PHASE 14: Build a Professional IT Documentation Portal Using SharePoint Online

In this phase, I configured and deployed a centralized IT documentation portal using SharePoint Online within my Microsoft 365 tenant. The goal was to create a secure, well-organized, and cloud-native workspace for storing IT documentation, SOPs, scripts, configuration files, and phase-wise guides. This portal reflects real-world MNC practices for IT knowledge management and collaboration

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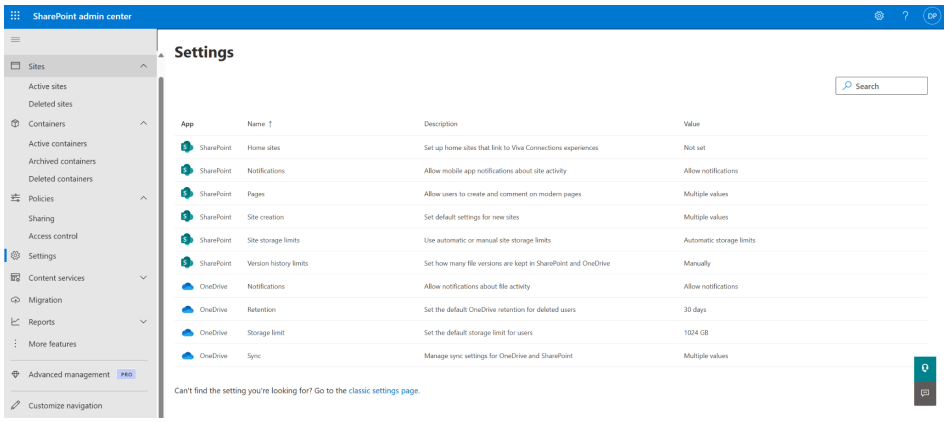
I. SharePoint Admin Setup (Microsoft 365 Admin Center)

Actions Completed:

As the global admin, I navigated to https://admin.microsoft.com → Admin Centers → SharePoint. From there:

1. Viewed all active sites and filtered for the Team sites.
2. Verified the existing SharePoint storage quota and assigned an appropriate size for the IT Documentation portal.
3. Confirmed ownership and permission roles for the team site and locked external sharing.
4. Confirmed features such as OneDrive sync and modern UI were enabled.



II. SharePoint Site Owner Configuration

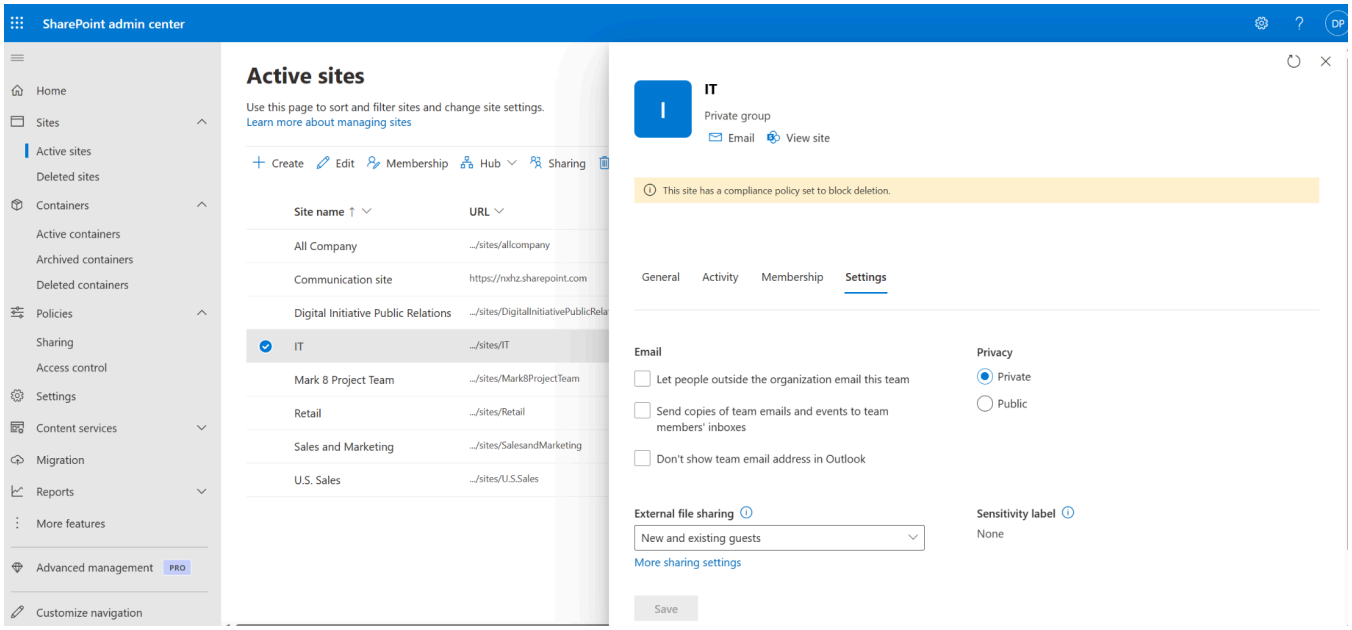
As the Site Owner, I structured a cloud-based IT Documentation Portal using SharePoint Online, allowing centralized access, security control, and collaboration for all my hybrid infrastructure documentation.

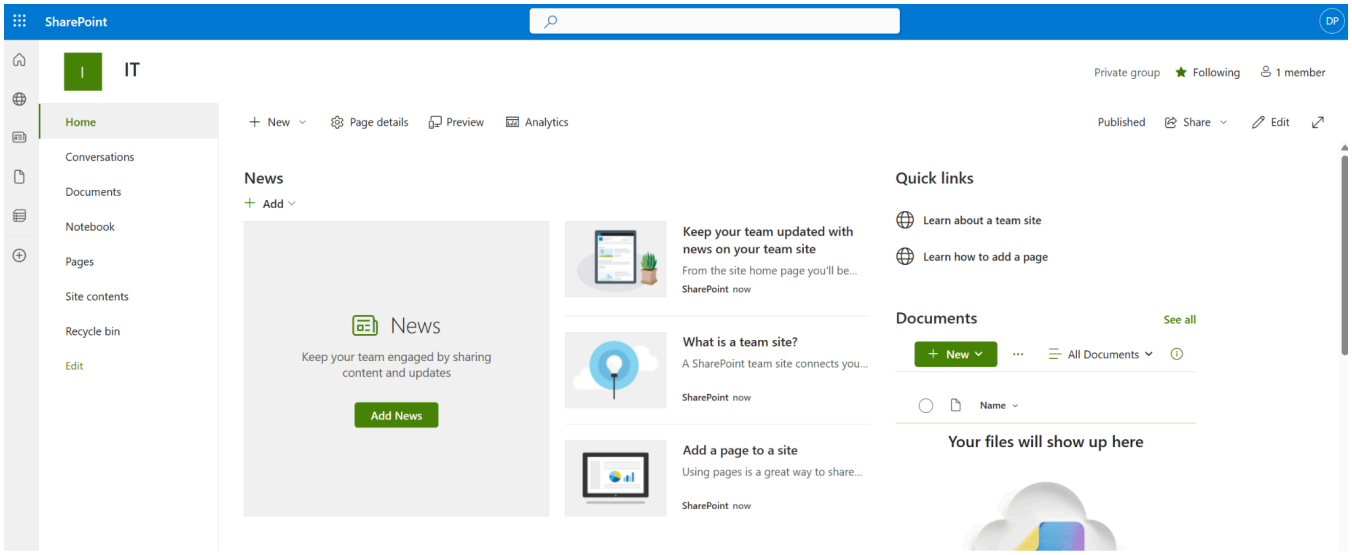
Actions Completed: Step-by-Step Breakdown: Site Owner Configuration

Step 1: Creating the SharePoint IT Team Site (Tenant Admin Task)

Before starting as the Site Owner, I first created the Team Site from the SharePoint Admin Center using below steps:

1. Logged in as Global Admin at https://admin.microsoft.com.
2. From the left pane, clicked Admin centers → SharePoint → Opened SharePoint Admin Center.
3. In the left menu, clicked “Sites” → “Active sites”.
4. Clicked “+ Create” at the top.
5. Choose “Team site” (not Communication site).
6. Entered the following information:
    - Site name: IT
    - Site address: https://dipeshcorp.sharepoint.com/sites/IT
    - Group owner: dipesh@dipeshcorp.onmicrosoft.com (or another admin account)
    - Privacy settings: Private – Only members can access this site
    - Language: English
7. Clicked Next → Added initial members (optional) → Clicked Finish.
8. After a few seconds, the site was provisioned.
9. Visited the new site at: https://dipeshcorp.sharepoint.com/sites/IT



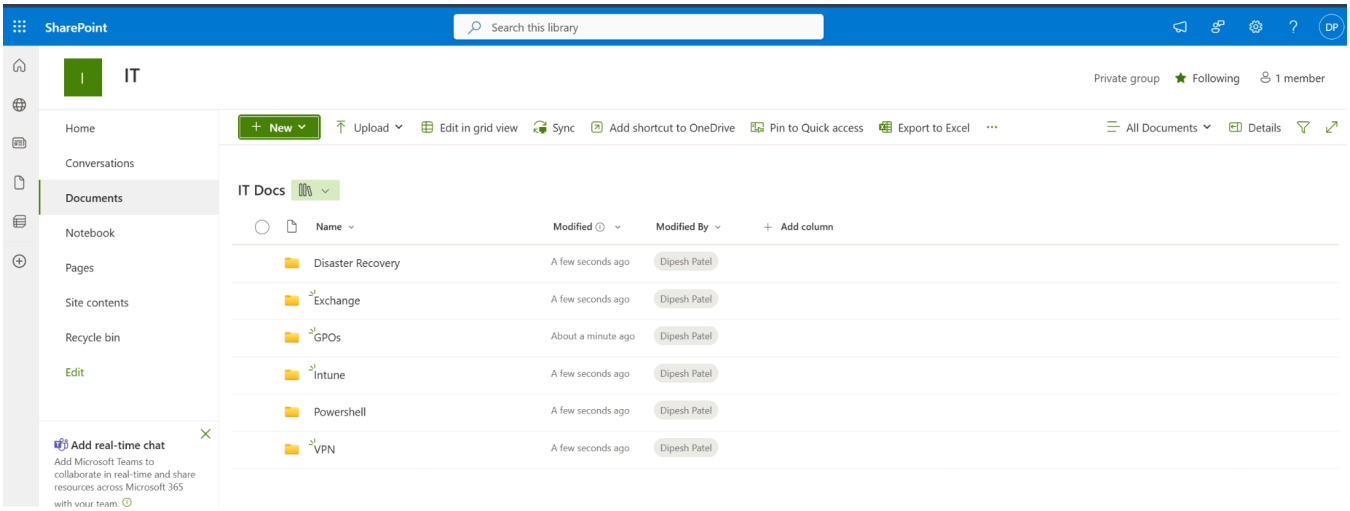


Step 2: Created Document Libraries

1. Navigated to my Team site: I logged in at https://dipeshcorp.sharepoint.com/sites/IT
2. From the left panel, clicked “Documents” (the default library created during site creation).
3. Renamed “Documents” to “IT Docs”:
   - Clicked Settings ⚙️ (top-right) → Site contents.

- Hovered over “Documents” → Clicked ··· → Settings > List name, description and navigation
- Changed the name to “IT Docs” under “Name and Description” → Clicked Save.

4. Added structured folders inside IT Docs:
   - Opened “IT Docs” → Clicked “+ New → Folder”.
   - Created folders:
     i. GPOs
     ii. Intune
     iii. Exchange
     iv. VPN
     v. PowerShell
     vi. Disaster Recovery
5. Uploaded documents:
   - Clicked into each folder → “Upload → Files” → Added .ps1 scripts, PDFs, exported JSONs, etc.

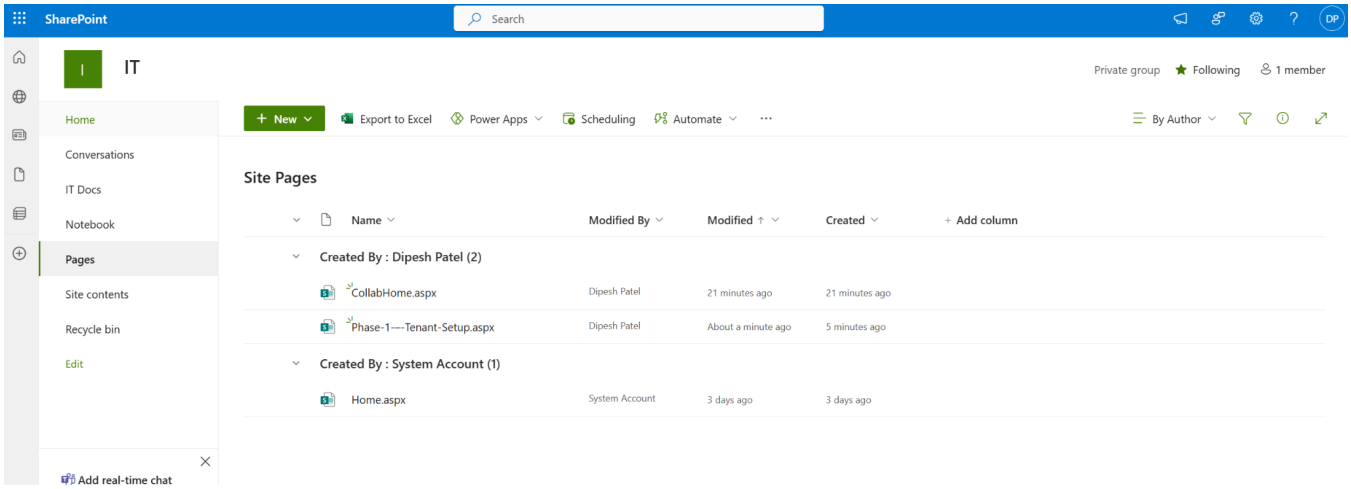


Step 3: Added Phase Pages

1. From homepage, clicked “Settings ⚙️ → Site contents → Site Pages”.
2. Clicked “+ New → Site Page”.
3. For each phase, I created a separate page:

- Example: “Phase 1 – Tenant Setup”
- Clicked “Text” Web Part → Wrote standard operating procedure (SOP)
- Clicked “Image” Web Part → Uploaded screenshots of PowerShell and Admin Centers
- Clicked “Republish” when finished.

4. Repeated for each of my project phases (Phase 1–12, etc.)



📝 Tip: Added header images using the “Image banner” for better visual structure

Step 4: Configured Navigation Bar

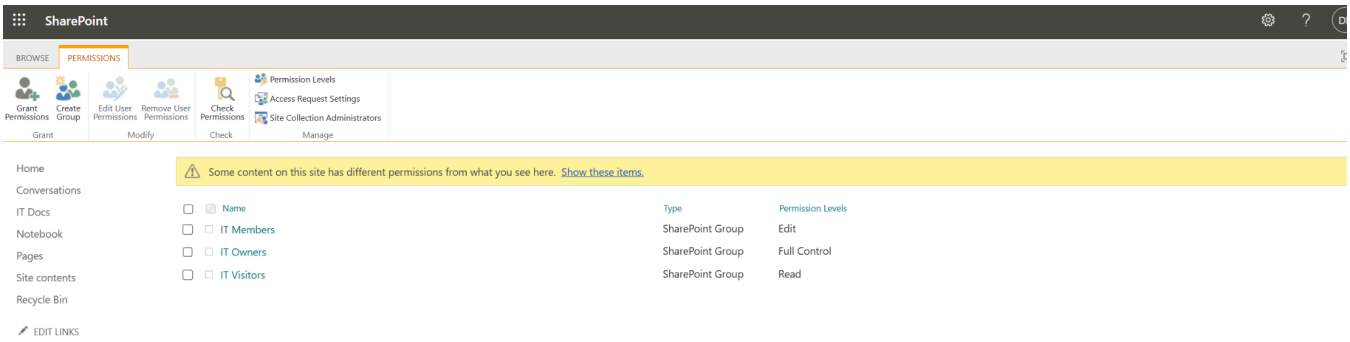
1. On the homepage, clicked “Edit” next to the top navigation bar.
2. Added important links:
   - Home
   - Phase 1 – Tenant Setup (linked to Phase 1 page)
   - PowerShell Scripts (linked to folder in IT Docs)
   - Disaster Recovery Plan (linked to PDF document)
3. Clicked “Save” after finishing.

📝 Tip: Used short names for cleaner UI like “DR Plan” instead of “Disaster Recovery Plan PDF”.

Step 4: Set Site Permissions (Fine-Grained Access Control)

1. Clicked Settings ⚙️ → Site Permissions → “Advanced permission settings”.
2. Groups added:
   - Members Group → device1@dipeshcorp.com (edit permissions)
   - Visitors Group → compliance@dipeshcorp.com (read-only)
3. Broke inheritance for sensitive libraries:
   - Opened IT Docs → Settings → Permissions for this document library
   - Clicked “Stop inheriting permissions”
   - Removed “Visitors” from GPOs folder → Ensured only IT admins could see GPOs.

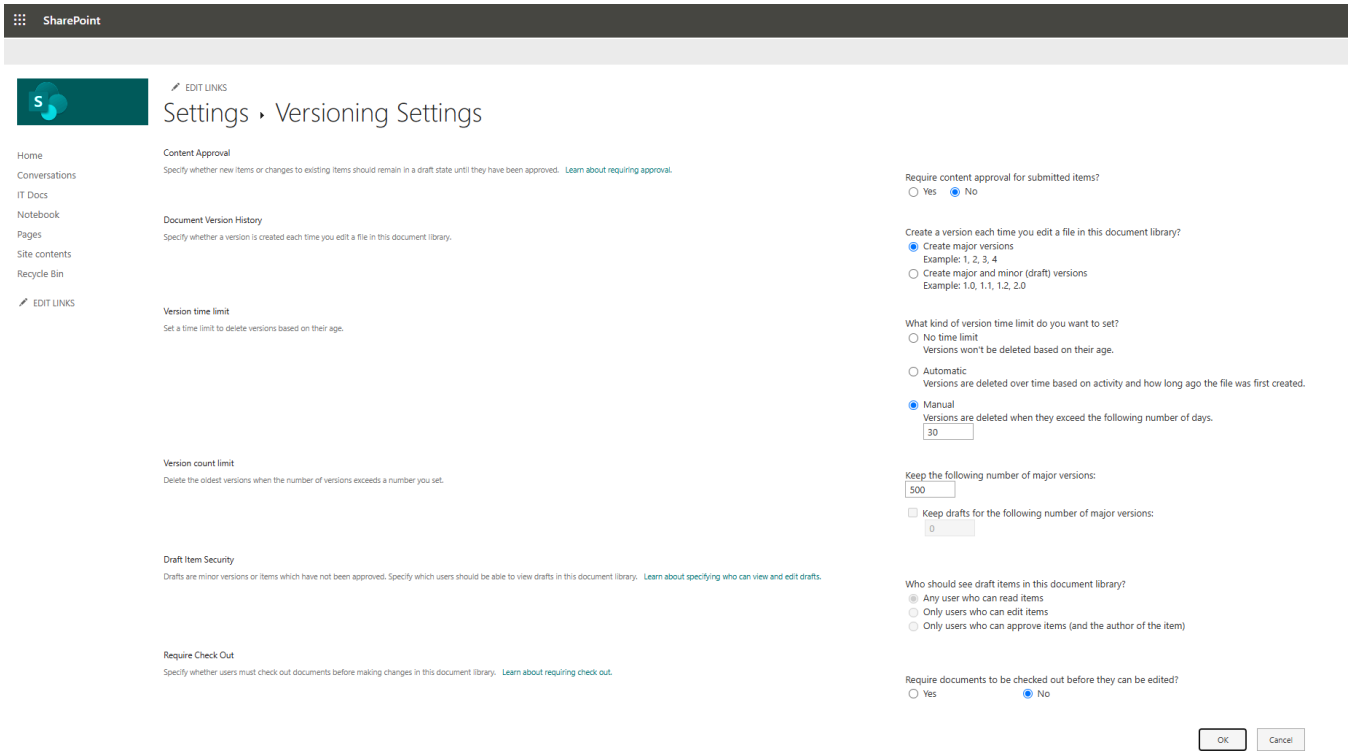
📝 Tip: Used Active Directory synced users where possible, including Entra synced cloud accounts.



Step 5: Enabled Version Control

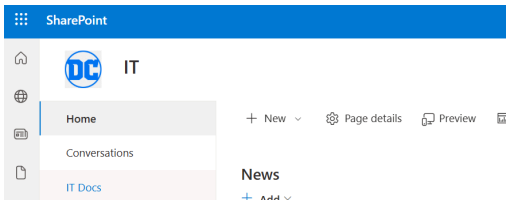
1. Opened IT Docs → Library Settings.
2. Clicked “Versioning Settings” under General Settings.
3. Configured:
   - “Create major versions” → Enabled
   - Number of versions to retain: minimum 30
4. Saved changes.

📝 Tip: Version history lets me restore previous scripts, PDFs, or documentation if something breaks.



Step 6: Set Site Logo and Theme

1. Clicked Settings ⚙️ → “Change the look”.
2. Choose:
   - Theme: Custom color → Selected a Blue/Gray palette
   - Site logo: Uploaded dipeshcorp-logo.png
3. Saved and published changes.



V. Completion Outcome:

I successfully built a structured, version-controlled IT documentation site in SharePoint Online that mirrors real enterprise environments. With dedicated libraries, permission management, and phase-wise SOP pages, this setup allows secure, scalable documentation across the entire hybrid infrastructure lifecycle.