



LAKE MILL
TRAINING & CONSULTING

SHAREPOINT SUPERUSER SESSION 1

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Contents

Site-wide settings	2
Creating a site	2
Step 1: Create a team site	2
Create a subsite	2
Site information.....	3
Look and feel.....	4
Navigation features	4
Site Recycle Bin	4
Reports and analytics	4
Lists and Libraries.....	5
Create a list	5
List types – calendar, links, tasks.....	5
Organising list items.....	6
Custom Lists	6
Sorting and filtering by columns.....	7
Create a library	7
Creating and Applying List and Library Views	7
Site Pages	7
Using Site Pages.....	7
Creating Site Pages	8
Editing Pages	8
Security and Permissions	9
Modern Site Permissions.....	9
Managing Site Users and Groups.....	9
Managing Permission Levels and Permission Inheritance	10
Managing Permissions within Lists and libraries (e.g. unique permissions for specific folders)	10

Site-wide settings

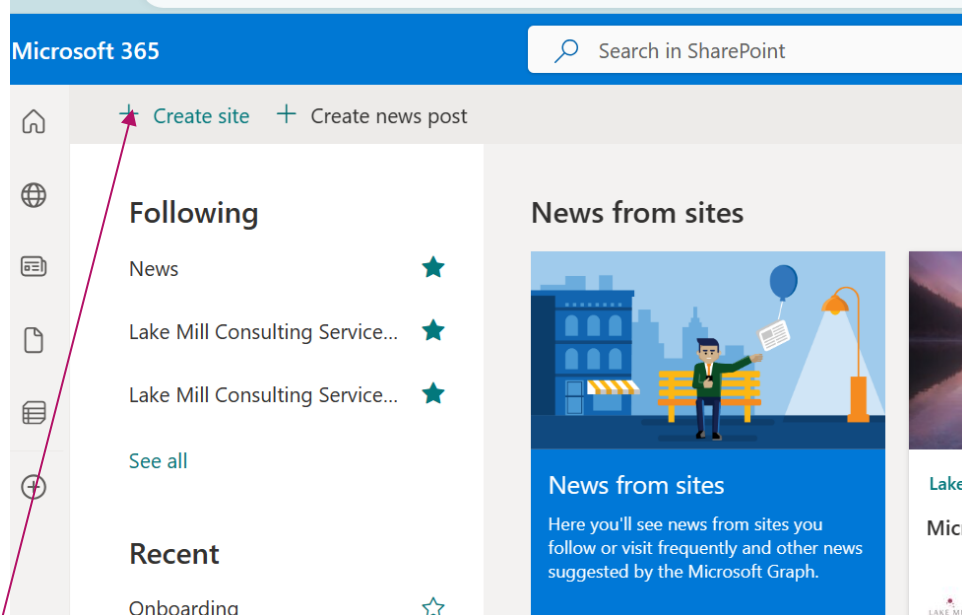
Creating a site

A SharePoint **team site** connects you and your team to shared content and resources. Use team sites to store and collaborate on files or to create and manage lists of information as well as:

- Track and stay updated on project status
- Organize and co-author shared content
- Connect to a Microsoft 365 group to access team resources

If you need a site for broadcasting information out to others, use a communication site instead.

Step 1: Create a team site



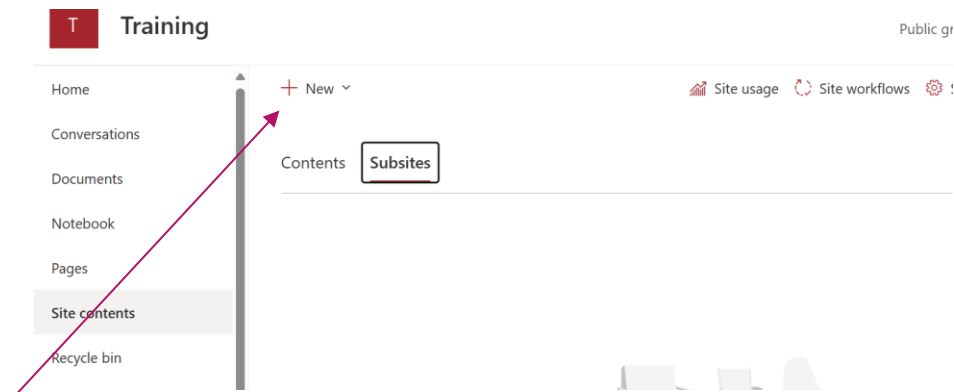
Start by creating a new team site. By default, you will get a new Team collaboration site template.

To browse more team site templates, select **Settings** and then **Site templates** to view template options.

Create a subsite

To create a subsite in SharePoint, you can follow these steps:

Go to the site contents page.



Click on **New** -> **Subsite** in the modern site or click on + New subsite in the classic SharePoint site.

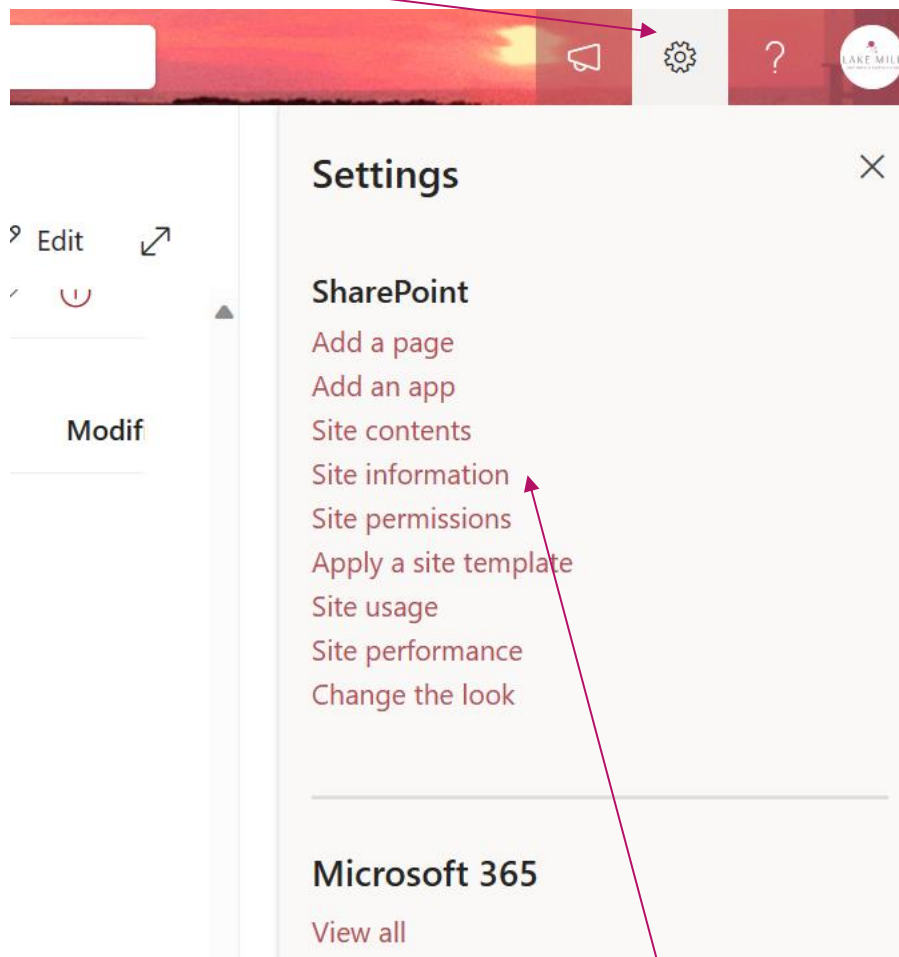
Provide the **Site Name**, **Site Description**, **Site URL**.

Choose the **site template**.

Choose the **Permission**.

Site information

Click on the Settings icon and



choose **Site information**

Here you can change the Title and Description.

then [View all Site Settings](#)

Look and feel

The following are all tabs under the Look and Feel section, take a look through them and choose your favourite,

Site Themes – choose the theme that best represents your site.

Applying Looks – once you are happy, Try it out and the apply.

Navigation features

Editing the navigation menu (e.g. adding links to newpages, labels)

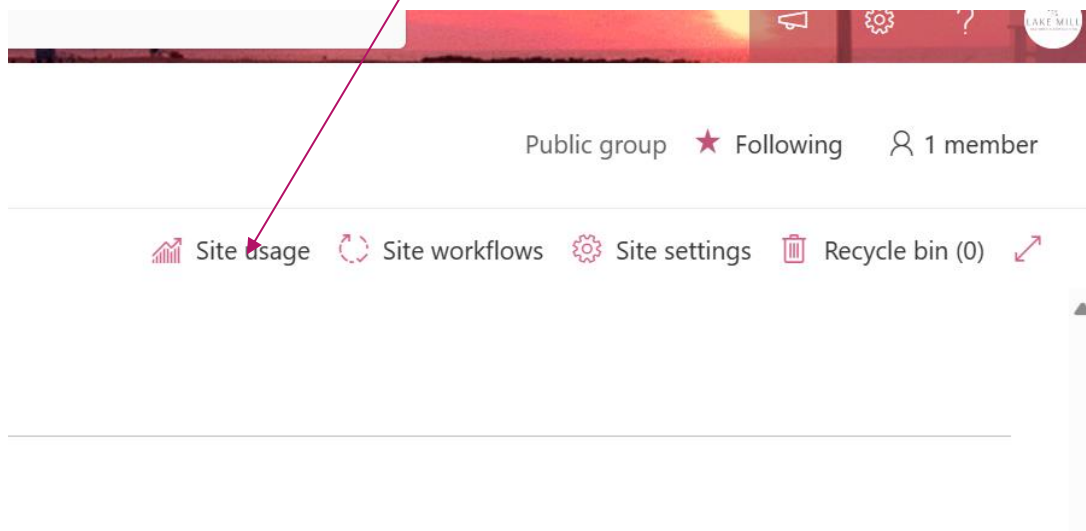
Site Recycle Bin

Under Site Collection Information you can find all of your deleted items that have been stored in the recycle bin.

Reports and analytics

Go back to the site and choose the setting tab again, then choose Site Contents

From here you can choose the Site Usage which will show you a report regarding the traffic and usage on the site.

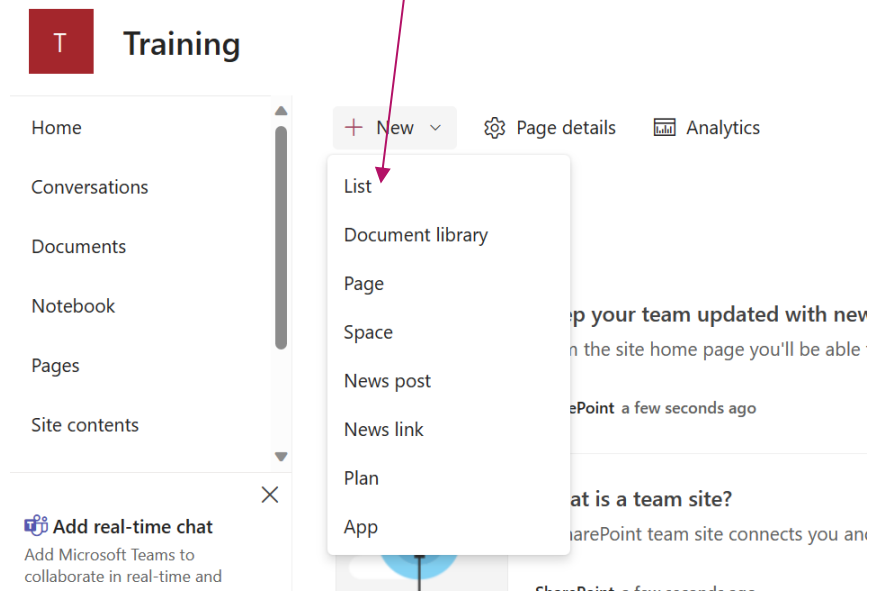


Lists and Libraries

Create a list

You can create and share lists that help you track issues, assets, routines, contacts, inventory, and more. Start from a template

From your site choose **New and List**

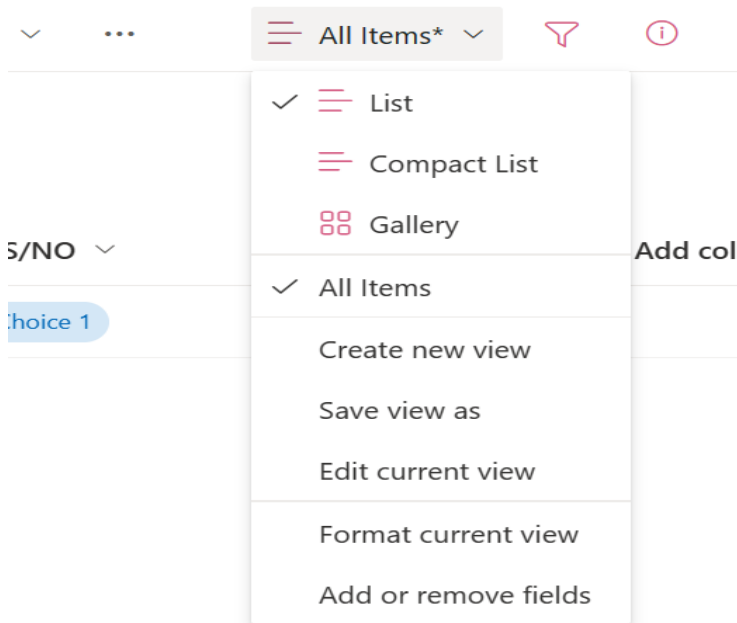


List types – calendar, links, tasks

You can choose from a template or start to design your own list.

Choose all fields required.

To create a calendar view of a list with dates, click on All Items then Create New View and Choose Calendar.



Organising list items

Adding, editing and deleting list items

Practice adding items to your list by choosing the New button on the list screen.

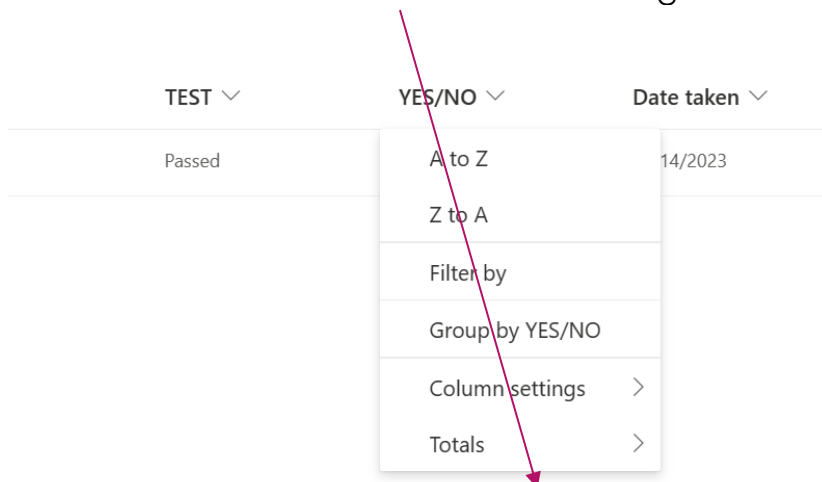
Custom Lists

Column types can include the following: Text, Yes/No, Lookup, Date, Number, Person, Image, Location etc.

Create various lists for different uses.

Properties

Changing the properties of the column can be done by choosing the drop down on the column header and choosing **Column settings**



Settings to configure Lists & Libraries

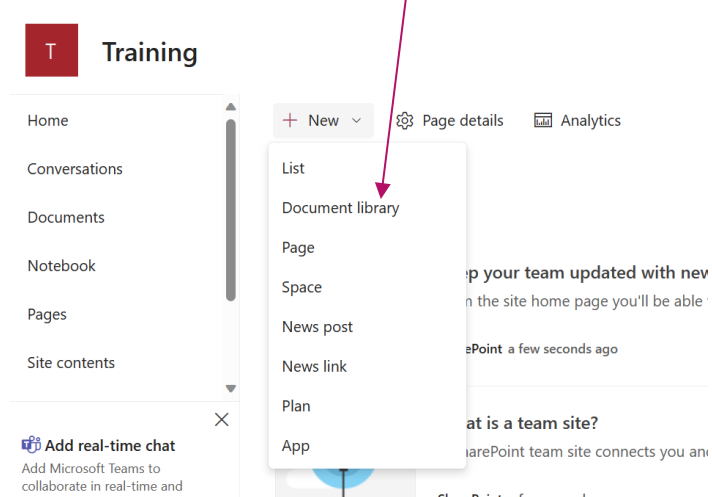
Sorting and filtering by columns

You can also sort and filter by choosing the drop down as in the above example.

Create a library

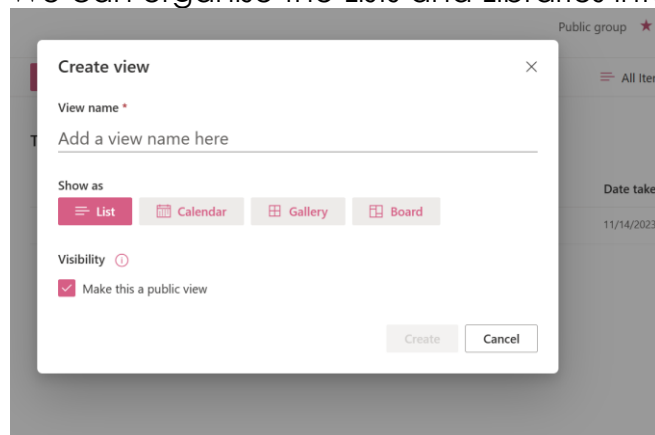
You can create a library of documents, links etc You do this in the same way as the list and can add the same columns.

From your site choose **New and Document Library**



Creating and Applying List and Library Views

We can organise the Lists and Libraries into different views.



Site Pages

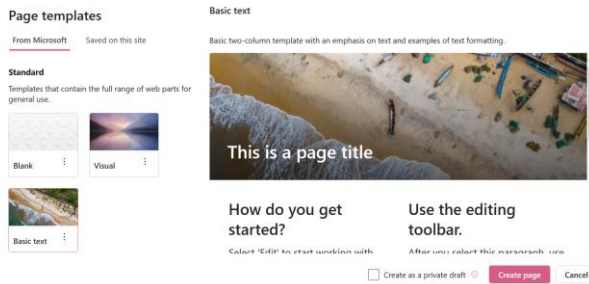
Using Site Pages

Using pages is a great way to share ideas using images, Excel, Word and PowerPoint documents, video, and more. You can create and publish pages quickly and easily, and they look great on any device.

When you create a page, you can add and customize web parts, and then publish your page with just a few steps.

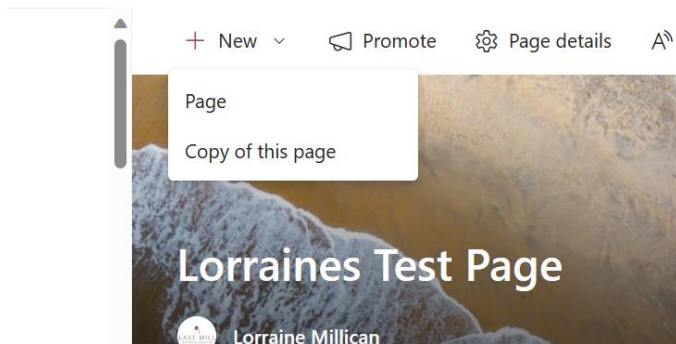
Creating Site Pages

Choose the **New** icon and then **Page** which will produce this screen



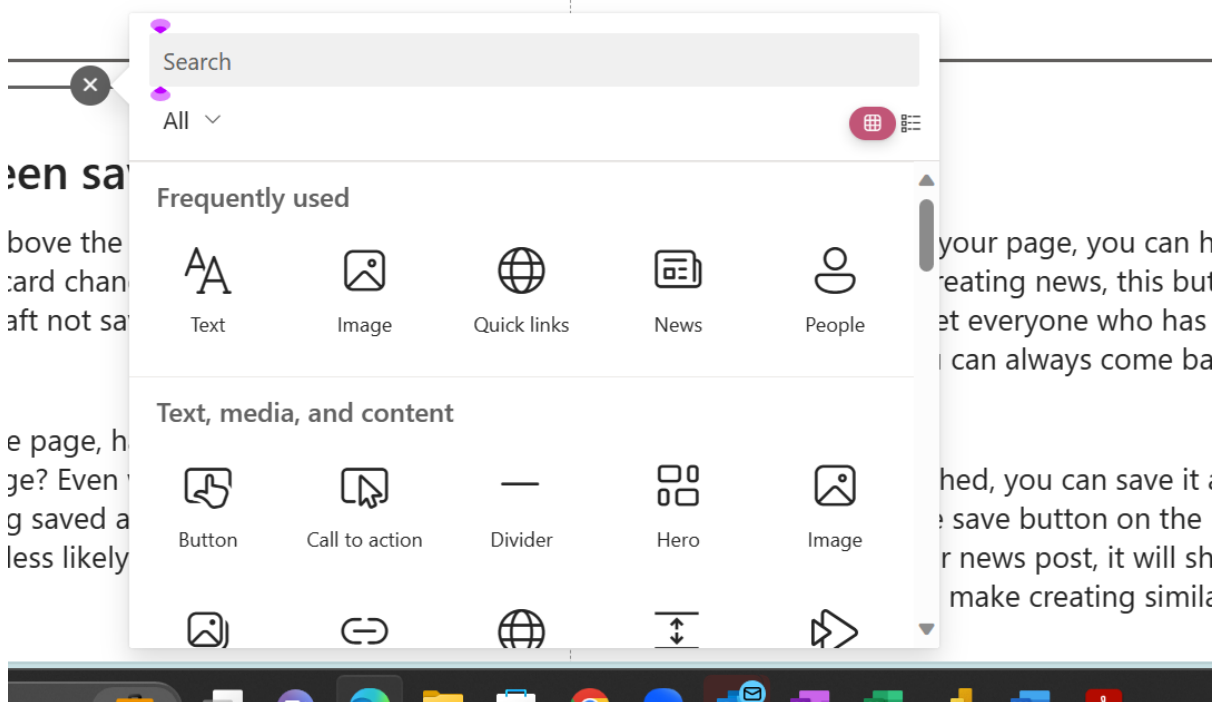
Create the version you would like or copy an existing one.

Editing



Editing Pages

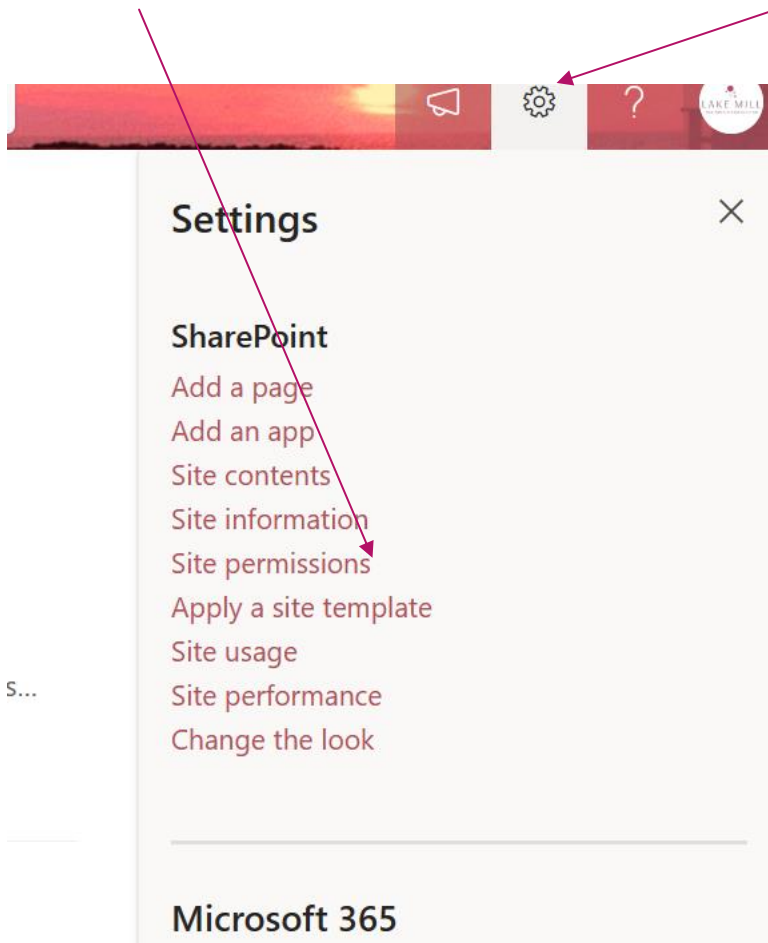
Formatting and adding content is done by clicking on the + to add an object from the options below.



Security and Permissions

Modern Site Permissions

As an administrator you can change the permissions for a site by choosing **Setting** and **Site Permissions**



To change Owners, Members, Guests choose the Advanced Permission Options

Managing Site Users and Groups

Type	Permission Levels
SharePoint Group	Edit
SharePoint Group	Full Control
SharePoint Group	Read

We can use this section to add a new user, set default Groups and Permission Levels. We can also create, edit and delete Groups and their users.

Managing Permission Levels and Permission Inheritance

We can stop files from inheriting their permission from the parent folder from this section and then create more specific permissions for each user separately.

The screenshot shows the 'PERMISSIONS' section of a software interface. The 'PERMISSIONS' tab is active, and a red arrow points to the 'Grant missions' icon. Below the icons, there are four columns: 'Grant' (Grant missions, Create Group), 'Modify' (Edit User Permissions, Remove User Permissions), 'Check' (Check Permissions), and 'Manage' (Permission Levels, Access Request Settings, Site Collection Administrators). Below this, there is a list of items with checkboxes for permissions:

Item	Permission
Home	<input type="checkbox"/> Name
Conversations	<input type="checkbox"/> Training Members
Documents	<input checked="" type="checkbox"/> Training Owners
Notebook	

Managing Permissions within Lists and libraries (e.g. unique permissions for specific folders)

As an administrator or owner of a library, list, or survey, you can change permissions to let the right people access the data they need data while restricting others.