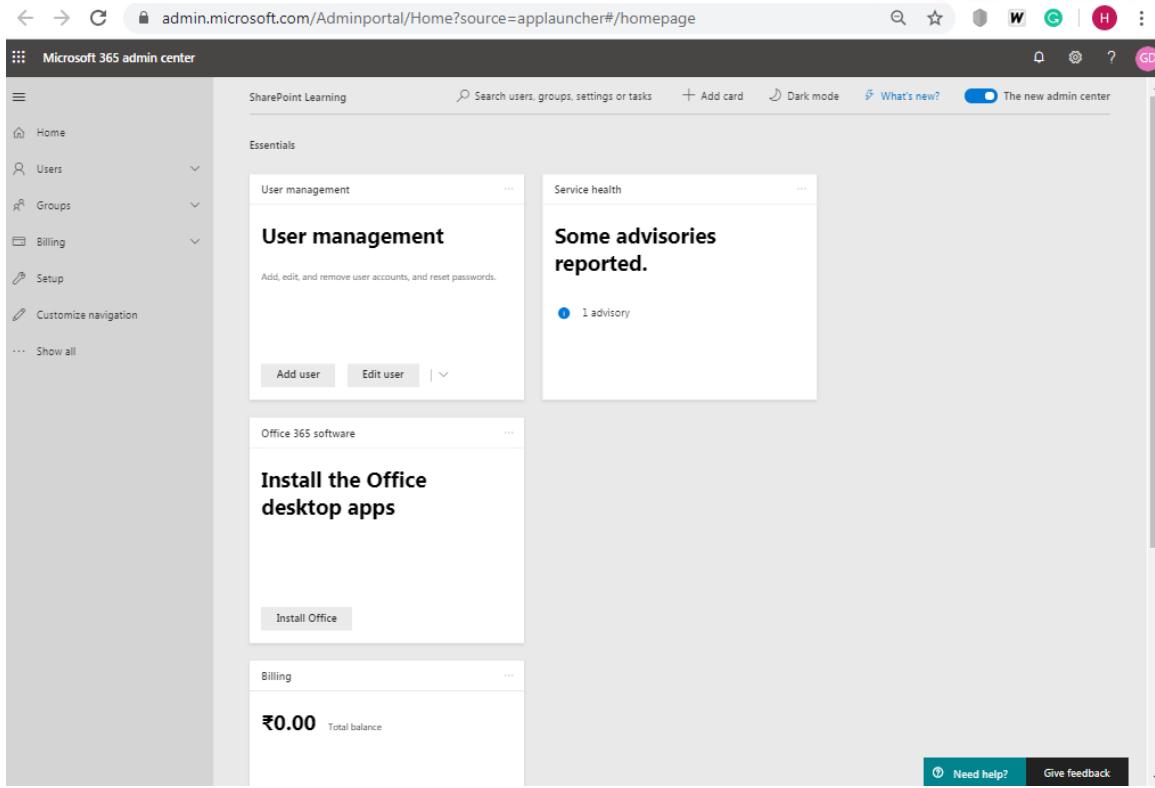
**Install the Office desktop apps**

Install Office

Billing

₹0.00 Total balance

Need help? Give feedback



## **Chapter 3: Manage Microsoft 365 admin center report dashboard**

Using Microsoft 365 or Office 365 admin center we can manage the cards in the admin center's home. This means we can add and delete cards in the dashboard, which will help office 365 administrators manage the tenant.

What are these cards actually? They're a shortcut way to navigate to a particular report page from the home page, and by looking at the home page dashboard, the report administrator will be able to know whether any quick action is needed or not.

Out of the box – a list of cards are available in the admin center:

When we log into the “Microsoft 365 admin center” home page, we will get the below out of the box report:

- User Management
- Message Center
- Office 365 Software
- Billing
- Training and Guides

Note:

- The above list of reports is not fixed – over a period of time, Microsoft changes this display report – so while you are referring to this book for your tenant, it might not be the same but we shouldn't be worried about this because it is completely customizable in a few clicks. In the section, we will see how to manage dashboard reports.



List of cards are available to add in Dashboard in the Microsoft 365 admin center:

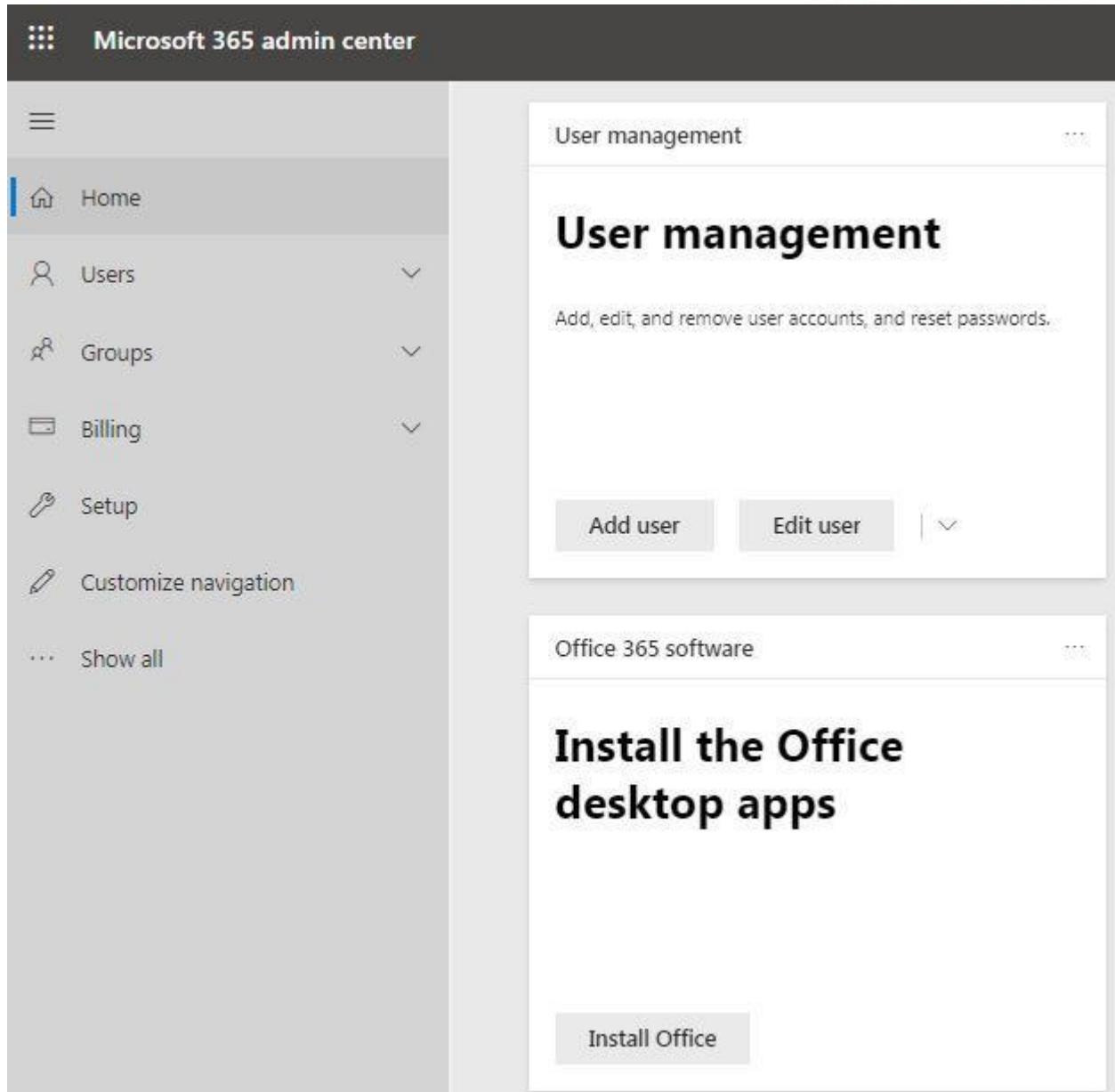
Below are the cards available in the dashboard gallery, we can add or remove these in the home page

- Message Center
- Service Health
- Azure Active Directory
- Office 365 Active users report
- Data Loss Prevention Report
- Role-based access for admins
- GDPR Information
- Domains

Default Microsoft 365 or Office 365 admin center dashboard:

Once we login to the “Microsoft 365 admin center” home page, we will get the below screen:

Microsoft 365 admin center



The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a navigation sidebar with options like Home, Users, Groups, Billing, Setup, and Customize navigation. The main area is titled "User management" and contains a large heading "User management". Below it, a sub-section titled "Office 365 software" features the heading "Install the Office desktop apps" and a "Install Office" button.

User management

## User management

Add, edit, and remove user accounts, and reset passwords.

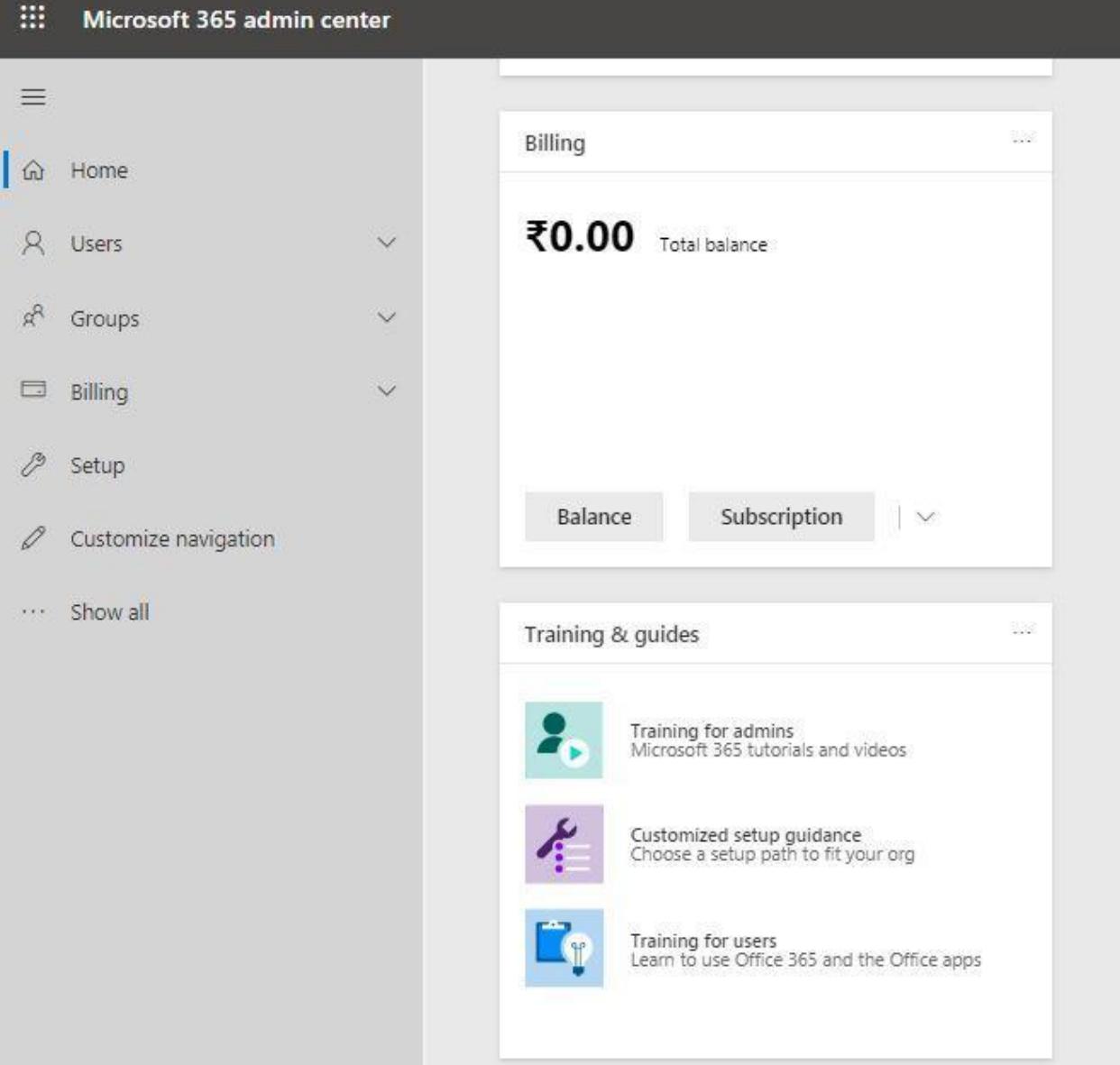
Add user    Edit user

Office 365 software

## Install the Office desktop apps

Install Office

Microsoft 365 admin center

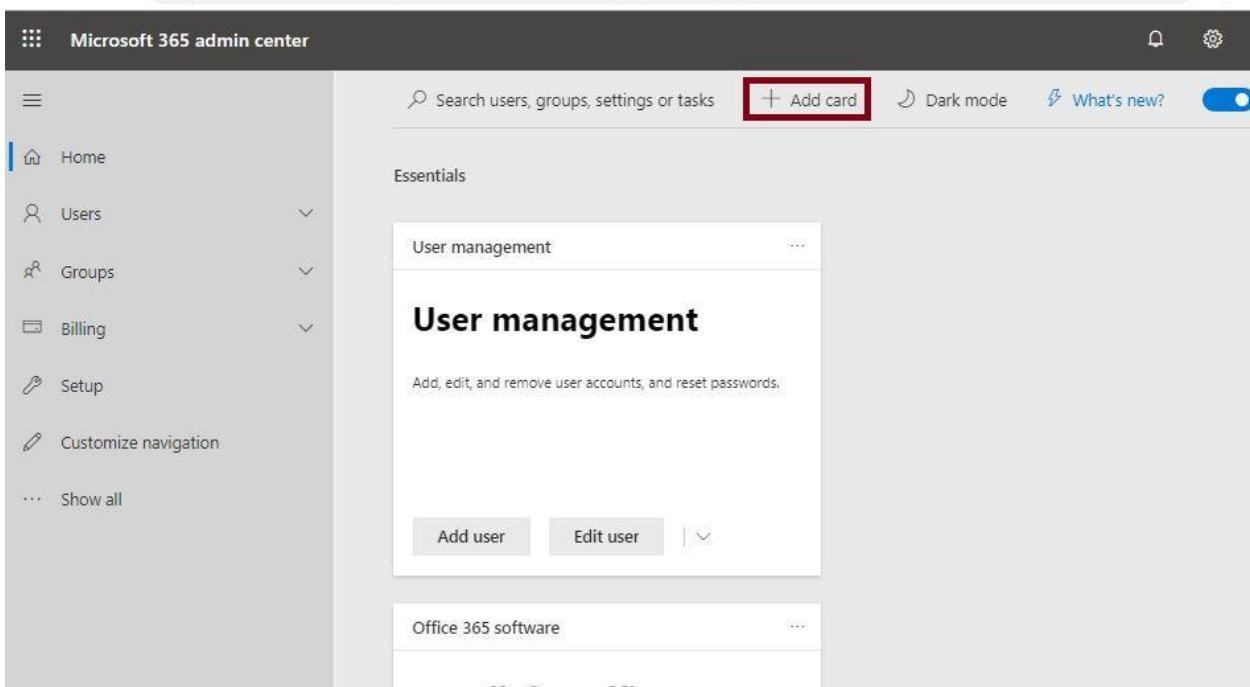


The screenshot shows the Microsoft 365 Admin Center dashboard. On the left, there's a navigation sidebar with options like Home, Users, Groups, Billing, Setup, Customize navigation, and Show all. The main area has two cards: 'Billing' (showing ₹0.00 total balance) and 'Training & guides' (listing three items: 'Training for admins' (Microsoft 365 tutorials and videos), 'Customized setup guidance' (Choose a setup path to fit your org), and 'Training for users' (Learn to use Office 365 and the Office apps)).

How to add additional card to admin center dashboard page:

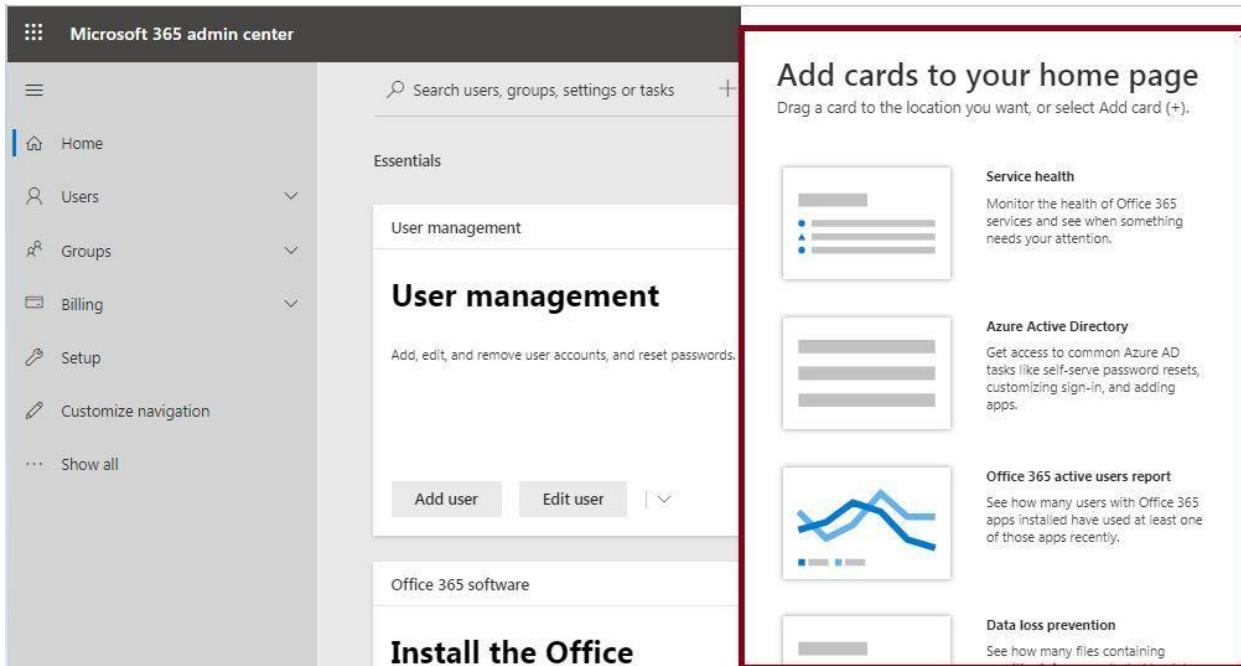
Go to the Microsoft 365 admin center home page -> click on "+ Add card"

portal.office.com/adminportal/home?ScenarioId=Signup#/homepage



The Microsoft 365 Admin Center homepage is displayed. On the left, the navigation menu includes Home, Users, Groups, Billing, Setup, Customize navigation, and Show all. The main content area features the "User management" card, which has a title "User management", a subtitle "Add, edit, and remove user accounts, and reset passwords.", and two buttons: "Add user" and "Edit user". Above the cards, there is a search bar with the placeholder "Search users, groups, settings or tasks", a "Dark mode" toggle switch, and a "What's new?" link.

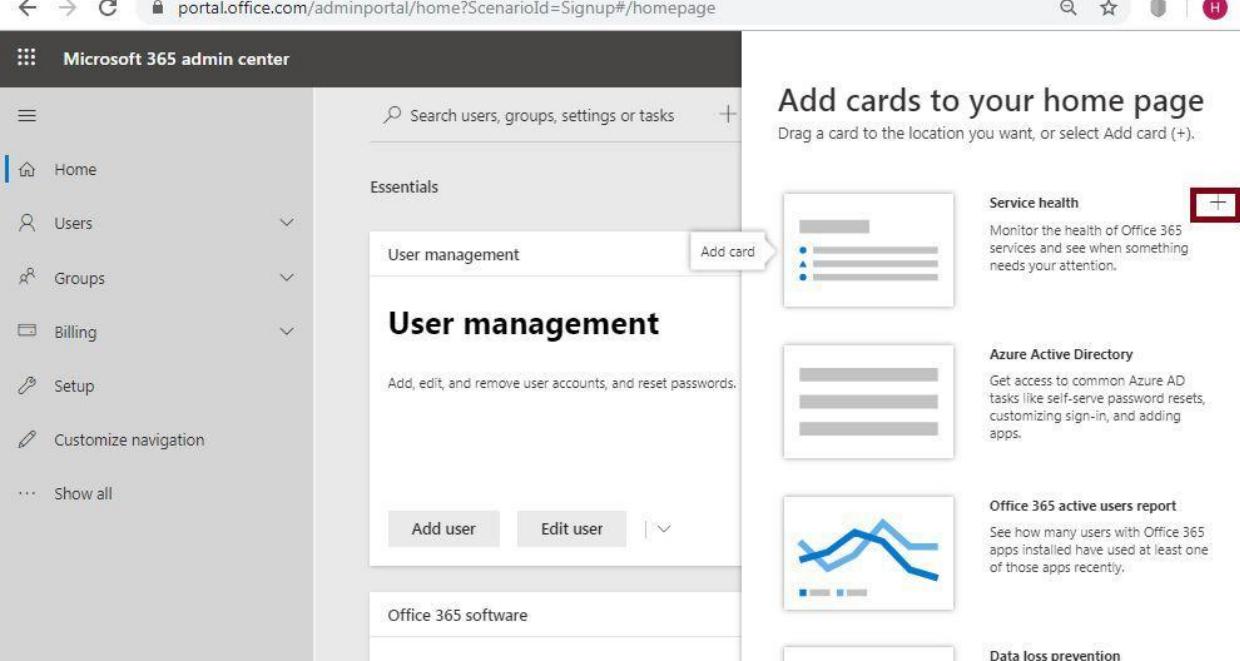
Then at the right-side panel the below “Add cards to your page” will be opened. Here we can see all available cards to add in the home page.



The Microsoft 365 Admin Center homepage is shown again, but now a modal window titled "Add cards to your home page" is overlaid on the right side. The modal contains the instruction "Drag a card to the location you want, or select Add card (+)". It lists several cards with preview icons and descriptions:

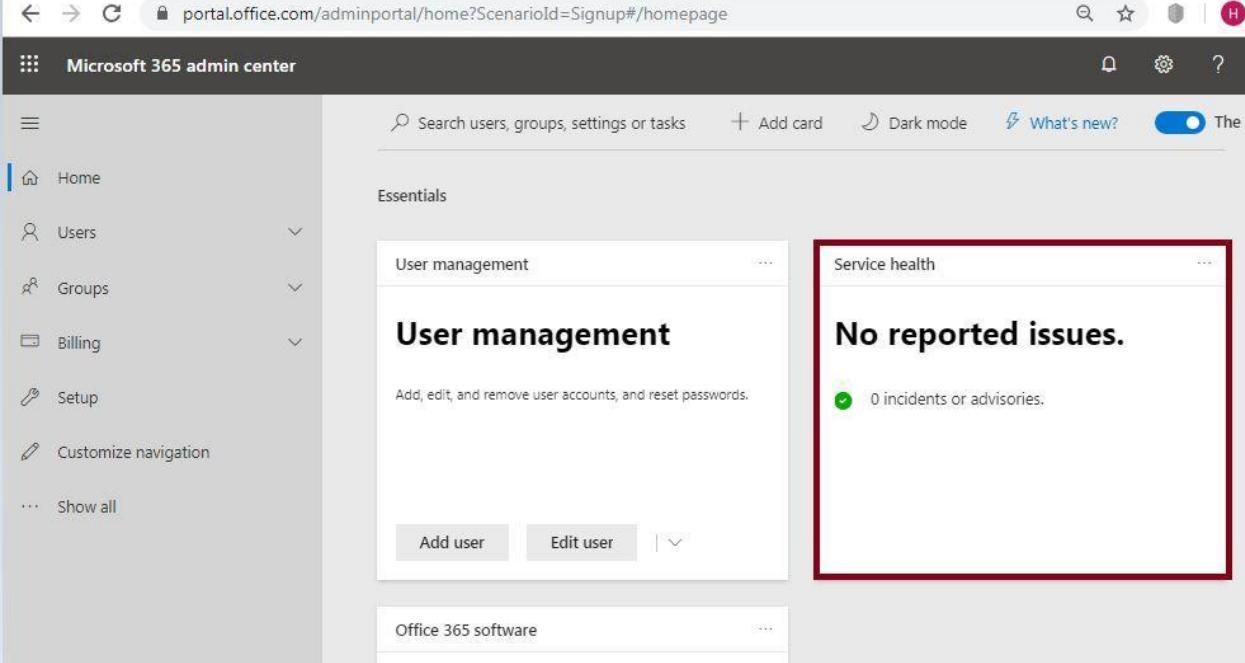
- Service health**: Monitor the health of Office 365 services and see when something needs your attention.
- Azure Active Directory**: Get access to common Azure AD tasks like self-service password resets, customizing sign-in, and adding apps.
- Office 365 active users report**: See how many users with Office 365 apps installed have used at least one of those apps recently.
- Data loss prevention**: See how many files containing

Hover the mouse on the card which you want to add, then we will get the “+” icon, click on that. As an example, we will add “Service health” here.



The screenshot shows the Microsoft 365 Admin Center dashboard. On the left, there's a navigation menu with options like Home, Users, Groups, Billing, Setup, and Customize navigation. The main area is titled "User management" and contains sections for adding, editing, and removing user accounts and resetting passwords. Below this is a "Office 365 software" section. To the right, there's a "Add cards to your home page" section with several cards. One card, "Service health", has a red-bordered "+" icon in its top right corner, indicating it can be added. Other cards include "Azure Active Directory", "Office 365 active users report", and "Data loss prevention".

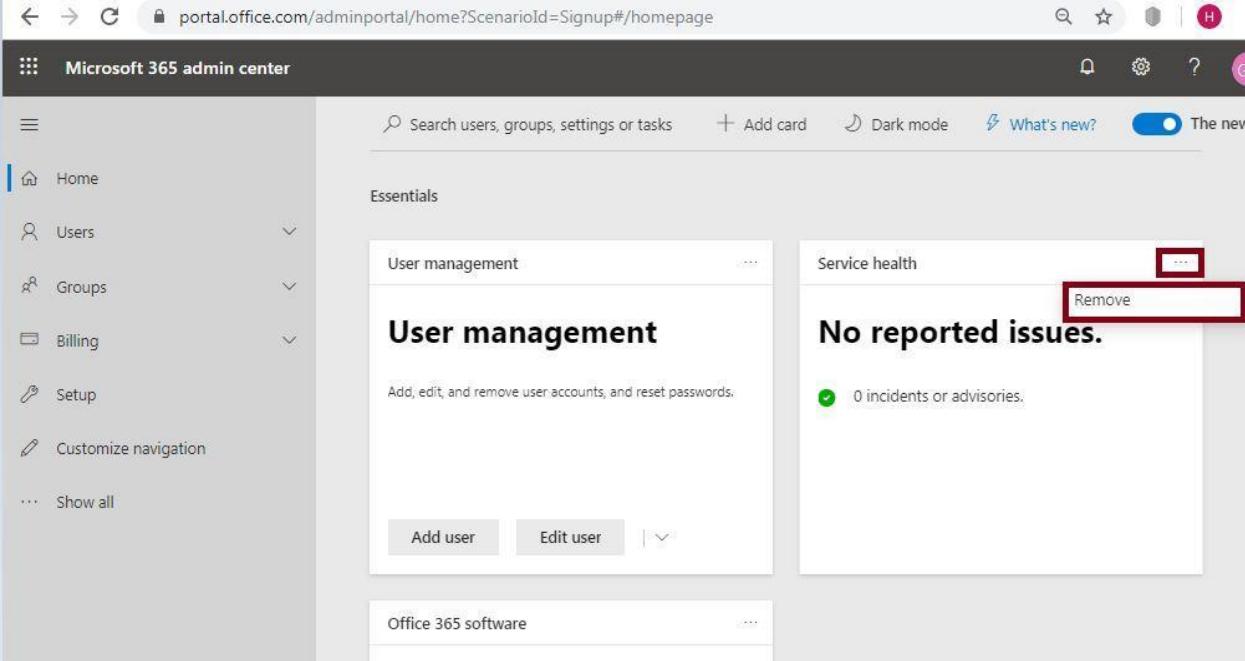
Then we can see the “Service health” report card is added in the dashboard.



The screenshot shows the Microsoft 365 Admin Center home page. On the left is a navigation sidebar with links like Home, Users, Groups, Billing, Setup, and Customize navigation. The main area has a search bar and several cards. One card, 'User management', contains the heading 'User management' and the subtext 'Add, edit, and remove user accounts, and reset passwords.' It has 'Add user' and 'Edit user' buttons. Another card, 'Service health', displays the message 'No reported issues.' and '0 incidents or advisories.' A red box highlights this 'Service health' card.

How to remove a report card from the Microsoft 365 admin center home page dashboard:

In order to remove a card from the Microsoft 365 admin center dashboard, identify the card which you want to remove, click on the ellipses (...) available on the card header and then click on the remove button from the menu. After removing, the card will be moved to the "Add Card" section again in the right-side panel from where we have added it.



The screenshot shows the Microsoft 365 Admin Center homepage. The left sidebar includes links for Home, Users, Groups, Billing, Setup, Customize navigation, and Show all. The main area has a search bar and navigation buttons for Add card, Dark mode, What's new, and The news. The 'Essentials' section features a 'User management' card with a 'User management' title, a description 'Add, edit, and remove user accounts, and reset passwords.', and buttons for 'Add user' and 'Edit user'. To the right is a 'Service health' card titled 'No reported issues.' with a note '0 incidents or advisories.' A red box highlights the 'Remove' button in the top right corner of the service health card.

## Chapter 4: Administering office 365

In this chapter, I will explain how we can do administration tasks in Office 365.

### Manage users in office 365

In this section, I will explain how we can manage active and deleted users from Office 365.

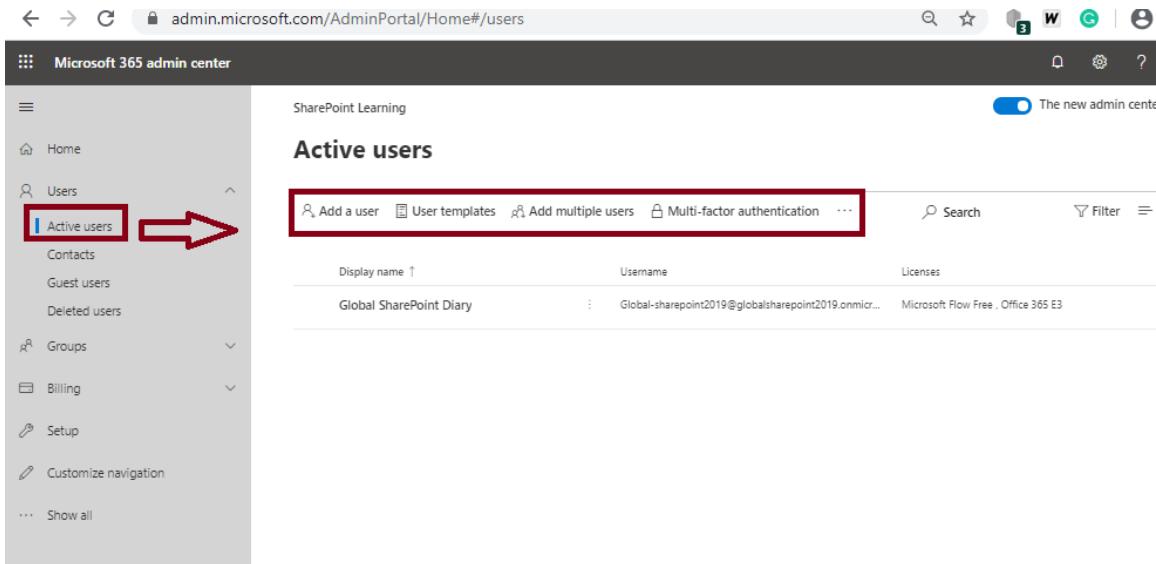
#### Mange active users in office 365

In order to manage the active users in office 365, first we need to locate the 'active users' section in the Office 365 home page.

How do I navigate to the 'active users' report?

If you have already logged in to the “Microsoft 365 admin center” home page, you need to click on active users link from the left panel – and in the center panel we can see the ‘active users’ dashboard, using this report we can manage the active users like:

- Add a user
- User Templates
- Add multiple users
- Multi Factor Authentication
- Search user
- Filter user display view

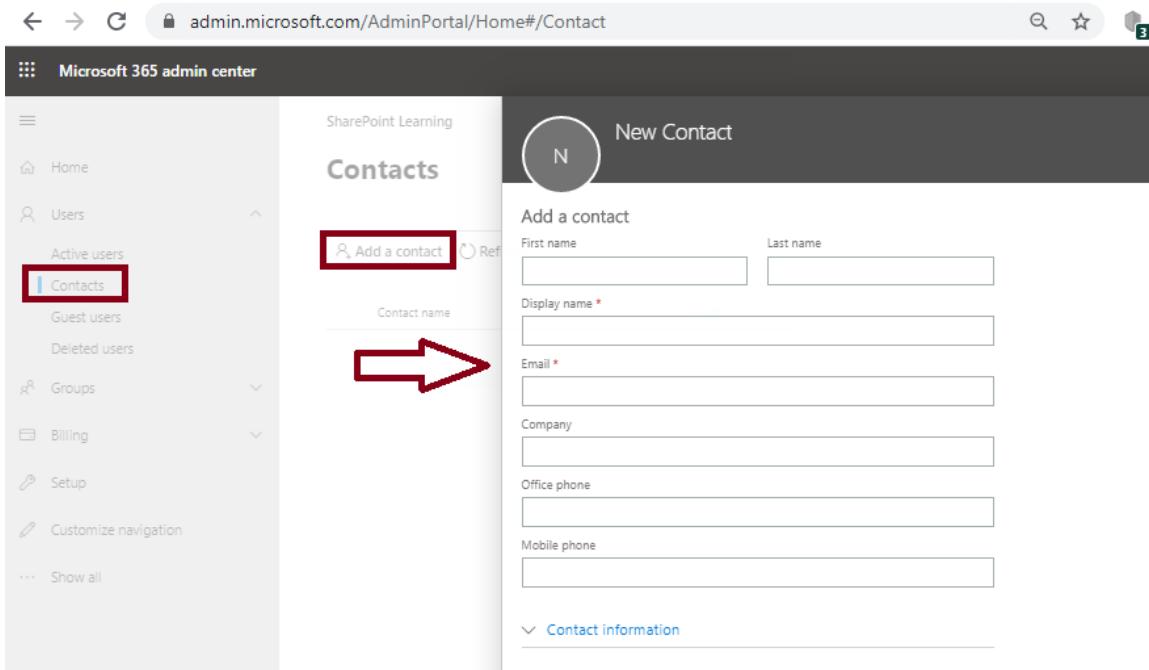


The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar has a 'Users' section with 'Active users' highlighted and a red arrow pointing to it. The main content area is titled 'Active users' and displays a table with one row of data. The table columns are 'Display name ↑', 'Username', and 'Licenses'. The data row shows 'Global SharePoint Diary' as the display name, 'Global-sharepoint2019@globalsharepoint2019.onmicrosoft.com' as the username, and 'Microsoft Flow Free, Office 365 E3' as the license.

Display name ↑	Username	Licenses
Global SharePoint Diary	Global-sharepoint2019@globalsharepoint2019.onmicrosoft.com	Microsoft Flow Free, Office 365 E3

## Manage contacts in Office 365

Using the “Contacts” navigation we can manage the contacts like add, delete, edit. Click on the “Add a contact” icon to add a new contact like below:



The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a navigation sidebar with options like Home, Users, Active users (with Contacts highlighted), Guest users, Deleted users, Groups, Billing, Setup, and Customize navigation. The main area is titled "SharePoint Learning" and "Contacts". A red box highlights the "Add a contact" button. To its right, a large red arrow points to the "Contact name" field, which is the first input field in the "Add a contact" form. The form includes fields for First name, Last name, Display name (marked with a red asterisk), Email (marked with a red asterisk), Company, Office phone, and Mobile phone. A "Contact information" section is partially visible at the bottom.

### View Guest Users report in Office 365

From the “Guest users” navigation, we can view all guest users available in the tenant like below:

[admin.microsoft.com/AdminPortal/Home#/GuestUsers](https://admin.microsoft.com/AdminPortal/Home#/GuestUsers)

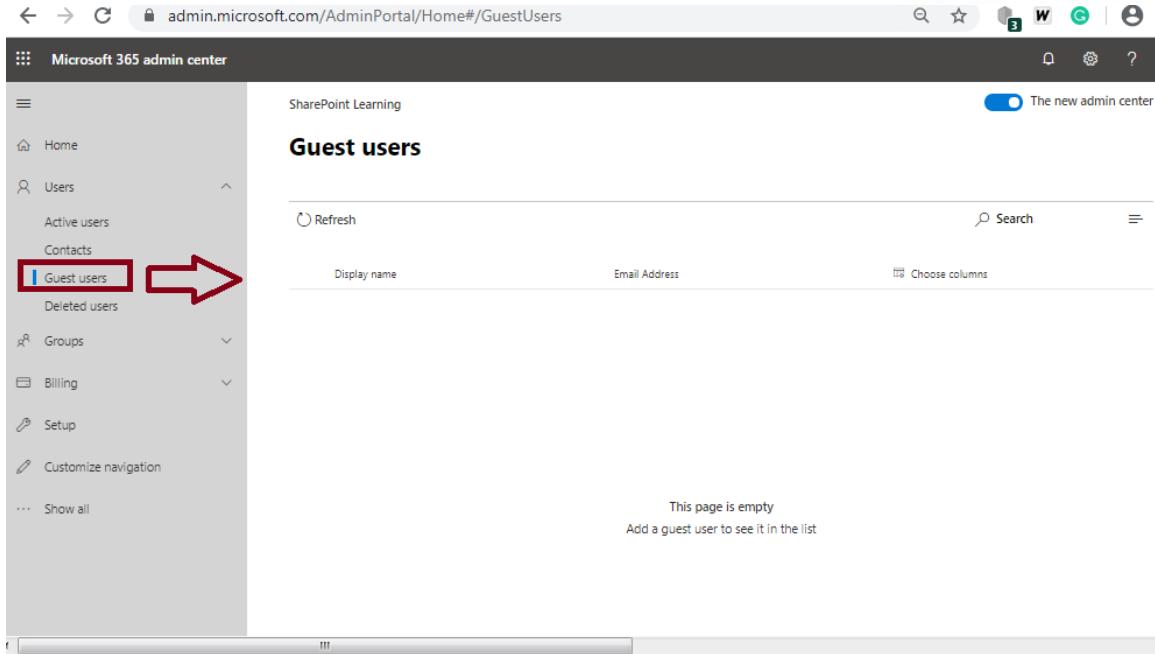
Microsoft 365 admin center

SharePoint Learning

**Guest users**

Display name Email Address Choose columns

This page is empty  
Add a guest user to see it in the list



## View Deleted users report in Office 365

Using the “Deleted users” navigation, we can view all deleted users in the tenant like below and also, we can export all deleted users into a csv file.

[admin.microsoft.com/AdminPortal/Home#/deletedusers](https://admin.microsoft.com/AdminPortal/Home#/deletedusers)

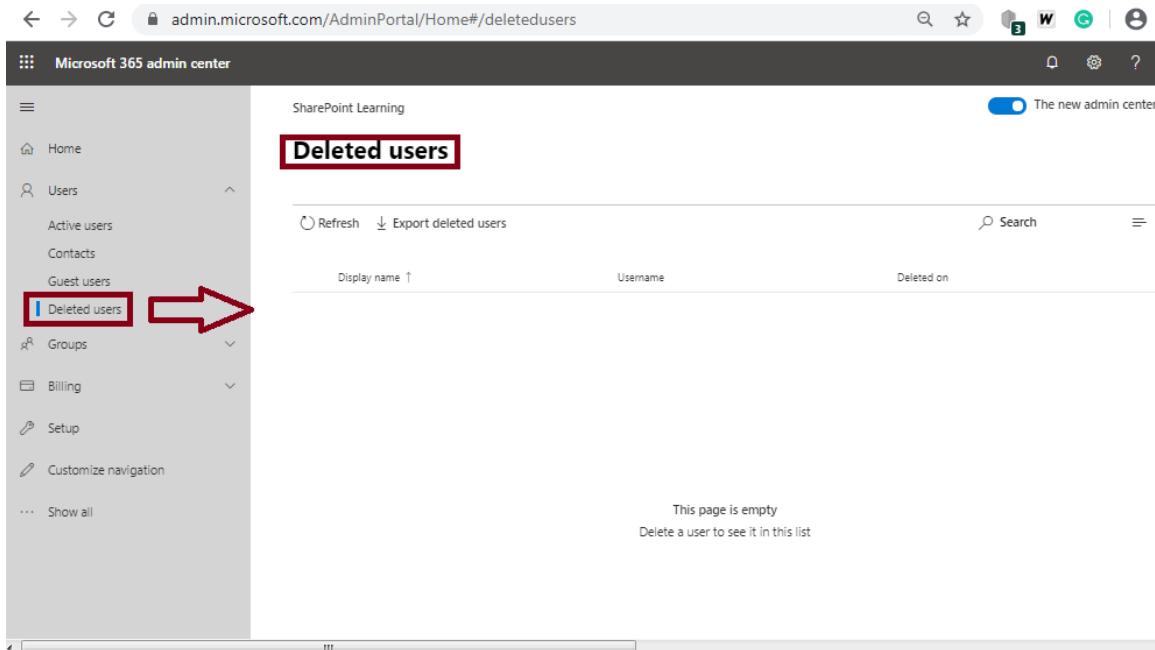
Microsoft 365 admin center

SharePoint Learning

**Deleted users**

Display name ↑ Username Deleted on

This page is empty  
Delete a user to see it in this list



## Manage groups in office 365

In this section, I will explain about what the groups in Office 365 are and how we can manage them.

### Introduction to Office 365 groups

Office 365 Groups is the cross-application membership service in Office 365. At the basic level, an Office 365 Group is an object in Azure Active Directory. As we know that the purpose of office 365 is to bring all Microsoft products under an umbrella – where each product can communicate with each other through its membership, we can say office 365 group is a global membership object using which people can access one product to another product inside Office 365. For example, SharePoint, Microsoft Teams, Planner, PowerBI, OneNote, Yammer, Exchange etc.

If your AD sync service is enabled and synced with Azure AD – we can see all local active directory groups in the office 365 dashboard as well.

You can add or remove people to the group just as we do in any other group-based security object in Active Directory.

### How to navigate to Office 365 group dashboard:

Go to the below link

<https://admin.microsoft.com/Adminportal/Home?source=applauncher#/groups>

Click on the “Groups” from the left panel – then in the center panel we can see all groups are available. From there we can create, update, delete the group.

← → C | admin.microsoft.com/Adminportal/Home?source=applauncher#/groups 1

Microsoft 365 admin center

SharePoint Learning

The new admin center

**Groups**

It can take up to an hour for new distribution groups and mail-enabled security groups to appear in your groups list. If you don't see your new group yet, go to the Exchange admin center.

Learn more about group types

Add a group Refresh Search Filter

Group name	Group email	Type	Sync
Hub Site RND	HubSiteRND@globalsharepoint2019.onmicrosoft.com	Office 365	Sync
Modern Team Site Test 1	ModernTeamSiteTest1@globalsharepoint2019.onmicrosoft.com	Office 365	Sync
Modern Team Site Test 2 - created by PnP	ModernTeamSiteTestByPnP@globalsharepoint2019.onmicrosoft.com	Office 365	Sync
SharePoint Migration Team	SharePointMigrationTeam@globalsharepoint2019.onmicrosoft.com	Office 365	Sync

Home Users Active users Contacts Guest users Deleted users Groups Shared mailboxes Billing Setup Customize navigation

## Types of groups in Office 365

There are four types of groups in office 365. Please see the below screenshot where each type of group description is explained.

- Office 365
- Distribution
- Mail-enabled Security
- Security

Group type

Basics

Settings

Owners

Finish

## Choose a group type

Choose the group type that best meets your team's needs. [Learn more about group types](#)

Office 365 (recommended)

Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars.

Distribution

Sends emails to all members of the list.

Mail-enabled security

Has all the functionality of a distribution list and additionally can be used to control access to OneDrive and SharePoint

Security

Controls access to OneDrive and SharePoint and can be used for Mobile Device Management for Microsoft 365

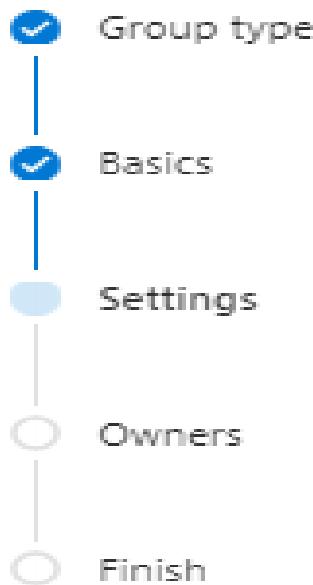
## Office 365 – group

This allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars. This is a default setting while creating the group and this is the recommended one.

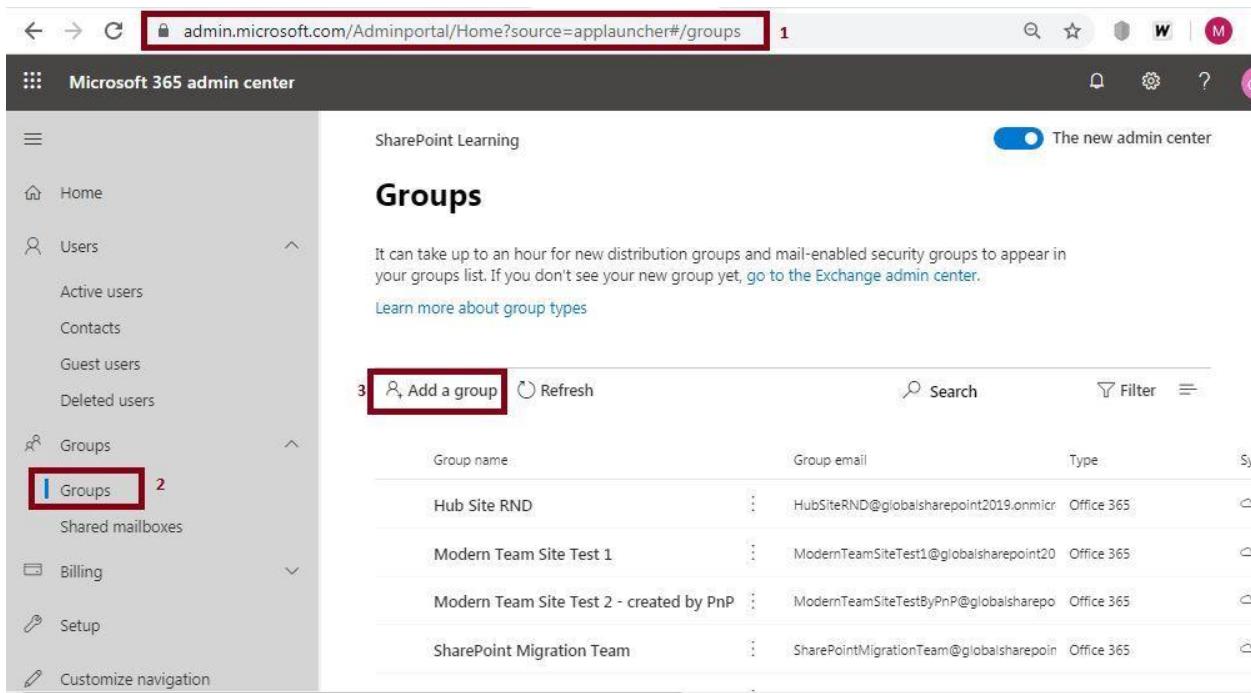
## How to create an Office 365 group?

Any type of group in office 365 can be created in four steps:

- Group type
- Basics
- Settings
- Owners
- Finish



From the office 365 group dashboard – click on add a group icon like below:



The screenshot shows the Microsoft 365 Admin Center Groups page. The left sidebar has 'Groups' selected, indicated by a red box with the number '2'. The main area displays a list of groups with columns for Group name, Group email, Type, and Sy. The first group listed is 'Hub Site RND'.

Group name	Group email	Type	Sy
Hub Site RND	HubSiteRND@globalsharepoint2019.onmicrosoft.com	Office 365	
Modern Team Site Test 1	ModernTeamSiteTest1@globalsharepoint2019.onmicrosoft.com	Office 365	
Modern Team Site Test 2 - created by PnP	ModernTeamSiteTestByPnP@globalsharepoint2019.onmicrosoft.com	Office 365	
SharePoint Migration Team	SharePointMigrationTeam@globalsharepoint2019.onmicrosoft.com	Office 365	

Choose Office 365(recommended).

Click on Next button.

← → C 🔒 admin.microsoft.com/Adminportal/Home?source=applauncher#/groups

Add group

Group type

- Basics
- Settings
- Owners
- Finish

**Choose a group type**

Choose the group type that best meets your team's needs. [Learn more about group types](#)

Office 365 (recommended)  
Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars.

Distribution  
Sends emails to all members of the list.

Mail-enabled security  
Has all the functionality of a distribution list and additionally can be used to control access to OneDrive and SharePoint

Security  
Controls access to OneDrive and SharePoint and can be used for Mobile Device Management for Microsoft 365

**Next**

Enter the group name and description, then click on the Next button.

← → C admin.microsoft.com/Adminportal/Home?source=applauncher#/groups

Add group

Group type

- Basics
- Settings
- Owners
- Finish

## Set up the basics

To get started, fill out some basic info about the group you'd like to create.

Name \*

Description

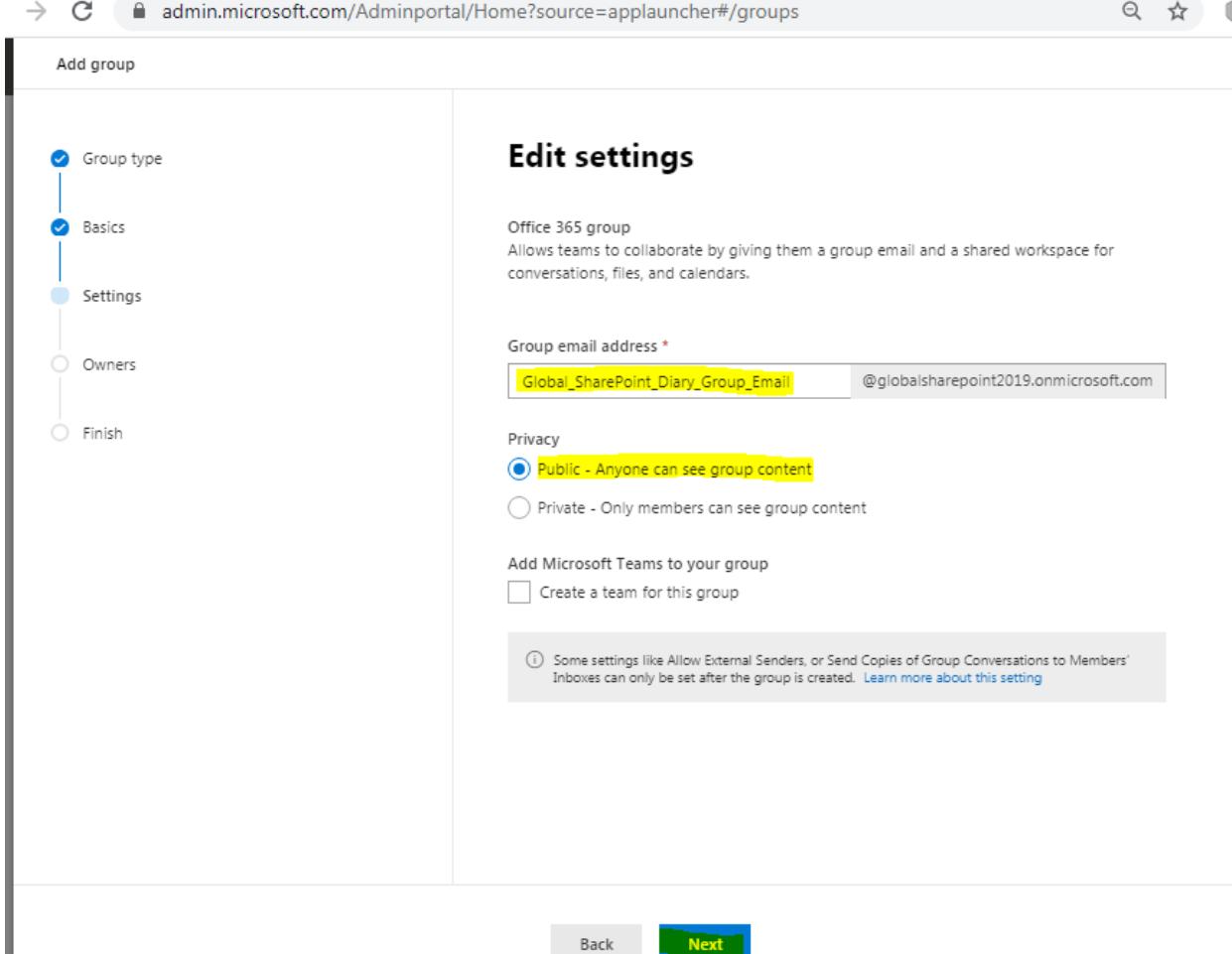
Back **Next**

Enter the “Group email address.”

Select the “Privacy” – we can select privacy as Public or Private, the default selection is “Public.”

We can select “Create a team for this group” which is optional – this will create a team in Microsoft Teams.

Then, click on the Next button.



Add group

Group type

Basics

Settings

Owners

Finish

### Edit settings

Office 365 group  
Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars.

Group email address \*

@globalsharepoint2019.onmicrosoft.com

Privacy

Public - Anyone can see group content

Private - Only members can see group content

Add Microsoft Teams to your group

Create a team for this group

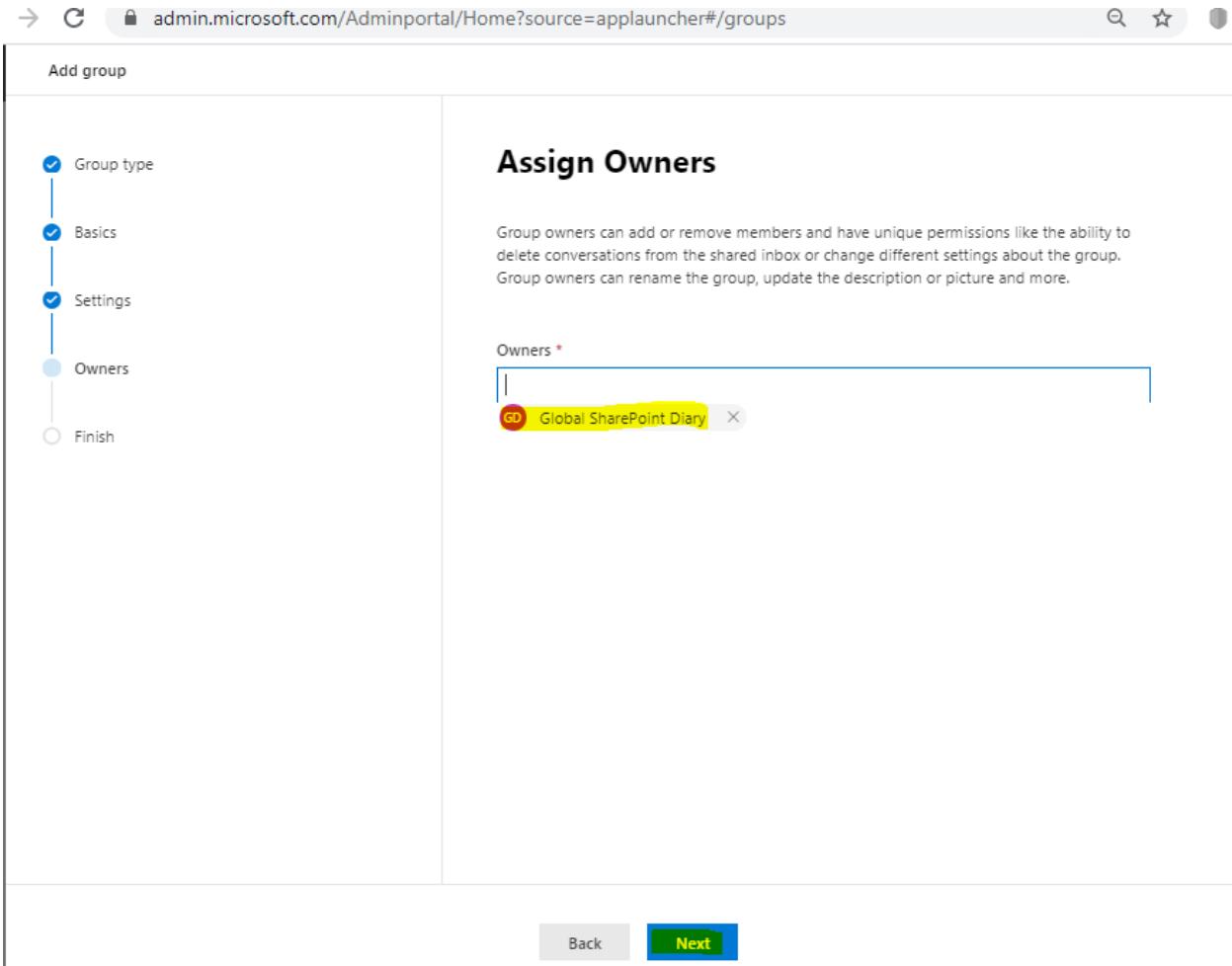
ⓘ Some settings like Allow External Senders, or Send Copies of Group Conversations to Members' Inboxes can only be set after the group is created. [Learn more about this setting](#)

Back **Next**

Assign group owners:

Group owners can add or remove members and have unique permissions like the ability to delete conversations from the shared inbox or change different settings about the group. Group owners can rename the group, update the description or picture and more.

Click on next.

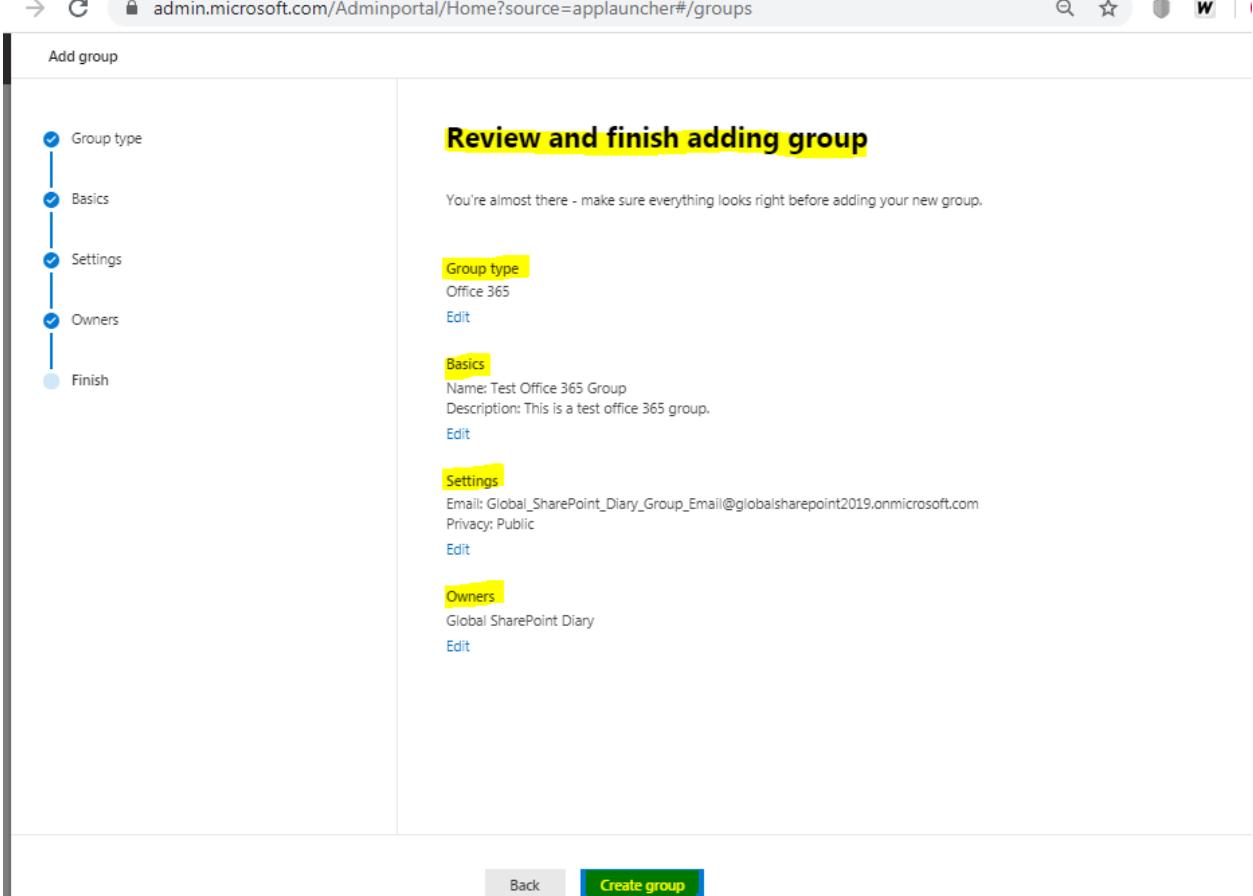


The screenshot shows the 'Add group' wizard on the Microsoft Admin portal. The current step is 'Assign Owners'. On the left, a vertical progress bar shows steps: 'Group type' (checked), 'Basics' (checked), 'Settings' (checked), 'Owners' (unchecked, highlighted in yellow), and 'Finish' (unchecked). The main area contains a heading 'Assign Owners' and a description explaining that group owners can add or remove members and have unique permissions like the ability to delete conversations from the shared inbox or change different settings about the group. Below this is a 'Owners \*' input field containing 'Global SharePoint Diary' with a delete button. At the bottom are 'Back' and 'Next' buttons, with 'Next' being highlighted in green.

Review the group creation setting.

Note: If you want to change any setting in the group creation, you can modify that from here.

If you are fine with your group creation parameters – click on the “**Create group**” button.



The screenshot shows the Microsoft Admin Portal interface for creating a new group. On the left, a vertical navigation bar lists the steps: Group type (checked), Basics (checked), Settings (checked), Owners (checked), and Finish (unchecked). The main content area is titled "Review and finish adding group". It displays the configuration details for the group:

- Group type:** Office 365 (with an "Edit" link)
- Basics:** Name: Test Office 365 Group; Description: This is a test office 365 group. (with an "Edit" link)
- Settings:** Email: Global\_SharePoint\_Diary\_Group\_Email@globalsharepoint2019.onmicrosoft.com; Privacy: Public (with an "Edit" link)
- Owners:** Global SharePoint Diary (with an "Edit" link)

At the bottom, there are "Back" and "Create group" buttons. The "Create group" button is highlighted with a yellow box.

New group create status message is shown as successful – the group has been created successfully.

Click on the “Close” button.

→ C admin.microsoft.com/Adminportal/Home?source=applauncher#/groups

Add group

✓ Group type  
✓ Basics  
✓ Settings  
✓ Owners  
✓ Finish

✓ **New group created**

You've successfully created a new group. It will now appear in your list of groups.

Now that the group has been created, you can change these settings:  
Send copies of group conversations and events to group members' inboxes  
Let people outside the organization email this group

Would you like to know more?  
[Using groups to collaborate effectively](#)

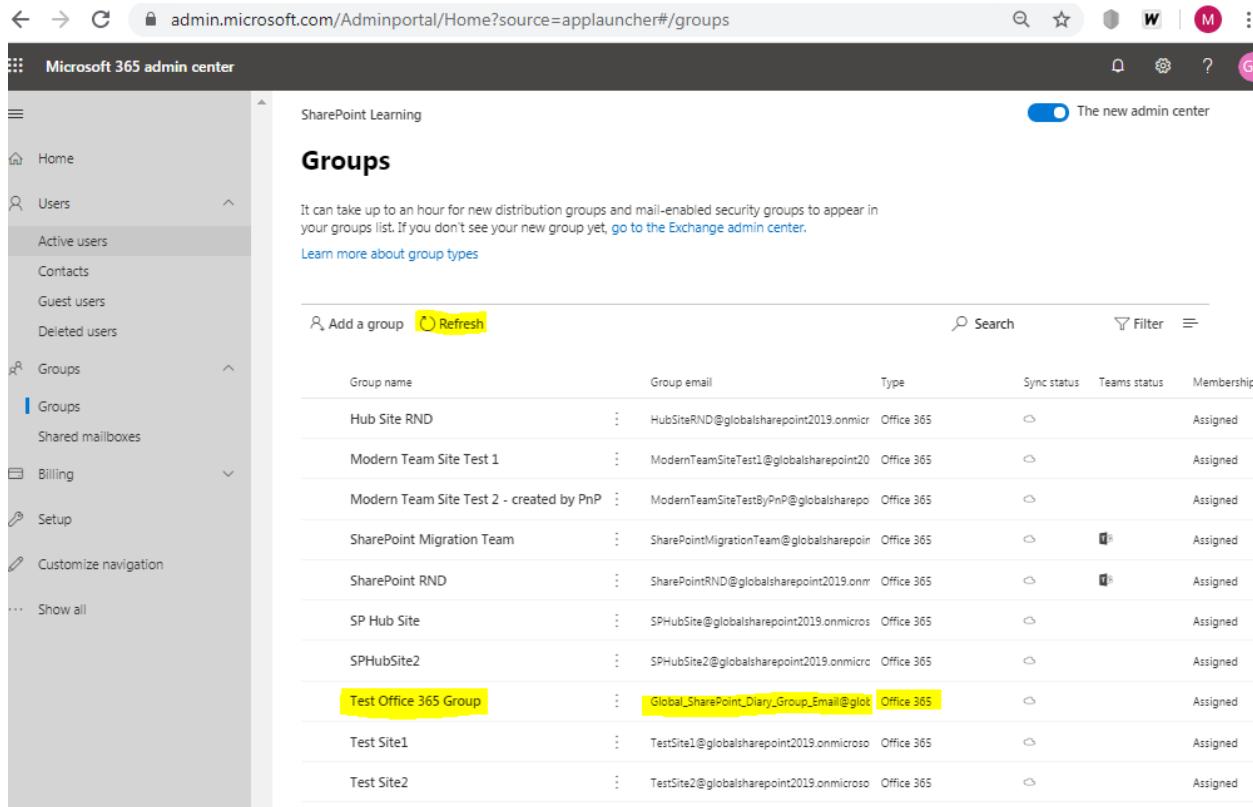
**Close**

Navigate to the below group dashboard page,

<https://admin.microsoft.com/Adminportal/Home?source=applauncher#/groups>

We can see the new Office 365 type group that we have just created, it appears here.

[admin.microsoft.com/Adminportal/Home?source=applauncher#/groups](https://admin.microsoft.com/Adminportal/Home?source=applauncher#/groups)



Group name	Group email	Type	Sync status	Teams status	Membership
Hub Site RND	HubSiteRND@globalsharepoint2019.onmicrosoft.com	Office 365	Cloud	Assigned	
Modern Team Site Test 1	ModernTeamSiteTest1@globalsharepoint2019.onmicrosoft.com	Office 365	Cloud	Assigned	
Modern Team Site Test 2 - created by PnP	ModernTeamSiteTestByPnP@globalsharepoint2019.onmicrosoft.com	Office 365	Cloud	Assigned	
SharePoint Migration Team	SharePointMigrationTeam@globalsharepoint2019.onmicrosoft.com	Office 365	Cloud	Unassigned	Assigned
SharePoint RND	SharePointRND@globalsharepoint2019.onmicrosoft.com	Office 365	Cloud	Unassigned	Assigned
SP Hub Site	SPHubSite@globalsharepoint2019.onmicrosoft.com	Office 365	Cloud	Assigned	
SPHubSite2	SPHubSite2@globalsharepoint2019.onmicrosoft.com	Office 365	Cloud	Assigned	
Test Office 365 Group	Global_SharePoint_Diary_Group_Email@globalsharepoint2019.onmicrosoft.com	Office 365	Cloud	Assigned	
Test Site1	TestSite1@globalsharepoint2019.onmicrosoft.com	Office 365	Cloud	Assigned	
Test Site2	TestSite2@globalsharepoint2019.onmicrosoft.com	Office 365	Cloud	Assigned	

## Distribution group:

The purpose of Office 365 distribution groups (a.k.a., distribution lists) is to send emails or meetings to all members of the list; an email can be sent to multiple people (development team, testing team, migration team, etc.) without having to add all the email addresses each time.

### Note:

- The distribution type of group cannot be accessed from SharePoint – so if your requirement is managing the access in SharePoint, then this is not the right choice.

The creation of a distribution group is the same as an Office 365 group – only in the choose a group type selection step, we need to select the type as “Distribution”, the rest of the steps are self-explanatory, so I am skipping this section.

Add group

---

Group type

Basics

Settings

Finish

## Choose a group type

Choose the group type that best meets your team's needs. [Learn more about group types](#)

Office 365 (recommended)  
Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars.

Distribution  
Sends emails to all members of the list.

Mail-enabled security  
Has all the functionality of a distribution list and additionally can be used to control access to OneDrive and SharePoint

Security  
Controls access to OneDrive and SharePoint and can be used for Mobile Device Management for Microsoft 365

---

**Next**

### Mail-enabled Security group

It has all the functionality of a distribution list and additionally can be used to control access to OneDrive and SharePoint. So, if you want to manage

access in SharePoint and OneDrive along with group mailbox functionality – this is the right choice.

The creation of “Mail-enabled Security group” is the same as Office 365 group – only in the choose a group type selection step, we need to select the type as “Mail-enabled Security group”, the rest of the steps are self-explanatory, so I am skipping this section.

Add group

---

Group type

Basics

Settings

Finish

### Choose a group type

Choose the group type that best meets your team's needs. [Learn more about group types](#)

Office 365 (recommended)  
Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars.

Distribution  
Sends emails to all members of the list.

Mail-enabled security  
Has all the functionality of a distribution list and additionally can be used to control access to OneDrive and SharePoint

Security  
Controls access to OneDrive and SharePoint and can be used for Mobile Device Management for Microsoft 365

**Next**

## Security group

This type of group is mainly used to control the access in SharePoint and OneDrive and can be used for mobile device management in Office 365.

The creation of a “Security” group is the same as an Office 365 group – only in the choose a group type selection step, we need to select the type as “Security”, the rest of the steps are self-explanatory, so I am skipping this section.

Add group

<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Group type</li> <li><input type="radio"/> Basics</li> <li><input type="radio"/> Finish</li> </ul>	<h2>Choose a group type</h2> <p>Choose the group type that best meets your team's needs. <a href="#">Learn more about group types</a></p> <ul style="list-style-type: none"> <li><input type="radio"/> Office 365 (recommended) Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars.</li> <li><input type="radio"/> Distribution Sends emails to all members of the list.</li> <li><input type="radio"/> Mail-enabled security Has all the functionality of a distribution list and additionally can be used to control access to OneDrive and SharePoint</li> <li><input checked="" type="radio"/> Security Controls access to OneDrive and SharePoint and can be used for Mobile Device Management for Microsoft 365</li> </ul>
---	---

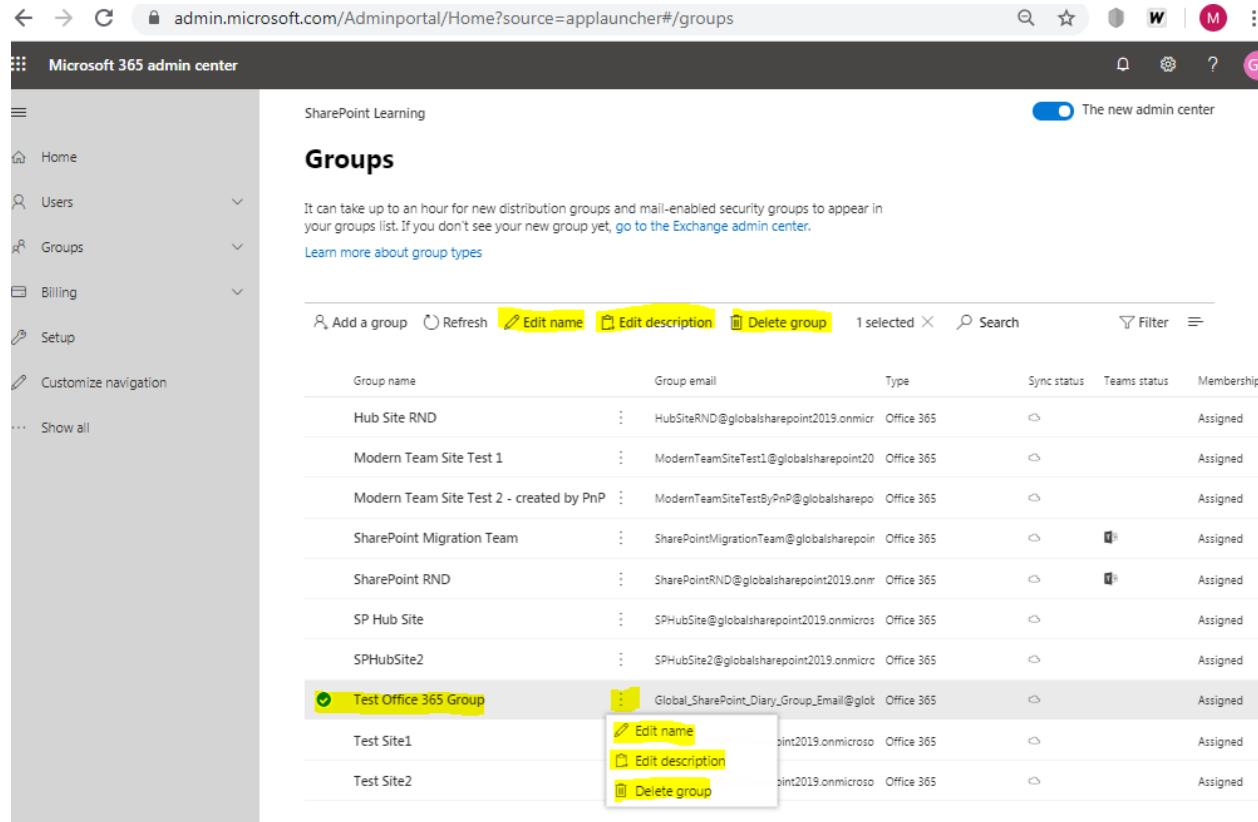
**Next**

How to edit and delete a group from the Office 365 dashboard:

From the Office 365 group dashboard panel – select the group you want to delete or edit.

Select the group radio button as below.

Next to the group name, click on three dots – there we can see the dropdown list to manage the group, like edit name, edit description, delete group. Or we can do the same operation from the group ribbon toolbar as highlighted below as well:



Group name	Group email	Type	Sync status	Teams status	Membership
Hub Site RND	HubSiteRND@globalsharepoint2019.onmicrosoft.com	Office 365			Assigned
Modern Team Site Test 1	ModernTeamSiteTest1@globalsharepoint2019.onmicrosoft.com	Office 365			Assigned
Modern Team Site Test 2 - created by PnP	ModernTeamSiteTestByPnP@globalsharepoint2019.onmicrosoft.com	Office 365			Assigned
SharePoint Migration Team	SharePointMigrationTeam@globalsharepoint2019.onmicrosoft.com	Office 365			Assigned
SharePoint RND	SharePointRND@globalsharepoint2019.onmicrosoft.com	Office 365			Assigned
SP Hub Site	SPHubSite@globalsharepoint2019.onmicrosoft.com	Office 365			Assigned
SPHubSite2	SPHubSite2@globalsharepoint2019.onmicrosoft.com	Office 365			Assigned
<b>Test Office 365 Group</b>	Global_SharePoint_Diary_Group_Email@globalsharepoint2019.onmicrosoft.com	Office 365			Assigned
Test Site1		Office 365			Assigned
Test Site2		Office 365			Assigned

## Chapter 5: Billing management in Office 365

In this section, I will explain how we can manage the following billing related tasks in Office 365:

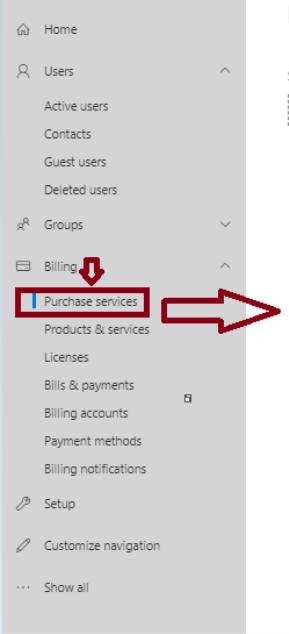
- Purchase Service
- Products & Services
- Licenses Report
- Bills & Payments management
- Billing Accounts
- Billing Methods
- Billing Notification

### Purchase Service

Using this module, you can manage the purchase service of your tenant.

We need to follow the below steps, to land in the purchase service.

From the left panel “Billing” section -> Purchase services, we view all available plans from office 365 with their prices for the purchase.



**Purchase services**

Select up to three products for a detailed comparison.

Product 1    Product 2    Product 3    Compare products

Search  

### Microsoft 365

Show all 3 



**Microsoft 365  
Business**

An integrated product for SMBs to access productivity tools, manage their productivity platform, and...

Starting at ₹1,320.00 user/month



**Microsoft 365 E3**

Office 365 E3, Enterprise Mobility + Security E3, and Windows 10 Enterprise E3. This per-user licensed...

Starting at ₹2,115.00 user/month



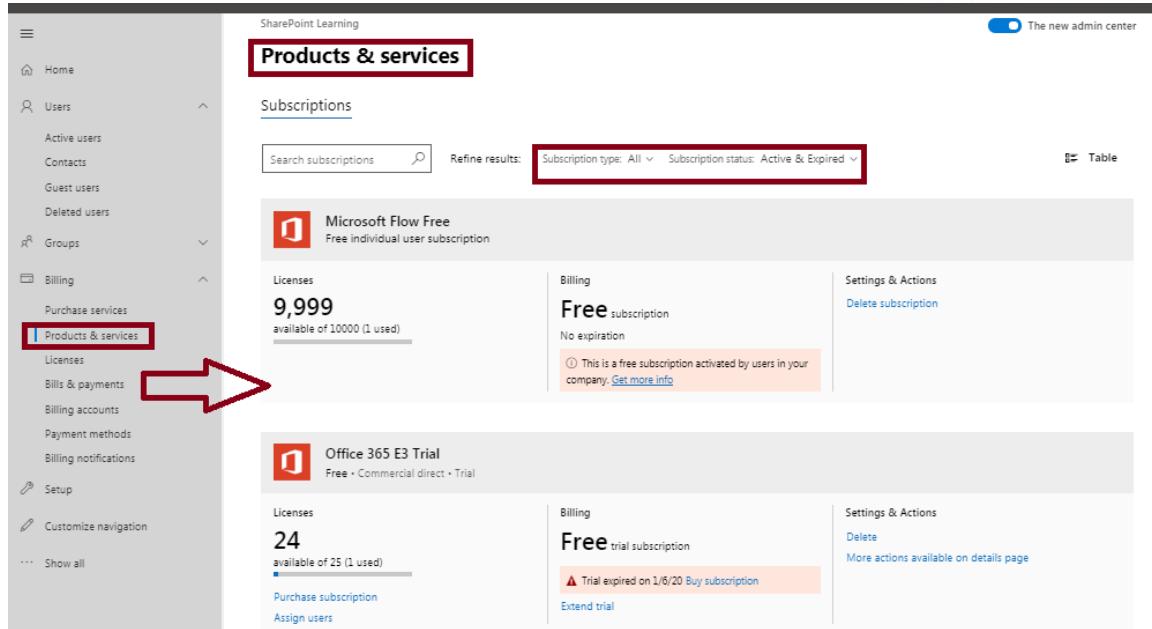
**Microsoft 365 E5  
without Audio  
Conferencing**

Office 365 E5 without Audio Conferencing, Enterprise Mobility + Security E5, and Windows 10...

Starting at ₹3,765.00 user/month

## Products & services

Using the “Product & services” navigation, we can view current status of the subscription like type of subscription, maximum and used users, when the license expires, etc.

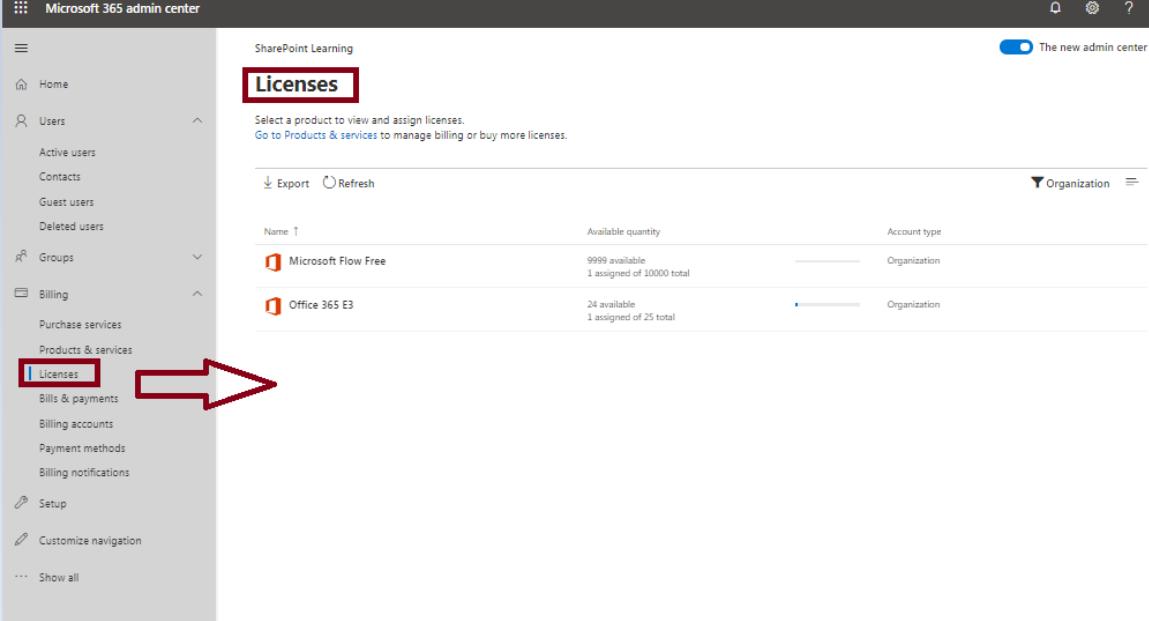


The screenshot shows the SharePoint Learning interface. On the left, there's a navigation menu with sections like Home, Users, Groups, Billing, Purchase services, Products & services (which is highlighted with a red box and has a red arrow pointing to it), Licenses, Bills & payments, Billing accounts, Payment methods, Billing notifications, Setup, Customize navigation, and Show all. The main area is titled 'Products & services' and 'Subscriptions'. It displays two items:

- Microsoft Flow Free**: Shows 9,999 licenses available of 10000 (1 used). It's a **Free** subscription with no expiration. A note says "This is a free subscription activated by users in your company. Get more info".
- Office 365 E3 Trial**: Shows 24 licenses available of 25 (1 used). It's a **Free** trial subscription that expired on 1/6/20. It includes options to "Buy subscription" or "Extend trial".

## Licenses Report

Using the “Licenses” navigation, we can see what active licenses are available as part of your subscription along with their details status. Here, in my free trial account, I have Office 365 E3 and Microsoft Flow Free license.



The screenshot shows the Microsoft 365 admin center interface. The left sidebar has a 'Products & services' section where 'Licenses' is highlighted with a red box and an arrow pointing to the main content area. The main content area is titled 'Licenses' and displays two products: 'Microsoft Flow Free' and 'Office 365 E3'. Both products show their available quantity and assigned count.

Name	Available quantity	Account type
Microsoft Flow Free	9999 available 1 assigned of 10000 total	Organization
Office 365 E3	24 available 1 assigned of 25 total	Organization

## Bills & Payments management

Using this “Bill & Payments” link we can see all past invoices and also we can configure the payment methods from the “Payment methods” tab configuration.

← → 🔍 admin.microsoft.com/AdminPortal/Home#/billOverview/invoice-list

Microsoft 365 admin center

SharePoint Learning

Bills & payments

Invoices Payment methods

Current and past invoices for your purchases. Filter the list to see fewer invoices. The maximum date range is 6 months.

Filter by: Last 3 months ▾

There are no invoices available for the currently selected time period.

Home

Users

- Active users
- Contacts
- Guest users
- Deleted users

Groups

Billing

- Purchase services
- Products & services
- Licenses

**Bills & payments**

- Billing accounts
- Payment methods
- Billing notifications

Setup

Customize navigation

## Billing Accounts

Billing accounts manage your purchasing relationship with Microsoft. Each billing account contains defining info about your organization, like addresses, contact info, and any tax info that applies. Purchases made with your billing account are covered by the agreement that you signed with Microsoft.

← → 🔍 admin.microsoft.com/AdminPortal/Home#/BillingAccounts/billing-accounts

Microsoft 365 admin center

SharePoint Learning

**Billing accounts**

Overview

Billing accounts manage your purchasing relationship with Microsoft. Each billing account contains defining info about your organization, like addresses, contact info, and any tax info that applies. Purchases made with your billing account are covered by the agreement that you signed with Microsoft. [Learn more](#)

Your account profile represents your organization's legal entity and is used in agreement signing and purchasing. [Learn more](#)

Account information

SharePoint Learning	Global SharePoint Diary
	i@gmail.com
IN	

[Edit billing account information](#)

Did you know?

Academic verification

Organizations that are verified as academic institutions are often eligible for education offers and discounts. K-12 schools, colleges, or universities might be eligible. [Learn more](#)

Tax exempt status

If you qualify for tax-exempt status in your market, start a service request to establish tax-exempt status for your organization with Microsoft Store. [Learn more](#)

☰ Home

Users

- Active users
- Contacts
- Guest users
- Deleted users

Groups

- Purchase services
- Products & services
- Licenses
- Bills & payments
- Billing accounts**
- Payment methods
- Billing notifications

Setup

Customize navigation

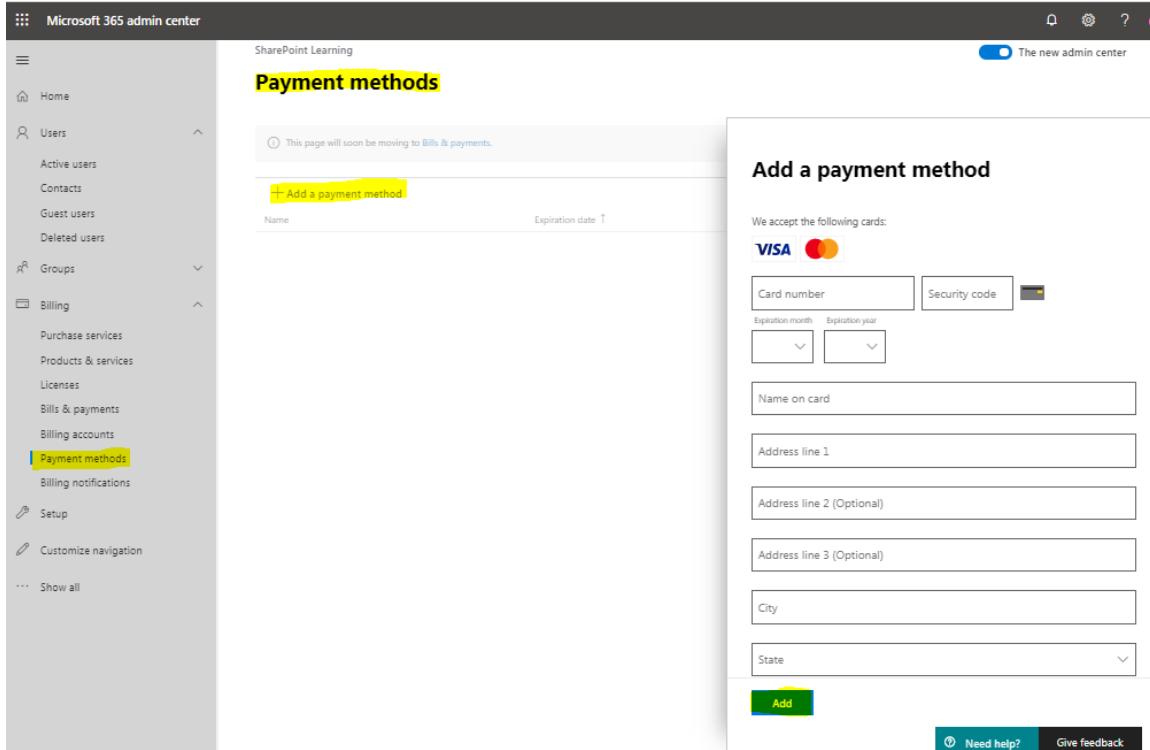


## Billing Methods

Using the billing methods navigation, we can add a new billing method. To add a new billing method, follow the below steps:

Click on “Billing methods” from the left side panel.

Then click on the add a payment method and fill up the payment method details in the form opened the right-side panel and click on the “Add” button.



The screenshot shows the Microsoft 365 Admin Center interface. On the left, the navigation menu includes Home, Users, Groups, Billing, Setup, and Customize navigation. Under Billing, the 'Payment methods' option is selected and highlighted with a yellow box. In the center, the 'Payment methods' page displays a message: 'This page will soon be moving to Bills & payments.' Below this, there's a 'Add a payment method' button, also highlighted with a yellow box. On the right, a modal window titled 'Add a payment method' is open, showing fields for card information (Card number, Expiration date, Security code, Expiration month, Expiration year) and address details (Name on card, Address line 1, Address line 2 (Optional), Address line 3 (Optional), City, State). At the bottom of the modal are 'Add' and 'Cancel' buttons, with 'Add' being highlighted with a yellow box.

## Billing Notification

Using the “Billing Notification” report, we can see all notifications related to your billing.

Microsoft will be sending billing notifications and renewal reminders to these administrators. We can select users to update preferences.

← → 🔍 admin.microsoft.com/AdminPortal/Home#/BillingNotifications

Microsoft 365 admin center

SharePoint Learning

The new admin center

**Billing notifications**

**Receive billing statement as email attachment?**  
We will send your billing statement attached to a separate email.  
On

**Notification recipients**  
We are sending billing notifications and renewal reminders to these admins. Select user to update preferences.

Name	Primary email address	Alternate email address	Role
Global SharePoint Diary	Global-sharepoint2019@globalsharep... *****@gmail.com		Global administrator

**Billing notifications** (highlighted with a red box)

Setup (highlighted with a red arrow)

Customize navigation

Show all

## Chapter 6: Introduction to SharePoint Online Admin center

This will be a very interesting chapter where we will see all SharePoint related administration tasks and how we can manage them from the Office 365 admin center (Microsoft 365 admin center).

### What is SharePoint Online Admin center?

Before getting into the modern SharePoint Online Admin Center – we should recap our knowledge on administration of on-premise SharePoint. In simple words, the SharePoint Central Administration is an IIS web application, which gets created automatically during the installation of the SharePoint product. This web application becomes central, or the hub of all web applications developed and hosted via SharePoint. Using this, we can create a new application or site collection and manage them and we can share the resources across all web applications.

When it comes to SharePoint Online, it runs differently. We cannot create a new web application. All site collections/sites are created under one web application, and we cannot create or configure any service applications. These are maintained by Microsoft but the core concept of administering SharePoint Online and on-premise are the same. As user adoption has been changing over modern technology, SharePoint is also rapidly changing in that race.

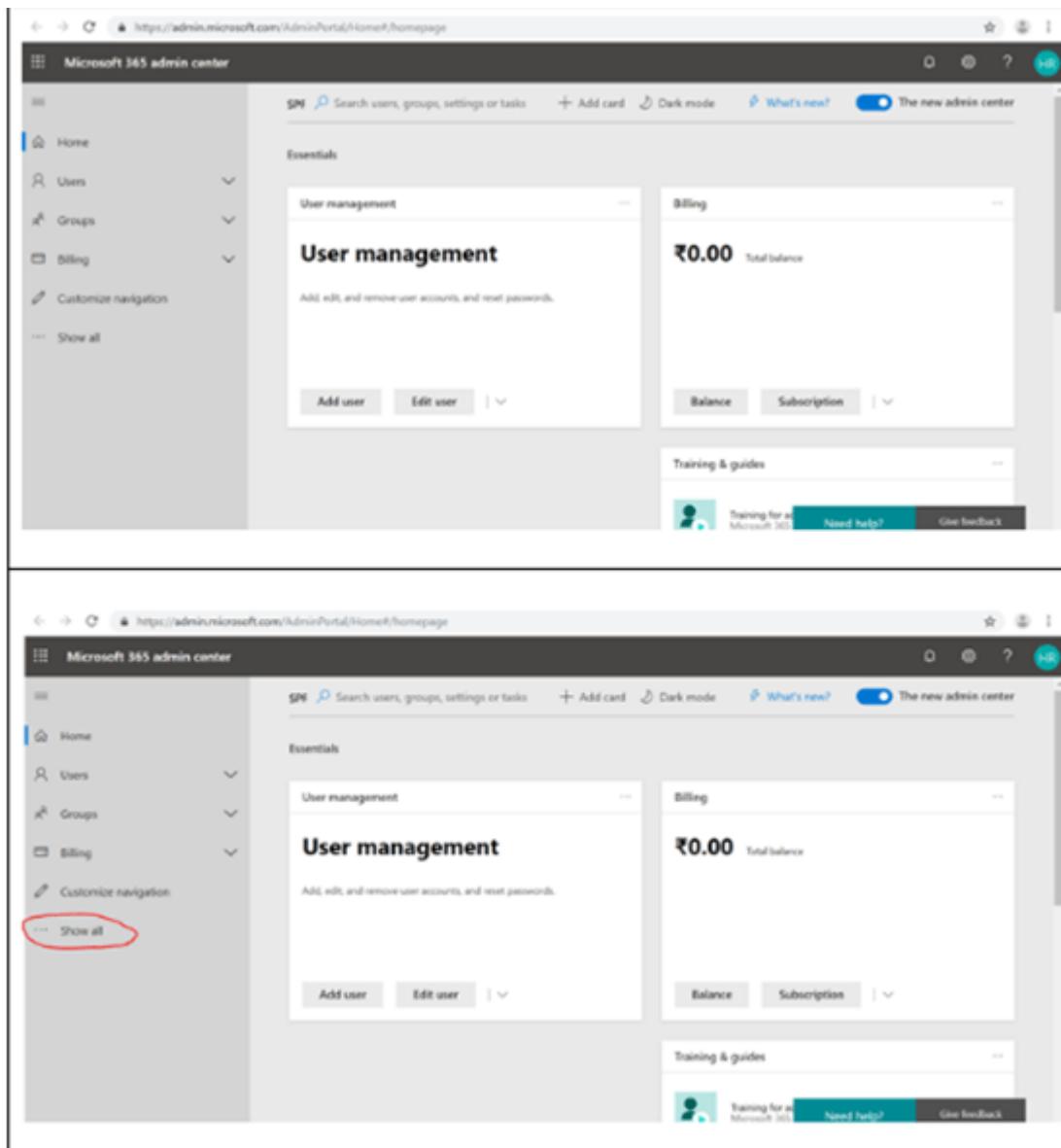
There are two types of SharePoint Admin Center.

- 1) Modern admin center and
- 2) Classic admin center.

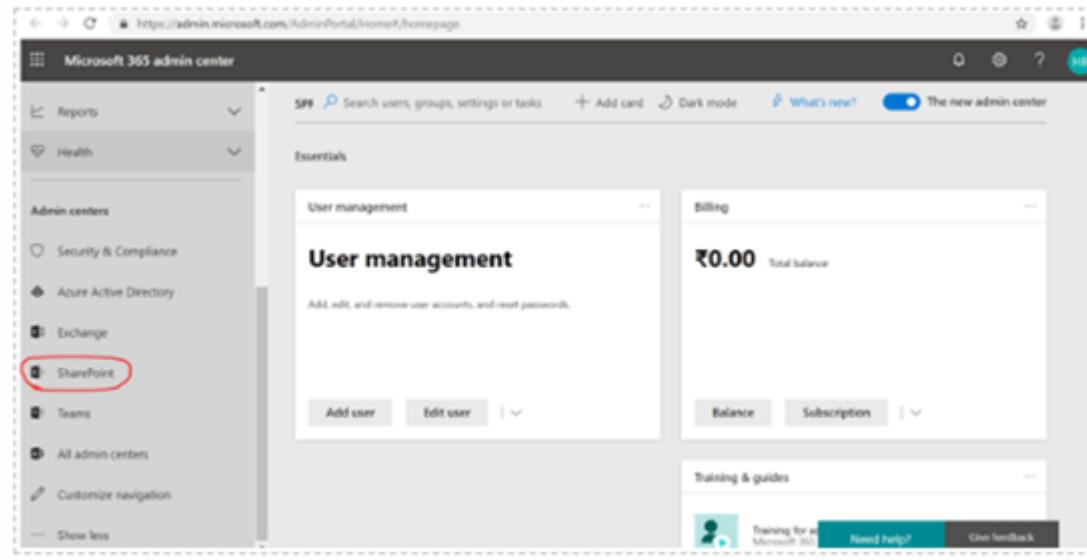
Of course, the classic admin center is an older one. Now, we'll explore the modern admin center.

## How to navigate to SharePoint from Office 365?

Once we land on this Microsoft 365 admin center page – click on “Show all” from left panel as highlighted below:



Then scroll down the left vertical bar and we'll see the below SharePoint:

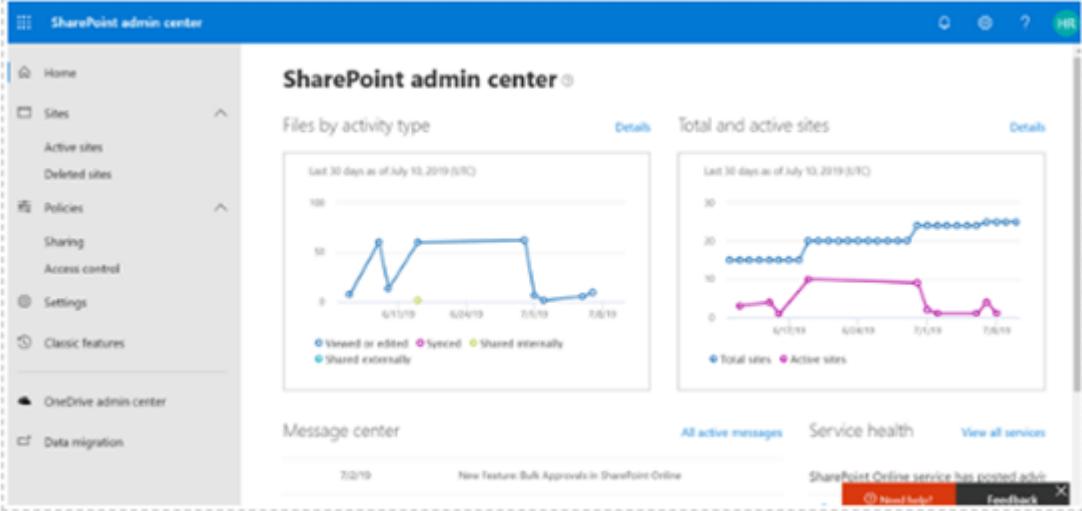


Note:

- After creating the new trial tenant – we'll not see the "SharePoint" here immediately. This takes time to get it provisioned, so be patient. It might take 30 – 40 minutes.

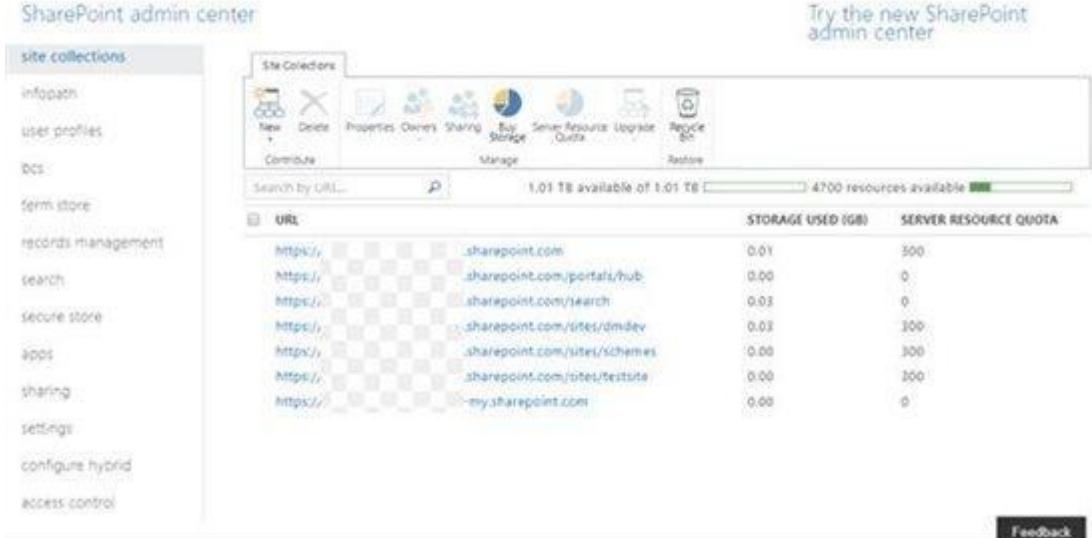
Click on "SharePoint" then we'll land into SharePoint Admin Center home page:

[https://-admin.sharepoint.com/\\_layouts/15/online/AdminHome.aspx#/home](https://-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/home)



The screenshot shows the SharePoint Admin Center interface. On the left, a navigation menu includes Home, Sites (Active sites, Deleted sites), Policies (Sharing, Access control), Settings, Classic features, OneDrive admin center, and Data migration. The main area displays two line charts: 'Files by activity type' (Viewed or edited, Synced, Shared externally) and 'Total and active sites' (Total sites, Active sites). Below these are sections for 'Message center' (All active messages) and 'Service health' (SharePoint Online service has posted advice).

Before the modern SharePoint Admin center, the landing page was:



The screenshot shows the legacy SharePoint Admin Center interface. It features a sidebar with links for Infopath, User profiles, BCS, Term store, Records management, Search, Secure store, Apps, Sharing, Settings, Configure hybrid, and Access control. The main content area is titled 'Site Collections' and includes a ribbon with 'New', 'Delete', 'Properties', 'Owners', 'Sharing', 'Storage', 'Server Resource Quotas', 'Upgrade', 'Recycle Bin', and 'Restore'. Below the ribbon is a search bar and a progress bar indicating '1.01 TB available of 1.01 TB' and '4700 resources available'. A table lists site collections with columns for URL, Storage Used (GB), and Server Resource Quota. A 'Feedback' button is at the bottom right.

Now we'll explore all options available in the modern SharePoint Admin center.

## **Reports available in the SharePoint admin center home page:**

Once we land into the SharePoint Online admin center page, we can see the below out of the box report available in the home page. Using this we can see the overall consolidated summary of SharePoint Online.

- SharePoint file activity report
- SharePoint site usage report
- Message Center
- Service Health

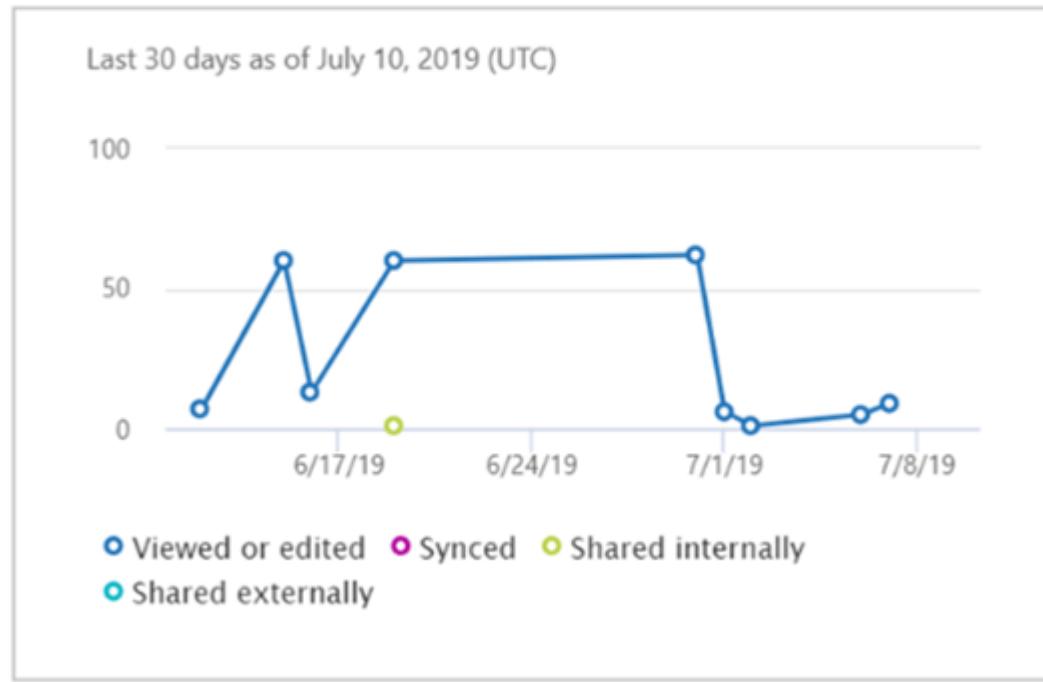
### **SharePoint file activity report**

As the name implies, this gives detailed activity reports graphically of each file type for the last 30 days, like Viewed or Edited, Synced, Shared Internally and Shared Externally etc.

Note: If an activity occurs multiple times in one day on the same file, the file is counted only once for that day.

## Files by activity type

[Details](#)

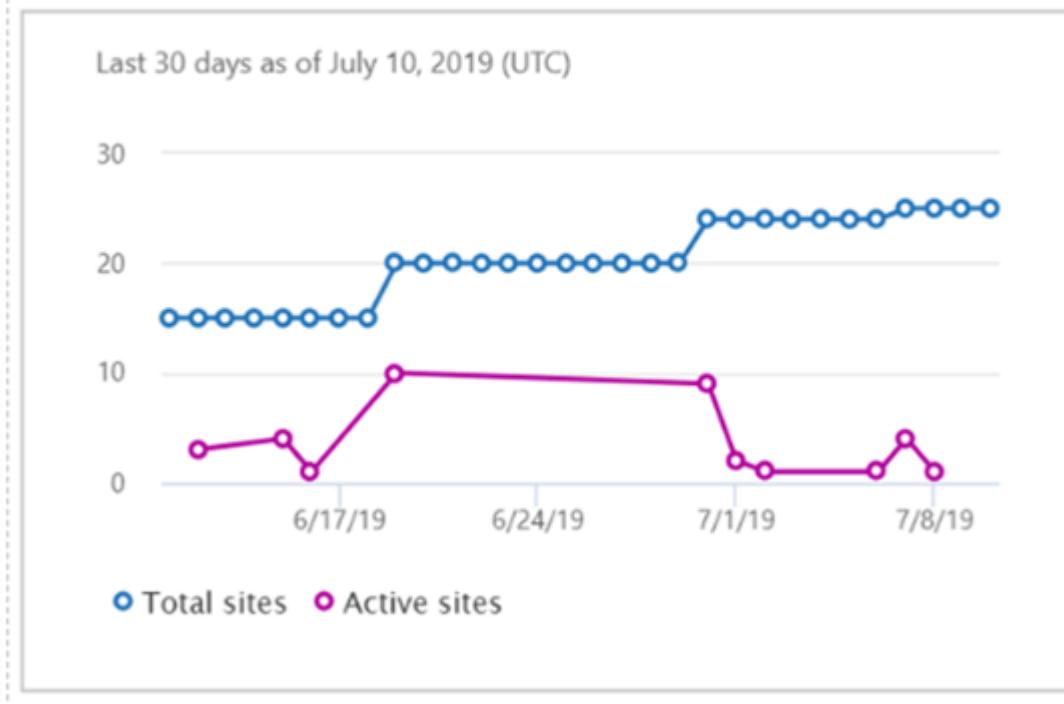


## SharePoint site usage report

This gives the detailed graph of total and active sites for the last 30 days. The "Active" sites are anywhere users view a page or view, modify, upload, download, share, or sync a file.

## Total and active sites

[Details](#)



## Message Center

It is an announcement or news which comes automatically from Microsoft about their new release, product or feature, in this section of the home page, we can read official announcements about new and changed SharePoint features to help us manage upcoming changes. Please see the example below, click on All active messages to sort and filter the list of messages across all Office 365 services.

Message center		<a href="#">All active messages</a>
7/2/19	New Feature: Bulk Approvals in SharePoint Online	
7/1/19	New Feature: 360-degree Image Viewer in SharePoint and OneDrive ...	
7/1/19	New Feature: Activity Highlights in the File Hover Card	
6/28/19	New Feature: OneDrive & SharePoint integration with Azure AD B2B ...	
6/27/19	New Feature: SharePoint News and Page Recommendations	

## Service Health

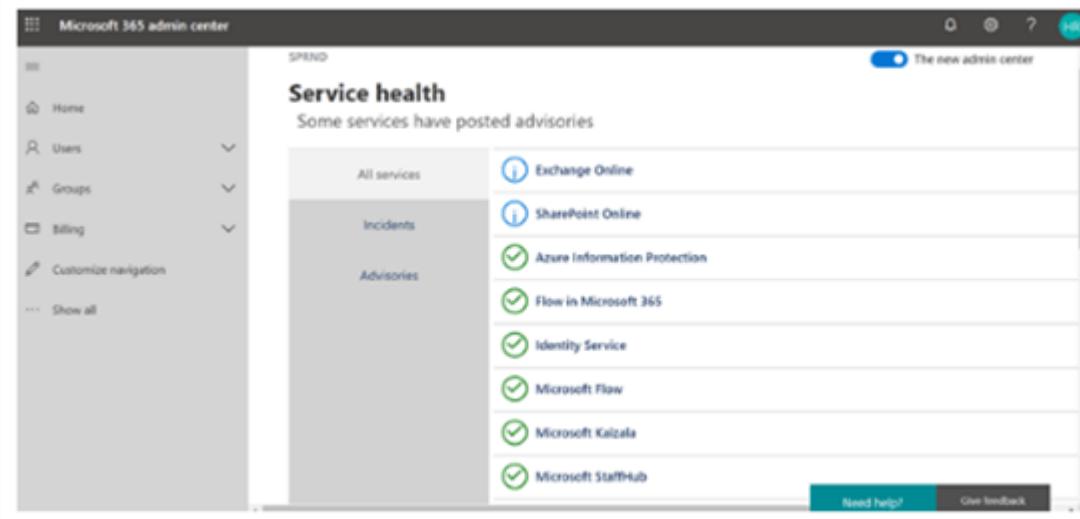
In the Service health section of the home page, we can see whether the SharePoint Online service is healthy, or if it's experiencing an active advisory or incident, click on "View all services" to know more about all services, then we'll land into the service health detailed page, this gives the health status of each type of service.

Service health

[View all services](#)

SharePoint Online service has posted advisories

i 1 advisory



If we put it all together the admin center home page looks like below:

SharePoint admin center

Home

Sites

- Active sites
- Deleted sites

Policies

- Sharing
- Access control

Settings

Classic features

OneDrive admin center

Data migration

## SharePoint admin center

Files by activity type 1

Last 30 days as of July 16, 2019 (EST)

Details

Total and active sites 2

Last 30 days as of July 16, 2019 (EST)

Details

Message center 3

All active messages

Service health 4

View all services

7/2/19 New Feature: Bulk Approvals in SharePoint Online

7/1/19 New Feature: 360-degree Image Viewer in SharePoint and OneDrive ...

SharePoint Online service has posted advi... 1 advisory

## **Chapter 7: Administering SharePoint admin center**

### **Various sites report in SharePoint admin center:**

In this section, we will learn about how we can manage the below site management activities:

#### Active Sites

- Create Site
- Delete Site
- Manage the site owner
- Manage the Hub site
- Manage the Site Sharing
- Export the site consolidated report as csv
- Search the sites with name, URL etc.
- Filter the sites based on various inbuilt views.
- Customizing the columns.
- Bulk Edit

How to land into this Active Sites report?

How to create a site from SharePoint online admin center?

Site creation page – SharePoint Admin Center:

Manage the active site owners from admin center:

Manage hub site from SharePoint admin center:

How to export the active sites report in CSV:

Example of downloaded sites csv report:

How to search the active sites:

Views in Active Sites:

Customizing the view columns in active sites report:

Bulk Edit in SharePoint admin center (active sites):

Deleted Sites

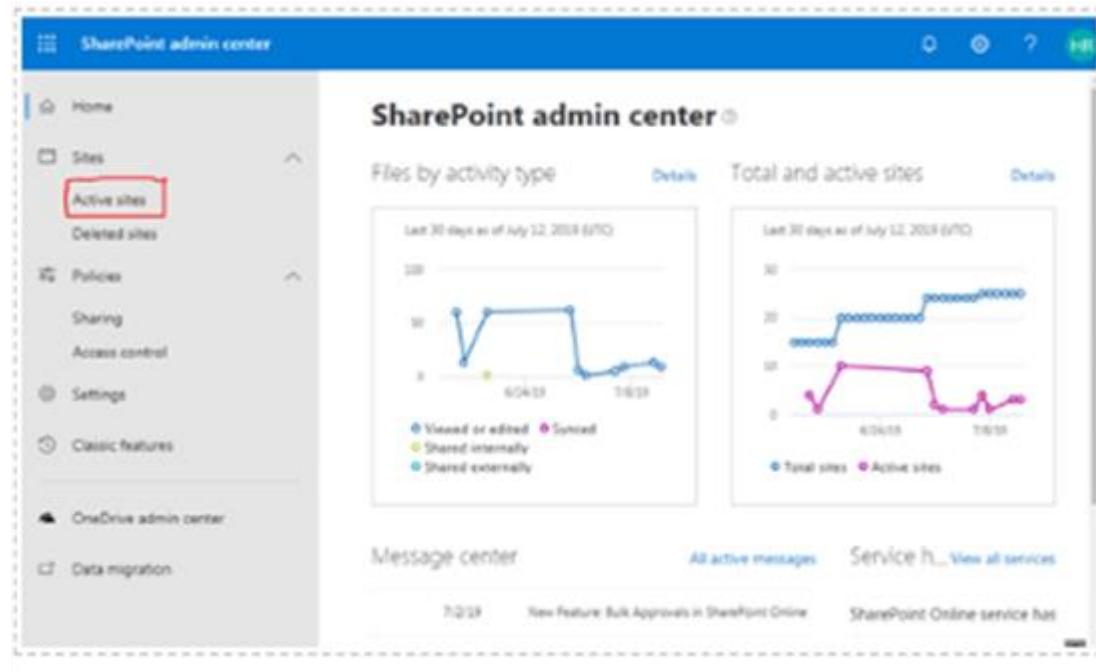
## Active Sites

This is the master site report – using this we can manage all sites, all operational sites from a tenant will be available in this location and we can do the below things.

- Create Site
- Delete Site
- Manage the site owner
- Manage the Hub site
- Manage the Site Sharing
- Export the site consolidated report as csv
- Search the sites with name, URL etc.
- Filter the sites based on various inbuilt view.
- Customizing the columns.
- Bulk Edit

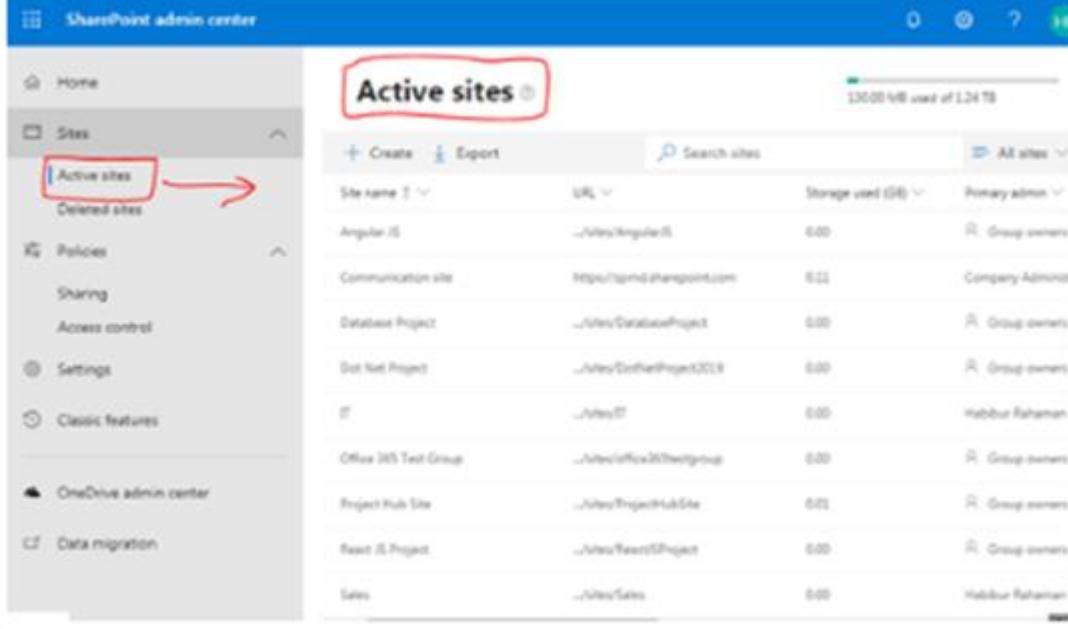
How to land into this Active Sites report?

From the SharePoint admin center home page, go to Sites -> Active Sites.



The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation menu with options like Home, Sites (with Active sites and Deleted sites), Policies, Sharing, Access control, Settings, Classic features, OneDrive Admin Center, and Data migration. The 'Active sites' option under 'Sites' is highlighted with a red box. The main content area has two charts. The first chart, titled 'Files by activity type', shows data for the last 30 days as of July 12, 2019 (UTC). It includes four series: Viewed or edited (blue line with dots), Shared internally (yellow line with dots), Shared externally (green line with dots), and Synced (pink line with dots). The second chart, titled 'Total and active sites', also shows data for the last 30 days as of July 12, 2019 (UTC). It includes two series: Total sites (blue line with dots) and Active sites (pink line with dots). Below the charts are links for Message center, All active messages, Service h..., View all services, and a note about New Feature: Bulk Approvals in SharePoint Online.

Then we'll land into Active sites home page.

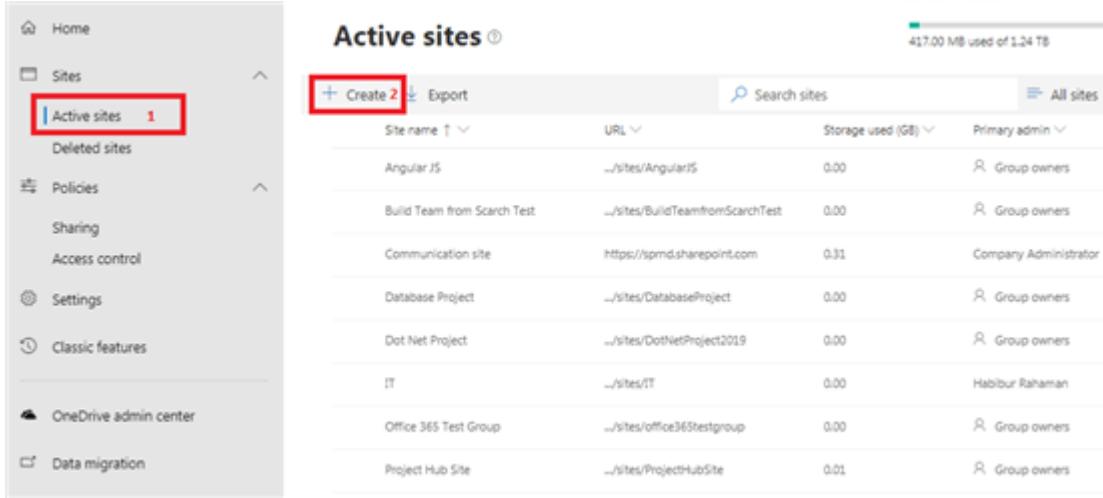


The screenshot shows the SharePoint admin center interface. On the left, there's a navigation menu with items like Home, Sites (with Active sites and Deleted sites), Policies, Sharing, Access control, Settings, Classic features, OneDrive admin center, and Data migration. The 'Active sites' link under 'Sites' is highlighted with a red box and an arrow pointing to the main content area. The main content area is titled 'Active sites' and displays a list of sites with columns for Site name, URL, Storage used (GB), Primary admin, and Group owners. The sites listed include AngularJS, Communication site, Database Project, Dot Net Project, IT, Office 365 Test Group, Project Hub Site, React JS Project, and Sales.

Site name	URL	Storage used (GB)	Primary admin	Group owners
AngularJS	https://spmd.sharepoint.com	0.00	Group owners	
Communication site	https://spmd.sharepoint.com	0.11	Company Admin	
Database Project	https://spmd.sharepoint.com	0.00	Group owners	
Dot Net Project	https://spmd.sharepoint.com	0.00	Group owners	
IT	https://spmd.sharepoint.com	0.00	Habibur Rahaman	
Office 365 Test Group	https://spmd.sharepoint.com	0.00	Group owners	
Project Hub Site	https://spmd.sharepoint.com	0.01	Group owners	
React JS Project	https://spmd.sharepoint.com	0.00	Group owners	
Sales	https://spmd.sharepoint.com	0.00	Habibur Rahaman	

## How to create a site from SharePoint online admin center?

Click on + Create button and we'll get the site creation UI – by default Team Site template is selected however, we can select Communication site template as well, and proceed to the next step of site creation page; it's self-explanatory.



**Active sites**

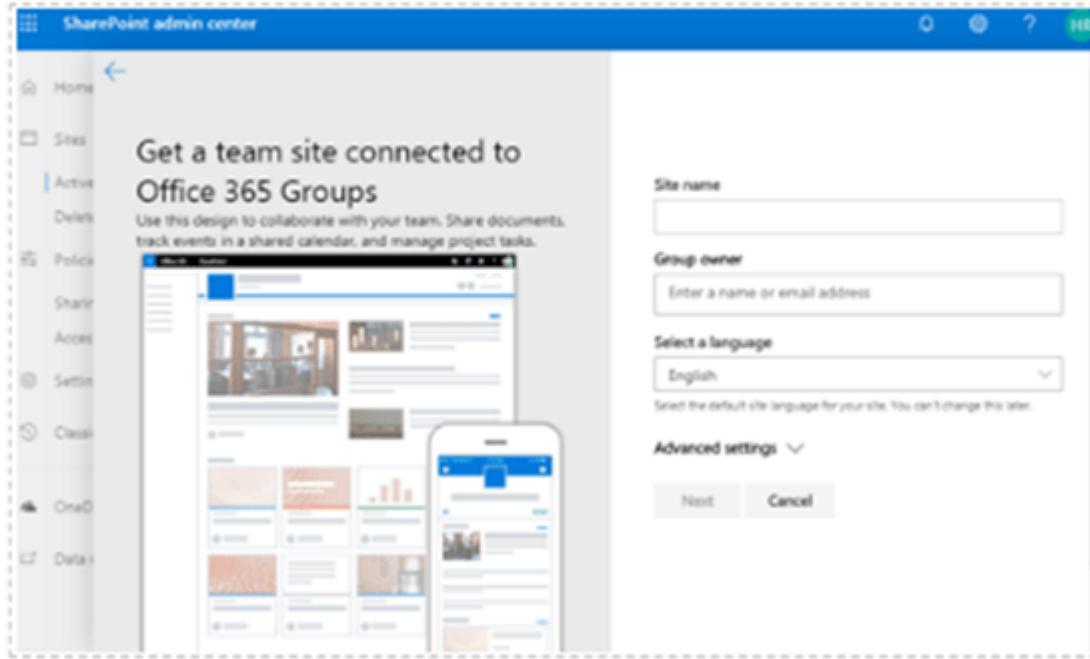
Site name	URL	Storage used (GB)	Primary admin
Angular JS	.../sites/AngularJS	0.00	Group owners
Build Team from Search Test	.../sites/BuildTeamfromSearchTest	0.00	Group owners
Communication site	https://spmd.sharepoint.com	0.31	Company Administrator
Database Project	.../sites/DatabaseProject	0.00	Group owners
Dot Net Project	.../sites/DotNetProject2019	0.00	Group owners
IT	.../sites/IT	0.00	Habibur Rahaman
Office 365 Test Group	.../sites/office365testgroup	0.00	Group owners
Project Hub Site	.../sites/ProjectHubSite	0.01	Group owners

## Site creation page – SharePoint Admin Center:

Here you will learn how to create a site. Once you click on the “+create” site and select the template (either team site or communication site) then, you need to enter the below:

- Site name – any valid text entry
- Group owners – you can give your trial tenant username here.

Click on the Next button.

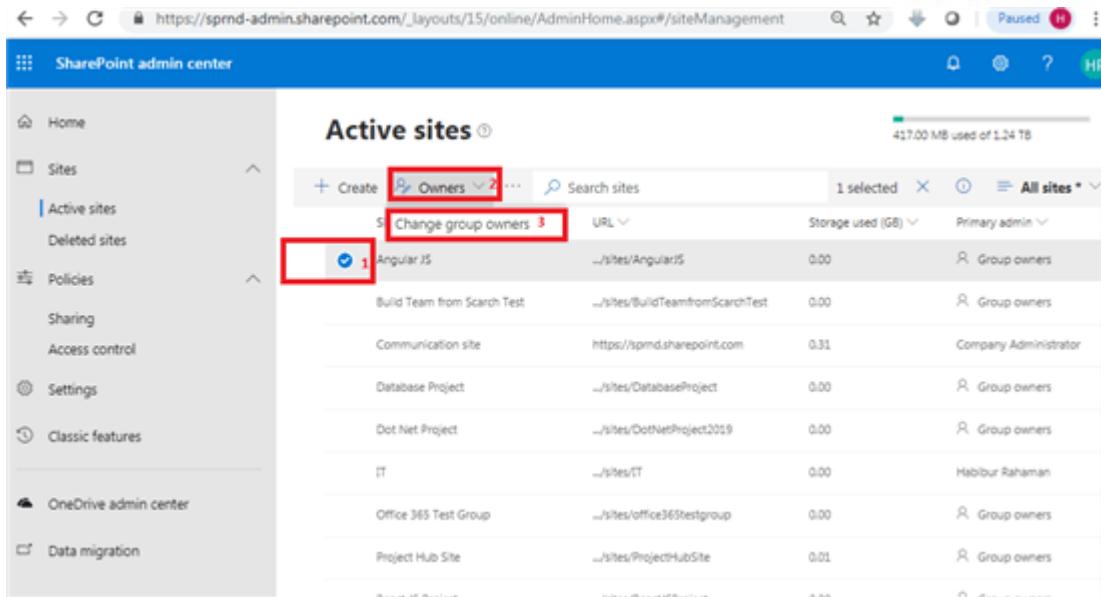


Click on the Next button two times – the site will be created.

Manage the active site owners from admin center:

In this section you will learn how to manage the site owner from admin center, like you can change or add a new site group owner.

Select the site as mentioned below and click on three dots (...) – using this we can manage the site owners.



The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation menu with options like Home, Sites (Active sites selected), Policies, Settings, and Data migration. The main area is titled 'Active sites' and shows a list of sites. One site, 'Angular JS', has a red box around it, and its row has another red box around the 'Change group owners' button. The list includes:

Site Name	URL	Storage used (GB)	Primary admin
Angular JS	/sites/AngularJS	0.00	Group owners
Build Team from Search Test	/sites/BuildTeamfromSearchTest	0.00	Group owners
Communication site	https://sprnd.sharepoint.com	0.31	Company Administrator
Database Project	/sites/DatabaseProject	0.00	Group owners
Dot Net Project	/sites/DotNetProject2019	0.00	Group owners
IT	/sites/IT	0.00	Habibur Rahaman
Office 365 Test Group	/sites/office365testgroup	0.00	Group owners
Project Hub Site	/sites/ProjectHubSite	0.01	Group owners

## Manage hub site from SharePoint admin center:

In this section, you will learn about how to manage the hub site from admin center.

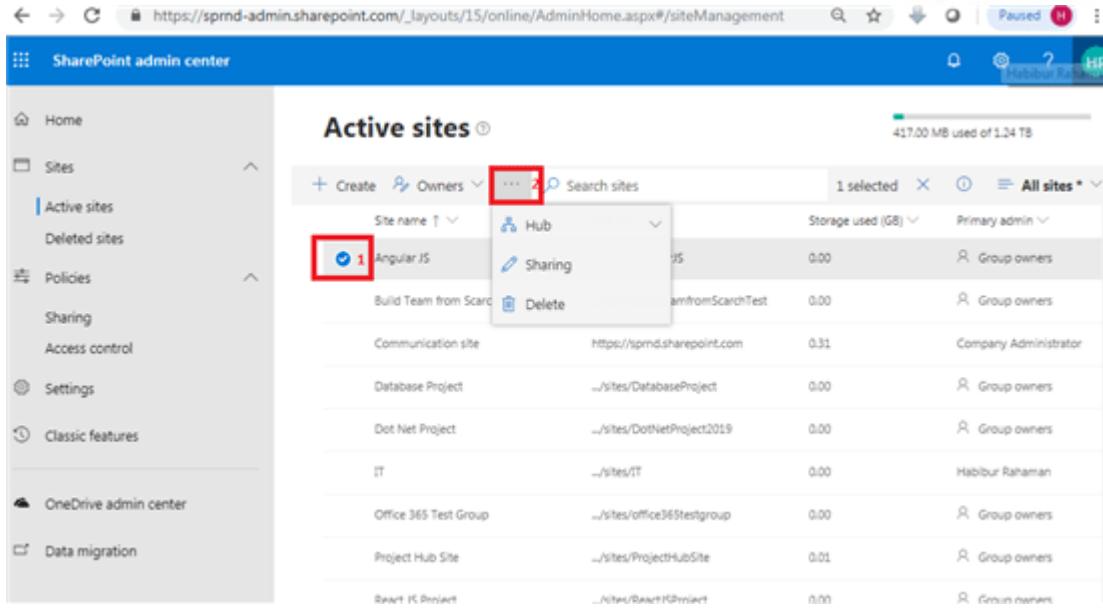
For hub site details, I will explain in a separate section. Here I am focusing on how to manage the hub site.

To manage the hub site sharing and deletion follow the below steps:

Select a site -> Click on the three dots ("..."), then you can select the below choices:

- Hub
- Sharing
- Delete

Details are explained in the Hub Site chapter.



The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation menu with options like Home, Sites, Policies, Settings, and Data migration. The 'Sites' section is expanded, showing Active sites, Deleted sites, and a sub-section for Active sites. The main content area is titled 'Active sites' and displays a list of sites. One site, 'Angular JS', is selected and highlighted with a red box around its name. Another red box highlights the 'Sharing' link under the selected site's row. The table includes columns for Site name, Storage used (GB), Primary admin, and Group owners. Other sites listed include Hub, Communication site, Database Project, Dot Net Project, IT, Office 365 Test Group, Project Hub Site, and React JS Project.

Site name	Storage used (GB)	Primary admin	Group owners
Hub	0.00	Group owners	
Angular JS	0.00	Group owners	
Communication site	0.31	Company Administrator	
Database Project	0.00	Group owners	
Dot Net Project	0.00	Group owners	
IT	0.00	Habibur Rahaman	
Office 365 Test Group	0.00	Group owners	
Project Hub Site	0.01	Group owners	
React JS Project	0.00	Group owners	

## How to export the active sites report in CSV:

In this section, you will learn about how you can export all active sites into a CSV file from the admin center.

We can export all the active sites into a csv file – for this we need to click on Export button as mentioned below:

Navigate through Active Sites -> Export.

SharePoint admin center

- Home
- Sites
  - Active sites** 1
  - Deleted sites
- Policies
- Sharing
- Access control
- Settings
- Classic features

OneDrive admin center

Data migration

**Active sites** 2

Export 2

Search sites

All sites

Site name	URL	Storage used (GB)	Primary admin
Angular JS	https://sprnd.sharepoint.com/sites/AngularJS	0.00	Group owners
Build Team from Search Test	https://sprnd.sharepoint.com/sites/BuildTeamfromSearchTest	0.00	Group owners
Communication site	https://sprnd.sharepoint.com	0.31	Company Administrator
Database Project	https://sprnd.sharepoint.com/sites/DatabaseProject	0.00	Group owners
Dot Net Project	https://sprnd.sharepoint.com/sites/DotNetProject2019	0.00	Group owners
IT	https://sprnd.sharepoint.com/sites/IT	0.00	Habibur Rahaman
Office 365 Test Group	https://sprnd.sharepoint.com/sites/Office365testgroup	0.00	Group owners
Project Hub Site	https://sprnd.sharepoint.com/sites/ProjectHubSite	0.01	Group owners
React JS Project	https://sprnd.sharepoint.com/sites/ReactJSProject	0.00	Group owners
Future	https://sprnd.sharepoint.com/sites/Future	N/A	Unassigned (0 items)

## Example of downloaded sites csv report:

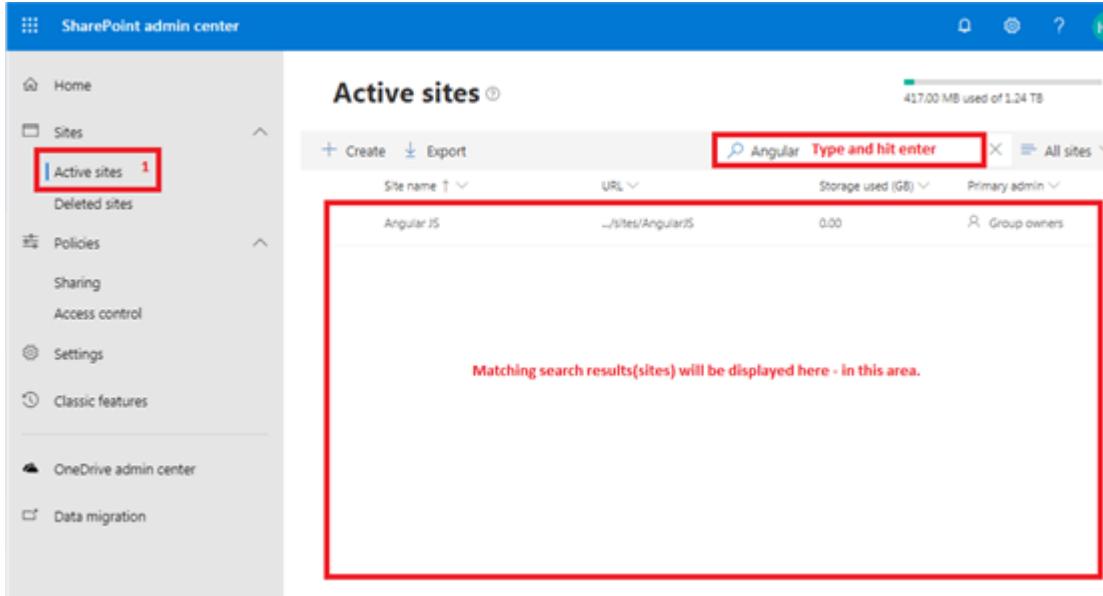
Once we export the active sites report into CSV file and then, when we open the exported CSV file – we can see the file content in the below format.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Index	Link	Title	SiteUrl	LastActivityOn	TemplateTitle	StorageUsed	StorageQuota	HubSiteId										
1	Angular JS	Angular JS	https://sprnd.sharepoint.com/sites/AngularJS	6/18/2019 17:00	Team site	1570299	2.749E+13	{907E0259-2761-4798-98}										
2	Communication site	Communication site	https://sprnd.sharepoint.com	7/1/2019 17:00	Communication site	1.17E+08	2.749E+13	{00000000-0000-0000-0000}										
3	Database Project	Database Project	https://sprnd.sharepoint.com/sites/DatabaseProject	6/18/2019 17:00	Team site	1572816	2.749E+13	{907E0259-2761-4798-98}										
4	Dot Net Project	Dot Net Project	https://sprnd.sharepoint.com/sites/DotNetProject2019	6/18/2019 17:00	Team site	1569924	2.749E+13	{907E0259-2761-4798-98}										
5	IT	IT	https://sprnd.sharepoint.com/sites/IT		Team site (classic experience)	2133381	2.749E+13	{00000000-0000-0000-0000}										
6	Office 365 Test Group	Office 365 Test Group	https://sprnd.sharepoint.com/sites/Office365testgroup		Team site	1539614	2.749E+13	{00000000-0000-0000-0000}										
7	Project Hub Site	Project Hub Site	https://sprnd.sharepoint.com/sites/ProjectHubSite	6/29/2019 17:00	Team site	11713371	2.749E+13	{E03549A-A-0E49-47FB-B}										
8	React JS Project	React JS Project	https://sprnd.sharepoint.com/sites/ReactJSProject		Team site	1498537	2.749E+13	{907E0259-2761-4798-98}										
9	Sales	Sales	https://sprnd.sharepoint.com/sites/Sales	6/29/2019 17:00	Team site (classic experience)	2134265	2.749E+13	{00000000-0000-0000-0000}										
10	SharePoint Project	SharePoint Project	https://sprnd.sharepoint.com/sites/SharePointProject	6/29/2019 17:00	Team site	11647578	2.749E+13	{907E0259-2761-4798-98}										
11	Source Team Site_1	Source Team Site_1	https://sprnd.sharepoint.com/sites/SourceTeamSite_1	6/18/2019 17:00	Team site	11568095	2.749E+13	{00000000-0000-0000-0000}										
12	SPFx Demo	SPFx Demo	https://sprnd.sharepoint.com/sites/SPFxDemo	7/1/2019 17:00	Team site	1564597	2.749E+13	{00000000-0000-0000-0000}										
13	Test Classic Site Collection	Test Classic Site Collection	https://sprnd.sharepoint.com/sites/TestCS	6/29/2019 17:00	Team site (classic experience)	2175347	2.749E+13	{D174C69F-0E88-4A57-91}										
14	Test Mega Menu Hub Communication	Test Mega Menu Hub Communication	https://sprnd.sharepoint.com/sites/TestMegaMenuHub_Communicat	6/29/2019 17:00	Communication site	1518624	2.749E+13	{907E0259-2761-4798-98}										
15	Test Team Site WIO Office 365 Group	Test Team Site WIO Office 365 Group	https://sprnd.sharepoint.com/sites/TestTeamSiteWIOOffice365Group		Team site	1449067	2.749E+13	{00000000-0000-0000-0000}										
16	Test Site001	Test Site001	https://sprnd.sharepoint.com/sites/TestSite001	6/29/2019 17:00	Team site	114660595	2.749E+13	{D174C69F-0E88-4A57-91}										
17	TestTeamSite_Brother	TestTeamSite_Brother	https://sprnd.sharepoint.com/sites/TestTeamSite_Brother	6/11/2019 17:00	Team site	1587924	2.749E+13	{D174C69F-0E88-4A57-91}										

## How to search the active sites:

In this section, you will learn about how to find or search an active site from the active sites dashboard.

Type site name or URL in the search site box as mentioned below and hit the enter key.



The screenshot shows the SharePoint admin center interface. On the left, there's a navigation menu with options like Home, Sites (with Active sites selected), Deleted sites, Policies, Sharing, Access control, Settings, Classic features, OneDrive admin center, and Data migration. The main area is titled 'Active sites' and displays a table with one row. The row contains 'Angular JS' under Site name, '.../sites/AngularJS' under URL, '0.00' under Storage used (GB), and 'R. Group owners' under Primary admin. Above the table is a search bar with the placeholder 'Type and hit enter'. A red box highlights this search bar, and another red box highlights the entire search results area.

Site name	URL	Storage used (GB)	Primary admin
Angular JS	.../sites/AngularJS	0.00	R. Group owners

Matching search results(sites) will be displayed here - in this area.

## Views in Active Sites:

In this section you will learn how to manage the columns in active sites dashboard. By default, Site name, URL, Storage used etc. these columns will be displayed, however, we can show more columns or remove from the view.

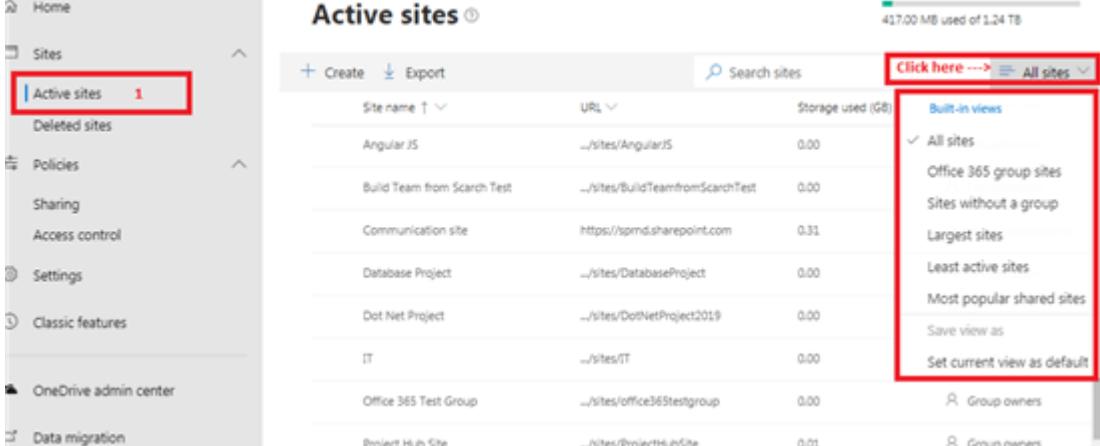
The out of the box views in active sites dashboard are:

- All Sites
- Office 365 Group Sites
- Sites without a group
- Largest sites

- Least active sites
- Most popular sites

To see the above views, follow the below navigation:

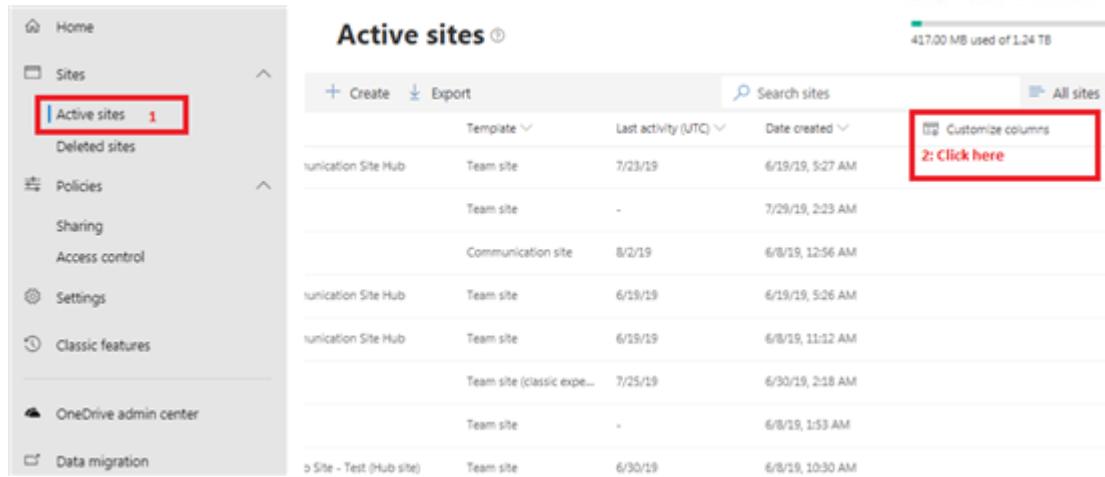
Click on the Active sites -> Then, click on the view menu as highlighted below.



Site name	URL	Storage used (GB)
Angular JS	.../sites/AngularJS	0.00
Build Team from Search Test	.../sites/BuildTeamfromSearchTest	0.00
Communication site	https://spmnd.sharepoint.com	0.31
Database Project	.../sites/DatabaseProject	0.00
Dot Net Project	.../sites/DotNetProject2019	0.00
IT	.../sites/IT	0.00
Office 365 Test Group	.../sites/office365testgroup	0.00
Project Hub Site	.../sites/ProjectHubSite	0.01

Customizing the view columns in active sites report:

To customize the view column, click on “Customize columns” as mentioned below.



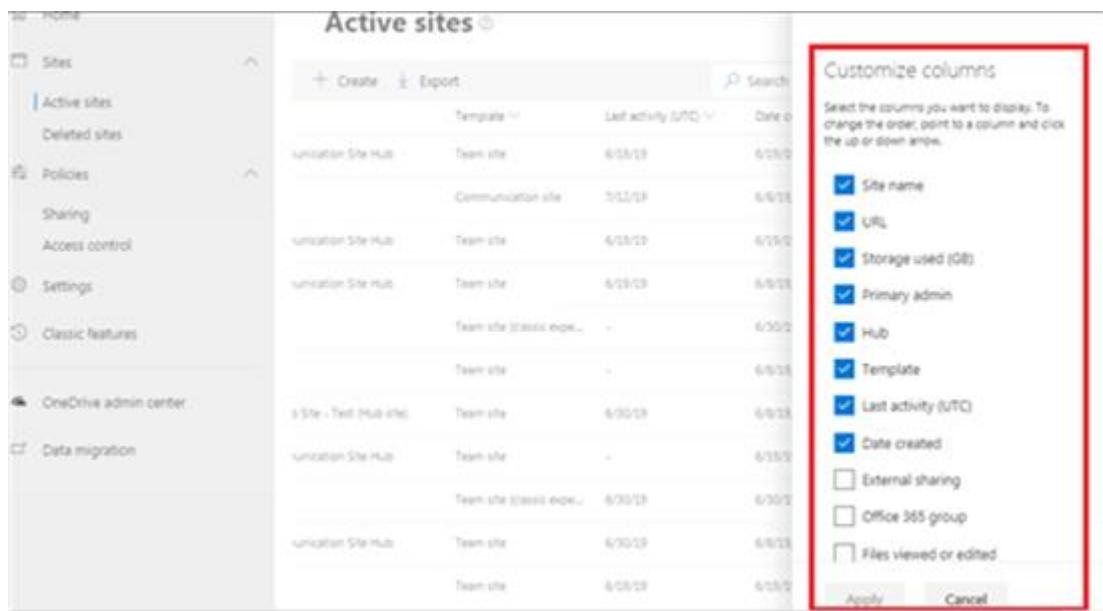
Active sites 1

**Active sites**    **Export**    **Search sites**    **All sites**

Customize columns  
2: Click here

Template	Last activity (UTC)	Date created	
Team site	7/23/19	6/19/19, 5:27 AM	
Team site	-	7/29/19, 2:23 AM	
Communication site	8/2/19	6/8/19, 12:56 AM	
Team site	6/19/19	6/19/19, 5:26 AM	
Team site	6/19/19	6/8/19, 11:12 AM	
Team site (classic exp...)	7/25/19	6/30/19, 2:18 AM	
Team site	-	6/8/19, 1:53 AM	
Site - Test (Hub site)	Team site	6/30/19	6/8/19, 10:30 AM

Select the columns as per the need and click on the Apply button.



Active sites

**Customize columns**

Select the columns you want to display. To change the order, point to a column and click the up or down arrow.

<input checked="" type="checkbox"/> Site name
<input checked="" type="checkbox"/> URL
<input checked="" type="checkbox"/> Storage used (GB)
<input checked="" type="checkbox"/> Primary admin
<input checked="" type="checkbox"/> Hub
<input checked="" type="checkbox"/> Template
<input checked="" type="checkbox"/> Last activity (UTC)
<input checked="" type="checkbox"/> Date created
<input type="checkbox"/> External sharing
<input type="checkbox"/> Office 365 group
<input type="checkbox"/> Files viewed or edited

Apply    Cancel

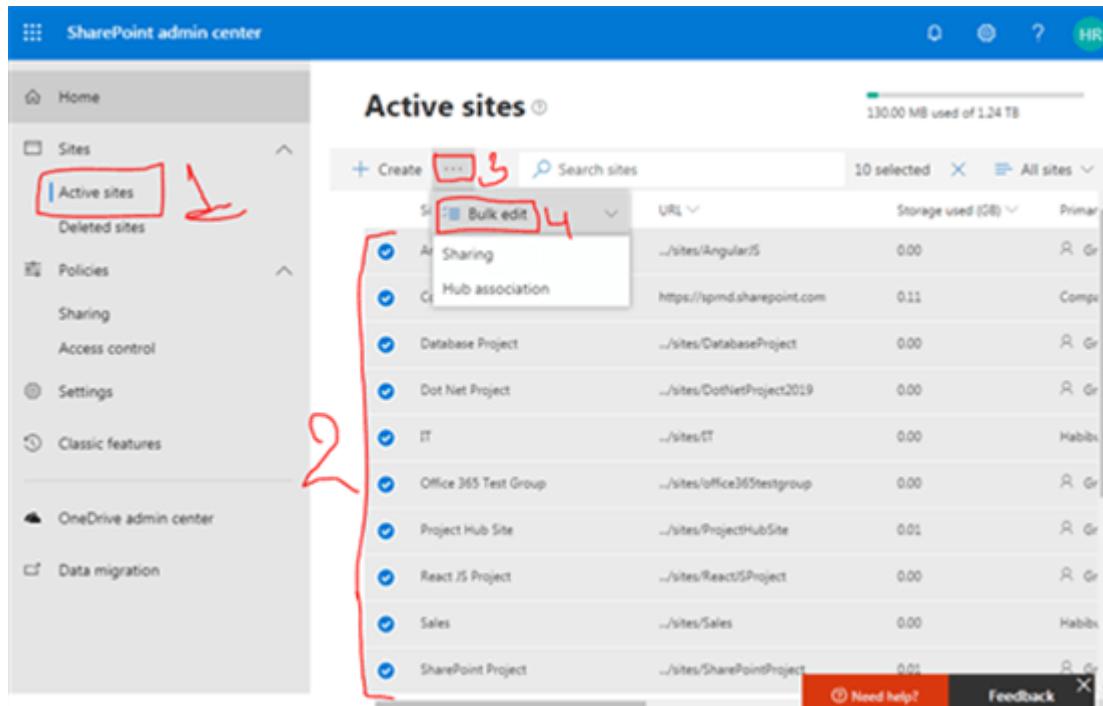
## Notes:

- View in active sites same as view in SharePoint document library or list.

- In both places, SharePoint document library/list and active sites view – we can show or hide the columns based on the requirement.

## Bulk Edit in SharePoint admin center (active sites):

Using Bulk edit we can manage Sharing and hub sites' association for multiple sites at one time. For this we need to follow the below. As mentioned go to Active Sites -> select multiple sites as per your need -> Click on three dots(...) button -> click on "Bulk edit" dropdown list -> Go for Sharing or Hub Association as per your need. For hub association you may refer to the overview of the Hub Sites Jump article.



	URL	Storage used (GB)	Primary
Sharing	..../sites/AngularJS	0.00	R. Gr
Hub association	https://sprnd.sharepoint.com	0.11	Compu...
Database Project	..../sites/DatabaseProject	0.00	R. Gr
Dot Net Project	..../sites/DotNetProject2019	0.00	R. Gr
IT	..../sites/IT	0.00	Habibi...
Office 365 Test Group	..../sites/Office365testgroup	0.00	R. Gr
Project Hub Site	..../sites/ProjectHubSite	0.01	R. Gr
React JS Project	..../sites/ReactJSProject	0.00	R. Gr
Sales	..../sites/Sales	0.00	Habibi...
SharePoint Project	..../sites/SharePointProject	0.01	R. Gr

## Deleted Sites

If we delete any site from SharePoint online – it will be deleted from the end user, but it will be retained in the Recycle Bin for 93 days. For details please refer to the manage recycle bin chapter.

Using the deleted sites report – we can view all deleted sites from the tenant in a single place and we can even delete them permanently.

How to navigate to the “Deleted sites” link report?

Click on the “Deleted sites” link as mentioned below then we’ll get all the deleted sites. Using this report we can restore the deleted sites or can permanently delete the sites, and also unlike active sites we can search all deleted sites from the search sites box.

### Notes:

- After deleting the site, the deleted site will be retained in this location for 93 days.
- Deleted Office 365 groups are retained for only 30 days, so we cannot delete the office 365 group connected site permanently for 30 days. Because this deleted site is an office 365 group connected one, the “Permanently delete” site button is disabled.
- If you delete the root site for your organization, all your SharePoint sites will be inaccessible until you restore the site or create a new root site.

SharePoint admin center

**Deleted sites**

1 Deleted sites      2 TestSitesForDeletion

Site name	URL	Storage used (GB)	Primary admin	Group owners
TestSitesForDeletion	https://contoso.sharepoint.com/sites/TestSitesForDeletion	-	-	-

To permanently delete sites (including Office 365 group-connected team sites) use the below PowerShell command:

Remove-SPODeletedSite -Identity  
["https://contoso.sharepoint.com/sites/sitetoremove"](https://contoso.sharepoint.com/sites/sitetoremove)

## Policy in SharePoint admin center

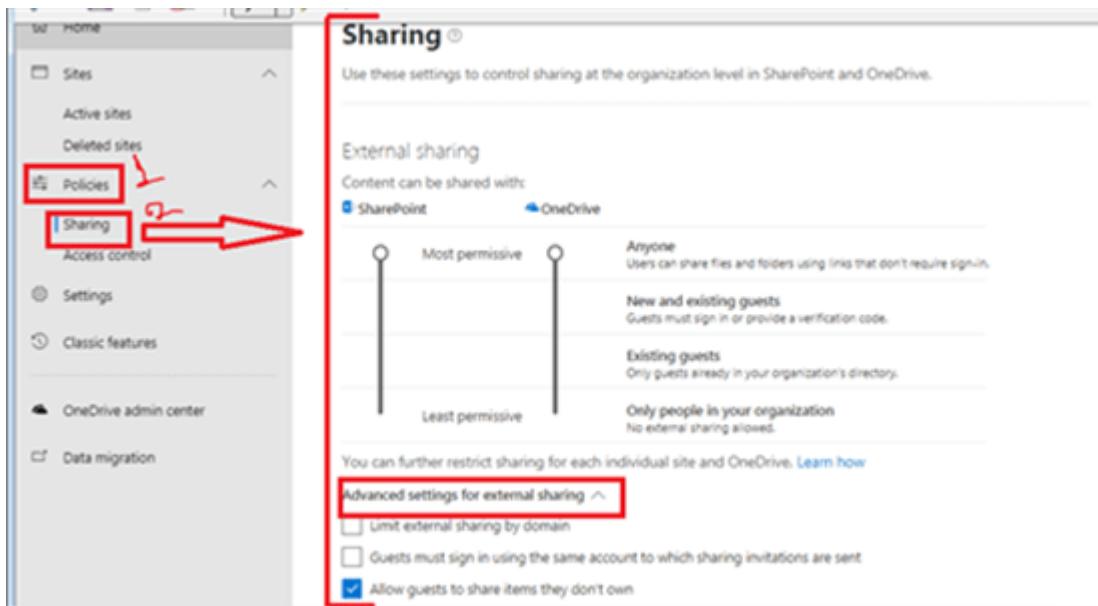
Using this section, we can centrally manage the below policies:

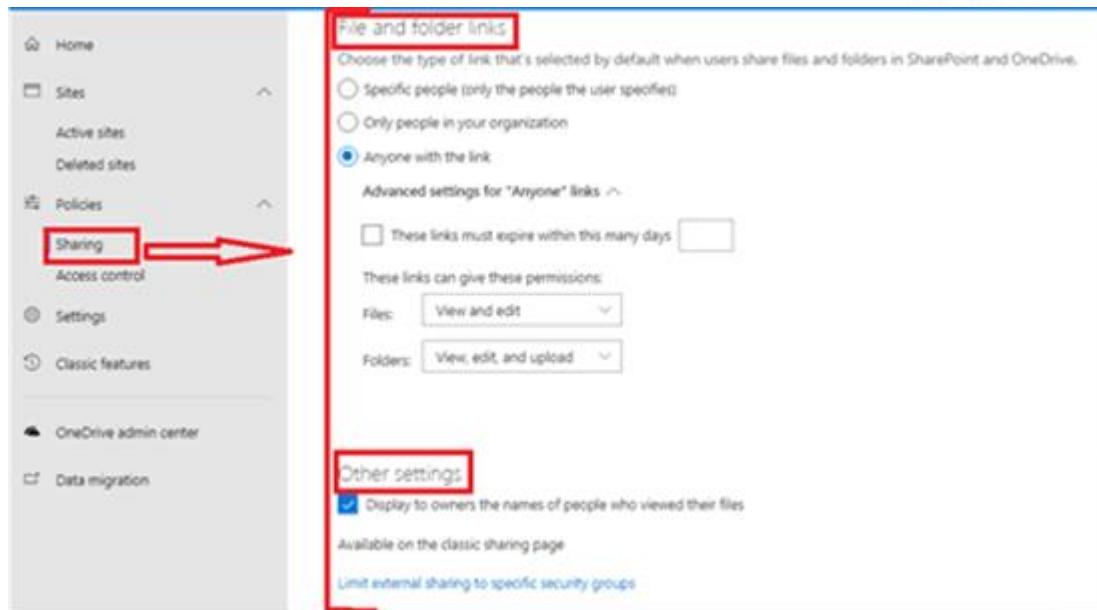
- Sharing and
- Access Control

## Sharing – SharePoint admin center:

Use these settings to control sharing at the organization level in SharePoint and OneDrive. We can do the following settings activities with respect to “Sharing”

- External Sharing
- Files and Folder Links
- Other Settings





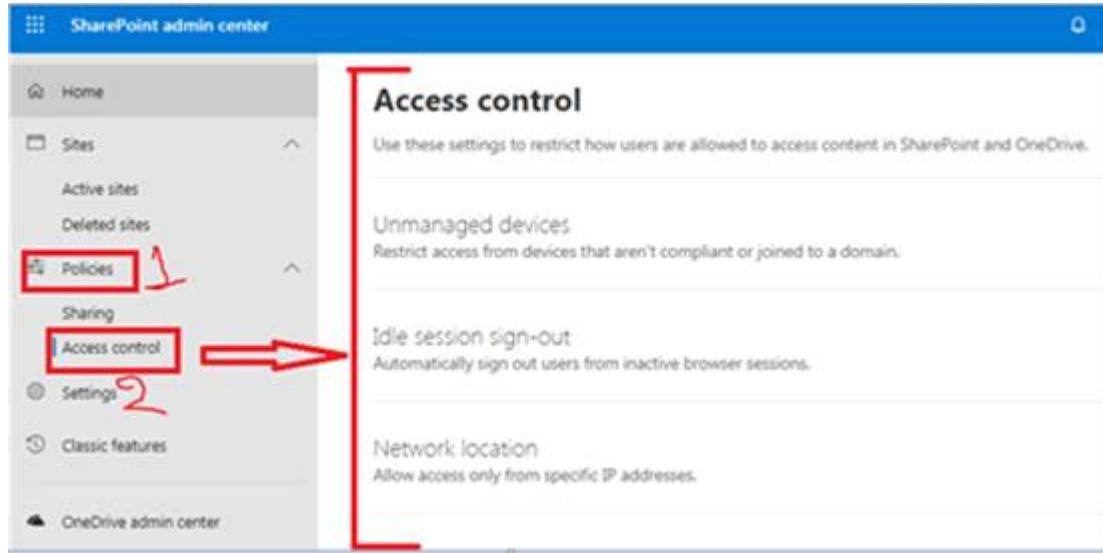
The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation menu with items like Home, Sites, Active sites, Deleted sites, Policies (which is expanded), Sharing (highlighted with a red box and an arrow pointing to the main content area), Access control, Settings, Classic features, OneDrive admin center, and Data migration. The main content area is titled "File and folder links" and contains the following settings:

- Choose the type of link that's selected by default when users share files and folders in SharePoint and OneDrive:
  - Specific people (only the people the user specified)
  - Only people in your organization
  - Anyone with the link** (selected)
- Advanced settings for "Anyone" links:
  - These links must expire within this many days: [input field]
  - These links can give these permissions:
    - Files: View and edit
    - Folders: View, edit, and upload
- Other settings**:
  - Display to owners the names of people who viewed their files

Below the "Other settings" section, there are two links: "Available on the classic sharing page" and "Limit external sharing to specific security groups".

## Access Control – SharePoint admin center:

Use these settings to restrict how users can access the content in SharePoint and OneDrive. To manage the access control, navigate to Policies -> Access Control



The screenshot shows the SharePoint admin center interface. On the left, there's a navigation menu with items like Home, Sites, Active sites, Deleted sites, Policies (highlighted with a red box and a red arrow), Sharing, Access control (highlighted with a red box and a red arrow), Settings (highlighted with a red box and a red arrow), Classic features, and OneDrive admin center. The main content area is titled "Access control" and contains three sections: "Unmanaged devices", "Idle session sign-out", and "Network location".

We can do the following settings activities with respect to "Access Control"

- Unmanaged devices: Restrict access from devices that aren't compliant or joined to a domain.
- Idle session sign-out: Automatically sign out users from inactive browser sessions.
- Network location: Allow access only from specific IP addresses.
- Apps that don't use modern authentication: Block access from Office 2010 and other apps that can't enforce device-based restrictions.



## Unmanaged devices



Get Enterprise Mobility + Security  
Create conditional access policies to protect your organization's information. [Learn more](#)

To use this setting, get a subscription to Enterprise Mobility + Security and assign a license to yourself. [Manage subscriptions](#)

## Unmanaged Devices



### Unmanaged devices



Get Enterprise Mobility + Security  
Create conditional access policies to protect your organization's information. [Learn more](#)

To use this setting, get a subscription to Enterprise Mobility + Security and assign a license to yourself. [Manage subscriptions](#)

## Idle Session Sign-out

### Idle session sign-out

Warn and then sign out users on unmanaged devices after a period of inactivity. This setting applies when users don't select to stay signed in.

Sign out inactive users automatically



Save

Cancel

## Network Location

### Network location

Use this setting to allow access only from IP addresses that your organization owns.

Allow access only from specific IP address ranges



Save

Cancel

## Apps that don't use modern authentication

### Apps that don't use modern authentication

Some third-party apps and previous versions of Office can't enforce device-based restrictions. Use this setting to block all access from these apps.

Allow access

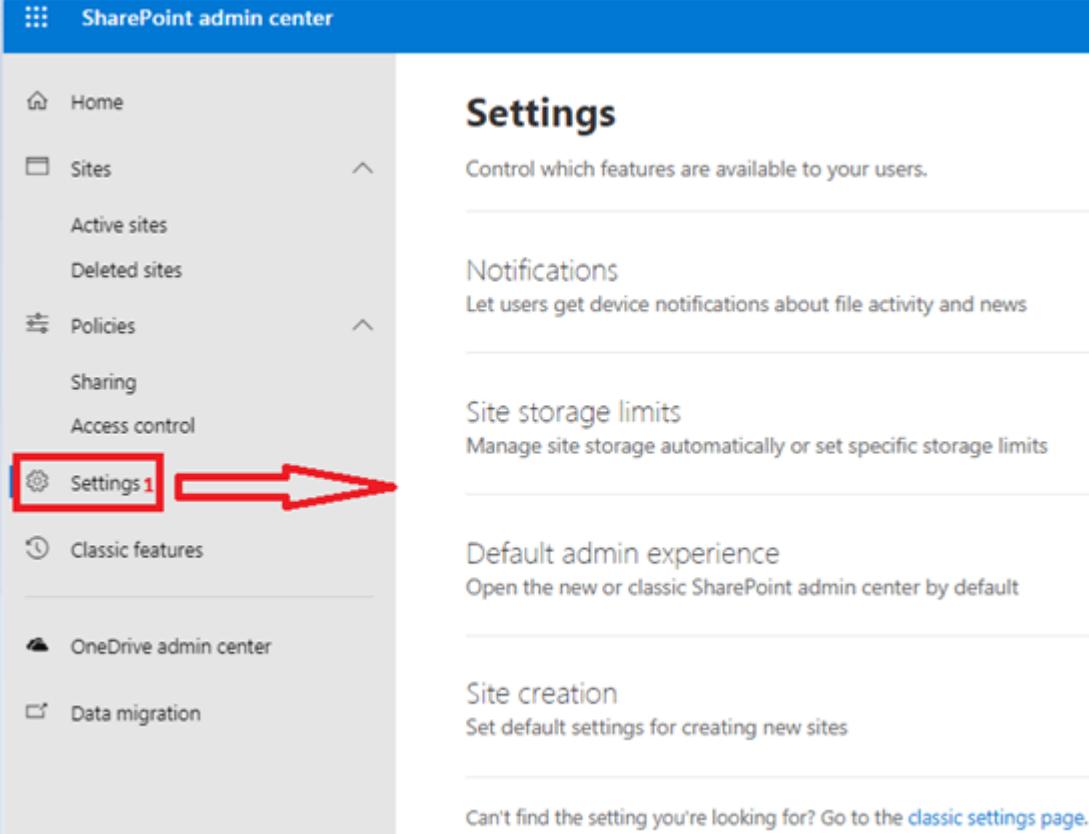
Block access

Save

Cancel

## Centrally settings in SharePoint admin center:

Using this we can control which features are available to your users.  
Navigate to this by clicking on “Settings” button as mentioned below:



The screenshot shows the SharePoint admin center interface. On the left, there's a navigation menu with items like Home, Sites, Policies, Sharing, Access control, and Settings. The 'Settings' item is highlighted with a red box and has a red arrow pointing to it from the left. The main content area is titled 'Settings' and contains several sections: Notifications, Site storage limits, Default admin experience, Site creation, and a link to the classic settings page.

Section	Description
Notifications	Let users get device notifications about file activity and news
Site storage limits	Manage site storage automatically or set specific storage limits
Default admin experience	Open the new or classic SharePoint admin center by default
Site creation	Set default settings for creating new sites

Using this we can centrally manage the below settings:

- Notifications: Lets users get device notifications about file activity and news
- Site storage limits: Manage site storage automatically or set specific storage limits

- Default admin experience: Open the new or classic SharePoint admin center by default
- Site creation: Set default settings for creating new sites

Notifications:	<p>Notifications</p> <p>When this setting is on, and users turn on notifications in Office mobile apps, they'll receive notifications about SharePoint content.</p> <p>Allow notifications</p> <p><input checked="" type="button"/> On</p> <p><input type="button"/> Save <input type="button"/> Cancel</p>
Site storage limits:	<p>Site storage limits</p> <p>Easily share storage among all sites, or control storage limits by site.</p> <p><input checked="" type="radio"/> Automatic</p> <p>Sites will use the storage they need up to a maximum of 25 TB</p> <p><input type="radio"/> Manual</p> <p>Set specific limits for each site</p> <p><input type="button"/> Save <input type="button"/> Cancel</p>

<p><b>Default admin experience:</b></p> 	<p><b>Default admin experience</b></p> <p>The new SharePoint admin center lets you manage modern sites and new features like hub sites. You can access all SharePoint administration features from the new admin center.</p> <p>Open the new SharePoint admin center by default</p> <p>This setting changes the default for all admins.</p> <p><input checked="" type="checkbox"/> On</p> <p><a href="#">Save</a> <a href="#">Cancel</a></p>
<p><b>Site creation:</b></p> 	<p><b>Site creation</b></p> <p>Create team sites under</p> <p><a href="https://sprnd.sharepoint.com/sites/">https://sprnd.sharepoint.com/sites/</a> <input type="button" value="▼"/></p> <p>Default time zone</p> <p><input type="button" value="(UTC-08:00) Pacific Time (US and Canada)"/> <input type="button" value="▼"/></p> <p>Let users create new sites</p> <p><input checked="" type="checkbox"/> On</p> <p><a href="#">Save</a> <a href="#">Cancel</a></p>

## Notes:

- Default admin experience: The new SharePoint admin center lets you manage modern sites and new features like hub sites. You can access

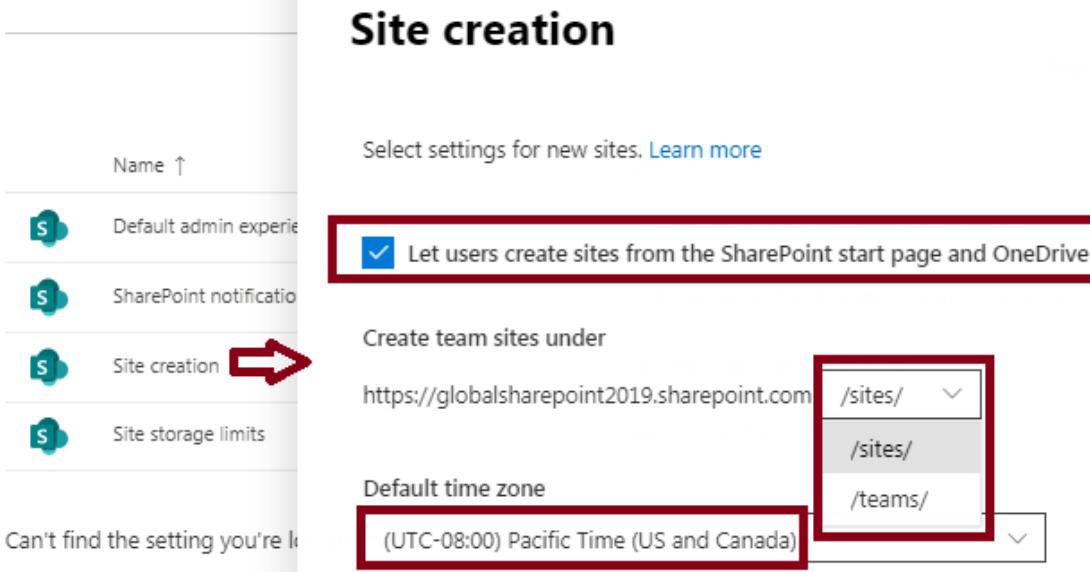
all SharePoint administration features from the new admin center. Using this flag, we can set whether you need to open the modern admin center or classic admin center (old) by default.

- Notifications: When this setting is on, and users turn on notifications in Office mobile apps, they'll receive notifications about SharePoint content. Based on this setting being disabled or enabled we can get a notification from Microsoft.
- Site creation: Based on this setting being enabled or disabled users can create sites from the SharePoint start page on OneDrive. And team site managed path can be set as "sites" or "teams" and the default site time zone can be set from here.

---

## Settings

### Site creation



Select settings for new sites. [Learn more](#)

Let users create sites from the SharePoint start page and OneDrive

Create team sites under  
<https://globalsharepoint2019.sharepoint.com> /sites/ ▾  
 /sites/  
 /teams/ ▾

Default time zone  
 (UTC-08:00) Pacific Time (US and Canada)

- Site storage limits: Easily share storage among all sites, or control storage limits by site. The site storage limits can be set as automatic or manual. In the automatic setting, the storage will be managed automatically whereas in the manual setting we can set the specific limit.

## Settings

### Site storage limits

Easily share storage among all sites, or control storage limits by site. [Learn more](#)

<input checked="" type="radio"/> Automatic	Let sites use as much of your organization's storage as they need.
<input type="radio"/> Manual	Set specific limits for each site

Can't find the setting you're looking for? [Get help](#)

A red arrow points from the "Site storage limits" link in the left sidebar to the "Manual" radio button in the configuration section.

The above settings can also be managed from the below page directly:

Syntax:

[https://tenant-admin.sharepoint.com/\\_layouts/15/online/TenantSettings.aspx](https://tenant-admin.sharepoint.com/_layouts/15/online/TenantSettings.aspx)

Example:

[https://globalsharepoint2019-admin.sharepoint.com/\\_layouts/15/online/TenantSettings.aspx](https://globalsharepoint2019-admin.sharepoint.com/_layouts/15/online/TenantSettings.aspx)

## **Consolidated global setting in the Tenant setting page:**

- Show or Hide App Tiles
- Site Collection Storage Management
- OneDrive for Business experience
- Admin Center Experience
- Delve (powered by Office Graph)
- Enterprise Social Collaboration
- Streaming Video Service
- Personal Blogs
- Site Pages
- Global Experience Version Settings
- Information Rights Management (IRM)
- Site Creation
- Subsite Creation
- Connections from sites to Office 365 groups
- Custom Script
- Preview Features
- Connected Services
- Mobile Push Notifications - OneDrive for Business
- Mobile Push Notifications – SharePoint
- Comments on Site Pages

## Show or Hide App Tiles

This configuration is used to show or hide app tiles in the app launcher and on the Office 365 portal.

### Show or Hide App Tiles

Show or hide app tiles in the app launcher and on the Office 365 portal.

[Learn more about hiding app tiles.](#)

OneDrive and Office Online  Show

SharePoint  Show

Hide

Hide

## Site Collection Storage Management

This configuration is used to manage the storage either automatically or manually.

What are these actually?

Automatic storage management provides worry-free operation by removing the overhead of having to manage individual storage limits. Manual override allows the tenant admin to set usage limits on a per site collection level.

### Site Collection Storage Management

Automatic storage management provides worry free operation by removing the overhead of having to manage individual storage limits. Manual override allows the tenant admin to set usage limits on a per site collection level.

Automatic

Manual

## OneDrive for Business experience

Using this option, we can set either a classic or modern experience for users.

The new experience gives people improved performance, additional phone and tablet features, and a simplified UI. If you select the new experience, users can still switch to the classic experience if they want. Select the classic experience if you're not ready for your users to switch to the new experience.

Note that eventually, the classic experience will no longer be available.

#### **OneDrive for Business experience**

The new experience gives people improved performance, additional phone and tablet features, and a simplified UI. If you select the new experience, users can still switch to the classic experience if they want. Select the classic experience if you're not ready for your users to switch to the new experience. Note that eventually, the classic experience will no longer be available.

#### **Classic experience**

#### **New experience**

## Admin Center Experience

Use this setting to switch between simple or advanced admin center user experiences. The simple experience displays only the essential options. The advanced experience shows everything.

#### **Admin Center Experience**

Use this setting to switch between a simple or advanced admin center user experience. The simple experience displays only the essential options. The advanced experience shows everything.

#### **Use Simple**

#### **Use Advanced**

## Delve (powered by Office Graph)



This setting is a switch to enable Delve and related features, or disable it.

Delve helps users discover relevant content based on who they work with and what they're working on. By default, users in your organization can access Delve (and related features within other apps). If you disable Delve, users will no longer see:

- The Delve app tile in the app launcher
- The "Suggested" list on the SharePoint start page
- The "Discover" list in OneDrive, in the Outlook mobile app, and on the Microsoft Office Home page
- Documents on other users' profile cards and pages

#### Delve (powered by Office Graph)

Delve helps users discover relevant content based on who they work with and what they're working on. By default, users in your organization can access Delve (and related features within other apps). If you disable Delve, users will no longer see:

- The Delve app tile in the app launcher
- The "Suggested" list on the SharePoint start page
- The "Discover" list in OneDrive, in the Outlook mobile app, and on the Microsoft Office Home page
- Documents on other users' profile cards and pages

[Learn more about Delve](#)

Enable Delve and related features

Disable Delve and related features

## Enterprise Social Collaboration

Microsoft explanation about enterprise social collaboration are as below:

"This setting talks about whether to use Yammer or SharePoint News Feed, which is a default setting, when it comes to enterprise social collaboration.

Make Yammer the primary social experience for everyone in your organization. Switching services will replace Newsfeed and change the Office 365 global navigation. This update might take up to 30 minutes for us to complete.

Yammer is not a covered service under the O365 Trust Center currently. Please review Yammer's privacy statement. Enabling this feature will allow Yammer to have read and copy access to your company's user and group information."

**Enterprise Social Collaboration**

Make Yammer the primary social experience for everyone in your organization. Switching services will replace Newsfeed and change the Office 365 global navigation. This update might take up to 30 minutes for us to complete.

[To learn more click here.](#)

Yammer is not a covered service under the O365 Trust Center at this time. Please review Yammer's privacy statement. Enabling this feature will allow Yammer to have read and copy access to your company's user and group information.

[Privacy statement](#)

[Use Yammer.com service](#)

[Use SharePoint Newsfeed \(default\)](#)

## Streaming Video Service

This setting is used to control whether videos are stored and streamed from Azure Media Services, the default setting is disabled.

- Enable streaming video through Azure Media Services and enable the Video Portal.
- Disable streaming video through Azure Media Services and disable the Video Portal.

## Streaming Video Service

Control if videos are stored and streamed from Azure Media Services.

- Enable streaming video through Azure Media Services and enable the Video Portal.
- Disable streaming video through Azure Media Services and disable the Video Portal.

## Personal Blogs

This is to configure whether to give everyone in your organization the ability to create personal blogs or not, the default setting is enabled.

- Enable Personal Blogs
- Disable Personal Blogs

## Personal Blogs

Give everyone in your organization the ability to create personal blogs.

- Enable Personal Blogs

- Disable Personal Blogs

## Site Pages

This is to configure whether to allow users to create responsive site pages or not, the default setting is not allowed.

Let your users create responsive Site Pages using the Authoring Canvas.

- Allow users to create Site Pages
- Prevent users from creating Site Pages

#### Site Pages

Let your users create responsive Site Pages using the Authoring Canvas.

Allow users to create Site Pages

Prevent users from creating Site Pages

## Global Experience Version Settings

This is used to control which version of site collections can be created by end users, and whether users can upgrade them. We can have any of the below configurations. The default setting is preventing the creation of old version site collections.

- Allow creation of old version site collections but prevent creation of new version site collections. Prevent opt-in upgrade to the new version site collections.
- Allow creation of old version site collections, and creation of new version site collections. Allow opt-in upgrade to the new version site collections.
- Prevent creation of old version site collections but allow creation of new version site collections. Allow opt-in upgrade to the new version site collections.

#### Global Experience Version Settings

Control which version of site collections can be created by end users, and whether users can upgrade them.

Allow creation of old version site collections, but prevent creation of new version site collections. Prevent opt-in upgrade to the new version site collections.

Allow creation of old version site collections, and creation of new version site collections. Allow opt-in upgrade to the new version site collections.

Prevent creation of old version site collections, but allow creation of new version site collections. Allow opt-in upgrade to the new version site collections.

## Information Rights Management (IRM)

It is a flag for whether to use IRM service or not in the tenant, the default setting is to not use it.

It sets IRM capabilities to SharePoint for your organization (requires Office 365 IRM service)

- Use the IRM service specified in your configuration
- Do not use IRM for this tenant

Note:

- IRM is an information rights management service - before your organization can IRM-protect SharePoint lists and libraries, you must first activate the Rights Management service for your organization. To learn how, see Activating Azure Rights Management. You must use a work or school account that has Office 365 global administrator privileges to enable the Rights Management service. Otherwise, you won't be able to use IRM features with SharePoint Online.

**Information Rights Management (IRM)**  
Set IRM capabilities to SharePoint for your organization (requires Office 365 IRM service)

Use the IRM service specified in your configuration  
 Do not use IRM for this tenant

[Refresh IRM Settings](#)

Details description about IRM in SharePoint:

### Introduction to IRM:

From a document security perspective, the information rights management (IRM) in SharePoint Online (Office 365) is a very vital concept, using that we can control the rights /access of the documents after even downloading from SharePoint online library or oneDrive – I mean in another way we can say it's how we can protect the business document from the unauthorized access after downloading from SharePoint or oneDrive. So, in this chapter, we'll learn about how we can enable and configure the information rights management (IRM) in SharePoint Online – Office 365.

The information rights management works on the document library level, so first we will see whether we can see the information rights management in the document library settings page.

The information rights management setting should be available under the permissions and management section, and just beneath manage files, which have no check in version setting. However, we don't see this because the "Information Rights Management (IRM)" service is not yet enabled in the SharePoint online Tenant settings.

AC

## Documents › Settings

Home	List Information	
Conversations	Name: Documents	
Documents	Web Address: <a href="https://globalsharepoint2020.sharepoint.com/sites/allcompany/Shared%20Documents/Forms/AllItems.aspx">https://globalsharepoint2020.sharepoint.com/sites/allcompany/Shared%20Documents/Forms/AllItems.aspx</a>	
Notebook	Description:	
Pages	General Settings	
Site contents	<a href="#">List name, description and navigation</a>	
Recycle Bin	<a href="#">Versioning settings</a>	
	<a href="#">Advanced settings</a>	
	<a href="#">Validation settings</a>	
	<a href="#">Column default value settings</a>	
	<a href="#">Audience targeting settings</a>	
	<a href="#">Rating settings</a>	
	<a href="#">Form settings</a>	

**EDIT LINKS**

Permissions and Management

- [Permissions for this document library](#)
- [Manage files which have no checked in version](#)
- [Workflow Settings](#)
- [Enterprise Metadata and Keywords Settings](#)

Communications

- [RSS settings](#)

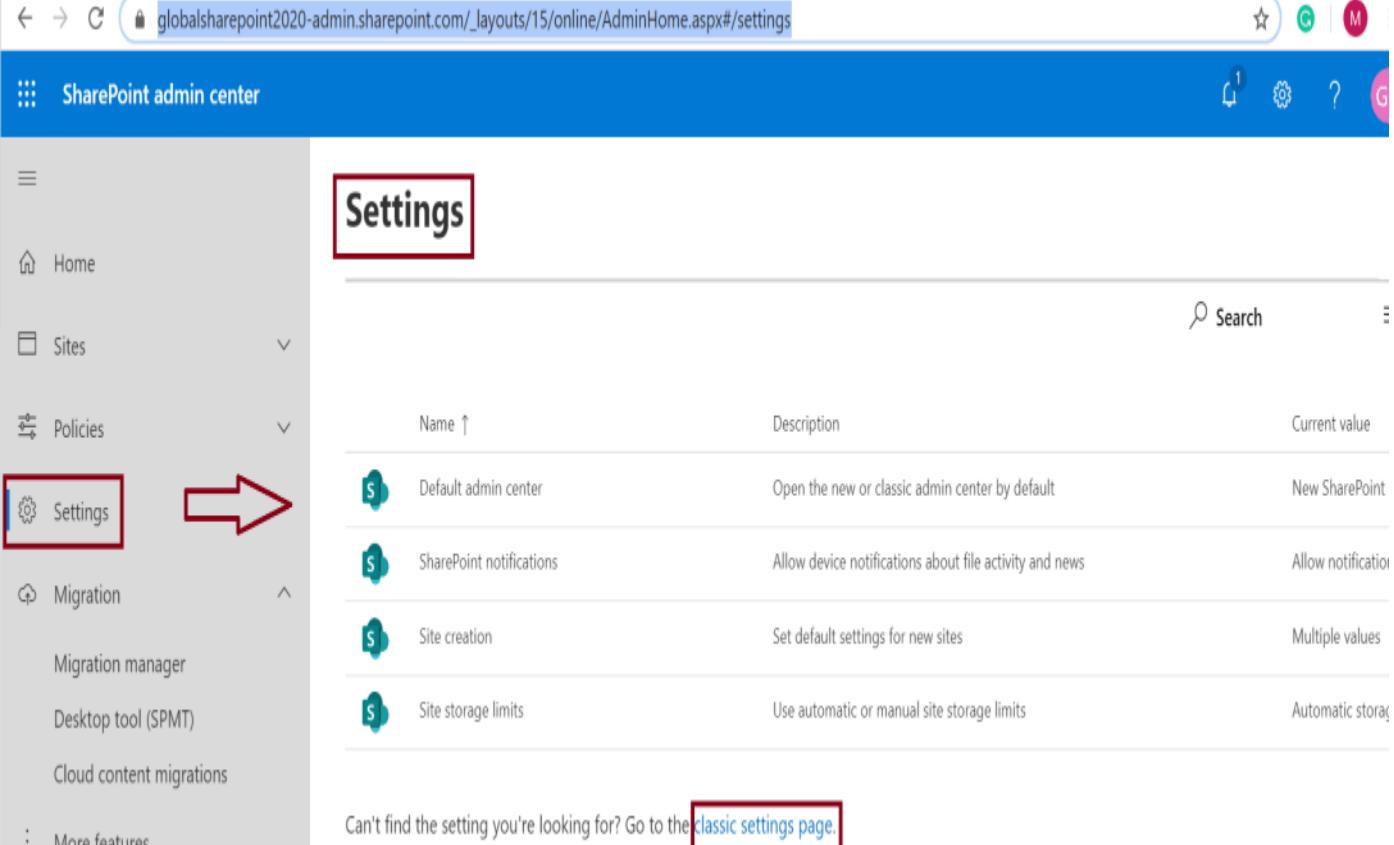
### Information Rights Management (IRM) in tenant settings page:

To navigate to the “Information Rights Management (IRM)” in the tenant settings page, follow the below steps:

Login to the SharePoint admin center using the below URL.

[https://globalsharepoint2020-admin.sharepoint.com/\\_layouts/15/online/AdminHome.aspx#/settings](https://globalsharepoint2020-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/settings)

Click on the “Settings” link from the left side panel, then click on the “Classic settings page” link from the bottom of the settings page as below.



The screenshot shows the SharePoint Admin Center interface. The left sidebar has a 'Settings' link highlighted with a red box and an arrow pointing to the main content area. The main content area is titled 'Settings' and contains a table of system settings:

Name ↑	Description	Current value
Default admin center	Open the new or classic admin center by default	New SharePoint
SharePoint notifications	Allow device notifications about file activity and news	Allow notifications
Site creation	Set default settings for new sites	Multiple values
Site storage limits	Use automatic or manual site storage limits	Automatic storage

At the bottom, a message says: "Can't find the setting you're looking for? Go to the [classic settings page](#)." The 'classic settings page' link is also highlighted with a red box.

This will take us to the below tenant settings page.

## Settings

### Show or Hide App Tiles

Show or hide app tiles in the app launcher and on the Office 365 portal.

[Learn more about hiding app tiles.](#)

OneDrive and Office Online  Show

Hide

SharePoint  Show

Hide

### Site Collection Storage Management

Automatic storage management provides worry free operation by removing the overhead of having to manage individual storage limits. Manual override allows the tenant admin to set usage limits on a per site collection level.

Automatic

Manual

### OneDrive for Business experience

The new experience gives people improved performance, additional phone and tablet features, and a simplified UI. If you select the new experience, users can still switch to the classic experience if they want. Select the classic experience if you're not ready for your users to switch to the new experience. Note that eventually, the classic experience will no longer be available.

Classic experience

New experience

### Admin Center Experience

Use this setting to switch between a simple or advanced admin center user experience. The simple experience displays only the essential options. The advanced experience shows everything.

Use Simple

Use Advanced

### Delve (powered by Office Graph)

Delve helps users discover relevant content based on who they work with and what they're working on. By default, users in your organization can access Delve (and related features within other apps). If you disable Delve, users will no longer see:

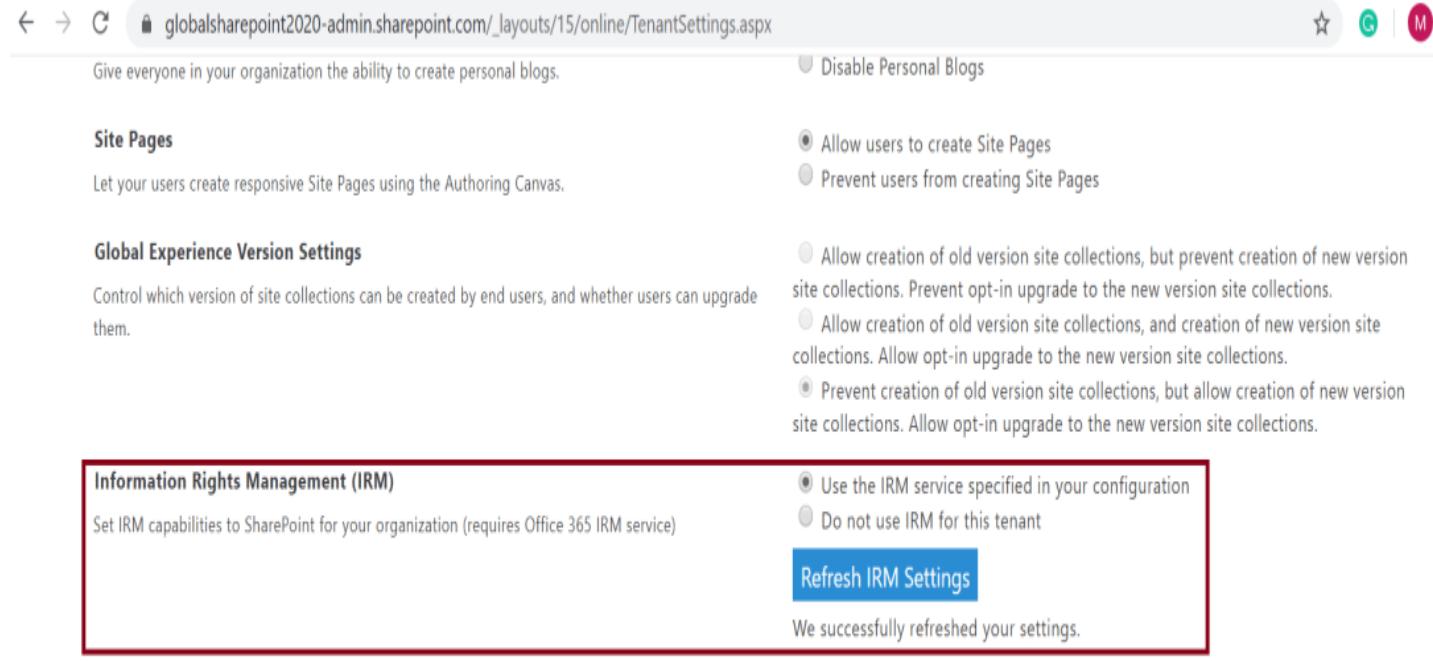
Enable Delve and related features

Disable Delve and related features

Scroll down to the middle of the above page. Then, we can see the "Information Rights Management (IRM) section. There, we can see the below two options:

- Use the IRM service specified in your configuration
- Do not use IRM for this tenant

Select the “Use the IRM service specified in your configuration” radio button. By default, “Do not use IRM for this tenant” will be selected. Finally, click on the “Refresh IRM Settings” button.



The screenshot shows the SharePoint Tenant Settings page. In the center, there is a red-bordered box containing the "Information Rights Management (IRM)" section. This section includes a description, two radio button options for IRM service configuration, and a blue "Refresh IRM Settings" button. A success message "We successfully refreshed your settings." is displayed below the button. Outside the red box, there are other settings sections: "Site Pages" (with two radio button options), "Global Experience Version Settings" (with three radio button options), and "Site Creation" (with two radio button options). The top of the page shows the URL "globalsharepoint2020-admin.sharepoint.com/\_layouts/15/online/TenantSettings.aspx".

## Note:

- Once you click on the IRM Settings button, this will enable IRM service to document libraries in the tenant.
- We cannot see the Information Rights Management setting in the document library after just enabling it from the tenant settings page, this might take up to 30 minutes, sometimes, it will be activated within just 5 to 10 minutes.

## IRM settings in Document library:

Now, let's navigate to the same document library settings page that we have seen in the previous step.

We can see the link of "Information Rights Management" under the "Permissions and Management" section which was not available just sometimes back.

AC Documents › Settings

Home	List Information		
Conversations	Name: Documents		
Documents	Web Address: https://globalsharepoint2020.sharepoint.com/sites/allcompany/Shared Documents/Forms/AllItems.aspx		
Notebook	Description:		
Pages	General Settings	Permissions and Management	Communications
Site contents	■ List name, description and navigation	■ Permissions for this document library	■ RSS settings
Recycle Bin	■ Versioning settings	■ Manage files which have no checked in version	
EDIT LINKS	■ Advanced settings	■ Information Rights Management	
	■ Validation settings	■ Workflow Settings	
	■ Column default value settings	■ Enterprise Metadata and Keywords Settings	
	■ Audience targeting settings		
	■ Rating settings		

Once we click on the "Information Rights Management" link, this will take us to the below "Information Rights Management Settings" page.

SharePoint

AC EDIT LINKS

## Settings › Information Rights Management Settings

Home  
Conversations  
Documents  
Notebook  
Pages  
Site contents  
Recycle Bin

EDIT LINKS

### Information Rights Management (IRM)

IRM helps protect sensitive files from being misused or distributed without permission once they have been downloaded from this library.

Restrict permissions on this library on download  
Create a permission policy title  
Add a permission policy description:

**SHOW OPTIONS**

OK Cancel



Click on the “SHOW OPTIONS” link to see the see configuration which has mainly three sections:

- Set additional IRM library settings
- Configure document access rights
- Set group protection and credentials interval

SharePoint

Recycle Bin

HIDE OPTIONS

EDIT LINKS

**Set additional IRM library settings**

This section provides additional settings that control the library behavior.

- Do not allow users to upload documents that do not support IRM
- Stop restricting access to the library at  
- Prevent opening documents in the browser for this Document Library

**Configure document access rights**

This section controls the document access rights (for viewers) after the document is downloaded from the library; read only viewing right is the default. Granting the rights below is reducing the bar for accessing the content by unauthorized users.

- Allow viewers to print
- Allow viewers to run script and screen reader to function on downloaded documents
- Allow viewers to write on a copy of the downloaded document
- After download, document access rights will expire after these number of days (1-365)

**Set group protection and credentials interval**

Use the settings in this section to control the caching policy of the license the application that opens the document will use and to allow sharing the downloaded document with users that belong to a specified group

- Users must verify their credentials using this interval (days)
- Allow group protection. Default group:

**OK** **Cancel**

I will elaborate on the above configuration one by one.

## Set additional IRM library settings

The additional IRM library settings section provides additional settings that control the library behavior.

### Set additional IRM library settings

This section provides additional settings that control the library behavior.

- Do not allow users to upload documents that do not support IRM
- Stop restricting access to the library at  
 
- Prevent opening documents in the browser for this Document Library

- Do not allow users to upload documents that do not support IRM: If we select this checkbox user cannot upload a document to a library that does not support IRM policy.
- Stop restricting access to the library at the specific date: Using this option we can stop restricting access to the library on the given date.
- Prevent opening documents in the browser for this Document Library: If we select this checkbox, the user cannot open the document in the browser.

## Configure document access rights

Configure document access rights section; control the document access rights (for viewers) after the document is downloaded from the library; read-only viewing right is the default. Granting the rights below is reducing the bar for accessing the content by unauthorized users.

## Configure document access rights

This section control the document access rights (for viewers) after the document is downloaded from the library; read only viewing right is the default. Granting the rights below is reducing the bar for accessing the content by unauthorized users.

- Allow viewers to print
- Allow viewers to run script and screen reader to function on downloaded documents
- Allow viewers to write on a copy of the downloaded document
- After download, document access rights will expire after these number of days (1-365) 90

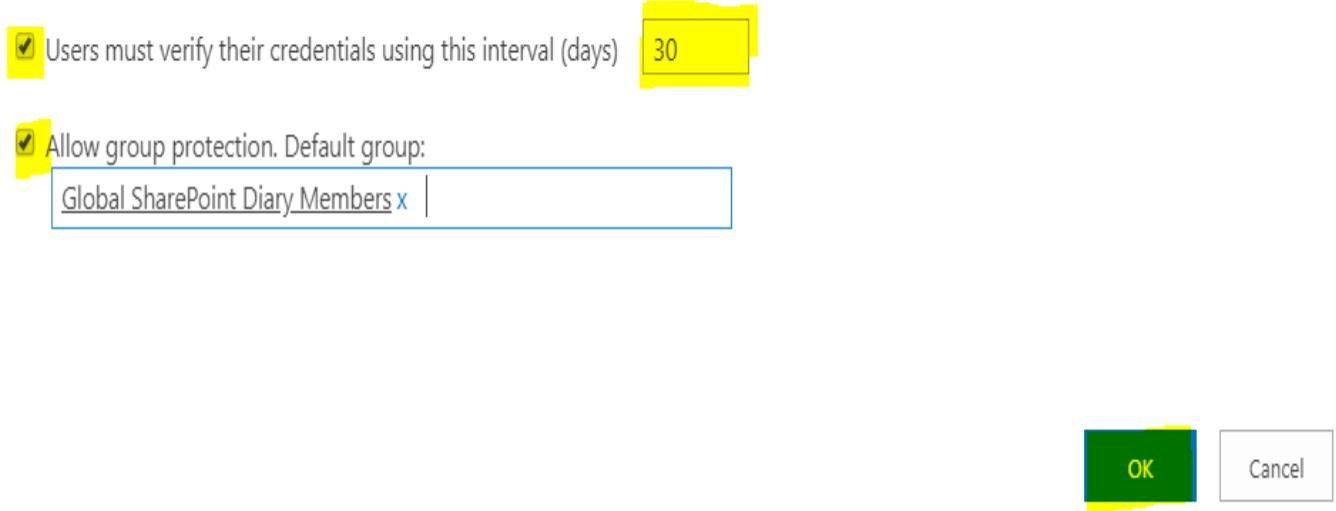
- Allow viewers to print: If we enable this checkbox, the user can take the printout of the document.
- Allow viewers to run script and screen reader to function on downloaded documents: If we enable this checkbox, users can run the custom script or code on the downloaded document.
- Allow viewers to write on a copy of the downloaded document: If we enable this checkbox, users can write or edit on a copy of the downloaded document.
- After download, document access rights will expire after these number of days (1-365): Using this option we can set the document access rights expiry day – meaning, after how many days the document access rights management will expire after downloading the document. It could be any day from 1 to 365. Example – 90 days.

## Set group protection and credentials interval

Set group protection, and credentials interval section controls the caching policy of the license the application that opens the document we will use and allows sharing the downloaded document with users that belong to a specified group.

## Set group protection and credentials interval

Use the settings in this section to control the caching policy of the license the application that opens the document will use and to allow sharing the downloaded document with users that belong to a specified group



- Users must verify their credentials using this interval (days): If this option is configured, users must verify their credentials at the interval of the configured days. Example: 30, in every 30 days users must verify their credentials.
- Allow group protection. Default group: This is additional security – after downloading the document if we restrict the document that this should be shared only with the configured groups.  
Enter a name or email address... Global SharePoint Diary Members

### Key take-away – IRM:

- Set document access rights, including rights to print, run scripts to enable screen readers or enable writing on a copy of the document after downloading.

- Set expiration date – the date after which the document cannot be used after downloading.
- Control whether documents that do not support IRM protection can be uploaded to the library.
- Control whether Office Web Apps can render the documents in the browser from the library.
- Set group protection and credentials intervals which allow you to share only specific groups.

#### Permissions in IRM:

Below are the allowed permission in the information rights management (IRM).

<b>Permissions</b>	<b>IRM Permissions</b>
Manage Permissions, Manage Web Site	Full control (as defined by the client program): This permission generally allows a user to read, edit, copy, save, and modify permissions of rights-managed content.
Edit Items, Manage Lists, Add and Customize Pages	Edit, Copy, and Save, A user can print a file only if the Allow users to print documents checkbox is selected on the Information Rights Management Settings page for the list or library.
View Items	Read: A user can read the document but cannot copy or modify its content. A user can

	print only if the Allow users to print documents checkbox is selected on the Information Rights Management Settings page for the library.
--	---

## Site Creation

This is one of the important settings of the global setting section. This setting is used for deciding whether to hide or show create site command for the end user, the default setting is show.

Display the Create site command on the SharePoint home page and in the sites list in OneDrive so users can create new sites.

- Hide the Create site command
- Show the Create site command

### Site Creation

Display the Create site command on the SharePoint home page and in the sites list in OneDrive so users can create new sites.

### Hide the Create site command

Show the Create site command

The first option lets users create an Office 365 group-connected team site or a communication site. Users who don't have permission to create Office 365 groups can still create new team sites without the Office 365 group.

The second option lets users create a classic team subsite. Using this setting we can enable whether to allow user to

- Create team site or communication site (modern site) or
- Classic team subsite

The default setting is a modern team or communication site.

The first option lets users create an Office 365 group-connected team site or a communication site. Users who don't have permission to create Office 365 groups can still create new team sites without the Office 365 group.

The second option lets users create a classic team subsite.

When users select the Create site command, create:

- A new team site or communication site  
 A classic team subsite

Create groups under:

For both options, you can let users create sites from a custom form by entering the form URL. If you selected the first option, users could access the form by clicking "See other options" when they're creating the site.

When a team or communication site is selected, we can decide how the site manage path should be, either "/sites/" or "/teams/", and whether secondary contact is required or not during site creation.

When users select the Create site command, create:

- A new team site or communication site  
 A classic team subsite

Create groups under:

<https://globalsharepoint2019.sharepoint.com> /sites/ ▾  
 Secondary contact: Not required /sites/ /teams/

Use the form at this URL:

When classic team subsite is selected:

- We can set our own managed path
- Site classification can be set
- S=Whether secondary contact is required or not can be set

When users select the Create site command, create:

A new team site or communication site

A classic team subsite

Create sites under:

<https://globalsharepoint2019.sharepoint.com/> **Department(test managed path)**

Site classification:

Hidden from users ▾

Secondary contact:

Hidden from users

Use the form at this URL:

An optional choice

A required choice

•

## Subsite Creation:

It controls whether site owners (and others who have permission to create sites) can create subsites. This controls whether the Subsite command appears on the New menu on the Site contents page. Below settings are available – it can be set to any of them.

- Hide the Subsite command
- Show the Subsite command only for classic sites
- Show the Subsite command for all sites

We recommend using hub sites to connect related sites instead of creating subsites.

The default setting is "Show the Subsite command for all sites"

**Subsite Creation**

Control whether site owners (and others who have permission to create sites) can create subsites. This controls whether the Subsite command appears on the New menu on the Site contents page.

Hide the Subsite command

Show the Subsite command only for classic sites

Show the Subsite command for all sites

Connections from sites to Office 365 groups:

It is used to control whether site collection administrators can use the "Connect to a new Office 365 Group" command on the Settings menu to connect classic team sites to new Office 365 groups. The default setting is allowed site collection administrators to connect sites to new Office 365 groups.

- Prevent site collection administrators from connecting sites to new Office 365 groups
- Allow site collection administrators to connect sites to new Office 365 groups

**Connections from sites to Office 365 groups**

Control whether site collection administrators can use the "Connect to a new Office 365 Group" command on the Settings menu to connect classic team sites to new Office 365 groups.

Prevent site collection administrators from connecting sites to new Office

365 groups

Allow site collection administrators to connect sites to new Office 365

groups

## Custom Script

Control whether users can run custom script on personal sites and self-service created sites.

- Prevent users from running custom script on personal sites
- Allow users to run custom script on personal sites

Prevent users from running custom script on personal sites  
 Allow users to run custom script on personal sites

- Prevent users from running custom script on self-service created sites
- Allow users to run custom script on self-service created sites

Prevent users from running custom script on self-service created sites  
 Allow users to run custom script on self-service created sites

#### Note:

- Changes to this setting might take up to 24 hours to take effect.

#### Preview Features

Turning off this setting will disable Preview features making them inaccessible to your users. Preview features have limited support in SharePoint Online and do not yet meet all service requirements. A full list of the Preview features and support details can be found at the O365 website.

- Enable preview features
- Disable preview features

## Preview Features

Turning off this setting will disable Preview features making them inaccessible to your users. Preview features have limited support in SharePoint Online and do not yet meet all service requirements. A full list of the Preview features and support details can be found at the O365 website.

- Enable preview features  
 Disable preview features

[Learn more about Preview Features](#)

## Connected Services

Limit SharePoint features that attempt to connect to other services.

- Block SharePoint 2013 workflows

### Connected Services

Limit SharePoint features that attempt to connect to other services.

### Block SharePoint 2013 workflows

## Mobile Push Notifications - OneDrive for Business

This feature allows users to get mobile push notifications for changes to their ODB content.

- Allow notifications
- Don't allow notifications

### Mobile Push Notifications - OneDrive for Business

This feature allows users to get mobile push notifications for changes to their ODB content.

- Allow notifications  
 Don't allow notifications

## Mobile Push Notifications – SharePoint

This feature allows users to get mobile push notifications for changes to their SharePoint content.

- Allow notifications
- Don't allow notifications

### Mobile Push Notifications – SharePoint

This feature allows users to get mobile push notifications for changes to their SharePoint content.

- Allow notifications  
 Don't allow notifications

## Comments on Site Pages

Enabling this feature adds a comment section to all site pages. Users who have access to the pages can leave comments.

- Enable comments on Site Pages
- Disable comments on Site Pages

### Comments on Site Pages

Enabling this feature adds a comment section to all site pages. Users who have access to the pages can leave comments.

- Enable comments on Site Pages  
 Disable comments on Site Pages

<b>Show or Hide App Tiles</b> Show or hide app tiles in the app launcher and on the Office 365 portal. <a href="#">Learn more about hiding app tiles.</a>	OneDrive and Office Online <input type="radio"/> Show <input checked="" type="radio"/> Hide SharePoint <input type="radio"/> Show <input checked="" type="radio"/> Hide
<b>Site Collection Storage Management</b> Automatic storage management provides worry free operation by removing the overhead of having to manage individual storage limits. Manual override allows the tenant admin to set usage limits on a per site collection level.	<input type="radio"/> Automatic <input checked="" type="radio"/> Manual
<b>OneDrive for Business experience</b> The new experience gives people improved performance, additional phone and tablet features, and a simplified UI. If you select the new experience, users can still switch to the classic experience if they want. Select the classic experience if you're not ready for your users to switch to the new experience. Note that eventually, the classic experience will no longer be available.	<input type="radio"/> Classic experience <input checked="" type="radio"/> New experience
<b>Admin Center Experience</b> Use this setting to switch between a simple or advanced admin center user experience. The simple experience displays only the essential options. The advanced experience shows everything.	<input type="radio"/> Use Simple <input checked="" type="radio"/> Use Advanced
<b>Delve (powered by Office Graph)</b> Delve helps users discover relevant content based on who they work with and what they're working on. By default, users in your organization can access Delve (and related features within other apps). If you disable Delve, users will no longer see: <ul style="list-style-type: none"> <li>• The Delve app tile in the app launcher</li> <li>• The "Suggested" list on the SharePoint start page</li> <li>• The "Discover" list in OneDrive, in the Outlook mobile app, and on the Microsoft Office Home page</li> <li>• Documents on other users' profile cards and pages</li> </ul>	<input type="radio"/> Enable Delve and related features <input checked="" type="radio"/> Disable Delve and related features
<b>Enterprise Social Collaboration</b> Make Yammer the primary social experience for everyone in your organization. Switching services will replace Newsfeed and change the Office 365 global navigation. This update might take up to 30 minutes for us to complete.  <a href="#">To learn more click here.</a>	<input type="radio"/> Use Yammer.com service <input checked="" type="radio"/> Use SharePoint Newsfeed (default)
Yammer is not a covered service under the O365 Trust Center at this time. Please review Yammer's privacy statement. Enabling this feature will allow Yammer to have read and copy access to your company's user and group information.  <a href="#">Privacy statement</a>	
<b>Streaming Video Service</b> Control if videos are stored and streamed from Azure Media Services.	<input type="radio"/> Enable streaming video through Azure Media Services and enable the Video Portal. <input checked="" type="radio"/> Disable streaming video through Azure Media Services and disable the Video Portal.
<b>Personal Blogs</b> Give everyone in your organization the ability to create personal blogs.	<input type="radio"/> Enable Personal Blogs <input checked="" type="radio"/> Disable Personal Blogs
<b>Site Pages</b> Let your users create responsive Site Pages using the Authoring Canvas.	<input type="radio"/> Allow users to create Site Pages <input checked="" type="radio"/> Prevent users from creating Site Pages
<b>Global Experience Version Settings</b> Control which version of site collections can be created by end users, and whether users can upgrade them.	<input type="radio"/> Allow creation of old version site collections, but prevent creation of new version site collections. Prevent opt-in upgrade to the new version site collections. <input type="radio"/> Allow creation of old version site collections, and creation of new version site collections. Allow opt-in upgrade to the new version site collections. <input checked="" type="radio"/> Prevent creation of old version site collections, but allow creation of new version site collections. Allow opt-in upgrade to the new version site collections.

## Information Rights Management (IRM)

Set IRM capabilities to SharePoint for your organization (requires Office 365 IRM service)

- Use the IRM service specified in your configuration
- Do not use IRM for this tenant

[Refresh IRM Settings](#)

## Site Creation

Display the Create site command on the SharePoint home page and in the sites list in OneDrive so users can create new sites.

The first option lets users create an Office 365 group-connected team site or a communication site. Users who don't have permission to create Office 365 groups can still create new team sites without the Office 365 group.

The second option lets users create a classic team subsite.

For both options, you can let users create sites from a custom form by entering the form URL. If you selected the first option, users can access the form by clicking "See other options" when they're creating the site.

- Hide the Create site command
- Show the Create site command

When users select the Create site command, create:

- A new team site or communication site
- A classic team subsite

Create groups under:

<https://globalsharepoint2019.sharepoint.com/sites/>

Secondary contact: [Not required](#)

- Use the form at this URL:

## Subsite Creation

Control whether site owners (and others who have permission to create sites) can create subsites. This controls whether the Subsite command appears on the New menu on the Site contents page.

We recommend using hub sites to connect related sites instead of creating subsites.

[Learn about hub sites](#)

- Hide the Subsite command
- Show the Subsite command only for classic sites
- Show the Subsite command for all sites

## Connections from sites to Office 365 groups

Control whether site collection administrators can use the "Connect to a new Office 365 Group" command on the Settings menu to connect classic team sites to new Office 365 groups.

- Prevent site collection administrators from connecting sites to new Office 365 groups
- Allow site collection administrators to connect sites to new Office 365 groups

## Custom Script

Control whether users can run custom script on personal sites and self-service created sites. Note: changes to this setting might take up to 24 hours to take effect.

For more information, see <http://go.microsoft.com/fwlink/?LinkId=397546>

- Prevent users from running custom script on personal sites
- Allow users to run custom script on personal sites

- Prevent users from running custom script on self-service created sites
- Allow users to run custom script on self-service created sites

## Preview Features

Turning off this setting will disable Preview features making them inaccessible to your users. Preview features have limited support in SharePoint Online and do not yet meet all service requirements. A full list of the Preview features and support details can be found at the O365 website.

- Enable preview features
- Disable preview features

[Learn more about Preview Features](#)

## Connected Services

Limit SharePoint features that attempt to connect to other services.

- Block SharePoint 2013 workflows

## Mobile Push Notifications - OneDrive for Business

This feature allows users to get mobile push notifications for changes to their ODB content.

- Allow notifications
- Don't allow notifications

## Mobile Push Notifications – SharePoint

This feature allows users to get mobile push notifications for changes to their SharePoint content.

- Allow notifications
- Don't allow notifications

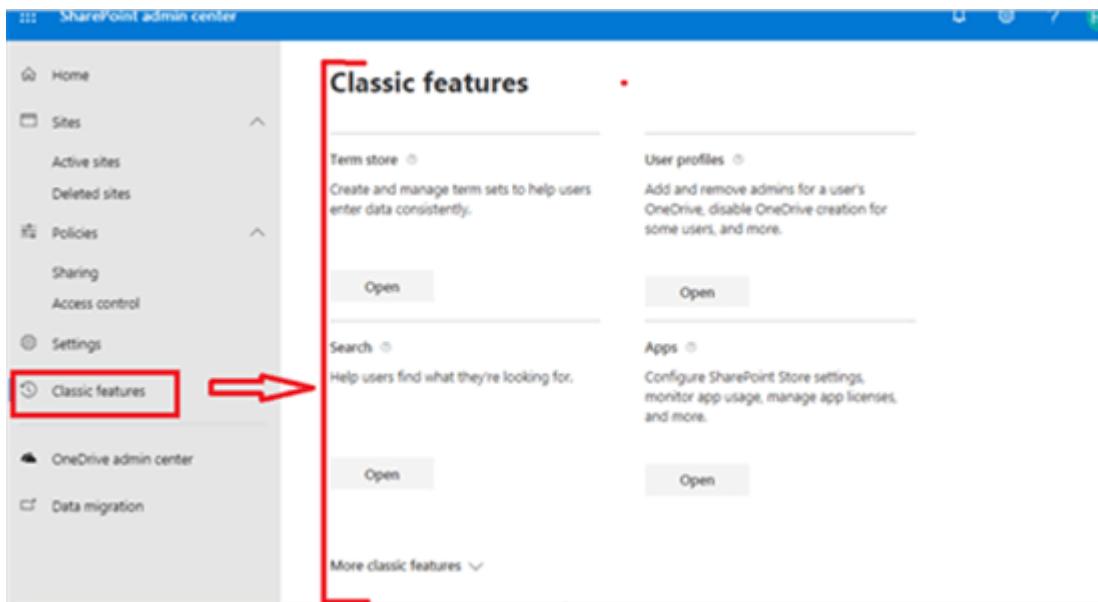
## Comments on Site Pages

Enabling this feature adds a comment section to all site pages. Users who have access to the pages can leave comments.

- Enable comments on Site Pages
- Disable comments on Site Pages

## How to navigate to classic features from modern admin center?

As I mentioned earlier this is a new link in modern SharePoint administration – earlier in classic UI this was not available. In fact, when we used to type the **https://yourtenant-admin.sharepoint.com** URL in the browser, we used to directly land in this SharePoint administration but in modern administration we need to navigate this way, need to click on as mentioned “Classic features” link



### Classic features in modern SharePoint admin center:

In classic SharePoint admin center, we had the below SharePoint objects under a single page but for each configuration we have a separate page.

- Term store: Create and manage term sets to help users enter data consistently.

- User profiles: Add and remove admins for a user's OneDrive, disable OneDrive creation for some users, and more.
- Search: Help users find what they're looking for.
- Apps: Configure SharePoint Store settings, monitor app usage, manage app licenses, and more.
- BCS: Manage connections to data sources like Azure SQL databases or WCF web services.
- Secure store: Create and set the credentials for Target Applications used for BCS connections.
- Records management: Manage records in a Records Center site that serves as an archive.
- InfoPath: Enable browser-based InfoPath forms.
- Hybrid picker: Use this wizard to automate some of the steps in setting up a hybrid environment.
- Sharing: This is a separate section in modern SharePoint online admin center, already we have discussed this above.
- Setting: This is a separate section in modern SharePoint online admin center, already we have discussed this above.
- Access Control: This is a separate section in modern SharePoint online admin center, already we have discussed this above.
- Data Migration: We'll see below.

## Term Store

### Term Store

**SEARCH**

**TAXONOMY TERM STORE**

English

- ↳ Taxonomy\_SBvqjHawxODOTszfaHuoeQ==
- ↳ People
- ↳ Search Dictionaries
- ↳ System

**GENERAL**

Taxonomy\_SBvqjHawxODOTszfaHuoeQ==

**Available Service Applications**

A site may consume multiple metadata applications. Select the one to see in the tree view.

Taxonomy\_SBvqjHawxODOTszfaHuoeQ==

**Sample Import**

The SharePoint metadata manager can import a term set from a UTF-8 CSV format file. Use the sample file as a template for creating import files. Then import the file into the desired group to create a new term set.

**View a sample import file**

**Term Store Administrators**

You can enter user names, group names, or e-mail addresses. Separate them with semicolons. These users will be permitted to create new term set groups and assign users to the group manager role.

**Default Language**

Select the default language for all Metadata in the system. All terms must have a label defined in their default language.

English

**Working Languages**

Select the "translation of" languages for terms in the term store. This will allow a term to have language specific labels and translations.

Select languages from:

Installed language packs ▾

German	Add >>	English
--------	--------	---------

## User Profiles

### User Profiles

 **People**

[Manage User Properties](#) | [Manage User Profiles](#) | [Manage User Sub-types](#) | [Manage Audiences](#) | [Manage User Permissions](#) | [Manage Policies](#)

 **My Site Settings**

[Setup My Sites](#)

**Profiles**

Number of User Profiles	3
Number of User Properties	114
Number of Organization Profiles	1
Number of Organization Properties	15

**Audiences**

Number of Audiences	1
Uncompiled Audiences	0
Audience Compilation Status	Idle
Last Compilation Time	Ended at 8/2/2019 8:42 AM

## Search

### Search

#### [Manage Search Schema](#)

Create and modify search properties so that users can query these properties.

#### [Manage Search Dictionaries](#)

Create and modify lists of terms which will be used to improve the search experience for your users.

#### [Manage Authoritative Pages](#)

Identify high-quality pages that search will use to improve relevance, as well as low-quality pages that search will consider less relevant.

#### [Query Suggestion Settings](#)

Show search suggestions as users type in the search box (if not disabled by user).

#### [Manage Result Sources](#)

Create and modify sources you can query for results. This includes filtered results from SharePoint as well as results from remote sources such as Bing.

#### [Manage Query Rules](#)

Create and modify query rules to promote important results, show blocks of additional results, and even fine-tune ranking.

#### [Manage Query Client Types](#)

Create and modify configuration of query client types which are used to identify querying clients so as to prioritize query throttling.

#### [Remove Search Results](#)

List URLs you would like to remove from search results until the next crawl.

#### [View Usage Reports](#)

See how often your users search, what their top queries are, and which queries they're having trouble getting answers for.

#### [Search Center Settings](#)

Tell us where searches should go by specifying the location of your Search Center.

#### [Export Search Configuration](#)

Create a file that includes all customized query rules, result sources, result types, ranking models and site search settings but not any that shipped with SharePoint; in the current tenant, that can be imported to other tenants.

#### [Import Search Configuration](#)

Import a search configuration file.

#### [Crawl Log Permissions](#)

Grant users read access to crawl log information for this tenant.

## Apps

### Apps

#### [App Catalog](#)

Make apps available to your organization and manage requests for apps. An app catalog is required to disable Store purchases for end users.

#### [Purchase Apps](#)

Purchase apps from the SharePoint Store.

#### [Manage Licenses](#)

Manage licenses for apps purchased from the SharePoint Store.

#### [Configure Store Settings](#)

Manage app acquisition settings including turning off purchases for end users in the SharePoint Store.

#### [Monitor Apps](#)

Track usage of applications and review errors.

#### [App Permissions](#)

Manage app access to this tenant.

BCS

BCS

#### Manage BDC Models and External Content Types

Manage External Content Types that are not restricted to an App. These can be used on any site.

#### Manage connections to online services

Manage connection settings to online OData services. You can configure Apps to use these connections.

#### Manage connections to on-premises services

Manage connection settings to OData services that are on-premises. You can configure Apps to use these connections.

Secure  
Store

#### Secure Store



Manage Target Applications Credentials

There are no Secure Store Target Applications in this Secure Store Service Application. You can create a new Target Application from the Manage Target Applications group in the Edit ribbon group.

Records  
Management

#### Records Management

##### Send To Connections

Send To Connections allow content to be submitted to sites with a configured Content Organizer. Send To connections will appear as locations that content can be submitted to when configuring Information Management Policy. Optionally you can make Send To Connections available for users to manually submit content.

##### Connection Settings

Each connection requires a display name and a URL to a content organizer. Optionally, this connection can be made available as a Send To option on the item's drop-down menu and on the Ribbon.

##### Send To Connections

###### New Connection

Display name:

Send To URL:

(Click here to test)  
Example: "http://site url/\_vti\_bin/officialfile.asmx"

Allow manual submission from the Send To menu

Send To action:

Copy ▾

Explanation (to be shown on links and recorded in the audit log):

[Add Connection](#) [Remove Connection](#)

## InfoPath

### InfoPath

#### User Browser-enabled Form Templates

##### Exempt User Agents

Specify the list of user agents that, for indexing purposes, will receive InfoPath forms as XML files instead of full Web pages.

Allow users to browser-enable form templates

Render form templates that are browser-enabled by users

Customize the list of exempt user agents

Name:

Name:	Add	Remove
crawler		
msnbot		
MSOffice		
Surp		
Googlebot		
MS Search		

OK

## Hybrid Picker

### Hybrid Picker

Use the hybrid picker to select the features you want to set up to connect your SharePoint Server environment with Office 365.  
Important: Make sure you run Hybrid Picker on a SharePoint 2016 or SharePoint 2013 server.

#### Prerequisites

Learn more about the prerequisites for running the hybrid picker .

#### Go to Hybrid Picker Download Page

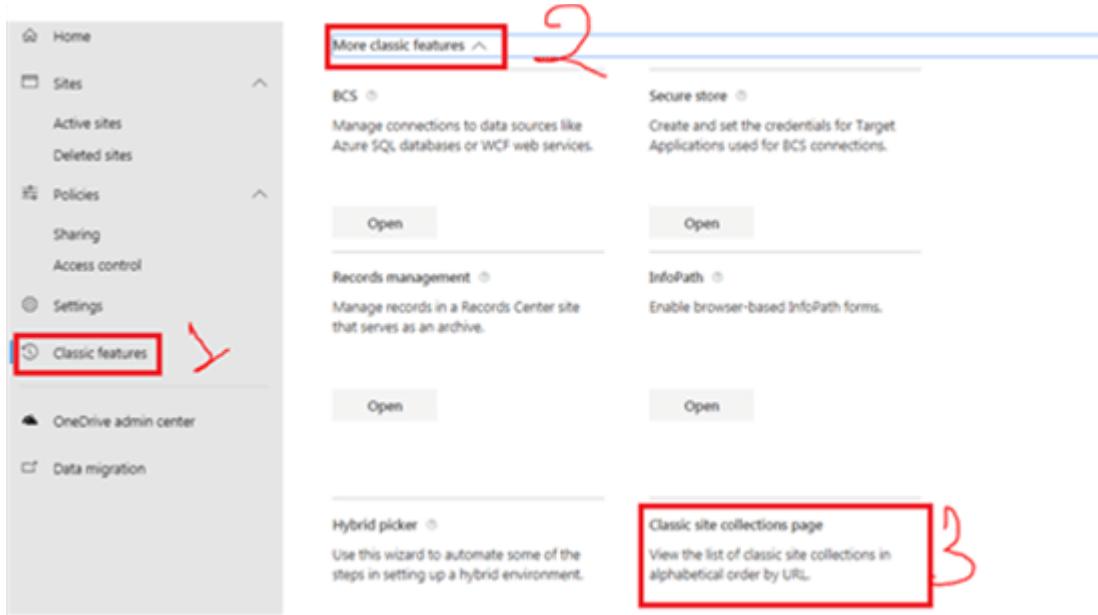
- OneDrive: Redirect OneDrive for Business to OneDrive in Office 365. This will also redirect your profiles. [Learn more](#)
- OneDrive and Sites: Enable hybrid OneDrive with hybrid Sites features to give users a more seamless experience. [Learn more](#)
- App launcher: Add Office 365 Drive and Video apps, along with your custom Office 365 tiles, to your SharePoint Server app launcher. [Learn more](#)
- Extranet business-to-business (B2B) sites: Configure SharePoint Online sites for extranet business-to-business collaboration with admin-managed partner users. [Learn more](#)
- Auditing (Preview): Enable hybrid Auditing feature to get visibility to users' file access activities in your SharePoint 2016 On-premises environment, with the power of Office 365 Audit Log Search capability. [Learn more](#)
- Taxonomy: Turn on Taxonomy Groups Replication timer job to replicate Taxonomy groups from a remote SharePoint installation (SharePoint Online) to your local SharePoint installation (on-premises). [Learn more](#)
- Hybrid Self-Service site creation: Allows SharePoint administrators of SharePoint Server 2013 to direct users site creations requests to Office 365. [Learn more](#)

## Notes:

- Hybrid Picker: Using Hybrid picker tool we can configure the search, Manage Metadata group, content type etc. in hybrid mode. Example: We can search the on-premise content from SharePoint online search center.

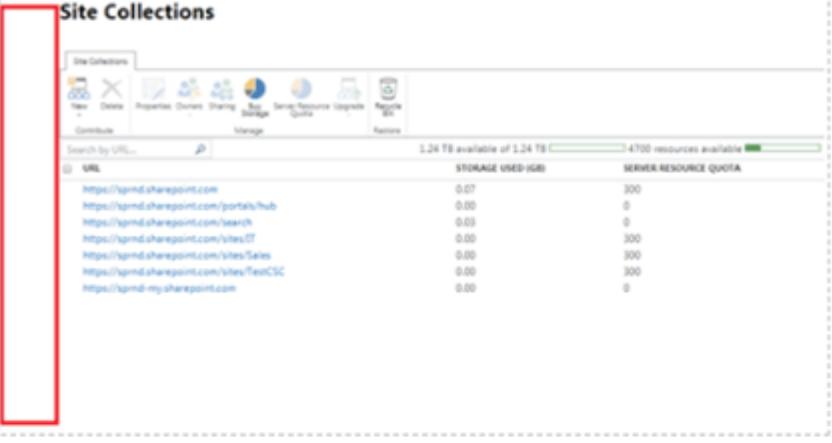
How do we navigate to the classic/old site collection create page?

Click on the “Classic features ->More classic features-> go to classic site collection page section -> click on open button.

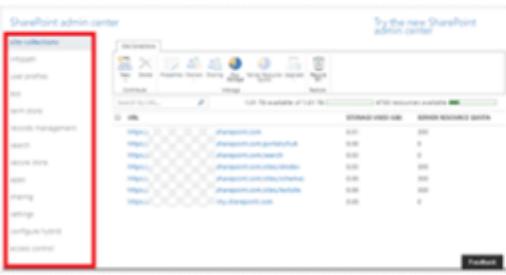


Once we click on the “**Open**” button, we’ll land into the classic site collection creation page but one thing we can notice that the left side panel is empty – this is in the modern SharePoint administration, earlier in classic administration page we had all the above mentioned Term store, User profiles, Search, Apps, BCS, etc.

**Site Collections**



URL	STORAGE USED (GB)	SERVER RESOURCE QUOTA
https://spnd.sharepoint.com	0.07	300
https://spnd.sharepoint.com/portals/hub	0.00	0
https://spnd.sharepoint.com/search	0.03	0
https://spnd.sharepoint.com/sites/CT	0.00	300
https://spnd.sharepoint.com/sites/Sales	0.00	300
https://spnd.sharepoint.com/sites/TestCS	0.00	300
https://spnd-my.sharepoint.com	0.00	0

Classic(old) site collections page:	Modern (New) site collections page:
	

## Data migration tool in SharePoint admin center:

This is a Microsoft data migration tool, using this we can migrate the data to SharePoint sites. This is a free migration tool provided by Microsoft. We can learn more about the data migration tool and download it from the below URL:

<https://docs.microsoft.com/en-us/sharepointmigration/introducing-the-sharepoint-migration-tool>

## Manage script editor webpart in SharePoint Online

As we know, due to security reasons Microsoft does not recommend to use any custom scripting in the SharePoint online page, because of this reason we cannot add script editor web part in SharePoint online page, by default this is disabled.

Having said this, it does not mean that we cannot add script editor web part in SharePoint online page, we still can. Now, we will see how we can enable this option.

### How to enable script editor webpart in SharePoint online?

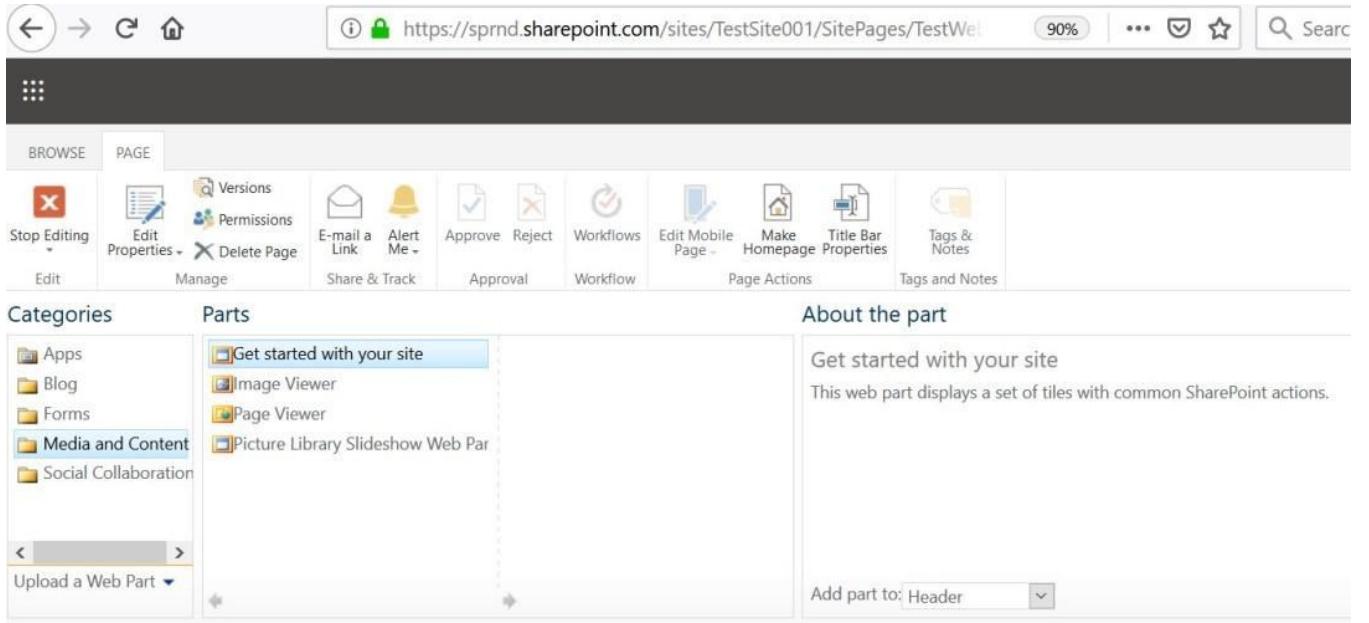
The background of when I realized this issue is – one day one of my friends called me and discussed that he is not finding the script editor web part in SharePoint online site. After some analysis we learned that in SharePoint online site, script editor web part is not available by default. In order to make it available we need to enable the custom script from SharePoint Tenant admin center. Now, we will learn how to enable this.

### Verify that script editor web part is not available by default:

So, what we are saying is that script editor web part is not available by default – let's justify this practically.

Navigate to the edit your web part page – > Insert -> Web Part -> Categories -> Media and Content

Here we can see that “**Script Editor**” web part is missing. Not only that, but we cannot see the “**Content Editor**” web part and many more. Please see the below screenshot, this is because of by default adding custom script in the page is disabled.



The screenshot shows the SharePoint ribbon interface. The top navigation bar includes back, forward, home, search, and other standard browser controls. Below the ribbon is a dark header bar. The main content area displays a list of available web parts under the "Parts" tab. On the left, there's a sidebar with categories like Apps, Blog, Forms, Media and Content (which is selected), and Social Collaboration. The main pane lists several web parts: Get started with your site, Image Viewer, Page Viewer, and Picture Library Slideshow Web Part. To the right, there's a "About the part" section for the first item, which describes it as a set of tiles with common SharePoint actions. At the bottom right, there's a dropdown menu for adding the part to a specific location.

Now, we will enable the custom scripting and see whether we can see the script editor web part back to the page.

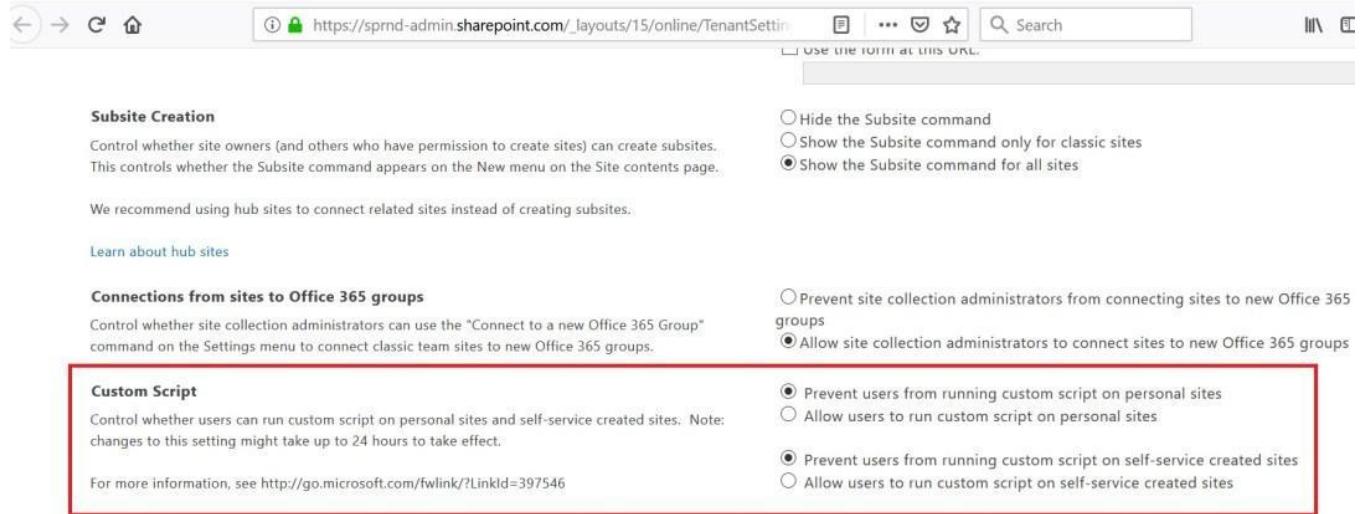
Now go to your tenant setting page through this URL:

[https://sprnd-admin.sharepoint.com/\\_layouts/15/online/TenantSettings.aspx](https://sprnd-admin.sharepoint.com/_layouts/15/online/TenantSettings.aspx)

Note: Here “**sprnd**” is my tenant name, you need to pass your tenant name.

Now see the “**Custom Script**” section by default both the radio button is selected as prevent – this is the default behavior and due to this script editor and content editor web part is missing from SharePoint online page.

- **Prevent users from running custom scripts on personal sites.**
- **Prevent users from running custom scripts on self-service created sites**



The screenshot shows the SharePoint Online Tenant Settings page at [https://sprnd-admin.sharepoint.com/\\_layouts/15/online/TenantSettings.aspx](https://sprnd-admin.sharepoint.com/_layouts/15/online/TenantSettings.aspx). The page includes sections for Subsite Creation, Connections from sites to Office 365 groups, and Custom Script. The Custom Script section is highlighted with a red border and contains two radio button options: "Allow users to run custom script on personal sites" and "Allow users to run custom script on self-service created sites".

**Subsite Creation**  
Control whether site owners (and others who have permission to create sites) can create subsites. This controls whether the Subsite command appears on the New menu on the Site contents page.

We recommend using hub sites to connect related sites instead of creating subsites.

[Learn about hub sites](#)

**Connections from sites to Office 365 groups**  
Control whether site collection administrators can use the “Connect to a new Office 365 Group” command on the Settings menu to connect classic team sites to new Office 365 groups.

**Custom Script**  
Control whether users can run custom script on personal sites and self-service created sites. Note: changes to this setting might take up to 24 hours to take effect.

For more information, see <http://go.microsoft.com/fwlink/?LinkId=397546>

Hide the Subsite command  
 Show the Subsite command only for classic sites  
 Show the Subsite command for all sites

Prevent site collection administrators from connecting sites to new Office 365 groups  
 Allow site collection administrators to connect sites to new Office 365 groups

Prevent users from running custom script on personal sites  
 Allow users to run custom script on personal sites

Prevent users from running custom script on self-service created sites  
 Allow users to run custom script on self-service created sites

Now select to allow users to run custom script for both the radio button as below:

1. **Allow users to run custom scripts on personal sites.**
2. **Allow users to run custom scripts on self-service created sites**

[https://sprnd-admin.sharepoint.com/\\_layouts/15/online/TenantSettings.aspx](https://sprnd-admin.sharepoint.com/_layouts/15/online/TenantSettings.aspx)

**Subsite Creation**  
 Control whether site owners (and others who have permission to create sites) can create subsites. This controls whether the Subsite command appears on the New menu on the Site contents page.

We recommend using hub sites to connect related sites instead of creating subsites.

[Learn about hub sites](#)

**Connections from sites to Office 365 groups**  
 Control whether site collection administrators can use the "Connect to a new Office 365 Group" command on the Settings menu to connect classic team sites to new Office 365 groups.

**Custom Script**  
 Control whether users can run custom script on personal sites and self-service created sites. Note: changes to this setting might take up to 24 hours to take effect.

For more information, see <http://go.microsoft.com/fwlink/?LinkId=397546>

Hide the Subsite command  
 Show the Subsite command only for classic sites  
 Show the Subsite command for all sites

Prevent site collection administrators from connecting sites to new Office 365 groups  
 Allow site collection administrators to connect sites to new Office 365 groups

Prevent users from running custom script on personal sites  
 Allow users to run custom script on personal sites

Prevent users from running custom script on self-service created sites  
 Allow users to run custom script on self-service created sites

Now click on ok and once you save it, this may take 24 hours to reflect the changes – this is what the message says from Microsoft, but this was not correct at least for us. We had waited for around 3 days but still didn't see the script editor web part in the page.

## Then what to do?

To overcome this issue run the below PowerShell script – this will immediately add the script editor and content editor web part in the web part category. This exploration is from my personal experience.

```
$adminUserID="youradminaccount@< sprnd.onmicrosoft.com >"  

$userCredential = Get-Credential -UserName $adminUserID -Message "Enter password"  

Connect-SPOService -Url https://sprnd-admin.sharepoint.com/ -Credential $userCredential
```

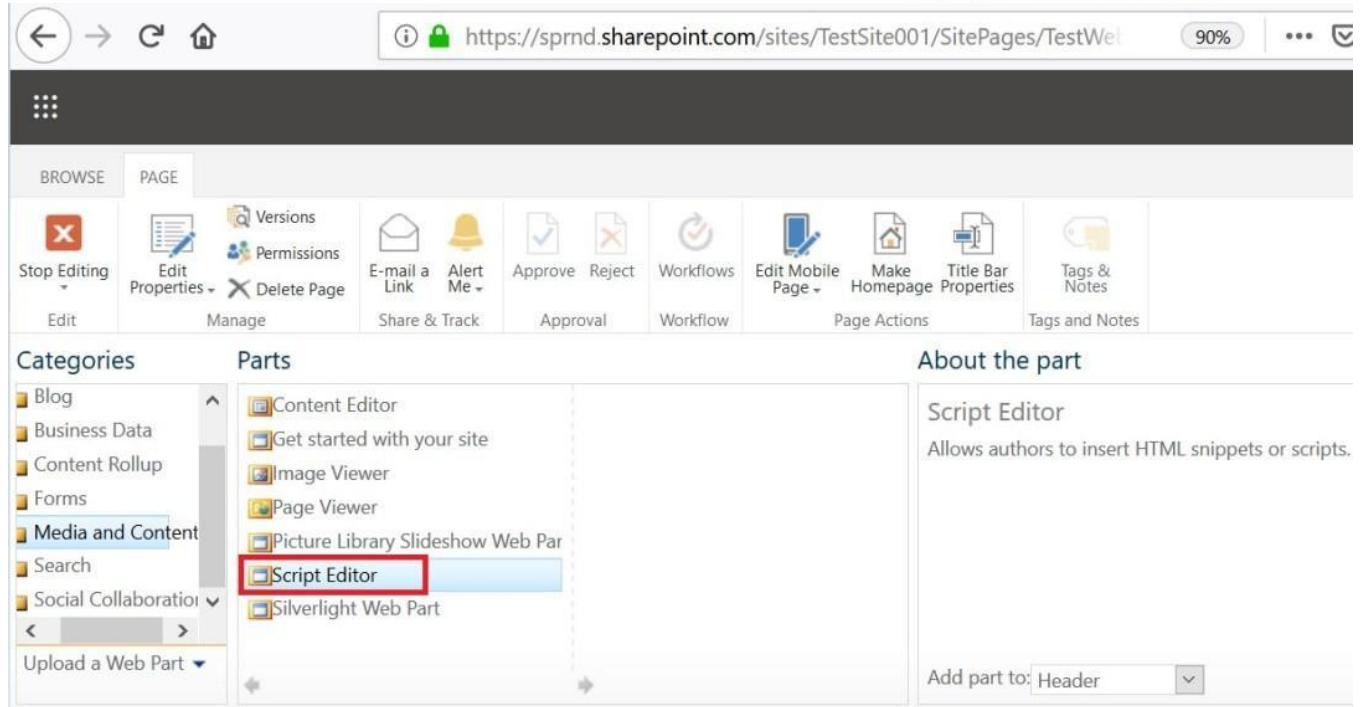
```
Set-SPOsite "https://sprnd.sharepoint.com/sites/TestSite001" -  
DenyAddAndCustomizePages 0
```

**Notes:**

- It should be your tenant domain account and your actual site.
- Here I have used my test trial tenant site.
- In Connect-SPOSERVICE pass your tenant admin URL
- In Set-SPOsite pass the site URL where you want to add the script editor web part.
- If your tenant admin account has MFA (multi factor authentication) enabled, you cannot execute this – to execute this script use the account which does not have MFA enabled.

Verify that script editor web part is available after executing the PowerShell Script:

After executing the above script – immediately we come to the same page – now we can see the script editor, content editor and many other web parts that were not there before the script execution under “Categories”:



The screenshot shows a SharePoint Online page in edit mode. The ribbon has 'BROWSE' and 'PAGE' tabs selected. The toolbar includes icons for Stop Editing, Edit Properties, Permissions, E-mail a Link, Alert Me, Approve, Reject, Workflows, Edit Mobile Page, Make Homepage, Title Bar Properties, and Tags & Notes. The left sidebar shows categories like Blog, Business Data, Content Rollup, Forms, Media and Content, Search, Social Collaboration, and an 'Upload a Web Part' section. The main area is titled 'About the part' and lists 'Script Editor' with a description: 'Allows authors to insert HTML snippets or scripts.' A red box highlights the 'Script Editor' item in the list.

Why does Microsoft not allow us to add the script editor web part by default?

Considering the utmost security – Microsoft does not recommend adding the custom script into the page. If we want to add any custom scripting into our SharePoint online page – we need to add these out through the SPFx framework.

If we skip the custom script enable setting and execute the above PowerShell command – will the script editor be available in the page?

Until a few days back I had the understanding that if we skip the custom script enable setting from admin center and just directly execute the above PowerShell command it will bring script editor immediately to the page, however, this is not true from my experiment – we must first enable the custom scripting from the admin center then we need to execute the above



PowerShell script, in order to bring the script editor stuff to be available in the page.

## Chapter 8: Manage hub sites in SharePoint Online from admin center

The introduction of hub sites is one of the major innovations of Microsoft in the area of modern SharePoint. Here in this chapter – we will learn in detail what exactly a hub site is and how to work with this efficiently.

### Introduction to hub site

These days hub sites, modern sites, and megamenu are buzzwords in the modern SharePoint world and hub sites are at the heart of all these – rather I would say hub site is a subset of SharePoint site administration or mini modern admin center with respect to site administration.

### What is a Hub Site in SharePoint online?

In simple words, we can say that the Hub Site is a collection of sites connected to a master site from where all connected sites can be navigated and managed. It has the following key attributes.

- Discover related content such as news and other site activities,
- Apply common navigation, branding and site structure across associated sites
- Search across all associated sites.

Example – let's say you are a project manager and managing multiple projects in SharePoint, .NET, and Java etc. And for these different types of projects, you have different site collections. Now, we want to maintain the

same look and feel for all the project sites and want to navigate through from one project site to another project site seamlessly and want to share the common news across all departments/project sites. Here, Hub Site is a way to go. We need to connect these site collections to a Hub site. In the coming section, we'll see how a site can be connected to a Hub Site.

## Hub Site architecture in SharePoint online

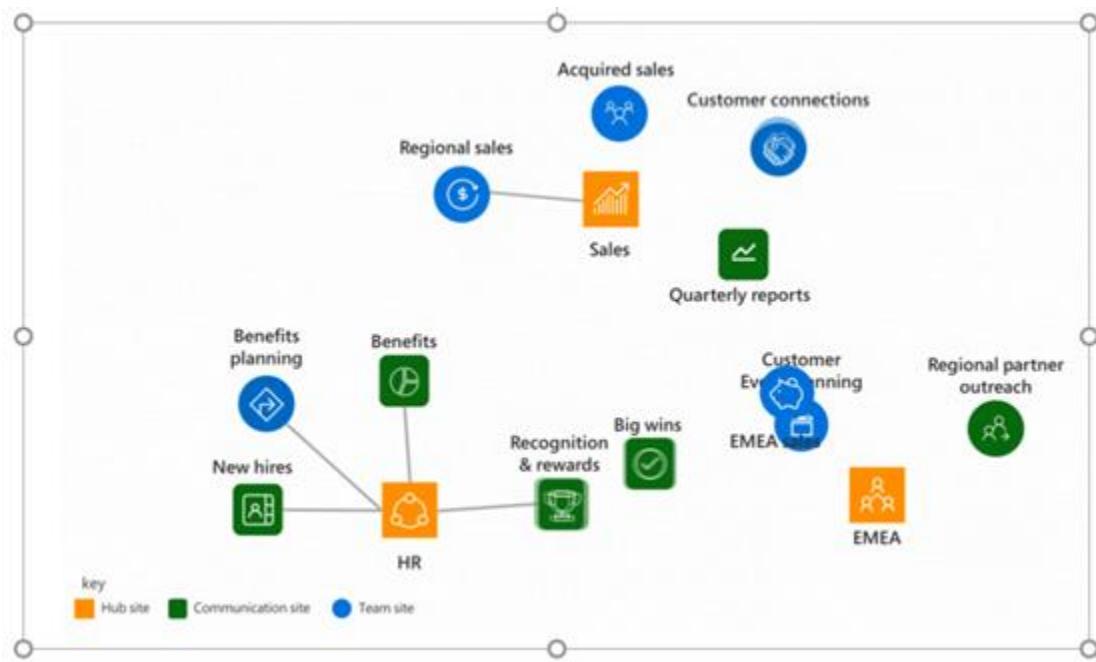


Image Source:

<https://docs.microsoft.com/en-us/sharepoint/sharepointonline/media/e1ac50b4-076b-4a3b-bc9e-cebcc2f0b20d.gif>

## Why Hub Site in SharePoint online?

For our above project sites scenario – if we want to achieve the same, we need to have a root site called Projects and under this, various subsites (SharePoint, .NET, Java etc.) which will form the nested architecture and this

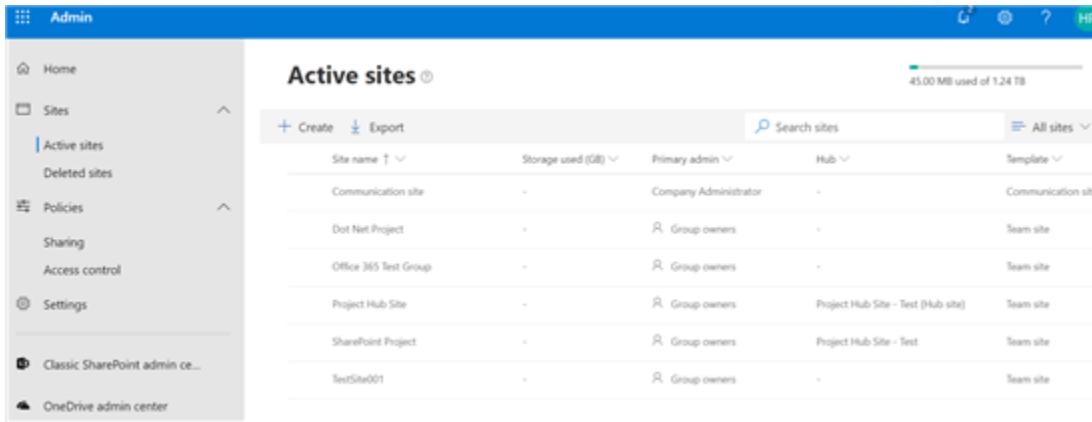
will lead to a bad user adoption experience when it comes to navigation. One other really big challenge – let's say we have 10 subsites and out of 10, in one subsite, we need to activate a feature (let's consider a publishing feature) which has a dependency with a site collection level feature, so first, we need to activate in the site collection level even though it's irrelevant for the other 9 subsites. As a result, for a site administrator, it is very difficult to manage. So, Microsoft has recommended using flat architecture, i.e., no subsites. We should adapt to create a new site collection for each requirement. Whether we like it or not, we are bound to adopt this fashion – let's say we have created an Office 365 group and immediately if we come to active sites pages in the modern admin center, we can see one modern new site has been created automatically with the Office 365 group name.

**Note:**

- Having said this, it does not mean that we cannot create a subsite – still, we can, but Microsoft does not recommend it.

#### How to create a Hub Site in SharePoint online?

Any active site can be designated as a Hub Site through the modern SharePoint Office 365 admin center or PnP command. Go to the modern SharePoint admin page and under site, click on Active Sites.

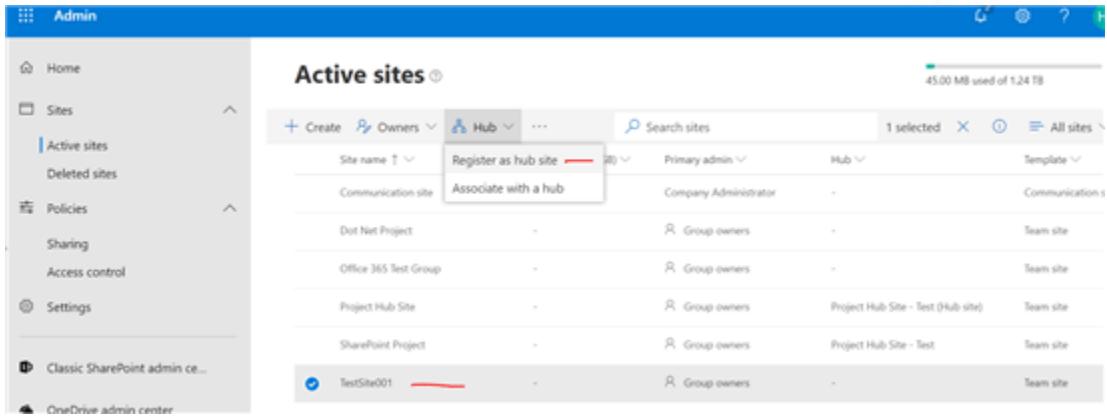


The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation menu with options like Home, Sites (Active sites selected), Policies, Sharing, Access control, Settings, Classic SharePoint admin center, and OneDrive admin center. The main area is titled "Active sites" and displays a list of sites. The columns include Site name, Storage used (GB), Primary admin, Hub (dropdown), and Template. The sites listed are: Communication site (Primary admin: Company Administrator, Hub: Communication site, Template: Communication site); Dot Net Project (Primary admin: Group owners, Hub: Team site, Template: Team site); Office 365 Test Group (Primary admin: Group owners, Hub: Team site, Template: Team site); Project Hub Site (Primary admin: Group owners, Hub: Project Hub Site - Test (Hub site), Template: Team site); SharePoint Project (Primary admin: Group owners, Hub: Project Hub Site - Test, Template: Team site); and TestSite001 (Primary admin: Group owners, Hub: Team site, Template: Team site).

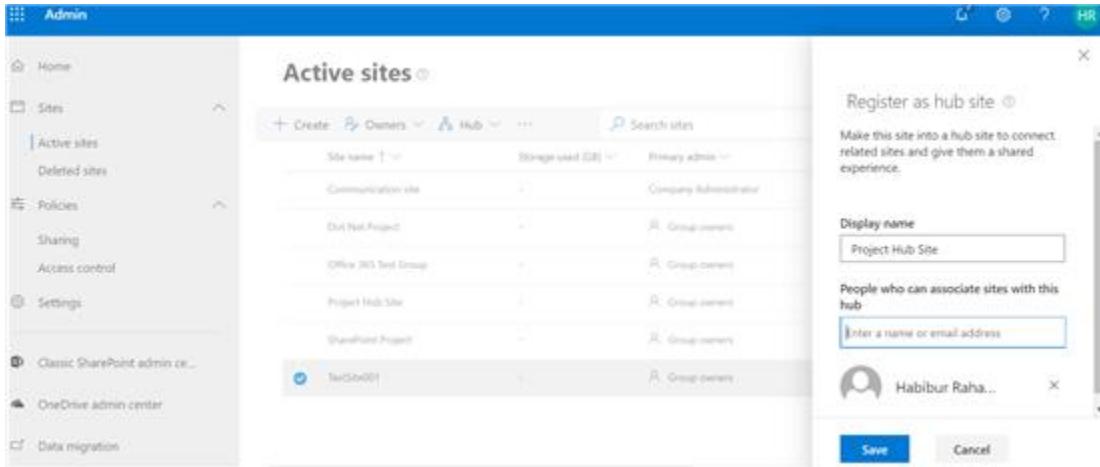
Now, we can see all available active sites out here – now planning to make “TestSite001” as a Hub Site. To do this, let’s follow the below steps.

1. Select the “TestSite001” radio button
2. Click on “Hub” drop-down list
3. Click on “Register as hub site”
4. Give the display name of the hub site and owner
5. Then, click the Save button

This will take some time to complete all the required settings.



The screenshot shows the SharePoint Admin Center's 'Active sites' page. On the left, there's a navigation menu with 'Admin' selected. Under 'Sites', 'Active sites' is also selected. In the center, a table lists several sites: 'Communication site', 'Dot Net Project', 'Office 365 Test Group', 'Project Hub Site', 'SharePoint Project', and 'TestSite001'. The 'Hub' dropdown menu is open, showing 'Register as hub site' and 'Associate with a hub'.



This screenshot shows the 'Register as hub site' dialog box. It contains instructions to make the site into a hub site to connect related sites. It has fields for 'Display name' (set to 'Project Hub Site') and 'People who can associate sites with this hub' (with a placeholder 'Enter a name or email address'). At the bottom are 'Save' and 'Cancel' buttons.

Now, a site has been configured as a "Hub Site".

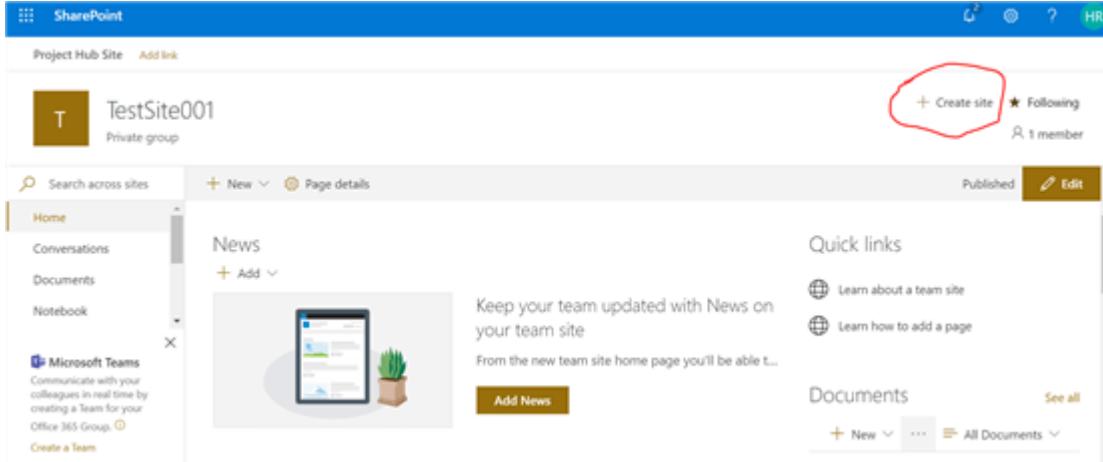
## Note

- In a tenant, we can have multiple Hub Sites (maximum 2000 sites)

How to add a Team site or communication site to the Hub Site?

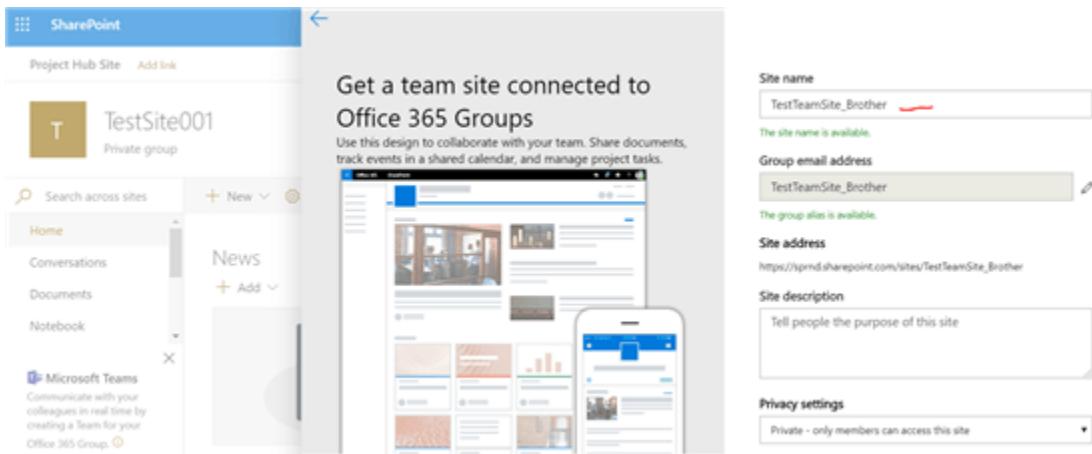
Adding a site to a Hub Site is like adding a brother and sister to an elder brother (i.e. Hub Site). Now, we'll see how a new and existing site can be

connected to a Hub Site. This is the homepage of the newly created Hub Site.



The screenshot shows the SharePoint Project Hub Site homepage. At the top right, there is a button labeled '+ Create site'. This button is circled in red. Below it, there is a status message 'Following' and 'A, 1 member'. The main content area displays a 'News' section with a placeholder image of a tablet and a potted plant. To the right, there is a 'Quick links' section with links to 'Learn about a team site' and 'Learn how to add a page'. Below that is a 'Documents' section with a 'See all' link and a 'New' button.

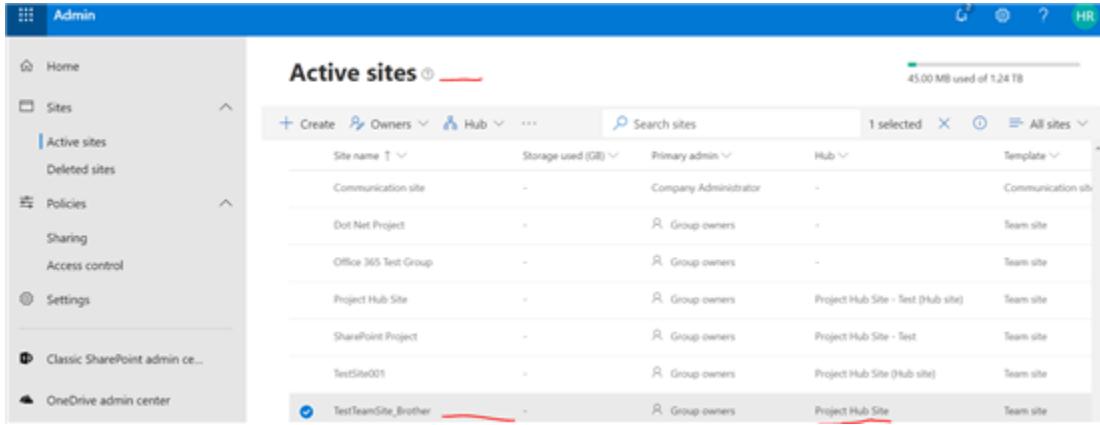
Click on '+Create site' button, then give the site name; For example, "TestTeamSite\_Brother" (we can give any name). Then, click the "Save" button.



The screenshot shows the '+ Create site' dialog box. It has a title 'Get a team site connected to Office 365 Groups'. The left side shows a preview of a SharePoint site with various content items like news and documents. On the right, there are input fields for creating a new site:

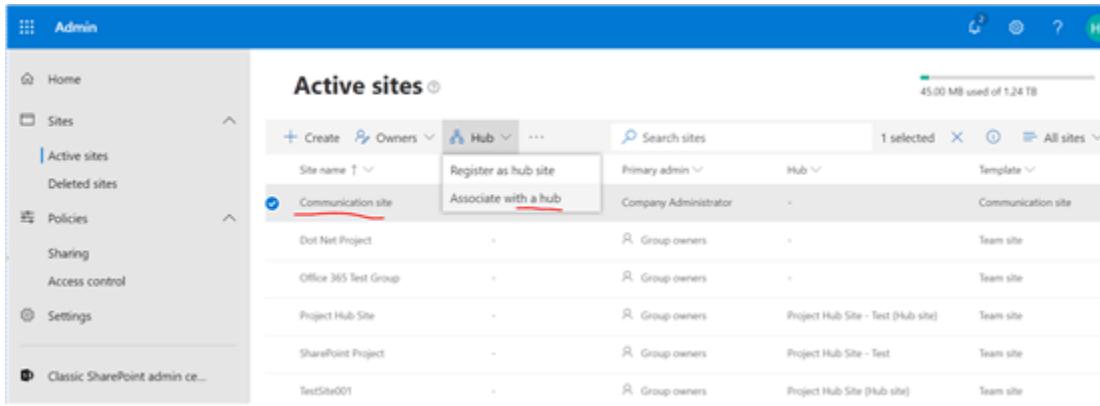
- Site name:** TestTeamSite\_Brother
- Group email address:** TestTeamSite\_Brother
- Site address:** https://spnd.sharepoint.com/sites/TestTeamSite\_Brother
- Site description:** Tell people the purpose of this site
- Privacy settings:** Private - only members can access this site

Now, we can see the wonder – come to the SharePoint modern admin homepage and go to the Active Sites screen. We can see the newly created Team site listed out here which is connected to the Hub – Project “Hub Site”.



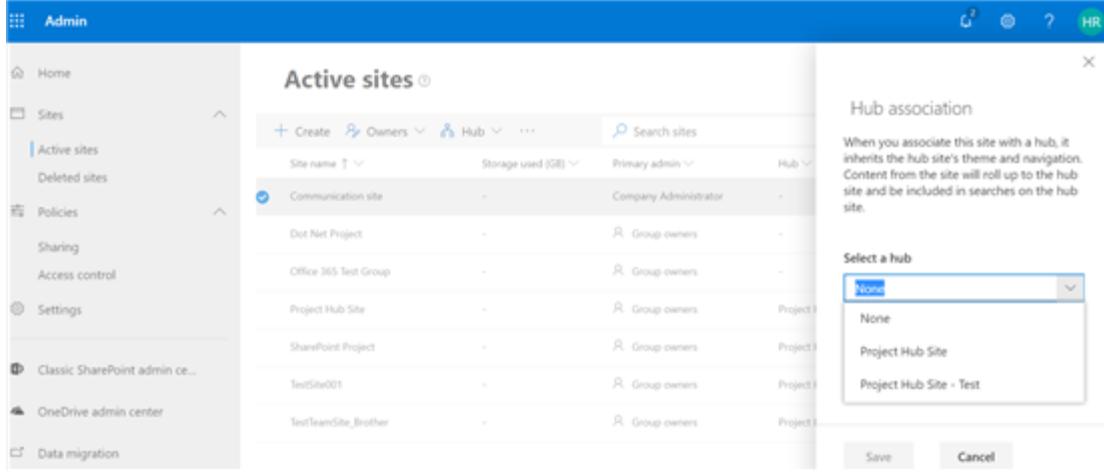
Site name	Storage used (GB)	Primary admin	Hub	Template
Communication site	-	Company Administrator	-	Communication site
Dot Net Project	-	R. Group owners	-	Team site
Office 365 Test Group	-	R. Group owners	-	Team site
Project Hub Site	-	R. Group owners	Project Hub Site - Test (Hub site)	Team site
SharePoint Project	-	R. Group owners	Project Hub Site - Test	Team site
TestSite001	-	R. Group owners	Project Hub Site (Hub site)	Team site
<b>TestTeamSite_Brother</b>	-	R. Group owners	<b>Project Hub Site</b>	Team site

Another way is, we can connect any existing site to a hub site. Let's do that – select the particular existing site, radio button and from the Hub menu, click on “Associate with a Hub” link.



Site name	Primary admin	Hub	Template
Communication site	Company Administrator	-	Communication site
Dot Net Project	R. Group owners	-	Team site
Office 365 Test Group	R. Group owners	-	Team site
Project Hub Site	R. Group owners	Project Hub Site - Test (Hub site)	Team site
SharePoint Project	R. Group owners	Project Hub Site - Test	Team site
TestSite001	R. Group owners	Project Hub Site (Hub site)	Team site

Select the Hub Site from the dropdown list and click on the Save button. This will take some time to do the all required configuration.



The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation menu with options like Home, Sites (Active sites selected), Policies, Sharing, Access control, Settings, Classic SharePoint admin center, OneDrive admin center, and Data migration. The main area is titled 'Active sites' and lists several sites: Communication site, Dot Net Project, Office 365 Test Group, Project Hub Site, SharePoint Project, TestSite001, and TestTeamSite\_Brother. Each site has columns for Site name, Storage used (GB), Primary admin, and Hub. A modal dialog titled 'Hub association' is open over the list, explaining that associating a site with a hub allows it to inherit the hub's theme and navigation, and its content will roll up to the hub site. It includes a dropdown menu labeled 'Select a hub' with options 'None', 'Project Hub Site', and 'Project Hub Site - Test'. At the bottom of the modal are 'Save' and 'Cancel' buttons.

## Some key features or use cases of Hub Sites.

Below are some key features of Hub sites:

- Shared navigation
- Search across the hub
- News roll-up
- Associated sites
- Highlighted content
- Events

How to create a new hub site using PowerShell?

```
Connect-PnPOnline -SPOManagementShell
New-PnPsite -Type TeamSite
    -title "Contoso marketing division"
    -alias "marketing"
```

-Description "Main site for collaboration for marketing teams at Contoso"

Register a site as a hub site by using the Register-SPOHubSite cmdlet:

```
Register-SPOHubSite -Site https://contoso.sharepoint.com/sites/marketing
```

Set permissions for specific users: SPOHubSiteRights

```
Grant-SPOHubSiteRights -Identity  
https://contoso.sharepoint.com/sites/marketing -Principals  
"nestorw@contoso" -Rights Join
```

Associate multiple sites to a hub site: Import-Csv to Add-PnPHubSiteAssociation

Using the below PnP PowerShell, we can add or register multiple sites to a hub site by importing the sites CSV file.

```
$mySitesCSV = Import-Csv -Path "C:\temp\MySitesToAssociate.csv"  
$myHubsite = "https://" <tenantname> ".sharepoint.com/sites/TestHubSite"  
  
foreach ($oneSite in $mySitesCSV)  
{  
    Add-PnPHubSiteAssociation -Site $oneSite.SiteUrl -HubSite $myHubsite  
}
```

## Manage hub site report in SharePoint Online

Many times, SharePoint Online administrator needs to export all hub sites along with all associated sites from tenants.

So, in this section, we will learn about how to retrieve hub sites and associated sites using PnP PowerShell and Office 365 admin center URL.

First, we will see how we can export hub site reports using PnP PowerShell, then we will see the traditional way; i.e., from office 365 admin center UI we can export hub site reports.

PnP PowerShell script to get all sites connected to a hub site:

Using the below PnP PowerShell, we will generate the following reports:

- Using PnP PowerShell gets all associated or connected sites to a particular hub site.
- Get master report for all sites and their hub sites from the SharePoint online tenant.

### **Script to get hub sites report from SharePoint Online Tenant:**

```
CLS
$userName = "Global-
sharepoint2019@globalsharepoint2019.onmicrosoft.com"
$passWord = "YourPassWord"
$encPassWord = convertto-securestring -String $passWord -AsPlainText -
Force
$cred = new-object -typename
System.Management.Automation.PSCredential -argumentlist $userName,
$encPassWord

Connect-PnPOnline -Url "https://globalsharepoint2019-
admin.sharepoint.com/" -Credentials $cred

#Getting the hub site id for which we want to generate the report - those
are connected to this hub site.
$hubSiteURL="https://globalsharepoint2019.sharepoint.com/sites/SPHubSit
e"
$hubSite = Get-PnPTenantSite $hubSiteURL
$hubSiteId = $hubSite.HubSiteId
```

```

write-host " #####Generating sites connected a single hub site
report#####: " -BackgroundColor DarkGreen
write-host "Hub Site URL: " $hubSiteURL

$associatedSites = @()

#Get all sites associated to the hub site(in the above hub site)
$sitesTenant = Get-PnPTenantSite -Detailed
$sitesTenant | select url | % {$oneSite = Get-PnPTenantSite $_.url

if($oneSite.hubsiteid -eq $hubSiteId)
{

    write-host "Associated Site URL: " $oneSite.url

    $associatedSiteObject = New-Object PSObject
    $associatedSiteObject | Add-Member -MemberType NoteProperty -name
"Hub Site URL" -value $hubSiteURL
    $associatedSiteObject | Add-Member -MemberType NoteProperty -name
"Hub Site ID" -value $hubSiteId
    $associatedSiteObject | Add-Member -MemberType NoteProperty -Name
"Associated Site URL" -value $oneSite.Url
    $associatedSiteObject | Add-Member -MemberType NoteProperty -name
"Associated Site Status" -value $oneSite.Status

#Add the object with property to an Array
$associatedSites += $associatedSiteObject

}
}

#Export the site array collection to a CSV file
$associatedSites | Export-CSV
"C:\Temp\GetAllSitesAssociatedInHubSites\SitesConnectedToSingleHubSiteR
eprot.csv" -NoTypeInformation
write-host " #####Generating sites connected a single hub site report-
ends here#####: " -BackgroundColor DarkYellow

```



```
#####The below script will list down all hub sites and their associated connected sites in the tenant#####
write-host "-----"
-----"

write-host " #####Generating master hub sites along with connected sites report for the tenant. #####:" -BackgroundColor DarkGreen

$hubSites=Get-PnPHubSite
$associatedSites = @()
foreach($oneHubSite in $hubSites)
{
    $test=$oneHubSite;
    write-host "Hub Site URL: " $oneHubSite.SiteUrl

    $hubSite = Get-PnPNTenantSite $oneHubSite.SiteUrl;
    $hubSiteId = $hubSite.HubSiteId

#Get all sites associated to the hub site(in the above hub site)
$sitesTenant = Get-PnPNTenantSite -Detailed
$sitesTenant | select url | % {$oneSite = Get-PnPNTenantSite $_.url

if($oneSite.hubsiteid -eq $hubSiteId)
{
    write-host "Associated Site URL: " $oneSite.url
    $asscoiatedSiteObject = New-Object PSObject

    $asscoiatedSiteObject | Add-Member -MemberType NoteProperty -name "Hub Site URL" -value $oneHubSite.SiteUrl
    $asscoiatedSiteObject | Add-Member -MemberType NoteProperty -name "Hub Site ID" -value $oneHubSite.ID
    $asscoiatedSiteObject | Add-Member -MemberType NoteProperty -Name "Associated Site URL" -value $oneSite.Url
    $asscoiatedSiteObject | Add-Member -MemberType NoteProperty -name "Associated Site Status" -value $oneSite.Status
}
```

```

#Add the object with property to an Array
$associatedSites += $assoccatedSiteObject

}

}

}

#Export the site array collection to a CSV file
$associatedSites | Export-CSV
"C:\Temp\GetAllSitesAssociatedInHubSites\SitesConnectedToHubSiteReprotForTenant.csv" -NoTypeInformation
write-host "##### Generating master hub sites along with connected sites report for the tenant ends here #####:" -BackgroundColor DarkYellow

#####The below script will list down all hub sites and their associated connected sites in the tenant - ends here#####

```

PnP PowerShell script to get all sites connected to hub site: Test

### **Description about the above script:**

Using the above script, we can generate the report like what sites are connected to a particular hub site – meaning, sometimes the SharePoint online administrator needs to get the details about all associated sites for the given hub site, in this case the above script will help us. For example, if we want to know about which are the sites connected or associated to the below hub site, we can get to know it using the above script.

[https://globalsharepoint2019.sharepoint.com/sites/SPHubSite"](https://globalsharepoint2019.sharepoint.com/sites/SPHubSite)

Another scenario is, many times the SharePoint online administrator needs to get the details of associated sites that are connected to hub sites – meaning, from tenant level we need to get the detail about all hub sites and their connected or associated sites – then the above script will help us.

To be more concise, in a tenant there will be many hub sites and normal sites – as a rule of thumb of hub site architecture, normal sites will be connected to the hub sites, so – if we want to get the details about the hub site and associated site relationship table, we can use this script.

```

Untitled1.ps1  GetAllSitesAssociatedInHubSites.ps1 X
78 $associatedSiteObject Add-Member -MemberType NoteProperty -Name "Hub Site URL" -Value $oneHubSite.SiteUrl
79 $associatedSiteObject Add-Member -MemberType NoteProperty -Name "Hub Site ID" -Value $oneHubSite.ID
80 $associatedSiteObject Add-Member -MemberType NoteProperty -Name "Associated Site URL" -Value $oneSite.Url
81 $associatedSiteObject Add-Member -MemberType NoteProperty -Name "Associated Site Status" -Value $oneSite.Status
82
83
84 #Add the object with property to an Array
85 $associatedSites += $associatedSiteObject
86
87 }
88
89
90
91
92
93 Export the site array collection to a CSV file
94 $associatedSites | Export-Csv "C:\Temp\GetAllSitesAssociatedInHubSites\SitesConnectedToHubSiteReportForTenant.csv" -NoTypeInformation
95 ##### Generating master hub sites along with connected sites report for the tenant ends here #####
96
97 #####The below script will list down all hub sites and their associated connected sites in the tenant - ends here#####
98
99
100 ######Generating sites connected a single hub site report#####
101 Hub Site URL: https://globalsharepoint2019.sharepoint.com/sites/SPHubSite
102 Associated Site URL: https://globalsharepoint2019.sharepoint.com/
103 Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SharePointMigrationTeam
104 Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SharePointRND
105 Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SPHubSite
106 ######Generating sites connected a single hub site report- ends here#####
107
108 ######Generating master hub sites along with connected sites report for the tenant. #####
109 Hub Site URL: https://globalsharepoint2019.sharepoint.com/sites/SPHubSite
110 Associated Site URL: https://globalsharepoint2019.sharepoint.com/
111 Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SharePointMigrationTeam
112 Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SharePointRND
113 Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SPHubSite
114 Hub Site URL: https://globalsharepoint2019.sharepoint.com/sites/SPHubSite2
115 Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SPHubSite2
116 Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/TestSite1
117 Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/TestSite2
118 ###### Generating master hub sites along with connected sites report for the tenant ends here #####
119
120 PS C:\Windows\system32>

```

Let's see the exported hub sites report – how does it look like?

Master report for all hub sites in the SharePoint online tenant:

A	B	C	D
1 Hub Site URL	Hub Site ID	Associated Site URL	Associated Site Status
2 https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	982470b1-d5	https://globalsharepoint2019.sharepoint.com/	Active
3 https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	982470b1-d5	https://globalsharepoint2019.sharepoint.com/sites/SharePointMigrationTeam	Active
4 https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	982470b1-d5	https://globalsharepoint2019.sharepoint.com/sites/SharePointRND	Active
5 https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	982470b1-d5	https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	Active
6 https://globalsharepoint2019.sharepoint.com/sites/SPHubSite2	0f73fa40-2fd	https://globalsharepoint2019.sharepoint.com/sites/SPHubSite2	Active
7 https://globalsharepoint2019.sharepoint.com/sites/SPHubSite2	0f73fa40-2fd	https://globalsharepoint2019.sharepoint.com/sites/TestSite1	Active
8 https://globalsharepoint2019.sharepoint.com/sites/SPHubSite2	0f73fa40-2fd	https://globalsharepoint2019.sharepoint.com/sites/TestSite2	Active
9			

All associated sites connected to a single hub site report.

A	B	C	D
1 Hub Site URL	Hub Site ID	Associated Site URL	Associated Site Status
2 https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	982470b1-d5	https://globalsharepoint2019.sharepoint.com/	Active
3 https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	982470b1-d5	https://globalsharepoint2019.sharepoint.com/sites/SharePointMigrationTeam	Active
4 https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	982470b1-d5	https://globalsharepoint2019.sharepoint.com/sites/SharePointRND	Active
5 https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	982470b1-d5	https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	Active
6			
7			
8			
9			
10			

View all sites that are connected to a hub site using SharePoint admin center URL (UI):

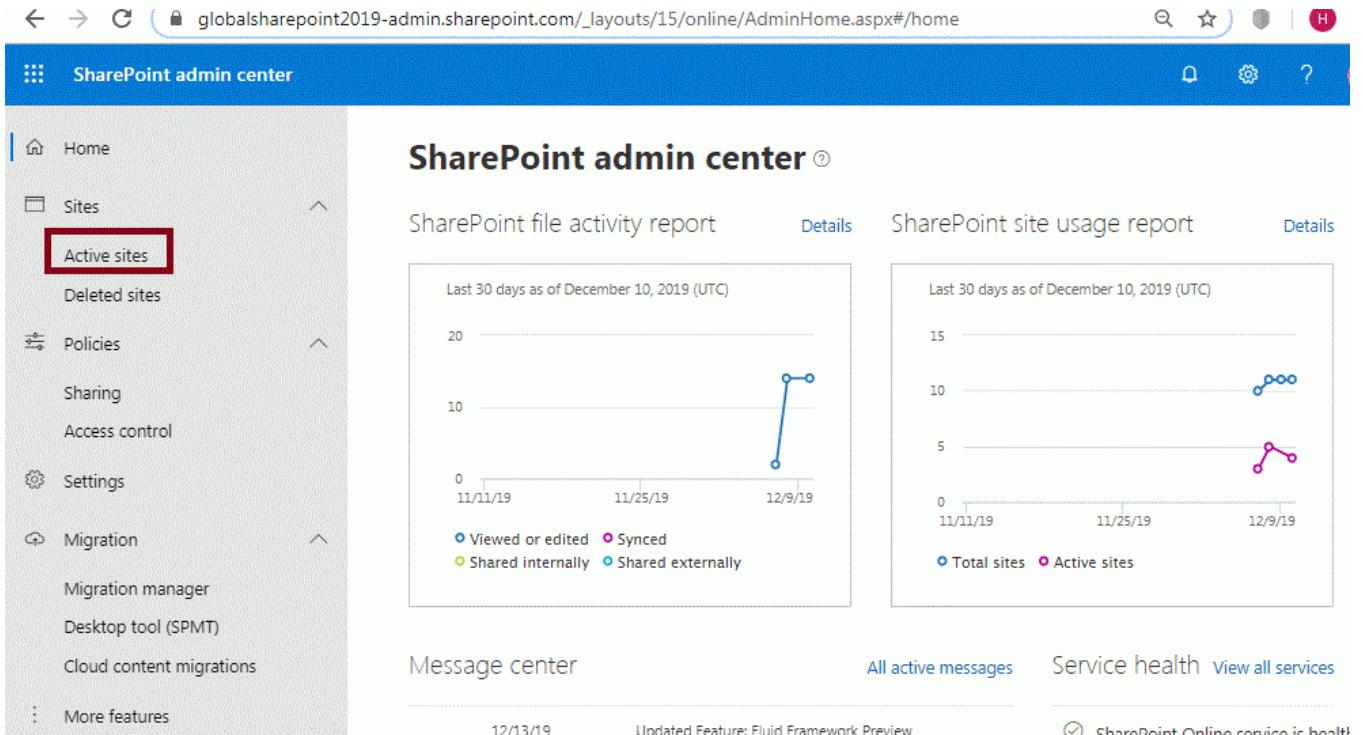
We need to generate a view to list down the hub site report using the hub site association.

Login to SharePoint admin center URL.

Syntax: <https://tenant-admin.sharepoint.com>

Example: <https://globalsharepoint2019-admin.sharepoint.com/>

If we navigate to SharePoint online admin center URL, we will get the below SharePoint admin center page. Then we need to click on the “Active Sites” link from the left-side panel.



The screenshot shows the SharePoint Admin Center interface. The left sidebar has a 'Sites' section with 'Active sites' highlighted by a red box. Other options include 'Deleted sites', 'Policies', 'Sharing', 'Access control', 'Settings', 'Migration' (with 'Migration manager' and 'Desktop tool (SPMT)'), 'Cloud content migrations', and 'More features'. The main content area is titled 'SharePoint admin center'. It features two line charts: 'SharePoint file activity report' and 'SharePoint site usage report', both covering the last 30 days as of December 10, 2019 (UTC). Below the charts are links for 'Message center', 'All active messages', 'Service health', and 'View all services'. At the bottom, there's a note about 'Fluid Framework Preview' and a status indicator for 'SharePoint Online service is healthy'.

Then from the “**Active sites**” dashboard click on “**Hub**” -> Filter by Hub -> then select your hub site – this will list down all sites that are connected to that particular hub site.

For an example – I have selected my hub site “**SP Hub Site**”

globalsharepoint2019-admin.sharepoint.com/\_layouts/15/online/AdminHome.aspx#/siteManagement

SharePoint admin center

Active sites

17.00 MB used of 1.24 TB

	Create	Export	Search sites	All sites
Primary admin	Hub	Template	Last activity (UTC)	Date created
5cb08d3e-d093-4f80-b901-fd...	<b>Filter by Hub</b>	(Empty)	12/10/19	12/5/19, 9
Group owners	Customize columns	SP Hub Site	-	12/13/19,
Group owners	SP Hub Site	Team site	12/10/19	12/7/19, 7
Group owners	SP Hub Site	Team site	12/10/19	12/7/19, 9
Group owners	SP Hub Site (Hub site)	Team site	-	12/13/19,

Home

Sites

- Active sites
- Deleted sites

Policies

- Sharing
- Access control

Settings

Migration

- Migration manager
- Desktop tool (SPMT)
- Cloud content migrations

More features

Now – we can see all sites that are connected to the hub site “SP Hub Site”

globalsharepoint2019-admin.sharepoint.com/\_layouts/15/online/AdminHome.aspx#/siteManagement

SharePoint admin center

Active sites

17.00 MB used of 1.24 TB

	Create	Export	Search sites	All sites *
Site name ↑	URL	Primary admin	Hub	
Communication site	https://globalsharepoint2019.share...	5cb08d3e-d093-4f80-b901-fd...	SP Hub Site	
SharePoint Migration Team	.../sites/SharePointMigrationTeam	Group owners	SP Hub Site	
SharePoint RND	.../sites/SharePointRND	Group owners	SP Hub Site	
SP Hub Site	.../sites/SPHubSite	Group owners	SP Hub Site (Hub site)	

Home

Sites

- Active sites
- Deleted sites

Policies

- Sharing
- Access control

Settings

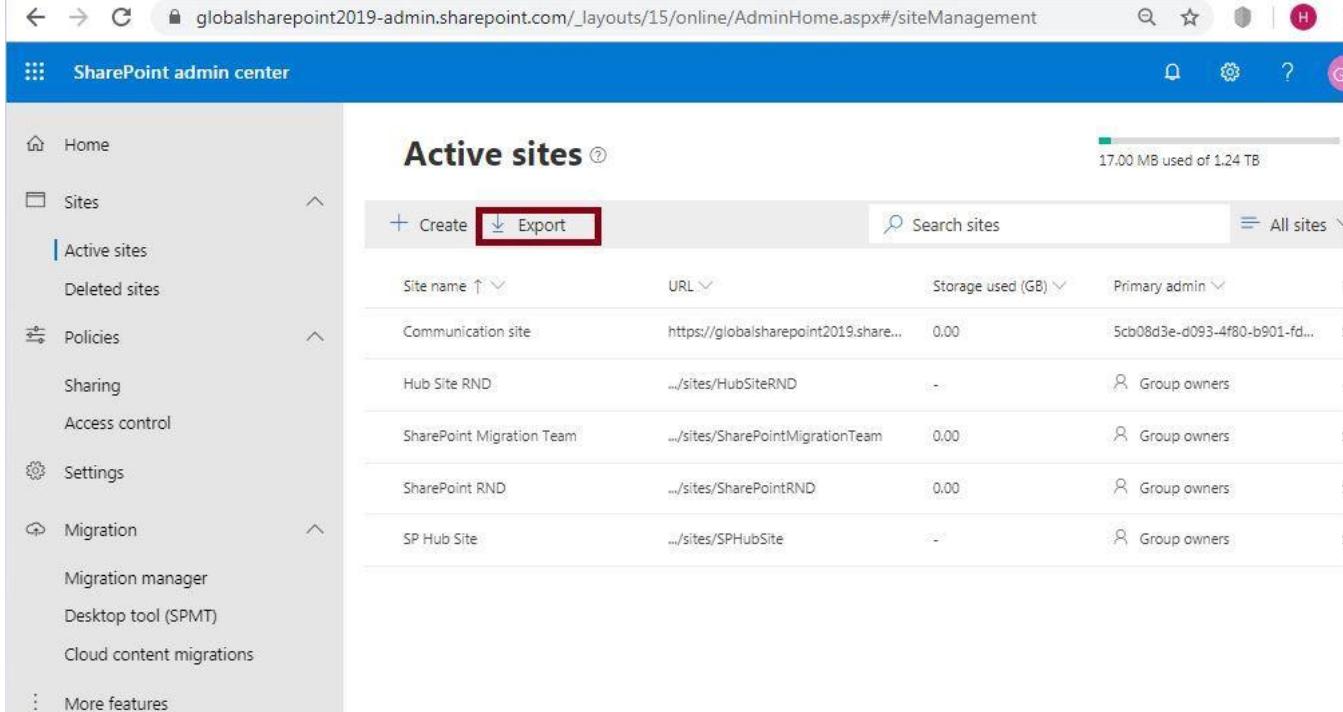
Migration

- Migration manager
- Desktop tool (SPMT)
- Cloud content migrations

Similarly, we can export this report in a csv file, and we can filter that site report file from the local excel to have a list of all the sites that are part of the same Hub.

To do this we need to follow the below steps:

From the “**Active sites**” dashboard click on the “**Export**” button. This will export all SharePoint online sites in a csv file to your local download folder.



The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation menu with options like Home, Sites (Active sites selected), Policies, Sharing, Access control, Settings, Migration, Migration manager, Desktop tool (SPMT), Cloud content migrations, and More features. The main content area is titled "Active sites" and displays a list of sites. The columns include Site name, URL, Storage used (GB), and Primary admin. There are buttons for Create and Export at the top of the list. The Export button is highlighted with a red box. A progress bar at the top right indicates "17.00 MB used of 1.24 TB".

Site name ↑	URL	Storage used (GB)	Primary admin
Communication site	https://globalsharepoint2019.share...	0.00	5cb08d3e-d093-4f80-b901-fd...
Hub Site RND	.../sites/HubSiteRND	-	Group owners
SharePoint Migration Team	.../sites/SharePointMigrationTeam	0.00	Group owners
SharePoint RND	.../sites/SharePointRND	0.00	Group owners
SP Hub Site	.../sites/SPHubSite	-	Group owners

We will get the active sites report as below – from there we can filter as per our need.

A6	SP Hub Site		
A	B	C	D
1 "Title"	SiteUrl	Siteld	LastActivit
2 Communication site	<a href="https://globalsharepoint2019.sharepoint.com">https://globalsharepoint2019.sharepoint.com</a>	{73B81874-3369-4D61-B14C-A585A9888E3}	12/9/2019
3 Hub Site RND	<a href="https://globalsharepoint2019.sharepoint.com/sites/HubSiteRND">https://globalsharepoint2019.sharepoint.com/sites/HubSiteRND</a>	{2337C193-6768-49E1-8961-D7469E2FBF9C}	
4 SharePoint Migration Team	<a href="https://globalsharepoint2019.sharepoint.com/sites/SharePointMigrationTeam">https://globalsharepoint2019.sharepoint.com/sites/SharePointMigrationTeam</a>	{A3DE7942-1C9E-4062-B539-51D99B46AED7}	12/9/2019
5 SharePoint RND	<a href="https://globalsharepoint2019.sharepoint.com/sites/SharePointRND">https://globalsharepoint2019.sharepoint.com/sites/SharePointRND</a>	{507C6FFD-C07A-4E1C-9932-9D142912C2F3}	12/9/2019
6 SP Hub Site	<a href="https://globalsharepoint2019.sharepoint.com/sites/SPHubSite">https://globalsharepoint2019.sharepoint.com/sites/SPHubSite</a>	{982470B1-D9B1-40CB-AAB4-68548CAD51C7}	
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34			

Sites\_20191214063036307 /

## Chapter 9: Workflow Report from SharePoint Online tenant

Many times, SharePoint online administrators will have a need to extract all workflows from all the sites in tenant. It is very difficult to get those reports manually.

So, using the below PowerShell CSOM and PnP script we can get the workflow report from the SharePoint Online tenant.

This script will scan through all the sites in a tenant and will export all workflows associated with the lists into a CSV file.

Export all workflows from SharePoint Online Tenant using PowerShell CSOM:

Using the below PowerShell CSOM code, we can export or get all workflows from the SharePoint Online tenant:

```
Import-Module Microsoft.Online.SharePoint.PowerShell -  
DisableNameChecking  
#Load SharePoint CSOM Assemblies  
#Add-Type -Path "C:\Program Files\Common Files\Microsoft Shared\Web  
Server Extensions\16\ISAPI\Microsoft.SharePoint.Client.dll"  
#Add-Type -Path "C:\Program Files\Common Files\Microsoft Shared\Web  
Server Extensions\16\ISAPI\Microsoft.SharePoint.Client.Runtime.dll"  
cls  
$fileName = "Tenant_workflow_Report" #'yyyyMMddhhmm  yyyyMMdd  
$enddate = (Get-Date).ToString("yyyyMMddhhmmss")  
#$filename = $enddate + '_VMReport.doc'  
$logFileName = $fileName + "_" + $enddate + "_Log.txt"  
$invocation = (Get-Variable MyInvocation).Value  
$directoryPath = Split-Path $invocation.MyCommand.Path
```

```

$directoryPathForLog=$directoryPath+"\\"+"LogFiles"
if(!(Test-Path -path $directoryPathForLog))
{
    New-Item -ItemType directory -Path $directoryPathForLog
    #Write-Host "Please Provide Proper Log Path" -ForegroundColor Red
}

#$logPath = $directoryPath + "\\" + $logFileName
$logPath = $directoryPathForLog + "\\" + $logFileName
$isLogFileCreated = $False

#DLL location

$directoryPathForDLL=$directoryPath+"\\"+"Dependency Files"
if(!(Test-Path -path $directoryPathForDLL))
{
    New-Item -ItemType directory -Path $directoryPathForDLL
    #Write-Host "Please Provide Proper Log Path" -ForegroundColor Red
}

#DLL location

$clientDLL=$directoryPathForDLL+"\\"+"Microsoft.SharePoint.Client.dll"
$clientDLRuntime=$directoryPathForDLL+"\\"+"Microsoft.SharePoint.Client.
dll"

Add-Type -Path $clientDLL
Add-Type -Path $clientDLRuntime

#File Download location

$directoryPathForFileDialogLocation=$directoryPath+"\\"+"Download
Workflow Details"
if(!(Test-Path -path $directoryPathForFileDialogLocation))
{
}

```

```

New-Item -ItemType directory -Path
$directoryPathForFileDownloadLocation
    #Write-Host "Please Provide Proper Log Path" -ForegroundColor Red
}

```

#File Download location

```

function Write-Log([string]$logMsg)
{
    if(!$isLogFileCreated){
        Write-Host "Creating Log File..."
        if(!(Test-Path -path $directoryPath))
        {
            Write-Host "Please Provide Proper Log Path" -ForegroundColor Red
        }
        else
        {
            $script:isLogFileCreated = $True
            Write-Host "Log File ($logFileName) Created..."
            [string]$logMessage = [System.String]::Format("[$(Get-Date)] - {0}", $logMsg)
            Add-Content -Path $logPath -Value $logMessage
        }
    }
    else
    {
        [string]$logMessage = [System.String]::Format("[$(Get-Date)] - {0}", $logMsg)
        Add-Content -Path $logPath -Value $logMessage
    }
}

```

#Object array to hold workflow details.

\$WorkflowDetailsForSPOSite=@()

#The below function will read all workflows from a site and return the array output.

## Function Get-WorkflowAssociationsDeatilsForEachSiteInTenant()

```
{
```

```
param
```

```
(
```

```
    [Parameter(Mandatory=$true)] [string] $SPOSiteURL,
    [Parameter(Mandatory=$true)] [string] $UserName,
    [Parameter(Mandatory=$true)] [string] $Password
)
```

```
Try
```

```
{
```

```
    $securePassword= $Password | ConvertTo-SecureString -AsPlainText -Force
```

```
#Setup the Context
```

```
$context = New-Object
```

```
Microsoft.SharePoint.Client.ClientContext($SPOSiteURL)
```

```
$context.Credentials = New-Object
```

```
Microsoft.SharePoint.Client.SharePointOnlineCredentials($UserName, $securePassword)
```

```
$web = $context.Web
```

```
$context.Load($web)
```

```
$context.Load($web.Webs)
```

```
$context.executeQuery()
```

*#Check if any sub site is available in the site.*

```
if ($web.Webs.Count -ne 0)
```

```
{
```

```
    foreach ($subweb in $web.Webs)
```

```
{
```

```
        Get-WorkflowAssociationsDeatilsForEachSiteInTenant -  
SPOSiteURL $subweb.url -UserName $userName -Password $password  
    }
```

*#Loading all lists for the particular site.*

```
$context.Load($web.Lists)
```

```

$context.ExecuteQuery()

foreach($list in $web.Lists)
{
    $context.Load($list.WorkflowAssociations)
    $context.ExecuteQuery()

    foreach($wfAssociation in $list.WorkflowAssociations)
    {
        if($wfAssociation.name -notlike "*Previous Version*")
        {
            $row=new-object PSObject
            add-Member -inputObject $row -memberType NoteProperty -name "Site Title" -Value $web.Title
            add-Member -inputObject $row -memberType NoteProperty -name "Site URL" -Value $web.Url
            add-Member -inputObject $row -memberType NoteProperty -name "List Title" -Value $list.Title
            add-Member -inputObject $row -memberType NoteProperty -name "Workflow Name" -Value $wfAssociation.Name
            add-Member -inputObject $row -memberType NoteProperty -name "Workflow Type" -Value "SharePoint List"
            $WorkflowDetailsForSPOSite+=$row
        }
    }
}

return $WorkflowDetailsForSPOSite

}

catch
{
    write-host "Error: $($_.Exception.Message)" -foregroundcolor Red
    $ErrorMessage = $_.Exception.Message + "in exporting workflow details!"
    Write-Host $ErrorMessage -BackgroundColor Red
    Write-Log $ErrorMessage
}
}

```

```

#Parameters
#$siteURL="https://globalsharepoint2019.sharepoint.com/sites/ModernTea
mSiteTestByPnP"
$adminUrl = "https://globalsharepoint2019-admin.sharepoint.com/"
$downloadLocation=$directoryPathForFileDownloadLocation +"\\"+
"SPOTenantWorkflowReport.csv"
$userName = "YourSPOUserName"
$password = "YourSPOPassWord"
$securePassword= $password | ConvertTo-SecureString -AsPlainText -Force

#Parameters ends here.

$SecurePassword = $Password | ConvertTo-SecureString -AsPlainText -
Force
$Credentials = New-Object -TypeName
System.Management.Automation.PSCredential -argumentlist $userName,
$SecurePassword

#Import-Module Microsoft.Online.SharePoint.PowerShell -
DisableNameChecking
#Retrieve all site collection infos
#Connect-SPOSERVICE -Url $AdminUrl -Credential $Credentials
#$sites = Get-SPOSite

Connect-PnPOnline -Url $adminUrl -Credentials $Credentials

$allTenantSites=Get-PnPTenantSite

#Get-WorkflowAssociationsDeatilsForEachSiteInTenant -SPOSiteURL
$siteURL -UserName $userName -Password $password | Export-Csv
$downloadLocation

if($allTenantSites.Count -gt 0)
{
    $finalWorkflowReport =foreach($oneSite in $allTenantSites)
    {

```

```
Get-WorkflowAssociationsDeatilsForEachSiteInTenant -SPOSiteURL
$oneSite.URL -UserName $userName -Password $password

}

$finalWorkflowReport | Export-Csv $downloadLocation -NoTypeInformation

}
```

Write-host "All workflows have been exported Successfully from the SharePoint Online Tenant." -BackgroundColor Green

Description about the export workflow report code:

- We must use the "**Get-PnPTenantSite**" to get all sites from the tenant, the other command "**Get-PnPsite**", if we use this, it will give only the tenant admin site URL, like below:

```
PS C:\windows\system32> Get-PnPsite
url                                         compatibilityLevel
---                                         -----
https://globalsharepoint2019-admin.sharepoint.com          15
|
PS C:\windows\system32>
```

- Similarly, in order to get all sites from the tenant, we can use the "**Get-SPOSite**" command as well. However, if you have .net framework mismatch version installed in your PowerShell – this command will not work, we will get an error like "**Connect-SPOService : Method not found: '!!0[] System.Array.Empty()'**"

```
PS C:\windows\system32> Get-SPOSite
Get-SPOSite : Method not found: '!!0[] System.Array.Empty()'.

At line:1 char:1
+ Get-SPOSite
+ ~~~~~
+ CategoryInfo          : NotSpecified: () [Get-SPOSite], MissingMethodException
+ FullyQualifiedErrorId : System.MissingMethodException,Microsoft.Online.SharePoint.PowerShell.GetSite

PS C:\windows\system32> Connect-SPOService
cmdlet Connect-SPOService at command pipeline position 1
Supply values for the following parameters:
url: https://globalsharepoint2019-admin.sharepoint.com/
Connect-SPOService : Method not found: '!!0[] System.Array.Empty()'.

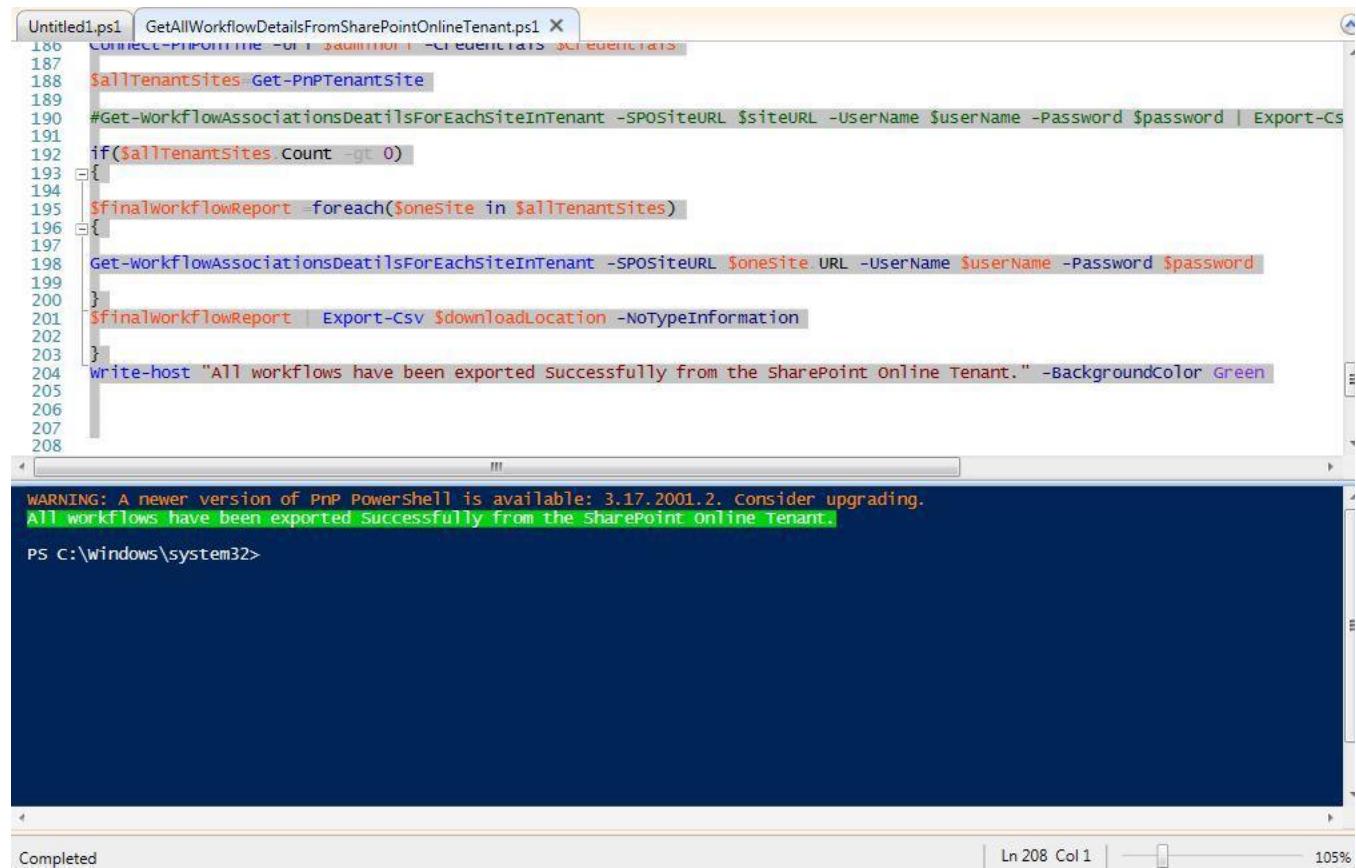
At line:1 char:1
+ Connect-SPOService
+ ~~~~~
+ CategoryInfo          : NotSpecified: () [Connect-SPOService], MissingMethodException
+ FullyQualifiedErrorId : System.MissingMethodException,Microsoft.Online.SharePoint.PowerShell.ConnectSPOSERVICE

PS C:\windows\system32>
```

- If we use the above code as is this will export all workflows from the tenant. However, if we want to export all workflows from a particular site, we can comment the foreach loop and just need to call the function "**Get-WorkflowAssociationsDeatilsForEachSiteInTenant**" as below:

```
Get-WorkflowAssociationsDeatilsForEachSiteInTenant -SPOSiteURL $siteURL
-SUserName $userName -Password $password | Export-Csv
$downloadLocation
```

Now, let's execute the above script.



The screenshot shows the PowerShell ISE interface with a script named "Untitled1.ps1" open. The script contains the following code:

```

166 CONNECT-PNPONLINE -Url $tenantUrl -Credential $credentials
167
168 $allTenantsites = Get-PnPTenantSite
169
170 #Get-WorkflowAssociationsDeatilsForEachSiteInTenant -SPOSiteURL $siteURL -UserName $userName -Password $password | Export-Csv
171
172 if($allTenantsites.Count -gt 0)
173 {
174     $finalWorkflowReport = foreach($oneSite in $allTenantsites)
175     {
176         Get-WorkflowAssociationsDeatilsForEachSiteInTenant -SPOSiteURL $oneSite.URL -UserName $userName -Password $password
177     }
178     $finalWorkflowReport | Export-Csv $downloadLocation -NoTypeInformation
179 }
180
181 write-host "All workflows have been exported successfully from the SharePoint online Tenant." -BackgroundColor Green
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
```

The output window shows the command being run and a warning message:

```

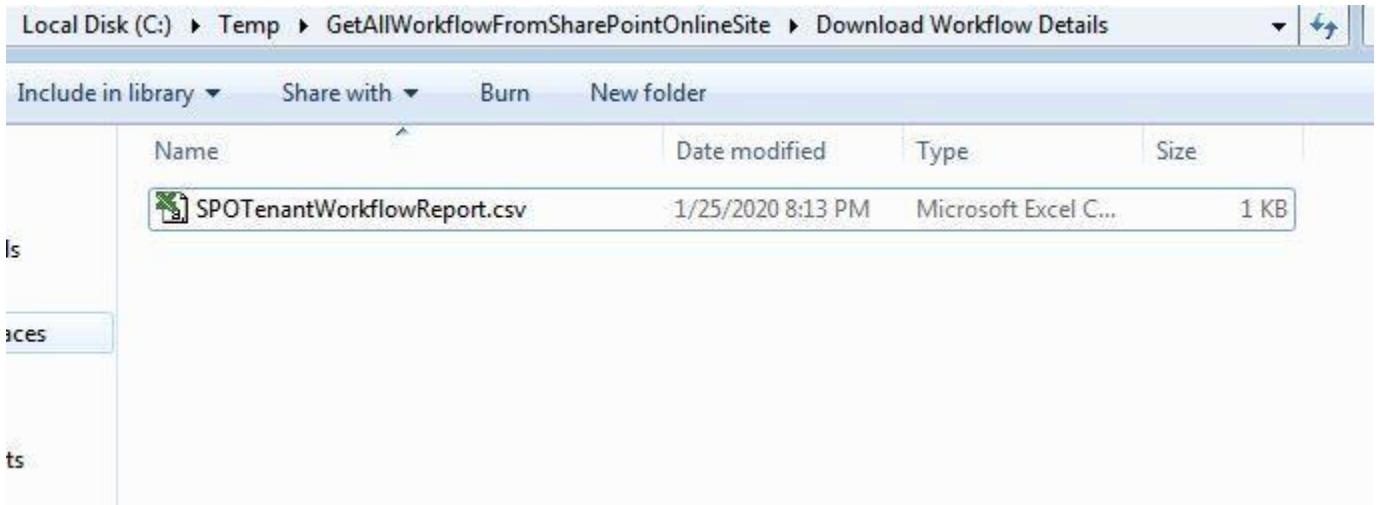
WARNING: A newer version of PnP PowerShell is available: 3.17.2001.2. Consider upgrading.
All workflows have been exported successfully from the SharePoint Online Tenant.
```

PS C:\windows\system32>

The status bar at the bottom indicates "Completed" and "Ln 208 Col 1".

After the successful execution of the script, a CSV file with the name of "**SPOTenantWorkflowReport.csv**" will be created in the script location

directory – however, you can change the download location to your desired location.



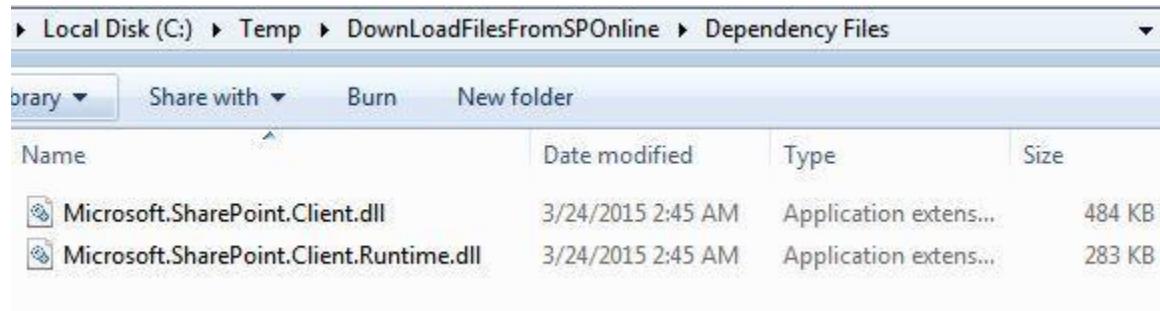
Now, let's look at all workflows exported from the CSV report.

	A	B	C	D	E
1	Site Title	Site URL	List Title	Workflow Name	Workflow Type
2	Test Sub Site1	https://globalsharepoint2019.sharepoint.com/sites/ModernTeamSiteTestByPnP/TestS	Documents	TestWorkflowFromSubSite_1	SharePoint List
3	Modern Team Site Test	https://globalsharepoint2019.sharepoint.com/sites/ModernTeamSiteTestByPnP	Documents	TestWorkflow123	SharePoint List
4	SubSiteSharePointRND	https://globalsharepoint2019.sharepoint.com/sites/SharePointRNDClassic/SubSiteSh	Documents	TestWorkflowFromSubSite_2	SharePoint List
5	SharePointRNDClassic	https://globalsharepoint2019.sharepoint.com/sites/SharePointRNDClassic	Documents	TestWorkflow2501	SharePoint List
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
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25					
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31					
32					
33					
34					

We can see in the CSV report, all workflows from the SharePoint Online tenant have been exported.

Prerequisites to execute the PowerShell CSOM script:

We need to place the below two DLLs in your script directory “**Dependency Files**” folder as like below:



How to Install PnP PowerShell:

To install the “**SharePointPnP PowerShell Online**” we need to run the below PowerShell command which will install PowerShell Package Management and then install the PowerShell Modules from the PowerShell Gallery.

```
(New-Object  
Net.WebClient).DownloadString('https://raw.githubusercontent.com/sharepo  
int/PnP-PowerShell/master/Samples/Modules.Install/Install-  
SharePointPnPPowerShell.ps1')
```

**Change the value of the variables in the parameters section like below:**

```
#Parameters
#$siteURL="https://globalsharepoint2019.sharepoint.com/sites/ModernTea
mSiteTestByPnP"
$adminUrl = "Your SPO Admin URL Like - https://globalsharepoint2019-
admin.sharepoint.com/"
$downloadLocation=$directoryPathForFileDialogLocation +"\"+
"SPOTenantWorkflowReport.csv"
$userName = "YourSPOUserName"
$password = "YourSPOPassWord"
$securePassword= $password | ConvertTo-SecureString -AsPlainText -Force
#Parameters ends here.
```

## **Chapter 10: Site creation template selection in SharePoint Online**

### Introduction

In the SharePoint On-premise or in the classic SharePoint, there are multiple templates to create sites like Team Site, Wiki Site, Publishing Site, Blog Site, Communication Site, Document Center and eDiscovery Site, etc.

Having had these many templates in the classic SharePoint, during the days of Classic SharePoint, users blindly used to create team sites according to whatever the requirement is – and using that team site users used to manage all their requirements. Here is one thing I must say – even though we have multiple templates in classic SharePoint – if we just choose the team site and create a site using that still we can bring in all other site functionality by enabling the certain features. The advantage of creating the requirement-based site using the specific site template – the site will be loaded or created with the many preconfigured stuffs.

And when it comes modern SharePoint online, we just have only two templates:

1. Team Site and
2. Communication Site

So, it is very important to know what these two templates are, otherwise when a user or administrator creates a site, it will be very confusing for them which template to select.

Here, we will learn about team and communication sites and when to use which one.

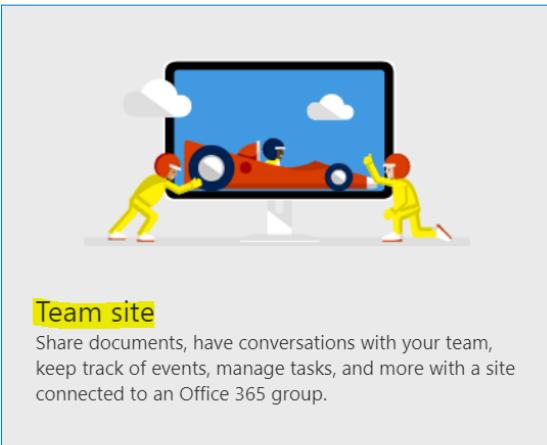
Microsoft has integrated SharePoint Team Sites with Office 365 Groups in August 2016. This modern team site with pages, lists, libraries, and team

news, with the help of Office 365 groups can collaborate, communicate and coordinate with each other.

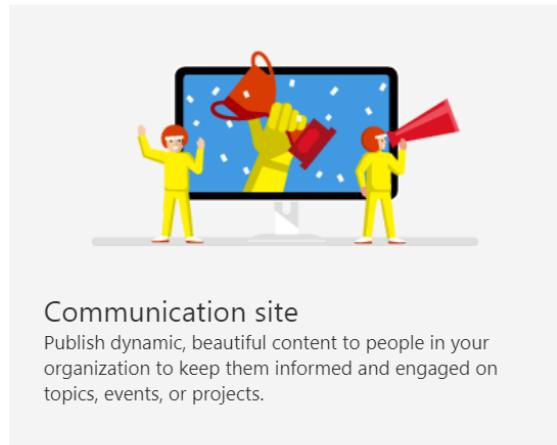
Other than the Team Site and Communication Site template recently in the February 2020 release, Microsoft has provided a way to create other types (without office 365 group connected) of sites as well from the same site creation screen.

## Create a site

Choose the type of site you'd like to create.



**Team site**  
Share documents, have conversations with your team, keep track of events, manage tasks, and more with a site connected to an Office 365 group.

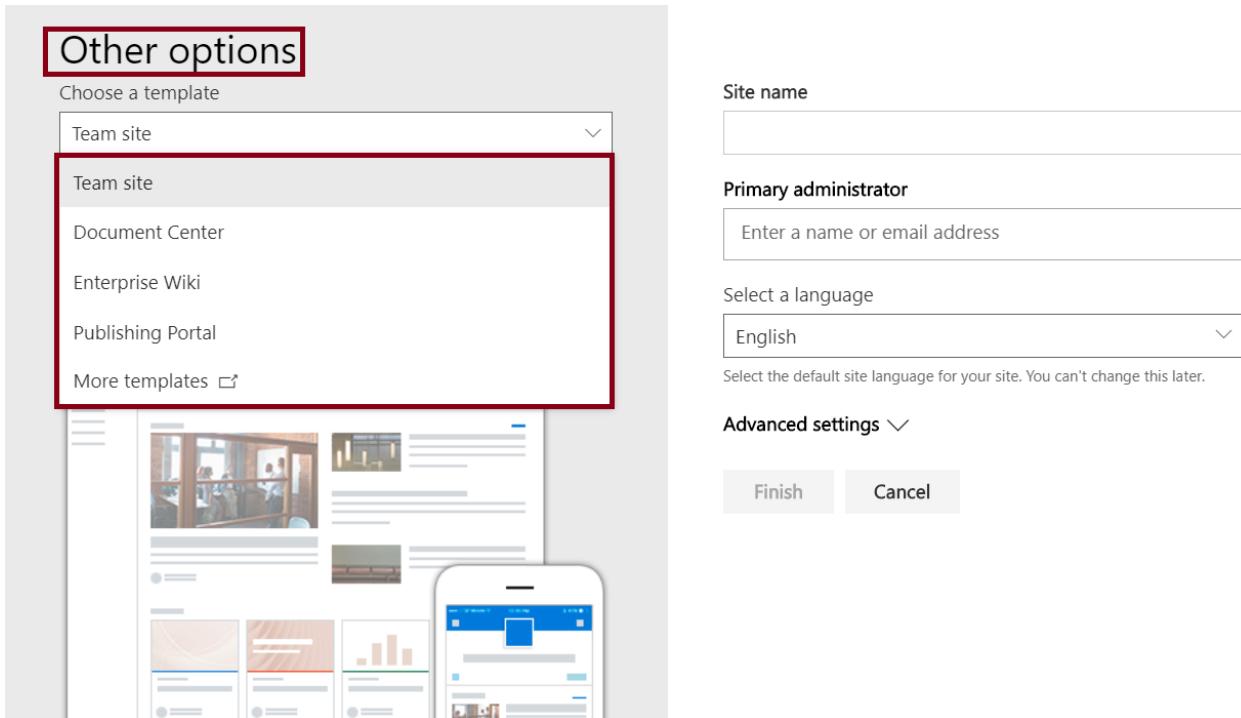


**Communication site**  
Publish dynamic, beautiful content to people in your organization to keep them informed and engaged on topics, events, or projects.



**Other options**  
Create a new team site without an Office 365 group, or a Document center, Enterprise wiki, Publishing portal, or Project Web App site.

If we click on the team site template, under that we can see "Other options"  
– once we click on this this it takes us to the below page:



Templates are available in the "Other options":

- Team Site
- Document Center
- Enterprise Wiki
- Publishing Portal
- More Templates

Again, if we click on the “More Templates” link – it will take us to the classic “Create Site Collection” page.

[https://globalsharepoint2020-admin.sharepoint.com/\\_layouts/15/online/CreateSiteFull.aspx?source=TenantAdmin](https://globalsharepoint2020-admin.sharepoint.com/_layouts/15/online/CreateSiteFull.aspx?source=TenantAdmin)

**Create Site Collection**

<b>Title</b>	<input type="text"/>																								
<b>Web Site Address</b>	<input type="text" value="https://globalsharepoint2020.sharepoint.com"/> <input type="text" value="/sites/"/>																								
<b>Template Selection</b>	<p>2013 experience version will be used</p> <p>Select a language:</p> <p>English</p> <p>Select a template:</p> <table border="1"> <thead> <tr> <th>Collaboration</th> <th>Enterprise</th> <th>Publishing</th> <th>Custom</th> </tr> </thead> <tbody> <tr> <td>Team site (classic experience)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Blog</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Developer Site</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Project Site</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Community Site</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>A site with a classic experience on the home page and no connection to an Office 365 Group.</p>	Collaboration	Enterprise	Publishing	Custom	Team site (classic experience)				Blog				Developer Site				Project Site				Community Site			
Collaboration	Enterprise	Publishing	Custom																						
Team site (classic experience)																									
Blog																									
Developer Site																									
Project Site																									
Community Site																									
<b>Time Zone</b>	<input type="text" value="(UTC-08:00) Pacific Time (US and Canada)"/>																								
<b>Administrator</b>	<input type="text"/> 																								
<b>Server Resource Quota</b>	300 resources of 5600 resources available																								

## Notes:

- The “Other options” template selection was not available in the modern team site creation screen until February 2020.

- Using this new navigation (“Other options” template selection), users can create office 365 group that is connected or not connected from the same screen.

### What is a modern team site in SharePoint online?

A SharePoint team site is a great place to share content, information and apps between you and team members. It is very well designed out of the box so that a user can easily navigate to their respective area of work from the home page.

### Web parts available in the modern team site home page:

- News
- Quick Links
- Activity
- Documents

### What is a communication site in SharePoint online?

A SharePoint communication site is a great place to share information with others. You can share news, reports, statuses, and other information in a visually compelling format.

### Web parts available in the communication site home page:

- News
- Events
- Documents

When should we use a team site or communication site template?

As we know the modern SharePoint online provides only two templates:

1. Team Site and
2. Communication Site

Then, in which scenarios, should we choose which one? There is no straightforward answer for this – as both have their own needs and scope in the business. But as a rule of thumb, we can set the rule as if the audiences of the site are supposed to be more where its contributions are less, then we can go with the communication site.

For example, if we want to market any product for the sales team, we can go with the communication site; in fact, we can also design the company's main website using the communication site template. Because in this kind of site, we don't need a frequent update, once in a while, some dedicated people will update the contents of the site. The bottom line is we can think of communication sites as public-facing sites and that is the reason we don't see quick launch navigation as it needs more content area to display.

On the other hand, the team site is used for the team where a group of people will contribute to the site, but the audiences of the sites are less as compared to communication site – mainly it is used for the internal team of



the company where multiple people collaboratively work with each other but are exposed only to a set of people. Actually, the meaning of collaboration in SharePoint comes to fruition through the team site.

### Create a modern team site SharePoint online – manually

Here, we will learn about how to create a modern team site in SharePoint online manually.

Login to your SharePoint Online root site like below:

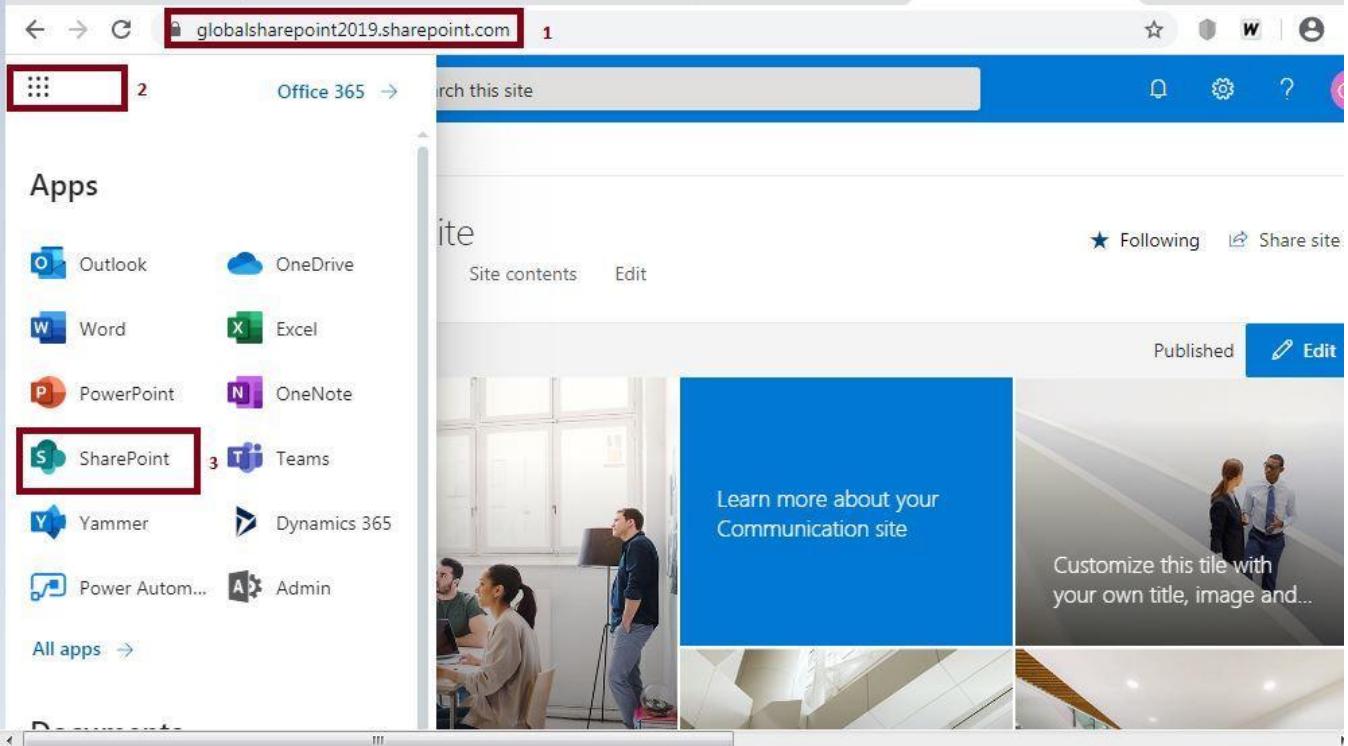
Syntax:

"<https://yourtenant.sharepoint.com/>"

Example:

"<https://globalsharepoint2019.sharepoint.com/>"

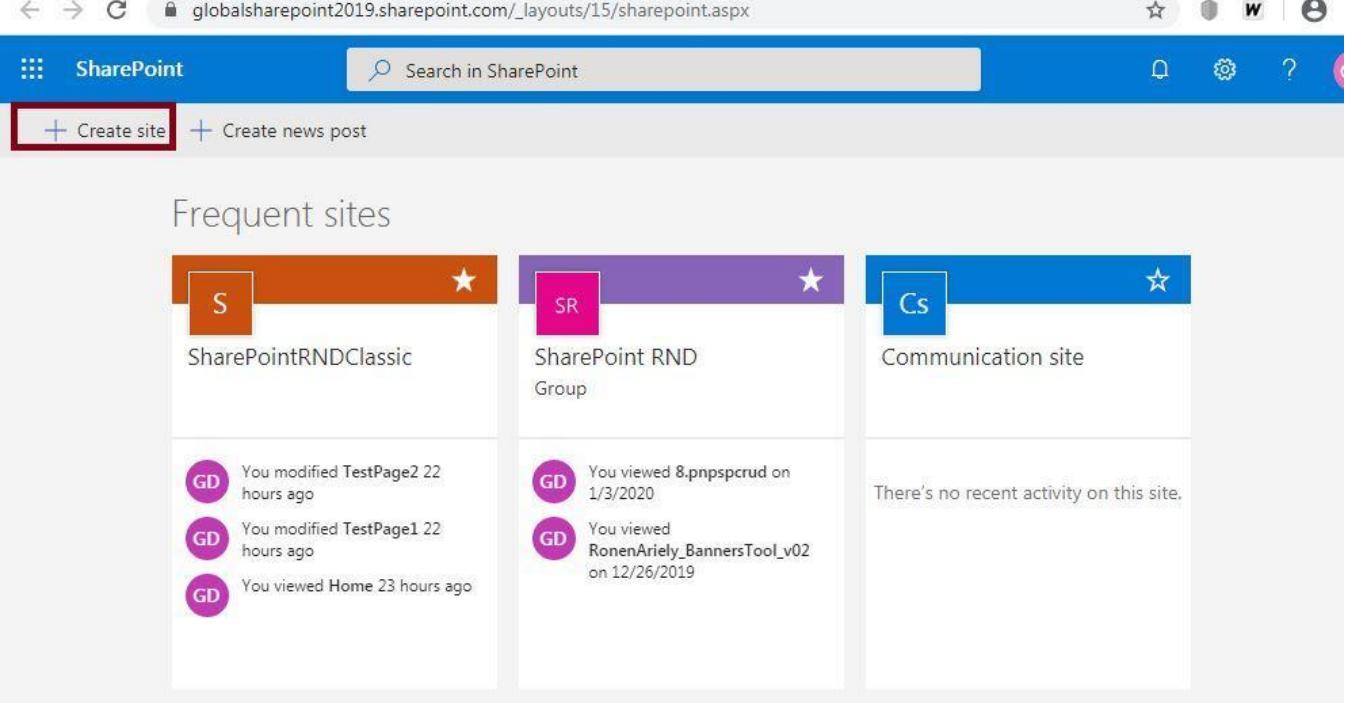
Click on the app launcher button from the left panel, then click on "SharePoint".



The screenshot shows the SharePoint 2019 homepage. At the top, there's a navigation bar with icons for back, forward, search, and settings. The URL bar shows "globalsharepoint2019.sharepoint.com". Below the navigation bar, there's a "Site contents" header with "Published" and "Edit" buttons. On the left, there's a sidebar titled "Apps" containing icons for various Microsoft services: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint (which is highlighted with a red box), Teams, Yammer, Dynamics 365, Power Automate, and Admin. At the bottom of the sidebar is a link to "All apps". The main content area features a large blue tile with the text "Learn more about your Communication site" and a smaller image of people in an office. To the right of the tile is another image of two people talking.

Then, we'll land on this page –  
“[https://globalsharepoint2019.sharepoint.com/\\_layouts/15/sharepoint.aspx](https://globalsharepoint2019.sharepoint.com/_layouts/15/sharepoint.aspx)”

Click on the “+ Create site” button.



The screenshot shows the SharePoint homepage with a blue header bar. On the left is the SharePoint logo, followed by a search bar with the placeholder "Search in SharePoint". To the right of the search bar are icons for notifications, settings, and help. Below the header, there are two buttons: "+ Create site" (highlighted with a red box) and "+ Create news post". The main content area is titled "Frequent sites" and displays three cards:

Site Name	Recent Activity
SharePointRNDClassic	<p>You modified TestPage2 22 hours ago</p> <p>You modified TestPage1 22 hours ago</p> <p>You viewed Home 23 hours ago</p>
SharePoint RND Group	<p>You viewed 8.pnpspcrud on 1/3/2020</p> <p>You viewed RonenAriely_BannersTool_v02 on 12/26/2019</p>
Communication site	<p>There's no recent activity on this site.</p>

Then, we'll be presented with two templates:

- Team site
- Communication site

Click on the "Team site" template.

SharePoint Search in SharePoint

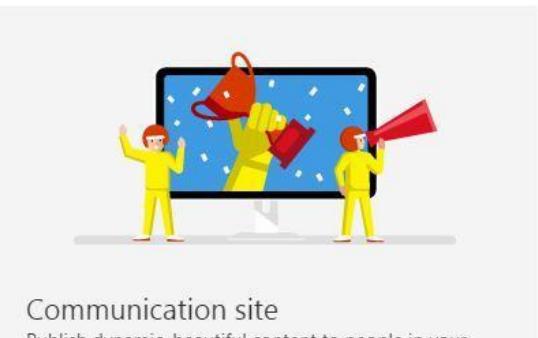
+ Create

## Create a site

Choose the type of site you'd like to create.



**Team site**  
Share documents, have conversations with your team, keep track of events, manage tasks, and more with a site connected to an Office 365 group.

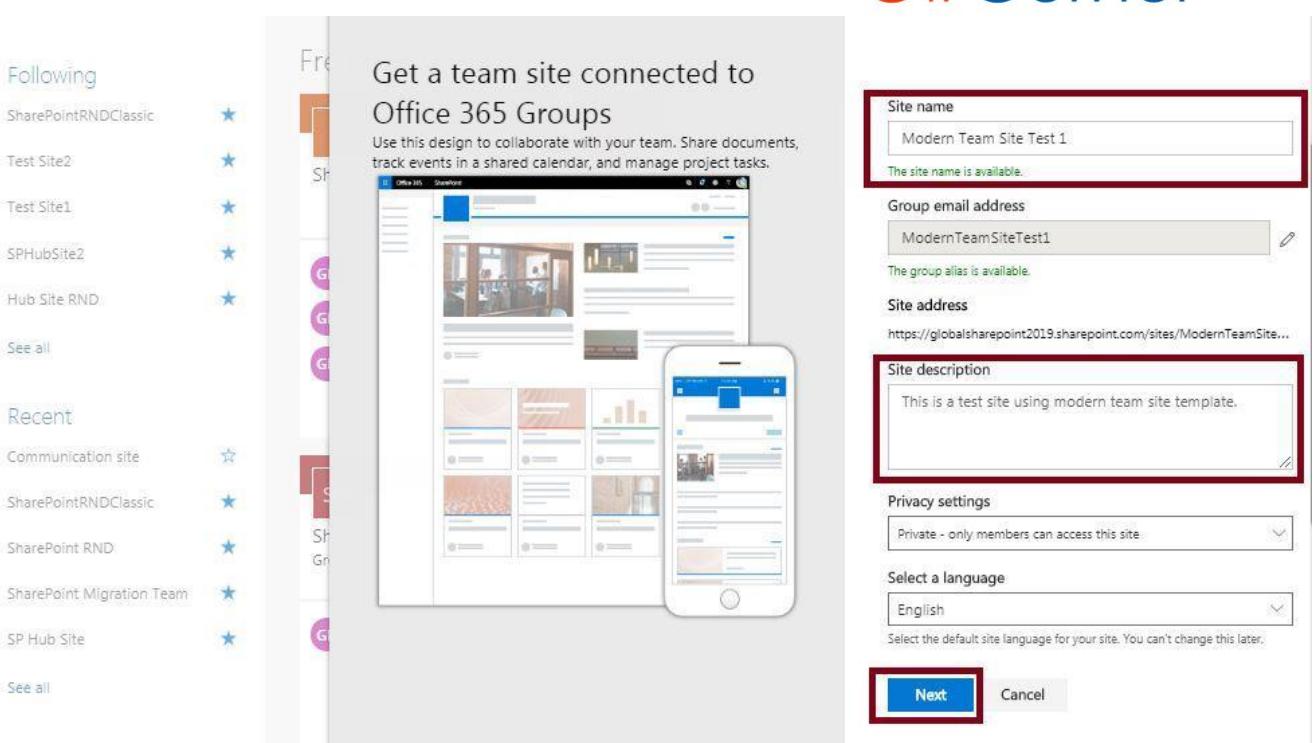


**Communication site**  
Publish dynamic, beautiful content to people in your organization to keep them informed and engaged on topics, events, or projects.

Enter the below:

- Site Name (mandatory) – any meaningful text.
- Site description (optional) – any meaningful text.

Keep other settings as is and click on the “Next” button.



The screenshot shows a SharePoint interface on the left with a sidebar containing 'Following' and 'Recent' sections. The main area displays a 'Get a team site connected to Office 365 Groups' wizard. The wizard title is 'Get a team site connected to Office 365 Groups'. It includes a description: 'Use this design to collaborate with your team. Share documents, track events in a shared calendar, and manage project tasks.' Below the description are two screenshots: one of a desktop browser showing a modern team site template, and another of a smartphone displaying the same template. To the right of the wizard is a configuration form with the following fields:

- Site name:** Modern Team Site Test 1 (highlighted with a red border)
- Group email address:** ModernTeamSiteTest1 (highlighted with a red border)
- Site address:** https://globalsharepoint2019.sharepoint.com/sites/ModernTeamSite...
- Site description:** This is a test site using modern team site template.
- Privacy settings:** Private - only members can access this site
- Select a language:** English

At the bottom right of the configuration form are 'Next' and 'Cancel' buttons, with 'Next' highlighted with a red border.

We'll be landing to the below page with the below two boxes:

- Add additional owners (optional) – To add additional site owners to the site.
- Add members (optional) – To add members to the site.

Click on the "Finish" button.

← → C 🔒 globalsharepoint2019.sharepoint.com/\_layouts/15/sharepoint.aspx

SharePoint Search in SharePoint

+ Create site + Create news post

Following

- SharePointRNDClassic
- Test Site2
- Test Site1
- SPHubSite2
- Hub Site RND

See all

Recent

- Communication site
- SharePointRNDClassic
- SharePoint RND
- SharePoint Migration Team

Add group members

Group members will receive an email welcoming them to the new site and Office 365 group



Who do you want to add?  
You can also add more people later

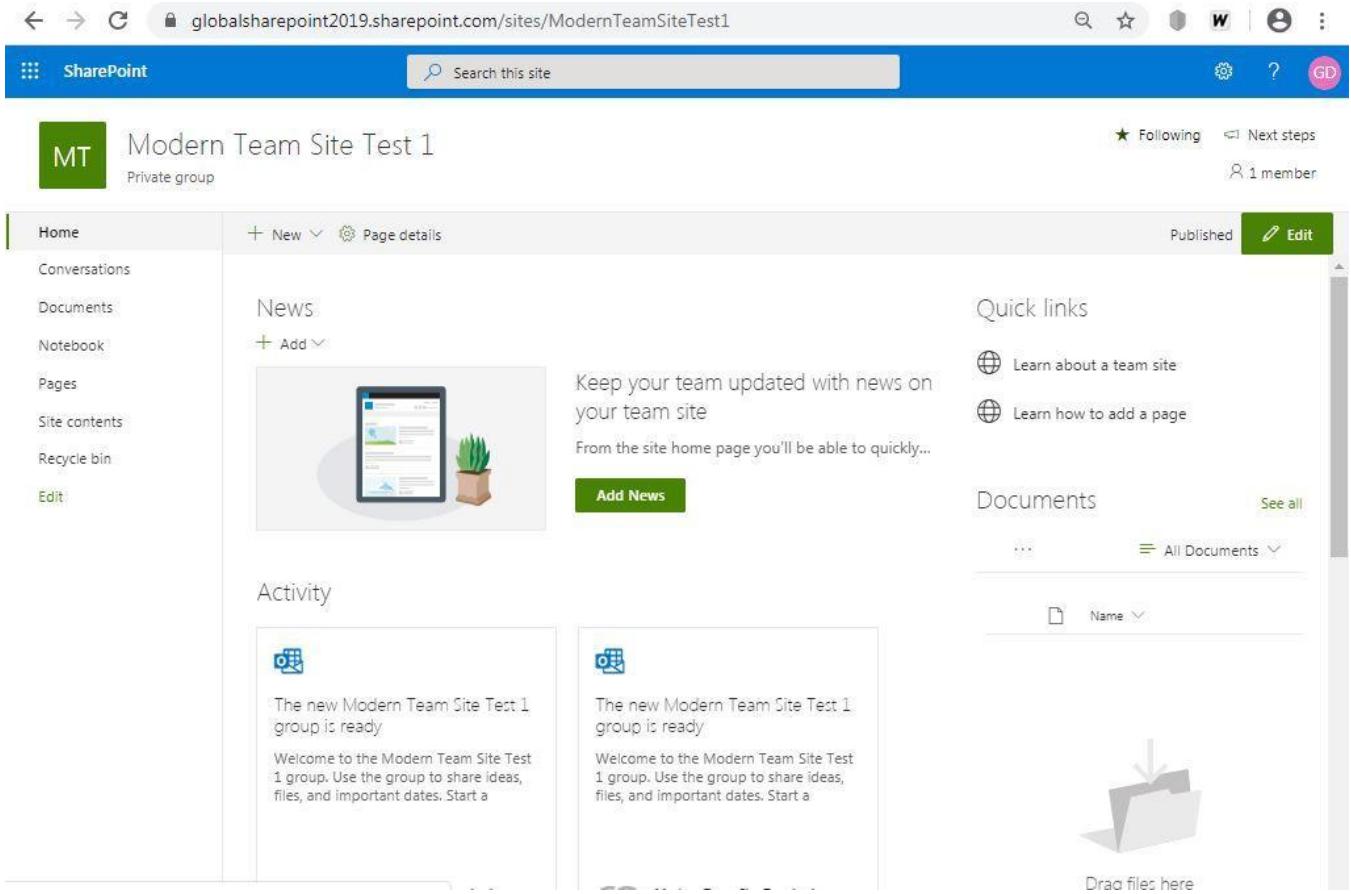
MT Modern Team Site Test 1  
Private group

Add additional owners

Add members

Finish

Finally, we can see that a new modern team site has been created as the below landing page with so many out of the box webparts.



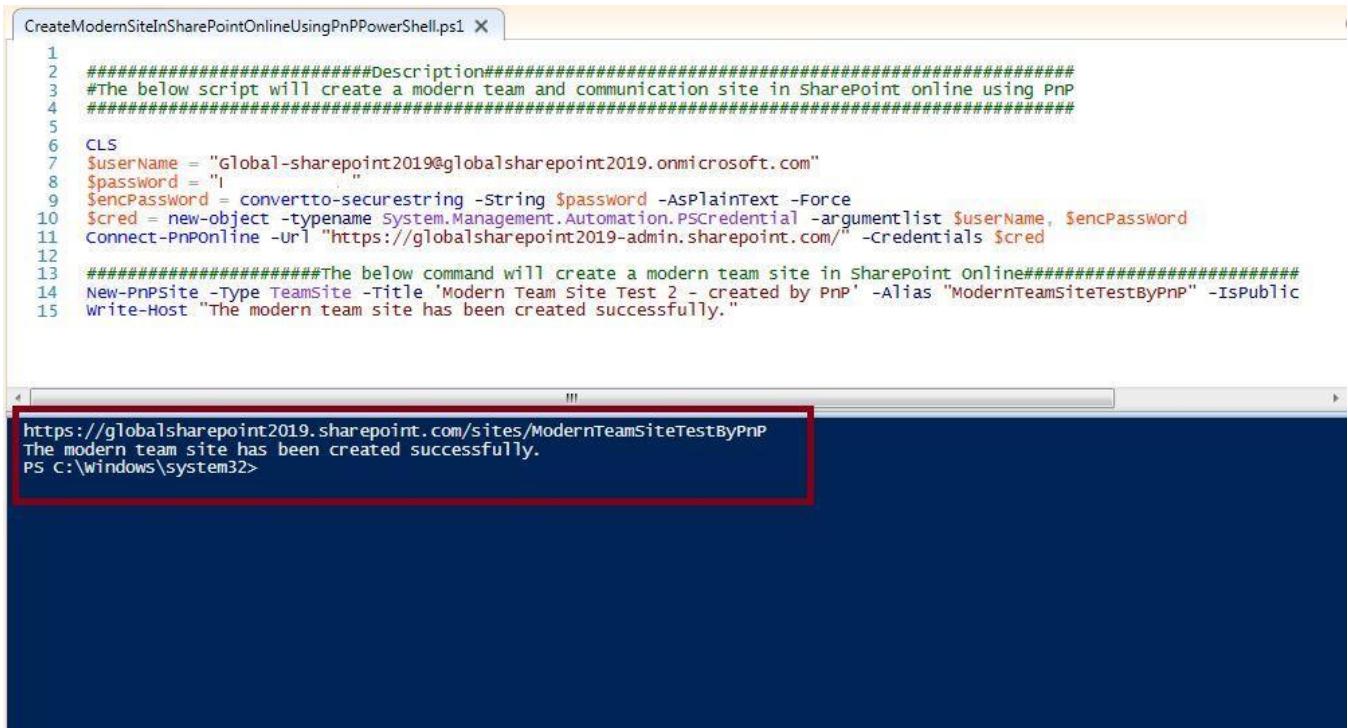
The screenshot shows the landing page of a SharePoint Modern Team Site named "Modern Team Site Test 1". The page includes a navigation bar with "SharePoint", a search bar, and various site settings. The main content area features a "News" webpart with a "Keep your team updated with news on your team site" message and a "Add News" button. Below it is an "Activity" webpart showing two items: "The new Modern Team Site Test 1 group is ready" and another identical item. To the right, there are "Quick links" for learning about a team site and adding a page, and a "Documents" section with a "Drag files here" area.

By now, we have learned how to create a modern team site in SharePoint online manually. Now, we will learn how to create a modern team site in SharePoint Online using PnP PowerShell.

## Prerequisites – Install PnP PowerShell in SharePoint online

In order to execute the PnP PowerShell in SharePoint online, we need to install the PnP PowerShell in SharePoint Online. For the installation, please refer to my previous chapter Office 365: Getting started with SharePoint PnP PowerShell – installation

### Create a modern team site using PnP PowerShell



```
CreateModernSiteInSharePointOnlineUsingPnPPowerShell.ps1 X
1 #####
2 #####Description#####
3 #The below script will create a modern team and communication site in SharePoint online using PnP
4 #####
5
6 CLS
7 $userName = "Global-sharepoint2019@globalsharepoint2019.onmicrosoft.com"
8 $password = "I"
9 $encPassword = convertto-securestring -String $password -AsPlainText -Force
10 $cred = new-object -typename System.Management.Automation.PSCredential -argumentlist $userName, $encPassword
11 Connect-PnPOnline -url "https://globalsharepoint2019-admin.sharepoint.com/" -credentials $cred
12 #####
13 #####The below command will create a modern team site in SharePoint Online#####
14 New-PnPSite -Type Teamsite -Title 'Modern Team Site Test 2 - created by PnP' -Alias "ModernTeamSiteTestByPnP" -IsPublic
15 Write-Host "The modern team site has been created successfully."
```

The screenshot shows a Windows Command Prompt window. The title bar says 'CreateModernSiteInSharePointOnlineUsingPnPPowerShell.ps1'. The command entered is 'New-PnPSite -Type Teamsite -Title 'Modern Team Site Test 2 - created by PnP' -Alias "ModernTeamSiteTestByPnP" -IsPublic'. The output of the command is highlighted with a red box and reads: 'https://globalsharepoint2019.sharepoint.com/sites/ModernTeamSiteTestByPnP' and 'The modern team site has been created successfully.' The prompt 'PS C:\Windows\system32>' is visible at the bottom.

### New-PnPSite – create a modern SharePoint online site:

Using the 'New-PnPSite' command we can create a modern team site and communication site in SharePoint online. The New-PnPSite cmdlet creates a new site collection for the current tenant. Currently, only 'modern' sites like



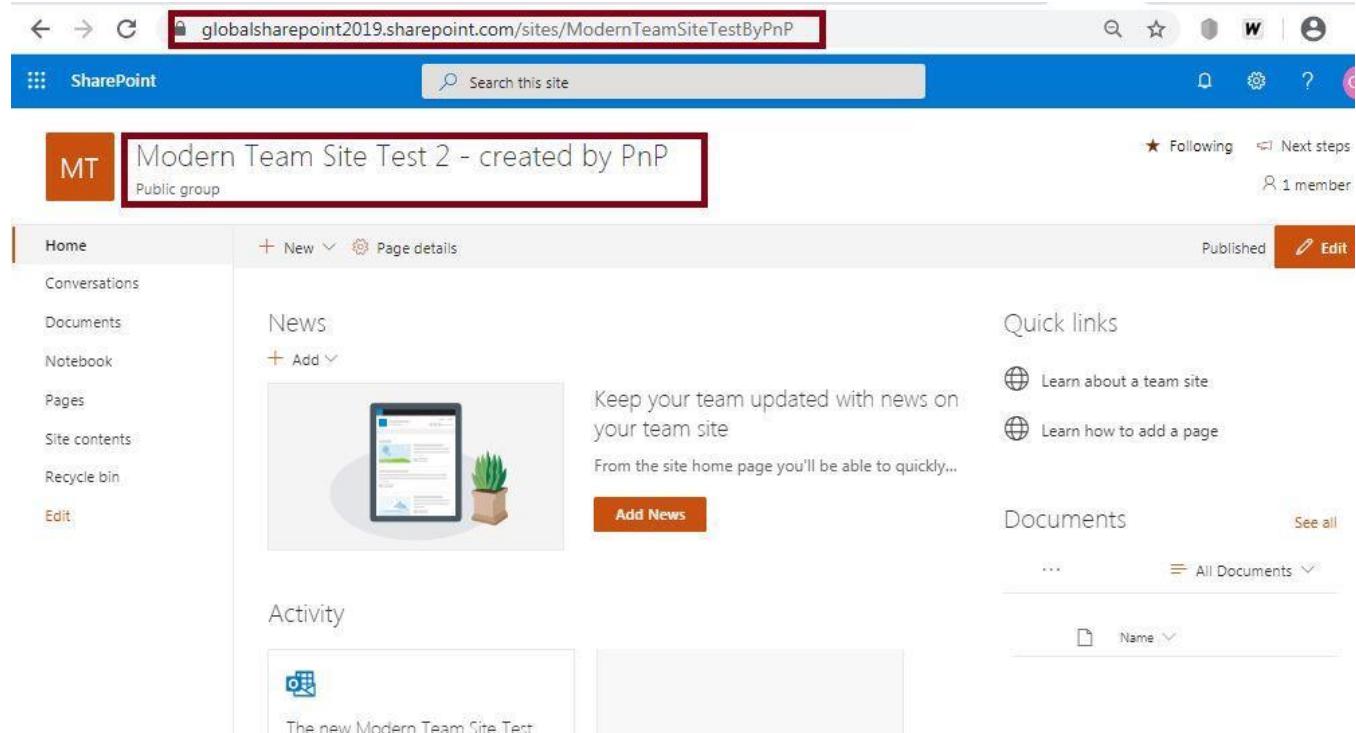
Communication Site and the Modern Team Sites are supported. If you want to create a classic site, use New-PnPCTenantSite.

## Create a modern team site in SharePoint Online using PnP PowerShell:

Using the below PnP PowerShell script, we can create a modern team site in SharePoint online.

After executing the above modern team site creation using the PnP script, if we navigate to the

<https://globalsharepoint2019.sharepoint.com/sites/ModernSiteByPnP> which was created through the PnP script, we can see the below modern SharePoint online site.



Other parameters in creating a modern team site – New-PnPSite:

```
New-PnPSite -Type TeamSite -Title 'Team Contoso' -Alias contoso -IsPublic
```

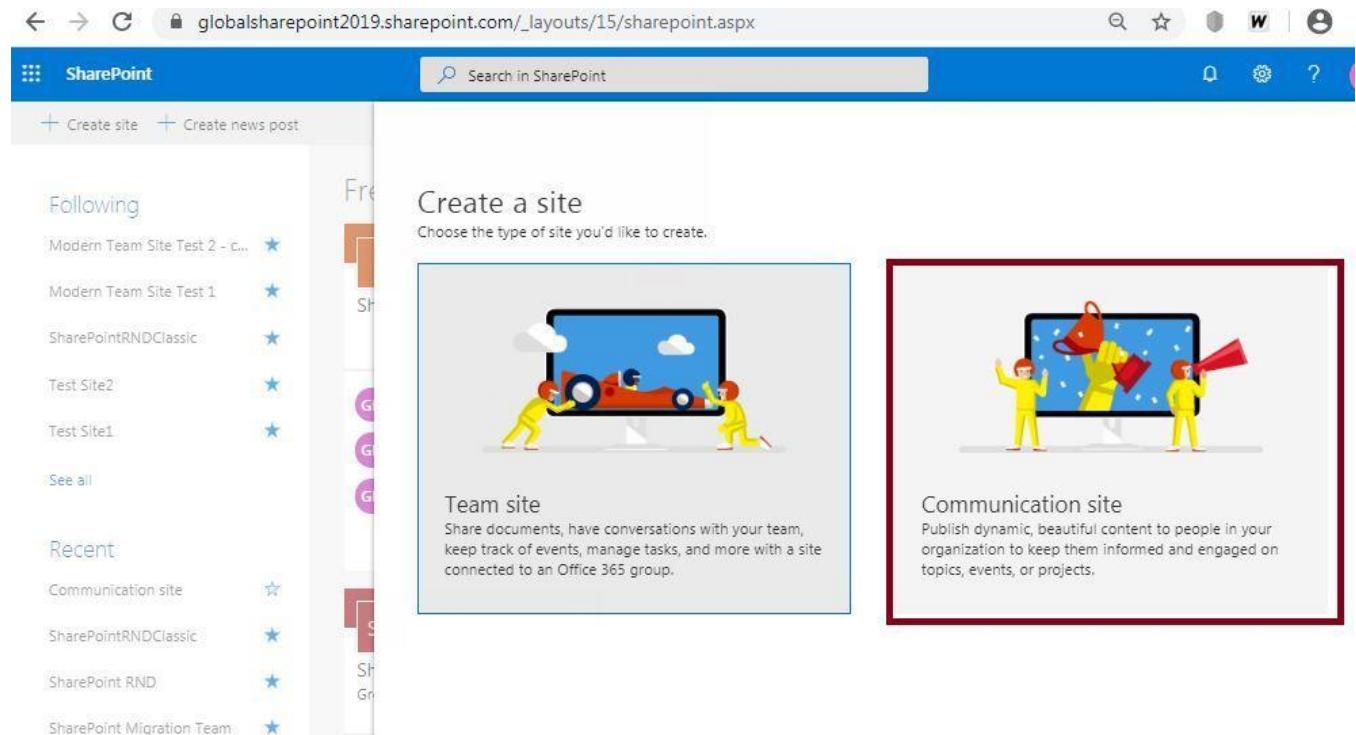
This will create a new Modern Team Site collection with the title 'Team Contoso' and the URL '<https://tenant.sharepoint.com/sites/contoso>; or '<https://tenant.sharepoint.com/teams/contoso>&#8217; based on the managed path configuration in the SharePoint Online Admin portal and sets the site to public.

```
New-PnPSite -Type TeamSite -Title 'Team Contoso' -Alias contoso -Lcid 1040
```

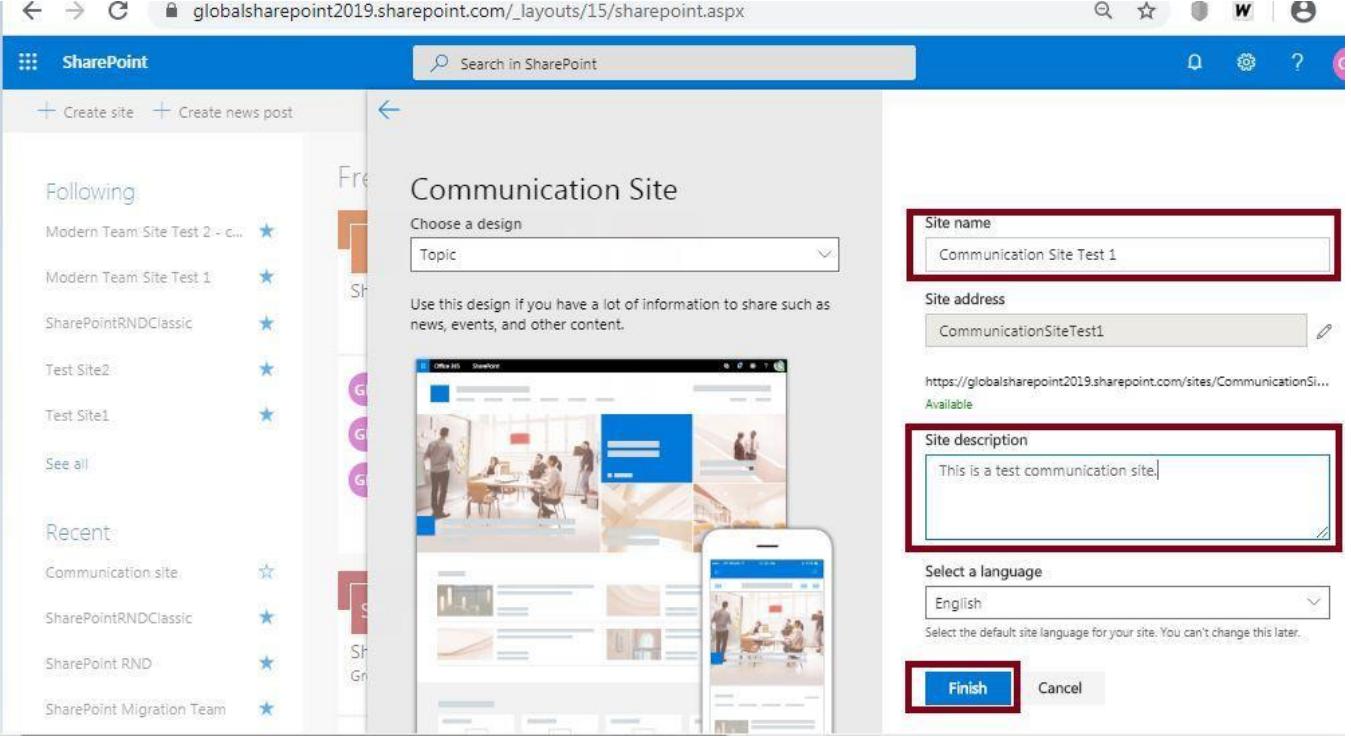
This will create a new Modern Team Site collection with the title 'Team Contoso' and the url '<https://tenant.sharepoint.com/sites/contoso>'; or '<https://tenant.sharepoint.com/teams/contoso>'; based on the managed path configuration in the SharePoint Online Admin portal and sets the default language of the site to Italian.

## How to create a SharePoint communication site?

In this step, we will learn about how to create communication site in SharePoint online, the steps are same as modern team site creation which we have seen in the previous step; we just need to select the "Communication site" template instead of "Team site" in the "Create a site" template selection page as like below:



In the next screen provide the “Site name” and “Site description (optional)”, then click on the “Finish” button.

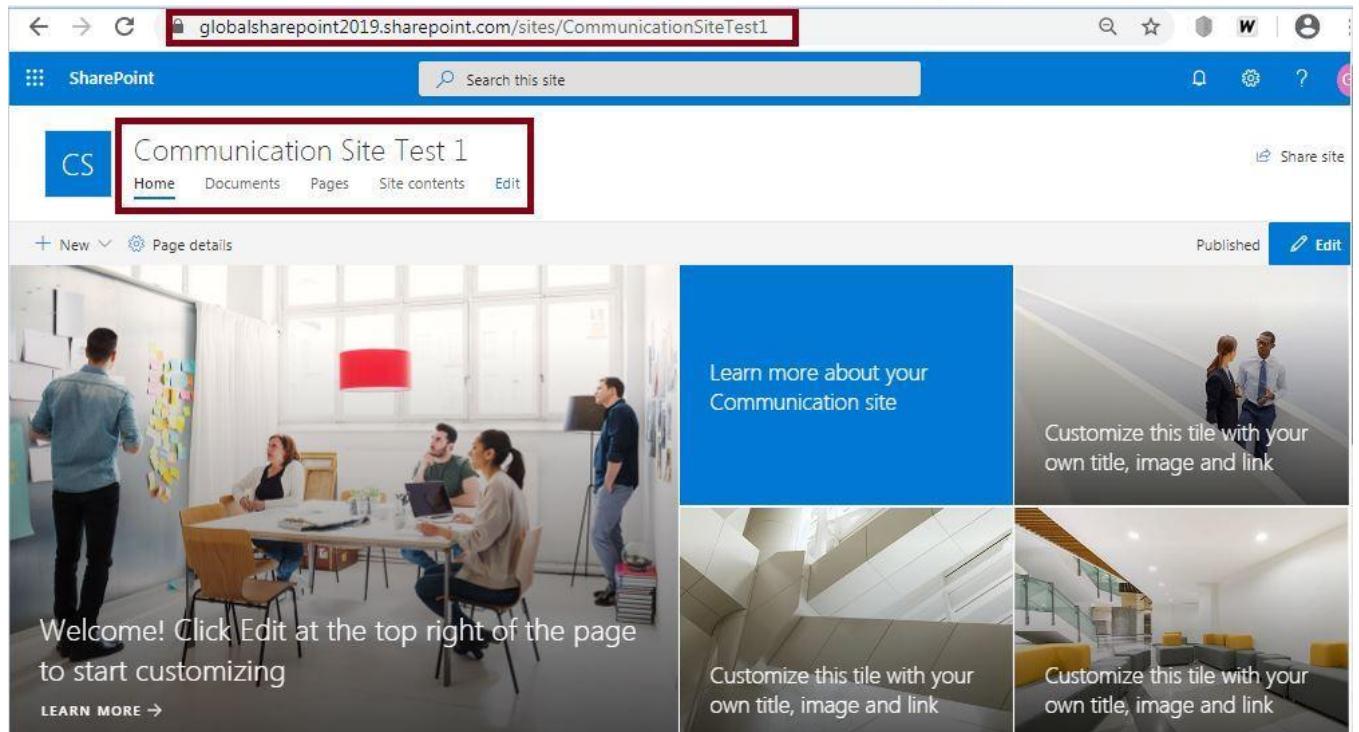


The screenshot shows the SharePoint 'Create Site' wizard. On the left, there's a sidebar with 'Following' and 'Recent' site lists. The main area is titled 'Communication Site' and shows a preview of the site design with three mobile devices (laptop, tablet, smartphone) displaying various content like news, events, and people. The configuration fields on the right are:

- Site name:** Communication Site Test 1 (highlighted with a red box)
- Site address:** CommunicationSiteTest1 (highlighted with a red box)
- Site description:** This is a test communication site. (highlighted with a red box)
- Select a language:** English (highlighted with a red box)

At the bottom right are 'Finish' and 'Cancel' buttons, with 'Finish' highlighted with a red box.

In the next screen, we can see that a new communication site has just been created.



Create a communication site in SharePoint online, using PnP PowerShell:  
Script execution

Using the below PnP PowerShell script, we can create a communication site in SharePoint online.

```
CreateModernSiteInSharePointOnlineUsingPnPPowerShell.ps1* X
1 ######Description#####
2 #The below script will create a modern team and communication site in SharePoint online using PnP
3 ######Description#####
4 ######Description#####
5
6 CLS
7 $userName = "Global-sharepoint2019@globalsharepoint2019.onmicrosoft.com"
8 $password = "YourSPOPassword"
9 $encPassword = ConvertTo-SecureString -String $password -AsPlainText -Force
10 $cred = New-Object -TypeName System.Management.Automation.PSCredential -ArgumentList $userName, $encPassword
11 Connect-PnPOnline -Url "https://globalsharepoint2019-admin.sharepoint.com/" -Credentials $cred
12
13 #####The below command will create a modern team site in SharePoint online#####
14 #New-PnPSite -Type TeamSite -Title 'Modern Team Site Test 2 - created by PnP' -Alias "ModernTeamSiteTestByPnP" -IsPublic
15 #write-Host "The modern team site has been created successfully."
16
17 #####The below command will create a communication site in SharePoint online#####
18 New-PnPSite -Type CommunicationSite -Title 'Communication Site Test 2 - created by PnP' -Url "https://globalsharepoint2019.s
19 write-Host "The Communication site has been created successfully."
```

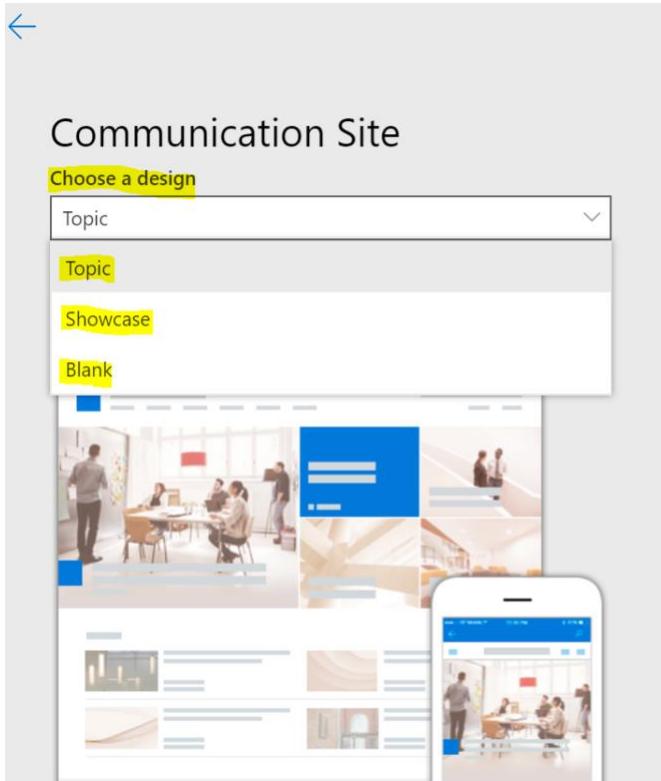
PS C:\Windows\system32>

https://globalsharepoint2019.sharepoint.com/sites/communicationtestsitecreatedbypnp  
The Communication site has been created successfully.

## Create a communication site in SharePoint online – PnP PowerShell:

Design templates are available for the communication site:

- Topic
- Showcase
- Blank



Using the below PnP PowerShell script, we can create a communication site in SharePoint online.

```
#####
##### Description #####
#####
#The below script will create a modern team and communication site in
SharePoint online using PnP
#####
#####
```

CLS

```
$userName = "Global-sharepoint2019@globalsharepoint2019.onmicrosoft.com"
$passWord = "YourSPOPassword"
$encPassWord = ConvertTo-SecureString -String $passWord -AsPlainText -Force
```

```
$cred = new-object -typename
System.Management.Automation.PSCredential -argumentlist $userName,
$encPassWord
Connect-PnPOnline -Url "https://globalsharepoint2019-
admin.sharepoint.com/" -Credentials $cred
```

#####The below command will create a modern team site in SharePoint  
*Online#####*  
#New-PnPSite -Type TeamSite -Title 'Modern Team Site Test 2 - created by PnP' -Alias "ModernTeamSiteTestByPnP" -IsPublic  
#Write-Host "The modern team site has been created successfully."

#####The below command will create a communication site in SharePoint  
*Online#####*  
New-PnPSite -Type CommunicationSite -Title 'Communication Site Test 2 - created by PnP' -Url "https://globalsharepoint2019.sharepoint.com/sites/Communicationtestsitereatedbypnp" -SiteDesign "Showcase"  
Write-Host "The communication site has been created successfully."

## Notes:

- Topic to share information such as news, events, and other content.
- Showcase to use photos or images to showcase a product, team, or event.
- Blank to create your own design.

## Other parameters in creating a communication site – New-PnPSite:

```
New-PnPSite -Type CommunicationSite -Title Contoso -Url
https://tenant.sharepoint.com/sites/contoso -SiteDesignId ae2349d5-97d6-
4440-94d1-6516b72449ac
```



This will create a new Communications Site collection with the title 'Contoso' and the URL '<https://tenant.sharepoint.com/sites/contoso>'. It will use the specified custom site design for the site.

```
New-PnPSite -Type CommunicationSite -Title Contoso -Url  
https://tenant.sharepoint.com/sites/contoso -Classification "HBI"
```

This will create a new Communications Site collection with the title 'Contoso' and the url '<https://tenant.sharepoint.com/sites/contoso>'. The classification for the site will be set to "HBI"

```
New-PnPSite -Type CommunicationSite -Title Contoso -Url  
https://tenant.sharepoint.com/sites/contoso -ShareByEmailEnabled
```

This will create a new Communications Site collection with the title 'Contoso' and the url '<https://tenant.sharepoint.com/sites/contoso>'. Allows owners to invite users outside of the organization.

```
New-PnPSite -Type CommunicationSite -Title Contoso -Url  
https://tenant.sharepoint.com/sites/contoso -Lcid 1040
```

This will create a new Communications Site collection with the title 'Contoso' and the url '<https://tenant.sharepoint.com/sites/contoso>'; and sets the default language to Italian.

## Chapter 11: Navigation in SharePoint Online

### Introduction to navigation

Building proper navigation to a site attracts more users, as they like the new navigation. The main purpose of navigation is to allow the users to land on their intended page in a quick manner and they should be able to navigate through to wherever they want. And at any given point, the user should be able to go back to the home page of the site. So, while SharePoint architects design the navigation, they must adhere to the rules of navigation and know the end user's current way of navigating before introducing a new one.

While we talk about Hub Site navigation, we must know about other types of navigation as well. The types of navigation in SharePoint Online are as below.

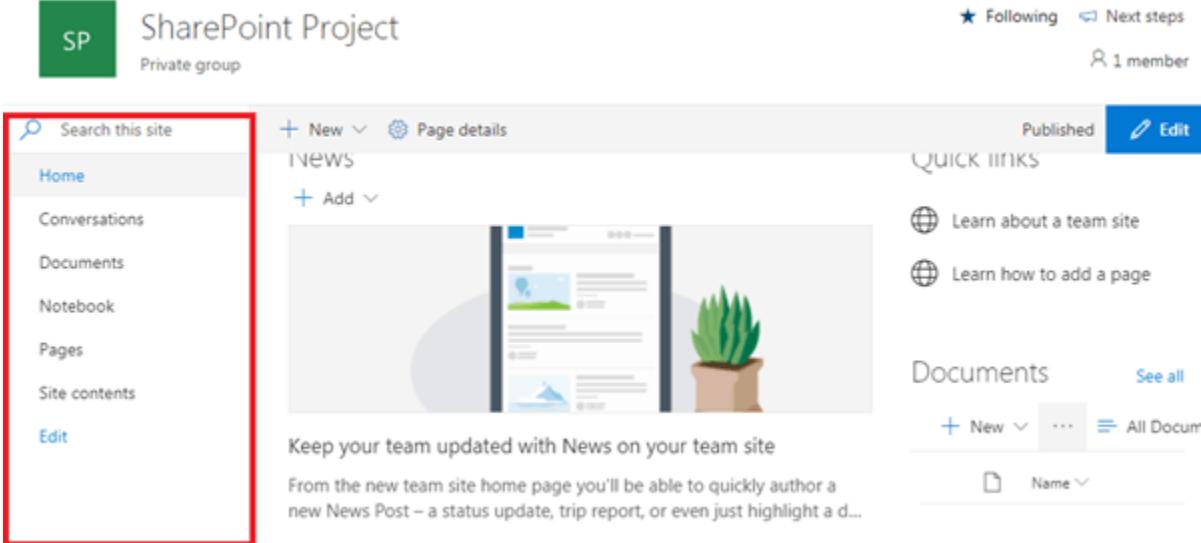
- Site Navigation (Local Navigation)
- Site Collection Navigation (Global Navigation)
- Hub Site Navigation
- Megamenu Navigation
- Personal Navigation

Now, we'll talk about each type of navigation with a proper example.

## Site Navigation (Local Navigation)

This is simple navigation without which no SharePoint user/developer could go in the classic SharePoint experience at least – the very popular term of this type of navigation is called “Quick Launch”. If you are at the site level and need to create navigation related to that particular site, then Quick Launch navigation is your best friend!!!

Example of Site Navigation (Local Navigation).

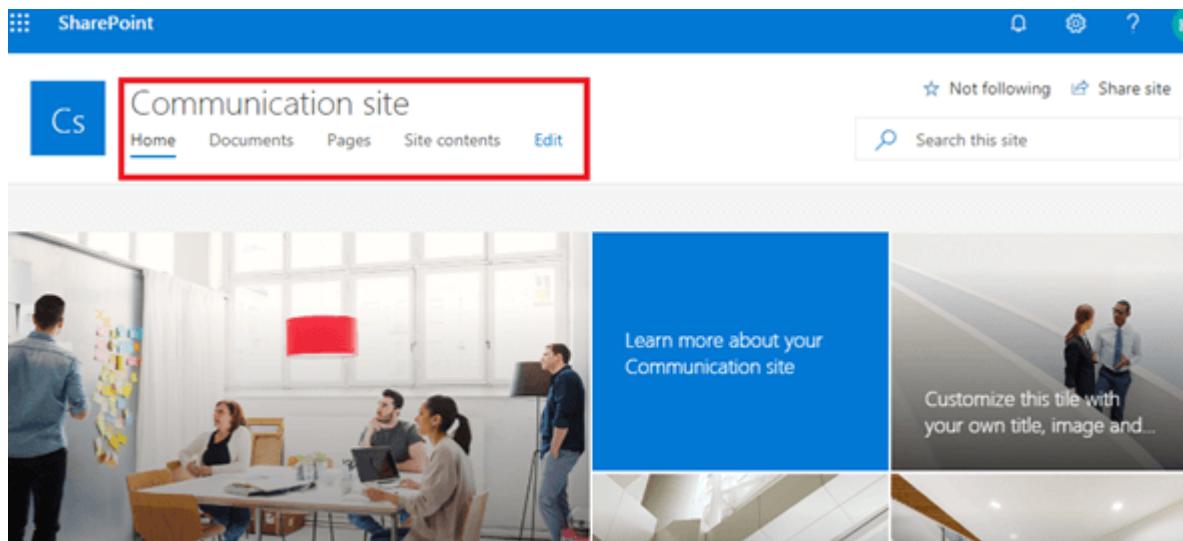


The screenshot shows a SharePoint Project site page. On the left, there is a vertical navigation bar with a red border around it, containing links: Home, Conversations, Documents, Notebook, Pages, Site contents, and Edit. The main content area has a header "SharePoint Project" and "Private group". It features a "QUICK LINKS" section with links to learn about a team site and how to add a page. Below that is a "Documents" section with a "See all" link and a "New" button. The central part of the page displays news items and a "Keep your team updated with News on your team site" message.

In contrast, if we have a communication site, Quick Launch is on the top of the page. The communication site is a special template that is introduced in SharePoint modern framework. In a Team site, we have quick launch (on the left) and top navigation (on the top), with the communication site we only have one navigation on the top.

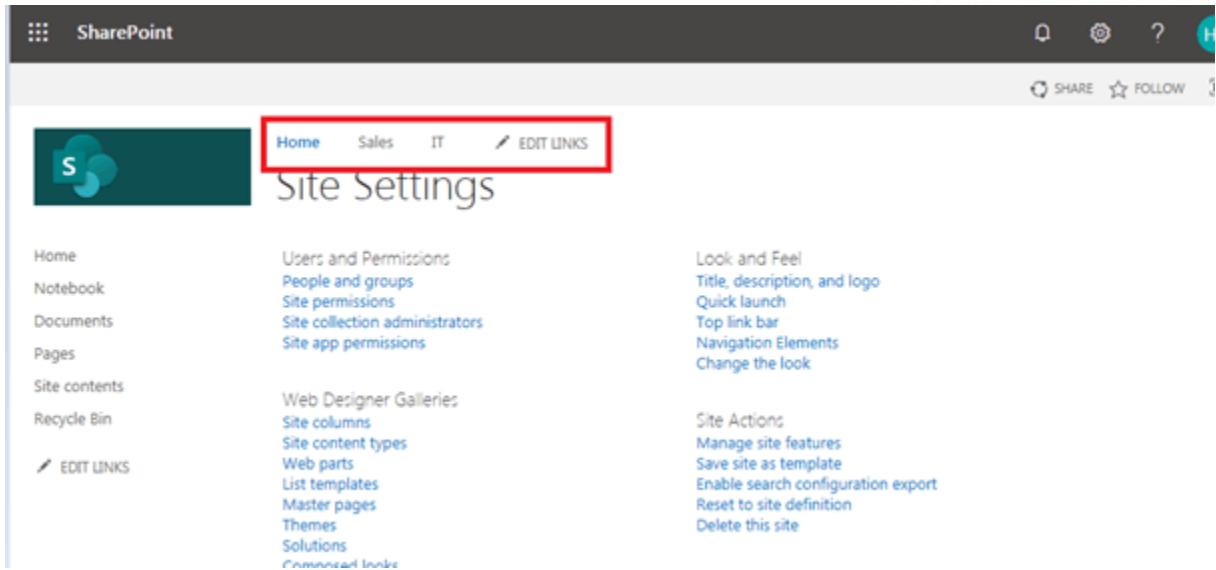
## Note

- The communication site does not have top navigation. Instead, Quick Launch has been moved from the left to the top.



## Site Collection Navigation (Global Navigation)

Let's say we have ten subsites and we want common navigation to all the subsites – then global navigation is the right choice. The navigation should be configured in the top-level root site collection and this navigation should be inherited from all sub sites below it.



The screenshot shows the SharePoint Site Settings page. At the top, there's a navigation bar with links for Home, Sales, IT, and EDIT LINKS. The 'EDIT LINKS' link is highlighted with a red box. Below the navigation bar, the page title is 'Site Settings'. On the left, there's a vertical navigation menu with items like Home, Notebook, Documents, Pages, Site contents, Recycle Bin, and EDIT LINKS. The 'EDIT LINKS' item here is also highlighted with a red box. The main content area contains several sections: 'Users and Permissions' (People and groups, Site permissions, Site collection administrators, Site app permissions), 'Look and Feel' (Title, description, and logo, Quick launch, Top link bar, Navigation Elements, Change the look), 'Web Designer Galleries' (Site columns, Site content types, Web parts, List templates, Master pages, Themes, Solutions, Command bars), and 'Site Actions' (Manage site features, Save site as template, Enable search configuration export, Reset to site definition, Delete this site).

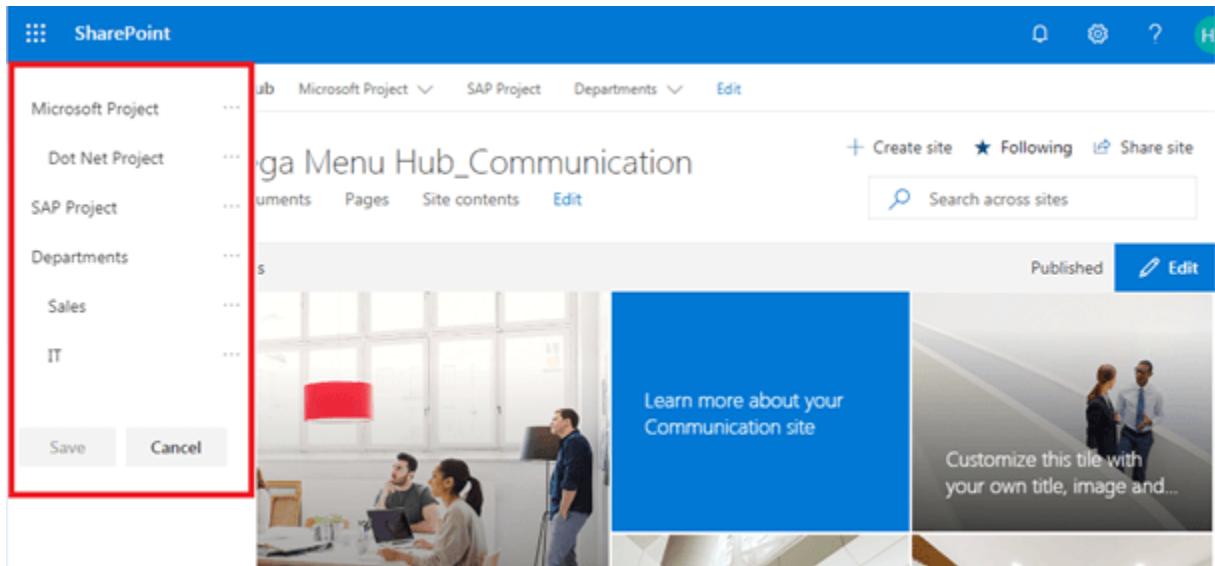
## Note

- The Site Collection Navigation option only exists on sites not connected to Office 365 Groups (classic sites or modern team sites without a Group).

## Hub site navigation

In modern site architecture, we will never have all the stuff in a single site collection. Sometimes, we may have a department site such as a communication and team site connected with an office 365 group. Those are independent site collections, in this case, global navigation will fail. This is where the hub site comes into the picture. Hub sites allow us to combine all those different types of sites and site collections and bring them all under one umbrella.

Here is an example of hub site navigation, note here the link Sales and IT are from different site collections (classic team site).



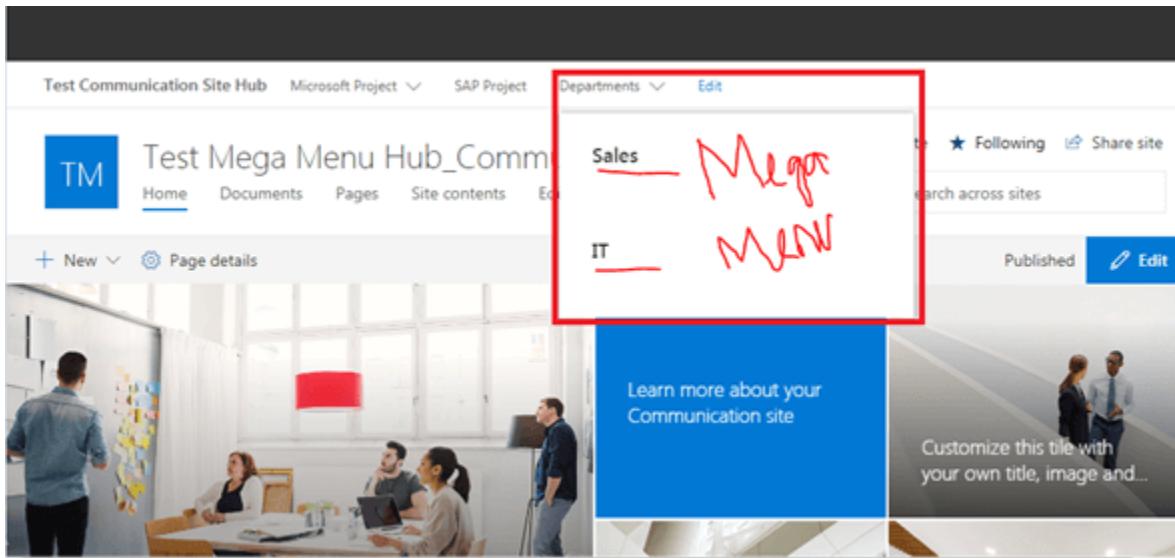
## Megamenu Navigation

The much-awaited megamenu navigation was recently launched by Microsoft (February & March 2019). It addresses many issues which users have been facing over the last several years in the traditional dropdown navigation approach. One of the major issues of dropdown-based navigation is, if the navigation item lists are more, most of the actual content of the site will be hidden or shadowed by the dropdown menu. This is how the user gets frustrated and it leads to poor user adoption to the site. And also, in the dropdown-based approach, we cannot have multi-levels of nested items.

### **Example of megamenu:**

This is a white rectangular box menu – using this we can implement multi-level nested item navigation, but in flat architecture. At any given point of

time users will not lose their content. While working on megamenu we must know this – if we configure the mega menu in the hub sites, this will not be inherited automatically in the subsequent associated site, we need to configure these in associated sites as well.



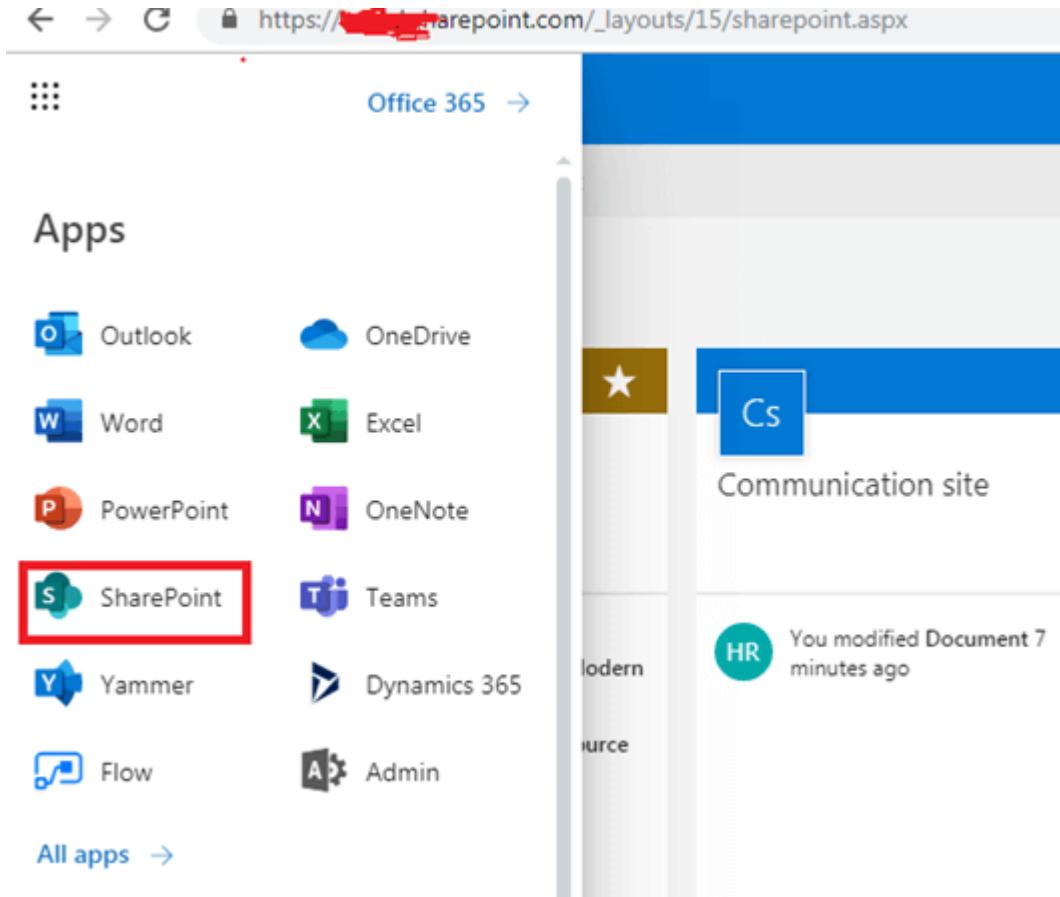
## Note

- We can achieve all four (Quick Launch, Global, Hub Site and Megamenu) on the same site if we use a team site not connected to an Office 365 Group. The site which is connected to an Office 365 Group loses site collection (Top) navigation option.

## Personal Navigation

All the above types of navigations are man made – I mean these need to be manually configured. Apart from these, we have one more navigation we may name as personal navigation – these are not manually configured, based on the sites we may visit frequently these will be listed out over here.

Go to the below URL and click on "SharePoint".



We'll get the below page - Example of personal navigation – these navigation items will vary from person to person because it depends on the specific user's site visits.

SharePoint

Create site Create news post

### Frequent sites

 ★ TestSite001	 ★ Communication site	 ★ SharePoint Project
 You modified PromotedLinksWeb...ineModern Page on 6/15/2019  You modified Human Resource on 6/15/2019  Finance is popular	 You modified Document 7 minutes ago	There's no recent activity on this site.
 ★	 ★	 ★

## Summary

I hope you have enjoyed reading this book. The purpose of this book is how a SharePoint administrator, Power User, architect and developer (with the appropriate access) can manage the SharePoint Online admin center from Office 365. This book is composed of eleven chapters, each chapter has its own scope and meaning; to summarize each chapter see the below bullets:

**Chapter 1: Introduction to SharePoint**

The chapter 1 was focused on basic understanding of SharePoint like what is SharePoint, history of SharePoint and why we should use SharePoint.

**Chapter 2: Introduction to Office 365**

Chapter 2 was focused on basic understanding of Office 365, such as what is Office 365, advantages of Office 365, how to create a trial office 365 tenant and login to it.

**Chapter 3: Manage Microsoft 365 admin center report dashboard**

In Chapter 3, we have seen that when we logged into Microsoft 365 admin center home page – what are the default report cards are available in the home page and how to manage these report cards like adding a new report card, removing a report card from the home page and list of cards are available to add in Dashboard in the Microsoft 365 admin center

**Chapter 4: Administering Office 365**

In the administering office 365 we have seen how to manage tenant users like adding a new user, removing a user etc., how to manage guest users, how to manage groups in Office 365, various types of groups (below mentioned) in Office 365 and how to work with them.

- Office 365
- Distribution

- Mail-enabled Security
- Security

## Chapter 5: Billing management in Office 365

In the billing management section, we have seen the below bullets and how to manage them sophisticatedly.

- Purchase Service
- Products & services
- Licenses Report
- Bills & Payments management
- Billing Accounts
- Billing Methods
- Billing Notification

## Chapter 6: Introduction to SharePoint Online Admin center

The introduction to SharePoint Online Admin center chapter was focused on the below:

- What is SharePoint Online Admin center?
- How to navigate to SharePoint from Office 365?
- Reports available (below mentioned) in the SharePoint admin center home page and how to manage each report.
  1. SharePoint file activity report
  2. SharePoint site usage report
  3. Message Center
  4. Service Health

## Chapter 7: Administering SharePoint admin center

This chapter is the most interesting and biggest – here are most of the tasks a SharePoint administrator works on. To summarize the SharePoint Online administration section, we can have the below notes:

How to manage the below activities from active sites report:

- How to create site
- How to delete Site
- How to manage the site owner
- How to manage the Hub site
- How to manage the Site Sharing
- How to export the site consolidated report as csv
- How to search the sites with name, URL etc.
- How to filter the sites based on various inbuilt view.
- How to customize the columns.
- How to do the bulk edit
- How to land into this Active Sites report.
- How to create a site from SharePoint online admin center?
- How to manage the active site owners from admin center:
- How to manage hub site from SharePoint admin center:
- How to export the active sites report in CSV:
- Example of downloaded sites csv report:
- How to search the active sites:

- Views in Active Sites:
- Customizing the view columns in active sites report:
- Bulk Edit in SharePoint admin center (active sites):

How to manage deleted sites report:

How does the below policy work in SharePoint admin center?

1. Sharing and
2. Access Control

How to manage the global settings page in SharePoint admin center like below:

- How to handle the default admin experience page
- How to handle the SharePoint notification globally.
- Site creation - what is the default setting that should be configured while creating a new site.
- How to manage the site storage limits and so on.

How to manage the below global settings from the Tenant setting page:

- Show or Hide App Tiles
- Site Collection Storage Management
- OneDrive for Business experience
- Admin Center Experience
- Delve (powered by Office Graph)
- Enterprise Social Collaboration
- Streaming Video Service
- Site Pages
- Global Experience Version Settings

- Information Rights Management (IRM)
- Site Creation
- Subsite Creation:
- Connections from sites to Office 365 groups:
- Custom Script
- Preview Features
- Connected Services
- Mobile Push Notifications - OneDrive for Business
- Mobile Push Notifications – SharePoint
- Comments on Site Pages
- How to navigate to classic features from modern admin center?
- Classic features in modern SharePoint admin center:
- How do we navigate to the classic/old site collection create page?
- Data migration tool in SharePoint admin center:
- How to manage script editor webpart in SharePoint Online?

## Chapter 8: Manage hub sites in SharePoint Online from admin center

In the modern SharePoint Online, the hub site is very important concept, so with respect to hub site, we have seen the below:

- Introduction to hub site
- What is a Hub Site in SharePoint online?
- Hub Site architecture in SharePoint online
- Why Hub Site in SharePoint online?
- How to create a Hub Site in SharePoint online?

- How to add a Team site or communication site to the Hub Site?
- Some key features or use cases of Hub Sites.
- How to create a new hub site using PowerShell?
- Register a site as a hub site by using the Register-SPOHubSite cmdlet:
- Set permissions for specific users: SPOHubSiteRights
- Associate multiple sites to a hub site: Import-Csv to Add-PnPHubSiteAssociation
- Manage hub site report in SharePoint Online
- PnP PowerShell script to get all sites connected to a hub site:
- PnP PowerShell script to get all sites connected to hub site: Test
- Let's see the exported hub sites report – how does it look like?
- View all sites those are connected to a hub site using SharePoint admin center URL (UI):

#### Chapter 9: Workflow Report from SharePoint Online tenant

In the workflow report chapter, we have seen how to export all workflows from SharePoint Online Tenant using PowerShell CSOM and PnP PowerShell and also, we have seen how to Install PnP PowerShell:

#### Chapter 10: Site creation template selection in SharePoint Online

In this chapter, we have learned what is a team site and communication site template and when to use which one. And, we have learned using PnP PowerShell how we can create a team and communication site.

#### Chapter 11: Navigation in SharePoint Online

In the navigation chapter, we cover navigation in SharePoint online and what various navigations are available (below mentioned) in the SharePoint online and how to work with each type of navigation.

##### 1. Site Navigation (Local Navigation)

2. Site Collection Navigation (Global Navigation)
3. Hub Site Navigation
4. Megamenu Navigation
5. Personal Navigation

Thanks so much for reading this book. If this book really helps you – please share this book with your colleagues and friends. In the future, I have a lot of plans to write this type of book for the SharePoint administrator, Power User, developer and architect, so until then stay tuned!!! Once again thanks for being with me on this journey, and hopefully together we will cross paths again in the future.

## Resources

Reference URLs:

- <https://docs.microsoft.com/en-us/sharepoint/planning-hub-sites>
- <https://docs.microsoft.com/en-us/powershell/module/sharepoint-pnp/new-pnpsite?view=sharepoint-ps>
- <https://docs.microsoft.com/en-us/powershell/sharepoint/sharepoint-pnp/sharepoint-pnp-cmdlets?view=sharepoint-ps>



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