# About This Training Course

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| **Course Title:** | SharePoint Online for Site Administrators |
| **Course Code:** | SSA365 |
| **Audience:** | Business Users |
| **Format:** | Instructor-led training with hands-on labs |
| **Length** | 2 Days |

#### Course Description

This class is designed for site administrators and site collection owners who need to learn the ins and outs of managing sites and site content in the SharePoint Online environment. The course begins by examining the responsibilities of a SharePoint site administrator where students will learn how to manage and configure site collections and the sites that they contain. The course also teaches students how to design lists and document libraries using advanced techniques involving the use of custom site columns and content types.

Students will learn how to configure security in a SharePoint site collection by creating security groups and managing site membership. Students will also learn how to configure permissions to provide authorized access to sites, lists and document libraries. This course will also teach students how to work with advanced SharePoint Online features such as publishing, search and workflows. Students will learn to work with publishing sites and publishing features which include working with publishing pages, master pages and page layouts. Students will also learn how to configure SharePoint search settings as well as how to take advantage of the workflow support provided by SharePoint Online.

#### Student Prerequisites

Students should be experienced with accessing Internet websites with a browser such as Internet Explorer or Chrome. Students should also be familiar with Microsoft Office products such as Microsoft Word and Microsoft Excel.