Planning and Configuring Site Collections and Hub Sites

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Overview

Introduction to modern SharePoint information architecture

Managing Sites

Managing Hub Sites

Managing permissions

Introduction to Modern SharePoint Information Architecture

In 2015 Microsoft introduced modern SharePoint

- Modern Team sites

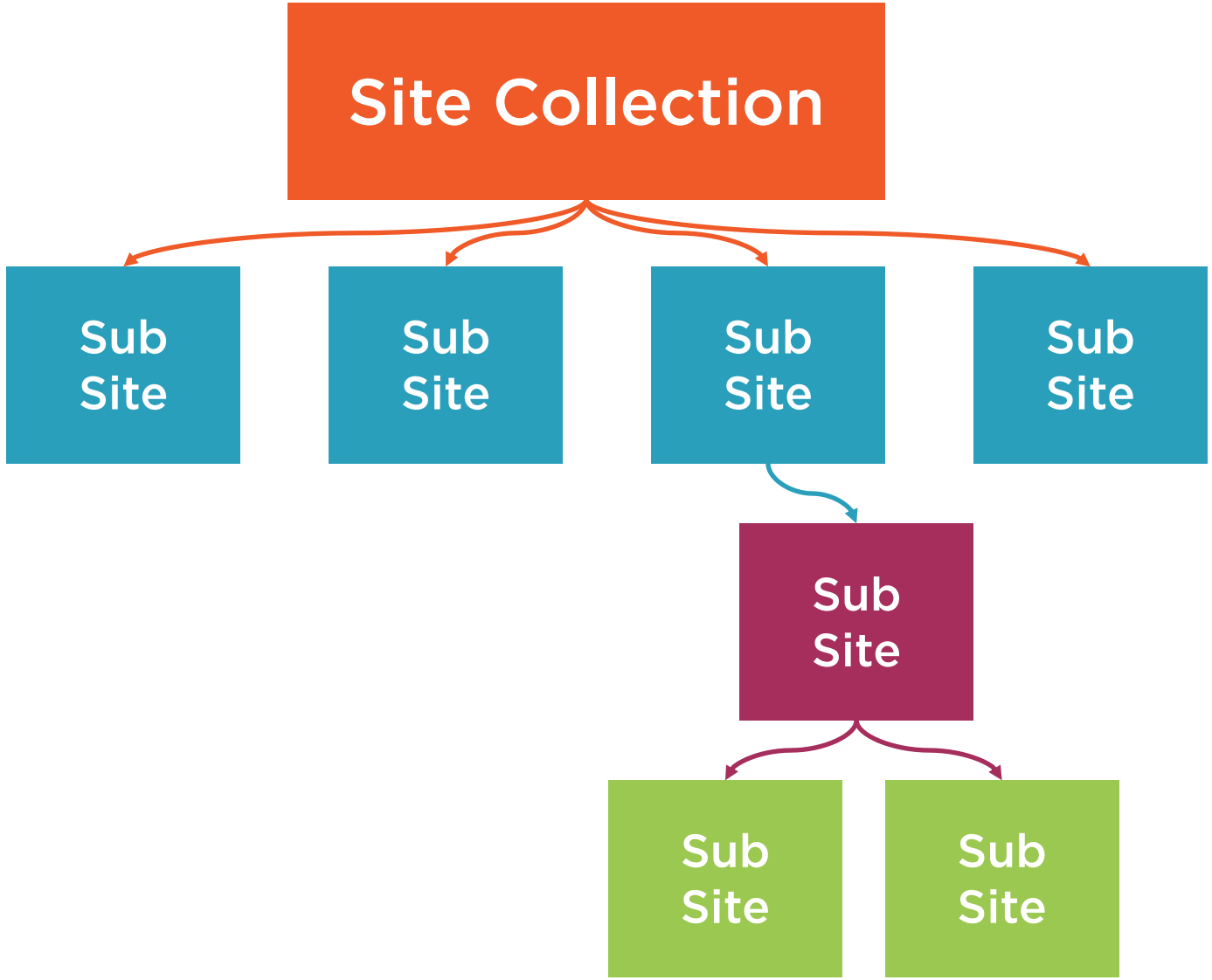
In May 2018 Microsoft released “the missing piece” in the modern information architecture

- Hub sites

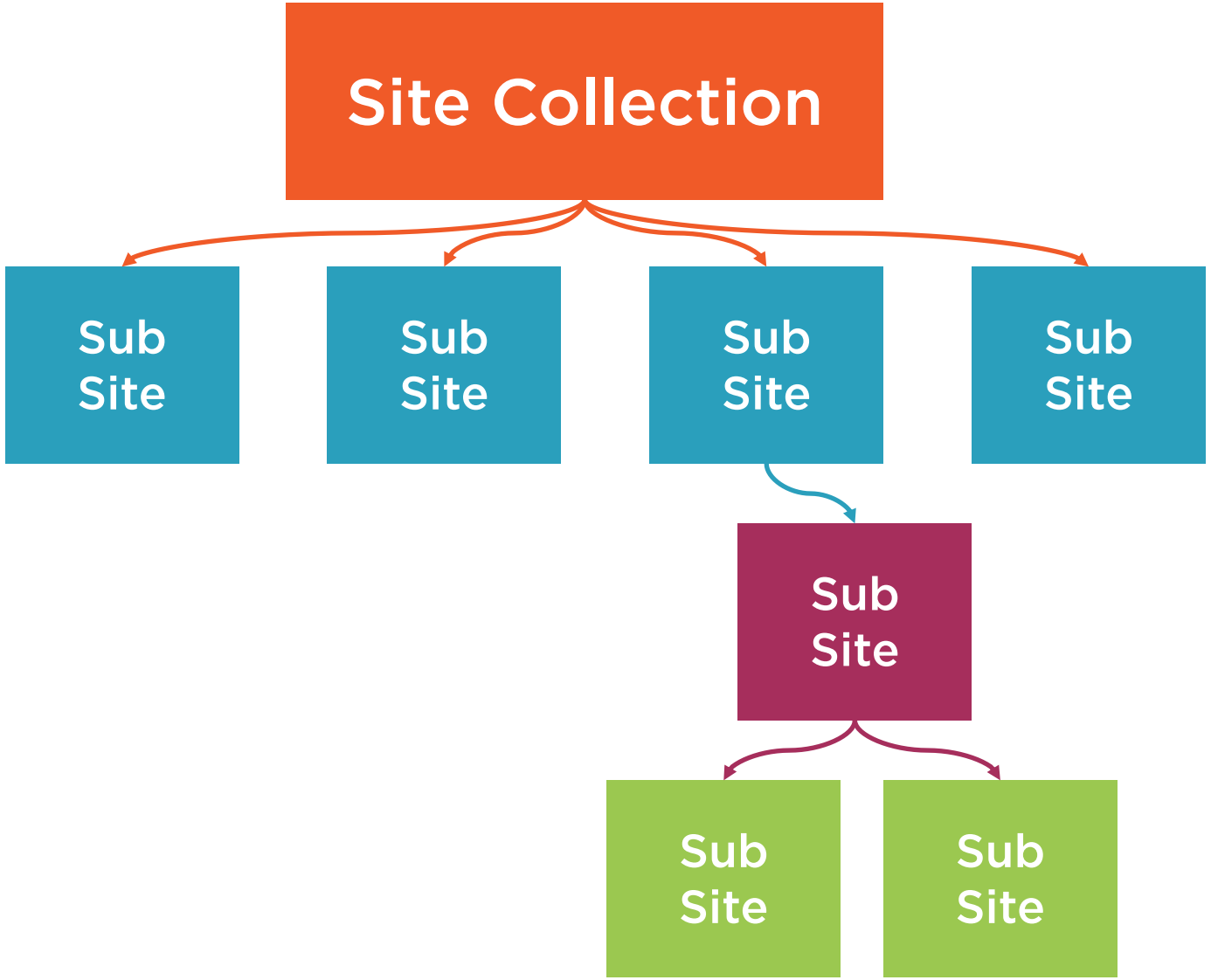
Most organizations are now building on modern SharePoint

- Microsoft is not making any new investments in classic SharePoint
- It will eventually go away

Classic SharePoint Information Architecture



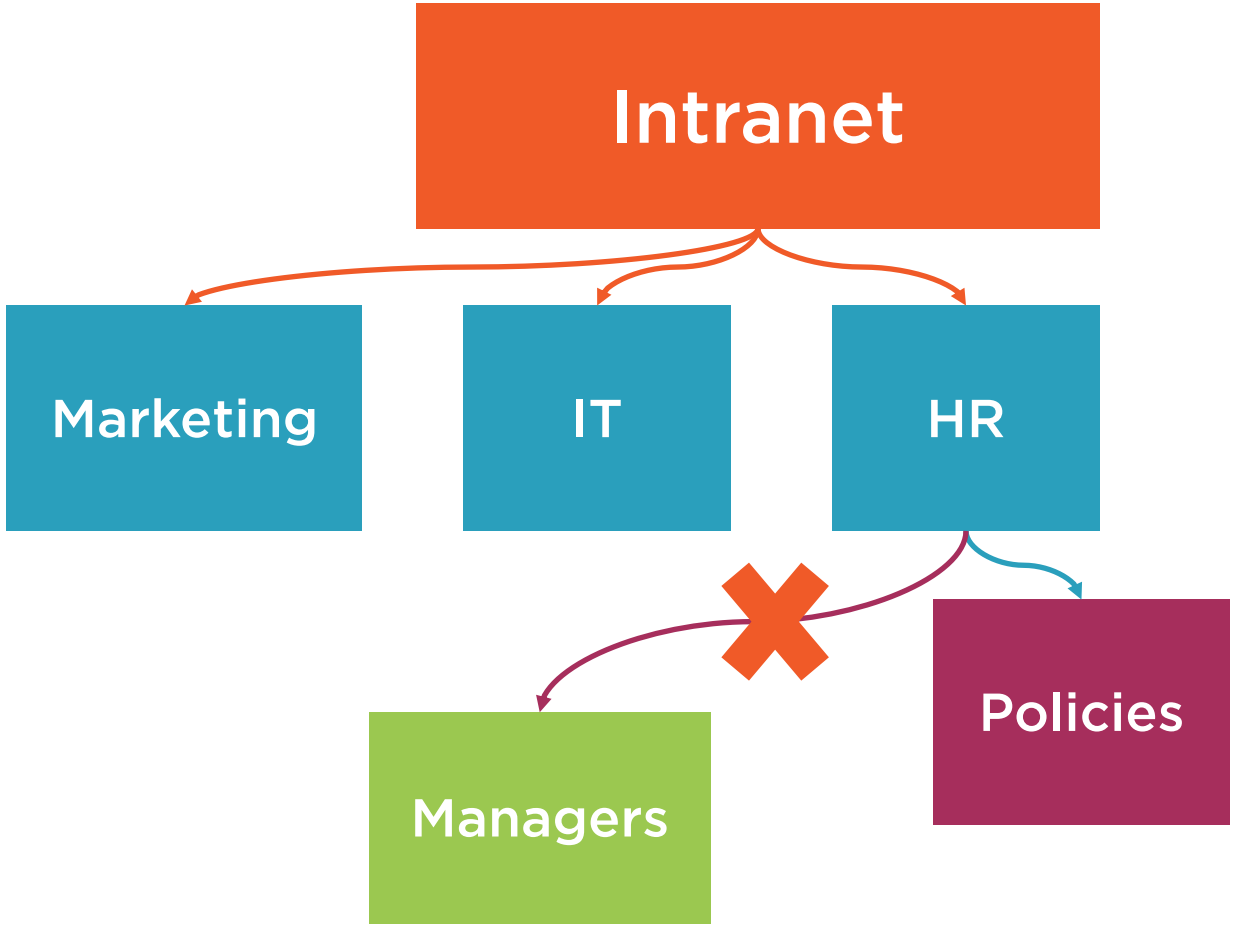
Classic SharePoint Information Architecture



What's Inherited?

- Permissions
- Navigation
- Branding

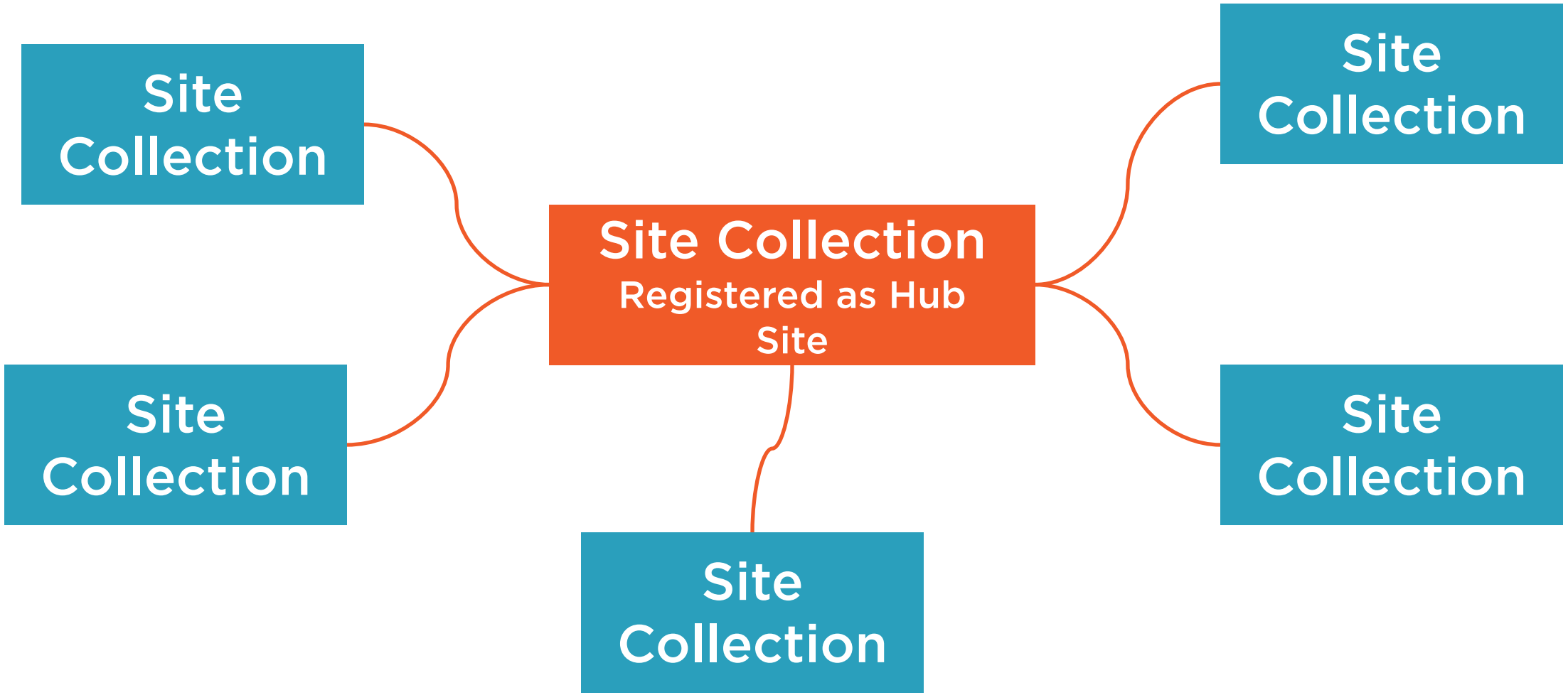
Classic SharePoint Intranet



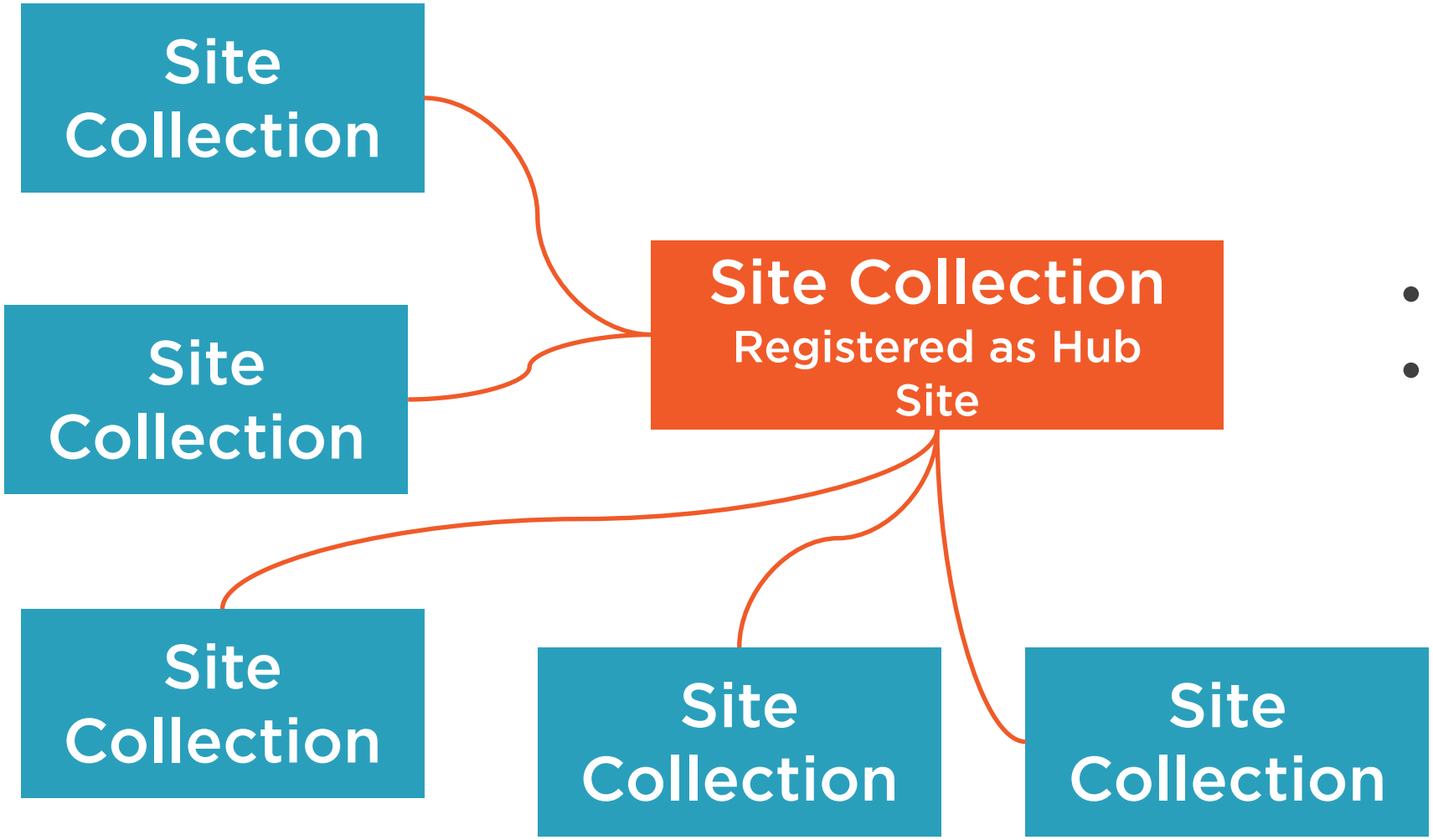
Classic SharePoint Templates

Team Site	Publishing Site	Document Workspace
Records Center	Enterprise Wiki	And more!

Modern SharePoint Information Architecture



Modern SharePoint Information Architecture

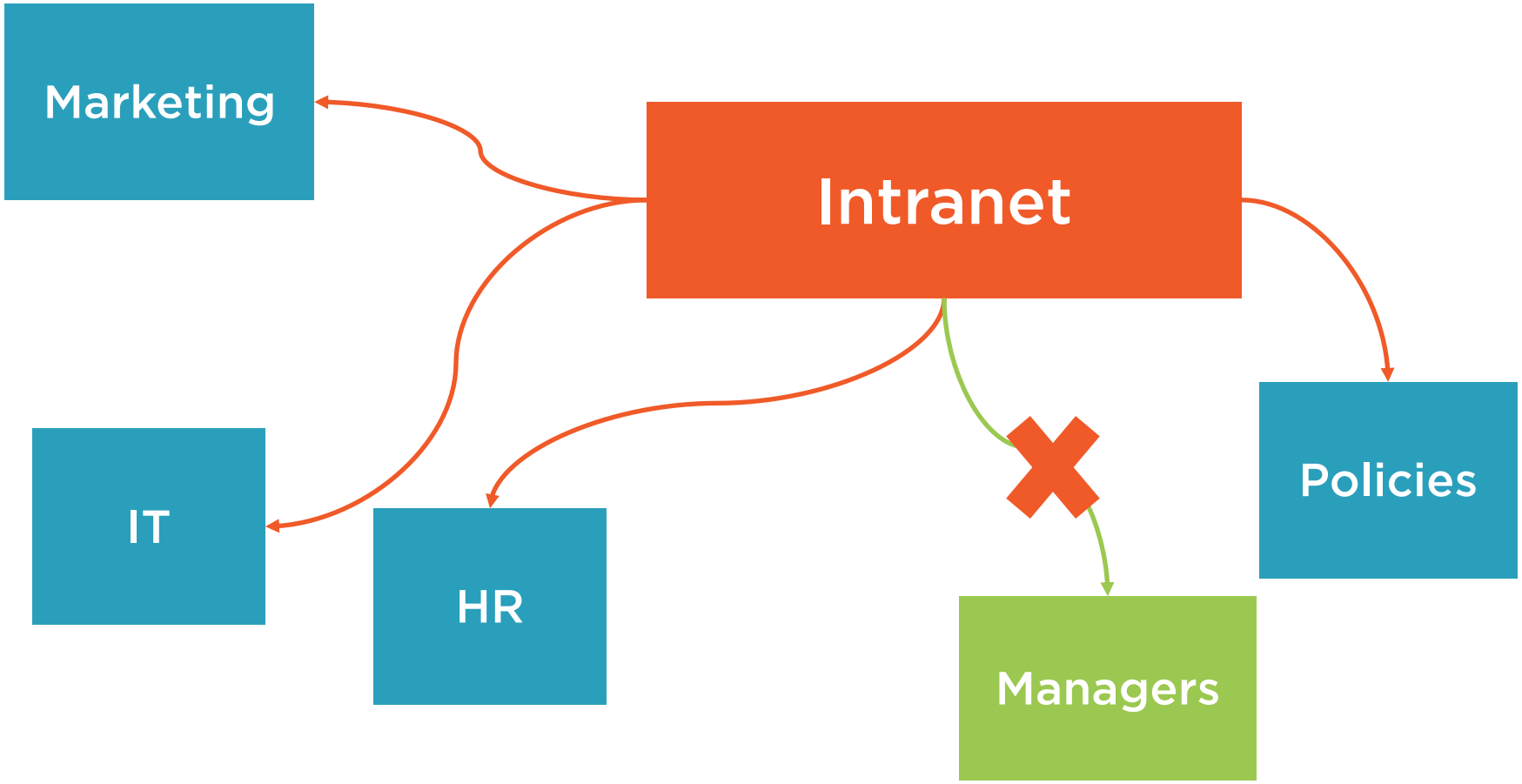


What's Inherited?

- Navigation
- Branding

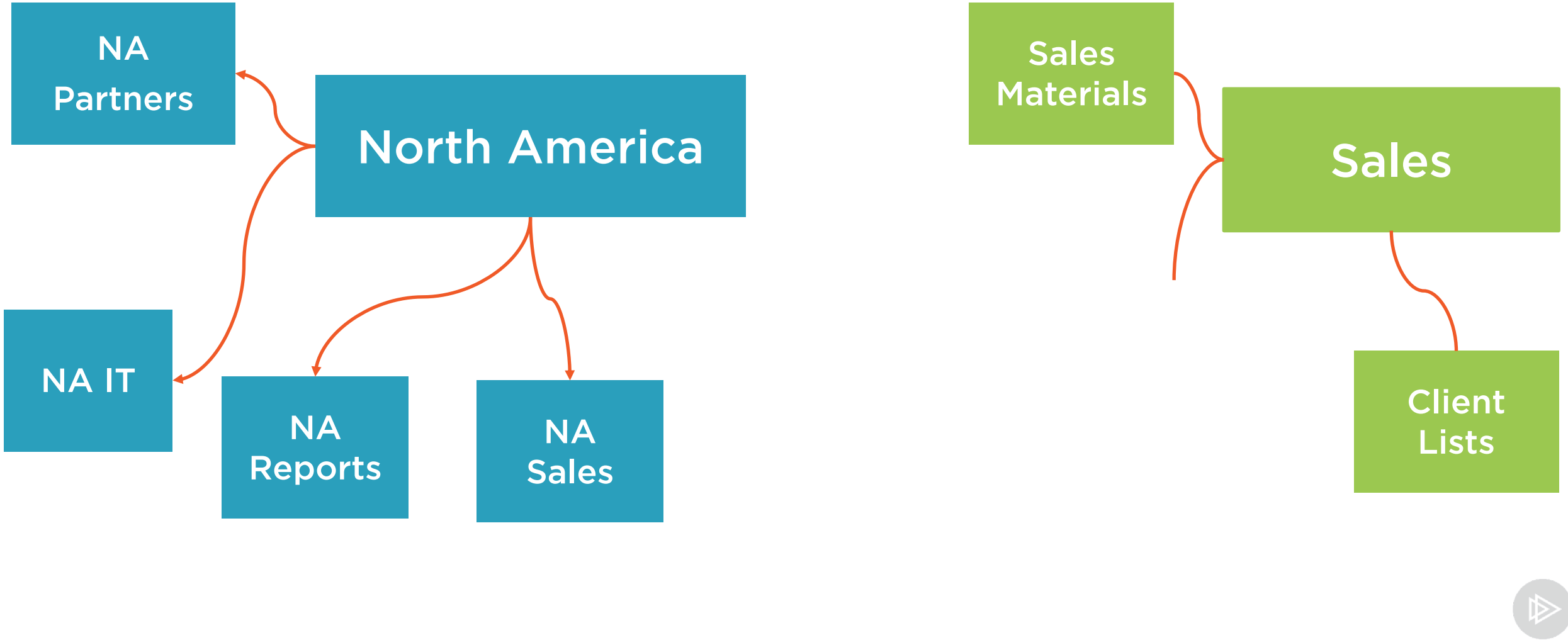
Modern SharePoint Intranet

Everything is a Site Collection!



Modern Is Flexible

Sites can be moved to other hubs



Modern SharePoint Templates

Team site

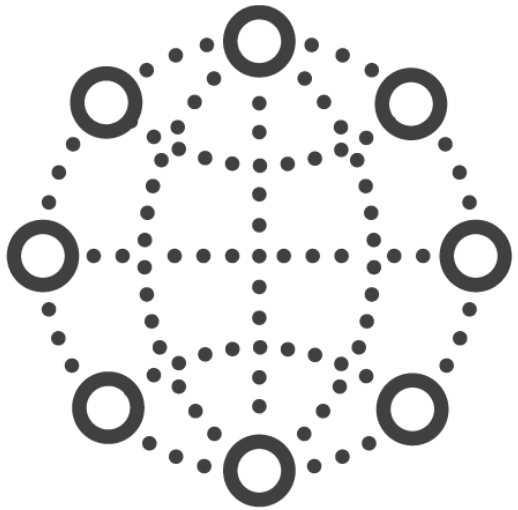
Communication site

Two Types of Team Sites

Modern Team site

Modern Team site connected to an Office 365 Group

Office 365 Groups



A collection of resources to make collaboration easier

- Shared inbox (shared mailbox)
- SharePoint site
- Planner
- (Optional) Microsoft Teams

Creating a Group Connected Team Site will create all of the other resources

Team Sites without groups can be "*groupified*" later on

A Note on Office 365 Groups

This course will focus on managing SharePoint

To master Office 365 Groups also watch the following course on Pluralsight

- Configuring and Managing Microsoft Teams and Office 365 Groups

Hub Sites

Hub Sites are not a template

Modern Team Sites / Communication sites can be register to Hub

Can be done via PowerShell or the SharePoint Admin Center

Site or Site Collection?

Traditionally we have used “Site Collection” and “Sub Sites” as terms for SharePoint

Microsoft is changing the terms to “Sites” instead of “Site Collections”

- We’re not supposed to use sub sites any more!

From now on we will simply use the word “Sites” when referring to “Site Collections”

Managing Sites

Creating a Site

Can either be done via the Admin Center or PowerShell

Information needed

- Title
- Site Address
- Language
- Template
- Primary Site Collection Administrator
- Time Zone
- Storage Quota

Site Administrators

Site Administrator gives you full access to the site

- Content
- Permissions
- Features

Each SharePoint site has only one primary administrator

Other users can be added as administrators

- Same permissions as primary

Modern SharePoint Templates

Team Site (connected to an Office 365 Group)	Communication Site	Team Site (not connected to an Office 365 Group)
PnP PowerShell Only: TeamSite	PowerShell : SITEPAGEPUBLISHING#0	PowerShell : STS#3

From the Admin Center

From Active Sites

Create

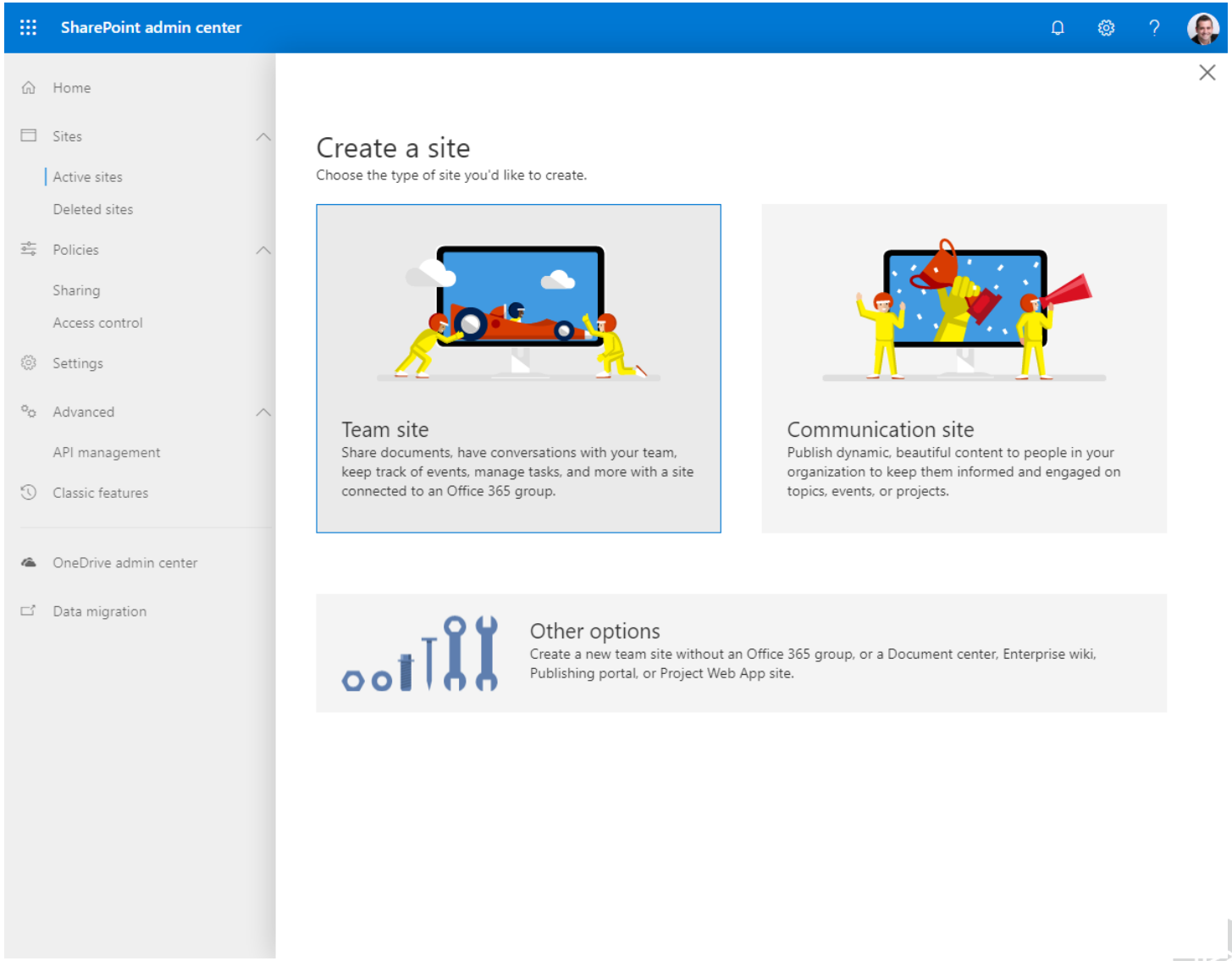
Two options shown

Team Site

Group Connected

Communication Site

Team Site (standalone) & Classic are in Other Options



Creating Sites With PowerShell

Team Site Not Connected to an Office 365 Group

```
New-SPOSite
    -Url https://globomanticsorg.sharepoint.com/sites/TestPSteamSite
    -Owner vlad@globomantics.org
    -Title “Modern Stand Alone Team Site"
    -Template STS#3
    -StorageQuota 10240
```

Creating Sites With PowerShell

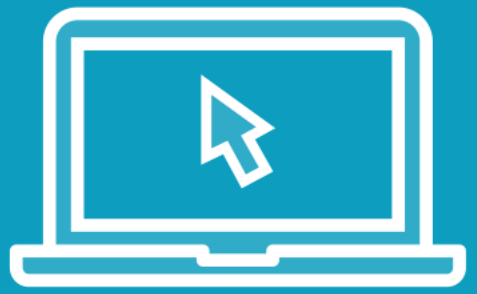
Modern Communication Site

```
New-SPOSite
    -Url https://globomanticsorg.sharepoint.com/sites/TestPSCommSite
    -Owner vlad@globomantics.org
    -Title “Communication Site"
    -Template SITEPAGEPUBLISHING#0
    -StorageQuota 10240
```

Creating Sites With PowerShell

```
#Modern Team Site with an Office 365 Group
New-PnPSite
    -Type TeamSite
    -Title “Modern Team Site with An O365 Group"
    -Alias “ModernTeamSiteWithO365Group"


#Modern Communication Site with PnP PowerShell
New-PnPSite
    -Type CommunicationSite
    -Title “Communication Site with PnP"
    -Url https://globomanticsorg.sharepoint.com/sites/CommSiteWithPnP
    -SiteDesign Showcase
```

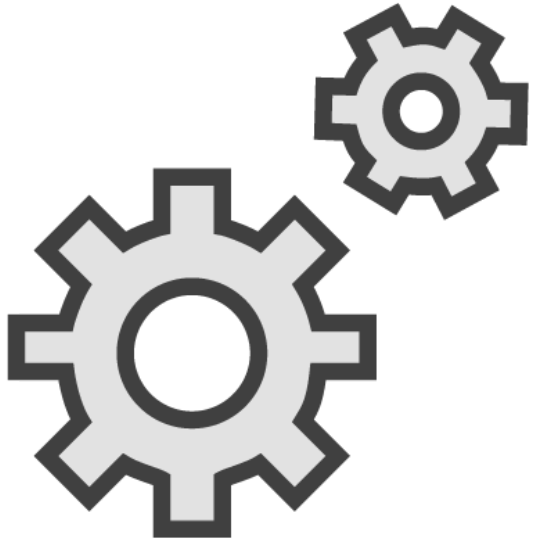
Demo



Creating Sites trough the admin center

Creating Sites trough PowerShell

Updating Site Properties



Sites can be updated via the admin center or PowerShell

- Title
- URL
- Hub association
- Primary Admin
- Other Admins
- & more

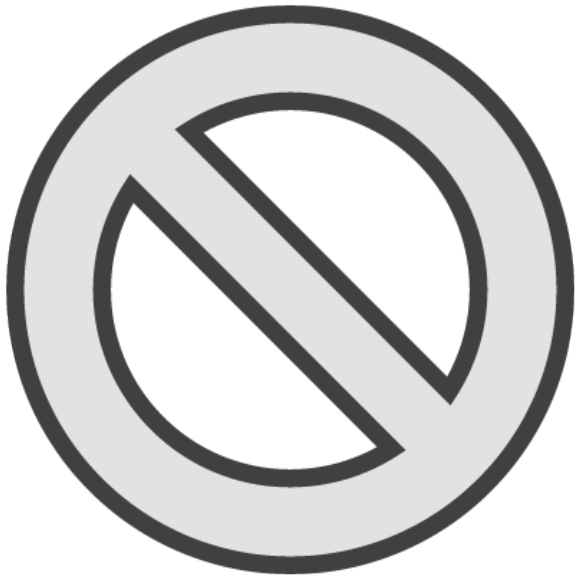
Updating Sites via PowerShell

```
Set-SPOSite
    -Identity https://globomanticsorg.sharepoint.com/sites/CommSiteDemo
    -Title “EMEA Sales”
    -SocialBarOnSitePagesDisabled $true
```

Demo

Updating Site Properties

Deleting Sites



Can be done via Admin Center or PowerShell

Site is retained in the recycle bin for 93 days

Deleting Sites via PowerShell

```
Remove-SPOSite
    -Identity https://globomanticsorg.sharepoint.com/sites/CommSiteDemo
```

Restoring a Site From the Recycle Bin

```
Restore-SPODeletedSite
    -Identity https://globomanticsorg.sharepoint.com/sites/CommSiteDemo
```

Permanently Deleting a Site via PowerShell

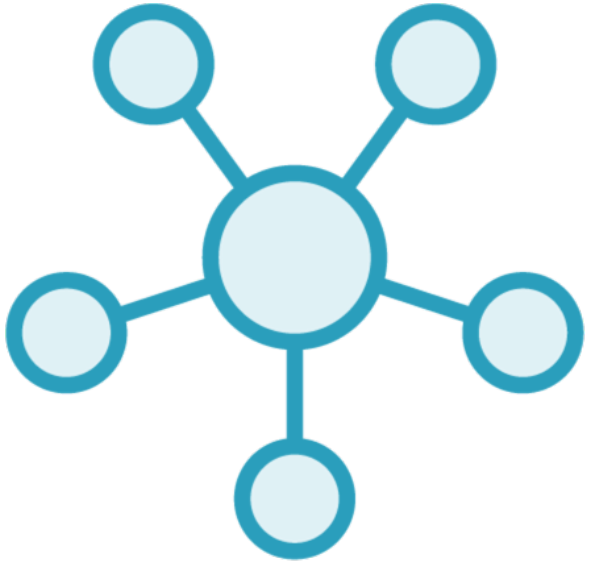
```
Remove-SPOSite
    -Identity https://globomanticsorg.sharepoint.com/sites/CommSiteDemo

Remove-SPODeletedSite
    -Identity https://globomanticsorg.sharepoint.com/sites/CommSiteDemo
```

Demo

Deleting sites

Managing Hub Sites

Hub Sites



Modern SharePoint site promoted to a Hub Site

- Team Site
- Communication Site

Global navigation added automatically

Configure who is allowed to add sites to the hub

- Can also configure an approval flow

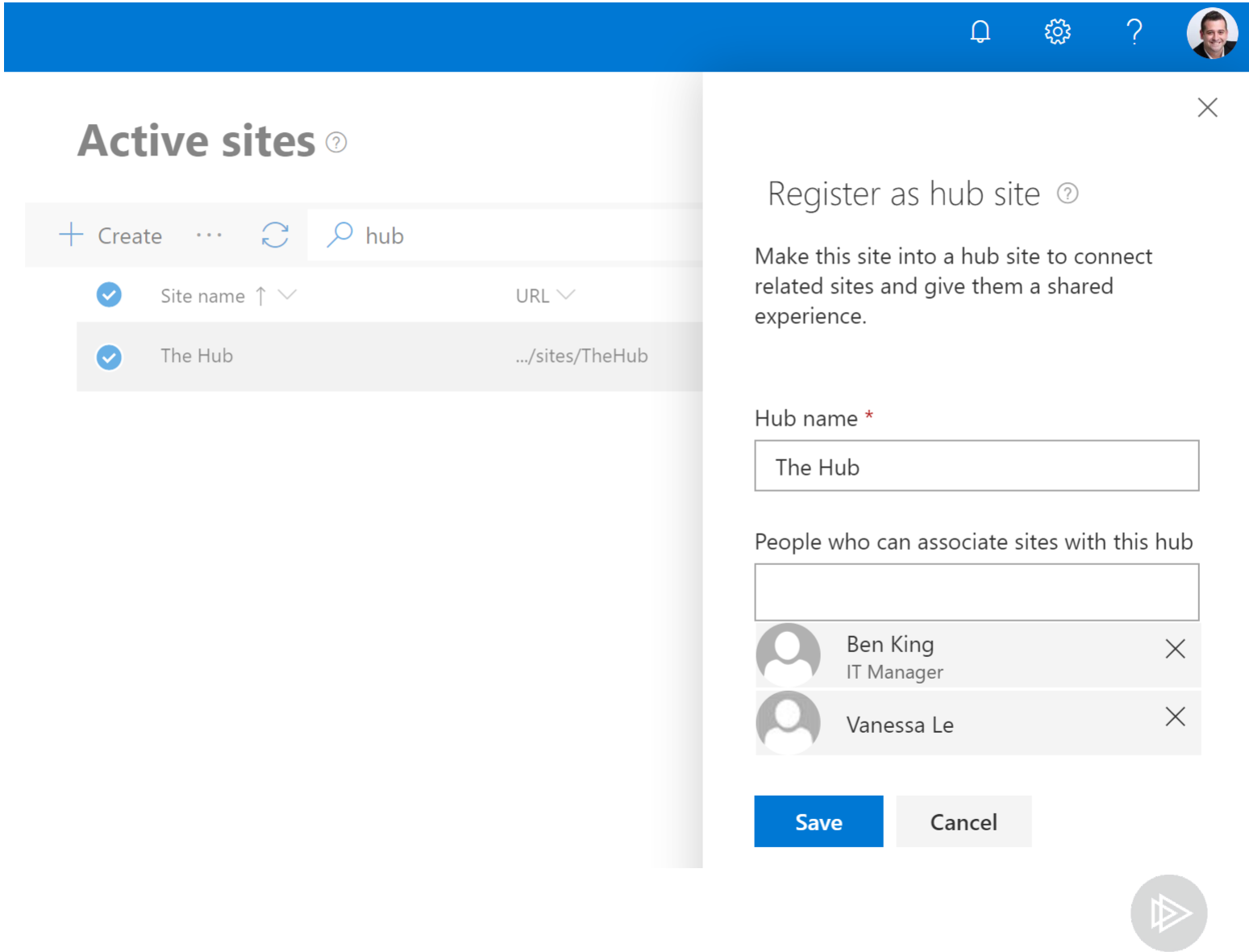
Limit of 2,000 Hub Sites per tenant

To register site from Admin Center

- Register as Hub Site

Choose who can associate sites with the hub

- Users
- Security Groups
- Office 365 Groups



Register a Hub Site with PowerShell

```
Register-SPOHubSite
    -Site https://globomanticsorg.sharepoint.com/sites/thehub
    -Principals $null
```

Adding Users with Join Rights

```
Grant-SPOHubSiteRights
    -Identity https://globomanticsorg.sharepoint.com/sites/thehub
    -Principals ben.king@globomantics.org
    -Rights Join
```

Associate Other Sites to Hub

```
Add-SPOHubSiteAssociation
    -Site https://globomanticsorg.sharepoint.com/sites/Research
    -HubSite https://globomanticsorg.sharepoint.com/sites/thehub
```

Unregister Hub Site

```
Unregister-SPOHubSite
    -Identity https://globomanticsorg.sharepoint.com/sites/thehub
```

Demo

Register a site as a Hub Site

Join a site to a Hub Site

Managing Hub Navigation

Hub Sites add Hub navigation

Navigation is manual

- Cannot connect to managed navigation

Hub navigation independent from site navigation

Managing Hub Navigation with PowerShell

```
Add-PnPNavigationNode
    -Location TopNavigationBar
    -Title “Research”
    -Url https://globomanticsorg.sharepoint.com/sites/Research
```

Demo

Managing Hub Navigation

Managing Permissions

Permission Structure

Site Administrators

- Full control to everything inside the site
- Can activate Site Collection features
- Receive e-mails on various notifications

Site Owners

- Manage Site Permissions
- Manage Site Artifacts

Site Members

- Edit Permissions
  - Create Lists/Libraries
  - Create Content

Site Visitors

- Read only permissions

Who Can Assign What

Primary/Secondary Site Administrator

- Assigned by SharePoint Online Admin

Other Site Administrators

- Site administrator or higher

Site Owners

- Site administrators or higher

Site Members

- Other site members or higher

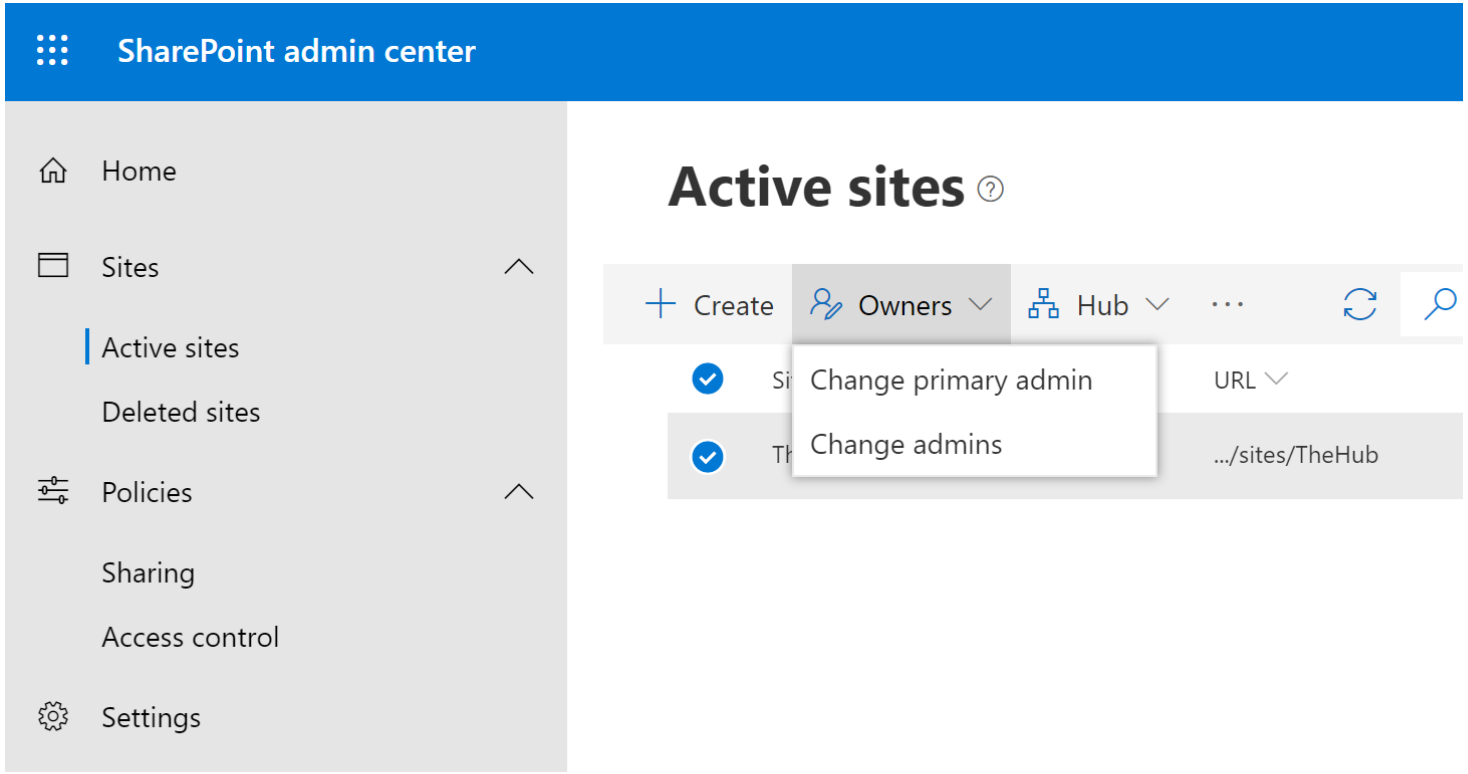
Site Visitors

- Site members or higher

Add Site admin via the Admin Center

Owners

- Change Primary Admin
- Change admins



Assign Site Administrators with PowerShell

```
#Change Owner
Set-SPOSite
    -Identity https://globomanticsorg.sharepoint.com/sites/Research
    -Owner ben.king@globomantics.org


#Add Site Owner
Set-SPOUser
    -Site https://globomanticsorg.sharepoint.com/sites/Research
    -LoginName ben.king@globomantics.org
    -IsSiteCollectionAdmin $True
```

Demo

Assign a Site Administrator

Conclusion

Introduction to modern SharePoint information architecture

Managing Sites

Managing Hub Sites

Managing permissions