Configuring and Managing SharePoint Online

SHAREPOINT ADMINISTRATION: AN INTRODUCTION TO OUR TOOLBOX

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Overview

- Introduction to SharePoint Online administration
- The SharePoint Online admin center
- The SharePoint Online PowerShell module
- The SharePoint / Office 365 Dev PnP PowerShell module

Introduction to SharePoint Online Administration

SharePoint Online Administrator Responsibilities

Responsible for all of the aspects of the SharePoint Online service

- Maintenance and configuration
- User Adoption and change management
- Governance
- Security & external sharing

SharePoint Online is the file storage solution for other Office 365 services

- Teams
- Yammer

Usually also responsible of OneDrive for Business

What Tools Do You Use as a SharePoint Online Administrator?

The SharePoint Online Admin Center

PowerShell

Requirements

SharePoint admin role in Office 365

Service administrator role in Office 365

– See information on the service health and message center

The SharePoint Online Admin Center

The SharePoint Online Admin Center

Web based interface to manage SharePoint Online

– https://<tenant>-admin.sharepoint.com

From the SharePoint Online Admin Center you can:

– Manage Site Collections

– Manage User Profiles

– Manage Taxonomy

– Manage Search

– Manage Tenant Settings

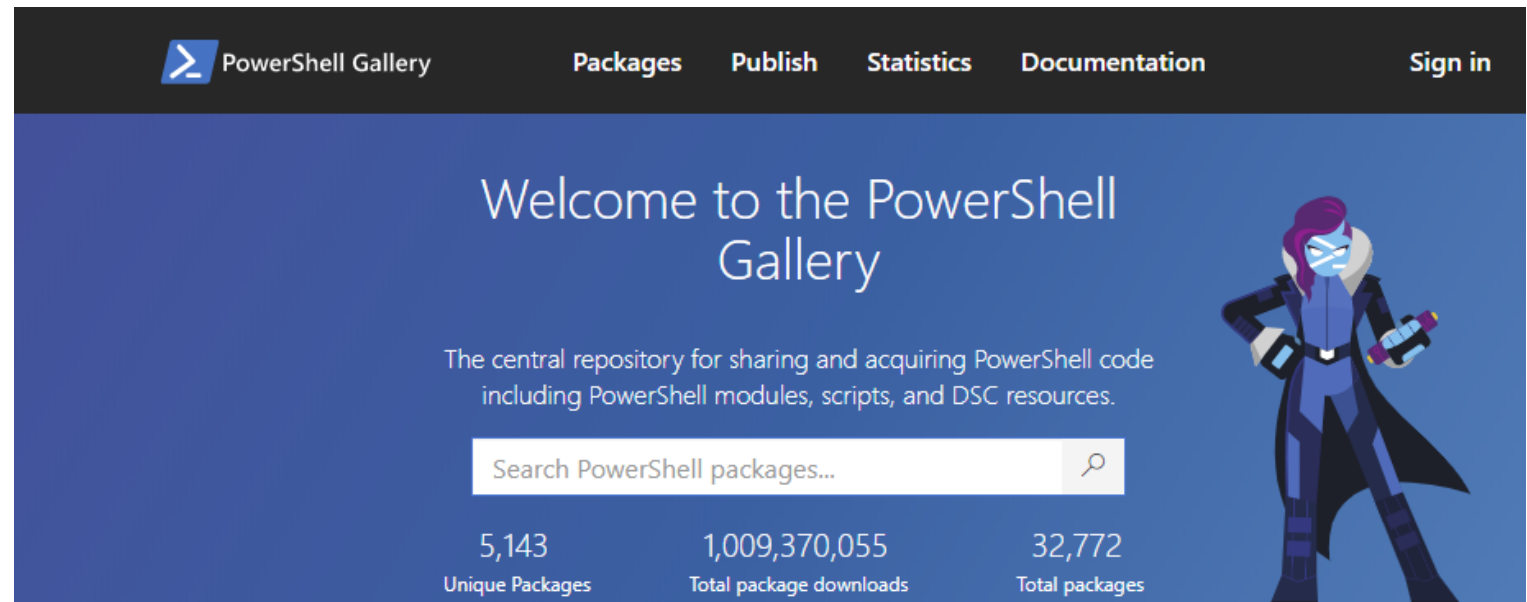# Demo

The SharePoint Online Admin Center

The SharePoint Online PowerShell Module

The SharePoint Online PowerShell module is hosted on the PowerShell Gallery

The PowerShell Gallery is the central repository for PowerShell content from Microsoft

To download modules, you need PowerShellGet

Minimum Requirements

PowerShellGet

PowerShellGet is included with:

- Windows 10 or newer

- Windows Server 2016 or newer

- Windows Management Framework (WMF) 5.0 or newer

- PowerShell 6

Minimum Requirements

PowerShellGet

If you have an older version of Windows / PowerShell

  – Download the PackageManagement MSI

     • https://www.microsoft.com/en-us/download/details.aspx?id=51451

Installing the Module

```
Install-Module -Name
Microsoft.Online.SharePoint.PowerShell
```

Microsoft.Online.SharePoint.PowerShell 16.0.9021.1201

Microsoft SharePoint Online Services Module for Windows PowerShell

Minimum PowerShell version
2.0

128,019
Downloads

5,856
Downloads of 16.0.9021.1201
View full stats

7/2/2019
Last Published

Info

Project Site
License Info
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˅ Installation Options
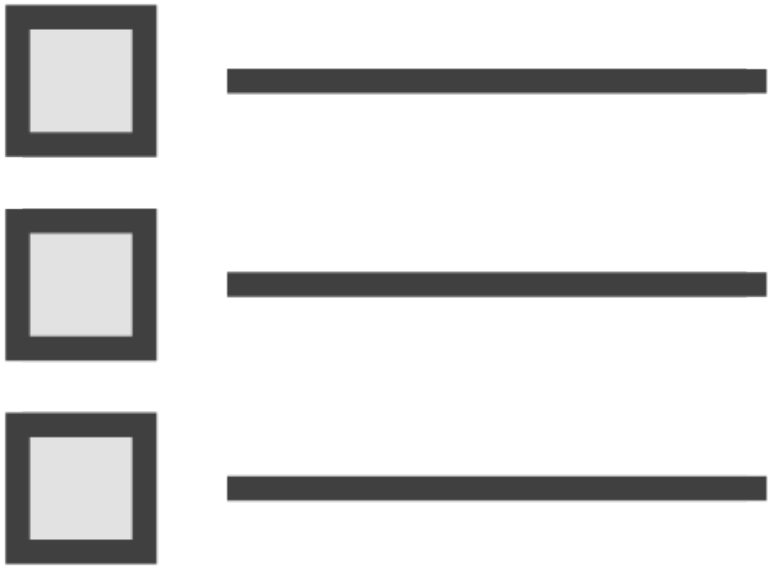
Install Module	Azure Automation	Manual Download

Copy and Paste the following command to install this package using PowerShellGet More Info

```
PS> Install-Module -Name Microsoft.Online.SharePoint.PowerShell
```

Requirements

SharePoint Online Administrator

URL of SharePoint Online Admin Center
- https://<tenant>-admin.sharepoint.com

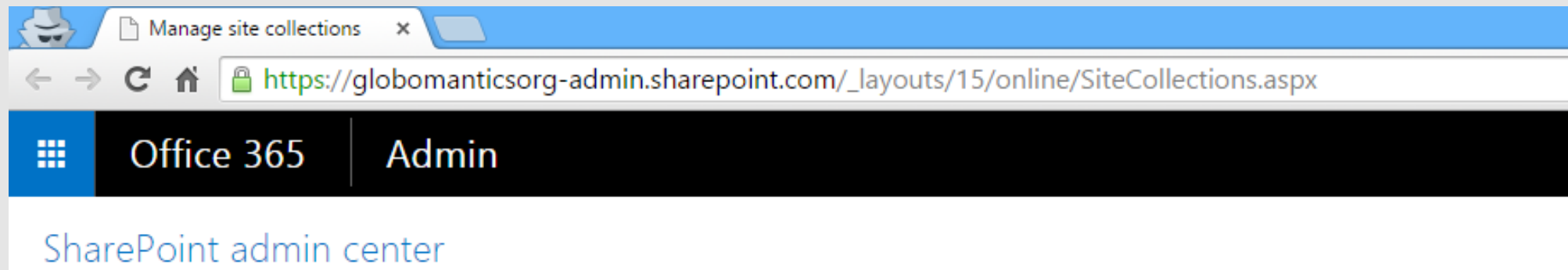# Connecting to SharePoint Online

```
#Get Connection Credential

$cred = get-credential

#Establish Connection

Connect-SPOService
    -Url https://<SP Admin Center>.sharepoint.com
    -credential $cred
```

Connecting to SharePoint Online with MFA

```
#Establish Connection

Connect-SPOService
  -Url https://<SP Admin Center>.sharepoint.com

#Follow the instructions in the Microsoft SharePoint Online Management Shell
dialog box to provide the additional authentication information.
```

Demo

Getting the SharePoint Online PowerShell module

Connecting to SharePoint Online with PowerShell

The SharePoint / Office 365 Dev PnP PowerShell Module

Office 365
Developer
Patterns & Practices

Open source initiative coordinated by SharePoint engineering
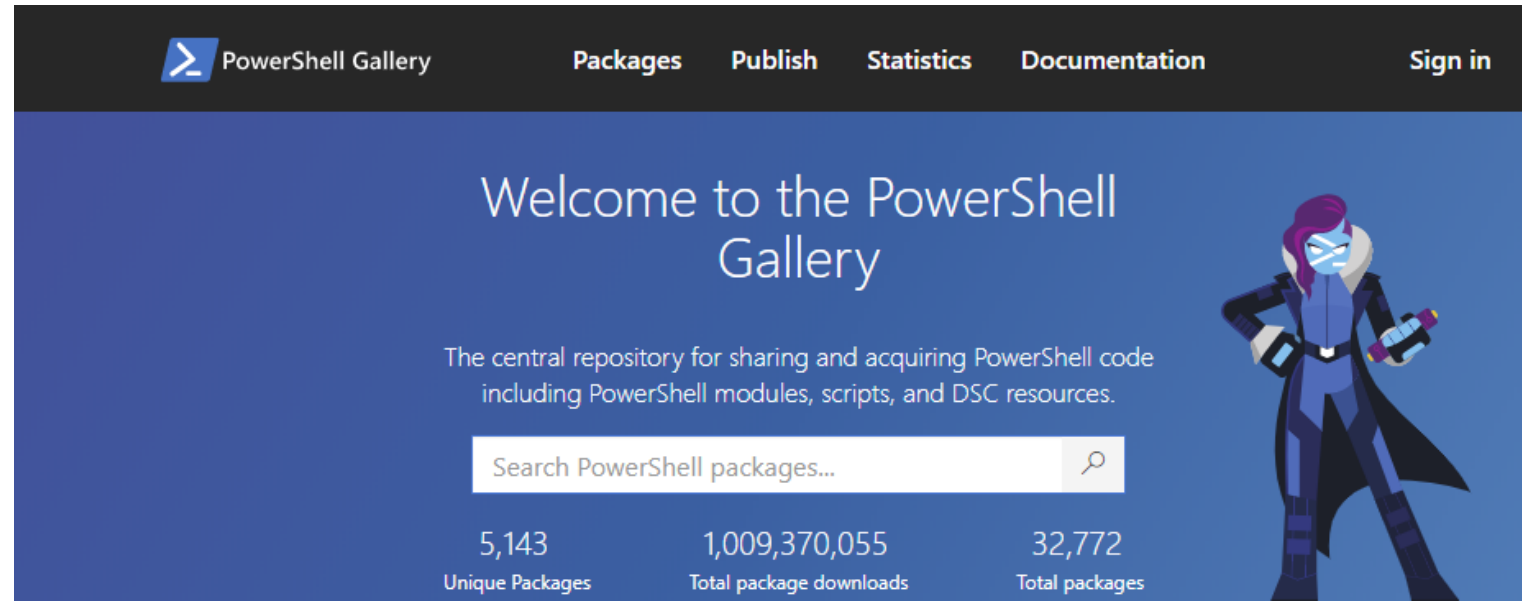
Contains multiple best-practices samples

One of them is the SharePoint / Office 365 Dev PnP PowerShell Cmdlets

- Contains over 400 PowerShell cmdlets
- Can do a lot more than the SharePoint Online PowerShell module

The SharePoint / Office 365 Dev PnP PowerShell module is hosted on the PowerShell Gallery

Same prerequisites as the SharePoint Online PowerShell module seen earlier in this module

Installing the Module

Install-Module -Name **SharePointPnPPowerShellOnline**

Connecting to SharePoint Online using the PnP Module

SharePoint Online Admin

Site Collection Admin to only manage a select site collection

URL of a site collection in your tenant / SPO Admin Center

Connecting to SharePoint Online using the PnP Module

```
$cred = Get-Credential

Connect-PnPOnline
    -Url https://yoursite.sharepoint.com
    -Credentials $cred
```

Connecting to SharePoint Online using the PnP Module with MFA

```
Connect-PnPOnline
    -Url https://yoursite.sharepoint.com
    -UseWebLogin
```

Demo

Getting the SharePoint Online PnP PowerShell module

Connect to SharePoint Online using the PnP PowerShell module

Conclusion

The SharePoint Online admin center

– Web based management portal

– https://<tenantname>-admin.sharepoint.com

– Not all features are available in the UI

The SharePoint Online PowerShell module

– Created / supported by Microsoft

– Tenant / Site Collection level cmdlets

– Need to be a SharePoint Online Admin

The SharePoint / Office 365 Dev PnP PowerShell module

– Created / supported by the community

- Heavily backed by Microsoft

- Support trough Github issues

– Over 400 cmdlets