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**SHAREPOINT ONLINE & MICROSOFT  
365 ADMINISTRATION**

**BY  
Global SharePoint Diary**



# SharePoint Online & Microsoft 365 Administration

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## **About the Author**

The Global SharePoint Diary team is consisting of a group of SharePoint professionals, who have more than a decade of experience in the SharePoint world. They are well versed in Microsoft 365 (Office 365), SharePoint Online, and SharePoint on-premises (2019, 2016, 2013, 2010 and 2007).

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## SharePoint Online & Microsoft 365 Administration

Authors are Microsoft certified professional, have completed the Microsoft Certified Solutions Associate (MCSA), Microsoft Certified Professional (MCP) and Microsoft Certified Technology Specialist (MCTS). They are active contributors in Microsoft TechNetWiki, MSDN forum and SharePoint Stack Exchange (Stack Overflow).

# SharePoint Online & Microsoft 365 Administration

## **What will you learn from this book?**

This book is targeted for beginners to advanced SharePoint administrator, architect, Office 365 administrator, SharePoint Online administrator, Power user and end user who wants to manage SharePoint online from Office 365 tenant.

I have tried to author this book in an easy-to-follow way and can be used as a reference book or manual while you are administering the SharePoint Online from Office 365. As you go along and end of this book, you will learn the below:

- Overview of SharePoint
- History of SharePoint
- Why should we use SharePoint?
- Overview of Office 365

# SharePoint Online & Microsoft 365 Administration

- How to setup a trial tenant?
- Administering Office 365
- Various report management in office 365 dashboard
- Overview of SharePoint Online Admin Center
- Administering SharePoint Online Admin Center from Office 365
- Details understanding about hub sites and how to manage it.
- Manage hub sites report from SharePoint Online
- Manage workflow report from SharePoint Online tenant
- Various navigation setup in SharePoint Online

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### Chapter 1: Introduction to SharePoint

#### What is SharePoint?

As the name implies we can say sharing the point is SharePoint, so if we interpret this point into a technical term it would be something like – in an organization, there are various departments like, IT, Finance, HR, Sales, Marketing, etc. – if they want to share some documents with each other departments or team in order to work together those documents can be placed in particular repository and from where everyone who has access to that repository can access those documents and work together. And this repository becomes the centric point for all departments or teams – this is

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how the point is being shared by all respective departments or teams – hence the name is SharePoint.

### Key features of SharePoint

Sharing a document and work together – in the SharePoint terminology is called collaboration. So, collaboration is one of the major features of SharePoint. SharePoint is a web-based collaborative platform that integrates with Microsoft Office. It will be an injustice to SharePoint if we just address SharePoint as a collaborative platform. From my personal experience in order to run any corporate business, we can make use of SharePoint – other than collaboration, there are many key features in SharePoint, to name a few:

- Various out of the box site template like team site, publishing site, community site etc., based on the need we can decide which template to use.
- It Provides End User to Customize the Site without the need of developer. (End User should know little bit Html, CSS & script)
- It provides Search Portal for searching in site.
- It provides Add-ins to increase the power of SharePoint – brief explanation is given below.
- It provides Content Management (File Sharing, check in, Check out, Versioning).
- It provides Advanced Collaboration like Wikis, blogs, forums, meetings etc.
- It provides good security.

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- Workflow – it has its own workflow; however, we can develop our custom workflow, and even we can integrate with third party workflow product like Nintex.
- Custom form – we can develop and integrate any custom form like visual studio, PowerApps, Nintex form, InfoPath form etc.
- Record management (archiving) – SharePoint can handle the archiving process very efficient way.
- Governance – as it has very good security, governance can be implemented very effective way.

### **How does SharePoint “Add-ins” increase the power of SharePoint?**

Earlier, the “Add-ins” was known as “apps”, as the name implies it is an additional plugin or “add in” to the existing SharePoint page or functionality.

For example, whether we use SharePoint online or On-Premises (from SharePoint 2013 onwards), we can add many ready-made apps to the SharePoint page in the form of webpart which really enhance the core power of SharePoint and speed of the development.

If we go to the SharePoint app store page – by this link

[https://globalsharepoint2020.sharepoint.com/sites/allcompany/\\_layouts/15/storefront.aspx?source=%2Fsites%2Fallcompany&sname=All%20Company#prc=0](https://globalsharepoint2020.sharepoint.com/sites/allcompany/_layouts/15/storefront.aspx?source=%2Fsites%2Fallcompany&sname=All%20Company#prc=0)

We can see that lots of apps available – in that some are free, and some are paid one. We can get the apps from all categories which is needed to run the business, to name a few categories:

- Best Apps of the Year
- Business
- Clocks & Calendars

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- Communication
- Content Management
- CRM
- Education
- Financial Management
- IT/Admin
- Productivity
- News & Weather
- Project Management
- Sales Marketing
- Training & Tutorial
- Workflow & Process Management, etc.

So, we can see apps are available from all categories of business, and we can plug these into the SharePoint sites based on the needs and fits. This is how "Add-ins" really increases the power of SharePoint, and as a result it increases the user adoptability and acceptability towards SharePoint.

Example of SharePoint App Store:

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The screenshot shows the SharePoint Store interface. At the top left is the SharePoint logo and the text "SharePoint Store". To the right is a search bar labeled "Find an app". Below the search bar is a "Featured Apps" section with a carousel of app tiles. The first tile is for "Pickit | Make impactful presentations in", the second is "Boomerang", the third is "Evernote" (with a preview of an email), and the fourth is "EasyBib Add-In for Office 365". Below this is a filter sidebar on the left with categories like "Price" (All, Free), "Categories" (All, Best Apps of the Year, Business, etc.), and "Most Relevant" sorting options. The main area displays a grid of app tiles, each with an icon, name, and rating. The apps shown are: Nintex Forms for Office 365 (5 stars, Free), Adobe Sign for SharePoint Online (4 stars, Free), Employee Directory Plus (5 stars, Free), Forms Designer by Virto (4 stars, Free), Photo Gallery App (5 stars, Free), Image Slider for Office 365 by Virto (5 stars, Free), Kanban Board by Virto (5 stars, Free), and Project Portfolio Management by Virto (5 stars, Free).

As the scope of this book is administering SharePoint Online and Office 365, so I am not going to details about these each feature. I will plan for another book for these features. 😊

## History of SharePoint?

The initial release of SharePoint was 28<sup>th</sup> of March 2001. Since then, till today (Jan – 2020), it has released many versions – as of now the version history are as below:

- SharePoint Portal Server 2001

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- SharePoint Team Services (2002)
- SharePoint Portal Server 2003
- SharePoint Server 2007 (MOSS 2007)
- SharePoint Server 2010 (SharePoint 2010)
- SharePoint Server 2013 (SharePoint 2013)
- SharePoint Server 2016 (SharePoint 2016)
- SharePoint Server 2019 (SharePoint 2019)
- SharePoint Online (Office 365)

Notes:

- Every three years Microsoft continues to release newer version of SharePoint with the new features and improvements over the previous version.

### SharePoint generation from the year 2000 to 2020

In this section, I will highlight the SharePoint version history/SharePoint generation from its invention – the year 2000 to 2020. In today's market, SharePoint is one of the best content management systems by Microsoft, it has been widely used across the globe, in the USA most of the big pharmaceutical company use SharePoint to maintain their content. Every three years Microsoft releases the newer version of SharePoint (On-premises). The current SharePoint on-premises version is SharePoint 2019. I will summarize the various version of SharePoint from its invention to date(2020) with the new and improved features in SharePoint Server as well as in SharePoint Online – Office 365 over the previous version or year.

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## 2020

- SharePoint Online – Office 365:
- Announcing the general availability of Communication Compliance
- Adding Campaign Views to Office 365 ATP
- Outlook for iOS: S/MIME automated certificate delivery
- Advanced eDiscovery dashboard
- Microsoft Teams – App catalog

## 2019

### SharePoint Online – Office 365:

- Risky IP for Active Directory Federation Services (ADFS) extranet lockout protection.
- Azure Information Protection analytics (preview).
- SharePoint sites: updated “Change the look” panel.
- SharePoint Admin Center Experience Updates – default to modern experience.
- Mobile admin app update, including device management.
- Admin center support updates, including full-page ticket history view and callback scheduling.
- MyAnalytics add-in coming to more Microsoft 365 and Office 365 suites.

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- Signals: We're adding visual cues about the status of a file, such as check-outs, sharing, DLP blocks, or missing metadata to modern views.
- Sticky column headers: For large lists and libraries, the column headers will remain visible as you scroll vertically or horizontally in larger lists and libraries.
- Easy page and news publishing experience from the site pages library.
- Column totals: Users will be able to display column totals and subtotals in the footer of a group or a list/library view in the modern SharePoint experience without needing to change to classic mode.

### **2018**

#### **SharePoint 2019 On-Premise:**

- The key improvements of this version are as below:
- Trying to maintain the look and feel as same as SharePoint online.
- Introduction of the modern interface.
- Responsive UI.
- Without the hybrid configuration trying to have Power Automate (formerly known as Microsoft Flow) and Power Apps.
- Team Site Improvements
- Modern User Experience Improvements
- Communication Site Improvements
- Improved Support for Business Processes

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### 2018

#### SharePoint Online: Office 365

The key improvements from SharePoint online are as below:

- Improved Communication and Hub sites
- Azure AD Conditional Access: Managed browser support for iOS/Android platforms.
- Customize the title region for each page
- View and apply site designs from within a SharePoint site
- Modern pages support section backgrounds
- News – pinning
- Personalized web parts

*Introduction to hub site was major release from Microsoft which emphasized us to adopt the flat architecture than the nested architecture like sub site based.*

### 2017

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## SharePoint Online: Office 365

- Microsoft Teams with SharePoint Online sites

## 2016

### SharePoint Online / SharePoint 2016

- SharePoint 2016 On-Premise
- Microsoft released SharePoint 2016 in May of 2016 and feature pack 2.
- SharePoint 2016 support modern interface in OneDrive sites only.
- Office 365 Groups with SharePoint Online sites
- Introduction to MinRoles
- Improved patching zero downtime
- Content database size increased from 200 GB to 1TB.
- Maximum file storage from 2GB to 10GB.
- Other than port 25, non-default ports also can be used for connection encryption.
- Faster site creation using the new PowerShell command and UI
- Hybrid mode example – search, content type, manage metadata group, etc.

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## 2012

### SharePoint 2013 – Office 365 / SharePoint Online

- SharePoint 2013 On-Premise
- Introduction to Office 365 / SharePoint Online
- Office 365 SharePoint Online came to the market in February 2013.
- Cross-Browser Support
- Drag/drop Uploads
- More social features
- OneDrive integration as a replacement for My Sites
- Addition of the audit center
- Re-engineered search facilities

## 2010

### SharePoint 2010

- Microsoft SharePoint Server 2010
- Improvements in InfoPath, workflows, business data services, excel services, management metadata, etc.
- Introduction of the "Ribbon"
- Early social networking features

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- Overhaul of the Shared Service Providers in favor of Service Applications and the ability to pool them
- Sandboxed solutions and client access to the API
- PowerShell support
- Two-way BCS

### **2006**

#### **SharePoint 2007**

- Fixes many shortcomings of the 2003 product, introduces new features such as Business Data Catalog and InfoPath Form Services
- Introduction to Windows SharePoint Services – WSS
- Introduction to Microsoft Office SharePoint Server 2007 – MOSS
- Introduction of Excel Services
- Introduction of Content types
- Introduction of SharePoint Designer (Post FrontPage era begins)

### **2003**

#### **SharePoint 2003**

- Microsoft releases version 2.0 products
- Windows SharePoint Services – WSS (SQL and .NET)
- Office SharePoint Portal Server 2003 (built on top of WSS)

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## 2000

### SharePoint Portal Server 2000

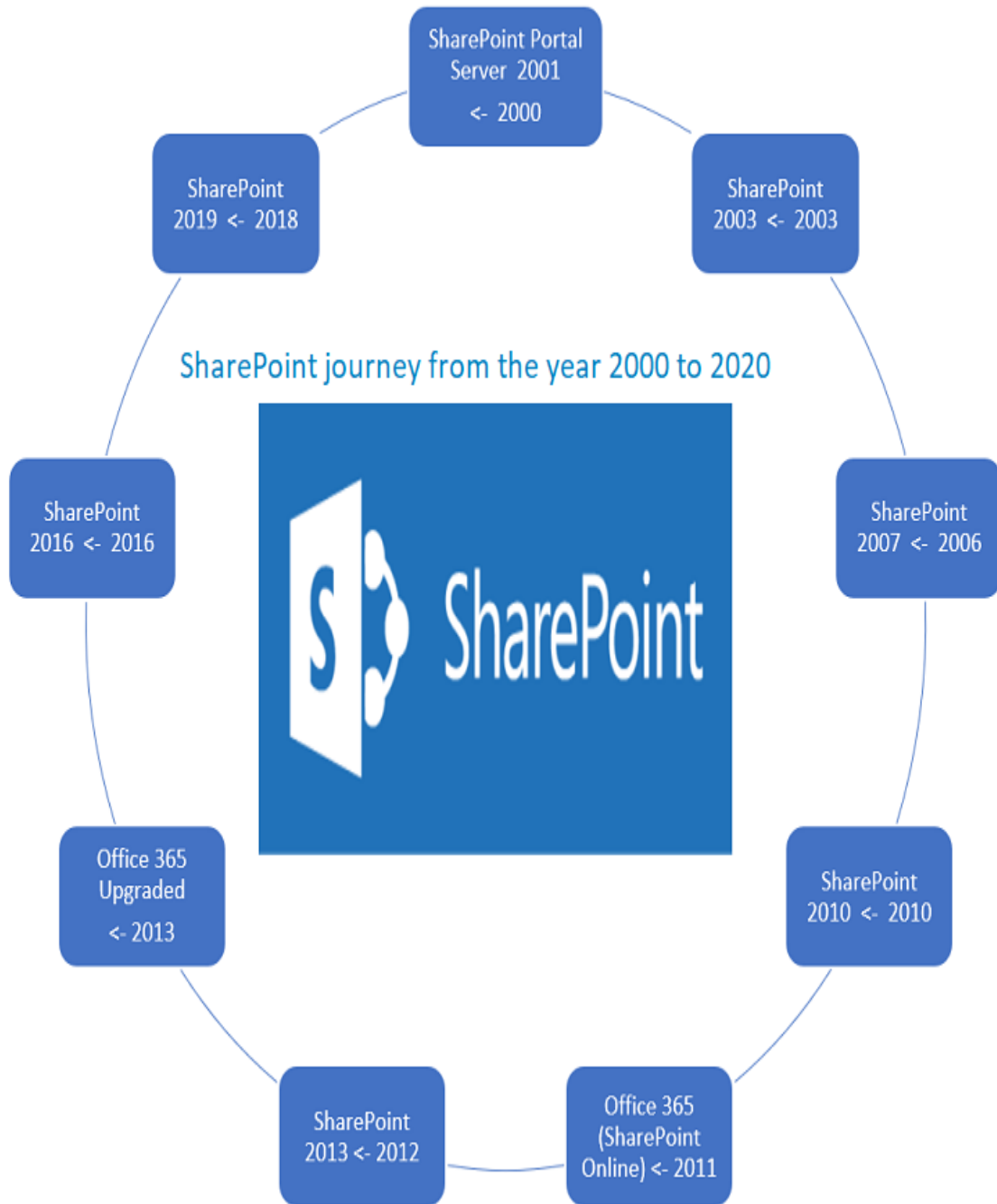
- Microsoft releases the below two products:
- SharePoint Portal Server 2001 for document management and enterprise search
- SharePoint Team Services for collaboration

#### Key take-away:

- SharePoint Portal Server 2000: Released in 2000
- SharePoint 2003: Released in 2000 2003
- SharePoint 2007: Released in 2006
- SharePoint 2010: Released in 2010
- Office 365: Released in 2011 (With SharePoint2010 interface)
- SharePoint 2013: Released in 2012
- Office 365 Upgraded: 2013
- SharePoint 2016: Released in 2016 (14th March)
- SharePoint 2019: Released in 2018 (22nd October)

# SharePoint Online & Microsoft 365 Administration

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SharePoint journey from the year 2000 to 2020

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Why does the company use SharePoint?

Microsoft states that SharePoint has 190 million users across 200,000 customer organizations.

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Information Source: <https://en.wikipedia.org/wiki/SharePoint>

Now the question is why does the company use SharePoint?

As per my personal experience the reasons are as below:

- **Collaboration:** Multiple team member can work together collaboratively with the same document.
- **Easy to implement:** Many of the business requirements can be implemented without the developers with the out of the box features.
- **Security:** It has very good security. Example, a single document can be viewed or edited based on the role of the user.
- **Availability:** It is available both in SharePoint on-premise and online version.
- **Customer friendly plans:** SharePoint online version has very customer friendly reasonable plan.
- **Multiple data centers:** Microsoft data centers are available across the geography – so the data availability is high.
- **Better customer support:** SharePoint online customer support has very good reputation – they are approachable 24/7.
- **Easy to integrate with other Microsoft product:** It can be integrated with any other Microsoft product very easily like, Power Apps, Power Automate (Formerly known as Microsoft Flow), Azure etc.
- **Easy to integrate with other third-party product:** Easy to integrate with third party software like, Nintex, Muhimbi PDF converter, Bamboo Webpart etc.

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- **Easily customizable with the scripting:** It can be customized with any modern scripting language like jQuery, Angular JS, React JS, JavaScript etc. and on-premise SharePoint can be customized with the C# coding, as usual ways.
- **Easily adoptable to UI developer:** Any frond end developer easily can adopt SharePoint and can customize it, like java script, jquery, react js developers.
- **Less efforts are needed for implementation:** Implementation time less, compared to other technology. For an example – if someone is assigned to develop a form for the CRUD operation in .net or java – at least it needs 8 hours to implement considering all security aspects – but in SharePoint this can be implemented in half an hour with the out of the box features.
- **Mobility and availability:** With the introduction of SharePoint online – it can be accessible from anywhere in the world, no matter where you are, so sequentially productivity is improved.
- **Continuous improvements:** Every three years Microsoft releases the new version of SharePoint on-premise version with the improvements over the previous versions and every month Microsoft releases new improved additional functionality in the SharePoint online (Office 365) version based on the customer feedback.

### Is SharePoint replaced by Microsoft Teams or dying?

In one of the open forums someone had asked this question – in that as a reply my answer was below:

My analysis of this question is as below: Teams and SharePoint both are a small part of Office 365 family, both have their own needs, values, and scope to the business. In a short brief, SharePoint is used for document management on the other hand teams is used for channelizing your development teams to bring more collaboration between team members - its

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recommended to use Microsoft teams for team communication, one of the major advantages of MS team is documentation, whatever your project team member communicates with each other will be documented to the respective channel - so if a team member is left the project or organization you won't be depended on his/her email box... as explained both has its own scope, so SharePoint is not all replaced by teams. And when it comes to your second part of your question is SharePoint dying? The answer is absolutely not whether it is on-premise version or Online, still, the 50 percent of enterprises are maintained by SharePoint across the globe, moreover, in the USA, majority of the health care industries still use the SharePoint and they will continue...and many people think on-premise SharePoint will die - this is also incorrect though the current market trends are to move in cloud, however, still many companies do not prefer to move there all content to the cloud due to the security reason, and that is the reason Microsoft is still releasing next version of on-premise SharePoint every three years.

Notes:

- Even though, if we create a team in Microsoft Teams – internally a corresponding SharePoint team site will be created, so we can say that Microsoft Teams is a tool where the backend is SharePoint – both are tightly integrated.

## **Chapter 2: Introduction to office 365**

What is Office 365?

Office 365 is a line of subscription services offered by Microsoft as part of the Microsoft Office product line. This is nothing but Microsoft cloud service. The initial released was 28<sup>th</sup> June 2011.

It has various plans – based on the subscription to the plan, we can use the below products as software as services:

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- Exchange (Outlook)
- OneDrive
- SharePoint
- Teams
- Yammer
- Dynamics 365
- Power Automate
- Power Apps
- Browser-based Office Web Apps suite (Microsoft Office Product) and many more.

### Advantages of Office 365

We cannot directly measure the advantages of Office 365 as it has so many subscriptions plan – and each plan have its own scope and benefits. However, if we generalize the benefit of having Office 365, we can bulletin the below:

1. Scalability
2. Work from anywhere in the world
3. Easy collaboration

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4. You're always up to date
5. Reduces capital spend
6. Eliminates hardware and reduce electric cost
7. Mix and match plan
8. Need basis customer support 24/7
9. It does not require resource to maintain the server – as this is a server less.
10. Subscription based on the number of users – so if your numbers of employees are less no need to invest to purchase server plan, this way company can save the lot of money.

As the scope of this book, administering SharePoint online from the Office 365 admin center, so I am not going into details in these rather I will focus on the SharePoint admin center.

### Registration to office 365 E3 trial account

Registration to office 365 E3 trial account – If you have already Microsoft office 365 tenant and have the global admin access you can play around the admin center site but if you don't have the purchased tenant you can subscribe in trial office 365 tenant.

For the free subscription, go to the below link and complete the registration, below sample screen shot is given – rest is self-explanatory you can complete the registration.

<https://signup.microsoft.com/signup?offerid=B07A1127-DE83-4a6d-9F85-2C104BDAE8B4&dl=ENTERPRISEPACK&ali=1%20%20>

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In high level, settings up trial account steps are as below:

1. To sign up for an Office 365 E3 trial subscription, go to the Office Products site.
2. Select the plan you want to sign up for - select Try free for 1 month (Office 365 E3 trial).
3. On the next page, follow the steps to set up your account.
4. The signup process may take several minutes to complete. Once it's complete, you'll get more details on how to start using your subscription.

Click on the below the registration page:

<https://signup.microsoft.com/signup?offerid=B07A1127-DE83-4a6d-9F85-2C104BDAE8B4&dl=ENTERPRISEPACK&ali=1%20%20>

### **4 steps to create office 365 trial account – sign up Free:**

Using the just below 4 steps, we can have a ready Office 365 trial account:

1. Let's set up your account
2. Tell us about yourself
3. Create your business identity
4. You're all set

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## Steps1: Let's set up your account

Click on the below link.

<https://signup.microsoft.com/create-account/signup?OfferId=B07A1127-DE83-4a6d-9F85-2C104BDAE8B4&dl=ENTERPRISEPACK&ali=1&products=cfq7ttc0k59j:0009>

Enter your valid email id in the "Email" textbox.

Thank you for choosing **Office 365 E3**

- 1** Let's set up your account  
Enter your work or school email address, we'll check if you need to create a new account for Office 365 E3.  
  
  
 
- 2** Tell us about yourself
- 3** Create your business identity
- 4** You're all set

What is Office 365 E3?

Fully installed Office apps for PC and Mac



Premium services



In the next screen, click on the "Set up account" button as like below:

# SharePoint Online & Microsoft 365 Administration



Thank you for choosing **Office 365 E3**

- ① Let's set up your account  
Looks like you need to create a new account. Let's get you started!  
Continue as [global.sharepoint.diary@gmail.com](#) [Not you?](#)  
[Set up account](#)
- ② Tell us about yourself
- ③ Create your business identity
- ④ You're all set

What is Office 365 E3?

Fully installed Office apps for PC and Mac



(PC Only)

Premium services



## Steps 2: Tell us about yourself

In the tell us about yourself section, enter the below information:

- First Name
- Last Name
- Business phone number – your valid mobile number.
- Company Name as some meaningful text.
- Company size as 1 person
- Country or region – pick your country from the list.

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# SharePoint Online & Microsoft 365 Administration

Then, click on the "Next" button.

1 Signup started

2 Tell us about yourself

3 Create your business identity

Business phone number  
Enter your mobile number

Company name: Global SharePoint Diary | Company size: 1 person

Country or region: India

Next →

What is Office 365 E3?

Fully installed Office apps for PC and Mac

W X P O A (PC Only)

P (PC Only)

Premium services

S ▶ ☁ Y T

E

Other benefits

- Unlimited personal cloud storage with

## Click on the "Send Verification Code" button

Once you click on the "Send Verification Code" button, you will receive a 6 digits numeric verification code in your registered mobile number which you just entered in the previous step.

# SharePoint Online & Microsoft 365 Administration

1 Signup started

2 Tell us about yourself

Prove. You're. Not. A. Robot.

Enter a number that isn't VoIP or toll free.

Text me  Call me

Code (+91) Phone number *Here your mobile number will be displayed*

We don't save this phone number or use it for any other purpose.

[Send Verification Code](#)

[Go back](#)

3 Create your business identity

## What is Office 365 E3?

### Fully installed Office apps for PC and Mac



(PC Only)

### Premium services



### Other benefits

Enter the verification code into the below verification code textbox.

# SharePoint Online & Microsoft 365 Administration

1 Signup started

2 Tell us about yourself

3 Create your business identity

WHAT IS OFFICE 365 E3?

Fully installed Office apps for PC and Mac

Word Excel PowerPoint Outlook Access (PC Only)

PowerPoint (PC Only)

Premium services

SharePoint OneDrive Yammer Teams

Other benefits

- Unlimited personal cloud storage with OneDrive

Then, click on the “**Verify**” button.

## Steps 3: Create your business identity

- Enter your business name in the “yourbusiness” textbox without any space. Here you can enter any meaningful text.
- Click on the “Check availability” button to check the availability of the business name that you have entered because this will be a unique name.

## SharePoint Online & Microsoft 365 Administration

3 Create your business identity

To set up your account, you'll need a domain name. [What is a domain?](#)

You'll probably want a custom domain name for your business at some point. For now, choose a name for your domain using **onmicrosoft.com**

yourbusiness  
globalsharepoint2020 .onmicrosoft.com

globalsharepoint2020.onmicrosoft.com is available.

Check availability

Next

W X P O A (PC Only)

P (PC Only)

Premium services

S ▶ ☁ Y I

E

Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications

Then, click on the “**Next**” button.

Then, we will get the below screen where we need to create the User ID and Password.

Enter the below information:

- Name – any meaningful text, try to do give an easy name which you can remember easily.
- Password – alphanumeric with special characters.
- Confirm password – the same as Password.

# SharePoint Online & Microsoft 365 Administration

3

## Create your business identity



Now create your user ID and password to sign in to your account.

Name  
Global-SharePoint2020 @globalsharepoint2020.onmicrosoft...

Password  
.....

Confirm password  
.....

By clicking **Sign up**, I agree to the [privacy statement](#) and the [trial agreement](#).

Microsoft Partners may contact me with information about their products, services, and events

Microsoft will be contacting you with surveys, promotions, tips and advice for using our products and services. You can unsubscribe at any time.  
Microsoft Online Services may contact me with information about their products, services and events:

Phone

**Sign up**



### Premium services



### Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

### Trial highlights

25 licenses, 30-day free trial

Finally, click on the **“Sign up”** button, then wait for sometimes, before we get the **“You’re all set”** message.

### Steps 3: You’re all set

Finally, we will get the below screen **“Go to Setup”** which will take us to the **“You’re all set”** screen.

# SharePoint Online & Microsoft 365 Administration

← → ↻ [signup.microsoft.com/create-account/signup?restore=true&isAdminSignup=true&client-request-id=10a838a3-b494-4489-8df5-31ff9632bfd5&pr...](https://signup.microsoft.com/create-account/signup?restore=true&isAdminSignup=true&client-request-id=10a838a3-b494-4489-8df5-31ff9632bfd5&pr...) 🔍 ☆



Thank you for choosing **Office 365 E3**

- 1 Signup started
- 2 Nice to meet you, Global SharePoint
- 3 Thanks for creating an account with us, Global SharePoint
- 4 You're all set

Save this info. You'll need it later.

Sign-in page  
<https://www.office.com/>

Your user ID  
Global-SharePoint2020@globalsharepoint2020.onmicrosoft.com

[Go to Setup](#)

What is Office 365 E3?

Fully installed Office apps for PC and Mac



Premium services



Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

Trial highlights

25 licenses, 30-day free trial

Note down, the below login information for future uses.

**Sign-in page**

<https://www.office.com/>

**Your user ID**

[Global-SharePoint2020@globalsharepoint2020.onmicrosoft.com](mailto:Global-SharePoint2020@globalsharepoint2020.onmicrosoft.com)

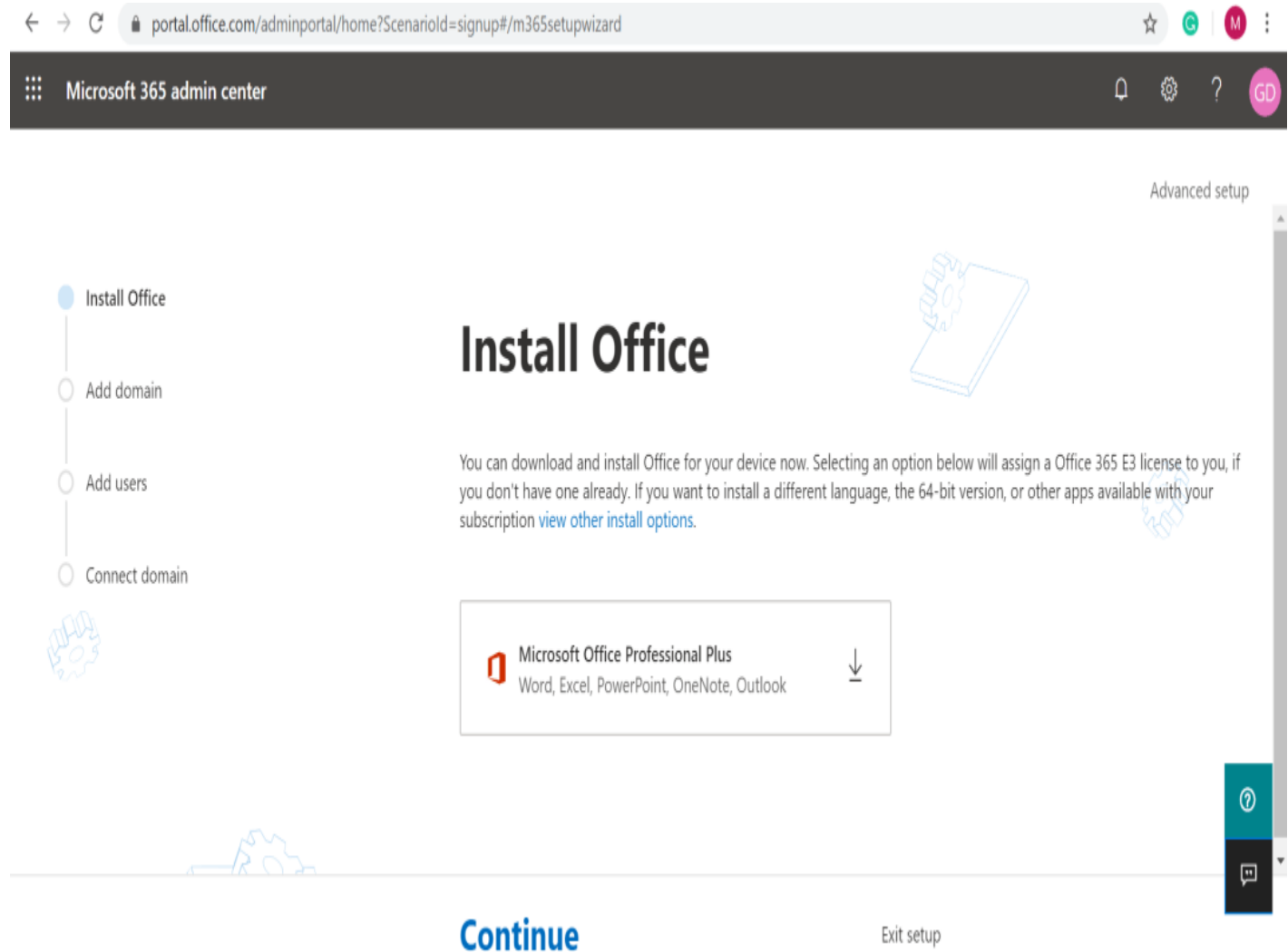
From the above screen, click on the "Go to Setup" button. After a few seconds, it will land into the "Microsoft 365 admin center" home page –

<https://portal.office.com/adminportal/home?ScenarioId=signup#/m365setupwizard>

# SharePoint Online & Microsoft 365 Administration

## Notes:

- It will ask you to enter the User Name and Password – get these details from the previous steps.



The screenshot shows the Microsoft 365 Admin Center interface. The browser address bar displays `portal.office.com/adminportal/home?ScenarioId=signup#/m365setupwizard`. The page title is "Microsoft 365 admin center". On the left, a vertical navigation pane shows four steps: "Install Office" (selected with a blue dot), "Add domain", "Add users", and "Connect domain". The main content area is titled "Install Office" and includes a sub-header "Advanced setup". Below the title, there is a paragraph: "You can download and install Office for your device now. Selecting an option below will assign a Office 365 E3 license to you, if you don't have one already. If you want to install a different language, the 64-bit version, or other apps available with your subscription [view other install options](#)." A central box displays "Microsoft Office Professional Plus" with a download icon and the list of applications: "Word, Excel, PowerPoint, OneNote, Outlook". At the bottom, there is a large blue "Continue" button and a smaller "Exit setup" link.

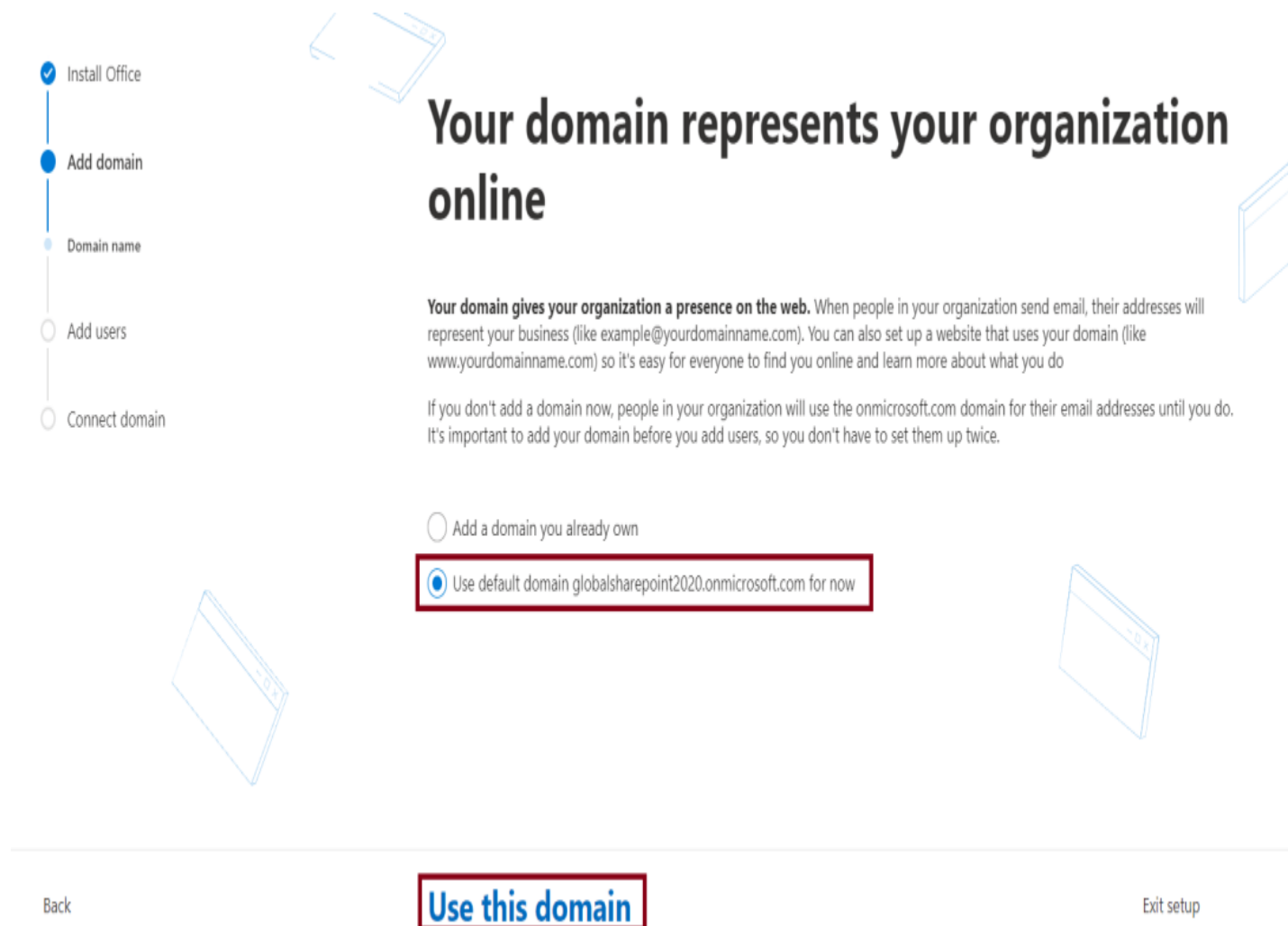
Click on the “**Continue**” button to complete the setup.

Select the domain as “**Use default domain** “Your domain just you have created”

# SharePoint Online & Microsoft 365 Administration

## Note:

- By default, the first radio button will be selected – “Add a domain you already own”.



The screenshot shows the 'Add domain' step in the Microsoft 365 setup wizard. On the left, a vertical progress bar indicates the current step: 'Install Office' (checked), 'Add domain' (selected), 'Domain name', 'Add users', and 'Connect domain'. The main heading is 'Your domain represents your organization online'. Below this, there is explanatory text: 'Your domain gives your organization a presence on the web. When people in your organization send email, their addresses will represent your business (like example@yourdomainname.com). You can also set up a website that uses your domain (like www.yourdomainname.com) so it's easy for everyone to find you online and learn more about what you do. If you don't add a domain now, people in your organization will use the onmicrosoft.com domain for their email addresses until you do. It's important to add your domain before you add users, so you don't have to set them up twice.'

Two radio button options are presented:

- Add a domain you already own
- Use default domain globalsharepoint2020.onmicrosoft.com for now

The second option is highlighted with a red rectangular box. At the bottom of the screen, there are three buttons: 'Back', 'Use this domain' (highlighted with a red rectangular box), and 'Exit setup'.

Then, click on the “**Use this domain**” link, this will take us to the “Add users and assign licenses” page which you can ignore as this is trial setup.

# SharePoint Online & Microsoft 365 Administration

portal.office.com/adminportal/home?ScenarioId=signup#/m365setupwizard

Microsoft 365 admin center

Adv

Install Office

Add domain

Add users

Connect domain

## Add users and assign licenses

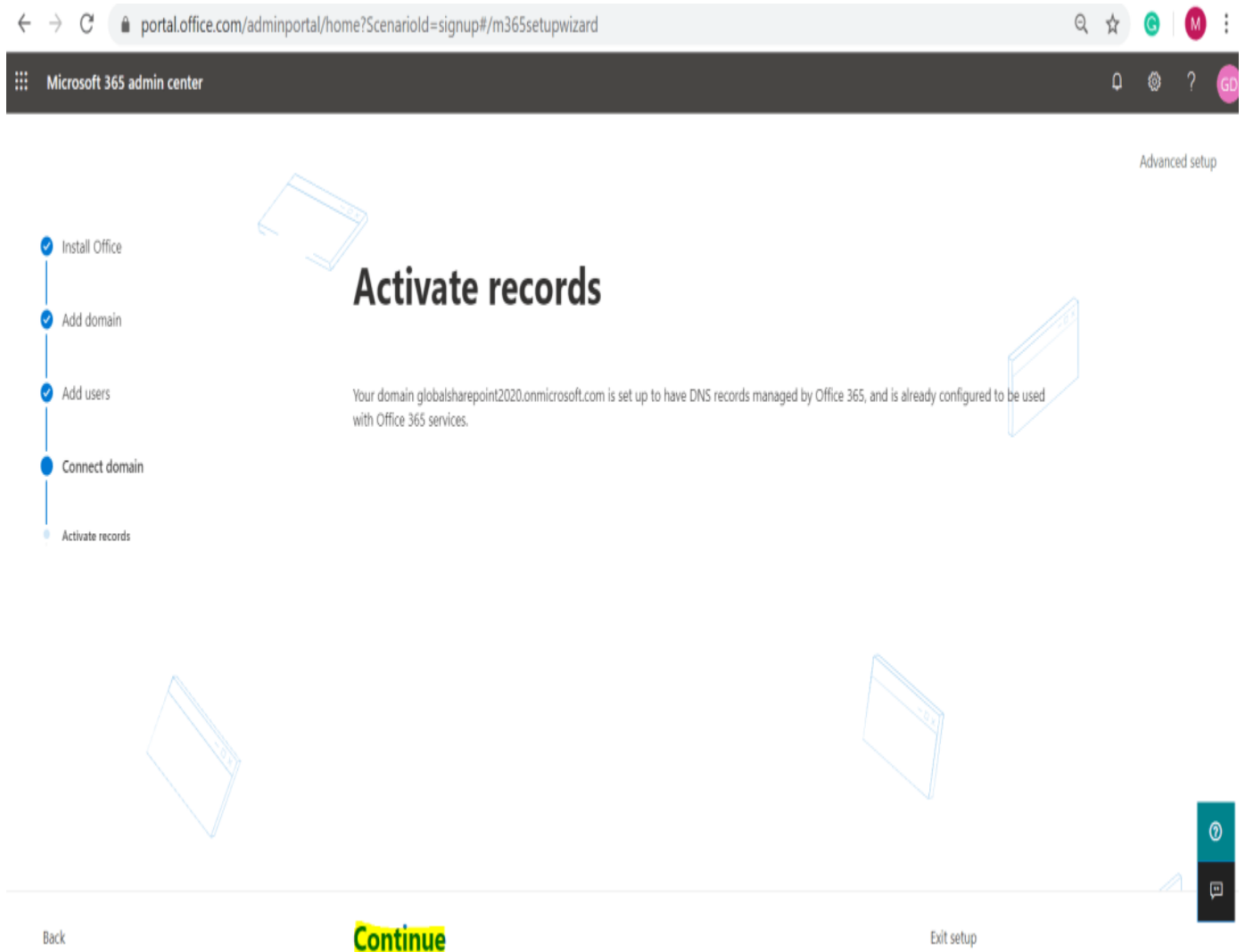
Total Office 365 E3 licenses: 25  
Licenses remaining: 24  
Users you add here will be assigned a license for Office 365 E3. [View all users](#)

First name	Last name	Username
Global SharePoint	Diary	Global-SharePoint2020@globalsharepoint2020.onmicrosoft.com
<input type="text"/>	<input type="text"/>	<input type="text" value="@globalsharepoint2020.onmicrosoft.com"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="@globalsharepoint2020.onmicrosoft.com"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="@globalsharepoint2020.onmicrosoft.com"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="@globalsharepoint2020.onmicrosoft.com"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="@globalsharepoint2020.onmicrosoft.com"/>

Back **Do this later** Exit setup

Click on the **“Do this later”** link which will take us to the **“Activate records”** configuration page.

# SharePoint Online & Microsoft 365 Administration



Click on the “**Continue**” button.

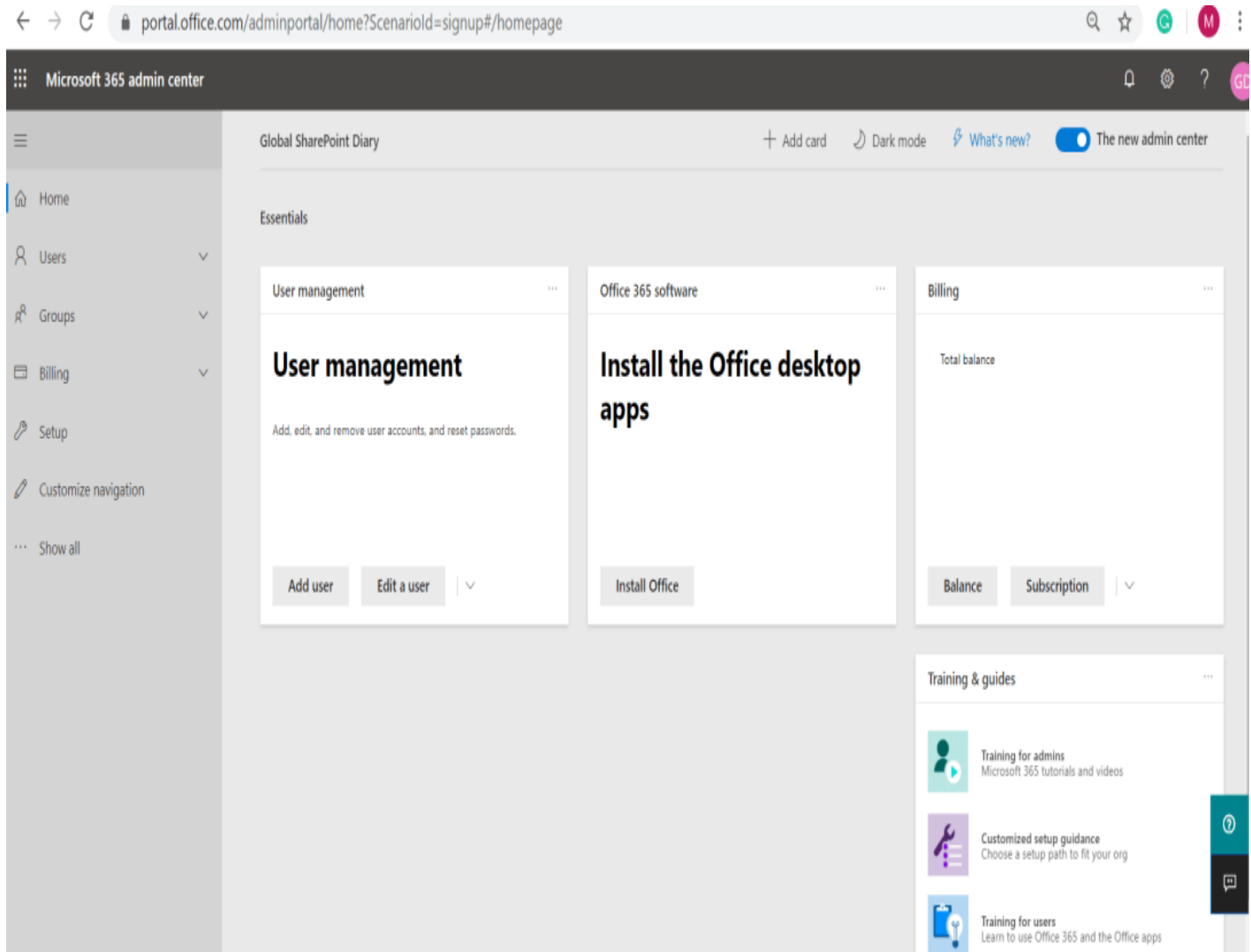
In the “**Feedback**” page, if you want to share your feedback about the Office 365 Product, you can type something and click on the “Submit” button – this is optional.

# SharePoint Online & Microsoft 365 Administration

The screenshot shows a web browser window with the URL `portal.office.com/adminportal/home?ScenarioId=signup#/m365setupwizard`. The page title is "Microsoft 365 admin center". On the left, a vertical progress bar shows five steps: "Install Office", "Add domain", "Add users", "Connect domain", and "Feedback", all marked with green checkmarks. The main content area features a large green checkmark and the heading "Setup is complete". Below this, a message reads: "Great job, Global SharePoint! And thanks again for choosing Microsoft. You can add more users, create groups, and manage all your services from the admin center." A feedback section asks "How did it go? Please rate your experience" with five empty star icons. A text input field contains the placeholder "Enter comments here". A privacy notice states: "To protect your privacy, please do not include personal information in your feedback. Review our [privacy policy](#)." There is an unchecked checkbox for "It's okay for Microsoft to contact me about this feedback". A blue "Submit" button is located below the checkbox. At the bottom of the page, a large green button with white text says "Go to admin center".

Finally, click on the **“Go to admin center”** link, now the “Microsoft 365 admin center” page looks like below.

# SharePoint Online & Microsoft 365 Administration

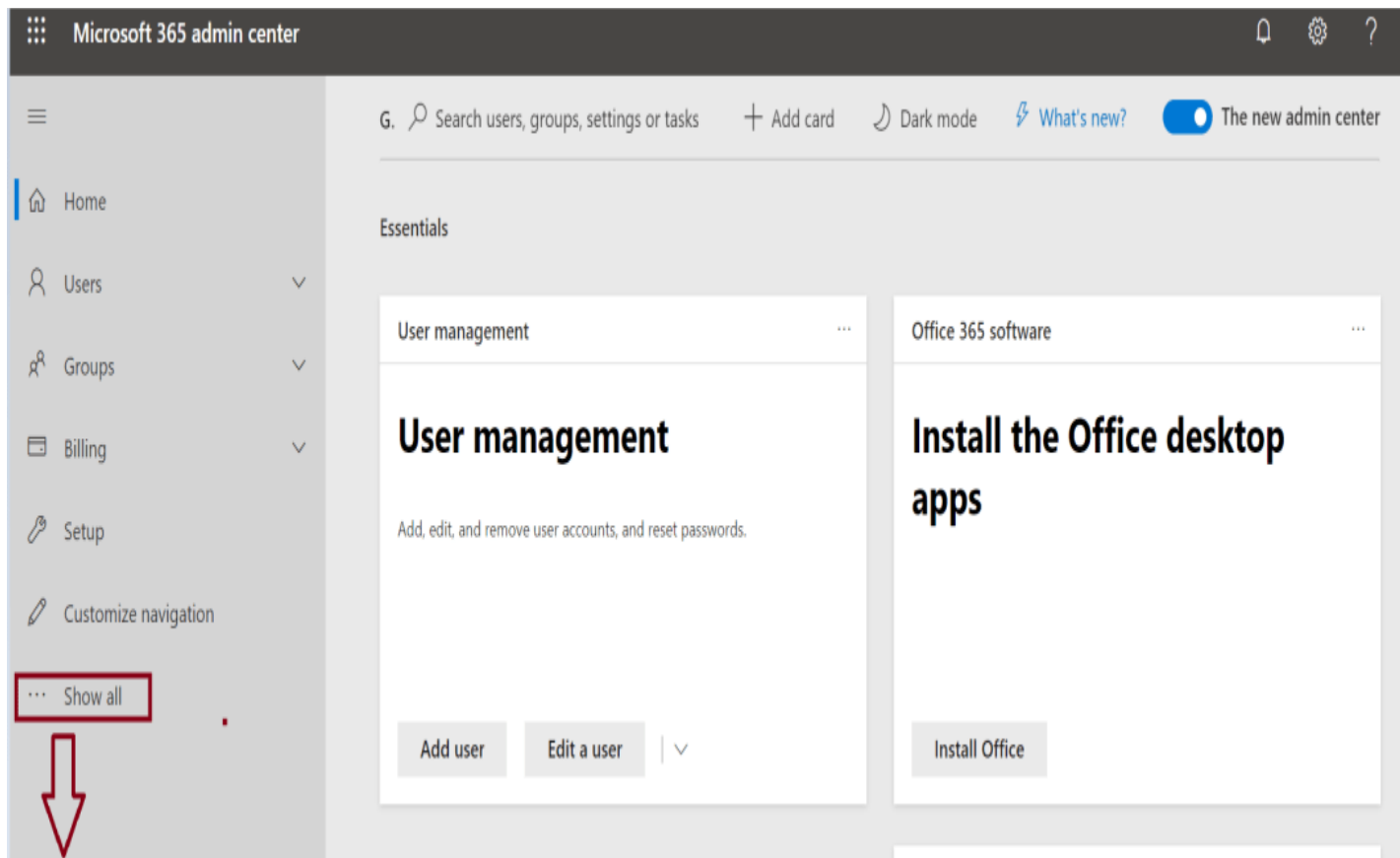


With this setup, the trial account for office 365 is completed.

Now how to see the SharePoint and other products like Teams, Exchange option from the **“Microsoft 365 admin center”** after completing the first setup.

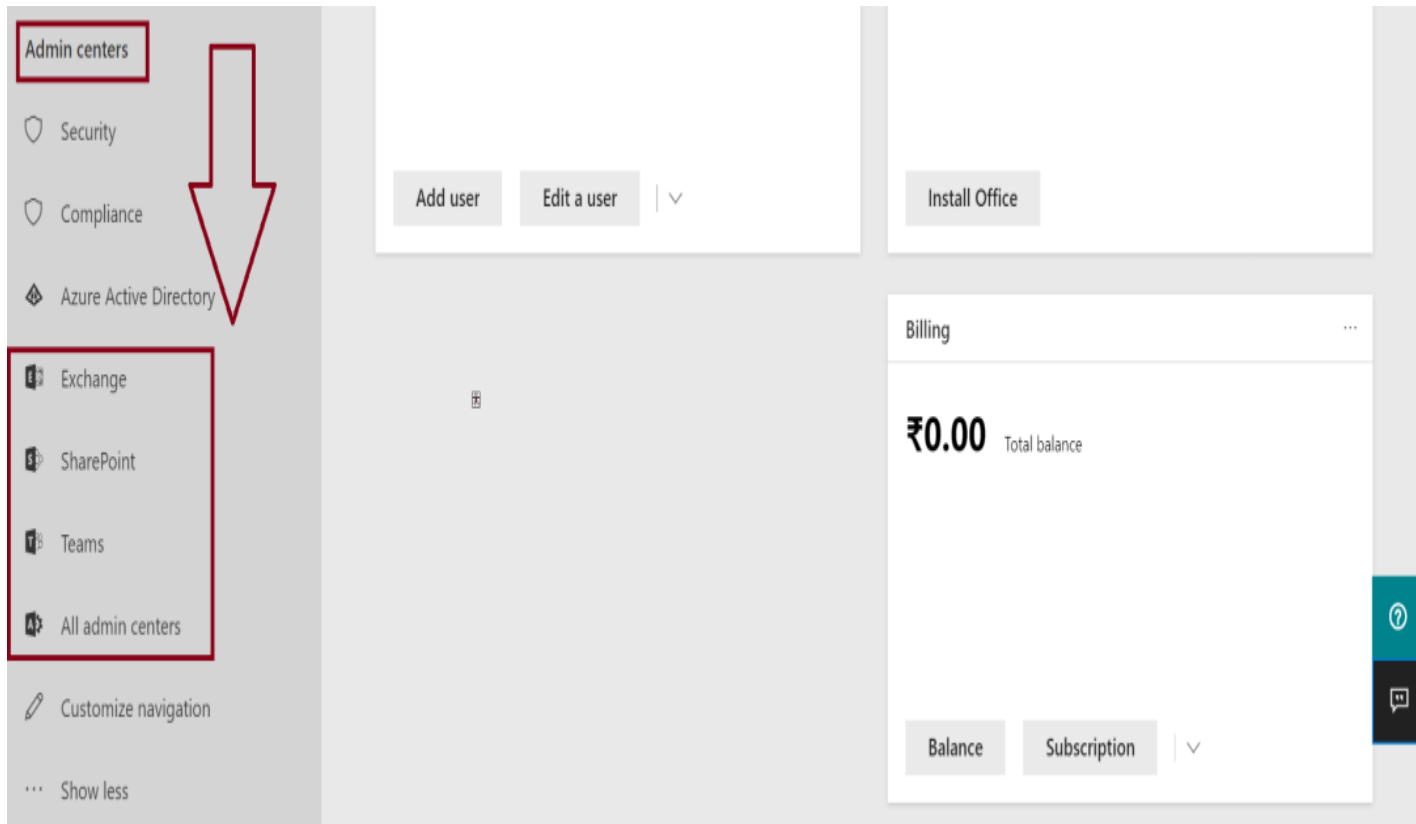
Click on the **“Show all”** link from the above admin left panel, then need to scroll down to the middle of the page – as like below:

# SharePoint Online & Microsoft 365 Administration



After clicking on the “**...Show all**” link, if we scroll down to the page, we can see the **Exchange, SharePoint, Teams** and **All Admin centers** link under the “**Admin centers**” section.

## SharePoint Online & Microsoft 365 Administration



### Note:

- We may not see the SharePoint, teams or others after just creating the Office 365 trial set up as this takes sometimes to complete these setup internally (it might take up to 30 minutes or sometimes it will be available immediately), so be patient in this. 😊

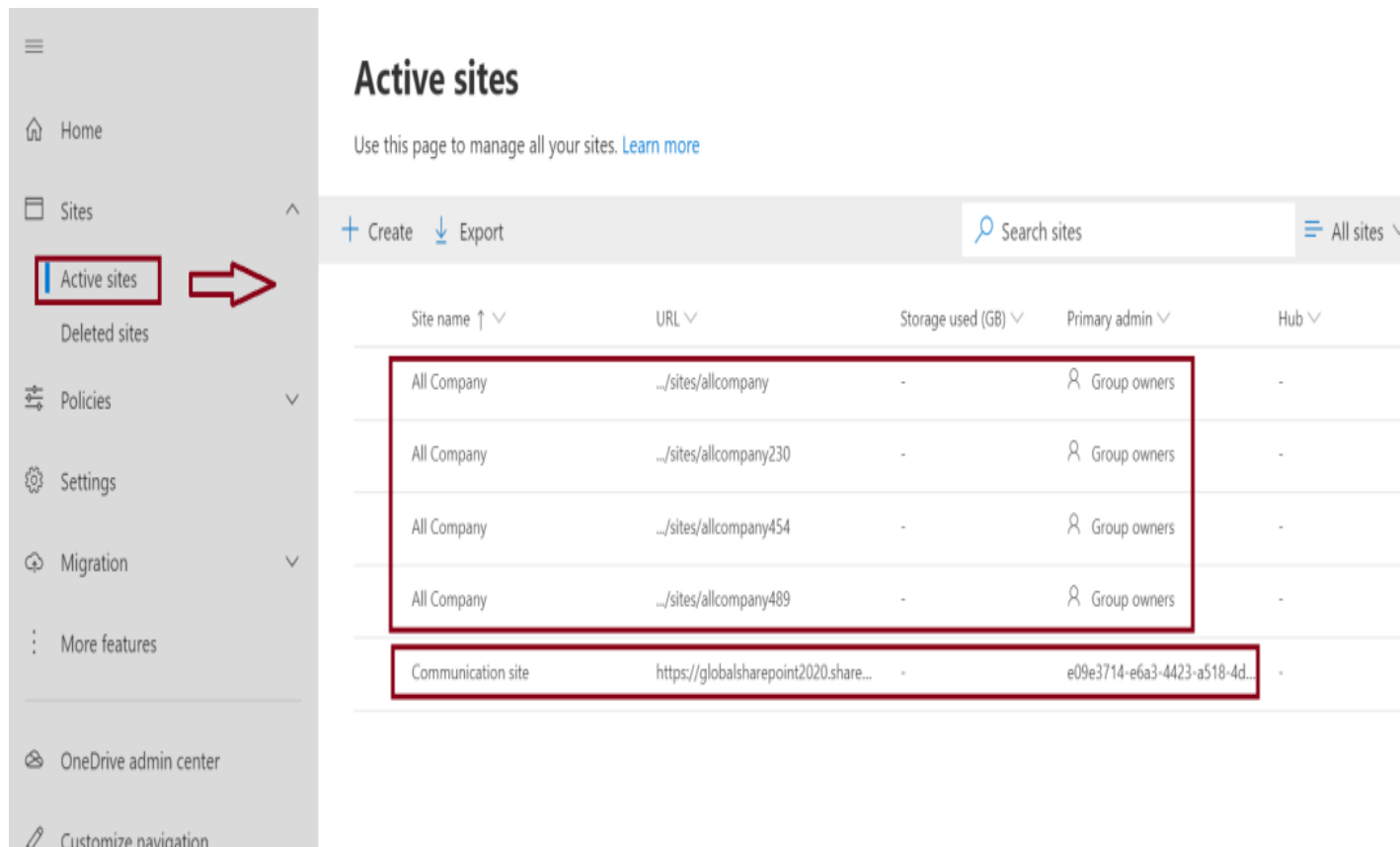
### Changes in SharePoint Online Admin Center Active Sites Report:

After creating the new office 365 trial account, if we navigate to the SharePoint admin center page ([https://globalsharepoint2020-admin.sharepoint.com/\\_layouts/15/online/AdminHome.aspx#/home](https://globalsharepoint2020-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/home)), then

## SharePoint Online & Microsoft 365 Administration

“**Active Sites**” report, we’ll see 4 additional team sites have been created like, **allcompany**, **allcompany230**, **allcompany454**, **allcompany489**.

Earlier, we just had only one communication site, still, we have that like below:



The screenshot displays the SharePoint administration interface for 'Active sites'. The left-hand navigation pane shows 'Active sites' selected and highlighted with a red box and a red arrow. The main content area shows a table of active sites. The table has columns for Site name, URL, Storage used (GB), Primary admin, and Hub. There are four team sites listed, each with a site name starting with 'All Company' and a URL ending in '/sites/allcompany[number]'. The primary admin for all these sites is 'Group owners'. Below these is a communication site with a URL starting with 'https://globalsharepoint2020.share...'. The communication site's primary admin is 'e09e3714-e6a3-4423-a518-4d...'. The table is also highlighted with a red border.

Site name ↑	URL ↓	Storage used (GB) ↓	Primary admin ↓	Hub ↓
All Company	.../sites/allcompany	-	Group owners	-
All Company	.../sites/allcompany230	-	Group owners	-
All Company	.../sites/allcompany454	-	Group owners	-
All Company	.../sites/allcompany489	-	Group owners	-
Communication site	https://globalsharepoint2020.share...	-	e09e3714-e6a3-4423-a518-4d...	-

# SharePoint Online & Microsoft 365 Administration

## **Summary:**

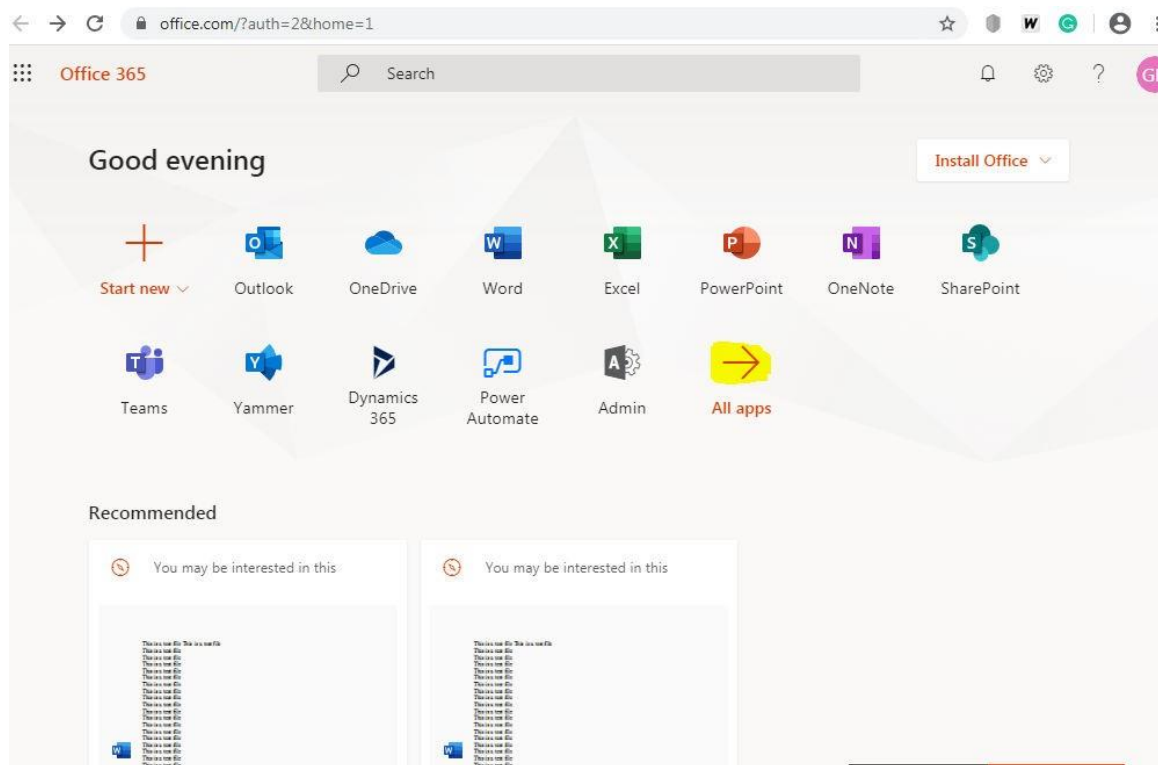
- By this way we'll get our trial tenant in office 365, next we will see how to login to office 365.
- I personally prefer to explore on the trial tenant than the actual one because it has no limitation, without any restriction explore the product.

How to login to the office 365 admin center?

## SharePoint Online & Microsoft 365 Administration

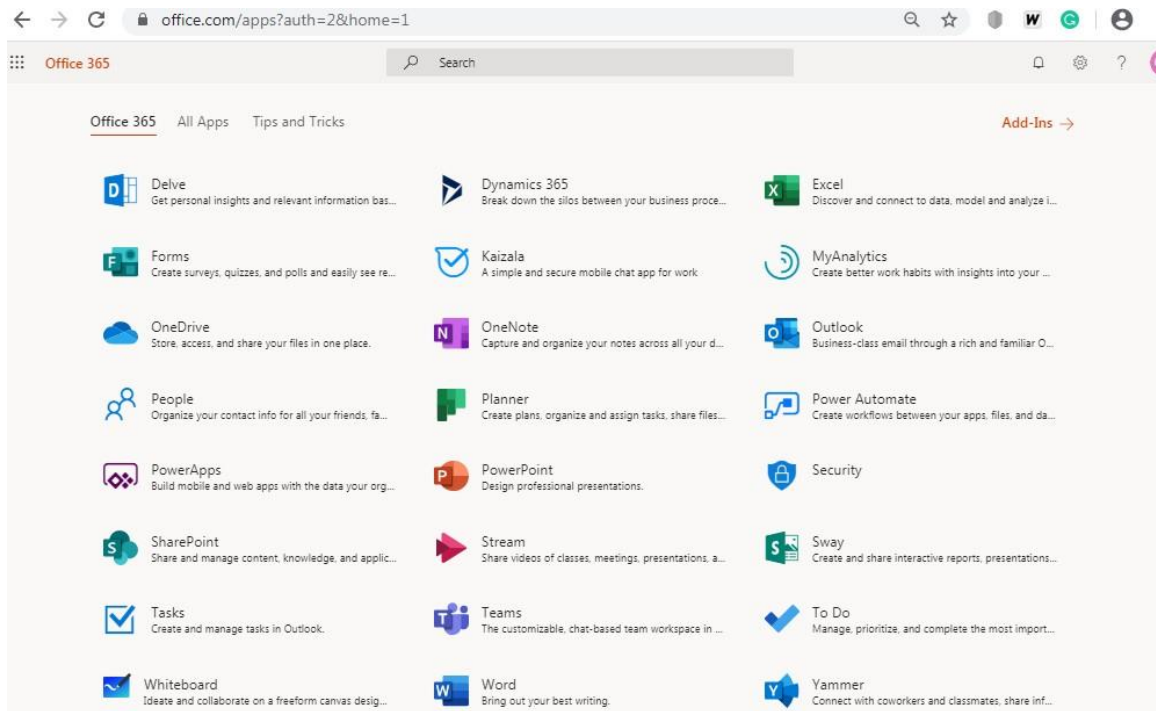
- Login to this page - <https://www.office.com/?auth=2&home=1>
- Sign in using your Office 365 Admin log in details (just before during which login you have created).

We can see the below home page report:

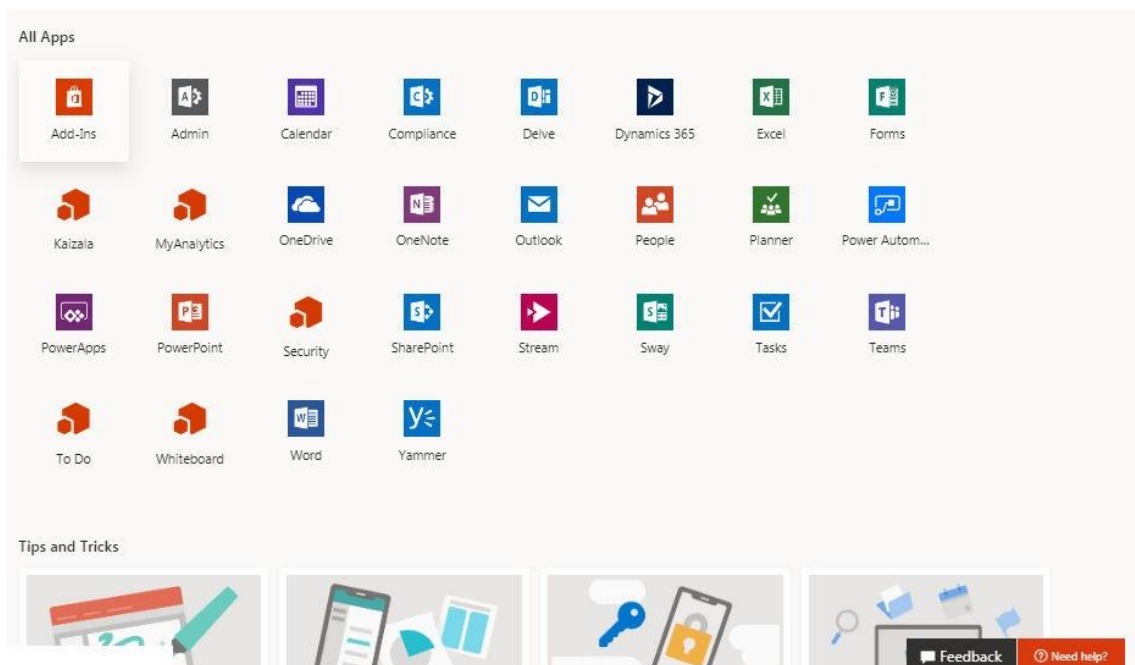


If we click on the "All apps" arrow button – we can see the below dashboard:

# SharePoint Online & Microsoft 365 Administration



## Apps available in the Office 365 home page.

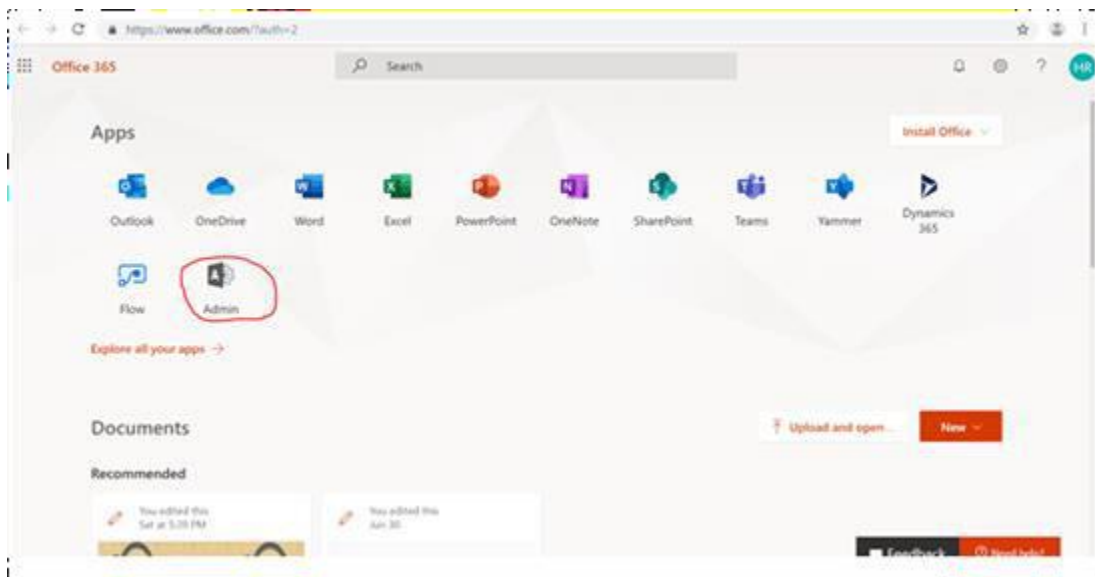


# SharePoint Online & Microsoft 365 Administration

Note:

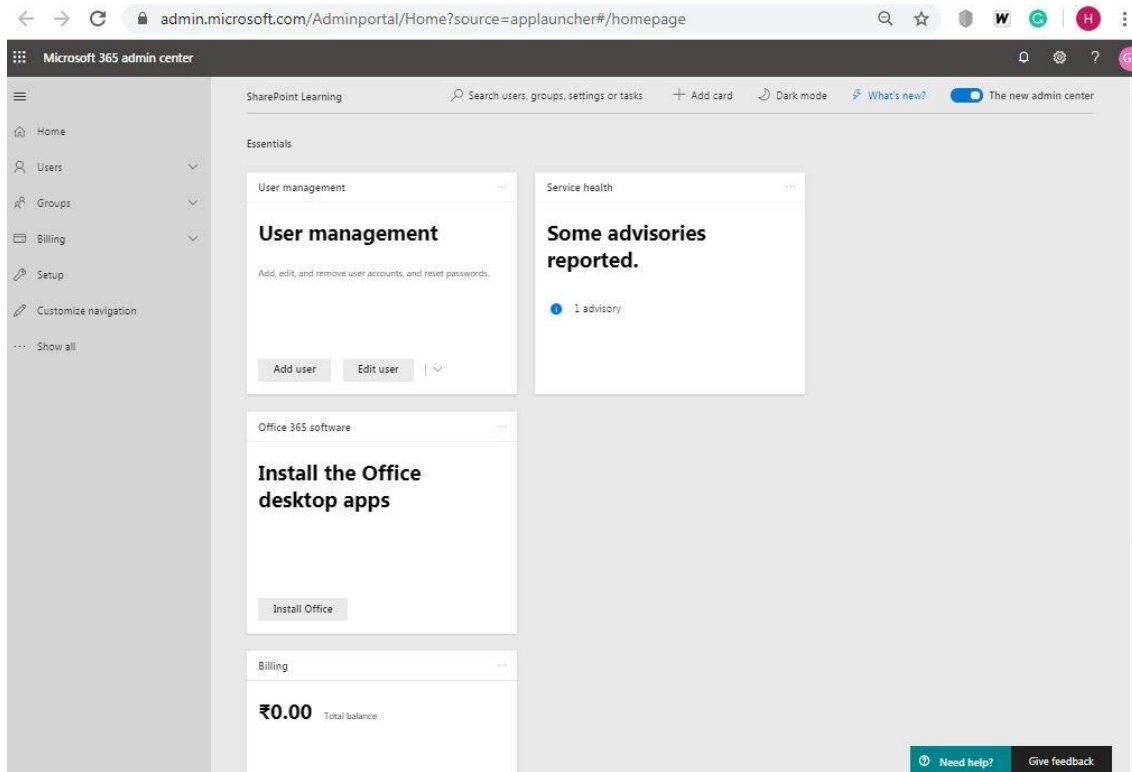
- Microsoft has stopped supporting the “Skype for Business”, so it is not listed in the dashboard.

And click on the “Admin” link as highlighted below:



Then we'll land into the below admin home page.

# SharePoint Online & Microsoft 365 Administration



## **Chapter 3: Manage Microsoft 365 admin center report dashboard**

Using Microsoft 365 or Office 365 admin center we can manage the cards in home of admin center. I mean we can add and delete the card in the dashboard which will help office 365 administrator to manage the tenant.

What are these cards actually – shortcut way to navigate to particular report page from the home page and by looking at the home page dashboard report administrator will get to know about whether any quick action is needed or not.

Out of the box – list of cards are available in the admin center:

When we log into “Microsoft 365 admin center” home page, we will get the below out of the box report.

- User Management
- Message Center

## SharePoint Online & Microsoft 365 Administration

- Office 365 Software
- Billing
- Training and Guides

Note:

- The above list of report is not fixed – over period of times, Microsoft changes this display report – so while you are referring this book for your tenant, it might not be the same but we shouldn't be worry for this because it is completely customizable in few clicks. In the section, we will see how to manage dashboard report.

List of cards are available to add in Dashboard in the Microsoft 365 admin center:

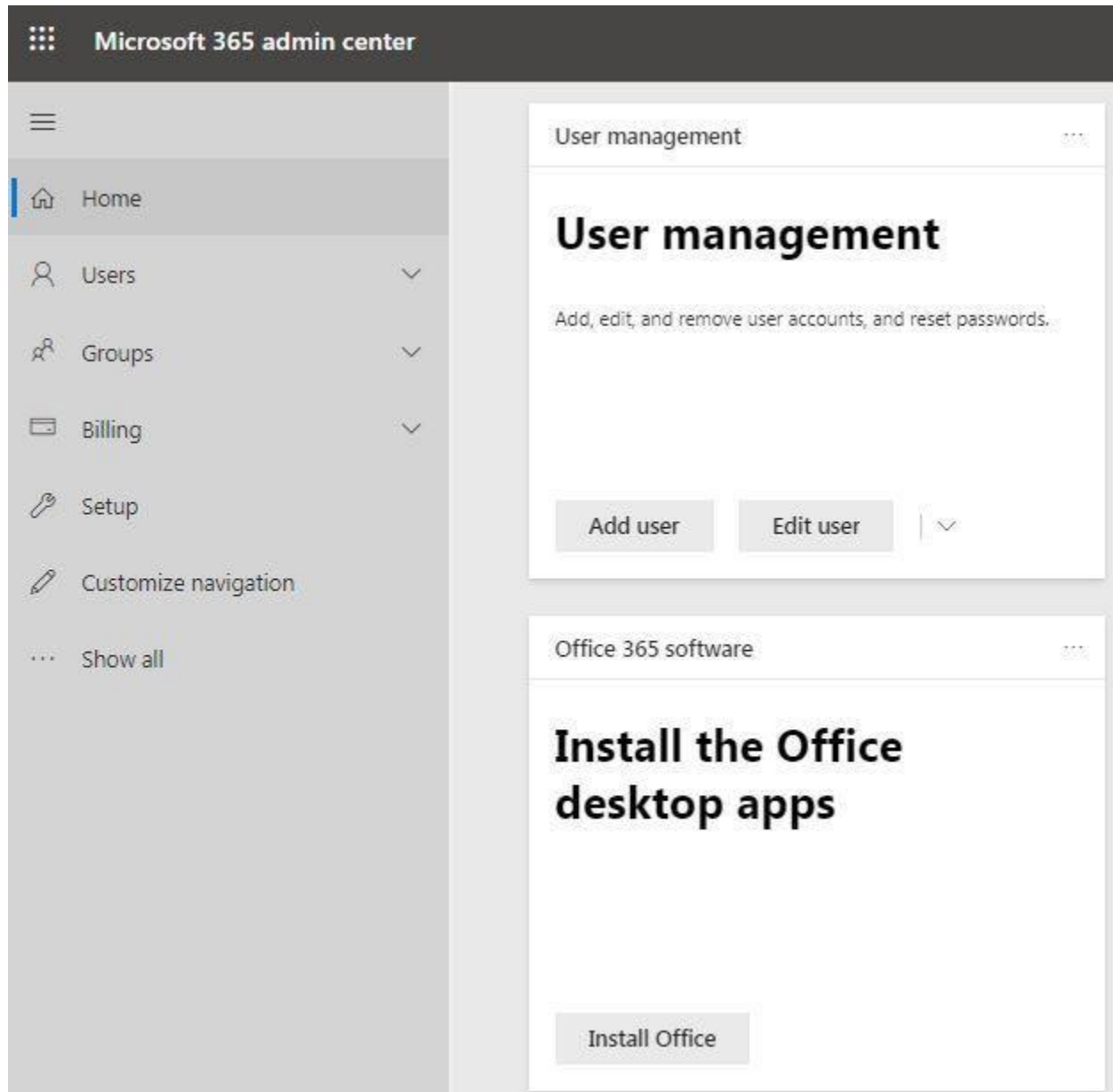
Below are the cards available in the dashboard gallery, we can add or remove these in the home page

- Message Center
- Service Health
- Azure Active Directory
- Office 365 Active users report
- Data Loss Prevention Report
- Role-based access for admins
- GDPR Information
- Domains

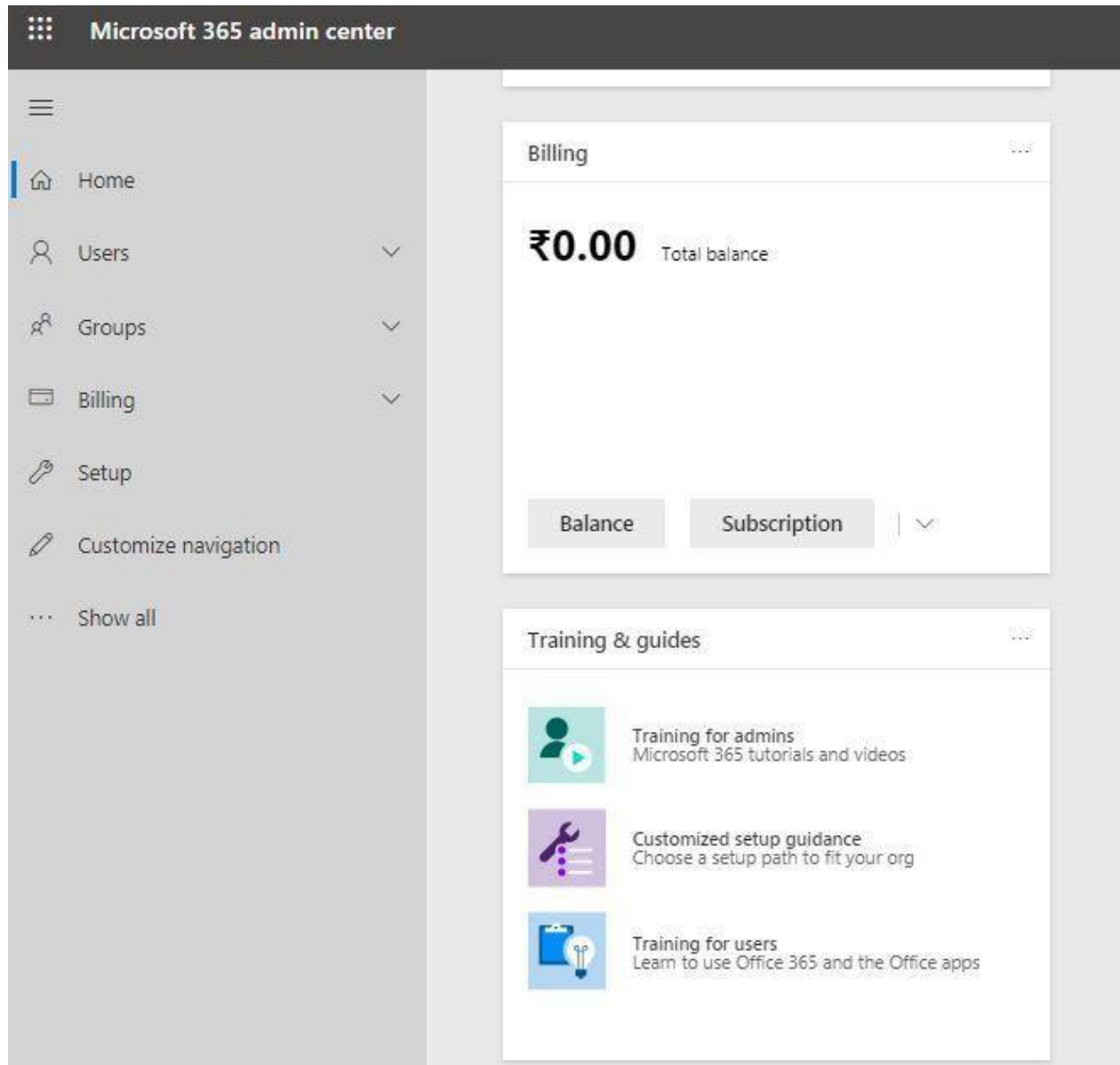
Default Microsoft 365 or Office 365 admin center dashboard:

## SharePoint Online & Microsoft 365 Administration

Once we login to the "Microsoft 365 admin center" home page, we will get the below screen:



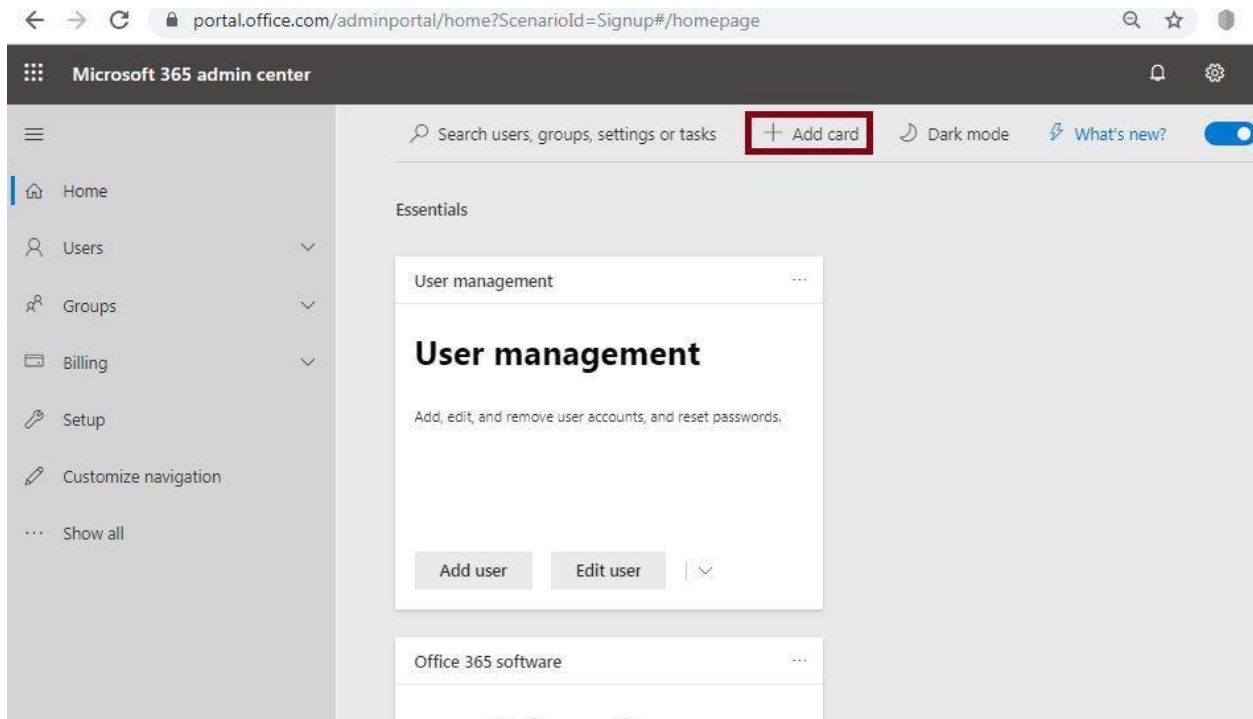
# SharePoint Online & Microsoft 365 Administration



How to add additional card to admin center dashboard page:

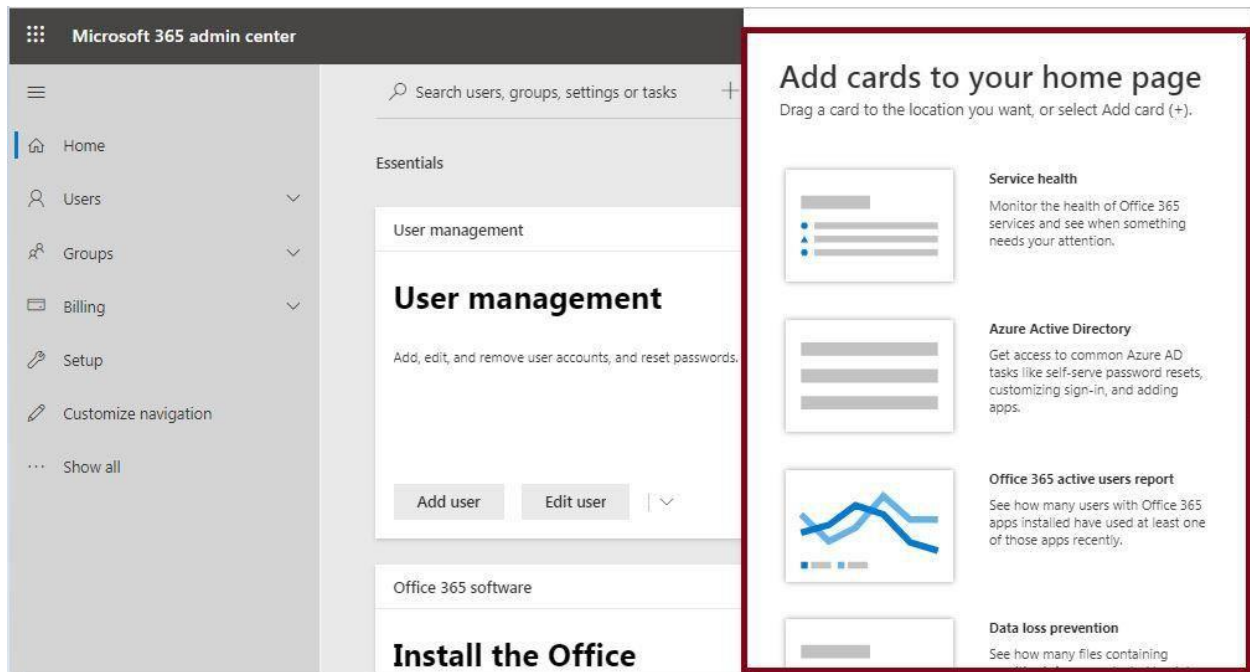
Go to the Microsoft 365 admin center home page -> click on "+ Add card"

# SharePoint Online & Microsoft 365 Administration



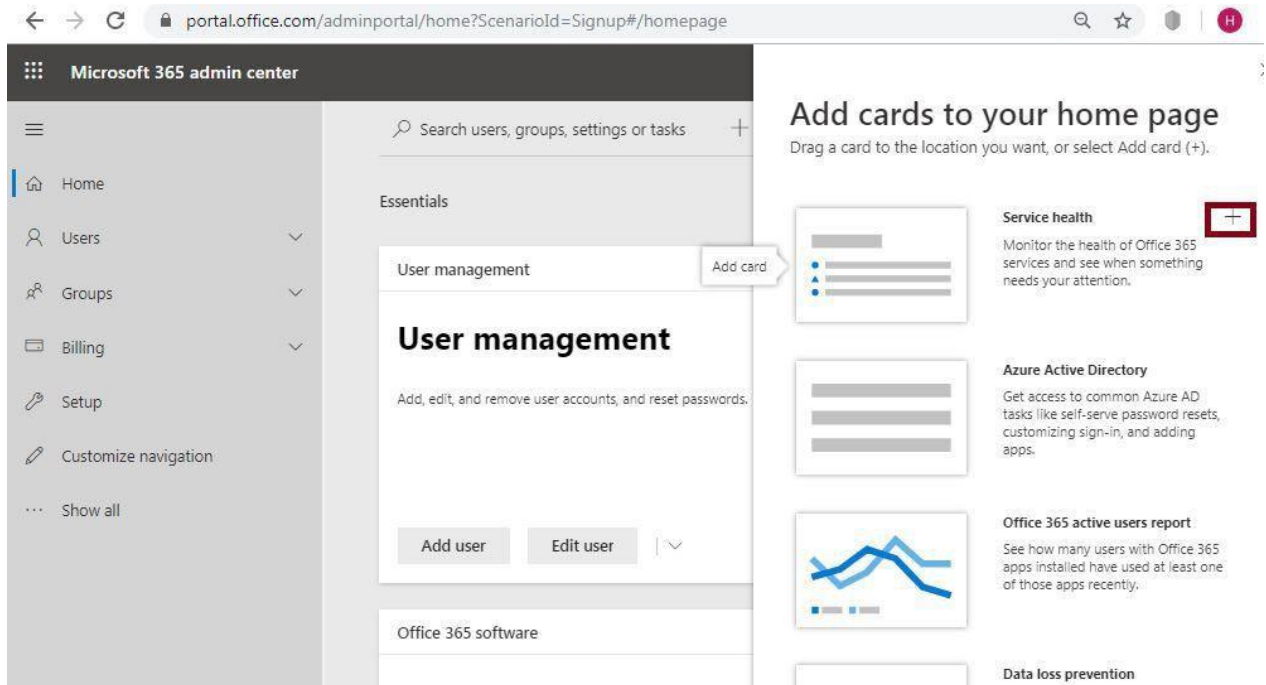
Then at the right-side panel the below “Add cards to your page” will be opened. Here we can see all available cards to add in the home page.

# SharePoint Online & Microsoft 365 Administration

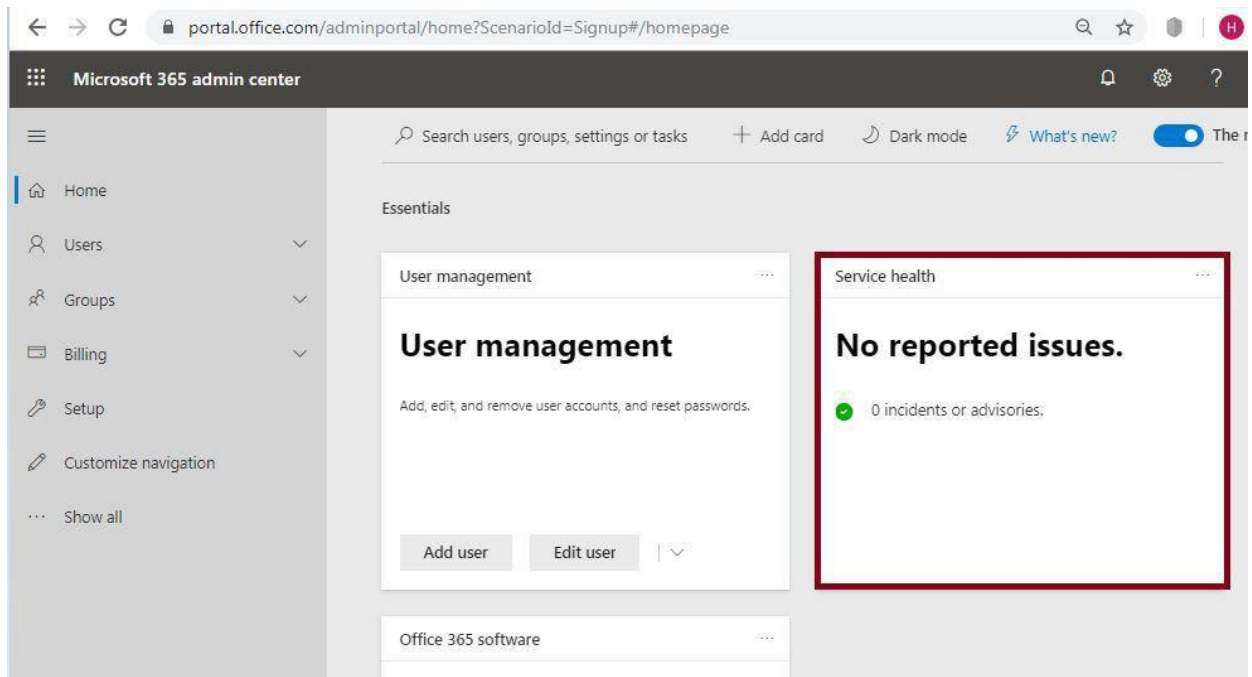


Hover the mouse on the card which you want to add, then we will get “+” icon, click on that. As an example, we will add “Service health” here.

# SharePoint Online & Microsoft 365 Administration



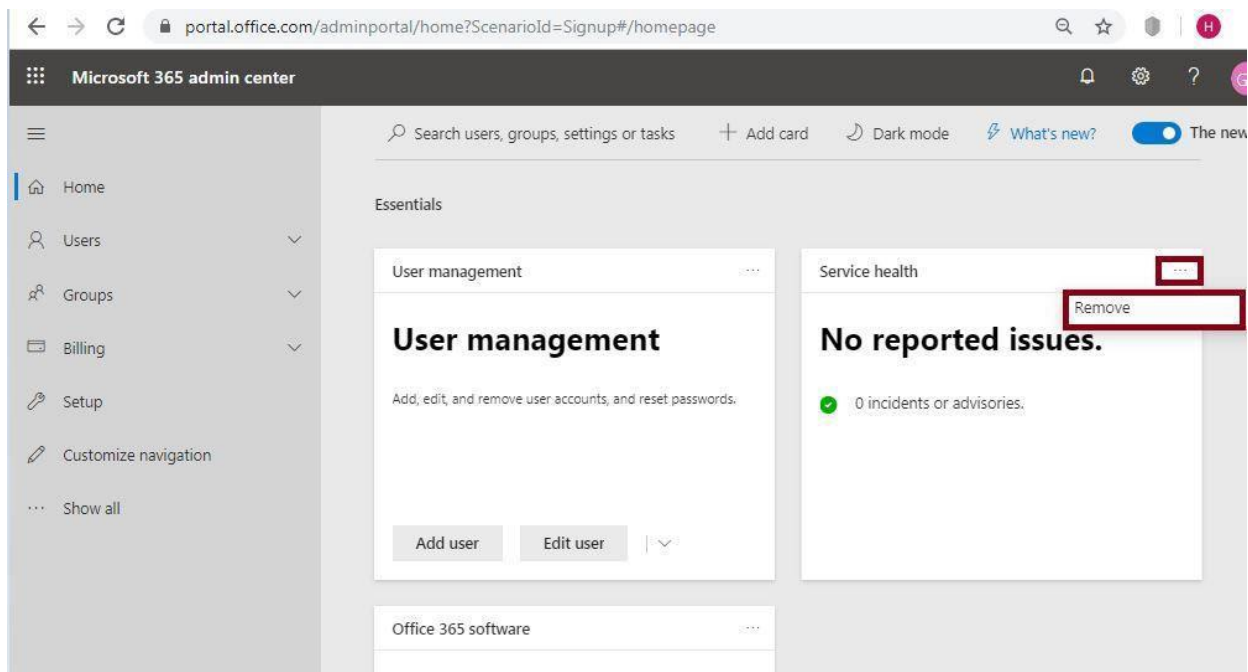
Then we can see "Service health" report card is added in the dashboard.



# SharePoint Online & Microsoft 365 Administration

How to remove a report card from the Microsoft 365 admin center home page dashboard:

In order to remove a card from the Microsoft 365 admin center dashboard, identify the card which you want to remove, click on the ellipses (...) available on the card header and then click on the remove button from the menu. After removing, the card will be moved to the "Add Card" section again in the right-side panel from where we have added.



## Chapter 4: Administering office 365

In this chapter, I will explain how we can do the administration stuffs in the Office 365.

# SharePoint Online & Microsoft 365 Administration

## Manage users in office 365

In this section, I will explain how we can manage active and deleted users from Office 365.

### Mange active user in office 365

In order to manage the active users in office 365, first we need to locate the 'active users' section in Office 365 home page.

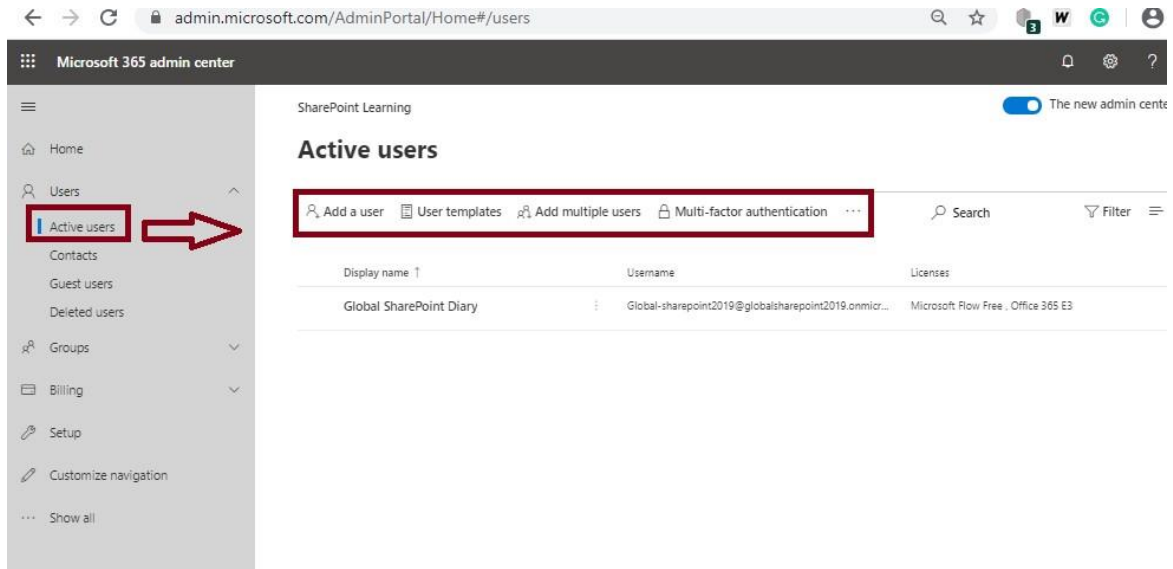
How do I navigate to the 'active users' report?

If already, you have logged in to the "Microsoft 365 admin center" home page.

Need to click on active users link from the left panel – and in the center panel we can see the 'active users' dashboard, using this report we can manage the active users like:

- Add a user
- User Templates
- Add multiple users
- Multifactor Authentication
- Search user
- Filter user display view

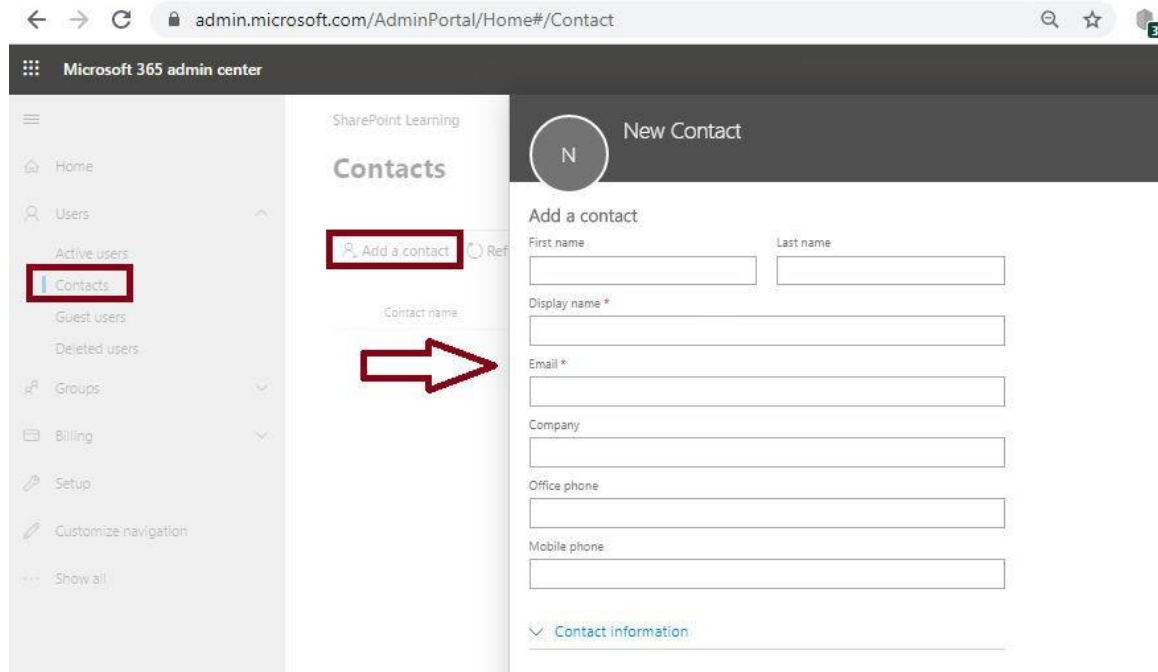
# SharePoint Online & Microsoft 365 Administration



## Manage contacts in office 365

Using the "Contacts" navigation we can manage the contacts like add, delete, edit. Click on the "Add a contact" icon to add a new contact like below:

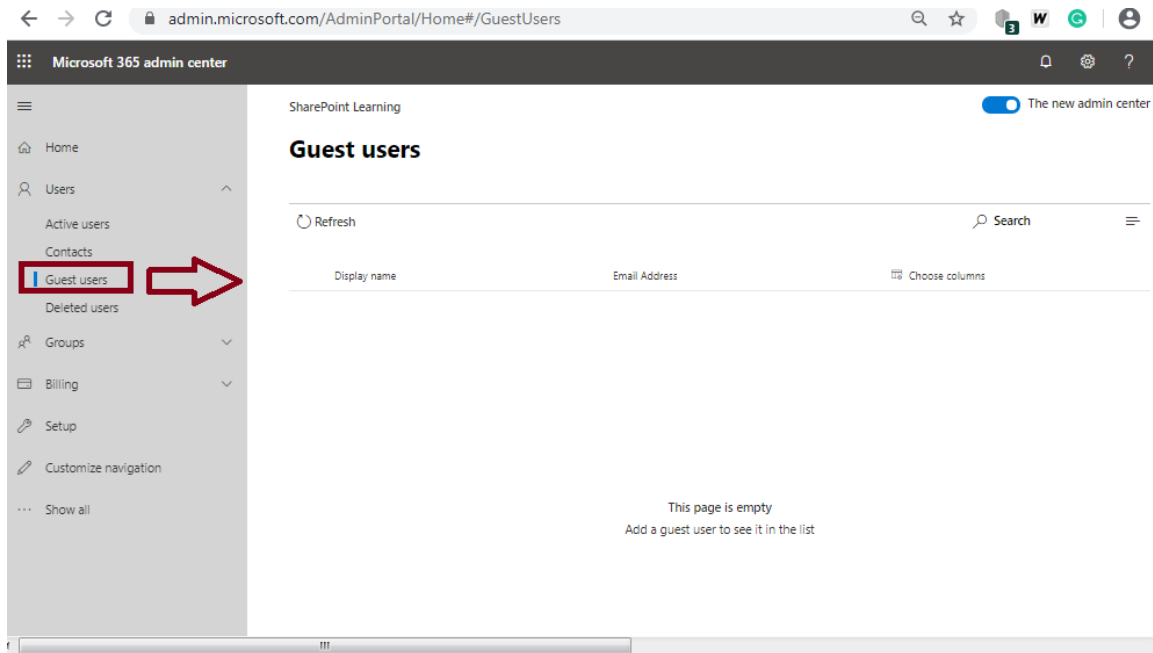
# SharePoint Online & Microsoft 365 Administration



## View Guest users report in office 365

From the "Guest users" navigation, we can view all guest users available in the tenant like below:

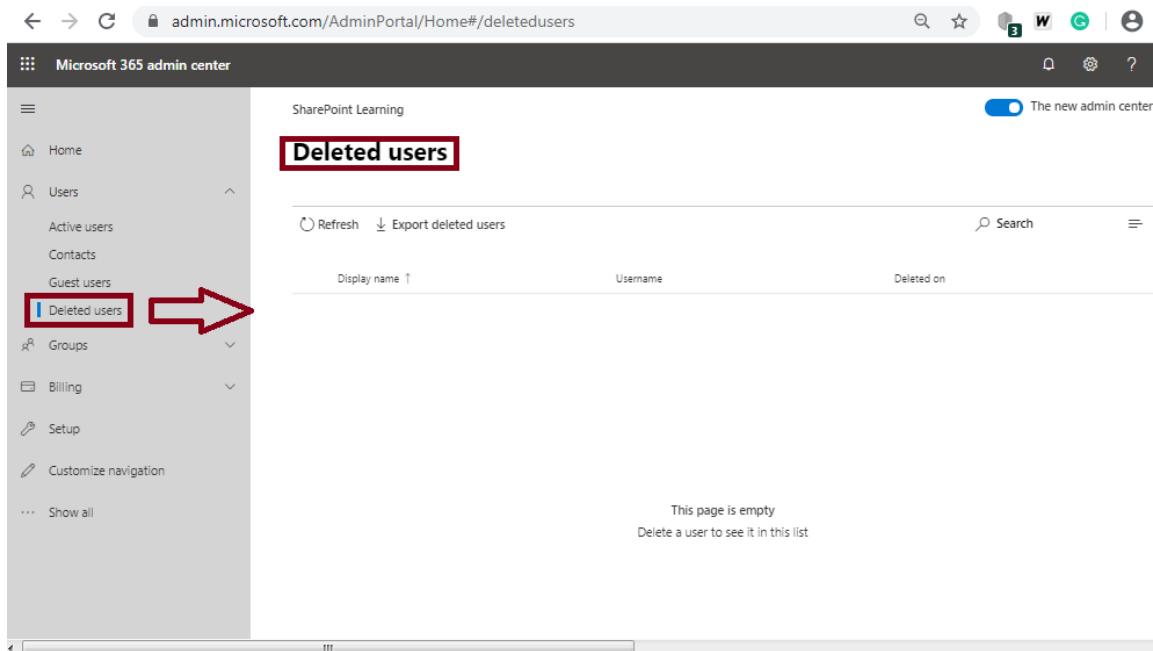
# SharePoint Online & Microsoft 365 Administration



## View Delete users report in office 365

Using the "Deleted users" navigation, we can view all deleted users in the tenant like below and also, we can export all deleted users into a csv file.

# SharePoint Online & Microsoft 365 Administration



## Manage groups in office 365

In this section, I will explain about what are the groups in Office 365 and how we can manage them.

### Introduction to Office 365 groups

Office 365 Groups is the cross-application membership service in Office 365. At the basic level, an Office 365 Group is an object in Azure Active Directory. As we know that purpose of office 365 is to bring all Microsoft products under an umbrella – where each product can communicate with each other through its membership, so we can say office 365 group is global membership object using which people can access one product to another product inside the office 365. Example SharePoint, Microsoft Teams, Planner, PowerBI, OneNote, Yammer, Exchange etc.

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## SharePoint Online & Microsoft 365 Administration

If your AD sync service is enabled and synced with Azure AD – we can see all local active directory groups in the office 365 dashboard as well.

You can add or remove people to the group just as we do in any other group-based security object in Active Directory.

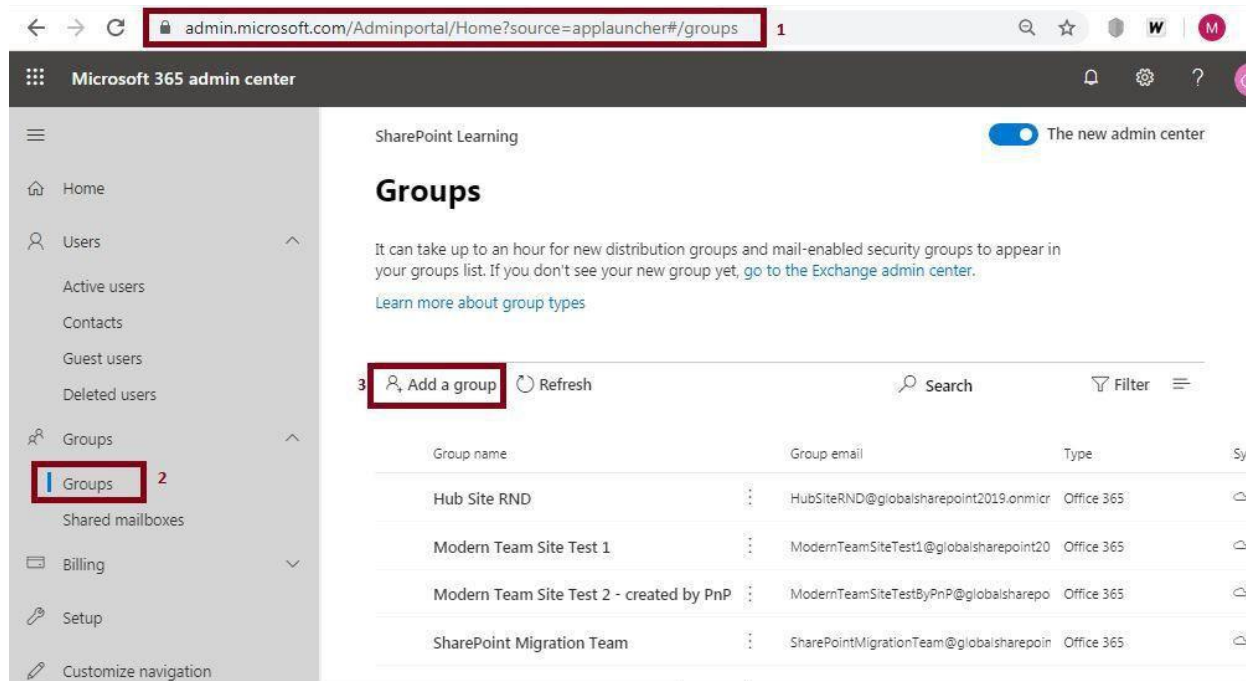
How to navigate to office 365 group dashboard:

Go to the below link

<https://admin.microsoft.com/Adminportal/Home?source=applauncher#/groups>

Click on the “Groups” from the left panel – then in the center panel we can all groups are available. From where we can create, update, delete the group.

# SharePoint Online & Microsoft 365 Administration

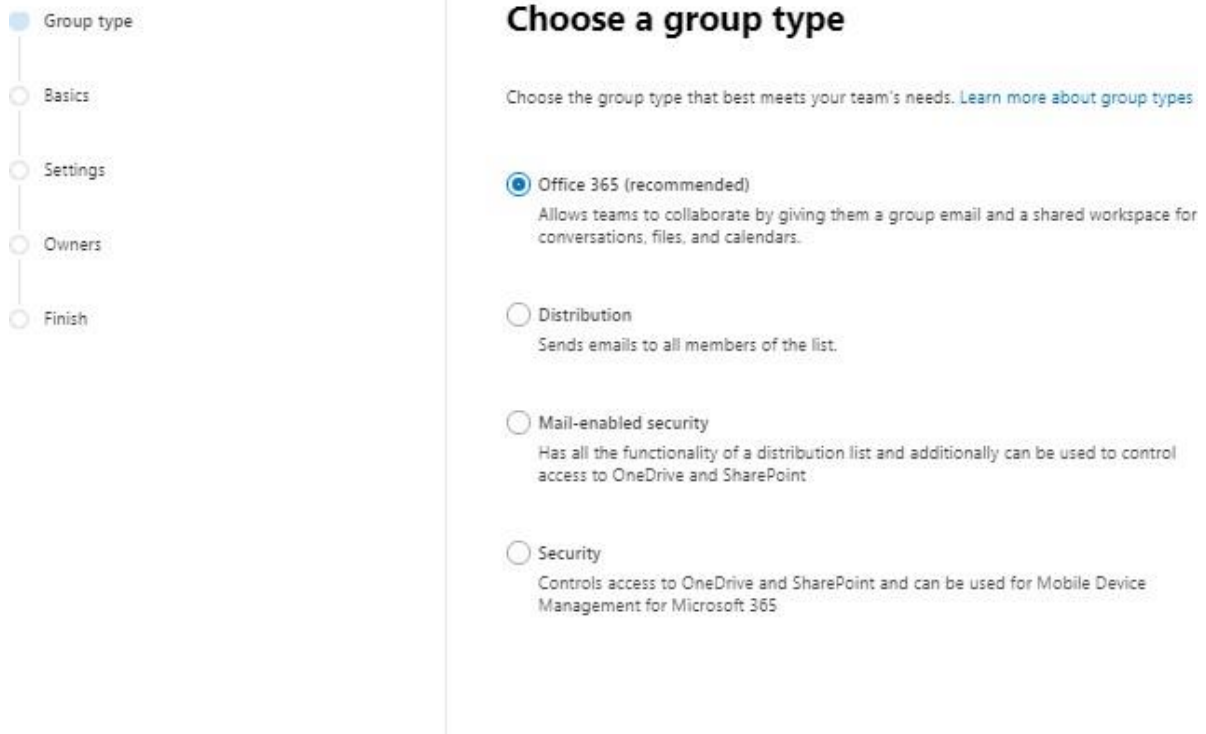


## Types of groups in office 365

There are four types of group in office 365. Please see the below screen shot where each type of group description is explained.

- Office 365
- Distribution
- Mail-enabled Security
- Security

# SharePoint Online & Microsoft 365 Administration



The screenshot shows a vertical navigation pane on the left with five steps: 'Group type' (selected), 'Basics', 'Settings', 'Owners', and 'Finish'. The main content area is titled 'Choose a group type' and includes a link to 'Learn more about group types'. Below this, four radio button options are listed: 'Office 365 (recommended)', 'Distribution', 'Mail-enabled security', and 'Security'. Each option has a brief description of its functionality.

**Group type**

- Basics
- Settings
- Owners
- Finish

## Choose a group type

Choose the group type that best meets your team's needs. [Learn more about group types](#)

- Office 365 (recommended)**  
Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars.
- Distribution**  
Sends emails to all members of the list.
- Mail-enabled security**  
Has all the functionality of a distribution list and additionally can be used to control access to OneDrive and SharePoint.
- Security**  
Controls access to OneDrive and SharePoint and can be used for Mobile Device Management for Microsoft 365.

## Office 365 – group

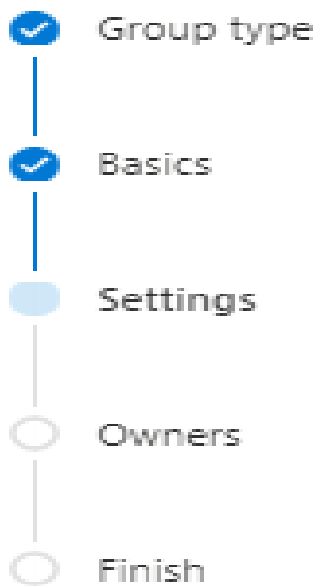
Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars. This is a default setting while creating the group and this is recommended one.

## How to create an office 365 group?

## SharePoint Online & Microsoft 365 Administration

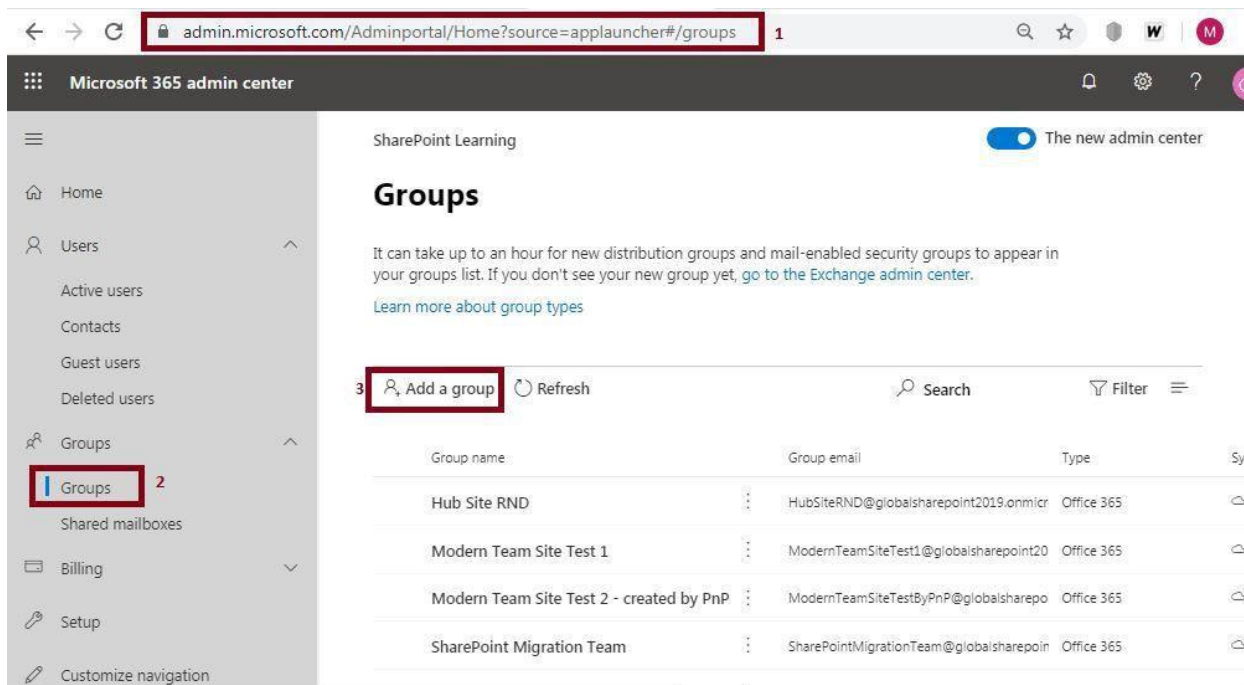
Any types of groups in office 365 can be created in four steps:

- Group type
- Basics
- Settings
- Owners
- Finish



From the office 365 group dashboard – click on add a group icon as like below:

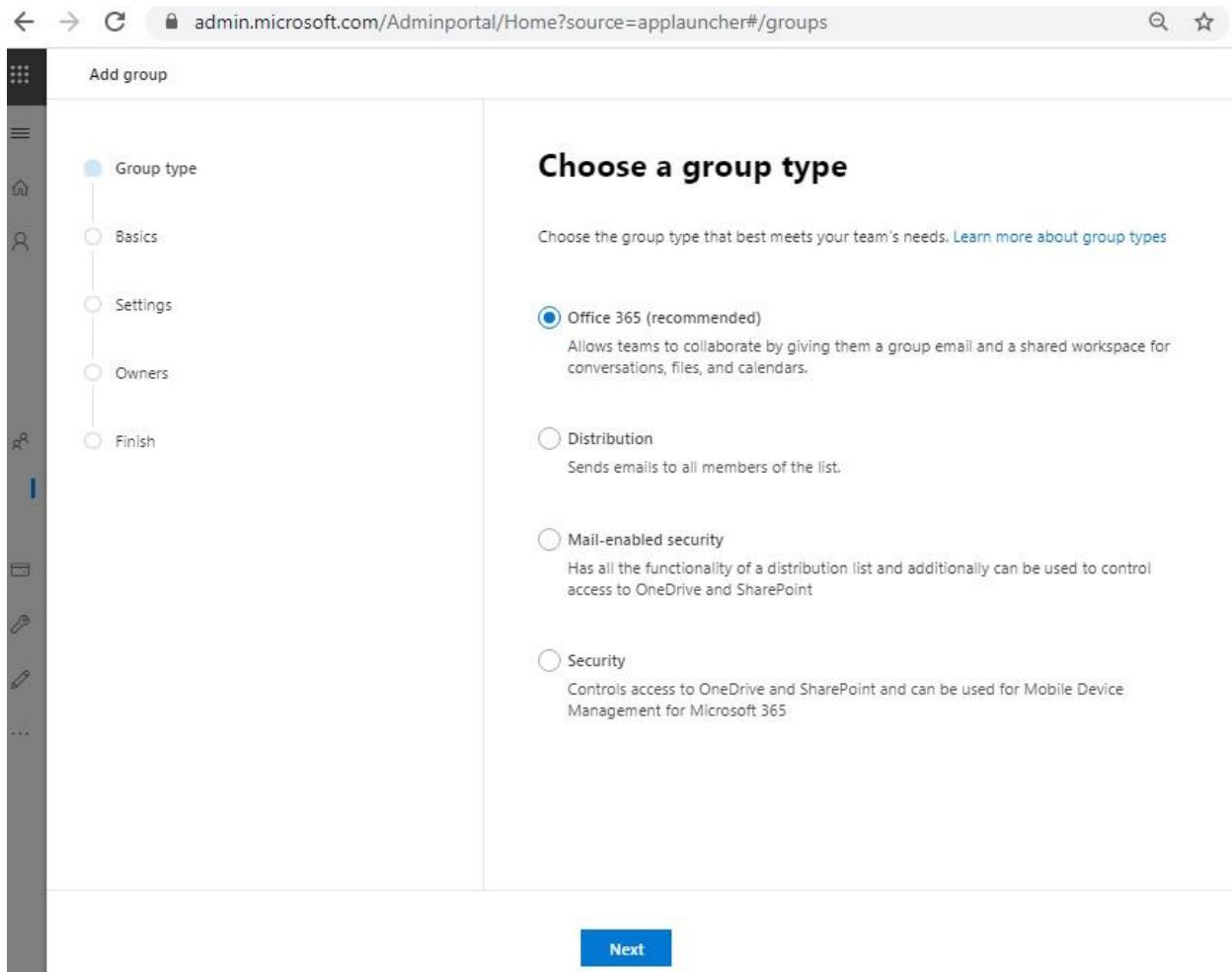
# SharePoint Online & Microsoft 365 Administration



Choose office 365(recommended).

Click on Next button.

# SharePoint Online & Microsoft 365 Administration



Enter the group name and description, then click on Next button.

# SharePoint Online & Microsoft 365 Administration

The screenshot shows the 'Add group' page in the SharePoint Admin Portal. The browser address bar displays 'admin.microsoft.com/Adminportal/Home?source=applauncher#/groups'. The page title is 'Add group'. On the left, a navigation pane shows the following steps: 'Group type' (selected with a blue checkmark), 'Basics' (selected with a blue circle), 'Settings', 'Owners', and 'Finish'. The main content area is titled 'Set up the basics' and includes the instruction: 'To get started, fill out some basic info about the group you'd like to create.' There are two input fields: 'Name \*' with the value 'Test Office 365 Group' and 'Description' with the value 'This is a test office 365 group.'. At the bottom, there are two buttons: 'Back' and 'Next' (highlighted in yellow).

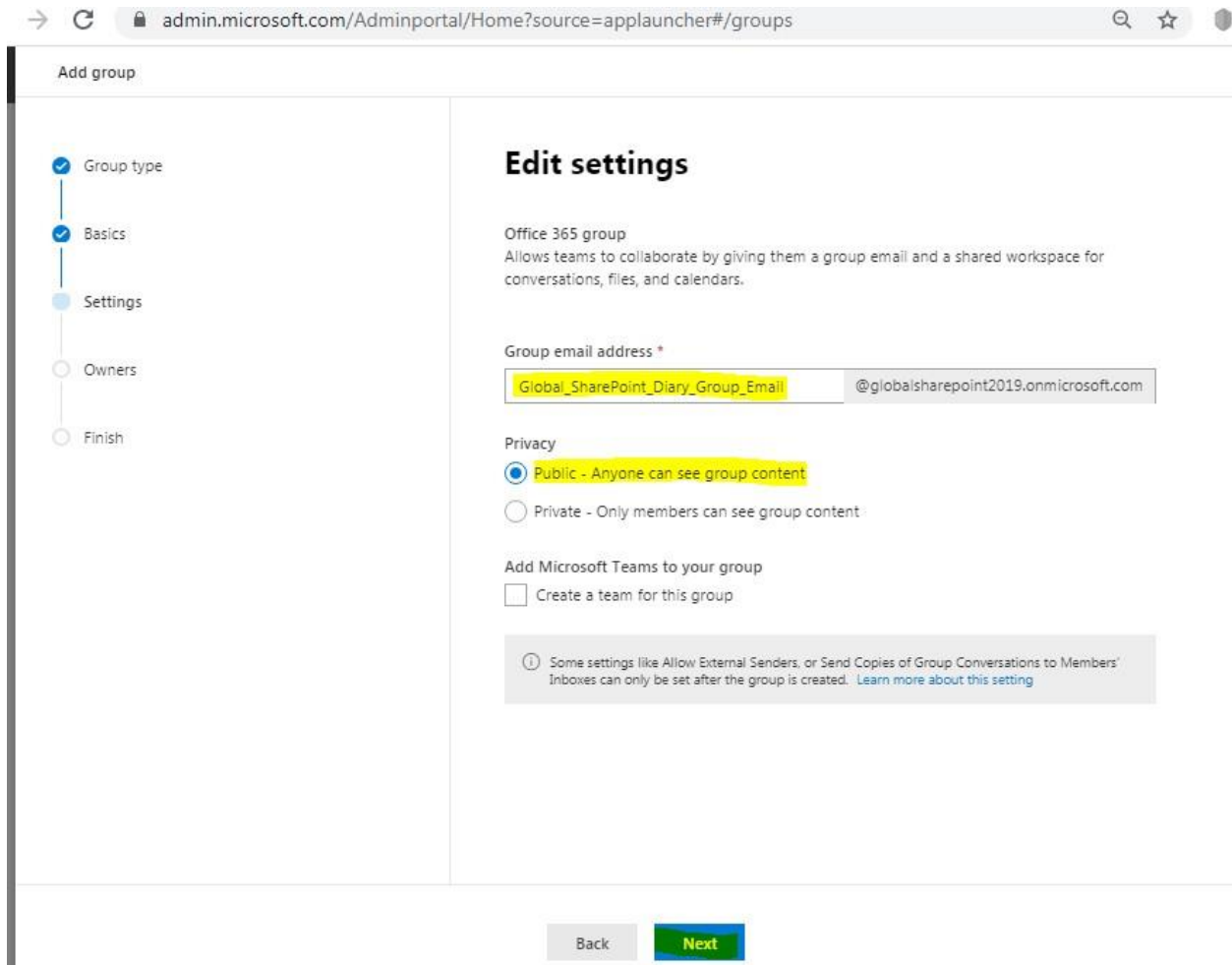
Enter the "Group email address"

Select the "Privacy" – we can select privacy as Public or Private, the default selection is "Public"

We can select "Create a team for this group" which is optional – this will create a team in Microsoft Teams.

# SharePoint Online & Microsoft 365 Administration

Then, click on Next button.



The screenshot shows the 'Add group' page in the Microsoft 365 Admin Center. The left sidebar contains a navigation menu with the following items: Group type (checked), Basics (checked), Settings (selected), Owners, and Finish. The main content area is titled 'Edit settings' and includes the following sections:

- Office 365 group**: Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars.
- Group email address \***: A text input field containing 'Global\_SharePoint\_Diary\_Group\_Email' and a dropdown menu showing '@globalsharepoint2019.onmicrosoft.com'.
- Privacy**: Two radio button options: 'Public - Anyone can see group content' (selected) and 'Private - Only members can see group content'.
- Add Microsoft Teams to your group**: A checkbox labeled 'Create a team for this group' which is currently unchecked.
- Information**: A note stating 'Some settings like Allow External Senders, or Send Copies of Group Conversations to Members' Inboxes can only be set after the group is created. [Learn more about this setting](#)

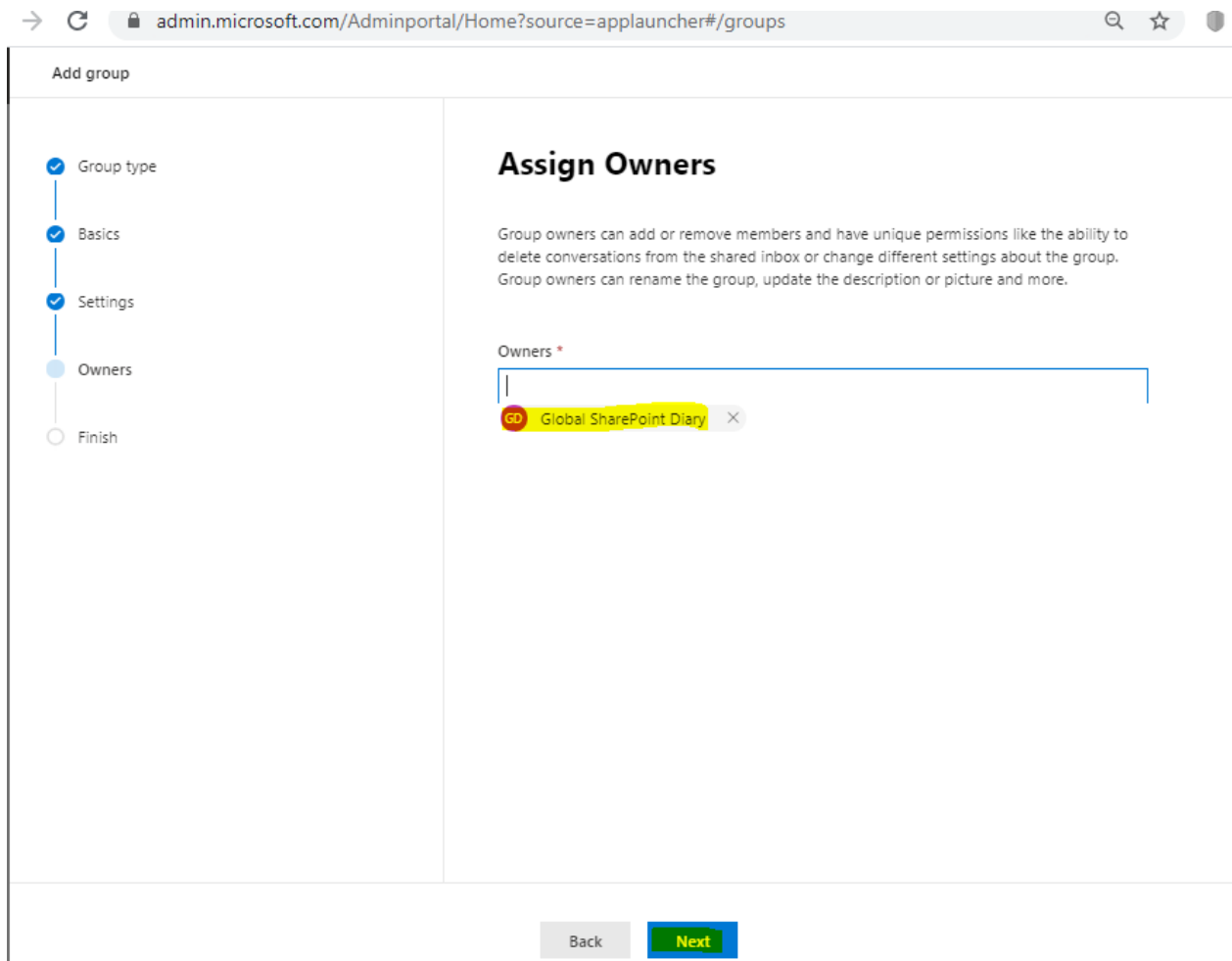
At the bottom of the page, there are two buttons: 'Back' and 'Next'.

Assign group owners:

Group owners can add or remove members and have unique permissions like the ability to delete conversations from the shared inbox or change different settings about the group. Group owners can rename the group, update the description or picture and more.

# SharePoint Online & Microsoft 365 Administration

Click on next.



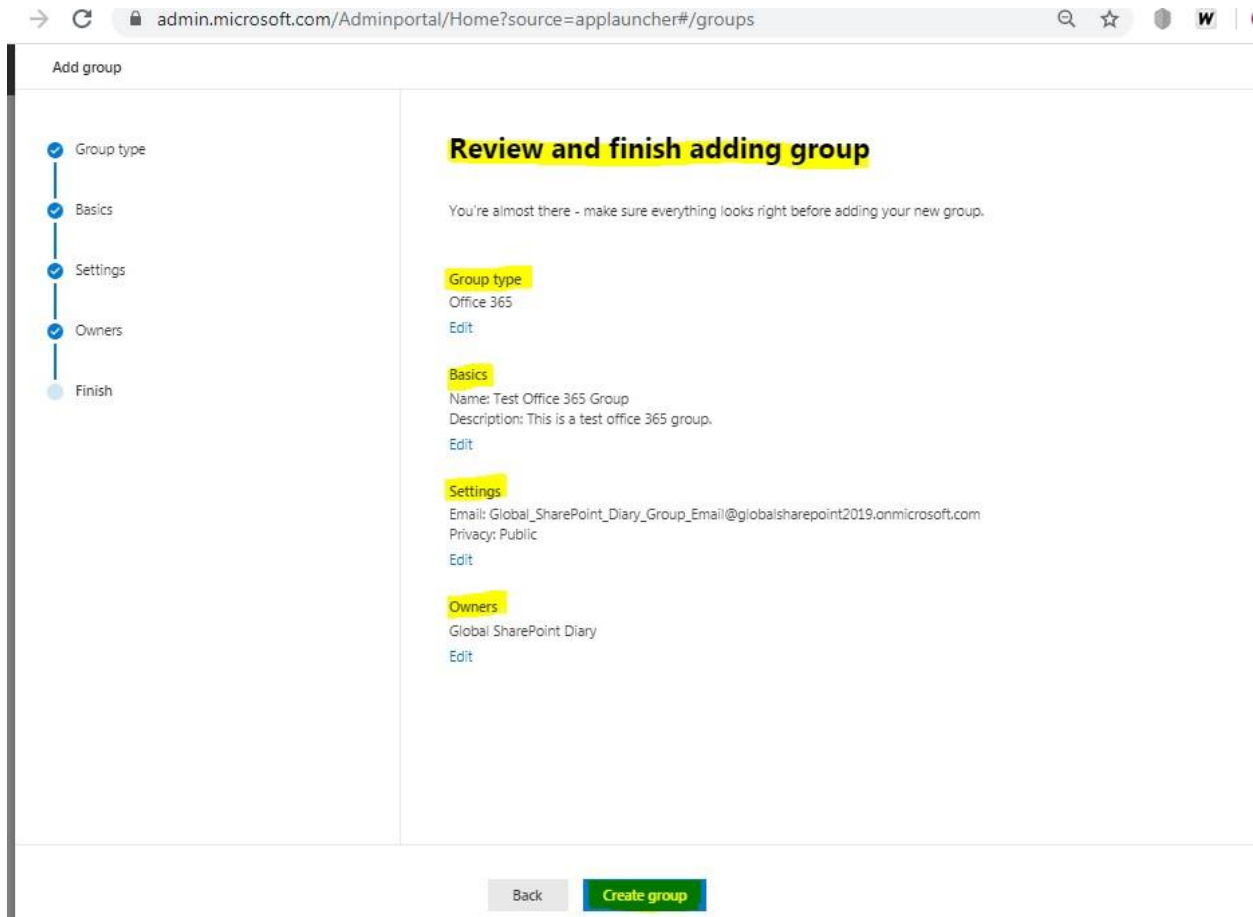
The screenshot shows the 'Add group' page in the SharePoint Online Admin Center. The browser address bar displays 'admin.microsoft.com/Adminportal/Home?source=applauncher#/groups'. The page has a left-hand navigation pane with a progress indicator showing five steps: 'Group type' (checked), 'Basics' (checked), 'Settings' (checked), 'Owners' (selected), and 'Finish' (unselected). The main content area is titled 'Assign Owners' and includes a description: 'Group owners can add or remove members and have unique permissions like the ability to delete conversations from the shared inbox or change different settings about the group. Group owners can rename the group, update the description or picture and more.' Below this is an 'Owners \*' input field containing a search result for 'Global SharePoint Diary' with a red 'GD' icon and a close button. At the bottom of the page are 'Back' and 'Next' buttons, with 'Next' highlighted in green.

Review the group creation setting.

Note: If you want to change any setting in the group creation, you can modify that from here.

## SharePoint Online & Microsoft 365 Administration

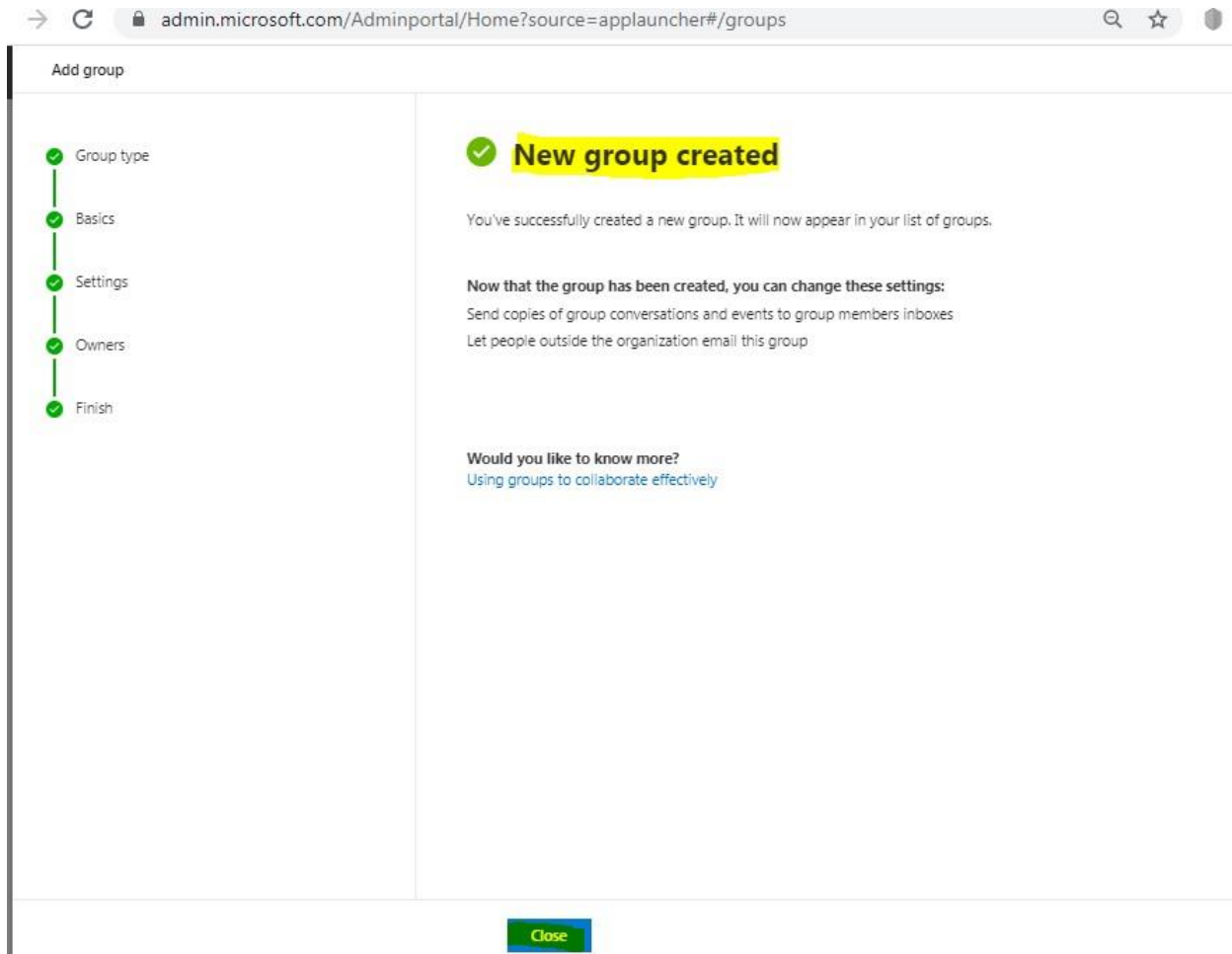
If you are fine with your group creation parameters – click on “**Create group**” button.



New group create status message is shown as successful – the group has been created successfully.

Click on “Close” button.

# SharePoint Online & Microsoft 365 Administration



The screenshot shows the Microsoft 365 Admin Portal interface. The browser address bar displays the URL: [admin.microsoft.com/Adminportal/Home?source=applauncher#/groups](https://admin.microsoft.com/Adminportal/Home?source=applauncher#/groups). The page title is "Add group". On the left side, there is a vertical navigation menu with five items, each marked with a green checkmark: "Group type", "Basics", "Settings", "Owners", and "Finish". The main content area features a large green checkmark icon followed by the heading "New group created" in bold. Below this, a message states: "You've successfully created a new group. It will now appear in your list of groups." A section titled "Now that the group has been created, you can change these settings:" lists two options: "Send copies of group conversations and events to group members inboxes" and "Let people outside the organization email this group". At the bottom of the main content area, there is a link: "Would you like to know more? Using groups to collaborate effectively". A green "Close" button is located at the bottom center of the page.

Navigate to the below group dashboard page,

<https://admin.microsoft.com/Adminportal/Home?source=applauncher#/groups>

# SharePoint Online & Microsoft 365 Administration

We can see the new office 365 type group what we have just created, it appears here.

The screenshot shows the Microsoft 365 admin center interface. The left sidebar contains navigation options: Home, Users (Active users, Contacts, Guest users, Deleted users), Groups (Groups, Shared mailboxes), Billing, Setup, and Customize navigation. The main content area is titled 'SharePoint Learning' and 'Groups'. It includes a message: 'It can take up to an hour for new distribution groups and mail-enabled security groups to appear in your groups list. If you don't see your new group yet, go to the Exchange admin center. Learn more about group types'. Below this is a table of groups with columns: Group name, Group email, Type, Sync status, Teams status, and Membership. The 'Test Office 365 Group' is highlighted in yellow, with its email address 'Global\_SharePoint\_Diary\_Group\_Email@glob' and type 'Office 365' also highlighted.

Group name	Group email	Type	Sync status	Teams status	Membership
Hub Site RND	HubSiteRND@globalsharepoint2019.onmicr	Office 365	☁		Assigned
Modern Team Site Test 1	ModernTeamSiteTest1@globalsharepoint20	Office 365	☁		Assigned
Modern Team Site Test 2 - created by PnP	ModernTeamSiteTestByPnP@globalsharepo	Office 365	☁		Assigned
SharePoint Migration Team	SharePointMigrationTeam@globalsharepoint	Office 365	☁	👤	Assigned
SharePoint RND	SharePointRND@globalsharepoint2019.onnr	Office 365	☁	👤	Assigned
SP Hub Site	SPHubSite@globalsharepoint2019.onmicros	Office 365	☁		Assigned
SPHubSite2	SPHubSite2@globalsharepoint2019.onmicr	Office 365	☁		Assigned
<b>Test Office 365 Group</b>	<b>Global_SharePoint_Diary_Group_Email@glob</b>	<b>Office 365</b>	☁		Assigned
Test Site1	TestSite1@globalsharepoint2019.onmicroso	Office 365	☁		Assigned
Test Site2	TestSite2@globalsharepoint2019.onmicroso	Office 365	☁		Assigned

## Distribution group:

The purpose of Office 365 distribution groups (a.k.a., distribution lists) to send emails or meeting to all members of the list, an email can be sent to

## SharePoint Online & Microsoft 365 Administration

multiple people (development team, testing team, migration team, etc.) without having to add all the email addresses each time.

Note:

- The distribution type of group cannot be accessed from SharePoint – so if your requirement is managing the access in SharePoint, then this is not the right choice.

The creation of distribution group same as Office 365 group – only in the choose a group type selection step, we need to select the type as “Distribution”, rest all steps are self-explanatory, so I am skipping this section.

# SharePoint Online & Microsoft 365 Administration

Add group

Group type

Basics

Settings

Finish

## Choose a group type

Choose the group type that best meets your team's needs. [Learn more about group types](#)

- Office 365 (recommended)  
Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars.
- Distribution**  
Sends emails to all members of the list.
- Mail-enabled security  
Has all the functionality of a distribution list and additionally can be used to control access to OneDrive and SharePoint
- Security  
Controls access to OneDrive and SharePoint and can be used for Mobile Device Management for Microsoft 365

Next

## Mail-enabled Security group

It has all the functionality of a distribution list and additionally can be used to control access to OneDrive and SharePoint. So, if you want to manage access in SharePoint and OneDrive along with group mailbox functionality – this is the right choice.

The creation of “Mail-enabled Security group” same as Office 365 group – only in the choose a group type selection step, we need to select the type as “Mail-enabled Security group”, rest all steps are self-explanatory, so I am skipping this section.

# SharePoint Online & Microsoft 365 Administration

Add group

Group type

Basics

Settings

Finish

## Choose a group type

Choose the group type that best meets your team's needs. [Learn more about group types](#)

Office 365 (recommended)  
Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars.

Distribution  
Sends emails to all members of the list.

Mail-enabled security  
Has all the functionality of a distribution list and additionally can be used to control access to OneDrive and SharePoint

Security  
Controls access to OneDrive and SharePoint and can be used for Mobile Device Management for Microsoft 365

Next

## Security group

This type of group is mainly used to control the access in SharePoint and OneDrive and can be used for mobile device management in Office 365.

The creation of "Security" group same as Office 365 group – only in the choose a group type selection step, we need to select the type as "Security", rest all steps are self-explanatory, so I am skipping this section.

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# SharePoint Online & Microsoft 365 Administration

Add group

Group type

Basics

Finish

## Choose a group type

Choose the group type that best meets your team's needs. [Learn more about group types](#)

- Office 365 (recommended)  
Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars.
- Distribution  
Sends emails to all members of the list.
- Mail-enabled security  
Has all the functionality of a distribution list and additionally can be used to control access to OneDrive and SharePoint
- Security  
Controls access to OneDrive and SharePoint and can be used for Mobile Device Management for Microsoft 365

**Next**

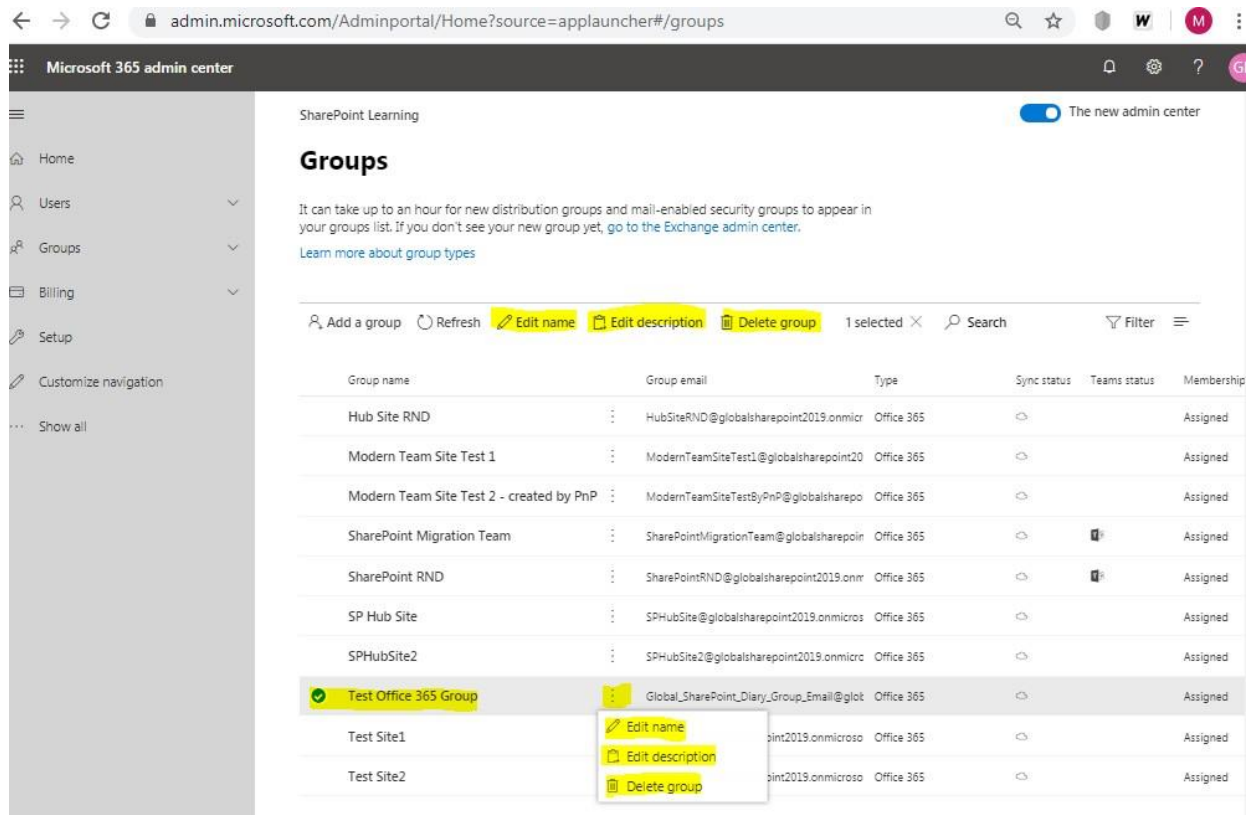
How to edit and delete a group from Office 365 dashboard:

## SharePoint Online & Microsoft 365 Administration

From the Office 365 group dashboard panel – select the group you want to delete or edit.

Select the group radio button as below.

Next to the group name, click on three dots – there we can see the dropdown list to manage the group like edit name, edit description, delete group. Or we can do the same operation from the group ribbon tool bar as highlighted below as well:



The screenshot shows the Microsoft 365 admin center interface. The left sidebar contains navigation options: Home, Users, Groups, Billing, Setup, Customize navigation, and Show all. The main content area is titled 'Groups' and displays a table of groups. The table has columns for Group name, Group email, Type, Sync status, Teams status, and Membership. The 'Test Office 365 Group' is selected, and its context menu is open, showing options for 'Edit name', 'Edit description', and 'Delete group'. The ribbon above the table also has 'Edit name', 'Edit description', and 'Delete group' buttons highlighted.

Group name	Group email	Type	Sync status	Teams status	Membership
Hub Site RND	HubSiteRND@globalsharepoint2019.onmicr	Office 365	☁		Assigned
Modern Team Site Test 1	ModernTeamSiteTest1@globalsharepoint20	Office 365	☁		Assigned
Modern Team Site Test 2 - created by PnP	ModernTeamSiteTestByPnP@globalsharepo	Office 365	☁		Assigned
SharePoint Migration Team	SharePointMigrationTeam@globalsharepolr	Office 365	☁	👤	Assigned
SharePoint RND	SharePointRND@globalsharepoint2019.onnr	Office 365	☁	👤	Assigned
SP Hub Site	SPHubSite@globalsharepoint2019.onmicros	Office 365	☁		Assigned
SPHubSite2	SPHubSite2@globalsharepoint2019.onmicrc	Office 365	☁		Assigned
<input checked="" type="radio"/> Test Office 365 Group	Global_SharePoint_Diary_Group_Email@glo	Office 365	☁		Assigned
<input type="radio"/> Test Site1	TestSite1@globalsharepoint2019.onmicroso	Office 365	☁		Assigned
<input type="radio"/> Test Site2	TestSite2@globalsharepoint2019.onmicroso	Office 365	☁		Assigned

## Chapter 5: Billing management in Office 365

In this section, I will explain how we can manage the following billing related stuffs in Office 365:

- Purchase Service
- Products & Services
- Licenses Report
- Bills & Payments management
- Billing Accounts
- Billing Methods
- Billing Notification

### Purchase Service

Using this module, you can manage the purchase service of your tenant.

We need to follow the below steps, to land into the purchase service.

From the left panel "Billing" section -> Purchase services, we view all available plans from office 365 with their prices do the purchase.

# SharePoint Online & Microsoft 365 Administration

**Purchase services**

Select up to three products for a detailed comparison.

Product 1 Product 2 Product 3 Compare products

Search

**Microsoft 365** Show all 3 ^

Microsoft 365 combines Office 365, Windows 10, and Enterprise Mobility + Security together for your organization. Today's modern workspace allows people to meet, collaborate, and stay connected across boundaries. Microsoft 365 supports teamwork, connecting services like Microsoft Teams, SharePoint, and Yammer and providing a hub for collaboration.

Microsoft 365 Business	Microsoft 365 E3	Microsoft 365 E5 without Audio Conferencing
An integrated product for SMBs to access productivity tools, manage their productivity platform, and	Office 365 E3, Enterprise Mobility + Security E3, and Windows 10 Enterprise E3. This per-user licensed	Office 365 E5 without Audio Conferencing, Enterprise Mobility + Security E5, and Windows 10
Starting at ₹1,320.00 user/month	Starting at ₹2,115.00 user/month	Starting at ₹3,765.00 user/month

## Products & services

Using the "Product & services" navigation, we can view current status of the subscription like type of subscription, maximum and used users, when the license expiry date etc.

# SharePoint Online & Microsoft 365 Administration

SharePoint Learning The new admin center

## Products & services

### Subscriptions

Search subscriptions:  Refine results: Subscription type: All Subscription status: Active & Expired Table

#### Microsoft Flow Free

Free individual user subscription

<b>Licenses</b> 9,999 available of 10000 (1 used)	<b>Billing</b> <b>Free</b> subscription No expiration <small>ⓘ This is a free subscription activated by users in your company. <a href="#">Get more info</a></small>	<b>Settings &amp; Actions</b> <a href="#">Delete subscription</a>
---	---	--

#### Office 365 E3 Trial

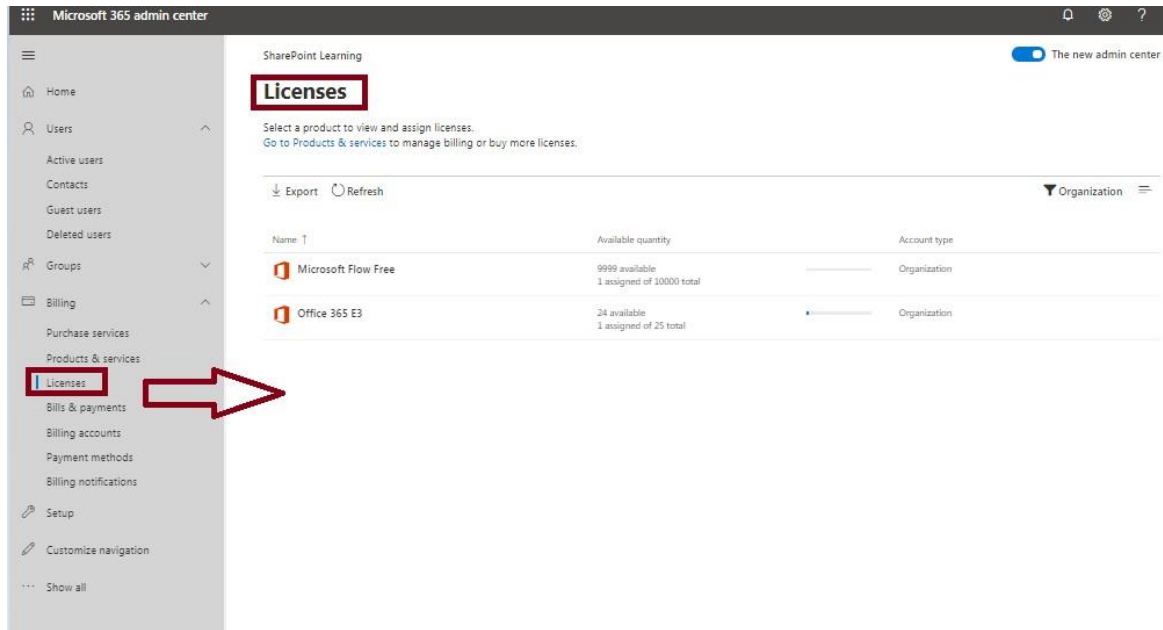
Free • Commercial direct • Trial

<b>Licenses</b> 24 available of 25 (1 used) <a href="#">Purchase subscription</a> <a href="#">Assign users</a>	<b>Billing</b> <b>Free</b> trial subscription <small>⚠ Trial expired on 1/6/20 <a href="#">Buy subscription</a></small> <a href="#">Extend trial</a>	<b>Settings &amp; Actions</b> <a href="#">Delete</a> <a href="#">More actions available on details page</a>
--	---	---

## Licenses Report

Using the “Licenses” navigation, we can see what are the active licenses are available as part your subscription along with their details status. Here, in my free trial account, I have Office 365 E3 and Microsoft Flow Free license.

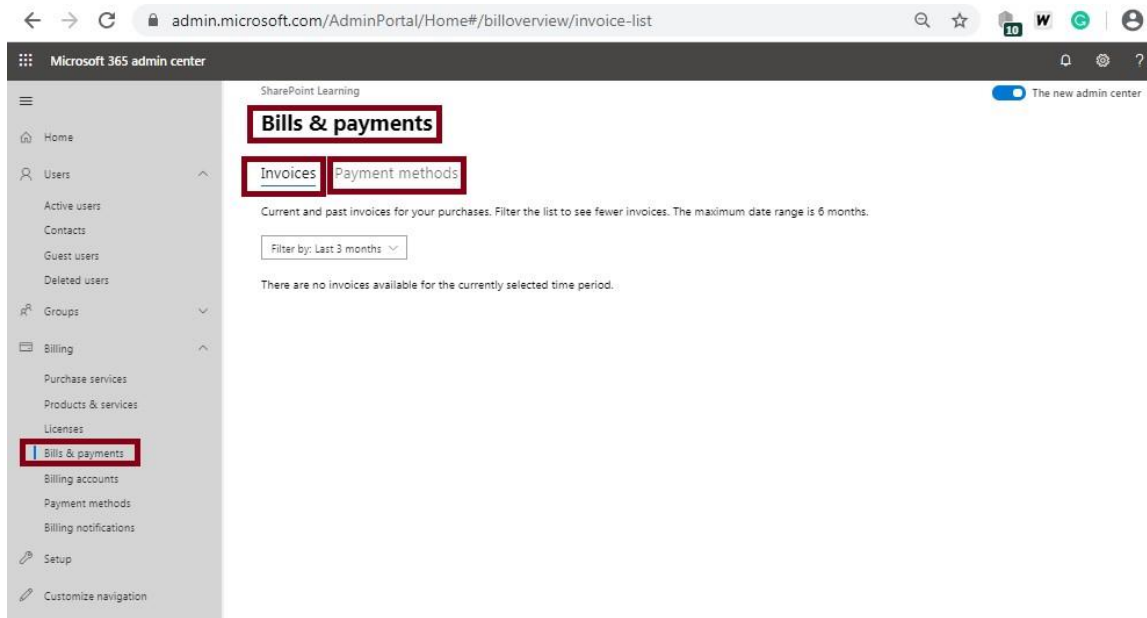
# SharePoint Online & Microsoft 365 Administration



## Bills & Payments management

Using this “Bill & Payments” link we can see all past invoices and also we can configure the payment methods from the “Payment methods” tab configuration.

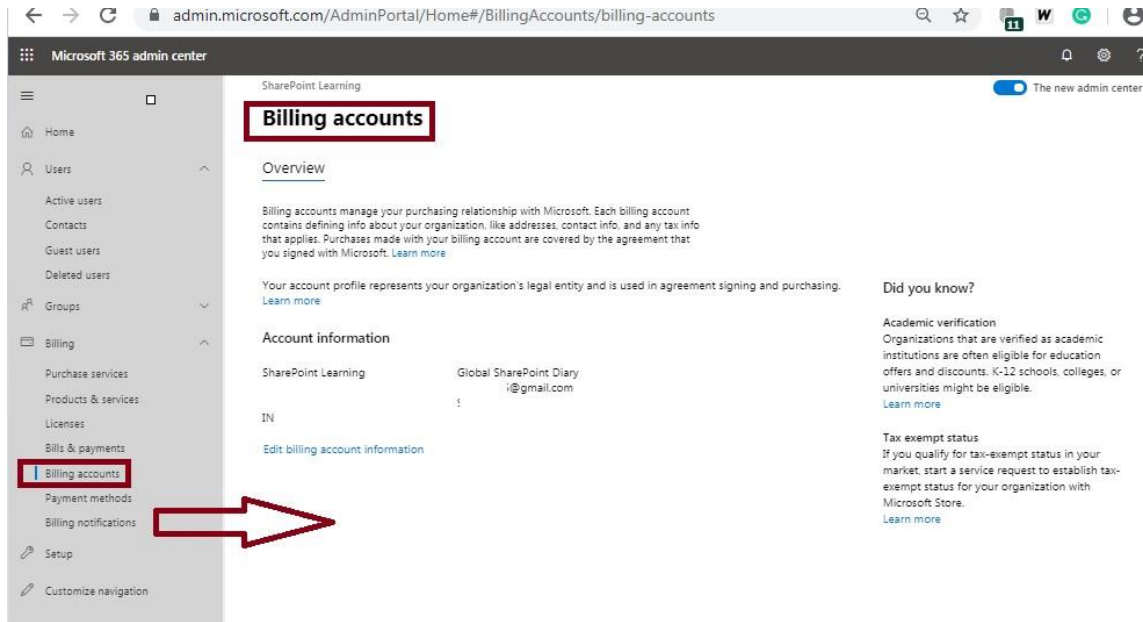
# SharePoint Online & Microsoft 365 Administration



## Billing Accounts

Billing accounts manage your purchasing relationship with Microsoft. Each billing account contains defining info about your organization, like addresses, contact info, and any tax info that applies. Purchases made with your billing account are covered by the agreement that you signed with Microsoft.

# SharePoint Online & Microsoft 365 Administration



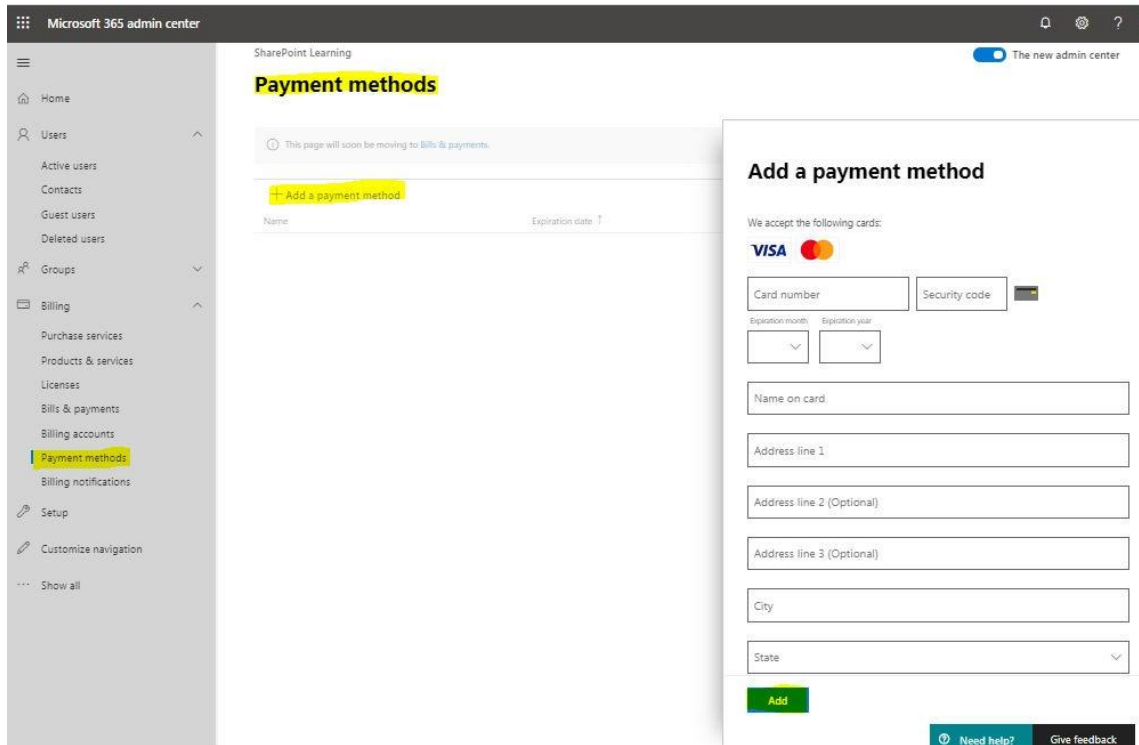
## Billing Methods

Using the billing methods navigation, we can add a new billing method. To add a new billing method, follow the below steps:

Need click on "Billing methods" from the left side panel.

Then click on the add a payment method and fill up the payment method details in the form opened the right-side panel and click on the "Add" button.

# SharePoint Online & Microsoft 365 Administration

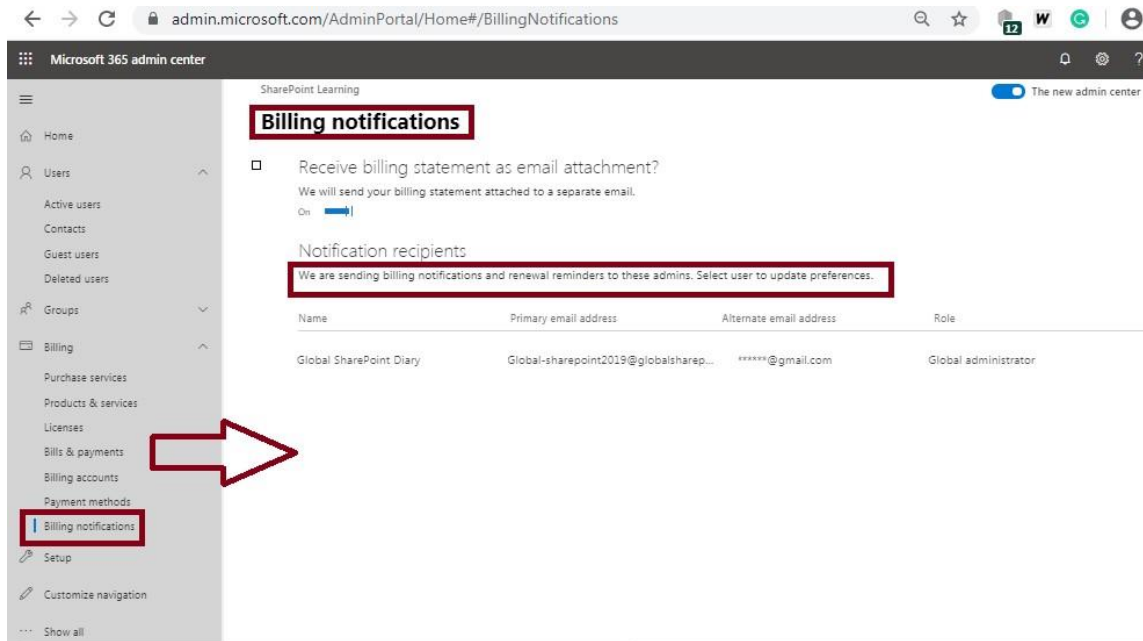


## Billing Notification

Using the “Billing Notification” report, we can see all notification related to your billing.

Microsoft will be sending billing notifications and renewal reminders to these administrators. We can select user to update preferences.

# SharePoint Online & Microsoft 365 Administration



## Chapter 6: Introduction to SharePoint Online Admin center

This will be a very interesting chapter here we will see all SharePoint related administering stuffs and how we can manage them from Office 365 admin center (Microsoft 365 admin center).

What is SharePoint Online Admin center?

## SharePoint Online & Microsoft 365 Administration

Before getting into the modern SharePoint Online Admin Center – we should recap our knowledge on administration of on-premise SharePoint. In simple words, the SharePoint Central Administration is an IIS web application, which gets created automatically during the installation of the SharePoint product. This web application becomes central or the hub of all web applications developed and hosted via SharePoint. Using this, we can create a new application or site collection and manage them and, we can share the resources across all web applications.

When it comes to SharePoint Online, it runs differently. We cannot create a new web application. All site collections/sites are created under one web application and, we cannot create or configure any service applications. These are maintained by Microsoft but the core concept of administering SharePoint Online and on-premise are same. As user adoption has been changing over modern technology, SharePoint is also rapidly changing in that race.

There are two types of SharePoint Admin Center.

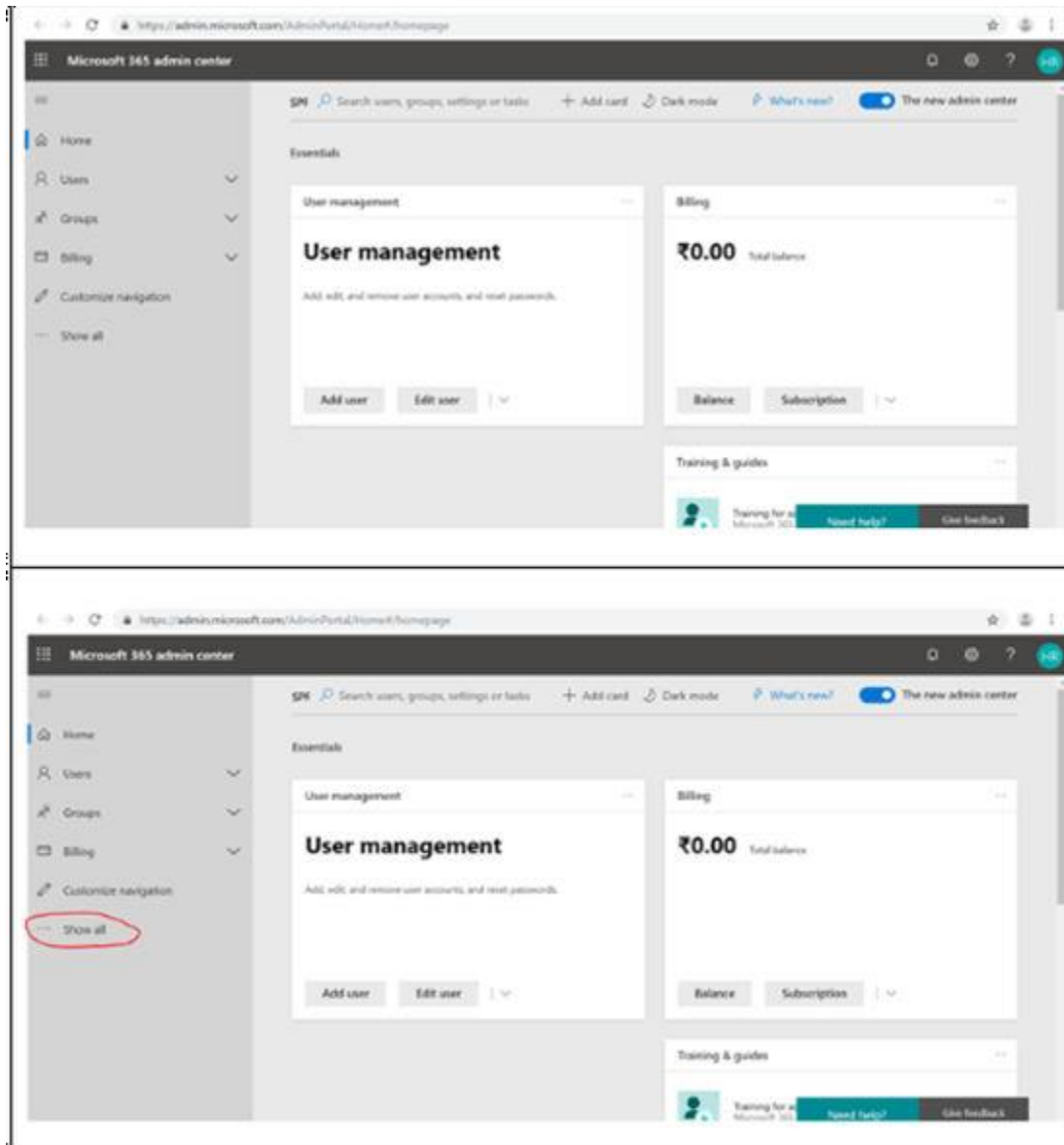
- 1) Modern admin center and
- 2) Classic admin center.

Of course, the classic admin center is an older one. Now, we'll explore the modern admin center.

[How to navigate to SharePoint from Office 365?](#)

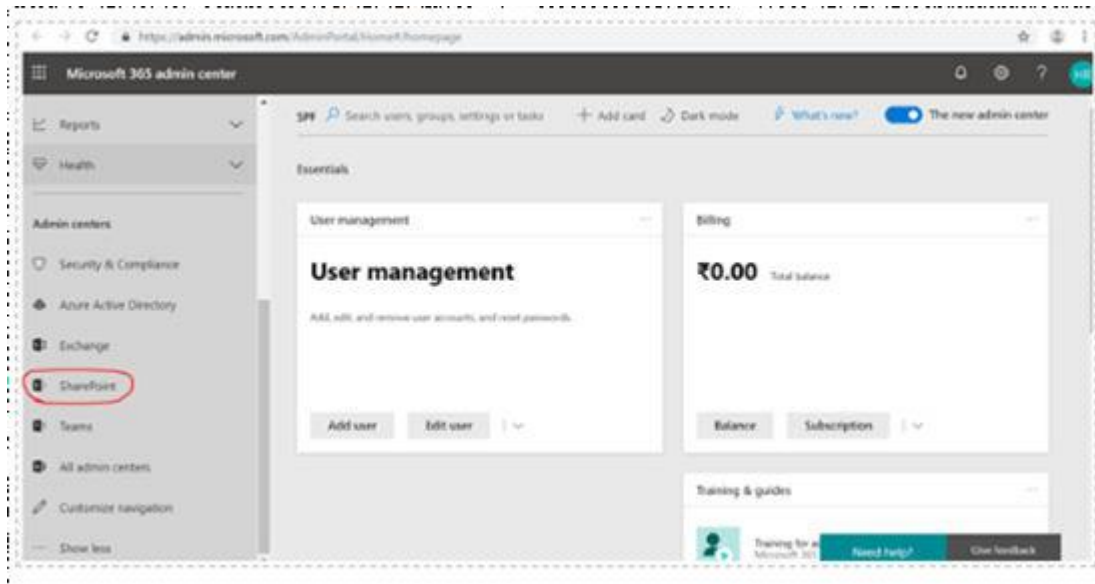
Once, we land into this Microsoft 365 admin center page – click on “Show all” from left panel as highlighted below:

# SharePoint Online & Microsoft 365 Administration



Then little scroll down the left vertical bar we'll see the below SharePoint:

## SharePoint Online & Microsoft 365 Administration



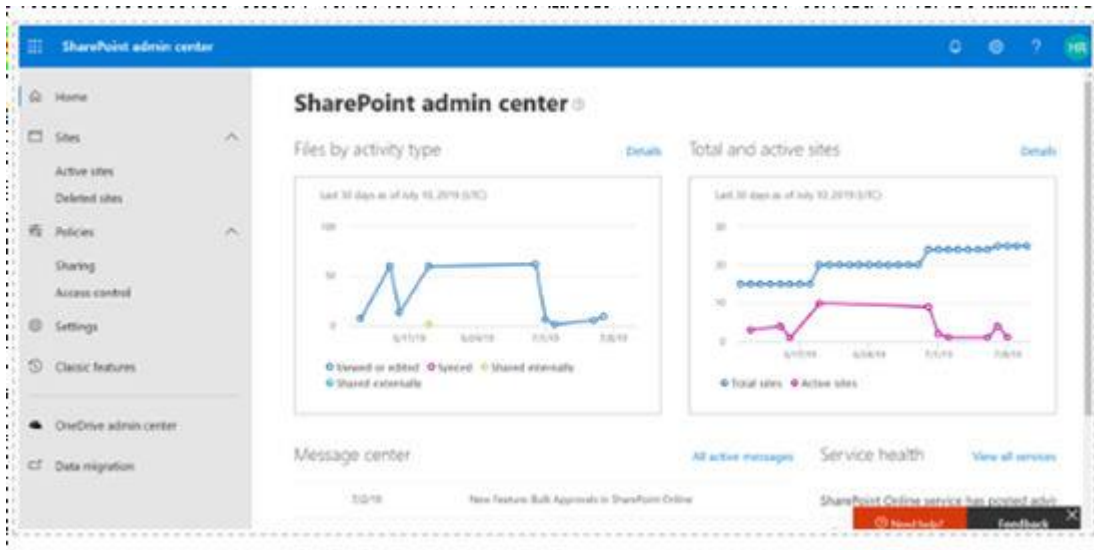
Note:

- After creating the new trial tenant – we'll not see the "SharePoint" here immediately this takes time to get it provisioned, so be patient. It might take 30 – 40 minutes.

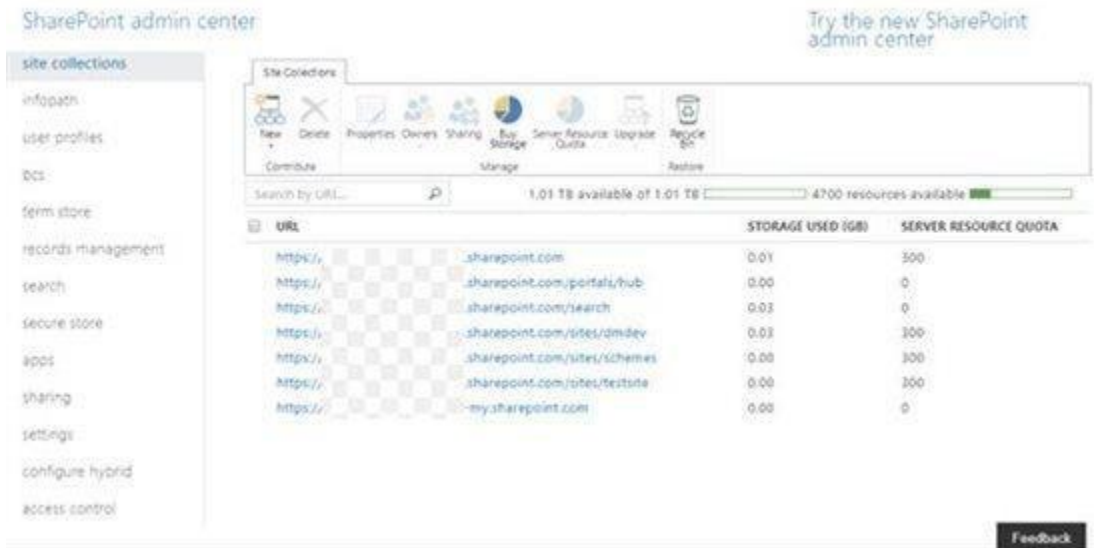
Click on "SharePoint" then we'll land into SharePoint Admin Center home page:

[https://-admin.sharepoint.com/\\_layouts/15/online/AdminHome.aspx#/home](https://-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/home)

# SharePoint Online & Microsoft 365 Administration



Before the modern SharePoint Admin center, the landing page was:



Now we'll explore about all option available in the modern SharePoint Admin center.

## SharePoint Online & Microsoft 365 Administration

### **Reports available in the SharePoint admin center home page:**

Once we land into the SharePoint Online admin center page, we can see the below out of the box report available in the home page. Using this we can see the overall consolidated summary of SharePoint Online.

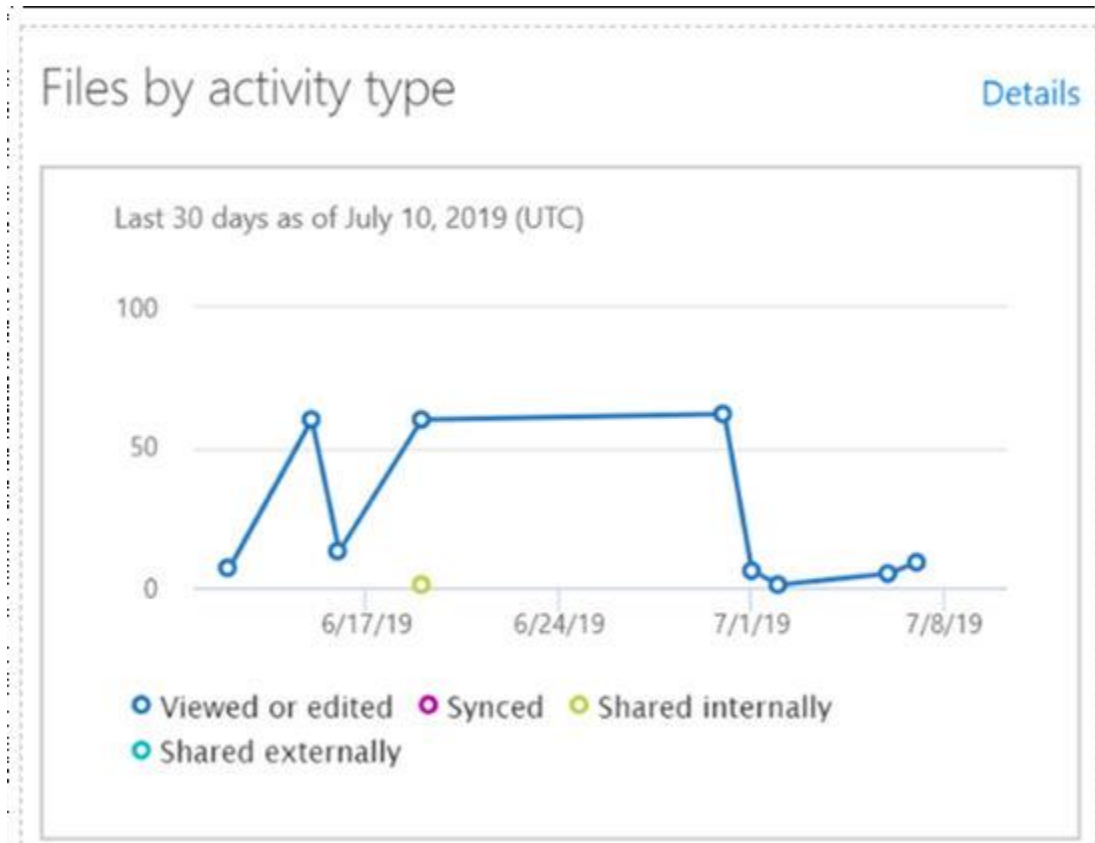
- SharePoint file activity report
- SharePoint site usage report
- Message Center
- Service Health

### SharePoint file activity report

As the name implies, this gives details activity report graphically of each file type for the last 30 days, like Viewed or Edited, Synched, Shared Internally and Shared Externally etc.

Note: If an activity occurs multiple times in one day on the same file, the file is counted only once for that day.

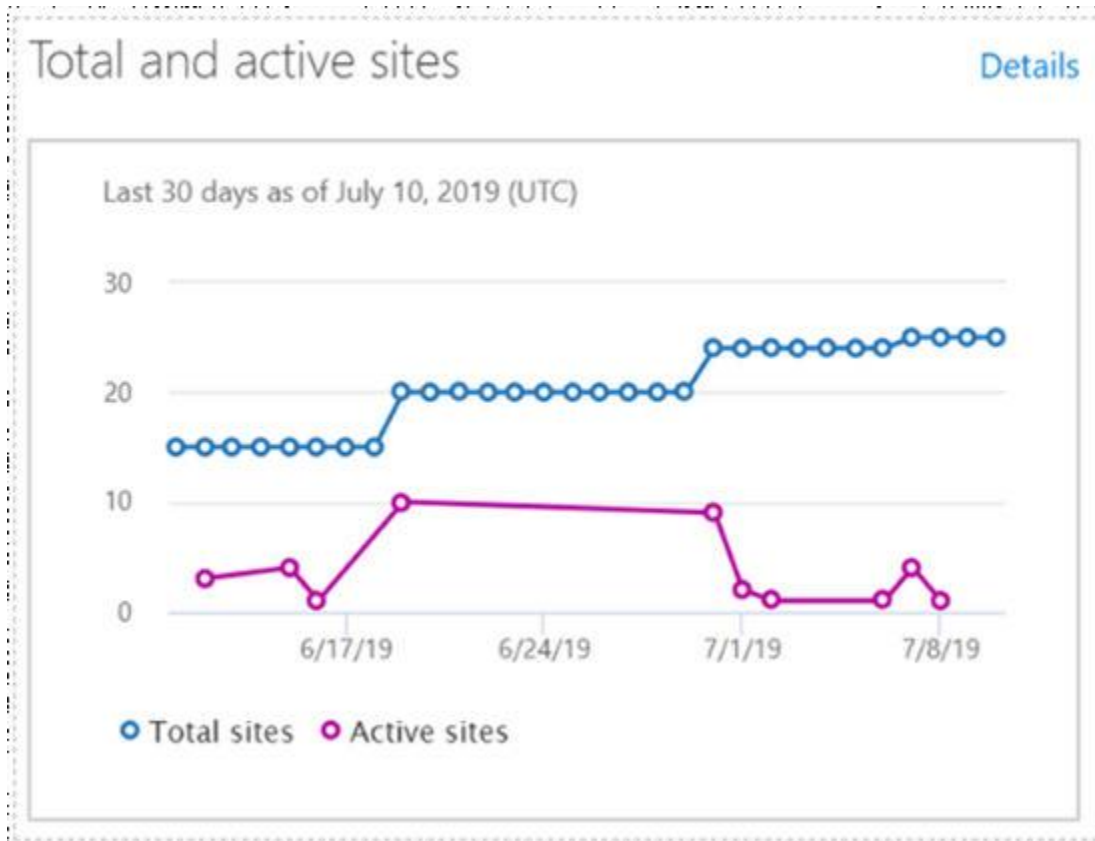
## SharePoint Online & Microsoft 365 Administration



### SharePoint site usage report

This gives the detailed graph of total and active sites for the last 30 days. The "Active" sites are anywhere users view a page or view, modify, upload, download, share, or sync a file.

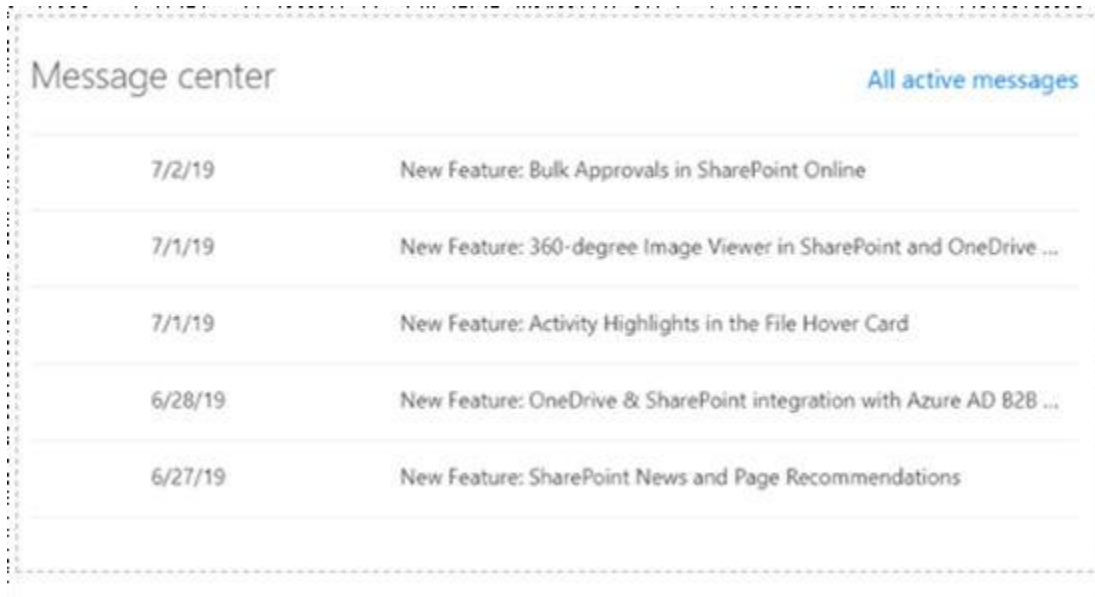
## SharePoint Online & Microsoft 365 Administration



### Message Center

It is an announcement or news which comes automatically from Microsoft about their new release, product or feature, in this section of the home page, we can read official announcements about new and changed SharePoint features to help us manage upcoming changes. please see the example below, click on All active messages to sort and filter the list of messages across all Office 365 services.

## SharePoint Online & Microsoft 365 Administration



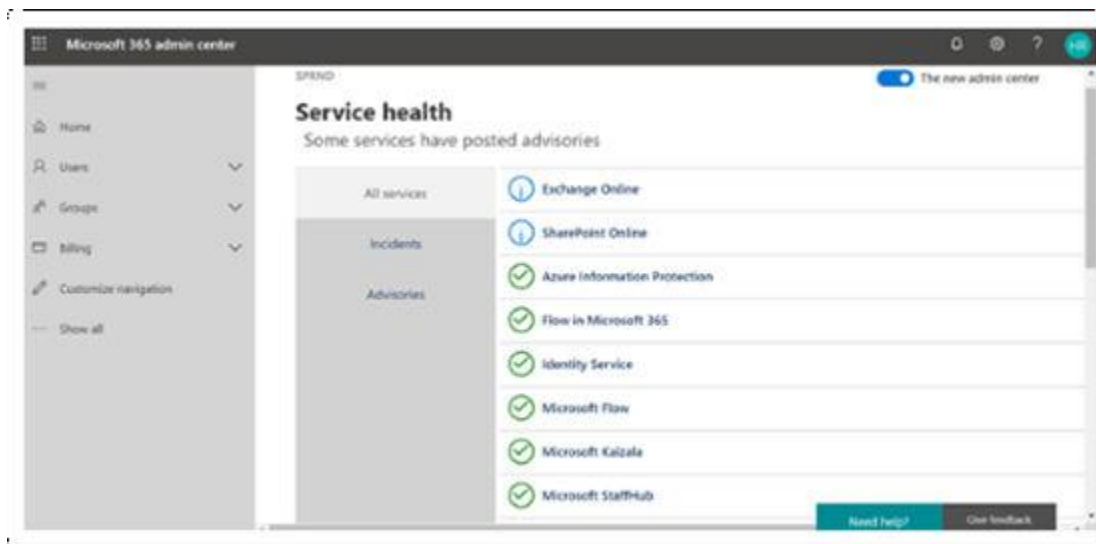
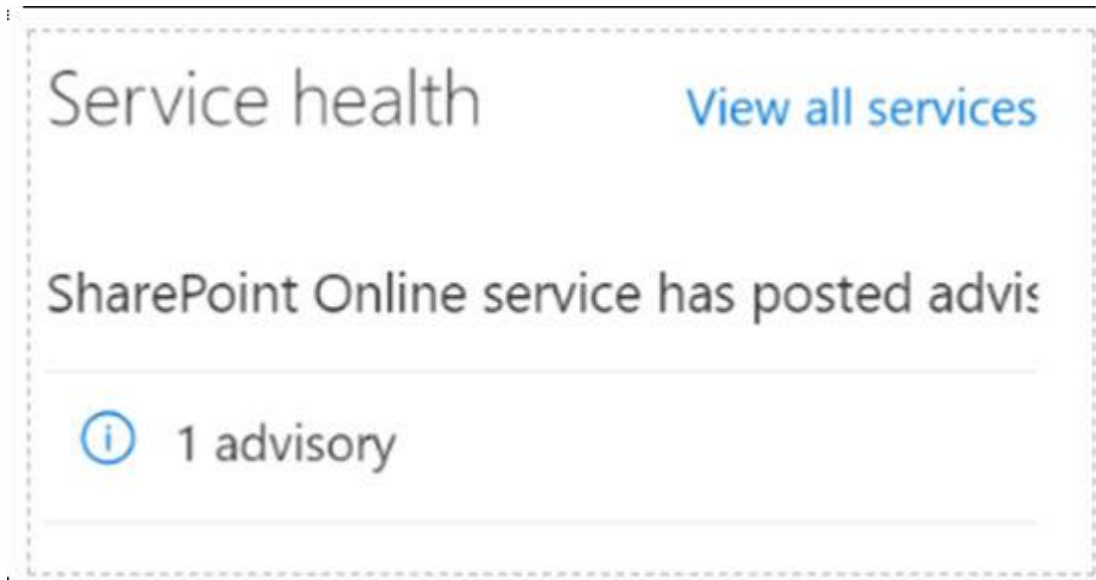
The screenshot shows the 'Message center' interface with a list of five messages. Each message includes a date and a title describing a new feature. A link for 'All active messages' is visible in the top right corner.

Date	Message Title
7/2/19	New Feature: Bulk Approvals in SharePoint Online
7/1/19	New Feature: 360-degree Image Viewer in SharePoint and OneDrive ...
7/1/19	New Feature: Activity Highlights in the File Hover Card
6/28/19	New Feature: OneDrive & SharePoint integration with Azure AD B2B ...
6/27/19	New Feature: SharePoint News and Page Recommendations

### Service Health

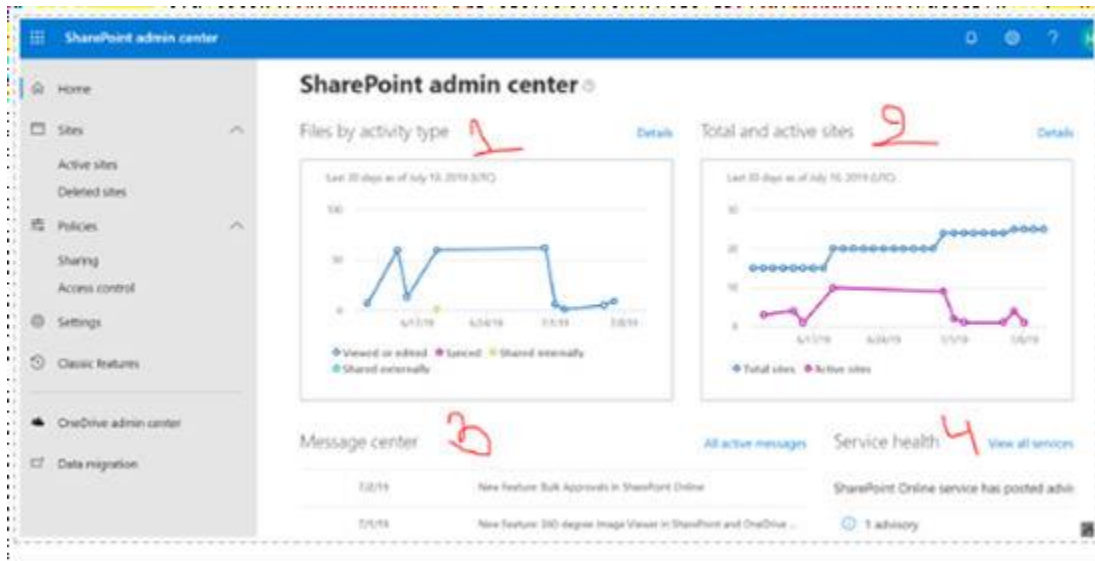
In the Service health section of the home page, we can see whether the SharePoint Online service is healthy, or if it's experiencing an active advisory or incident, click on "View all services" to know more about all services, then we'll land into the service health detailed page, this gives the health status of each type of service.

# SharePoint Online & Microsoft 365 Administration



If we put all together the admin center home page looks like below:

# SharePoint Online & Microsoft 365 Administration



## Chapter 7: Administering SharePoint admin center

### Various sites report in SharePoint admin center:

In this section, we will learn about how we can manage the below site management activities:

#### Active Sites

- Create Site
- Delete Site
- Manage the site owner
- Manage the Hub site
- Manage the Site Sharing
- Export the site consolidated report as csv
- Search the sites with name, URL etc.
- Filter the sites based on various inbuilt view.

## SharePoint Online & Microsoft 365 Administration

- Customizing the columns.
- Bulk Edit

How to land into this Active Sites report?

How to create a site from SharePoint online admin center?

Site creation page – SharePoint Admin Center:

Manage the active site owners from admin center:

Manage hub site from SharePoint admin center:

How to export the active sites report in CSV:

Example of downloaded sites csv report:

How to search the active sites:

Views in Active Sites:

Customizing the view columns in active sites report:

Bulk Edit in SharePoint admin center (active sites):

Deleted Sites

### Active Sites

This is the master site report – using this we can manage all sites, all operational sites from a tenant will be available in this location and we can do the below stuffs.

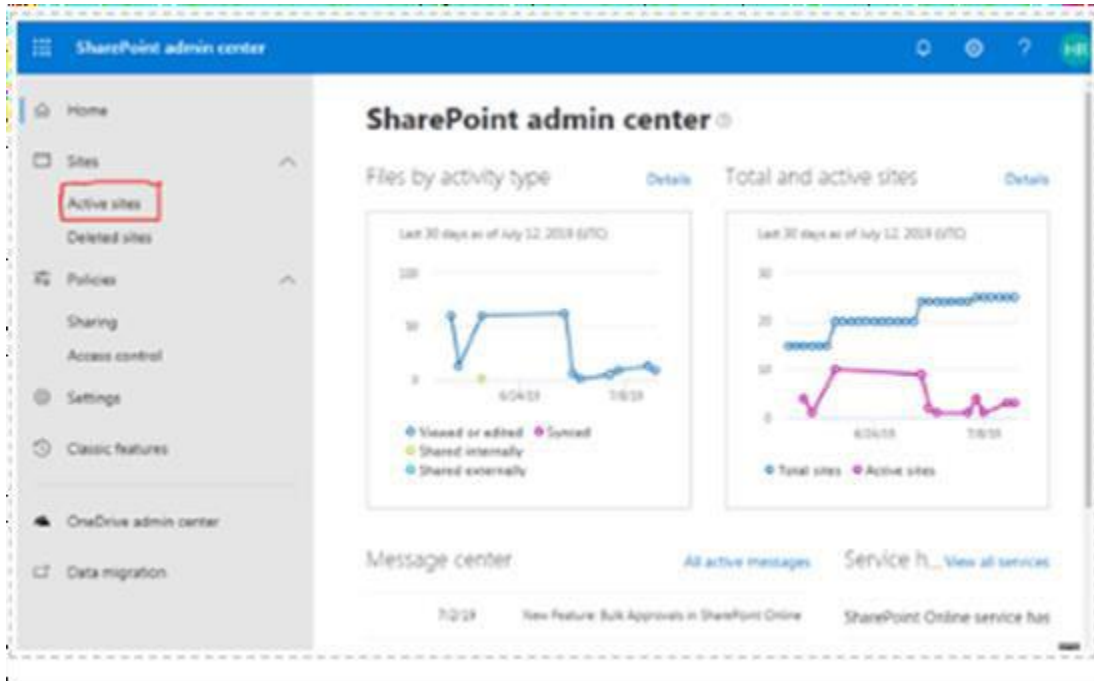
## SharePoint Online & Microsoft 365 Administration

- Create Site
- Delete Site
- Manage the site owner
- Manage the Hub site
- Manage the Site Sharing
- Export the site consolidated report as csv
- Search the sites with name, URL etc.
- Filter the sites based on various inbuilt view.
- Customizing the columns.
- Bulk Edit

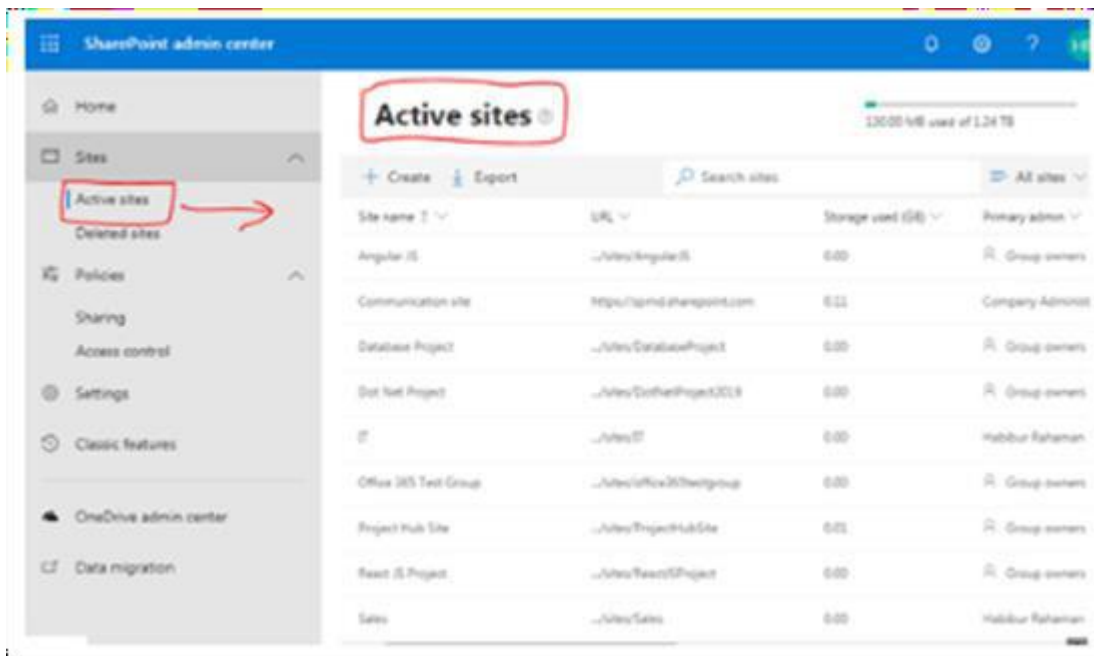
### How to land into this Active Sites report?

From SharePoint admin center home page, go to Sites -> Active Sites.

# SharePoint Online & Microsoft 365 Administration



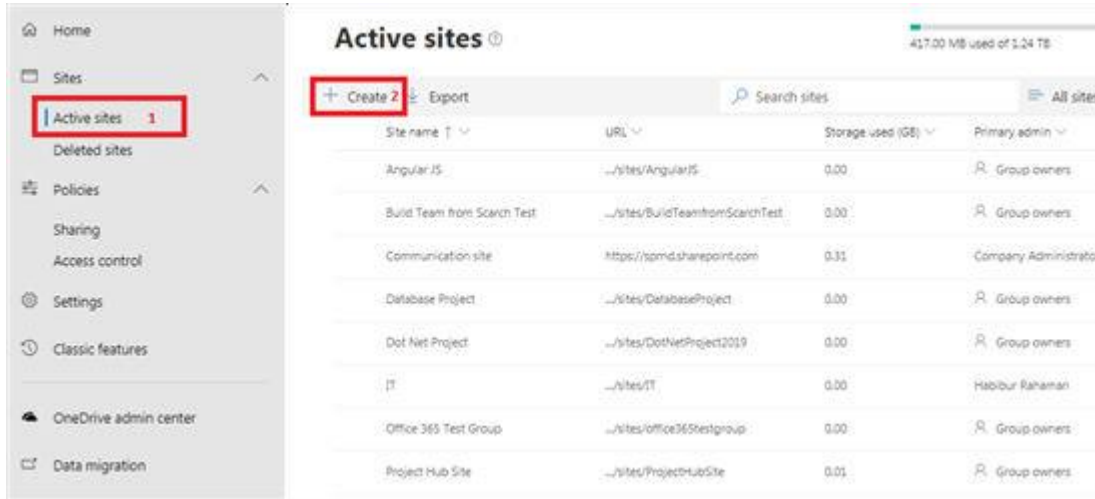
Then we'll land into Active sites home page:



# SharePoint Online & Microsoft 365 Administration

## How to create a site from SharePoint online admin center?

Click on + Create button we'll get the site creation UI – by default Team Site template is selected however, we can select Communication site template as well, and proceed to the next step of site creation page, its self-explanatory.



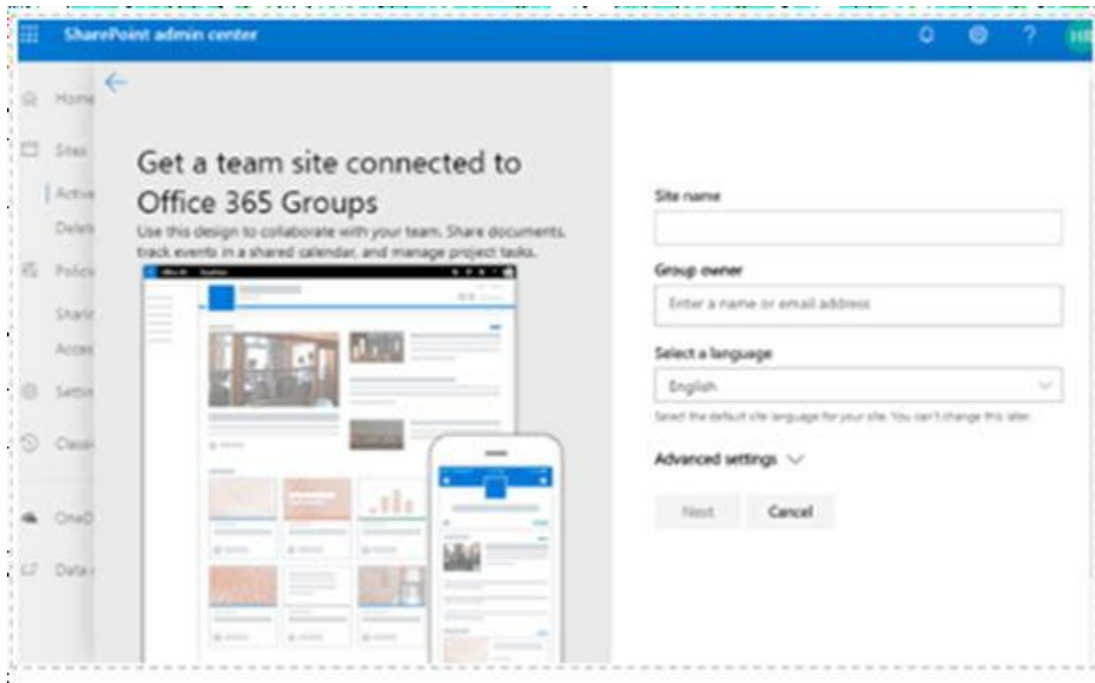
## Site creation page – SharePoint Admin Center:

Here, you need to enter the below:

- Site name – any valid text entry
- Group owners – you can give your trial tenant username here.

Click on Next button.

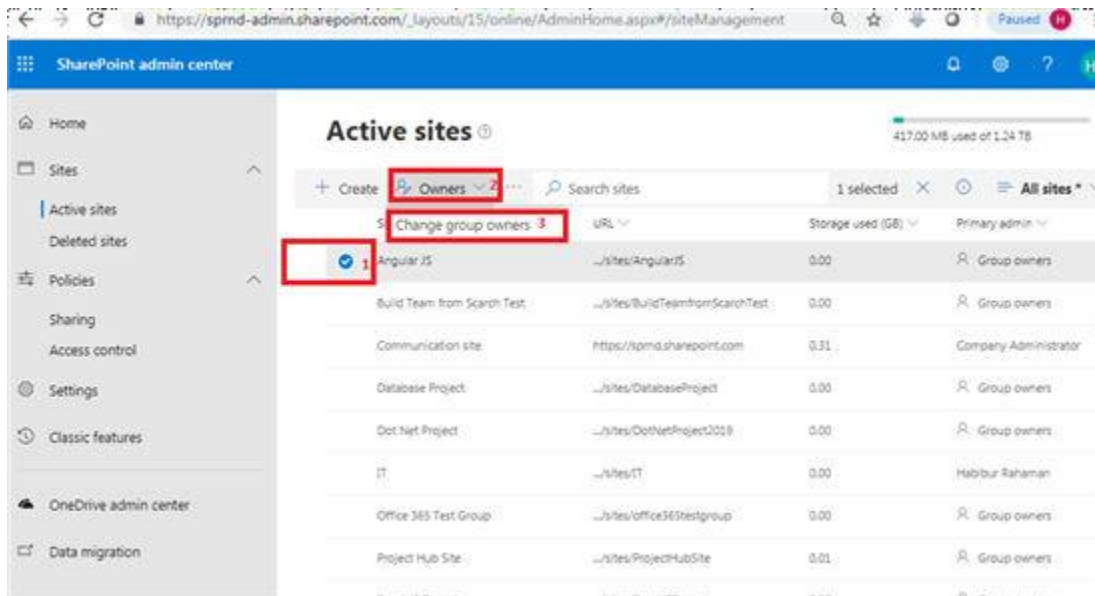
## SharePoint Online & Microsoft 365 Administration



Manage the active site owners from admin center:

Select the site as mentioned below and click on three dots (...) – using this we can manage the site owners.

# SharePoint Online & Microsoft 365 Administration

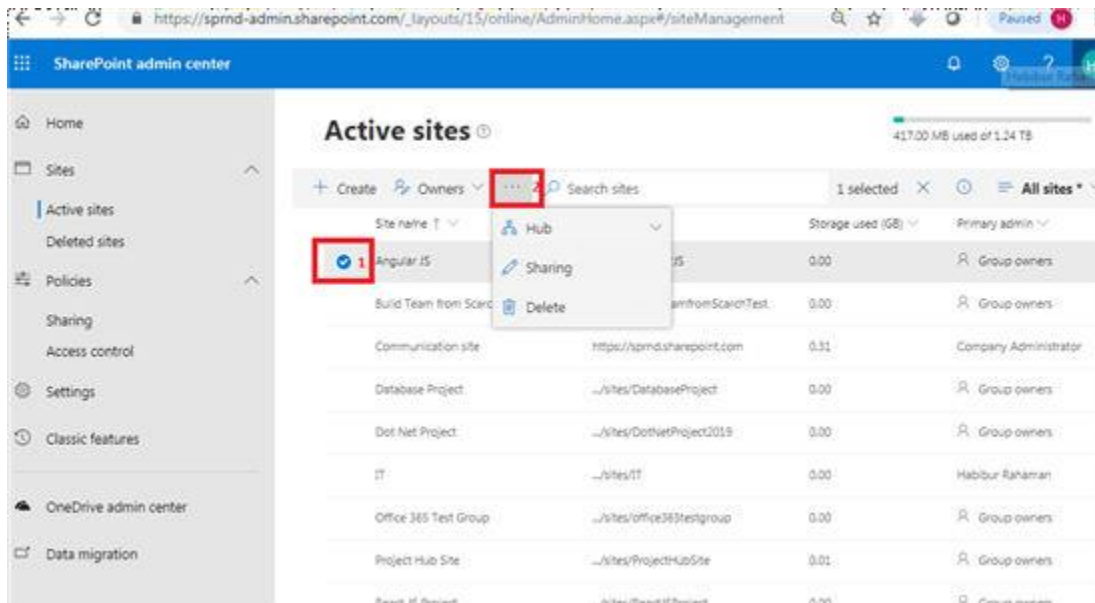


Manage hub site from SharePoint admin center:

For hub site details, I will explain in separate section. Here I am focusing how to manage the hub site.

To manage the hub site, sharing and deletion follow the below steps:

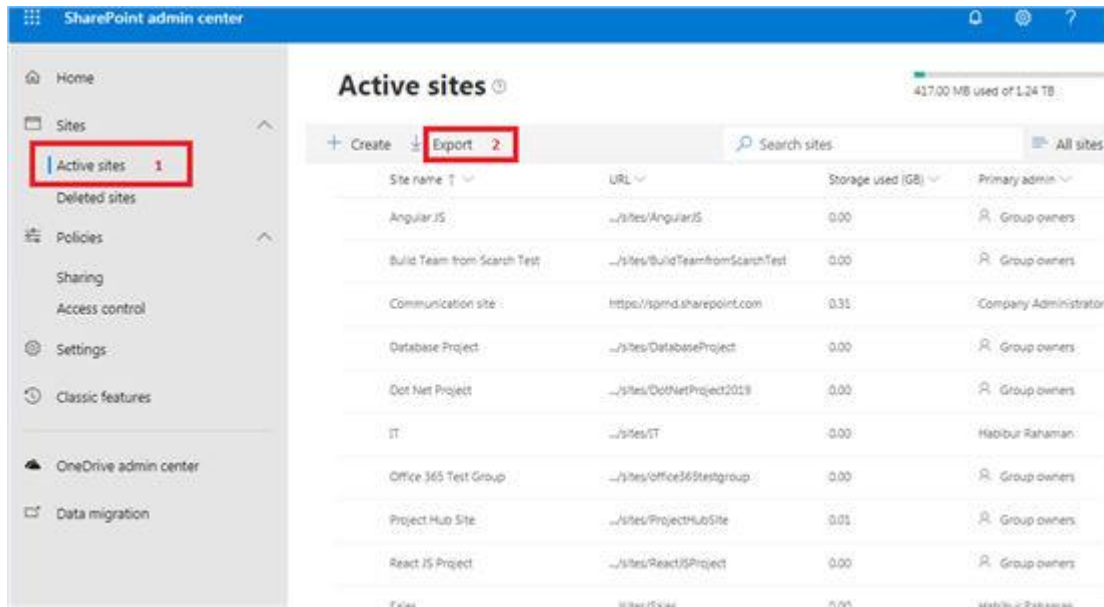
# SharePoint Online & Microsoft 365 Administration



How to export the active sites report in CSV:

We can export the all active sites into a csv file – for this need to click on Export button as mentioned below:

# SharePoint Online & Microsoft 365 Administration



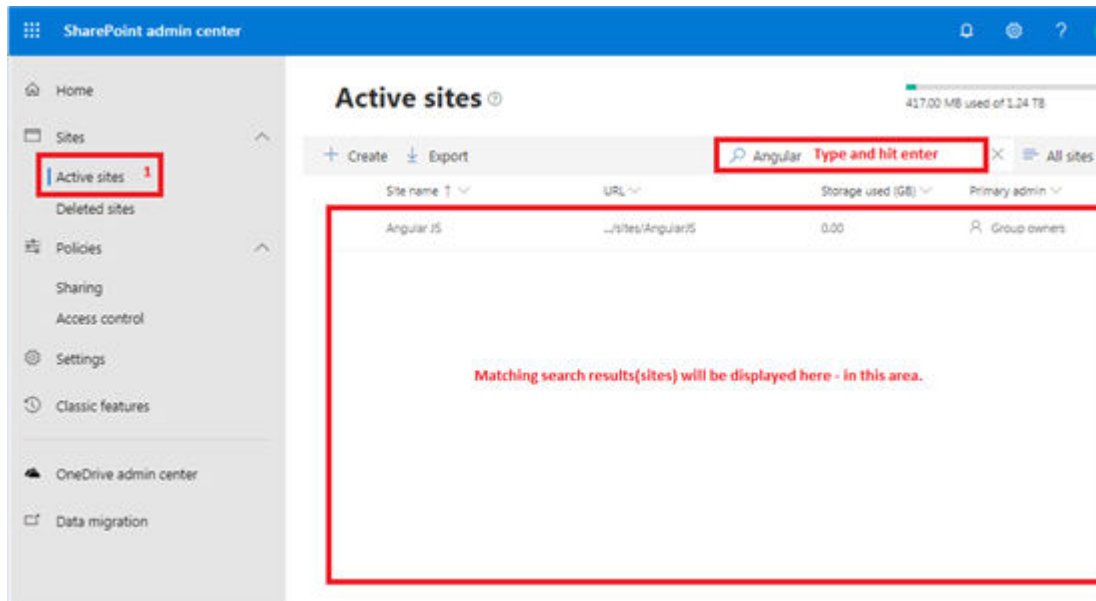
Example of downloaded sites csv report:

ID	SiteTitle	SiteUrl	LastActivityOn	TemplateTitle	StorageUsed	StorageQuota	HubSiteId
1	Angular JS	https://sprnd.sharepoint.com/sites/AngularJS	6/18/2019 17:00	Team site	1570299	2.749E+13	{907E0259-2761-4798-98}
2	Communication site	https://sprnd.sharepoint.com	7/11/2019 17:00	Communication site	1178-00	2.749E+13	{00000000-0000-0000-00}
3	Database Project	https://sprnd.sharepoint.com/sites/DatabaseProject	6/18/2019 17:00	Team site	1572816	2.749E+13	{907E0259-2761-4798-98}
4	Dot Net Project	https://sprnd.sharepoint.com/sites/DotNetProject2019	6/18/2019 17:00	Team site	1589824	2.749E+13	{907E0259-2761-4798-98}
5	IT	https://sprnd.sharepoint.com/sites/IT	6/29/2019 17:00	Team site (classic experienc	2133381	2.749E+13	{00000000-0000-0000-00}
6	Office 365 Test Group	https://sprnd.sharepoint.com/sites/Office365Testgroup	6/29/2019 17:00	Team site	1539814	2.749E+13	{00000000-0000-0000-00}
7	Project Hub Site	https://sprnd.sharepoint.com/sites/ProjectHubSite	6/29/2019 17:00	Team site	11713371	2.749E+13	{03549AA-0649-477B-8}
8	React JS Project	https://sprnd.sharepoint.com/sites/ReactJSProject	6/29/2019 17:00	Team site	1498537	2.749E+13	{907E0259-2761-4798-98}
9	Sales	https://sprnd.sharepoint.com/sites/Sales	6/29/2019 17:00	Team site (classic experienc	2134205	2.749E+13	{00000000-0000-0000-00}
10	SharePoint Project	https://sprnd.sharepoint.com/sites/SharePointProject	6/29/2019 17:00	Team site	11647576	2.749E+13	{907E0259-2761-4798-98}
11	Source Team Site_1	https://sprnd.sharepoint.com/sites/SourceTeamSite_1	6/18/2019 17:00	Team site	11580895	2.749E+13	{00000000-0000-0000-00}
12	SPFx Demo	https://sprnd.sharepoint.com/sites/SPFXDemo	7/11/2019 17:00	Team site	1564597	2.749E+13	{00000000-0000-0000-00}
13	Test Classic Site Collection	https://sprnd.sharepoint.com/sites/TestKCS	6/29/2019 17:00	Team site (classic experienc	2175347	2.749E+13	{0174C89F-0E68-4A57-9}
14	Test Mega Menu Hub_Communication	https://sprnd.sharepoint.com/sites/TestMegaMenuHub_Communicat	6/29/2019 17:00	Communication site	1518624	2.749E+13	{907E0259-2761-4798-98}
15	Test Team Site W/O Office 365 Group	https://sprnd.sharepoint.com/sites/TestTeamSiteW/OOffice365Group	6/29/2019 17:00	Team site	1449867	2.749E+13	{00000000-0000-0000-00}
16	TestSite001	https://sprnd.sharepoint.com/sites/TestSite001	6/29/2019 17:00	Team site	11460595	2.749E+13	{0174C89F-0E68-4A57-9}
17	TestTeamSite_Brother	https://sprnd.sharepoint.com/sites/TestTeamSite_Brother	6/11/2019 17:00	Team site	1587924	2.749E+13	{0174C89F-0E68-4A57-9}

How to search the active sites:

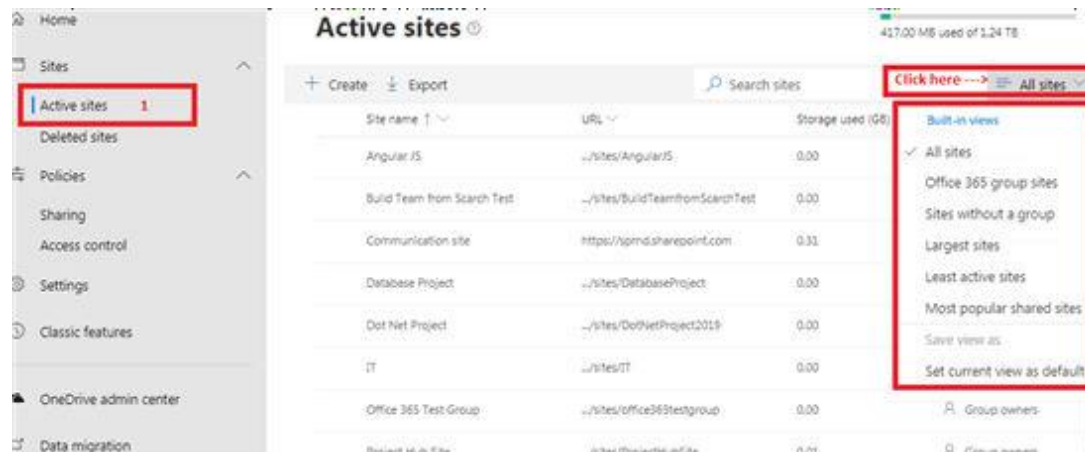
Type site name or URL in the search site box as mentioned below and hit the enter key.

# SharePoint Online & Microsoft 365 Administration



## Views in Active Sites:

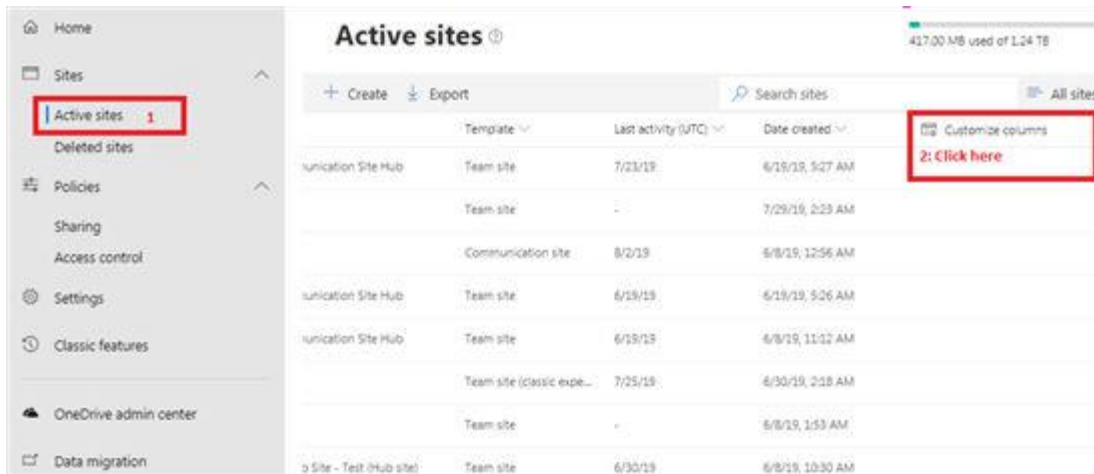
Views in Active Sites – exactly like SharePoint document library we have various built-in views site report view, using this based on various criteria /need we can view the active sites.



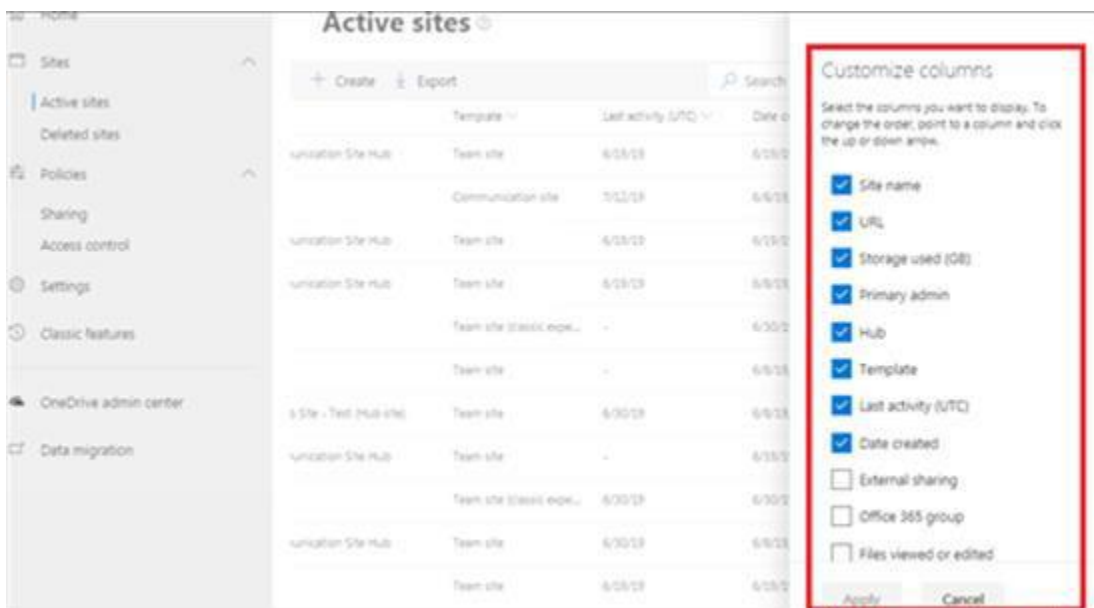
# SharePoint Online & Microsoft 365 Administration

Customizing the view columns in active sites report:

To customize the view column, click on “Customize columns” as mentioned below.



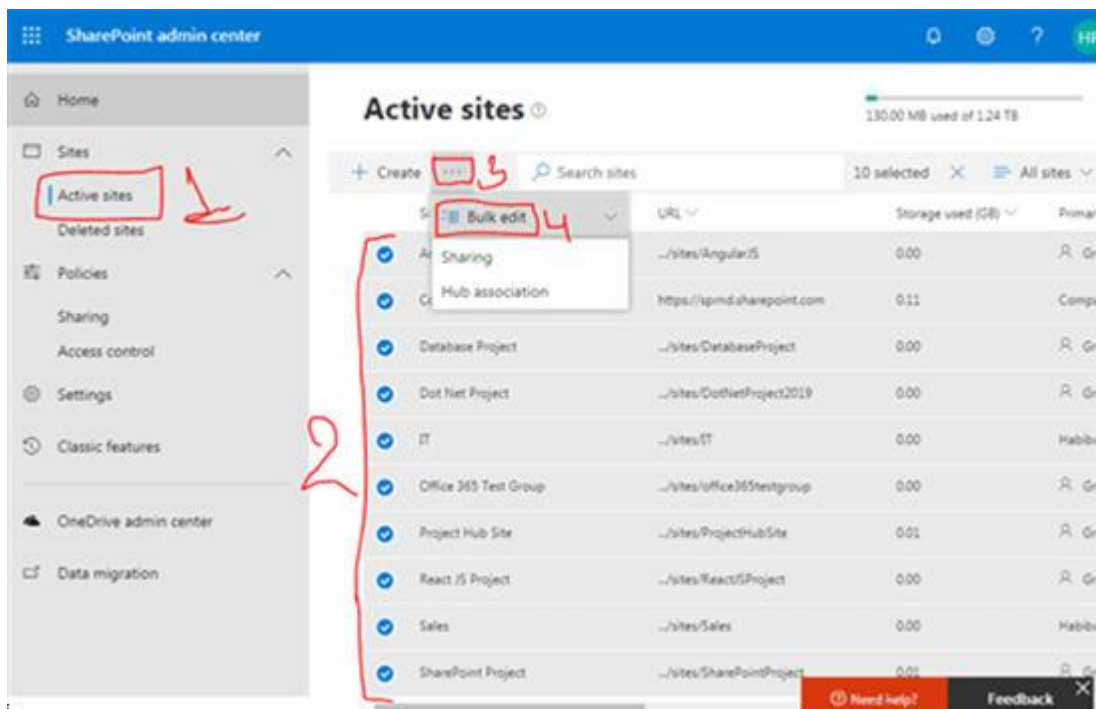
Select the columns as per the need and click on Apply button.



# SharePoint Online & Microsoft 365 Administration

## Bulk Edit in SharePoint admin center (active sites):

Using Bulk edit we can manage Sharing and hub sites association for the multiple sites at a time. For this we need to follow the below as mentioned go to Active Sites -> select multiple sites as per your need -> Click on three dots(...) button -> click on "Bulk edit" dropdown list -> Go for Sharing or Hub Association as per your need. For hub association you may refer the overview of Hub Sites Jump article.



## Deleted Sites

## SharePoint Online & Microsoft 365 Administration

If we delete any site from SharePoint online – it will be deleted from the end user, but it will be retained in the Recycle Bin for 93 days. For details please refer the manage recycle bin chapter.

Using the deleted sites report – we can view all deleted sites from the tenant in a single place and we can delete them even permanently.

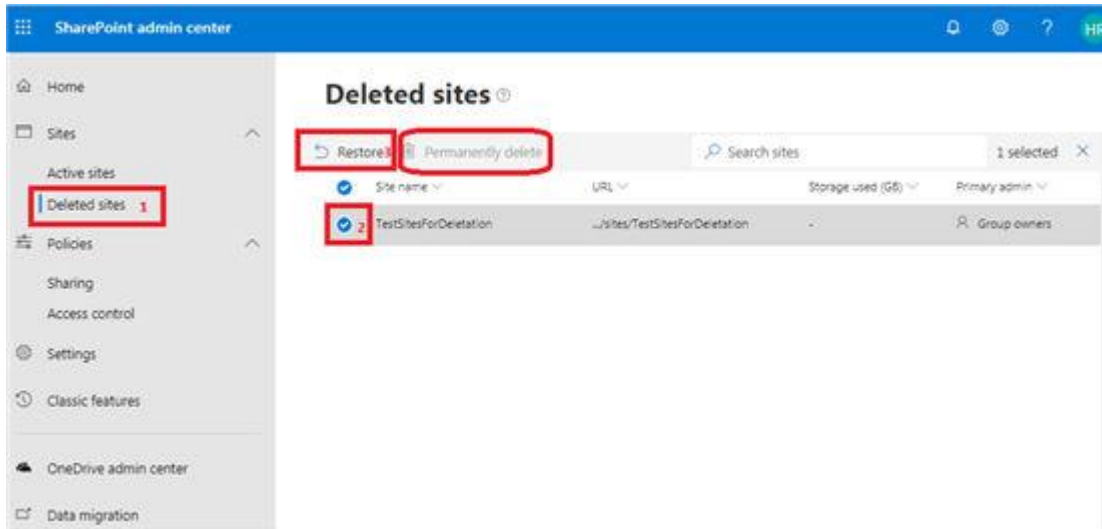
How to navigate to “Deleted sites” link report?

Click on the “Deleted sites” link as mentioned below then we’ll get the all deleted sites, using this report we can restore the deleted sites or permanently can delete the sites, and also unlike active sites we can search all deleted sites from the search sites box.

Notes:

- After deleting the site, the deleted site will be retained in this location for 93 days.
- Deleted Office 365 groups are retained for only 30 days...so we cannot delete the office 365 group connected site for 30 days permanently, as this deleted site is office 365 group connected the “Permanently delete” site button is disabled.
- If you delete the root site for your organization, all your SharePoint sites will be inaccessible until you restore the site or create a new root site.

# SharePoint Online & Microsoft 365 Administration



To permanently delete sites (including Office 365 group-connected team sites) use the below PowerShell command:

```
Remove-SPODeletedSite -Identity  
"https://contoso.sharepoint.com/sites/sitetoremove"
```

## Policy in SharePoint admin center

Using this section, we can centrally manage the below policies:

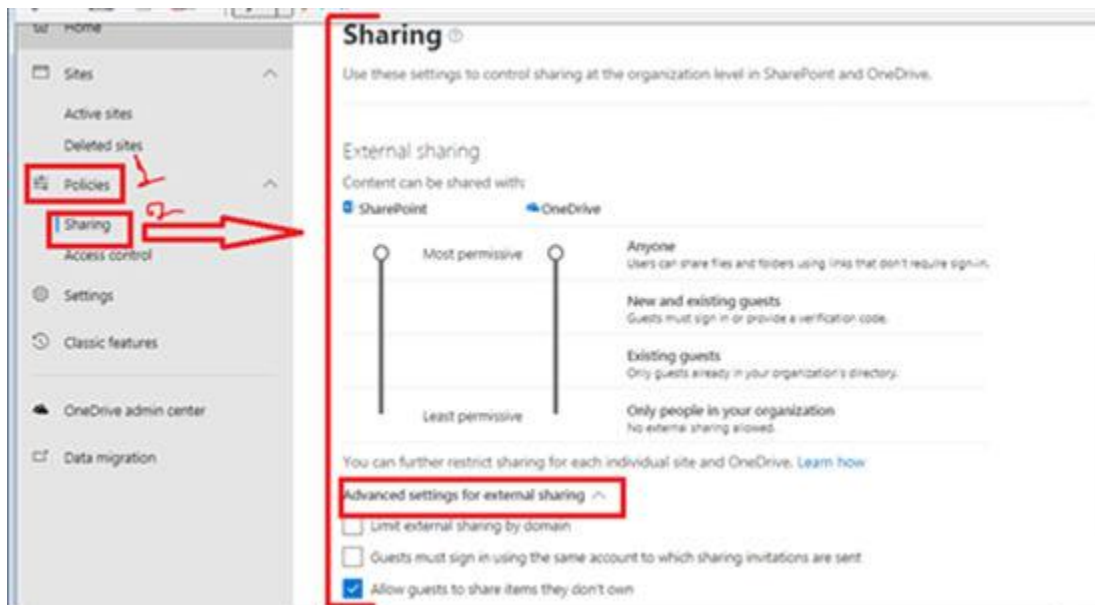
- Sharing and
- Access Control

Sharing – SharePoint admin center:

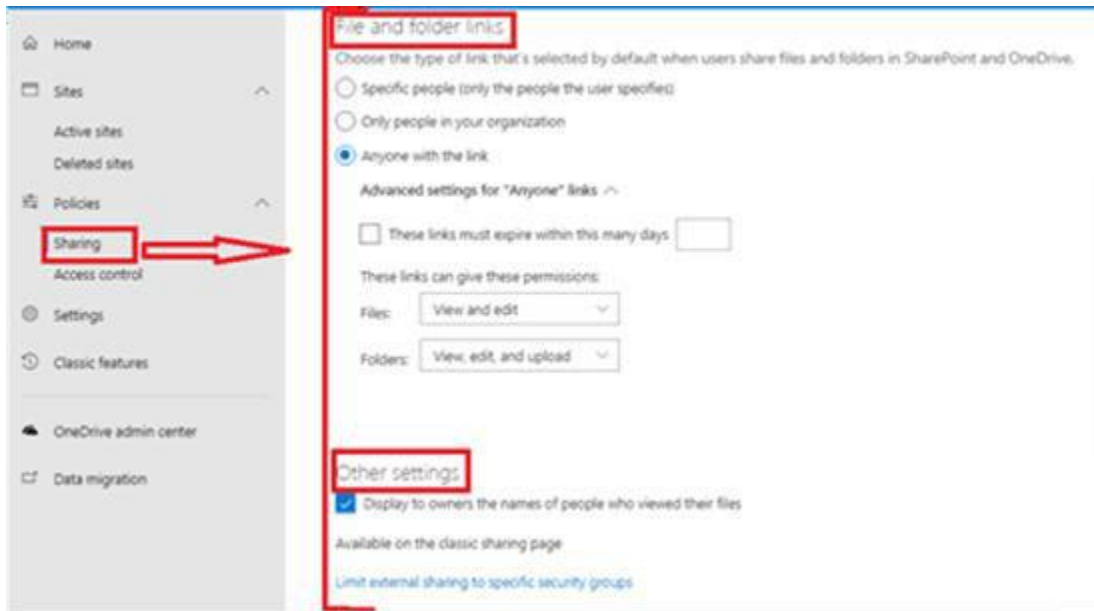
## SharePoint Online & Microsoft 365 Administration

Use these settings to control sharing at the organization level in SharePoint and OneDrive. We can do the following settings activity with respect to "Sharing"

- External Sharing
- Files and Folder Links
- Other Settings

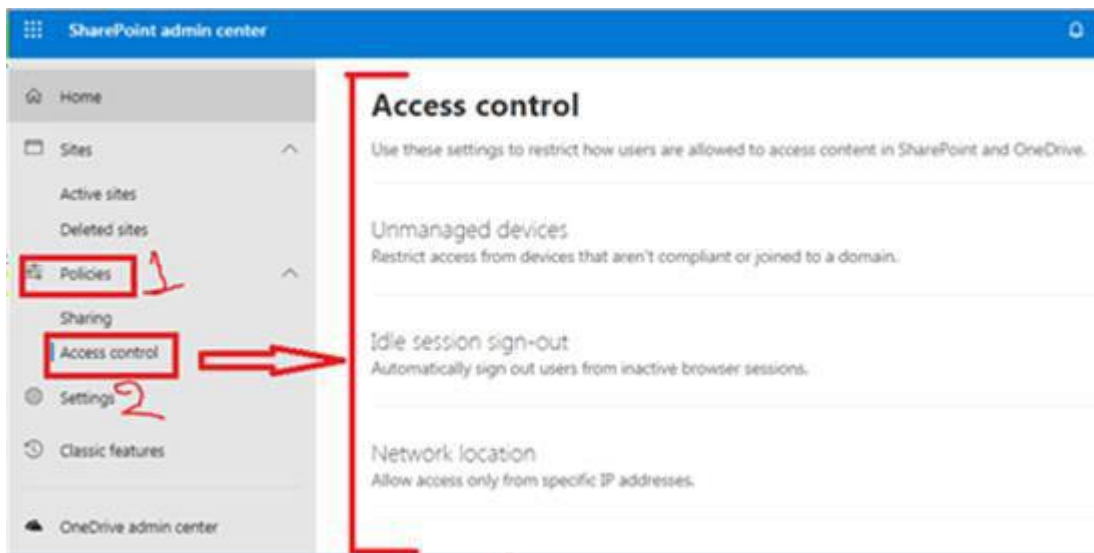


# SharePoint Online & Microsoft 365 Administration



## Access Control – SharePoint admin center:

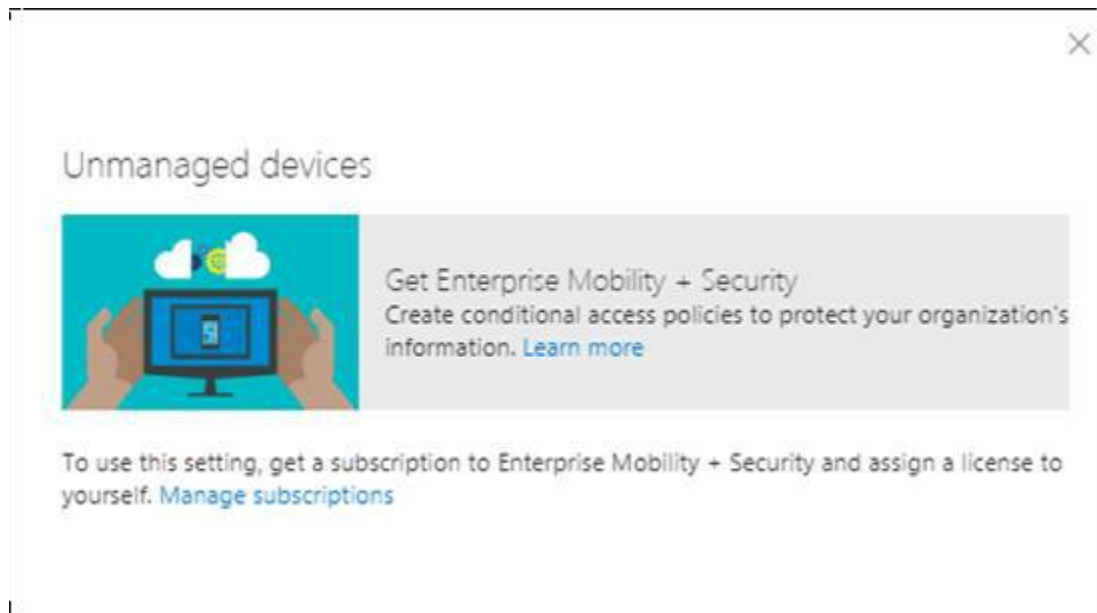
Use these settings to restrict how users can access the content in SharePoint and OneDrive. To manage the access control, navigate to Policies -> Access Control



## SharePoint Online & Microsoft 365 Administration

We can do the following settings activity with respect to "Access Control"


- Unmanaged devices: Restrict access from devices that aren't compliant or joined to a domain.
- Idle session sign-out: Automatically sign out users from inactive browser sessions.
- Network location: Allow access only from specific IP addresses.
- Apps that don't use modern authentication: Block access from Office 2010 and other apps that can't enforce device-based restrictions.



# SharePoint Online & Microsoft 365 Administration

Unmanaged Devices

Unmanaged devices



Get Enterprise Mobility + Security  
Create conditional access policies to protect your organization's information. [Learn more](#)

To use this setting, get a subscription to Enterprise Mobility + Security and assign a license to yourself. [Manage subscriptions](#)

Idle Session Sign-out

Idle session sign-out

Warn and then sign out users on unmanaged devices after a period of inactivity. This setting applies when users don't select to stay signed in.

Sign out inactive users automatically

Off

[Save](#) [Cancel](#)

Network Location

Network location

Use this setting to allow access only from IP addresses that your organization owns.

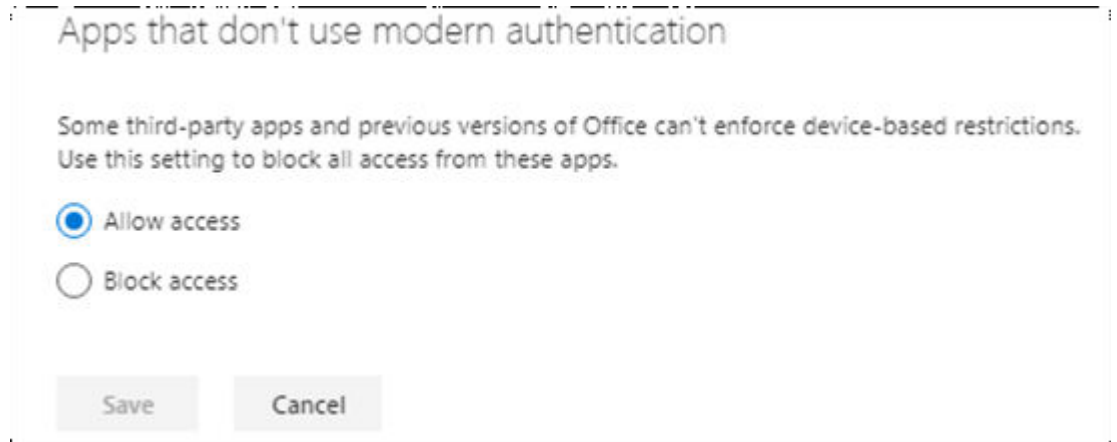
Allow access only from specific IP address ranges

Off

[Save](#) [Cancel](#)

## SharePoint Online & Microsoft 365 Administration

Apps that don't use modern authentication



Apps that don't use modern authentication

Some third-party apps and previous versions of Office can't enforce device-based restrictions. Use this setting to block all access from these apps.

Allow access

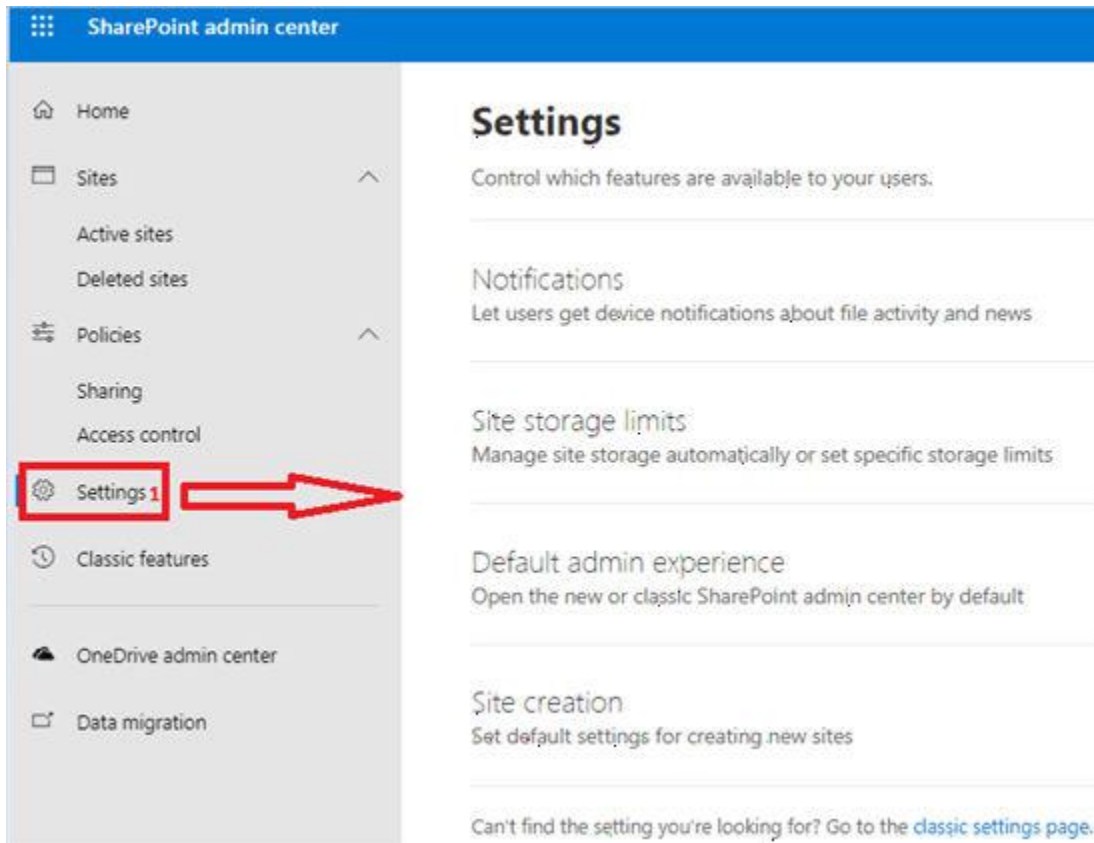
Block access

Save Cancel

### Centrally settings in SharePoint admin center:

Using this we can control which features are available to your users. Navigate to this click on "Settings" button as mentioned below:



# SharePoint Online & Microsoft 365 Administration





Using this we can centrally manage the below settings:

- **Notifications:** Let users get device notifications about file activity and news
- **Site storage limits:** Manage site storage automatically or set specific storage limits
- **Default admin experience:** Open the new or classic SharePoint admin center by default
- **Site creation:** Set default settings for creating new sites

## SharePoint Online & Microsoft 365 Administration

<p>Notifications:</p> 	<h3>Notifications</h3> <p>When this setting is on, and users turn on notifications in Office mobile apps, they'll receive notifications about SharePoint content.</p> <p>Allow notifications</p> <p><input checked="" type="checkbox"/> On</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>
<p>Site storage limits:</p> 	<h3>Site storage limits</h3> <p>Easily share storage among all sites, or control storage limits by site.</p> <p><input checked="" type="radio"/> Automatic</p> <p>Sites will use the storage they need up to a maximum of 25 TB</p> <p><input type="radio"/> Manual</p> <p>Set specific limits for each site</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>

## SharePoint Online & Microsoft 365 Administration

<p>Default admin experience:</p> 	<p>Default admin experience</p> <p>The new SharePoint admin center lets you manage modern sites and new features like hub sites. You can access all SharePoint administration features from the new admin center.</p> <p>Open the new SharePoint admin center by default</p> <p>This setting changes the default for all admins.</p> <p><input checked="" type="checkbox"/> On</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>
<p>Site creation:</p> 	<p>Site creation</p> <p>Create team sites under</p> <p>https://sprnd.sharepoint.com <input type="text" value="/sites/"/></p> <p>Default time zone</p> <p><input type="text" value="(UTC-08:00) Pacific Time (US and Canada)"/></p> <p>Let users create new sites</p> <p><input checked="" type="checkbox"/> On</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>

### Notes:

- Default admin experience: The new SharePoint admin center lets you manage modern sites and new features like hub sites. You can access all SharePoint administration features from the new admin center.

## SharePoint Online & Microsoft 365 Administration

Using this flag, we can set whether you need to open the modern admin center or classic admin center (old) by default.

- Notifications: When this setting is on, and users turn on notifications in Office mobile apps, they'll receive notifications about SharePoint content. Based on this setting disabled or enabled we can get the notification from Microsoft.
- Site creation: Based on this setting enabled or disabled user can create site from the SharePoint start page OneDrive. And team site manage path can be set as "sites" or "teams" and default site time zone can be set from here.

**Settings**

**Site creation**

Select settings for new sites. [Learn more](#)

Let users create sites from the SharePoint start page and OneDrive

Create team sites under

<https://globalsharepoint2019.sharepoint.com> /sites/ ▾

/sites/

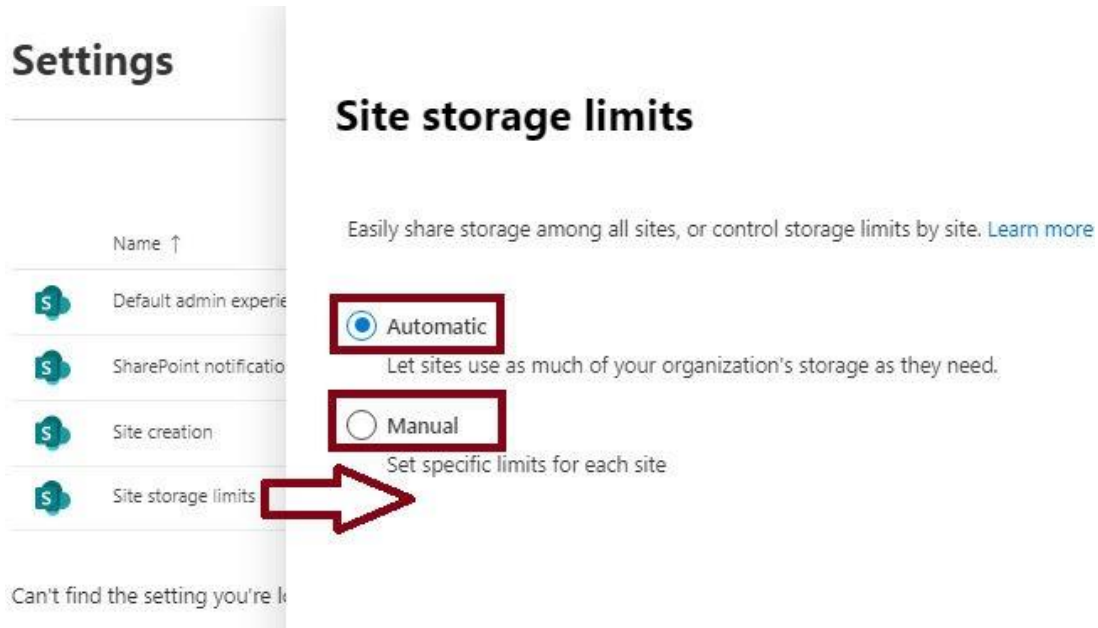
/teams/

Default time zone

(UTC-08:00) Pacific Time (US and Canada) ▾

- Site storage limits: Easily share storage among all sites, or control storage limits by site. The site storage limits can be set as automatic or manual. In automatic setting, the storage will be managed automatically whereas in manual setting we can set the specific limit.

# SharePoint Online & Microsoft 365 Administration



The above settings can also be managed from the below page directly:

Syntax:

[https://tenant-admin.sharepoint.com/\\_layouts/15/online/TenantSettings.aspx](https://tenant-admin.sharepoint.com/_layouts/15/online/TenantSettings.aspx)

Example:

[https://globalsharepoint2019-admin.sharepoint.com/\\_layouts/15/online/TenantSettings.aspx](https://globalsharepoint2019-admin.sharepoint.com/_layouts/15/online/TenantSettings.aspx)

## Consolidated global setting in the Tenant setting page:

- Show or Hide App Tiles
- Site Collection Storage Management

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## SharePoint Online & Microsoft 365 Administration

- OneDrive for Business experience
- Admin Center Experience
- Delve (powered by Office Graph)
- Enterprise Social Collaboration
- Streaming Video Service
- Personal Blogs
- Site Pages
- Global Experience Version Settings
- Information Rights Management (IRM)
- Site Creation
- Subsite Creation
- Connections from sites to Office 365 groups
- Custom Script
- Preview Features
- Connected Services
- Mobile Push Notifications - OneDrive for Business
- Mobile Push Notifications – SharePoint
- Comments on Site Pages

### Show or Hide App Tiles

This configuration is used to show or hides app tiles in the app launcher and on the Office 365 portal.

# SharePoint Online & Microsoft 365 Administration

## Show or Hide App Tiles

Show or hide app tiles in the app launcher and on the Office 365 portal.

[Learn more about hiding app tiles.](#)

OneDrive and Office Online  Show  
SharePoint  Show

Hide  
 Hide

## Site Collection Storage Management

This configuration is used to manage the storage either automatically or manually.

What are these actually?

Automatic storage management provides worry free operation by removing the overhead of having to manage individual storage limits. Manual override allows the tenant admin to set usage limits on a per site collection level.

## Site Collection Storage Management

Automatic storage management provides worry free operation by removing the overhead of having to manage individual storage limits. Manual override allows the tenant admin to set usage limits on a per site collection level.

Automatic  
 Manual

## OneDrive for Business experience

Using this option, we can set either classic or modern experience for users.

The new experience gives people improved performance, additional phone and tablet features, and a simplified UI. If you select the new experience, users can still switch to the classic experience if they want. Select the classic experience if you're not ready for your users to switch to the new experience.

# SharePoint Online & Microsoft 365 Administration

Note that eventually, the classic experience will no longer be available.

## OneDrive for Business experience

The new experience gives people improved performance, additional phone and tablet features, and a simplified UI. If you select the new experience, users can still switch to the classic experience if they want. Select the classic experience if you're not ready for your users to switch to the new experience. Note that eventually, the classic experience will no longer be available.

- Classic experience
- New experience

## Admin Center Experience

Use this setting to switch between a simple or advanced admin center user experiences. The simple experience displays only the essential options. The advanced experience shows everything.

## Admin Center Experience

Use this setting to switch between a simple or advanced admin center user experience. The simple experience displays only the essential options. The advanced experience shows everything.

- Use Simple
- Use Advanced

## Delve (powered by Office Graph)

This setting is a switch whether to enable delve and related feature or disable.

Delve helps users discover relevant content based on who they work with and what they're working on. By default, users in your organization can access Delve (and related features within other apps). If you disable Delve, users will no longer see:

## SharePoint Online & Microsoft 365 Administration

- The Delve app tile in the app launcher
- The "Suggested" list on the SharePoint start page
- The "Discover" list in OneDrive, in the Outlook mobile app, and on the Microsoft Office Home page
- Documents on other users' profile cards and pages

### Delve (powered by Office Graph)

Delve helps users discover relevant content based on who they work with and what they're working on. By default, users in your organization can access Delve (and related features within other apps). If you disable Delve, users will no longer see:

- The Delve app tile in the app launcher
- The "Suggested" list on the SharePoint start page
- The "Discover" list in OneDrive, in the Outlook mobile app, and on the Microsoft Office Home page
- Documents on other users' profile cards and pages

[Learn more about Delve](#)

• Enable Delve and related features

• Disable Delve and related features

## Enterprise Social Collaboration

This setting talks about when it comes to enterprise social collaboration whether to use Yammer or SharePoint News Feed which is a default setting.

Make Yammer the primary social experience for everyone in your organization. Switching services will replace Newsfeed and change the Office 365 global navigation. This update might take up to 30 minutes for us to complete.

Yammer is not a covered service under the O365 Trust Center currently. Please review Yammer's privacy statement. Enabling this feature will allow

# SharePoint Online & Microsoft 365 Administration

Yammer to have read and copy access to your company's user and group information.

## Enterprise Social Collaboration

Make Yammer the primary social experience for everyone in your organization. Switching services will replace Newsfeed and change the Office 365 global navigation. This update might take up to 30 minutes for us to complete.

[To learn more click here.](#)

Yammer is not a covered service under the O365 Trust Center at this time. Please review Yammer's privacy statement. Enabling this feature will allow Yammer to have read and copy access to your company's user and group information.

[Privacy statement](#)

- Use Yammer.com service
- Use SharePoint Newsfeed (default)

## Streaming Video Service

This setting is used to control if videos are stored and streamed from Azure Media Services, the default setting is disable.

- Enable streaming video through Azure Media Services and enable the Video Portal.
- Disable streaming video through Azure Media Services and disable the Video Portal.

## Streaming Video Service

Control if videos are stored and streamed from Azure Media Services.

- Enable streaming video through Azure Media Services and enable the Video Portal.
- Disable streaming video through Azure Media Services and disable the Video Portal.

## Personal Blogs

This is to configure whether to give everyone in your organization the ability to create personal blogs or not, the default setting is enabled.

## SharePoint Online & Microsoft 365 Administration

- Enable Personal Blogs
- Disable Personal Blogs

### Personal Blogs

Give everyone in your organization the ability to create personal blogs.

- Enable Personal Blogs
- Disable Personal Blogs

## Site Pages

This is to configure whether to allow user to create responsive site pages or not, the default setting is not allowed.

Let your users create responsive Site Pages using the Authoring Canvas.

- Allow users to create Site Pages
- Prevent users from creating Site Pages

### Site Pages

Let your users create responsive Site Pages using the Authoring Canvas.

- Allow users to create Site Pages
- Prevent users from creating Site Pages

## Global Experience Version Settings

## SharePoint Online & Microsoft 365 Administration

This is used to control which version of site collections can be created by end users, and whether users can upgrade them. We can have any of the below configuration. The default setting is preventing creation of old version site collections.

- Allow creation of old version site collections but prevent creation of new version site collections. Prevent opt-in upgrade to the new version site collections.
- Allow creation of old version site collections, and creation of new version site collections. Allow opt-in upgrade to the new version site collections.
- Prevent creation of old version site collections but allow creation of new version site collections. Allow opt-in upgrade to the new version site collections.

### Global Experience Version Settings

Control which version of site collections can be created by end users, and whether users can upgrade them.

☐ Allow creation of old version site collections, but prevent creation of new version site collections. Prevent opt-in upgrade to the new version site collections.

☑ Allow creation of old version site collections, and creation of new version site collections. Allow opt-in upgrade to the new version site collections.

☐ Prevent creation of old version site collections, but allow creation of new version site collections. Allow opt-in upgrade to the new version site collections.

## Information Rights Management (IRM)

It is a flag for whether to use IRM service or not in the tenant, the default setting is not use.

## SharePoint Online & Microsoft 365 Administration

It sets IRM capabilities to SharePoint for your organization (requires Office 365 IRM service)

- Use the IRM service specified in your configuration
- Do not use IRM for this tenant

Note:

- IRM is information right management service - before your organization can IRM-protect SharePoint lists and libraries, you must first activate the Rights Management service for your organization. To learn how see [Activating Azure Rights Management](#). You must use a work or school account that has Office 365 global administrator privileges to enable the Rights Management service. Otherwise, you won't be able to use IRM features with SharePoint Online.

### Information Rights Management (IRM)

Set IRM capabilities to SharePoint for your organization (requires Office 365 IRM service)

- Use the IRM service specified in your configuration
- Do not use IRM for this tenant

Refresh IRM Settings

[Details description about IRM in SharePoint:](#)

[Introduction to IRM:](#)

From the document security perspective, the information rights management (IRM) in SharePoint Online (Office 365) is a very vital concept, using that we can control the rights /access of the documents after even downloading from SharePoint online library or oneDrive – I mean in another way we can say how we can protect the business document from the unauthorized access after downloading from SharePoint or oneDrive. So, in this article, we'll

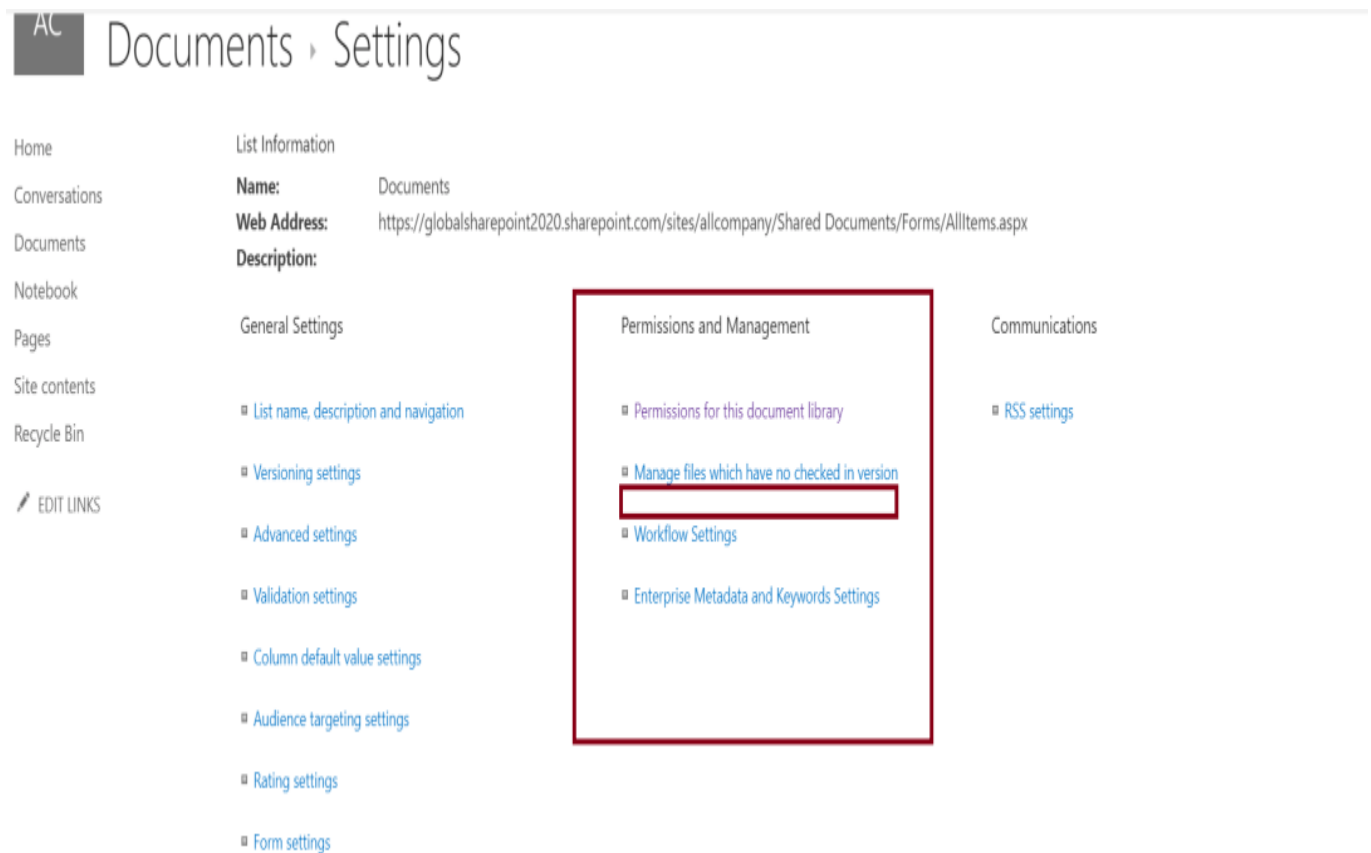
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## SharePoint Online & Microsoft 365 Administration

learn about how we can enable and configure the information rights management (IRM) in SharePoint Online – Office 365.

The information rights management works on the document library level, so first we will see whether we can see the information rights management in the document library settings page.

The information rights management setting should be available under the permissions and management section, and just beneath the manage files which have no checked in version setting. However, we don't see this because of the "Information Rights Management (IRM)" service is not yet enabled in the SharePoint online Tenant settings.



The screenshot shows the SharePoint Online interface for a document library named 'Documents'. The breadcrumb navigation is 'Documents > Settings'. On the left, there is a navigation menu with options: Home, Conversations, Documents, Notebook, Pages, Site contents, Recycle Bin, and EDIT LINKS. The main content area is divided into sections: 'List Information' (Name: Documents, Web Address: https://globalsharepoint2020.sharepoint.com/sites/allcompany/Shared Documents/Forms/AllItems.aspx, Description:), 'General Settings' (List name, description and navigation; Versioning settings; Advanced settings; Validation settings; Column default value settings; Audience targeting settings; Rating settings; Form settings), 'Permissions and Management' (Permissions for this document library; Manage files which have no checked in version; Workflow Settings; Enterprise Metadata and Keywords Settings), and 'Communications' (RSS settings). The 'Manage files which have no checked in version' option is highlighted with a red box.

Information Rights Management (IRM) in tenant settings page:

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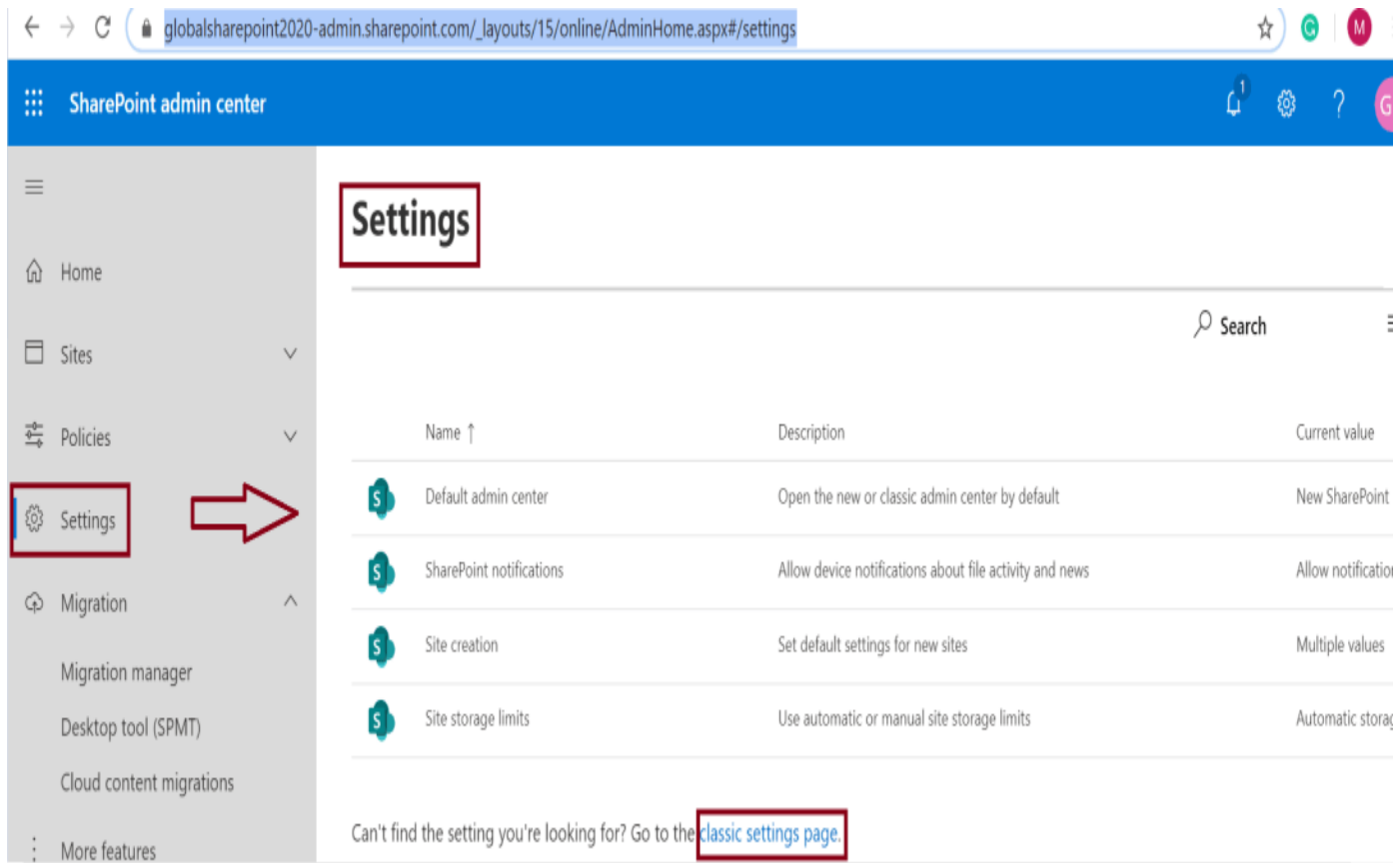
## SharePoint Online & Microsoft 365 Administration

To navigate to the “Information Rights Management (IRM)” in the tenant settings page, follow the below steps:

Login to the SharePoint admin center using the below URL.

```
https://globalsharepoint2020-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/settings
```

Click on the “Settings” link from the left side panel, then click on the “Classic settings page” link from the bottom of the settings page as below.



The screenshot displays the SharePoint Admin Center interface. The left-hand navigation pane is visible, with the 'Settings' option highlighted by a red rectangular box and a red arrow pointing towards the main content area. The main content area is titled 'Settings' (also highlighted with a red box) and contains a table of configuration options. The table has three columns: 'Name', 'Description', and 'Current value'. The settings listed are:

Name	Description	Current value
Default admin center	Open the new or classic admin center by default	New SharePoint
SharePoint notifications	Allow device notifications about file activity and news	Allow notification
Site creation	Set default settings for new sites	Multiple values
Site storage limits	Use automatic or manual site storage limits	Automatic storage

At the bottom of the settings page, there is a message: "Can't find the setting you're looking for? Go to the [classic settings page](#)." The link text is highlighted with a red box.

This will take us to the below tenant settings page.

# SharePoint Online & Microsoft 365 Administration

← → ↻ [globalsharepoint2020-admin.sharepoint.com/\\_layouts/15/online/TenantSettings.aspx](https://globalsharepoint2020-admin.sharepoint.com/_layouts/15/online/TenantSettings.aspx)

## Settings

### Show or Hide App Tiles

Show or hide app tiles in the app launcher and on the Office 365 portal.

[Learn more about hiding app tiles.](#)

OneDrive and Office Online  Show  Hide  
SharePoint  Show  Hide

### Site Collection Storage Management

Automatic storage management provides worry free operation by removing the overhead of having to manage individual storage limits. Manual override allows the tenant admin to set usage limits on a per site collection level.

Automatic  
 Manual

### OneDrive for Business experience

The new experience gives people improved performance, additional phone and tablet features, and a simplified UI. If you select the new experience, users can still switch to the classic experience if they want. Select the classic experience if you're not ready for your users to switch to the new experience. Note that eventually, the classic experience will no longer be available.

Classic experience  
 New experience

### Admin Center Experience

Use this setting to switch between a simple or advanced admin center user experience. The simple experience displays only the essential options. The advanced experience shows everything.

Use Simple  
 Use Advanced

### Delve (powered by Office Graph)

Delve helps users discover relevant content based on who they work with and what they're working on. By default, users in your organization can access Delve (and related features within other apps). If you disable Delve, users will no longer see:

Enable Delve and related features  
 Disable Delve and related features

Scroll down to the middle of the above page. Then, we can see the "Information Rights Management (IRM) section. There, we can see the below two options:

- Use the IRM service specified in your configuration

# SharePoint Online & Microsoft 365 Administration

- Do not use IRM for this tenant

Select the “Use the IRM service specified in your configuration” radio button. By default, “Do not use IRM for this tenant” will be selected. Finally, click on the “Refresh IRM Settings” button.

The screenshot shows the SharePoint Online Tenant Settings page. The browser address bar displays the URL: `globalsharepoint2020-admin.sharepoint.com/_layouts/15/online/TenantSettings.aspx`. The page contains several settings sections:

- Personal Blogs:** Give everyone in your organization the ability to create personal blogs.  Disable Personal Blogs
- Site Pages:** Let your users create responsive Site Pages using the Authoring Canvas.  Allow users to create Site Pages,  Prevent users from creating Site Pages
- Global Experience Version Settings:** Control which version of site collections can be created by end users, and whether users can upgrade them.  Allow creation of old version site collections, but prevent creation of new version site collections. Prevent opt-in upgrade to the new version site collections.  Allow creation of old version site collections, and creation of new version site collections. Allow opt-in upgrade to the new version site collections.  Prevent creation of old version site collections, but allow creation of new version site collections. Allow opt-in upgrade to the new version site collections.
- Information Rights Management (IRM):** Set IRM capabilities to SharePoint for your organization (requires Office 365 IRM service).  Use the IRM service specified in your configuration,  Do not use IRM for this tenant. A blue button labeled "Refresh IRM Settings" is visible, with a confirmation message below it: "We successfully refreshed your settings."
- Site Creation:** Display the Create site command on the SharePoint home page and in the sites list in OneDrive so users can create new sites.  Hide the Create site command,  Show the Create site command

Note:

- Once you click on the IRM Settings button, this will enable IRM service to document libraries in the tenant.
- We cannot see Information Rights Management setting in the document library after just enabling from the tenant settings page, this might take up to 30 minutes, sometimes, it will be activated within just 5 to 10 minutes.

# SharePoint Online & Microsoft 365 Administration

## IRM settings in Document library:

Now, let's navigate to the same document library settings page that we have seen in the previous step.

We can see the link of "Information Rights Management" under the "Permissions and Management" section which was not available just sometimes back.

AC Documents > Settings

Home  
Conversations  
Documents  
Notebook  
Pages  
Site contents  
Recycle Bin  
EDIT LINKS

List Information

**Name:** Documents  
**Web Address:** https://globalsharepoint2020.sharepoint.com/sites/allcompany/Shared Documents/Forms/AllItems.aspx  
**Description:**

General Settings

Permissions and Management

Communications

- List name, description and navigation
- Versioning settings
- Advanced settings
- Validation settings
- Column default value settings
- Audience targeting settings
- Rating settings
- Permissions for this document library
- Manage files which have no checked in version
- Information Rights Management**
- Workflow Settings
- Enterprise Metadata and Keywords Settings
- RSS settings

Once we click on the "Information Rights Management" link, this will take us to the below "Information Rights Management Settings" page.

SharePoint

AC EDIT LINKS

Settings > Information Rights Management Settings

Home

Conversations

Documents

Notebook

Pages

Site contents

Recycle Bin

EDIT LINKS

## Information Rights Management (IRM)

IRM helps protect sensitive files from being misused or distributed without permission once they have been downloaded from this library.

Restrict permissions on this library on download

Create a permission policy title

Add a permission policy description:

SHOW OPTIONS

OK Cancel

Click on the "SHOW OPTIONS" link to see the see configuration which has mainly three sections:

- Set additional IRM library settings
- Configure document access rights
- Set group protection and credentials interval

# SharePoint Online & Microsoft 365 Administration

Recycle Bin

EDIT LINKS

HIDE OPTIONS

### Set additional IRM library settings

This section provides additional settings that control the library behavior.

- Do not allow users to upload documents that do not support IRM
- Stop restricting access to the library at
- Prevent opening documents in the browser for this Document Library

### Configure document access rights

This section control the document access rights (for viewers) after the document is downloaded from the library; read only viewing right is the default. Granting the rights below is reducing the bar for accessing the content by unauthorized users.

- Allow viewers to print
- Allow viewers to run script and screen reader to function on downloaded documents
- Allow viewers to write on a copy of the downloaded document
- After download, document access rights will expire after these number of days (1-365)

### Set group protection and credentials interval

Use the settings in this section to control the caching policy of the license the application that opens the document will use and to allow sharing the downloaded document with users that belong to a specified group

- Users must verify their credentials using this interval (days)
- Allow group protection. Default group:

OK Cancel

I will elaborate on the above configuration one by one.


## SharePoint Online & Microsoft 365 Administration

### Set additional IRM library settings

Set additional IRM library settings section provides additional settings that control the library behavior.

#### Set additional IRM library settings

This section provides additional settings that control the library behavior.

- Do not allow users to upload documents that do not support IRM
- Stop restricting access to the library at  
 
- Prevent opening documents in the browser for this Document Library

- Do not allow users to upload documents that do not support IRM: If we select this checkbox user cannot upload a document to a library that does not support IRM policy.
- Stop restricting access to the library at the specific date: Using this option we can stop restricting access to the library on the given date.
- Prevent opening documents in the browser for this Document Library: If we select this checkbox, the user cannot open the document in the browser.

### Configure document access rights

Configure document access rights section control the document access rights (for viewers) after the document is downloaded from the library; read-only viewing right is the default. Granting the rights below is reducing the bar for accessing the content by unauthorized users.

# SharePoint Online & Microsoft 365 Administration

## Configure document access rights

This section control the document access rights (for viewers) after the document is downloaded from the library; read only viewing right is the default. Granting the rights below is reducing the bar for accessing the content by unauthorized users.

- Allow viewers to print
- Allow viewers to run script and screen reader to function on downloaded documents
- Allow viewers to write on a copy of the downloaded document
- After download, document access rights will expire after these number of days (1-365)

- Allow viewers to print: If we enable this checkbox, the user can take the printout of the document.
- Allow viewers to run script and screen reader to function on downloaded documents: If we enable this checkbox, users can run the custom script or code on the downloaded document.
- Allow viewers to write on a copy of the downloaded document: If we enable this checkbox, users can write or edit on a copy of the downloaded document.
- After download, document access rights will expire after these number of days (1-365): Using this option we can set the document access rights expiry day – meaning, after how many days the document access rights management will be expired after downloading the document. It could be any day from 1 to 365. Example – 90 days.

## Set group protection and credentials interval

Set group protection and credentials interval section controls the caching policy of the license the application that opens the document will use and allow sharing the downloaded document with users that belong to a specified group.

## SharePoint Online & Microsoft 365 Administration

### Set group protection and credentials interval

Use the settings in this section to control the caching policy of the license the application that opens the document will use and to allow sharing the downloaded document with users that belong to a specified group

Users must verify their credentials using this interval (days)

30

Allow group protection. Default group:

Global SharePoint Diary Members x

OK

Cancel

- Users must verify their credentials using this interval (days): If this option is configured user must verify their credentials at the interval of the configured days. Example: 30, in every 30 days users must verify their credentials.
- Allow group protection. Default group: This is additional security – after downloading the document if we restrict the document that this should be shared only with the configured groups.  
Enter a name or email address... Global SharePoint Diary Members

#### Key take-away – IRM:

- Set document access rights, including rights to print, run scripts to enable screen readers or enable writing on a copy of the document after downloading.
- Set expiration date – the date after which the document cannot be used after downloading.

## SharePoint Online & Microsoft 365 Administration

- Control whether documents that do not support IRM protection can be uploaded to the library.
- Control whether Office Web Apps can render the documents in the browser from the library.
- Set group protection and credentials intervals which allow to share only specific group.

### Permissions in IRM:

Below are the allowed permission in the information rights management (IRM).

Permissions	IRM Permissions
Manage Permissions, Manage Web Site	Full control (as defined by the client program): This permission generally allows a user to read, edit, copy, save, and modify permissions of rights-managed content.
Edit Items, Manage Lists, Add and Customize Pages	Edit, Copy, and Save, A user can print a file only if the Allow users to print documents checkbox is selected on the Information Rights Management Settings page for the list or library.
View Items	Read: A user can read the document but cannot copy or modify its content. A user can print only if the Allow users to print documents checkbox is selected on the Information Rights Management Settings page for the library.

# SharePoint Online & Microsoft 365 Administration

Site Creation

## SharePoint Online & Microsoft 365 Administration

This is one of the important settings of the global setting section. This setting is used for whether to hide or show create site command for end user, the default setting is show.

Display the Create site command on the SharePoint home page and in the sites list in OneDrive so users can create new sites.

- Hide the Create site command
- Show the Create site command

### Site Creation

Display the Create site command on the SharePoint home page and in the sites list in OneDrive so users can create new sites.

- Hide the Create site command
- Show the Create site command

The first option lets users create an Office 365 group-connected team site or a communication site. Users who don't have permission to create Office 365 groups can still create new team sites without the Office 365 group.

The second option lets users create a classic team subsite. Using this setting we can enable whether to allow user to

- Create team site or communication site (modern site) or
- Classic team subsite

The default setting is modern team or communication site.

# SharePoint Online & Microsoft 365 Administration

The first option lets users create an Office 365 group-connected team site or a communication site. Users who don't have permission to create Office 365 groups can still create new team sites without the Office 365 group.

The second option lets users create a classic team subsite.

When users select the Create site command, create:

A new team site or communication site

A classic team subsite

Create groups under:

For both options, you can let users create sites from a custom form by entering the form URL. If you selected the first option, users could access the form by clicking "See other options" when they're creating the site.

When team or communication site is selected, we can decide how the site manage path should be it is either "/sites/" or "/teams/" and whether secondary contact is required or not during site creation.

When users select the Create site command, create:

A new team site or communication site

A classic team subsite

Create groups under:

https://globalsharepoint2019.sharepoint.com /sites/ ▼

Secondary contact: Not required /sites/ /teams/

Use the form at this URL:

When classic team subsite is selected:

## SharePoint Online & Microsoft 365 Administration

- We can set our own managed path
- Site classification can be set
- Secondary contact required or not can be set

When users select the Create site command, create:

A new team site or communication site

A classic team subsite

Create sites under:

https://globalsharepoint2019.sharepoint.com/ Department(test managed path)

Site classification:

Hidden from users ▼

Secondary contact:

Hidden from users

An optional choice

A required choice

Use the form at this URL:

### Subsite Creation:

It controls whether site owners (and others who have permission to create sites) can create subsites. This controls whether the Subsite command appears on the New menu on the Site contents page. Below settings are available – it can be set any of them.

- Hide the Subsite command
- Show the Subsite command only for classic sites
- Show the Subsite command for all sites

## SharePoint Online & Microsoft 365 Administration

We recommend using hub sites to connect related sites instead of creating subsites.

The default setting is "Show the Subsite command for all sites"

### Subsite Creation

Control whether site owners (and others who have permission to create sites) can create subsites. This controls whether the Subsite command appears on the New menu on the Site contents page.

- Hide the Subsite command
- Show the Subsite command only for classic sites
- Show the Subsite command for all sites

### Connections from sites to Office 365 groups:

It is used to control whether site collection administrators can use the "Connect to a new Office 365 Group" command on the Settings menu to connect classic team sites to new Office 365 groups. The default setting is allowed site collection administrators to connect sites to new Office 365 groups.

- Prevent site collection administrators from connecting sites to new Office 365 groups
- Allow site collection administrators to connect sites to new Office 365 groups

### Connections from sites to Office 365 groups

Control whether site collection administrators can use the "Connect to a new Office 365 Group" command on the Settings menu to connect classic team sites to new Office 365 groups.

- Prevent site collection administrators from connecting sites to new Office 365 groups
- Allow site collection administrators to connect sites to new Office 365 groups

### Custom Script

Control whether users can run custom script on personal sites and self-service created sites.

## SharePoint Online & Microsoft 365 Administration

- Prevent users from running custom script on personal sites
- Allow users to run custom script on personal sites

- Prevent users from running custom script on personal sites
- Allow users to run custom script on personal sites

- Prevent users from running custom script on self-service created sites
- Allow users to run custom script on self-service created sites

- Prevent users from running custom script on self-service created sites
- Allow users to run custom script on self-service created sites

### Note:

- Changes to this setting might take up to 24 hours to take effect.

## Preview Features

Turning off this setting will disable Preview features making them inaccessible to your users. Preview features have limited support in SharePoint Online and do not yet meet all service requirements. A full list of the Preview features and support details can be found at the O365 website.

## SharePoint Online & Microsoft 365 Administration

- Enable preview features
- Disable preview features

### Preview Features

Turning off this setting will disable Preview features making them inaccessible to your users. Preview features have limited support in SharePoint Online and do not yet meet all service requirements. A full list of the Preview features and support details can be found at the O365 website.

- Enable preview features
- Disable preview features

[Learn more about Preview Features](#)

## Connected Services

Limit SharePoint features that attempt to connect to other services.

- Block SharePoint 2013 workflows

### Connected Services

Limit SharePoint features that attempt to connect to other services.

- Block SharePoint 2013 workflows

## Mobile Push Notifications - OneDrive for Business

This feature allows users to get mobile push notifications for changes to their ODB content.

- Allow notifications
- Don't allow notifications

# SharePoint Online & Office 365 Administration

## Mobile Push Notifications - OneDrive for Business

This feature allows users to get mobile push notifications for changes to their ODB content.

- Allow notifications
- Don't allow notifications

## Mobile Push Notifications – SharePoint

This feature allows users to get mobile push notifications for changes to their SharePoint content.

- Allow notifications
- Don't allow notifications

## Mobile Push Notifications – SharePoint

This feature allows users to get mobile push notifications for changes to their SharePoint content.

- Allow notifications
- Don't allow notifications

## Comments on Site Pages

Enabling this feature adds a comment section to all site pages. Users who have access to the pages can leave comments.

- Enable comments on Site Pages
- Disable comments on Site Pages

# SharePoint Online & Office 365 Administration

## Mobile Push Notifications - OneDrive for Business

This feature allows users to get mobile push notifications for changes to their ODB content.

- Allow notifications
- Don't allow notifications

<b>Show or Hide App Tiles</b> Show or hide app tiles in the app launcher and on the Office 365 portal. <a href="#">Learn more about hiding app tiles.</a>	OneDrive and Office Online SharePoint	<input type="radio"/> Show <input checked="" type="radio"/> Hide	<input type="radio"/> Show <input checked="" type="radio"/> Hide
<b>Site Collection Storage Management</b> Automatic storage management provides worry free operation by removing the overhead of having to manage individual storage limits. Manual override allows the tenant admin to set usage limits on a per site collection level.		<input checked="" type="radio"/> Automatic <input type="radio"/> Manual	
<b>OneDrive for Business experience</b> The new experience gives people improved performance, additional phone and tablet features, and a simplified UI. If you select the new experience, users can still switch to the classic experience if they want. Select the classic experience if you're not ready for your users to switch to the new experience. Note that eventually, the classic experience will no longer be available.		<input type="radio"/> Classic experience <input checked="" type="radio"/> New experience	
<b>Admin Center Experience</b> Use this setting to switch between a simple or advanced admin center user experience. The simple experience displays only the essential options. The advanced experience shows everything.		<input type="radio"/> Use Simple <input checked="" type="radio"/> Use Advanced	
<b>Delve (powered by Office Graph)</b> Delve helps users discover relevant content based on who they work with and what they're working on. By default, users in your organization can access Delve (and related features within other apps). If you disable Delve, users will no longer see: <ul style="list-style-type: none"><li>The Delve app tile in the app launcher</li><li>The "Suggested" list on the SharePoint start page</li><li>The "Discover" list in OneDrive, in the Outlook mobile app, and on the Microsoft Office Home page</li><li>Documents on other users' profile cards and pages</li></ul>		<input checked="" type="radio"/> Enable Delve and related features <input type="radio"/> Disable Delve and related features	

# SharePoint Online & Microsoft 365 Administration

<b>Enterprise Social Collaboration</b> Make Yammer the primary social experience for everyone in your organization. Switching services will replace Newsfeed and change the Office 365 global navigation. This update might take up to 30 minutes for us to complete. <a href="#">To learn more click here.</a> Yammer is not a covered service under the O365 Trust Center at this time. Please review Yammer's privacy statement. Enabling this feature will allow Yammer to have read and copy access to your company's user and group information. <a href="#">Privacy statement</a>	<input type="radio"/> Use Yammer.com service <input checked="" type="radio"/> Use SharePoint Newsfeed (default)
<b>Streaming Video Service</b> Control if videos are stored and streamed from Azure Media Services.	<input type="radio"/> Enable streaming video through Azure Media Services and enable the Video Portal. <input checked="" type="radio"/> Disable streaming video through Azure Media Services and disable the Video Portal.
<b>Personal Blogs</b> Give everyone in your organization the ability to create personal blogs.	<input checked="" type="radio"/> Enable Personal Blogs <input type="radio"/> Disable Personal Blogs
<b>Site Pages</b> Let your users create responsive Site Pages using the Authoring Canvas.	<input checked="" type="radio"/> Allow users to create Site Pages <input type="radio"/> Prevent users from creating Site Pages
<b>Global Experience Version Settings</b> Control which version of site collections can be created by end users, and whether users can upgrade them.	<input type="radio"/> Allow creation of old version site collections, but prevent creation of new version site collections. Prevent opt-in upgrade to the new version site collections. <input type="radio"/> Allow creation of old version site collections, and creation of new version site collections. Allow opt-in upgrade to the new version site collections. <input checked="" type="radio"/> Prevent creation of old version site collections, but allow creation of new version site collections. Allow opt-in upgrade to the new version site collections.

<b>Information Rights Management (IRM)</b> Set IRM capabilities to SharePoint for your organization (requires Office 365 IRM service)	<input type="radio"/> Use the IRM service specified in your configuration <input checked="" type="radio"/> Do not use IRM for this tenant  <input type="button" value="Refresh IRM Settings"/>
<b>Site Creation</b> Display the Create site command on the SharePoint home page and in the sites list in OneDrive so users can create new sites.  The first option lets users create an Office 365 group-connected team site or a communication site. Users who don't have permission to create Office 365 groups can still create new team sites without the Office 365 group.  The second option lets users create a classic team subsite.  For both options, you can let users create sites from a custom form by entering the form URL. If you selected the first option, users can access the form by clicking "See other options" when they're creating the site.	<input type="radio"/> Hide the Create site command <input checked="" type="radio"/> Show the Create site command  When users select the Create site command, create: <input checked="" type="radio"/> A new team site or communication site <input type="radio"/> A classic team subsite  Create groups under: https://globalsharepoint2019.sharepoint.com/sites/ <input type="text"/> Secondary contact: <input type="text" value="Not required"/> <input type="checkbox"/> Use the form at this URL: <input type="text"/>
<b>Subsite Creation</b> Control whether site owners (and others who have permission to create sites) can create subsites. This controls whether the Subsite command appears on the New menu on the Site contents page.  We recommend using hub sites to connect related sites instead of creating subsites.  <a href="#">Learn about hub sites</a>	<input type="radio"/> Hide the Subsite command <input checked="" type="radio"/> Show the Subsite command only for classic sites <input type="radio"/> Show the Subsite command for all sites

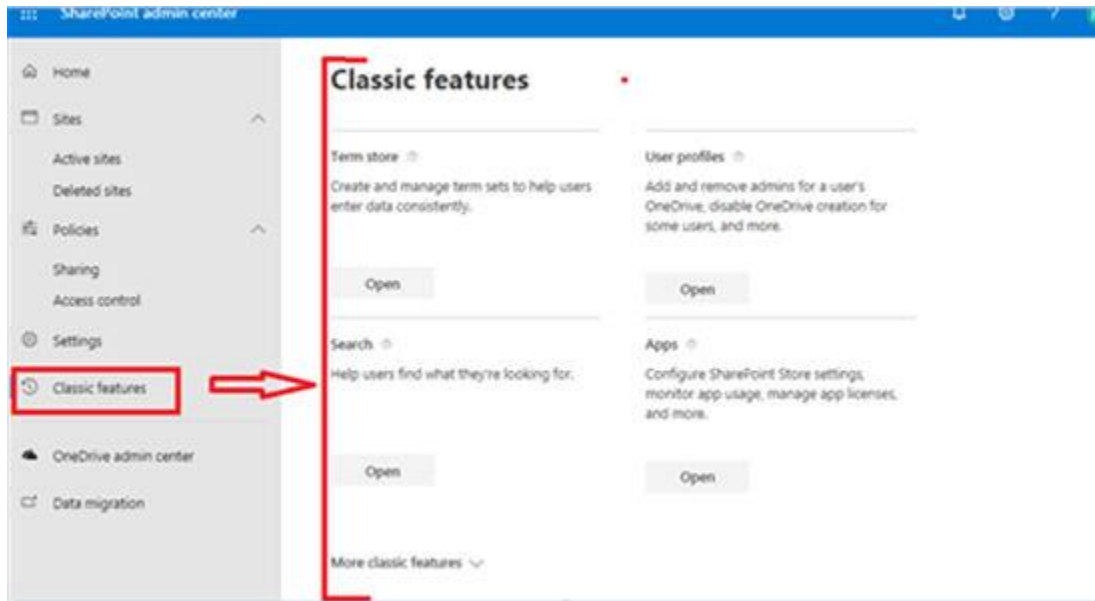
# SharePoint Online & Microsoft 365 Administration

<b>Connections from sites to Office 365 groups</b> Control whether site collection administrators can use the "Connect to a new Office 365 Group" command on the Settings menu to connect classic team sites to new Office 365 groups.	<input type="radio"/> Prevent site collection administrators from connecting sites to new Office 365 groups <input checked="" type="radio"/> Allow site collection administrators to connect sites to new Office 365 groups
<b>Custom Script</b> Control whether users can run custom script on personal sites and self-service created sites. Note: changes to this setting might take up to 24 hours to take effect.  For more information, see <a href="http://go.microsoft.com/fwlink/?LinkId=397546">http://go.microsoft.com/fwlink/?LinkId=397546</a>	<input type="radio"/> Prevent users from running custom script on personal sites <input checked="" type="radio"/> Allow users to run custom script on personal sites  <input type="radio"/> Prevent users from running custom script on self-service created sites <input checked="" type="radio"/> Allow users to run custom script on self-service created sites
<b>Preview Features</b> Turning off this setting will disable Preview features making them inaccessible to your users. Preview features have limited support in SharePoint Online and do not yet meet all service requirements. A full list of the Preview features and support details can be found at the O365 website.	<input checked="" type="radio"/> Enable preview features <input type="radio"/> Disable preview features  <a href="#">Learn more about Preview Features</a>
<b>Connected Services</b> Limit SharePoint features that attempt to connect to other services.	<input type="checkbox"/> Block SharePoint 2013 workflows
<b>Mobile Push Notifications - OneDrive for Business</b> This feature allows users to get mobile push notifications for changes to their ODB content.	<input checked="" type="radio"/> Allow notifications <input type="radio"/> Don't allow notifications
<b>Mobile Push Notifications - SharePoint</b> This feature allows users to get mobile push notifications for changes to their SharePoint content.	<input checked="" type="radio"/> Allow notifications <input type="radio"/> Don't allow notifications
<b>Comments on Site Pages</b> Enabling this feature adds a comment section to all site pages. Users who have access to the pages can leave comments.	<input checked="" type="radio"/> Enable comments on Site Pages <input type="radio"/> Disable comments on Site Pages

## How to navigate to classic features from modern admin center?

As I mentioned earlier this is a new link in modern SharePoint administration – earlier in classic UI this was not available. In fact, when we used to type the **https://yourtenant-admin.sharepoint.com** URL in the browser, we used to directly land in this SharePoint administration but in modern administration we need to navigate this way, need to click on as mentioned "Classic features" link

## SharePoint Online & Microsoft 365 Administration



Classic features in modern SharePoint admin center:

In classic SharePoint admin center, we had the below SharePoint objects under a single page but for each configuration we have separate page.

- Term store: Create and manage term sets to help users enter data consistently.
- User profiles: Add and remove admins for a user's OneDrive, disable OneDrive creation for some users, and more.
- Search: Help users find what they're looking for.
- Apps: Configure SharePoint Store settings, monitor app usage, manage app licenses, and more.
- BCS: Manage connections to data sources like Azure SQL databases or WCF web services.
- Secure store: Create and set the credentials for Target Applications used for BCS connections.

## SharePoint Online & Microsoft 365 Administration

- Records management: Manage records in a Records Center site that serves as an archive.
- InfoPath: Enable browser-based InfoPath forms.
- Hybrid picker: Use this wizard to automate some of the steps in setting up a hybrid environment.
- Sharing: This is a separate section in modern SharePoint online admin center, already we have discussed this above.
- Setting: This is a separate section in modern SharePoint online admin center, already we have discussed this above.
- Access Control: This is a separate section in modern SharePoint online admin center, already we have discussed this above.
- Data Migration: We'll see below.

### Term Store

The screenshot displays the 'Term Store' administration page in SharePoint Online. The interface is divided into two main sections: 'SEARCH' and 'GENERAL'.

**SEARCH Section:**

- TAXONOMY TERM STORE:** A dropdown menu is set to 'English'. Below it, a tree view shows the selected term set: 'Taxonomy\_SBVqjHawxODotzfaHueQ=='. Underneath, there are expandable categories: 'People', 'Search Dictionaries', and 'System'.

**GENERAL Section:**

- Taxonomy\_SBVqjHawxODotzfaHueQ==:** The title of the current term set.
- Available Service Applications:** A dropdown menu is set to 'Taxonomy\_SBVqjHawxODotzfaHueQ=='. A note states: 'A site may consume multiple metadata applications. Select the one to see in the tree view.'
- Sample Import:** A section explaining that the SharePoint metadata manager can import a term set from a UTF-8 CSV format file. It includes a link to 'View a sample import file'.
- Term Store Administrators:** A text box for entering user names, group names, or e-mail addresses, separated by semicolons. A note states: 'These users will be permitted to create new term set groups and assign users to the group manager role.'
- Default Language:** A dropdown menu is set to 'English'. A note states: 'Select the default language for all Metadata in the system. All terms must have a label defined in their default language.'
- Working Languages:** A section for selecting 'translation of' languages for terms. It includes a dropdown for 'Installed language packs' with 'German' selected. Below it, an 'Add ->' button and a dropdown for 'English' are visible.

# SharePoint Online & Microsoft 365 Administration

## User Profiles

### User Profiles

**People**  
Manage User Properties | Manage User Profiles | Manage User Sub-types | Manage Audiences | Manage User Permissions | Manage Policies

**My Site Settings**  
Setup My Sites

<b>Profiles</b>	
Number of User Profiles	3
Number of User Properties	114
Number of Organization Profiles	1
Number of Organization Properties	15
<b>Audiences</b>	
Number of Audiences	1
Uncompiled Audiences	0
Audience Compilation Status	Idle
Ended at	8/2/2019 8:42 AM
Last Compilation Time	

## Search

### Search

**Manage Search Schema**  
Create and modify search properties so that users can query these properties.

**Manage Search Dictionaries**  
Create and modify lists of terms which will be used to improve the search experience for your users.

**Manage Authoritative Pages**  
Identify high-quality pages that search will use to improve relevance, as well as low-quality pages that search will consider less relevant.

**Query Suggestion Settings**  
Show search suggestions as users type in the search box (if not disabled by user).

**Manage Result Sources**  
Create and modify sources you can query for results. This includes filtered results from SharePoint as well as results from remote sources such as Bing.

**Manage Query Rules**  
Create and modify query rules to promote important results, show blocks of additional results, and even fine-tune ranking.

**Manage Query Client Types**  
Create and modify configuration of query client types which are used to identify querying clients so as to prioritize query throttling.

**Remove Search Results**  
List URLs you would like to remove from search results until the next crawl.

**View Usage Reports**  
See how often your users search, what their top queries are, and which queries they're having trouble getting answers for.

**Search Center Settings**  
Tell us where searches should go by specifying the location of your Search Center.

**Export Search Configuration**  
Create a file that includes all customized query rules, result sources, result types, ranking models and site search settings but not any that shipped with SharePoint in the current tenant, that can be imported to other tenants.

**Import Search Configuration**  
Import a search configuration file.

**Crawl Log Permissions**  
Grant users read access to crawl log information for this tenant.

## Apps

### Apps

**App Catalog**  
Make apps available to your organization and manage requests for apps. An app catalog is required to disable Store purchases for end users.

**Purchase Apps**  
Purchase apps from the SharePoint Store.

**Manage Licenses**  
Manage licenses for apps purchased from the SharePoint Store.

**Configure Store Settings**  
Manage app-acquisition settings including turning off purchases for end users in the SharePoint Store.

**Monitor Apps**  
Track usage of applications and review errors.

**App Permissions**  
Manage app access to this tenant.

# SharePoint Online & Microsoft 365 Administration

BCS

**BCS**

**Manage BDC Models and External Content Types**  
Manage External Content Types that are not restricted to an App. These can be used on any site.

**Manage connections to online services**  
Manage connection settings to online OData services. You can configure Apps to use these connections.

**Manage connections to on-premises services**  
Manage connection settings to OData services that are on-premises. You can configure Apps to use these connections.

Secure Store

**Secure Store**

Manage Target Applications Credentials

There are no Secure Store Target Applications in this Secure Store Service Application. You can create a new Target Application from the Manage Target Applications group in the Edit ribbon group.

Records Management

**Records Management**

**Send To Connections**  
Send To Connections allow content to be submitted to sites with a configured Content Organizer. Send To connections will appear as locations that content can be submitted to when configuring Information Management Policy. Optionally you can make Send To Connections available for users to manually submit content.

**Connection Settings**  
Each connection requires a display name and a URL to a content organizer. Optionally, this connection can be made available as a Send To option on the item's drop-down menu and on the Ribbon.

Send To Connections

New Connection

Display name:

Send To URL: (Click here to test)  
Example: "http://site url/\_vti\_bin/officialfile.aspx"

Allow manual submission from the Send To menu

Send To action:  
Copy

Explanation (to be shown on links and recorded in the audit log):

Add Connection Remove Connection

# SharePoint Online & Microsoft 365 Administration

## InfoPath

The screenshot shows the 'InfoPath' configuration page for 'User Browser-enabled Form Templates'. It includes sections for 'Exempt User Agents' and a list of user agents with 'Add' and 'Remove' buttons. The 'OK' button is at the bottom right.

**InfoPath**

**User Browser-enabled Form Templates**

Allow users to browser-enable form templates

Render form templates that are browser-enabled by users

Customize the list of exempt user agents

Name:

crawler	Add
msrbot	Remove
MISOOffice	
Slurp	
Googlebot	
MS Search	

**OK**

## Hybrid Picker

The screenshot shows the 'Hybrid Picker' configuration page. It includes a description of the tool, prerequisites, and a list of features to be configured, such as OneDrive, App launcher, and Auditing.

**Hybrid Picker**

Use the hybrid picker to select the features you want to set up to connect your SharePoint Server environment with Office 365. Important: Make sure you run Hybrid Picker on a SharePoint 2016 or SharePoint 2013 server.

**Prerequisites**

[Learn more about the prerequisites for running the hybrid picker.](#)

**Go to Hybrid Picker Download Page**

- OneDrive: Redirect OneDrive for Business to OneDrive in Office 365. This will also redirect your profiles. [Learn more](#)
- OneDrive and Sites: Enable hybrid OneDrive with hybrid Sites features to give users a more seamless experience. [Learn more](#)
- App launcher: Add Office 365 Drive and Video apps, along with your custom Office 365 tiles, to your SharePoint Server app launcher. [Learn more](#)
- Extranet business-to-business (B2B) sites: Configure SharePoint Online sites for extranet business-to-business collaboration with admin-managed partner users. [Learn more](#)
- Auditing (Preview): Enable hybrid Auditing feature to get visibility to users' file access activities in your SharePoint 2016 On-premises environment, with the power of Office 365 Audit Log Search capability. [Learn more](#)
- Taxonomy: Turn on Taxonomy Groups Replication timer job to replicate Taxonomy groups from a remote SharePoint installation (SharePoint Online) to your local SharePoint installation (on-premises). [Learn more](#)
- Hybrid Self-Service site creation: Allows SharePoint administrators of SharePoint Server 2013 to direct users site creations requests to Office 365. [Learn more](#)

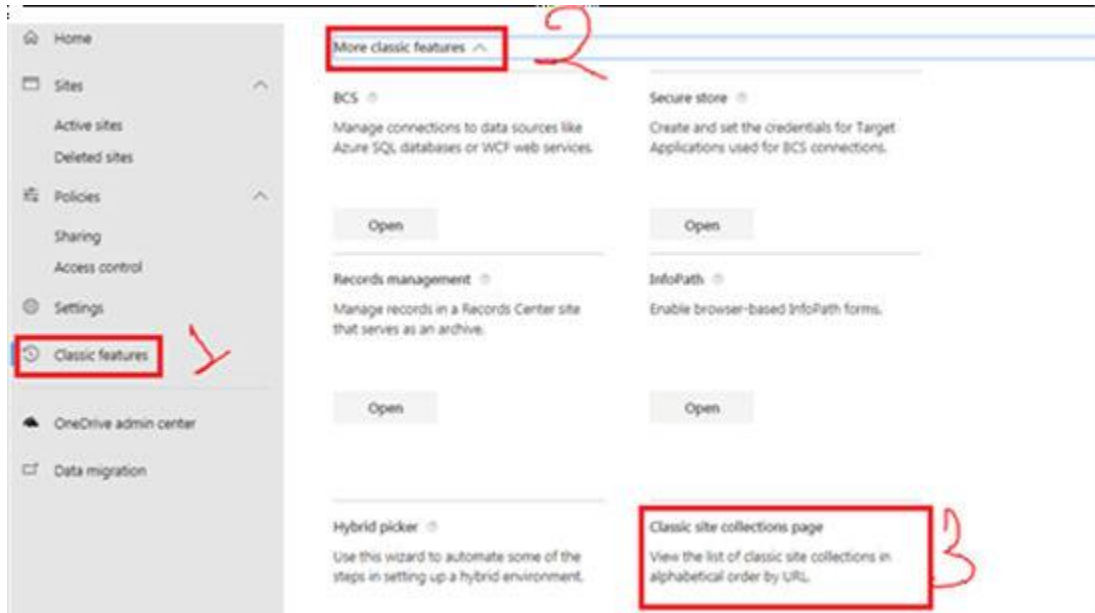
## Notes:

- Hybrid Picker: Using Hybrid picker tool we can configure the search, Manage Metadata group, content type etc. in hybrid mode. Example: We can search the on-premise content from SharePoint online search center.

How do we navigate to the classic/old site collection create page?

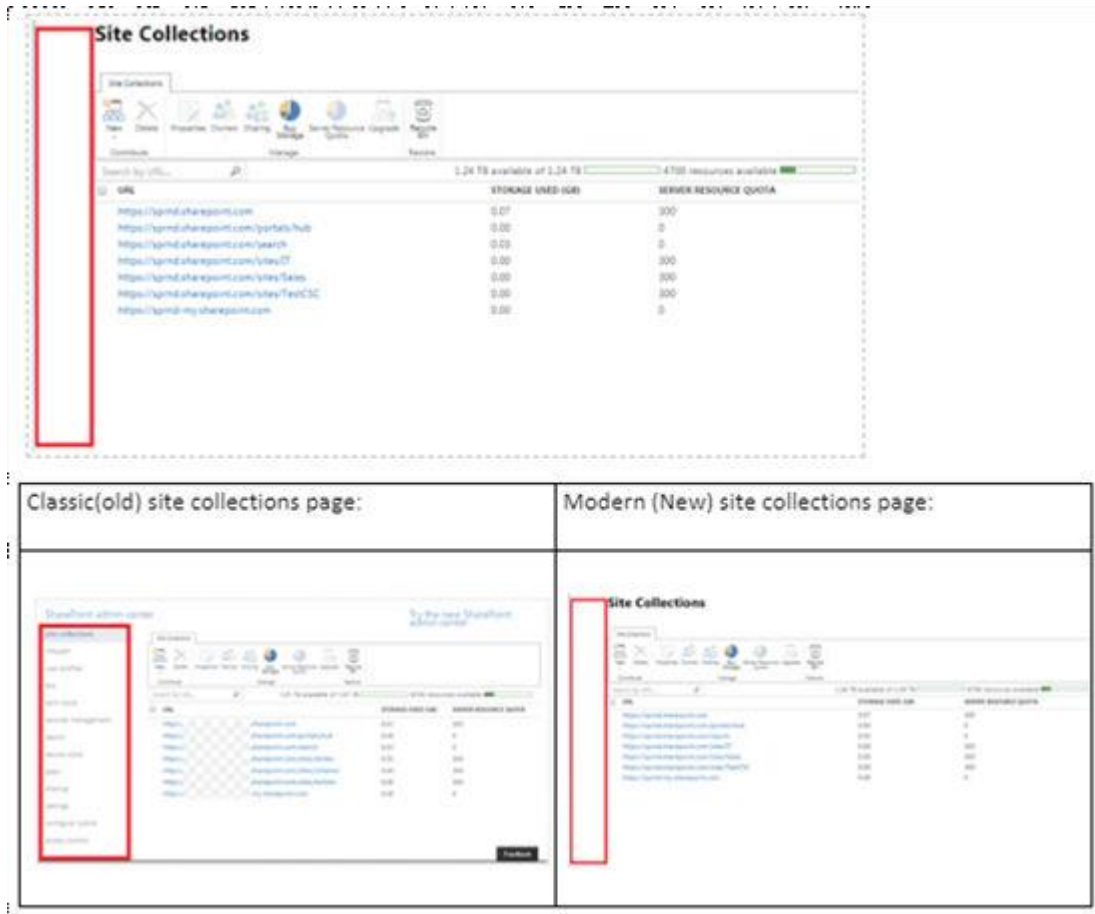
## SharePoint Online & Microsoft 365 Administration

Click on the "Classic features ->More classic features-> go to classic site collection page section -> click on open button.



Once we click on the "Open" button, we'll land into the classic site collection creation page but one thing we can notice that the left side panel is empty – this is in the modern SharePoint administration, earlier in classic administration page we had all the above mentioned Term store, User profiles, Search, Apps, BCS, etc.

# SharePoint Online & Microsoft 365 Administration



Classic(old) site collections page:

Modern (New) site collections page:

## Data migration tool in SharePoint admin center:

This is a Microsoft data migration tool, using this we can migrate the data to SharePoint sites. This is a free migration tool provided by Microsoft. We can learn more about data migration tool and download it from the below URL:

<https://docs.microsoft.com/en-us/sharepointmigration/introducing-the-sharepoint-migration-tool>

## Manage script editor webpart in SharePoint Online?

## SharePoint Online & Microsoft 365 Administration

As we know that due to security reason Microsoft does not recommend to use any custom scripting in the SharePoint online page, because of this reason we cannot add script editor web part in SharePoint online page, by default this is disabled.

Having said this, it does not mean that we cannot add script editor web part in SharePoint online page, still we can. Now, we will see how we can enable this option.

### How to enable script editor webpart in SharePoint online?

Background of this issue when I had realized this – one day one of my friends called me and discussed that he is not finding the script editor web part in SharePoint online site. After some analysis we got to know that in SharePoint online site, script editor web part is not available by default. In order to make it available we need to enable the custom script from SharePoint Tenant admin center. Now, we will learn how to enable this.

### Verify that script editor web part is not available by default:

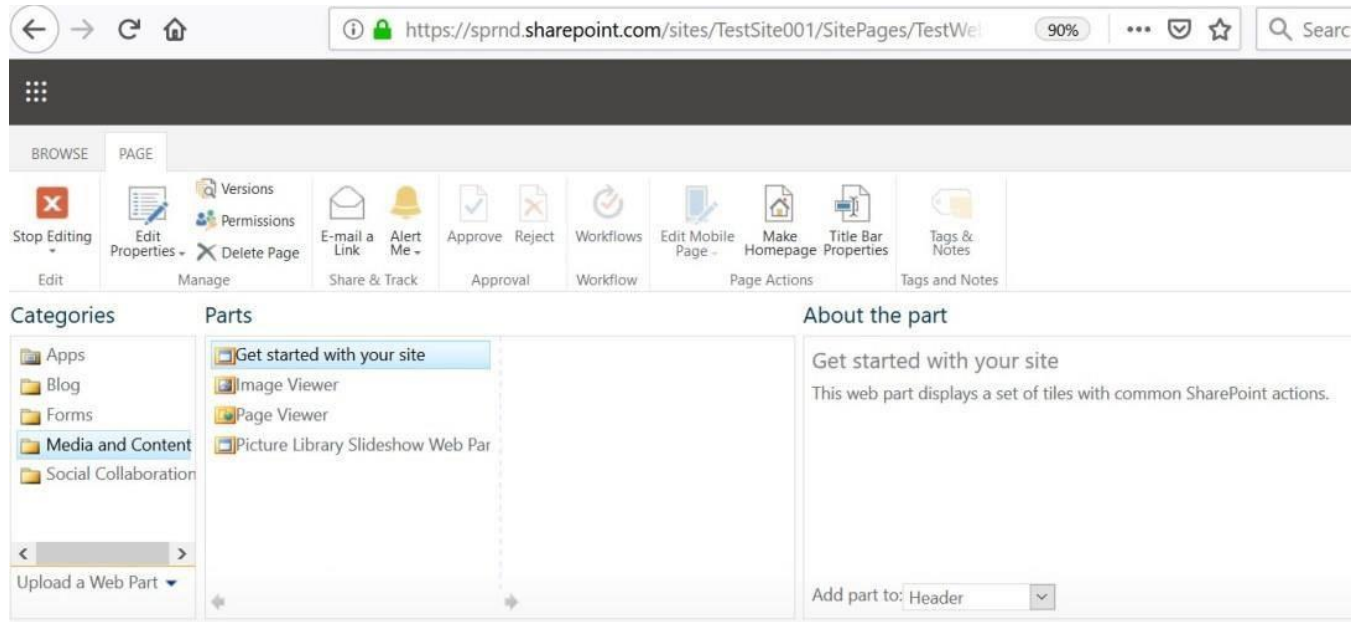
So, what we are saying that script editor web part is not available by default – let's justify this practically.

Navigate to the edit your web part page – > Insert -> Web Part -> Categories ->Media and Content

Here we can see that "**Script Editor**" web part is missing. Not only that we cannot see also "**Content Editor**" web part and many more. Please see the

## SharePoint Online & Microsoft 365 Administration

below screen shot, this is because of by default adding custom script in the page is disabled.



Now, we will enable the custom scripting and see whether we can see script editor web part back to the page.

Now go to your tenant setting page through this URL:

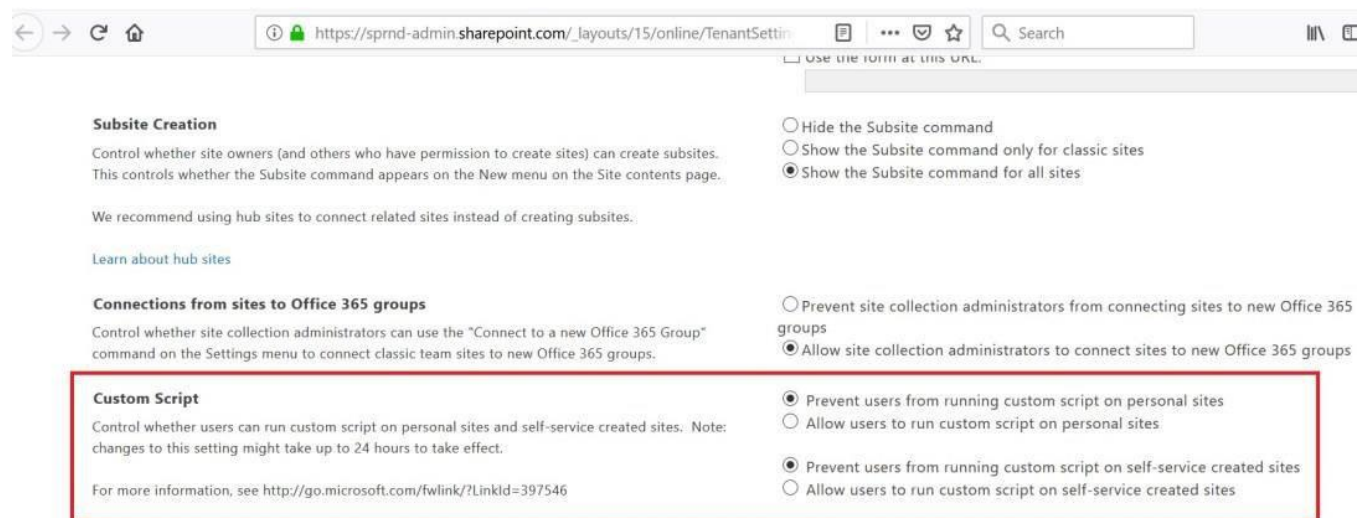
[https://sprnd-admin.sharepoint.com/\\_layouts/15/online/TenantSettings.aspx](https://sprnd-admin.sharepoint.com/_layouts/15/online/TenantSettings.aspx)

Note: Here "sprnd" is my tenant name, you need to pass your tenant name.

## SharePoint Online & Microsoft 365 Administration

Now see the “**Custom Script**” section by default both the radio button is selected as prevent – this is the default behavior and due to this script editor and content editor web part is missing from SharePoint online page.

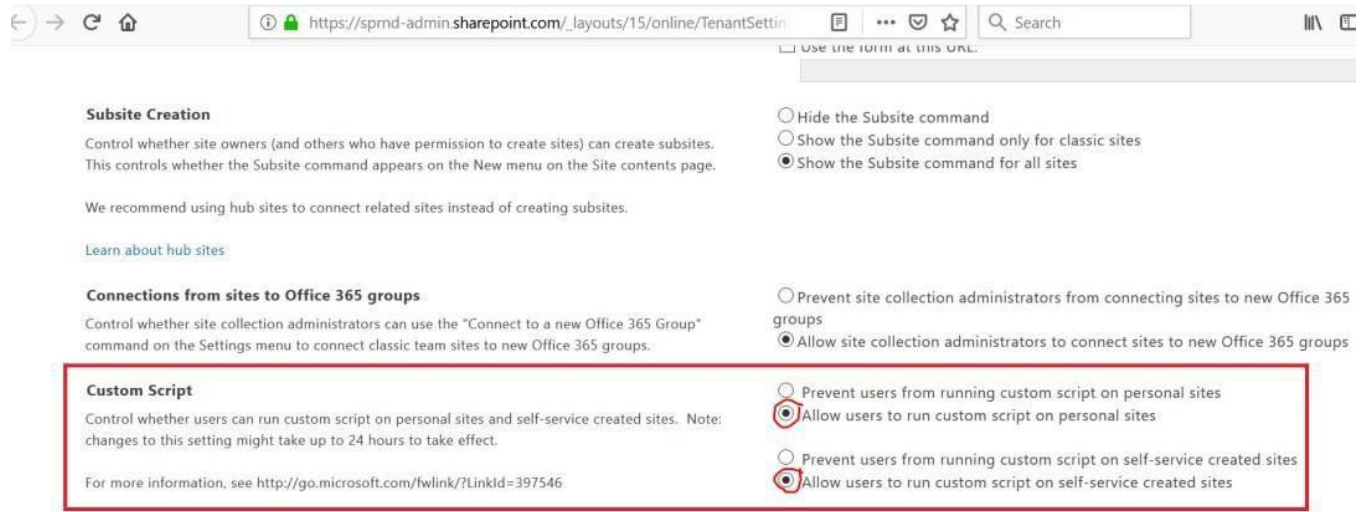
- **Prevent users from running custom script on personal sites.**
- **Prevent users from running custom script on self-service created sites)**



Now select to allow users to run custom script for both the radio button as like below:

1. **Allow users from running custom script on personal sites.**
2. **Allow users from running custom script on self-service created sites)**

# SharePoint Online & Microsoft 365 Administration



Now click on ok and once you save it, this may take 24 hours to reflect the changes – this is what the message says from Microsoft, but this was not correct at least for us. We had waited for around 3 days but still didn't see the script editor web part in the page.

## Then what to do?

To overcome this issue run the below PowerShell script – this will immediately add the script editor and content editor web part in the web part category. This exploration from my personal experience.

```
$adminUserID="youradminaccount@< sprnd.onmicrosoft.com >"
```

```
$userCredential = Get-Credential -UserName $adminUserID -Message  
"Enter password"
```

```
Connect-SPOService -Url https://sprnd-admin.sharepoint.com/ -Credential  
$userCredential
```

## SharePoint Online & Microsoft 365 Administration

Set-SPOsite "https://sprnd.sharepoint.com/sites/TestSite001" -  
DenyAddAndCustomizePages 0

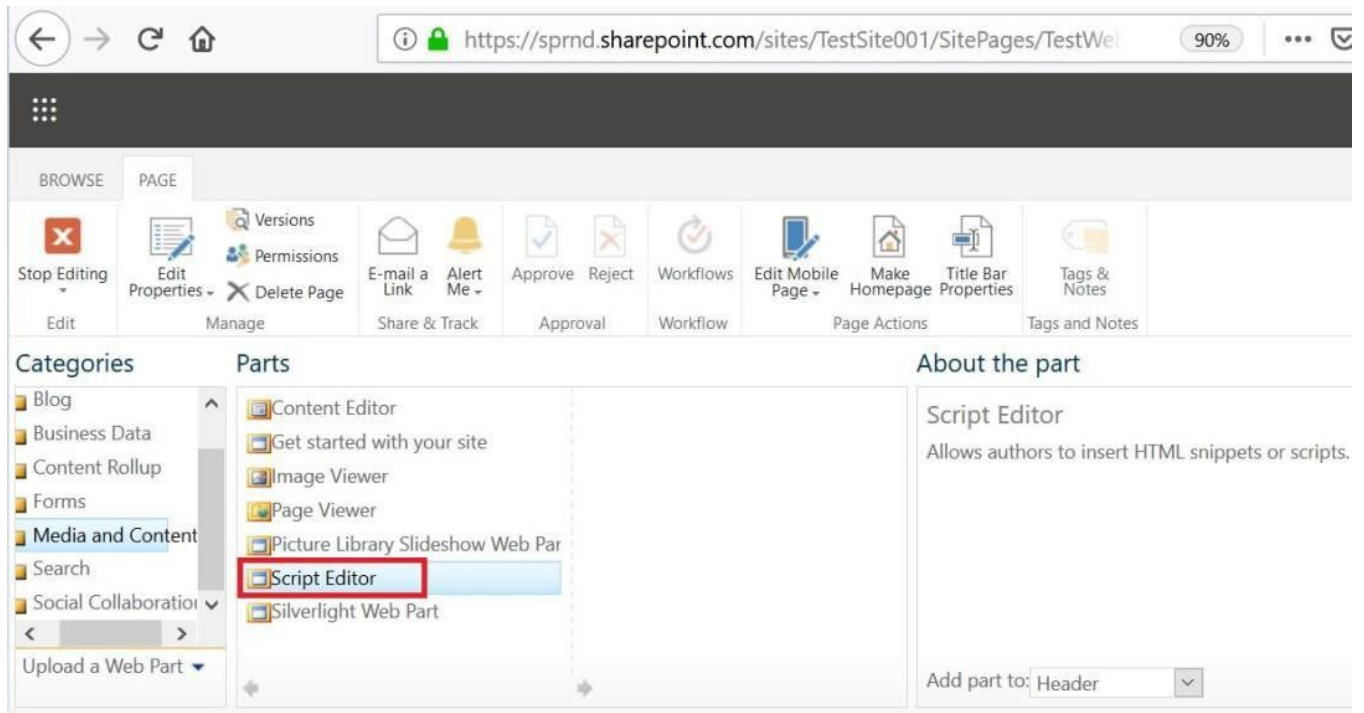
### Notes:

- It should be your tenant domain account and your actual site.
- Here I have used my test trial tenant site.
- In Connect-SPOService pass your tenant admin URL
- In Set-SPOsite pass the site URL where you want to add the script editor web part.
- If your tenant admin account has MFA (multi factor authentication) enabled, you cannot execute this – to execute this script use the account which does not have MFA enabled.

Verify that script editor web part is available after executing the PowerShell Script:

After executing the above script – immediately come to the same page – wow we can see the script editor, content editor and many other web parts those were not there before the script execution under “Categories”:

## SharePoint Online & Microsoft 365 Administration



Why Microsoft does not allow to add the script editor web part by default?

Considering the up most security – Microsoft does not recommend adding the custom script into the page. If we want to add any custom scripting in to our SharePoint online page – we need to add these out through the SPFx framework.

If we skip the custom script enable setting and execute the above PowerShell command – will the script editor be available in the page?

Till few days back I was in understanding that if we skip the custom script enable setting from admin center and just directly execute the above PowerShell command which will bring script editor immediately to the page,

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## SharePoint Online & Microsoft 365 Administration

however, this is not true from my experiment – we must first enable the custom scripting from the admin center then we need to execute the above PowerShell script, in order to bring the script editor stuff to be available in the page.

### **Chapter 8: Manage hub sites in SharePoint Online from admin center**

The introduction of hub site is one of the major innovations of Microsoft in the area of modern SharePoint. Here in this chapter – we will learn in detail what exactly a hub site and how to work with this efficiently.

#### Introduction to hub site

These days hub sites, modern sites, megamenu are buzzwords in the modern SharePoint world and hub sites are the heart of all these – rather I would say hub site is a sub set of SharePoint site administration or mini modern admin center with respect to site administration.

#### What is a Hub Site in SharePoint online?

## SharePoint Online & Microsoft 365 Administration

In simple words, we can say that the Hub Site is a collection of sites connected to a master site from where all connected sites can be navigated and managed. It has the following key attributes.

- Discover related content such as news and other site activities,
- Apply common navigation, branding and site structure across associated sites
- Search across all associated sites.

Example – let's say you are a project manager and managing multiple projects in SharePoint, .NET, and Java etc. And for these different types of projects, you have different site collections. Now, we want to maintain the same look and feel for all the project sites and want to navigate through from one project site to another project site seamlessly and want to share the common news across all departments/project sites. Here, Hub Site is a way to go. We need to connect these site collections to a Hub site. In the coming section, we'll see how a site can be connected to a Hub Site.

[Hub Site architecture in SharePoint online](#)

## SharePoint Online & Microsoft 365 Administration

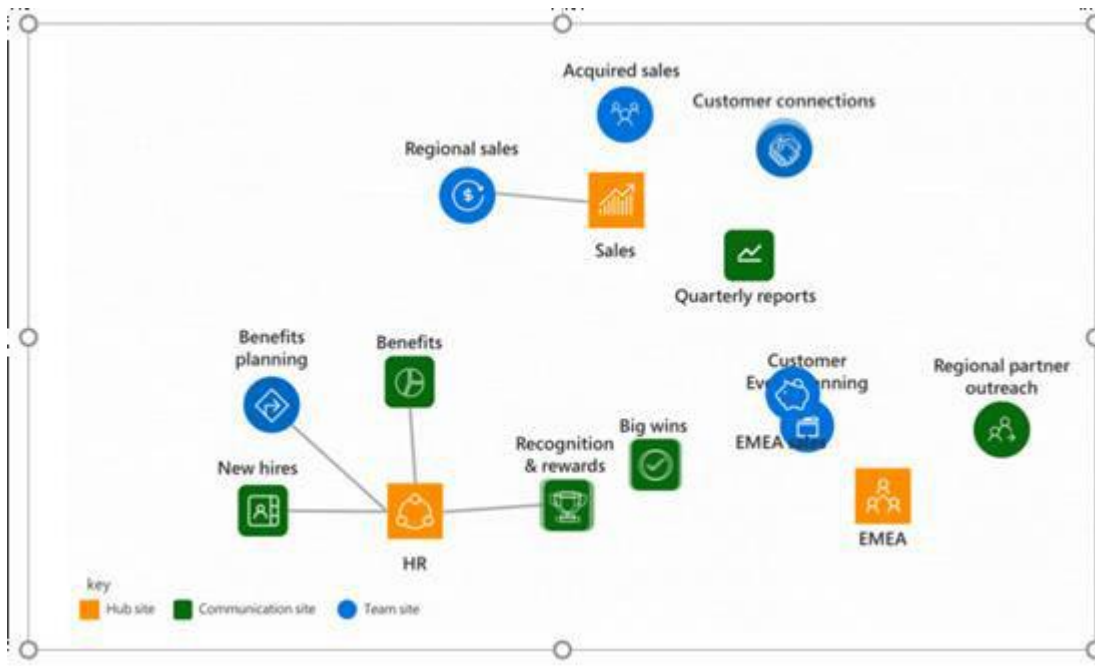


Image Source:

<https://docs.microsoft.com/en-us/sharepoint/sharepointonline/media/e1ac50b4-076b-4a3b-bc9e-cebcc2f0b20d.gif>

### Why Hub Site in SharePoint online?

For our above project sites scenario – if we want to achieve the same, we need to have a root site called Projects and under this, various subsites (SharePoint, .NET, Java etc.) which will form the nested architecture and this will lead to a bad user adoption experience when it comes to navigation. One other really big challenge – let's say we have 10 subsites and out of 10, in one subsite, we need to activate a feature (let's consider publishing feature) which has dependency with site collection level feature, so first, we need to activate in site collection level even though it's irrelevant for other 9 subsites. As a result, for a site administrator, it is very difficult to manage. So, Microsoft has recommended using flat architecture, i.e., no subsites. We should adapt to create a new site collection for each requirement. Whether we like or not, we are bound to adopt this fashion – let's say we have created an Office 365 group and immediately if we come to active sites

## SharePoint Online & Microsoft 365 Administration

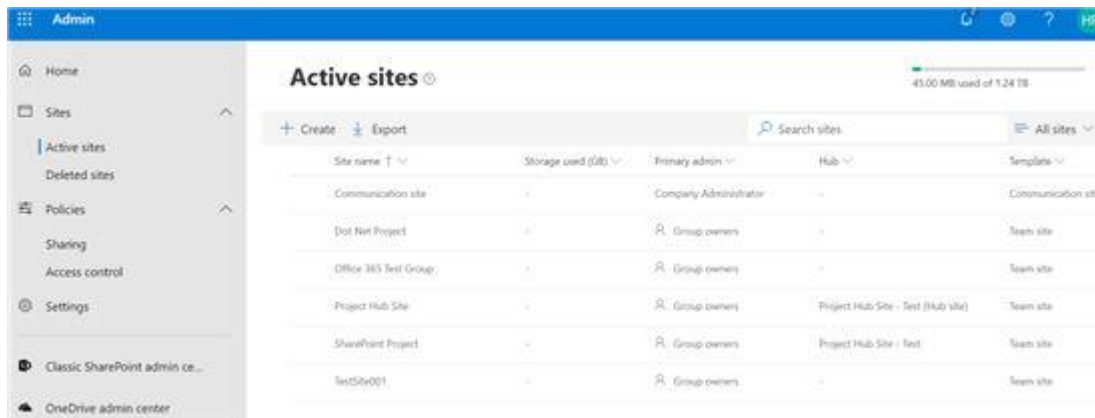
pages in the modern admin center, we can see one modern new site has been created automatically with the Office 365 group name.

### Note:

- Having said this, it does not mean that we cannot create a sub site – still, we can, but Microsoft does not recommend it.

How to create a Hub Site in SharePoint online?

Any active site can be designated as a Hub Site through the modern SharePoint Office 365 admin center or PnP command. Go to the modern SharePoint admin page and under site, click on Active Sites.

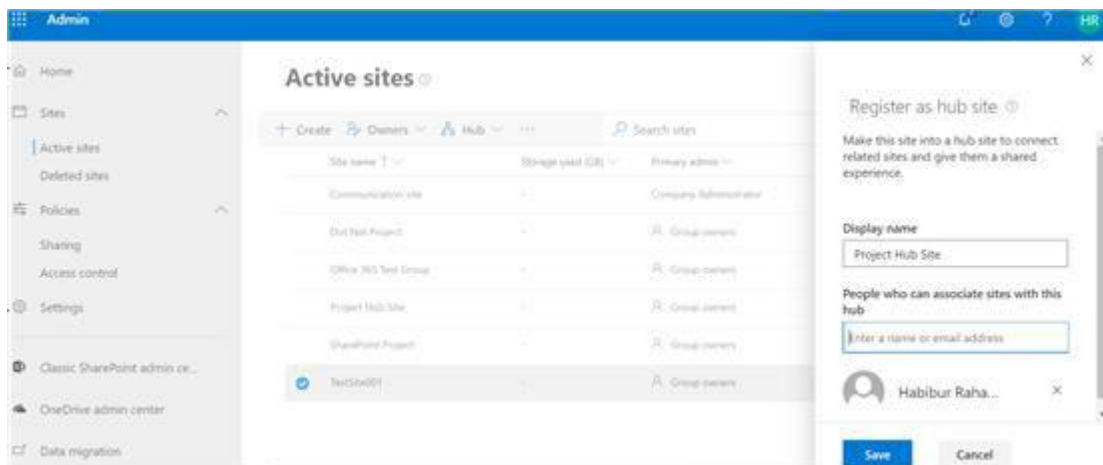
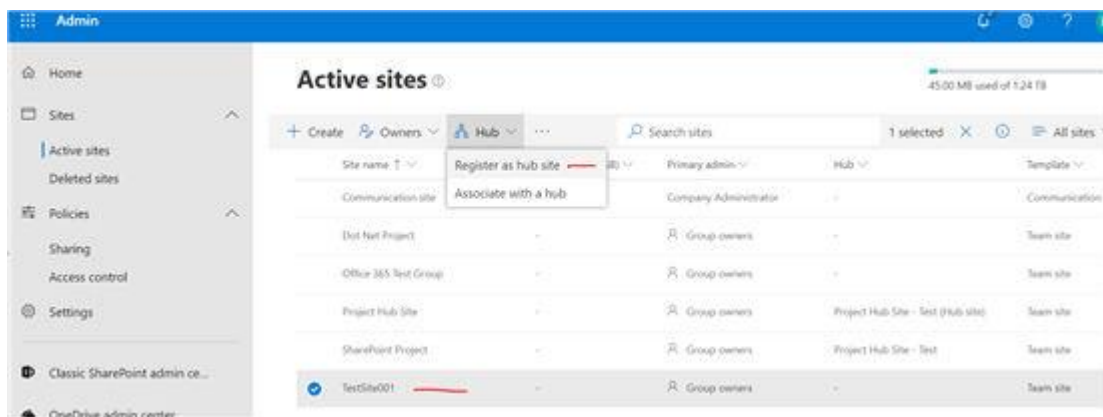


Now, we can see all available active sites out here – now planning to make “TestSite001” as Hub Site. To do this, let’s follow the below steps.

## SharePoint Online & Microsoft 365 Administration

1. Select the "TestSite001" radio button
2. Click on "Hub" drop-down list
3. Click on "Register as hub site"
4. Give the display name of the hub site and owner
5. Then, click the Save button

This will take some time to complete all the required settings.



Now, a site has been configured as a "Hub Site".

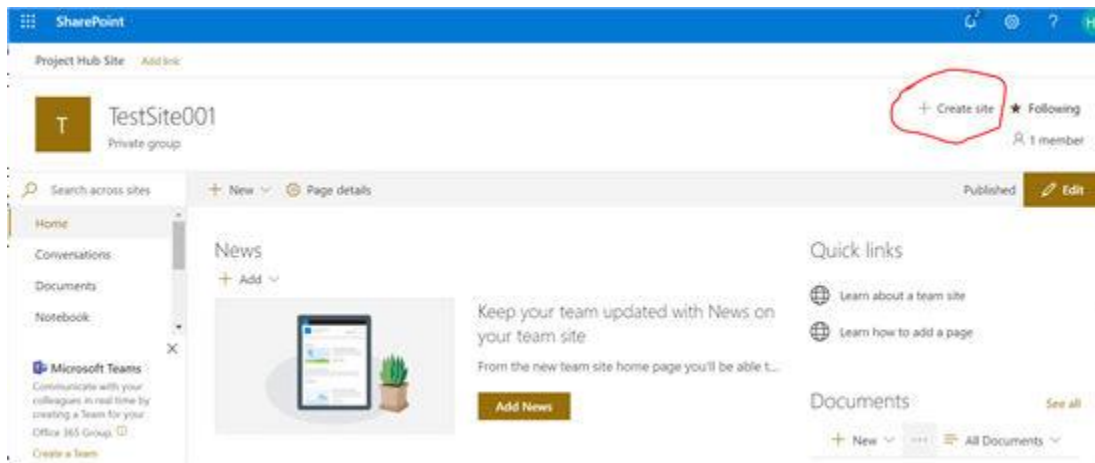
# SharePoint Online & Microsoft 365 Administration

## Note

- In a tenant, we can have multiple Hub Sites (maximum 2000 sites)

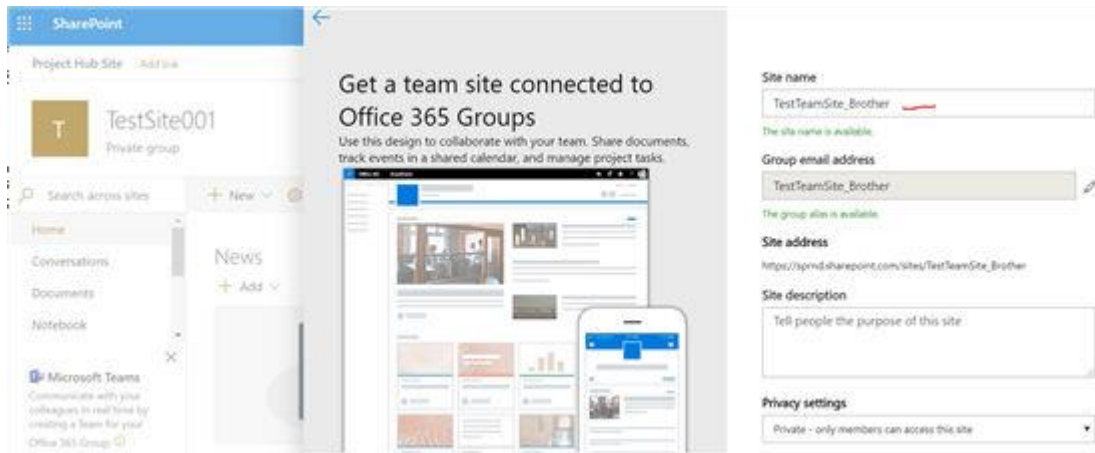
How to add a Team site or communication site to the Hub Site?

Adding a site to a Hub Site is like adding a brother and sister to an elder brother (i.e. Hub Site). Now, we'll see how a new and existing site can be connected to a Hub Site. This is the homepage of the newly created Hub Site.

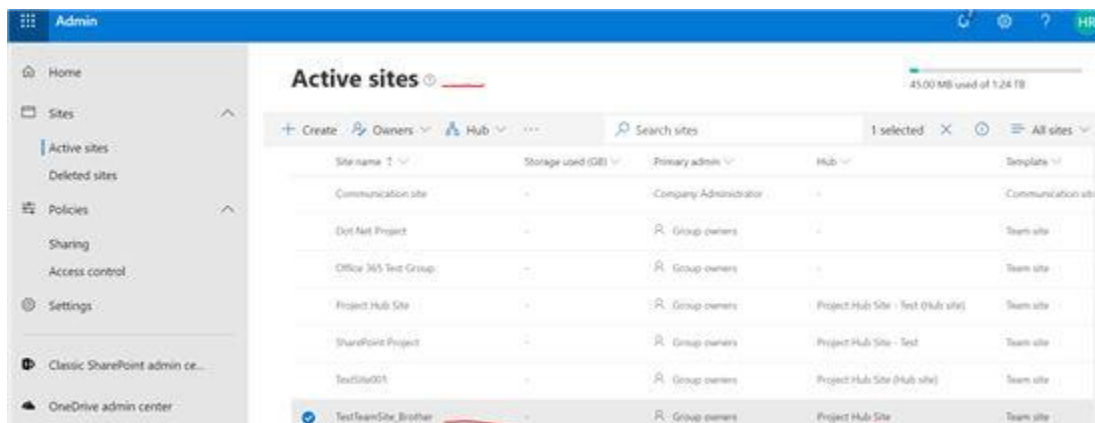


Click on +Create site button, then give the site name; For example, "TestTeamSite\_Brother" (we can give any name). Then, click the "Save" button.

# SharePoint Online & Microsoft 365 Administration

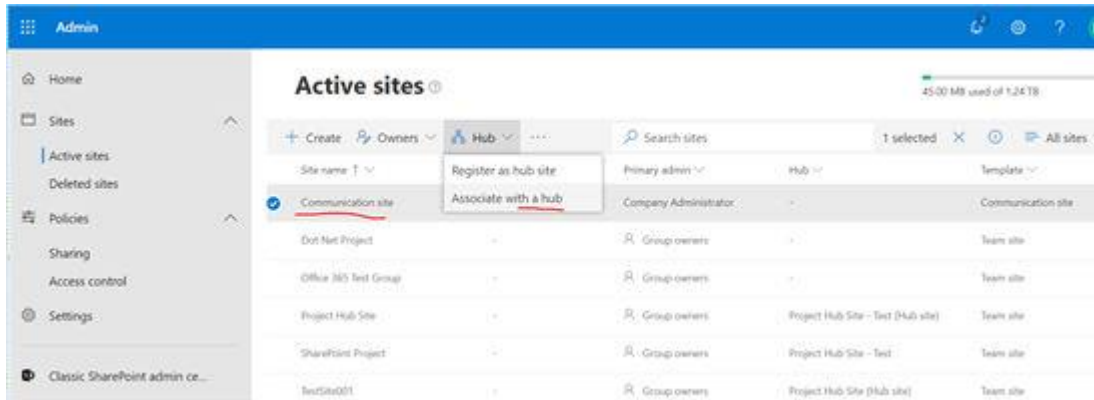


Now, we can see the wonder – come to the SharePoint modern admin homepage and go to Active Sites screen. We can see the newly created Team site listed out here which is connected to the Hub – Project “Hub Site”.

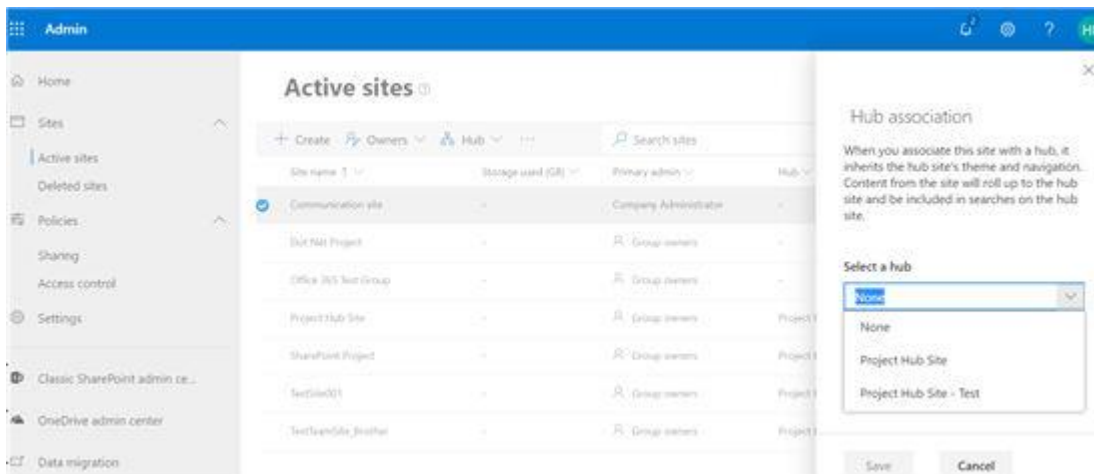


Another way is, we can connect any existing site to a hub site. Let's do that – select the particular existing site, radio button and from Hub menu, click on “Associate with a Hub” link.

# SharePoint Online & Microsoft 365 Administration



Select the Hub Site from the dropdown list and click on the Save button. This will take some time to do the all required configuration.



Some key features or use cases of Hub Sites.

Below are some key features of Hub sites:

- Shared navigation
- Search across the hub
- News roll-up

## SharePoint Online & Microsoft 365 Administration

- Associated sites
- Highlighted content
- Events

How to create a new hub site using PowerShell?

```
Connect-PnPOnline -SPOManagementShell
New-PnPSite -Type TeamSite
  -title "Contoso marketing division"
  -alias "marketing"
  -Description "Main site for collaboration for marketing teams at Contoso"
```

Register a site as a hub site by using the Register-SPOHubSite cmdlet:

```
Register-SPOHubSite -Site https://contoso.sharepoint.com/sites/marketing
```

Set permissions for specific users: SPOHubSiteRights

```
Grant-SPOHubSiteRights -Identity
https://contoso.sharepoint.com/sites/marketing -Principals
"nestorw@contoso" -Rights Join
```

Associate multiple sites to a hub site: Import-Csv to Add-PnPHubSiteAssociation

Using the below PnP PowerShell, we can add or register multiple sites to a hub site by importing the sites CSV file.

```
$mySitesCSV = Import-Csv -Path "C:\temp\MySitesToAssociate.csv"
$myHubsite = "https://<tenantname>.sharepoint.com/sites/TestHubSite"
```

## SharePoint Online & Microsoft 365 Administration

```
foreach ($oneSite in $mySitesCSV)
{
    Add-PnPHubSiteAssociation -Site $oneSite.SiteUrl -HubSite $myHubsite
}
```

### Manage hub site report in SharePoint Online

Many times, SharePoint Online administrator needs to export all hub sites along with all associated sites from tenant.

So, in this section, we will learn about how to retrieve hub sites and associated sites using PnP PowerShell and Office 365 admin center URL.

First, we will see how we can export hub site report using PnP PowerShell, then we will see the traditional way i.e. from office 365 admin center UI we can export hub site report.

PnP PowerShell script to get all sites connected to a hub site:

Using the below PnP PowerShell, we will generate the following reports:

- Using PnP PowerShell get all associated or connected sites to a particular hub site.
- Get master report for all sites and their hub sites from the SharePoint online tenant.

### Script to get hub sites report from SharePoint Online Tenant:

CLS

## SharePoint Online & Microsoft 365 Administration

```
$userName = "Global-  
sharepoint2019@globalsharepoint2019.onmicrosoft.com"  
$passWord = "YourPassWord"  
$encPassWord = convertto-securestring -String $passWord -AsPlainText -  
Force  
$cred = new-object -typename  
System.Management.Automation.PSCredential -argumentlist $userName,  
$encPassWord  
  
Connect-PnPOnline -Url "https://globalsharepoint2019-  
admin.sharepoint.com/" -Credentials $cred  
  
#Getting the hub site id for which we want to generate the report - those  
are connected to this hub site.  
$hubSiteURL="https://globalsharepoint2019.sharepoint.com/sites/SPHubSit  
e"  
$hubSite = Get-PnPtenantSite $hubSiteURL  
$hubSiteId = $hubSite.HubSiteId  
write-host "#####Generating sites connected a single hub site  
report#####: " -BackgroundColor DarkGreen  
write-host "Hub Site URL: " $hubSiteURL  
  
$associatedSites = @()  
  
#Get all sites associated to the hub site(in the above hub site)  
$sitesTenant = Get-PnPtenantSite -Detailed  
$sitesTenant | select url | % {$oneSite = Get-PnPtenantSite $_.url  
  
if($oneSite.hubsiteid -eq $hubSiteId)  
{  
  
write-host "Associated Site URL: " $oneSite.url  
  
$associatedSiteObject = New-Object PSObject  
$associatedSiteObject | Add-Member -MemberType NoteProperty -name  
"Hub Site URL" -value $hubSiteURL  
$associatedSiteObject | Add-Member -MemberType NoteProperty -name  
"Hub Site ID" -value $hubSiteId  
$associatedSiteObject | Add-Member -MemberType NoteProperty -Name  
"Associated Site URL" -value $oneSite.Url
```

## SharePoint Online & Microsoft 365 Administration

```
$associatedSiteObject | Add-Member -MemberType NoteProperty -name
"Associated Site Status" -value $oneSite.Status

#Add the object with property to an Array
$associatedSites += $associatedSiteObject

}
}

#Export the site array collection to a CSV file
$associatedSites | Export-CSV
"C:\Temp\GetAllSitesAssociatedInHubSites\SitesConnectedToSingleHubSiteR
eprot.csv" -NoTypeInfoation
write-host " #####Generating sites connected a single hub site report-
ends here#####: " -BackgroundColor DarkYellow

#####The below script will list down all hub sites and their associated
connected sites in the tenant.#####
write-host " _____"

write-host " #####Generating master hub sites along with connected sites
report for the tenant. #####:" -BackgroundColor DarkGreen

$hubSites=Get-PnPHubSite
$associatedSites = @()
foreach($oneHubSite in $hubSites)
{

    $test=$oneHubSite
    write-host "Hub Site URL: " $oneHubSite.SiteUrl

    $hubSite = Get-PnPtenantSite $oneHubSite.SiteUrl
    $hubSiteId = $hubSite.HubSiteId

#Get all sites associated to the hub site(in the above hub site)
$sitesTenant = Get-PnPtenantSite -Detailed
```

## SharePoint Online & Microsoft 365 Administration

```
$sitesTenant | select url | % {$oneSite = Get-PnPtenantSite $_.url

if($oneSite.hubsiteid -eq $hubSiteId)
{
  write-host "Associated Site URL: " $oneSite.url
  $associatedSiteObject = New-Object PSObject

  $associatedSiteObject | Add-Member -MemberType NoteProperty -name
"Hub Site URL" -value $oneHubSite.SiteUrl
  $associatedSiteObject | Add-Member -MemberType NoteProperty -name
"Hub Site ID" -value $oneHubSite.ID
  $associatedSiteObject | Add-Member -MemberType NoteProperty -Name
"Associated Site URL" -value $oneSite.Url
  $associatedSiteObject | Add-Member -MemberType NoteProperty -name
"Associated Site Status" -value $oneSite.Status

  #Add the object with property to an Array
  $associatedSites += $associatedSiteObject
}
}

#Export the site array collection to a CSV file
$associatedSites | Export-CSV
"C:\Temp\GetAllSitesAssociatedInHubSites\SitesConnectedToHubSiteReprotF
orTenant.csv" -NoTypeInfoation
write-host "##### Generating master hub sites along with connected sites
report for the tenant ends here #####:" -BackgroundColor DarkYellow

#####The below script will list down all hub sites and their associated
connected sites in the tenant - ends here#####
```

PnP PowerShell script to get all sites connected to hub site: Test

**Description about the above script:**

## SharePoint Online & Microsoft 365 Administration

Using the above script, we can generate the report like what are the sites connected to a particular hub site – meaning, sometimes SharePoint online administrator needs to get the details about all associated sites for the given hub site, in this case the above script will help us. For example, if we want to know about which are the sites, connected or associated to the below hub site, we can get to know using the above script.

[https://globalsharepoint2019.sharepoint.com/sites/SPHubSite"](https://globalsharepoint2019.sharepoint.com/sites/SPHubSite)

Another scenario is, many times the SharePoint online administrator needs to get the details of associated sites those are connected to hub sites – meaning, from tenant level we need to get the detail about all hub sites and their connected or associated sites – then the above script will help us.

To be more concise, in a tenant there will be many hub sites and normal sites – as a thumb rule of hub site architecture, normal sites will be connected to the hub sites, so – if we want to get the details about the hub site and associated site relationship table, we can use this script.

# SharePoint Online & Microsoft 365 Administration

```

Untitled1.ps1  GetAllSitesAssociatedInHubSites.ps1 X
78 $associatedSiteObject Add-Member -MemberType NoteProperty -name "Hub Site URL" -value $oneHubSite.SiteURL
79 $associatedSiteObject Add-Member -MemberType NoteProperty -name "Hub Site ID" -value $oneHubSite.ID
80 $associatedSiteObject Add-Member -MemberType NoteProperty -name "Associated Site URL" -value $oneSite.Url
81 $associatedSiteObject Add-Member -MemberType NoteProperty -name "Associated Site Status" -value $oneSite.Status
82
83
84 #Add the object with property to an Array
85 $associatedSites += $associatedSiteObject
86
87 }
88
89
90
91
92
93 Export the site array collection to a CSV file
94 $associatedSites | Export-CSV "C:\Temp\GetAllSitesAssociatedInHubSites\SitesConnectedToHubSiteReportForTenant.csv" -NoTypeInformation
95 -site-host "##### Generating master hub sites along with connected sites report for the tenant ends here #####" -BackgroundColor De
96
97 #####The below script will list down all hub sites and their associated connected sites in the tenant - ends here#####

#####Generating sites connected a single hub site report#####:
Hub Site URL: https://globalsharepoint2019.sharepoint.com/sites/SPHubSite
Associated Site URL: https://globalsharepoint2019.sharepoint.com/
Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SharePointMigrationTeam
Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SharePointRND
Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SPHubSite
#####Generating sites connected a single hub site report- ends here#####:
-----
#####Generating master hub sites along with connected sites report for the tenant. #####:
Hub Site URL: https://globalsharepoint2019.sharepoint.com/sites/SPHubSite
Associated Site URL: https://globalsharepoint2019.sharepoint.com/
Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SharePointMigrationTeam
Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SharePointRND
Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SPHubSite
Hub Site URL: https://globalsharepoint2019.sharepoint.com/sites/SPHubSite2
Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/SPHubSite2
Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/TestSite1
Associated Site URL: https://globalsharepoint2019.sharepoint.com/sites/TestSite2
##### Generating master hub sites along with connected sites report for the tenant ends here #####:

PS C:\Windows\system32>

```

Let's see the exported hub sites report – how does it look like?

Master report for all hub sites in the SharePoint online tenant:

	A	B	C	D
1	Hub Site URL	Hub Site ID	Associated Site URL	Associated Site Sta
2	https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	982470b1-df	https://globalsharepoint2019.sharepoint.com/	Active
3	https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	982470b1-df	https://globalsharepoint2019.sharepoint.com/sites/SharePointMigration	Active
4	https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	982470b1-df	https://globalsharepoint2019.sharepoint.com/sites/SharePointRND	Active
5	https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	982470b1-df	https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	Active
6	https://globalsharepoint2019.sharepoint.com/sites/SPHubSite2	0f73fa40-2fd	https://globalsharepoint2019.sharepoint.com/sites/SPHubSite2	Active
7	https://globalsharepoint2019.sharepoint.com/sites/SPHubSite2	0f73fa40-2fd	https://globalsharepoint2019.sharepoint.com/sites/TestSite1	Active
8	https://globalsharepoint2019.sharepoint.com/sites/SPHubSite2	0f73fa40-2fd	https://globalsharepoint2019.sharepoint.com/sites/TestSite2	Active
9				

# SharePoint Online & Microsoft 365 Administration

All associated sites connected to a single hub site report.

	A	B	C	D
1	Hub Site URL	Hub Site ID	Associated Site URL	Associated Site
2	<a href="https://globalsharepoint2019.sharepoint.com/sites/SPHubSite">https://globalsharepoint2019.sharepoint.com/sites/SPHubSite</a>	982470b1-df	<a href="https://globalsharepoint2019.sharepoint.com/">https://globalsharepoint2019.sharepoint.com/</a>	Active
3	<a href="https://globalsharepoint2019.sharepoint.com/sites/SPHubSite">https://globalsharepoint2019.sharepoint.com/sites/SPHubSite</a>	982470b1-df	<a href="https://globalsharepoint2019.sharepoint.com/sites/SharePointMigrationTeam">https://globalsharepoint2019.sharepoint.com/sites/SharePointMigrationTeam</a>	Active
4	<a href="https://globalsharepoint2019.sharepoint.com/sites/SPHubSite">https://globalsharepoint2019.sharepoint.com/sites/SPHubSite</a>	982470b1-df	<a href="https://globalsharepoint2019.sharepoint.com/sites/SharePointRND">https://globalsharepoint2019.sharepoint.com/sites/SharePointRND</a>	Active
5	<a href="https://globalsharepoint2019.sharepoint.com/sites/SPHubSite">https://globalsharepoint2019.sharepoint.com/sites/SPHubSite</a>	982470b1-df	<a href="https://globalsharepoint2019.sharepoint.com/sites/SPHubSite">https://globalsharepoint2019.sharepoint.com/sites/SPHubSite</a>	Active
6				
7				
8				
9				
10				

View all sites those are connected to a hub site using SharePoint admin center URL (UI):

We need to generate a view to list down the hub site report using the hub site association.

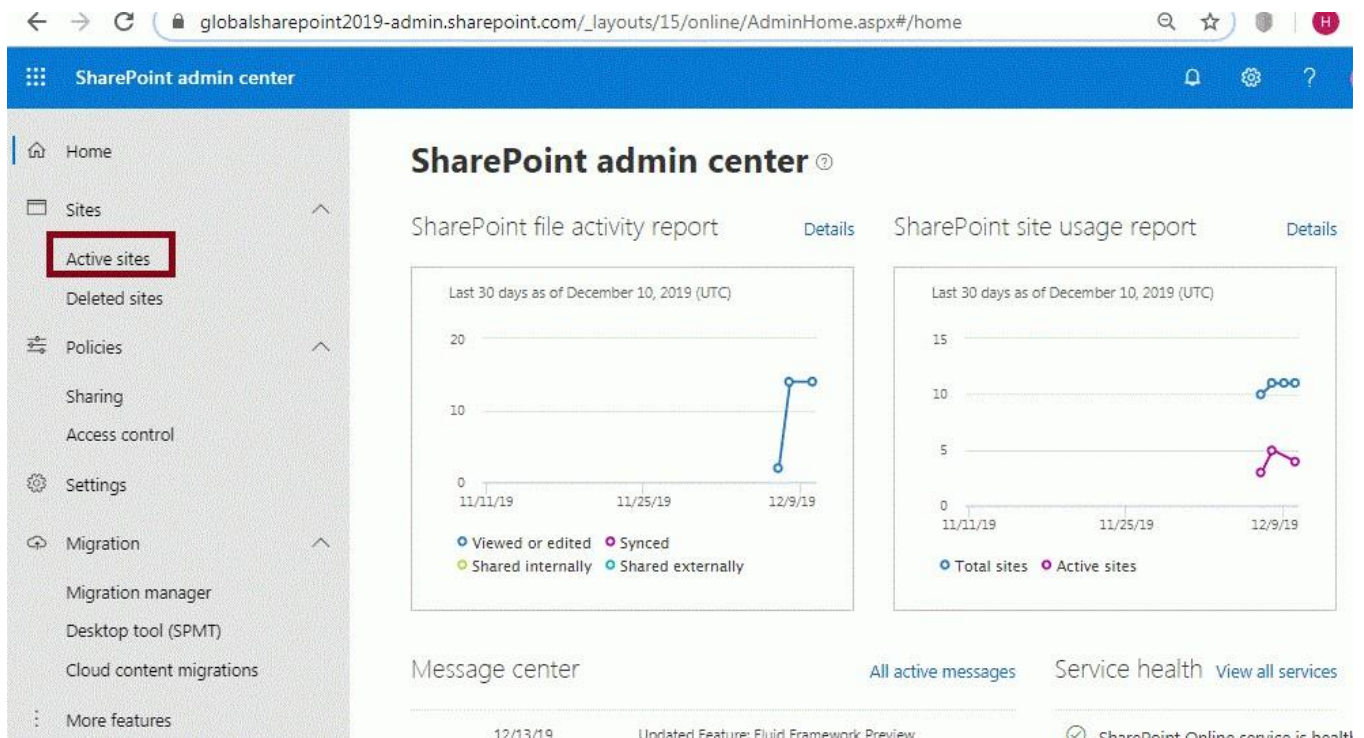
Login to SharePoint admin center URL.

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

Example: <https://globalsharepoint2019-admin.sharepoint.com/>

## SharePoint Online & Microsoft 365 Administration

If we navigate to SharePoint online admin center URL, we will get the below SharePoint admin center page. Then need to click on "Active Sites" link from left-side panel.



Then from the "Active sites" dashboard click on "Hub" -> Filter by Hub -> then select your hub site – this will list down all sites those are connected to that particular hub site.

For an example – I have selected my hub site "SP Hub Site"

# SharePoint Online & Microsoft 365 Administration

The screenshot displays the SharePoint Admin Center interface. The left-hand navigation pane includes sections for Home, Sites, Policies, Sharing, Access control, Settings, and Migration. The main content area is titled 'Active sites' and shows a table of sites. A dropdown menu is open for the 'Hub' column, with 'Filter by Hub' and 'Customize columns' options. The 'Filter by Hub' option is selected, and a sub-menu is open showing '(Empty)' and 'SP Hub Site' options. The 'SP Hub Site' option is selected. The table shows several sites, including 'SP Hub Site' and 'Team site'.

Primary admin	Hub	Template	Last activity (UTC)	Date created
5cb08d3e-d093-4f80-b901-fd...	(Empty)		12/10/19	12/5/19, 9
Group owners	SP Hub Site	Team site	-	12/13/19,
Group owners	SP Hub Site	Team site	12/10/19	12/7/19, 7
Group owners	SP Hub Site	Team site	12/10/19	12/7/19, 9
Group owners	SP Hub Site (Hub site)	Team site	-	12/13/19,

Now – we can see all sites those are connected to the hub site “SP Hub Site”

# SharePoint Online & Microsoft 365 Administration

SharePoint admin center

## Active sites

17.00 MB used of 1.24 TB

+ Create ↓ Export Search sites All sites \*

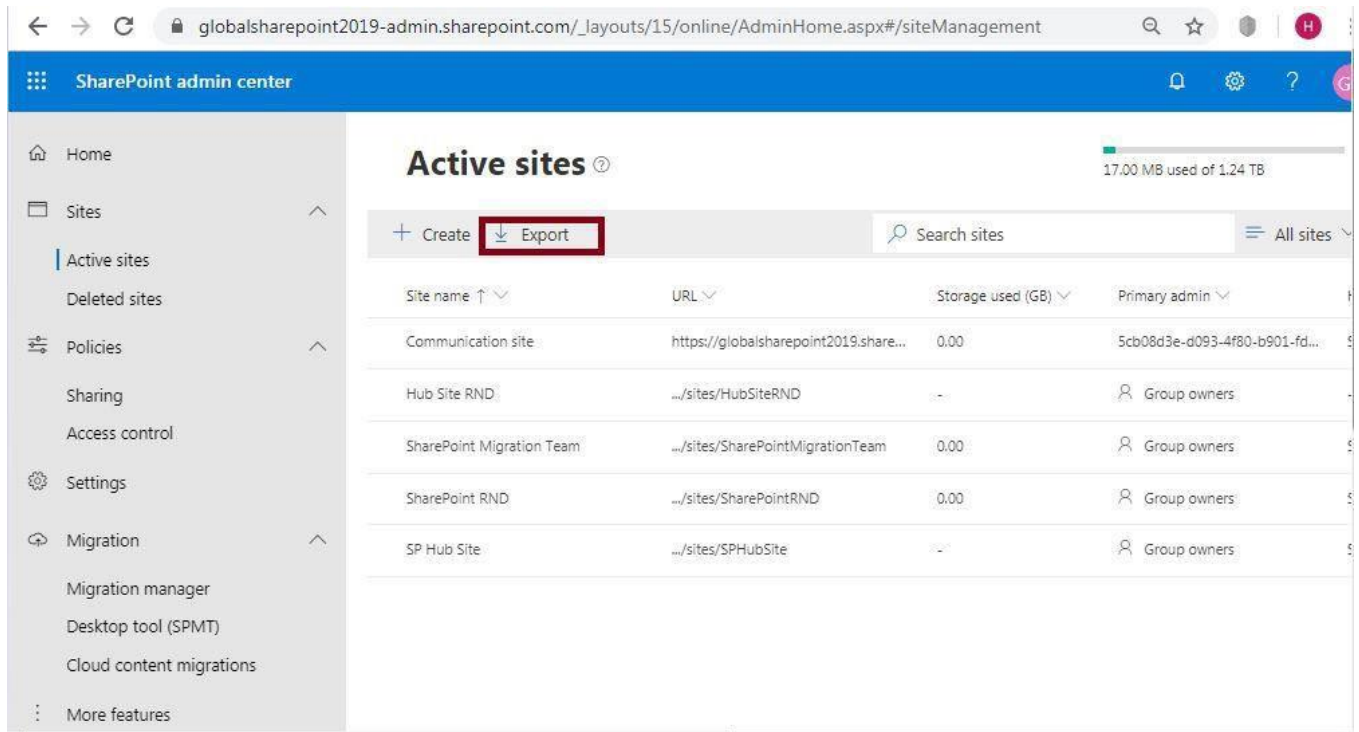
Site name ↑	URL ↓	Primary admin ↓	Hub ↓
Communication site	https://globalsharepoint2019.share...	5cb08d3e-d093-4f80-b901-fd...	SP Hub Site
SharePoint Migration Team	.../sites/SharePointMigrationTeam	Group owners	SP Hub Site
SharePoint RND	.../sites/SharePointRND	Group owners	SP Hub Site
SP Hub Site	.../sites/SPHubSite	Group owners	SP Hub Site (Hub site)

Similarly, we can export this report in csv file, and we can filter that site report file from the local excel to have a list of all the sites that are part of the same Hub.

To do this we need to follow the below steps:

From the **“Active sites”** dashboard click on **“Export”** button. This will export all SharePoint online sites in csv file to your local download folder.

# SharePoint Online & Microsoft 365 Administration



We will get the active sites report as below – from there we can filter as per our need.

# SharePoint Online & Microsoft 365 Administration

	A	B	C	D
1	Site Title	SiteUrl	SiteId	LastActivityDate
2	Communication site	https://globalsharepoint2019.sharepoint.com	{73B81874-3369-4D61-B14C-A585A98888E3}	12/9/2019
3	Hub Site RND	https://globalsharepoint2019.sharepoint.com/sites/HubSiteRND	{2337C193-6768-49E1-8961-D7469E2F9C}	
4	SharePoint Migration Team	https://globalsharepoint2019.sharepoint.com/sites/SharePointMigrationTeam	{A3DE7942-1C9E-4062-B539-51D99B46AED7}	12/9/2019
5	SharePoint RND	https://globalsharepoint2019.sharepoint.com/sites/SharePointRND	{507C6FFD-C07A-4E1C-9932-9D142912C2F3}	12/9/2019
6	SP Hub Site	https://globalsharepoint2019.sharepoint.com/sites/SPHubSite	{982470B1-D9B1-40CB-AAB4-68548CAD51C7}	
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## Chapter 9: Workflow Report from SharePoint Online tenant

## SharePoint Online & Microsoft 365 Administration

Many times, SharePoint online administrator will be in a need to extract all workflows from all the sites in tenant. It is very difficult get those reports manually.

So, using the below PowerShell CSOM and PnP script we can get the workflow report from the SharePoint Online tenant.

This script will scan through all the sites in a tenant and will export all workflows associated with the lists into a CSV file.

Export all workflows from SharePoint Online Tenant using PowerShell CSOM:

Using the below PowerShell CSOM code, we can export or get all workflows from the SharePoint Online tenant:

```
Import-Module Microsoft.Online.SharePoint.PowerShell -
DisableNameChecking
#Load SharePoint CSOM Assemblies
  #Add-Type -Path "C:\Program Files\Common Files\Microsoft Shared\Web
Server Extensions\16\ISAPI\Microsoft.SharePoint.Client.dll"
  #Add-Type -Path "C:\Program Files\Common Files\Microsoft Shared\Web
Server Extensions\16\ISAPI\Microsoft.SharePoint.Client.Runtime.dll"
cls
$fileName = "Tenant_workflow_Report" #'yyyyMMddhhmm  yyyyMMdd
$enddate = (Get-Date).tostring("yyyyMMddhhmmss")
#$filename = $enddate + '_VMReport.doc'
$logFileName = $fileName + "_" + $enddate + "_Log.txt"
$invocation = (Get-Variable MyInvocation).Value
$directoryPath = Split-Path $invocation.MyCommand.Path

$directoryPathForLog=$directoryPath+"\LogFiles"
if(!(Test-Path -path $directoryPathForLog))
{
```

## SharePoint Online & Microsoft 365 Administration

```
New-Item -ItemType directory -Path $directoryPathForLog
#Write-Host "Please Provide Proper Log Path" -ForegroundColor Red
}

#$logPath = $directoryPath + "\" + $logFileName
$logPath = $directoryPathForLog + "\" + $logFileName
$isLogFileCreated = $False

#DLL location

$directoryPathForDLL=$directoryPath+"\Dependency Files"
if(!(Test-Path -path $directoryPathForDLL))
{
    New-Item -ItemType directory -Path $directoryPathForDLL
    #Write-Host "Please Provide Proper Log Path" -ForegroundColor Red
}

#DLL location

$clientDLL=$directoryPathForDLL+"\Microsoft.SharePoint.Client.dll"
$clientDLLRuntime=$directoryPathForDLL+"\Microsoft.SharePoint.Client.
dll"

Add-Type -Path $clientDLL
Add-Type -Path $clientDLLRuntime

#File Download location

$directoryPathForFileDownloadLocation=$directoryPath+"\Download
Workflow Details"
if(!(Test-Path -path $directoryPathForFileDownloadLocation))
{
    New-Item -ItemType directory -Path
$directoryPathForFileDownloadLocation
    #Write-Host "Please Provide Proper Log Path" -ForegroundColor Red
}

#File Download location
```

## SharePoint Online & Microsoft 365 Administration

```
function Write-Log([string]$logMsg)
{
    if(!$isLogFileCreated){
        Write-Host "Creating Log File..."
        if(!(Test-Path -path $directoryPath))
        {
            Write-Host "Please Provide Proper Log Path" -ForegroundColor Red
        }
        else
        {
            $script:isLogFileCreated = $True
            Write-Host "Log File ($logFileName) Created..."
            [string]$logMessage = [System.String]::Format("[$(Get-Date)] -
{0}", $logMsg)
            Add-Content -Path $logPath -Value $logMessage
        }
    }
    else
    {
        [string]$logMessage = [System.String]::Format("[$(Get-Date)] -
{0}", $logMsg)
        Add-Content -Path $logPath -Value $logMessage
    }
}

#Object array to hold workflow details.

$WorkflowDetailsForSPOSite=@()

#The below function will read all workflows from a site and return the array
output.

Function Get-WorkflowAssociationsDeatilsForEachSiteInTenant()
{
    param
    (
        [Parameter(Mandatory=$true)] [string] $SPOSiteURL,
        [Parameter(Mandatory=$true)] [string] $UserName,
        [Parameter(Mandatory=$true)] [string] $Password
    )
}
```

## SharePoint Online & Microsoft 365 Administration

### Try

```
{
    $securePassword= $Password | ConvertTo-SecureString -AsPlainText -
Force
    #Setup the Context
    $context = New-Object
Microsoft.SharePoint.Client.ClientContext($SPOSiteURL)
    $context.Credentials = New-Object
Microsoft.SharePoint.Client.SharePointOnlineCredentials($UserName,
$securePassword)

    $web = $context.Web
    $context.Load($web)
    $context.Load($web.Webs)

    $context.executeQuery()

    #Check if any sub site is available in the site.

    if ($web.Webs.Count -ne 0)
    {
        foreach ($subweb in $web.Webs)
        {

            Get-WorkflowAssociationsDeatilsForEachSiteInTenant -
SPOSiteURL $subweb.url -UserName $userName -Password $password
        }
    }

    #Loading all lists for the particular site.
    $context.Load($web.Lists)
    $context.ExecuteQuery()

    foreach($list in $web.Lists)
    {
        $context.Load($list.WorkflowAssociations)
        $context.ExecuteQuery()

        foreach($wfAssociation in $list.WorkflowAssociations)
        {
            if($wfAssociation.name -notlike "*Previous Version*")
            {
```

## SharePoint Online & Microsoft 365 Administration

```
        $row=new-object PSObject
        add-Member -inputObject $row -memberType NoteProperty -
name "Site Title" -Value $web.Title
        add-Member -inputObject $row -memberType NoteProperty -
name "Site URL" -Value $web.Url
        add-Member -inputObject $row -memberType NoteProperty -
name "List Title" -Value $list.Title
        add-Member -inputObject $row -memberType NoteProperty -
name "Workflow Name" -Value $wfAssociation.Name
        add-Member -inputObject $row -memberType NoteProperty -
name "Workflow Type" -Value "SharePoint List"
        $WorkflowDetailsForSPOSite+=$row
    }
}
}
return $WorkflowDetailsForSPOSite

}
catch
{
    write-host "Error: $($_.Exception.Message)" -foregroundcolor Red
    $ErrorMessage = $_.Exception.Message + "in exporting workflow
details!:"
    Write-Host $ErrorMessage -BackgroundColor Red
    Write-Log $ErrorMessage
}
}

#Parameters
#$siteURL="https://globalsharepoint2019.sharepoint.com/sites/ModernTea
mSiteTestByPnP"
$adminUrl = "https://globalsharepoint2019-admin.sharepoint.com/"
$downloadLocation=$directoryPathForFileDownloadLocation + "\"+
"SPOTenantWorkflowReport.csv"
$username = "YourSPOUserName"
$password = "YourSPOPassword"
$securePassword= $password | ConvertTo-SecureString -AsPlainText -Force

#Parameters ends here.
```

## SharePoint Online & Microsoft 365 Administration

```
$SecurePassword = $Password | ConvertTo-SecureString -AsPlainText -Force
$Credentials = New-Object -TypeName
System.Management.Automation.PSCredential -argumentlist $userName,
$SecurePassword

#Import-Module Microsoft.Online.SharePoint.PowerShell -
DisableNameChecking
#Retrieve all site collection infos
#Connect-SPOService -Url $AdminUrl -Credential $Credentials
#$sites = Get-SPOSite

Connect-PnPOnline -Url $adminUrl -Credentials $Credentials

$allTenantSites=Get-PnPtenantSite

#Get-WorkflowAssociationsDeatilsForEachSiteInTenant -SPOSiteURL
$siteURL -UserName $userName -Password $password | Export-Csv
$downloadLocation

if($allTenantSites.Count -gt 0)
{
$finalWorkflowReport =foreach($oneSite in $allTenantSites)
{
Get-WorkflowAssociationsDeatilsForEachSiteInTenant -SPOSiteURL
$oneSite.URL -UserName $userName -Password $password
}
$finalWorkflowReport | Export-Csv $downloadLocation -NoTypeInfoation
}

Write-host "All workflows have been exported Successfully from the
SharePoint Online Tenant." -BackgroundColor Green
```

## SharePoint Online & Microsoft 365 Administration

Description about the export workflow report code:

- We must use the "**Get-PnPtenantSite**" to get all sites from the tenant, the other command "**Get-PnPsite**", if we use this, it will give only the tenant admin site URL, like below:

```
PS C:\windows\system32> Get-PnPsite
Url                                     CompatibilityLevel
----                                     -
https://globalsharepoint2019-admin.sharepoint.com 15
|
PS C:\windows\system32>
```

- Similarly, in order to get all sites from the tenant, we can use the "**Get-SPOsite**" command as well. However, if you have .net framework mismatch version installed in your PowerShell – this command will not work, we will get an error like "**Connect-SPOService : Method not found: '!!0[] System.Array.Empty()'**"

```
PS C:\windows\system32> Get-SPOsite
Get-SPOsite : Method not found: '!!0[] System.Array.Empty()'.
At line:1 char:1
+ Get-SPOsite
+ ~~~~~
+ CategoryInfo          : NotSpecified: (:) [Get-SPOsite], MissingMethodException
+ FullyQualifiedErrorId : System.MissingMethodException,Microsoft.Online.SharePoint.PowerShell.GetSite

PS C:\windows\system32> Connect-SPOService
cmdlet Connect-SPOService at command pipeline position 1
Supply values for the following parameters:
Url: https://globalsharepoint2019-admin.sharepoint.com/
Connect-SPOService : Method not found: '!!0[] System.Array.Empty()'.
At line:1 char:1
+ Connect-SPOService
+ ~~~~~
+ CategoryInfo          : NotSpecified: (:) [Connect-SPOService], MissingMethodException
+ FullyQualifiedErrorId : System.MissingMethodException,Microsoft.Online.SharePoint.PowerShell.ConnectSPOService

PS C:\windows\system32>
```

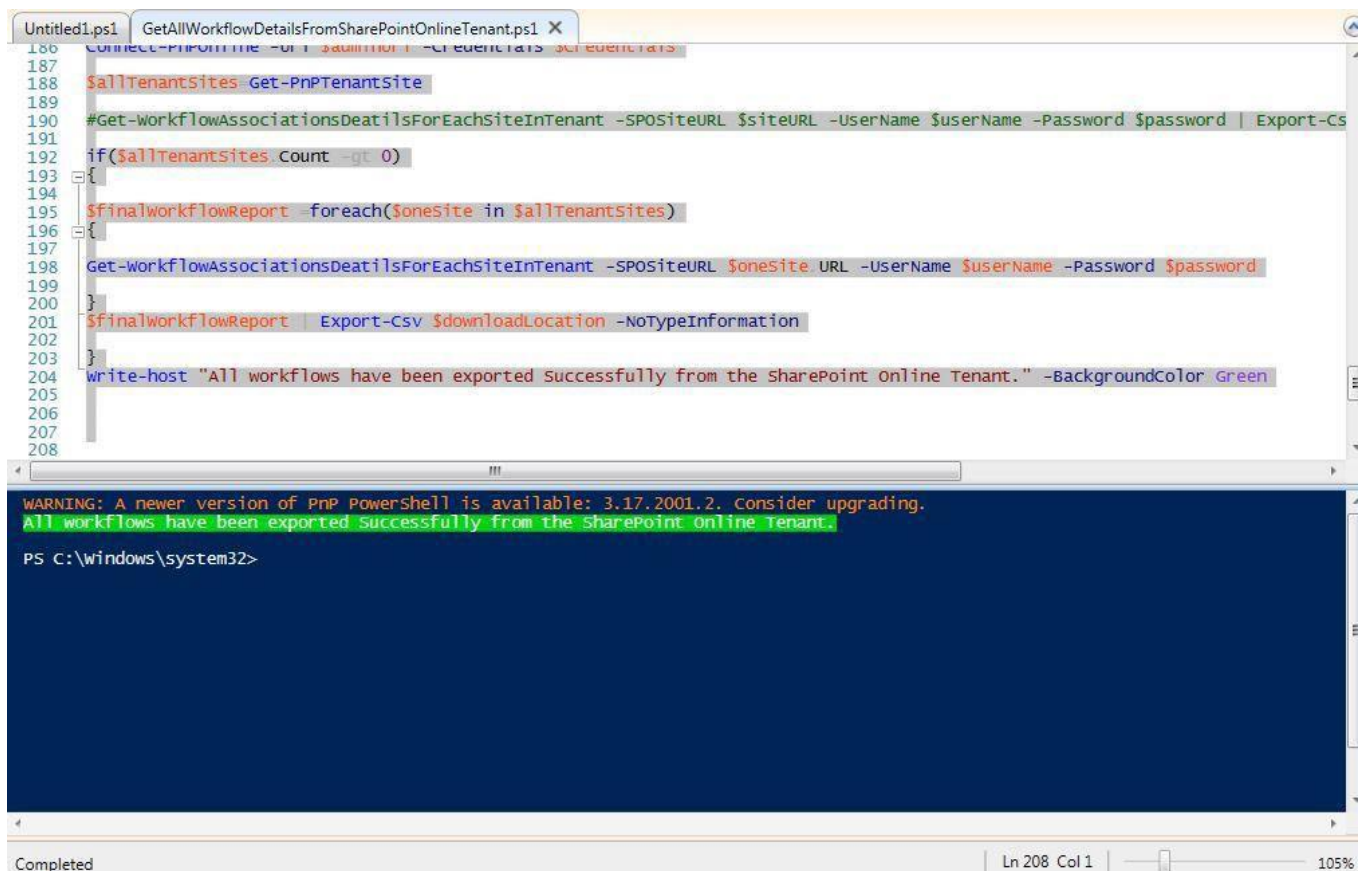
- If we use the above code as is this will export all workflows from the tenant. However, if we want to export all workflows from a particular site, we can comment the foreach loop and just we need to call the

## SharePoint Online & Microsoft 365 Administration

function " **Get-WorkflowAssociationsDeatilsForEachSiteInTenant**"  
as below:

```
Get-WorkflowAssociationsDeatilsForEachSiteInTenant -SPOsiteURL $siteURL  
-UserName $userName -Password $password | Export-Csv  
$downloadLocation
```

Now, let's execute the above script.



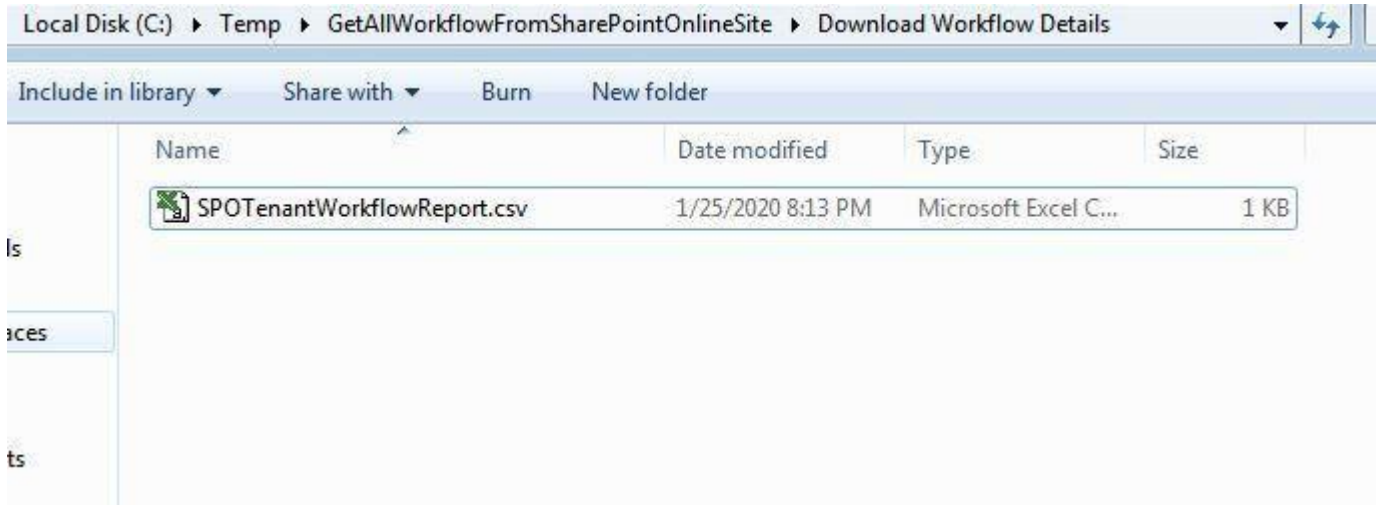
```
186 Connect-PnPOnline -Url $url -Credentials $credentials  
187  
188 $allTenantsites = Get-PnPtenantSite  
189  
190 #Get-workflowAssociationsDeatilsForEachSiteInTenant -SPOsiteURL $siteURL -UserName $userName -Password $password | Export-Csv  
191  
192 if($allTenantsites.Count -gt 0)  
193 {  
194     $finalworkflowReport = foreach($onesite in $allTenantsites)  
195     {  
196     }  
197  
198     Get-workflowAssociationsDeatilsForEachSiteInTenant -SPOsiteURL $onesite.URL -UserName $userName -Password $password  
199  
200     $finalworkflowReport | Export-Csv $downloadLocation -NoTypeInformation  
201  
202 }  
203 }  
204 write-host "All workflows have been exported successfully from the SharePoint online Tenant." -BackgroundColor Green  
205  
206  
207  
208
```

WARNING: A newer version of PnP PowerShell is available: 3.17.2001.2. consider upgrading.  
All workflows have been exported successfully from the SharePoint online Tenant.  
PS C:\windows\system32>

Completed | Ln 208 Col 1 | 105%

After the successful execution of the script, a CSV file with the name of "**SPOTenantWorkflowReport.csv**" will be created in the script location directory – however, you can change the download location to your desired location.

# SharePoint Online & Microsoft 365 Administration



Now, let's look at all workflows exported CSV report.

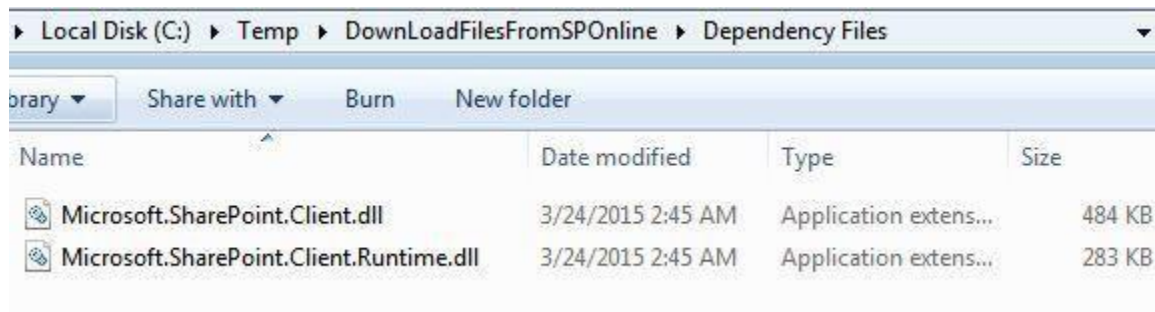
	A	B	C	D	E
1	Site Title	Site URL	List Title	Workflow Name	Workflow Type
2	Test Sub Site1	https://globalsharepoint2019.sharepoint.com/sites/ModernTeamSiteTestByPnP/TestS	Documents	TestWorkflowFromSubSite_1	SharePoint List
3	Modern Team Site Test	https://globalsharepoint2019.sharepoint.com/sites/ModernTeamSiteTestByPnP	Documents	TestWorkflow123	SharePoint List
4	SubSiteSharePointRND	https://globalsharepoint2019.sharepoint.com/sites/SharePointRNDClassic/SubSiteSh	Documents	TestWorkflowFromSubSite_2	SharePoint List
5	SharePointRNDClassic	https://globalsharepoint2019.sharepoint.com/sites/SharePointRNDClassic	Documents	TestWorkflow2501	SharePoint List
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## SharePoint Online & Microsoft 365 Administration

We can see in the CSV report, all workflows from the SharePoint Online tenant have been exported.

Prerequisites to execute the PowerShell CSOM script:

Need to place the below two DLLs in your script directory "**Dependency Files**" folder as like below:



How to Install PnP PowerShell:

To install the "**SharePointPnPPowerShellOnline**" we need to run the below PowerShell command which will install PowerShell Package Management and then install the PowerShell Modules from the PowerShell Gallery.

```
(New-Object  
Net.WebClient).DownloadString('https://raw.githubusercontent.com/sharepoint/PnP-PowerShell/master/Samples/Modules.Install/Install-SharePointPnPPowerShell.ps1')
```

**Change the value of the variables in the parameters section like below:**

```
#Parameters  
#$siteURL="https://globalsharepoint2019.sharepoint.com/sites/ModernTeamSiteTestByPnP"  
$adminUrl = "Your SPO Admin URL Like - https://globalsharepoint2019-admin.sharepoint.com/"  
$downloadLocation=$directoryPathForFileDownloadLocation + "\" +  
"SPOTenantWorkflowReport.csv"  
$userName = "YourSPOUserName"  
$password = "YourSPOPassWord"  
$securePassword= $password | ConvertTo-SecureString -AsPlainText -Force  
#Parameters ends here.
```

## Chapter 10: Site creation template selection in SharePoint Online

### Introduction

In the SharePoint On-premise or in the classic SharePoint, there are multiple templates to create site like Team Site, Wiki Site, Publishing Site, Blog Site, Communication Site, Document Center and eDiscovery Site, etc.

Having had these many templates in the classic SharePoint, during the days of Classic SharePoint, users blindly used to create team site whatever the requirement is – and using that team site user used to manage all their requirements. Here one thing I must say – even though we have multiple templates in classic SharePoint – if we just choose the team site and create site using that still we can bring all other's site functionality by enabling the certain features. The advantage of creating the requirement-based site using the specific site template – the site will be loaded or created with the many preconfigured stuffs.

## SharePoint Online & Microsoft 365 Administration

And when it comes modern SharePoint online, we just have only two templates:

1. Team Site and
2. Communication Site

So, it is very important to know what these two templates are otherwise when a user or administrator creates a site, it will be very confusing for them which template to select.

Here, we will learn about team and communication site and when to use which one.


Microsoft has integrated SharePoint Team Sites with Office 365 Groups in August 2016. This modern team site with pages, lists, libraries, and team news, with the help of Office 365 groups can collaborate, communicate and coordinate with each other.

Other than the Team Site and Communication Site template recently in the February 2020, Microsoft has provided a way to create other types (without office 365 group connected) of sites as well from the same site creation screen.


# SharePoint Online & Microsoft 365 Administration

## Create a site


Choose the type of site you'd like to create.



**Team site**  
Share documents, have conversations with your team, keep track of events, manage tasks, and more with a site connected to an Office 365 group.



**Communication site**  
Publish dynamic, beautiful content to people in your organization to keep them informed and engaged on topics, events, or projects.



**Other options**  
Create a new team site without an Office 365 group, or a Document center, Enterprise wiki, Publishing portal, or Project Web App site.

If we click on the team site template, under that we can see “Other options” – once we click on this this take us to the below page:

## SharePoint Online & Microsoft 365 Administration

**Other options**

Choose a template

Team site

Team site

Document Center

Enterprise Wiki

Publishing Portal

More templates

Site name

Primary administrator

Select a language

English

Advanced settings

Finish Cancel

Templates are available in the “Other options”:

- Team Site
- Document Center
- Enterprise Wiki
- Publishing Portal
- More Templates

Again, if we click on the “More Templates” link – which will take us to the classic “Create Site Collection” page.

[https://globalsharepoint2020-admin.sharepoint.com/\\_layouts/15/online/CreateSiteFull.aspx?source=TenantAdmin](https://globalsharepoint2020-admin.sharepoint.com/_layouts/15/online/CreateSiteFull.aspx?source=TenantAdmin)

# SharePoint Online & Microsoft 365 Administration

## Create Site Collection

**Title**


**Web Site Address**

**Template Selection** 2013 experience version will be used  
Select a language:   
Select a template:  

Collaboration	Enterprise	Publishing	Custom
Team site (classic experience)			
Blog			
Developer Site			
Project Site			
Community Site			

A site with a classic experience on the home page and no connection to an Office 365 Group.

**Time Zone**

**Administrator**  

**Server Resource Quota**  resources of 5600 resources available

### Notes:

- The "Other options" template selection was not available in the modern team site creation screen until February 2020.
- Using this new navigation ("Other options" template selection), user can create office 365 group connected or not connected from the same screen.

What is a modern team site in SharePoint online?

## SharePoint Online & Microsoft 365 Administration

A SharePoint team site is a great place to share content, information and apps between you and team members. It gives very well designed out of the box home page web part so that easily a user can navigate to their respective area of works from the home page.

Web parts available in the modern team site home page:

- News
- Quick Links
- Activity
- Documents

What is a communication site in SharePoint online?

A SharePoint communication site is a great place to share information with others. You can share news, reports, statuses, and other information in a visually compelling format.

Web parts available in the communication site home page:

- News
- Events
- Documents

## SharePoint Online & Microsoft 365 Administration

When should we use a team site or communication site template?

As we know the modern SharePoint online provides only two templates:

1. Team Site and
2. Communication Site

Then, in which scenarios, we should choose which one? There is no straight answer for this – as both have their own needs and scope in the business. But as a rule of thumb, we can set the rule as if the audiences of the site are supposed to be more where its contributions are less, then we can go with the communication site.

For example, if we want to market any product for the sales team, we can go with the communication site, in fact, the company's main web site also we can design using the communication site template. Because in this kind of site, we don't need a frequent update, once a while, some dedicated people will update the content of the site. The bottom line is we can think communication site as a public-facing site and that is the reason we don't see quick launch navigation as it needs more content area to display.

On the other hand, the team site is used for the team where a group of people will contribute to the site, but the audiences of the sites are less as compared to communication site – mainly it is used for the internal team of the company where multiple people collaboratively work with each other but exposed only to set of people. Actually, the meaning of collaboration in SharePoint comes to reality through the team site.

# SharePoint Online & Microsoft 365 Administration

Create a modern team site SharePoint online – manually

Here, we will learn about how to create a modern team site in SharePoint online manually.

Login to your SharePoint Online root site like below:

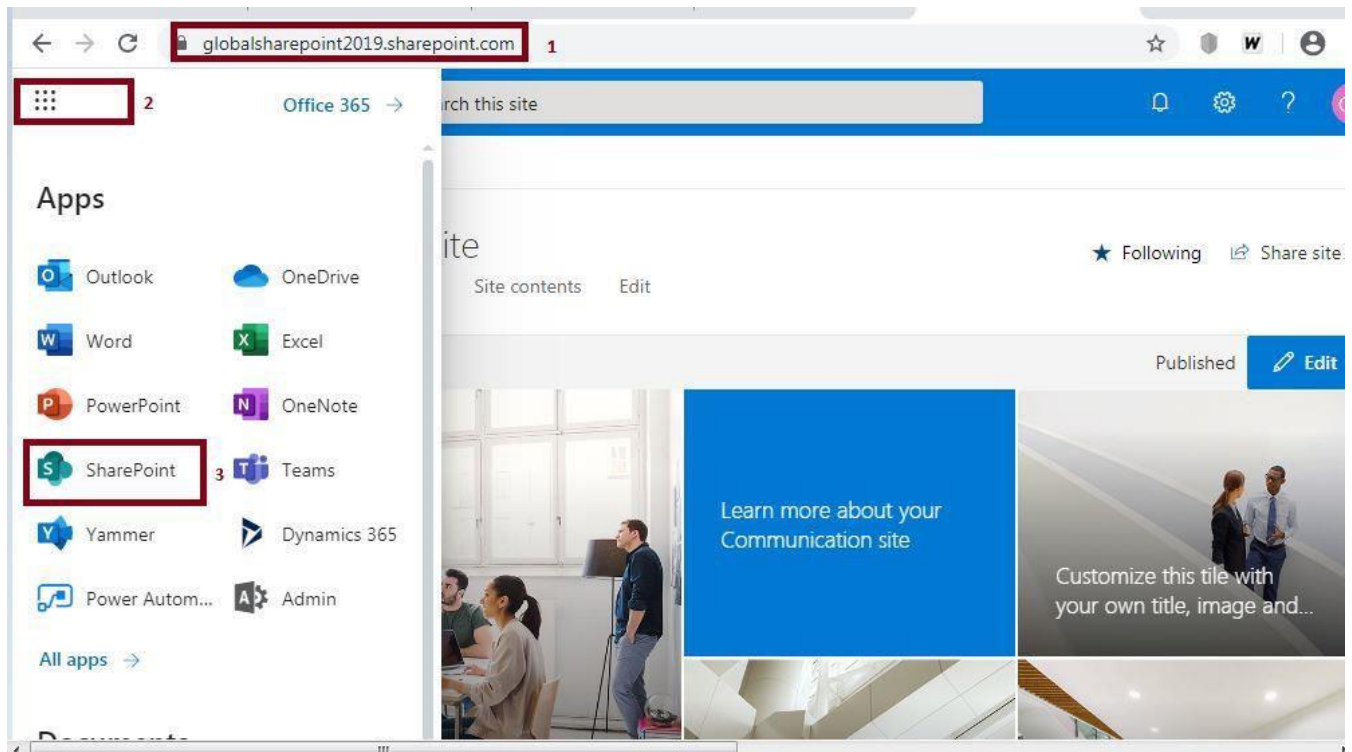
Syntax:

“https://yourtenant.sharepoint.com/”

Example:

“https://globalsharepoint2019.sharepoint.com/”

Click on the app launcher button from the left panel, then click on “SharePoint”.

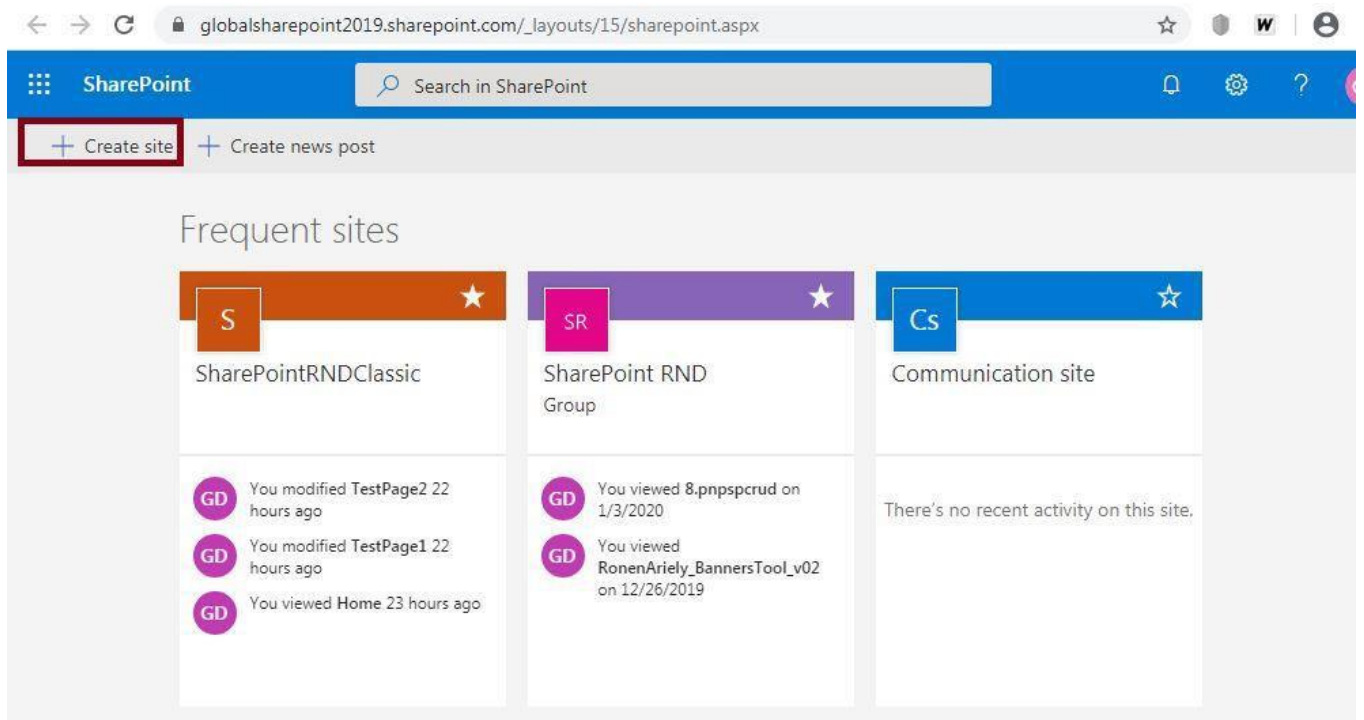


## SharePoint Online & Microsoft 365 Administration

Then, we'll land into this page –

“https://globalsharepoint2019.sharepoint.com/\_layouts/15/sharepoint.aspx”

Click on the “+ Create site” button.

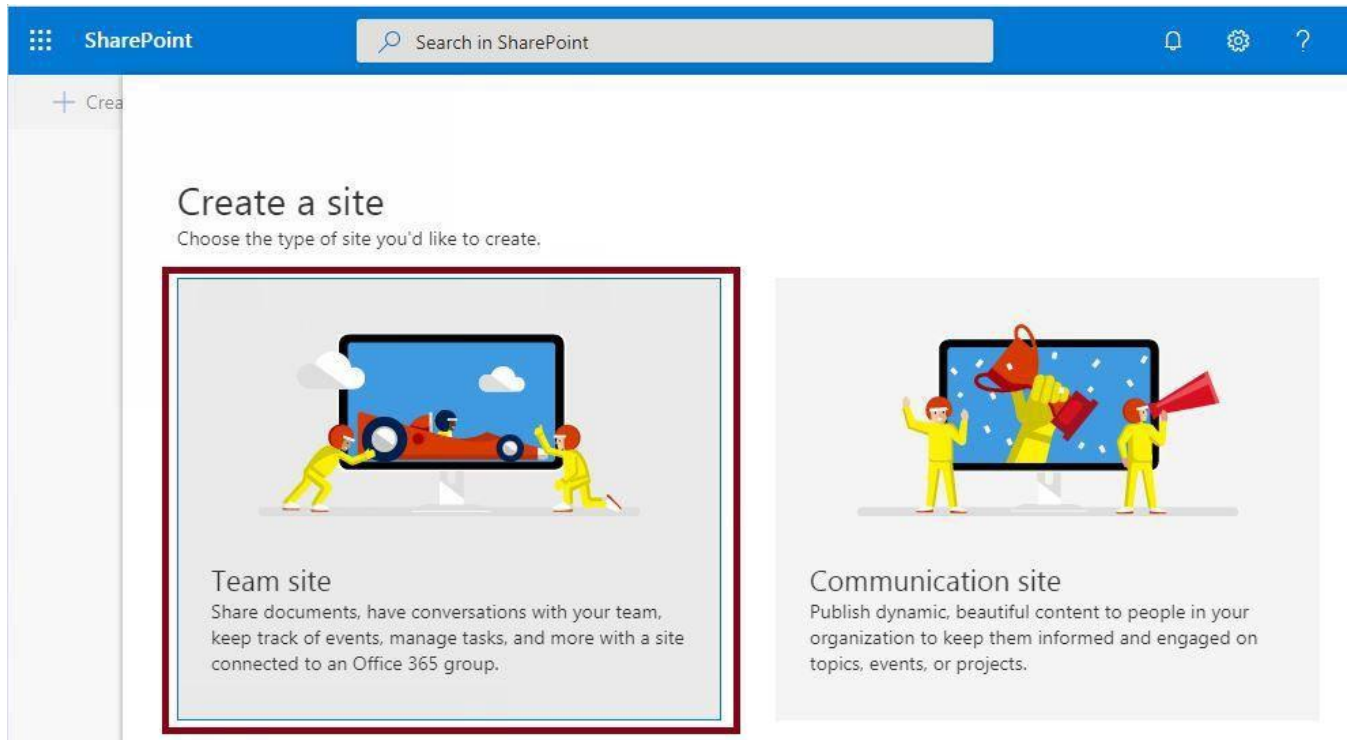


Then, we'll be presented with two templates:

- Team site
- Communication site

Click on the “Team site” template.

# SharePoint Online & Microsoft 365 Administration



Enter the below:

- Site Name(mandatory) – any meaningful text.
- Site description(optional) – any meaningful text.

Keep other settings as is and click on the "Next" button.

## SharePoint Online & Microsoft 365 Administration

Get a team site connected to Office 365 Groups

Use this design to collaborate with your team. Share documents, track events in a shared calendar, and manage project tasks.

**Site name**  
Modern Team Site Test 1  
The site name is available.

**Group email address**  
ModernTeamSiteTest1  
The group alias is available.

**Site address**  
https://globalsharepoint2019.sharepoint.com/sites/ModernTeamSite...

**Site description**  
This is a test site using modern team site template.

**Privacy settings**  
Private - only members can access this site.

**Select a language**  
English  
Select the default site language for your site. You can't change this later.

**Next** Cancel

We'll be landing to the below page with the below two boxes:

- Add additional owners(optional) – To add additional site owners to the site.
- Add members(optional) – To add members to the site.

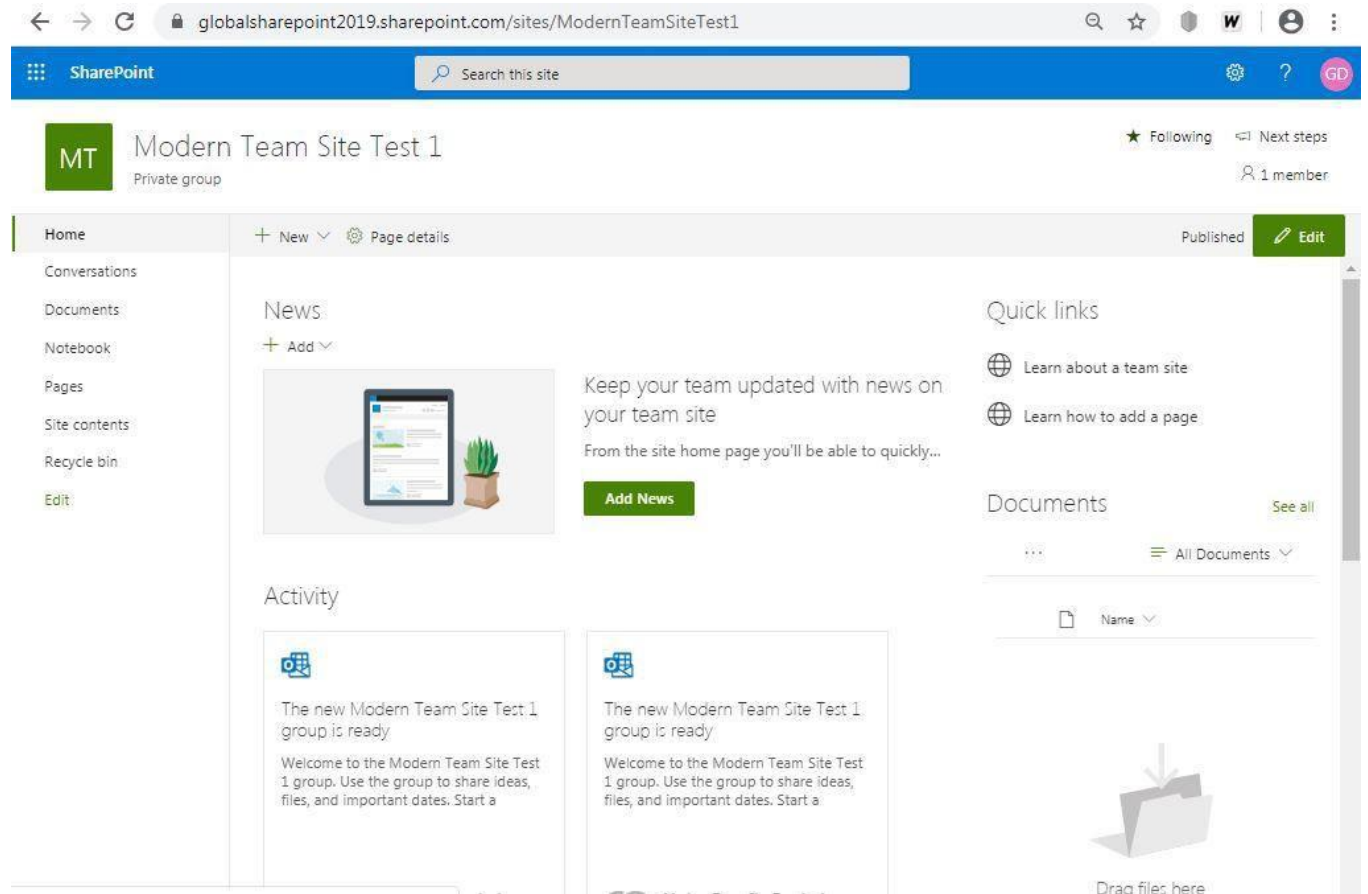
Click on the "Finish" button.

# SharePoint Online & Microsoft 365 Administration

The screenshot shows the SharePoint interface with a central dialog box titled "Add group members". The dialog box contains the following text: "Group members will receive an email welcoming them to the new site and Office 365 group". Below the text is an illustration of three people in yellow suits interacting with a large monitor. To the right of the dialog box, there is a sidebar for the "Modern Team Site Test 1" group. This sidebar includes a "Who do you want to add?" section with a sub-section "Add additional owners" containing a text input field with the placeholder "Enter a name or email address". Below that is an "Add members" section with another text input field with the placeholder "Enter a name or email address". At the bottom of this sidebar is a blue "Finish" button. The left sidebar of the SharePoint interface shows a list of sites under "Following" and "Recent" categories.

# SharePoint Online & Microsoft 365 Administration

Finally, we can see that a new modern team site has been created like as below landing page with so many out of the box webparts.



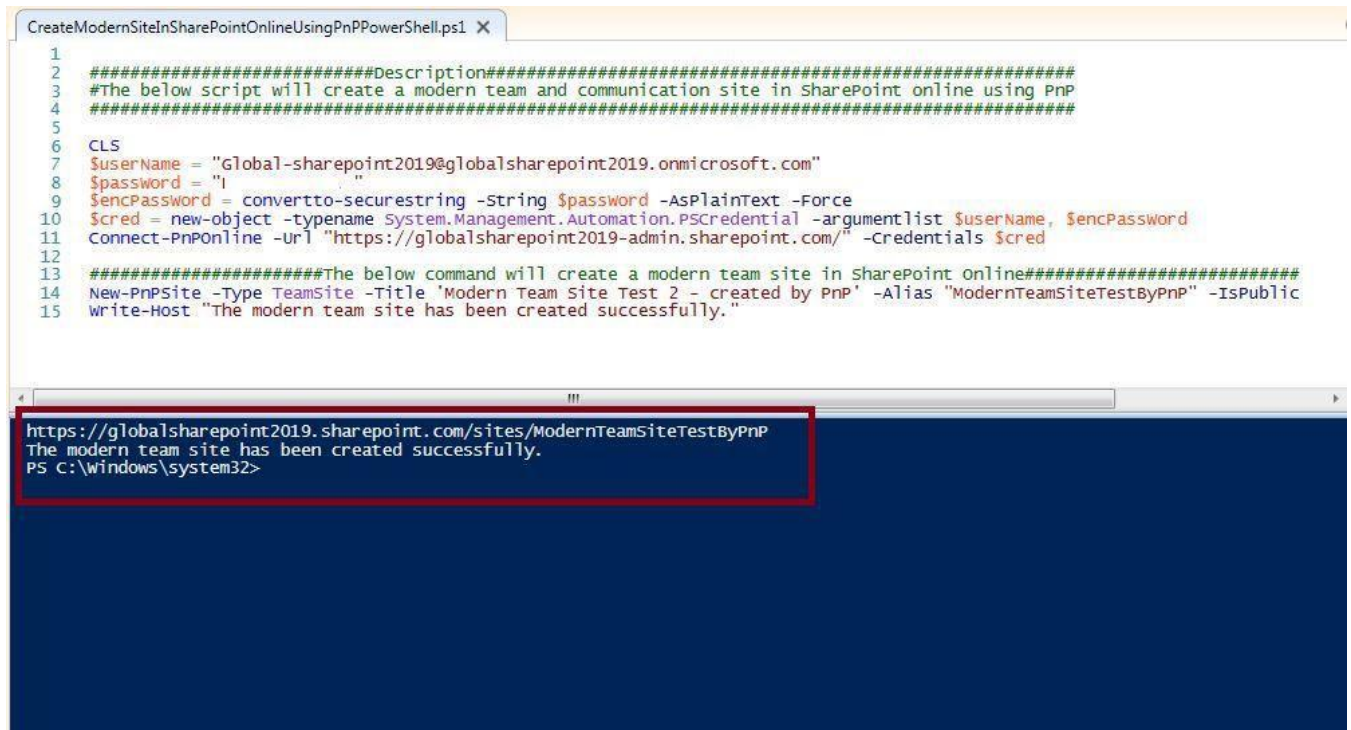
By now, we have learned how to create a modern team site in SharePoint online manually. Now, we will learn how to create a modern team site in SharePoint Online using PnP PowerShell.

## **Prerequisites – Install PnP PowerShell in SharePoint online**

In order to execute the PnP PowerShell in SharePoint online, we need to install the PnP PowerShell in SharePoint Online. For the installation, please refer my previous chapter Office 365: Getting started with SharePoint PnP PowerShell – installation

# SharePoint Online & Microsoft 365 Administration

## Create a modern team site using PnP PowerShell



```
1
2 #####Description#####
3 #The below script will create a modern team and communication site in SharePoint online using PnP
4 #####
5
6 CLS
7 $userName = "Global-sharepoint2019@globalsharepoint2019.onmicrosoft.com"
8 $password = "I"
9 $encPassword = convertto-securestring -String $password -AsPlainText -Force
10 $cred = new-object -typename System.Management.Automation.PSCredential -argumentlist $userName, $encPassword
11 Connect-PnPOnline -url "https://globalsharepoint2019-admin.sharepoint.com/" -Credentials $cred
12
13 #####The below command will create a modern team site in SharePoint online#####
14 New-PnPSite -Type TeamSite -Title 'Modern Team Site Test 2 - created by PnP' -Alias 'ModernTeamSiteTestByPnP' -IsPublic
15 Write-Host "The modern team site has been created successfully."
```

https://globalsharepoint2019.sharepoint.com/sites/ModernTeamSiteTestByPnP  
The modern team site has been created successfully.  
PS C:\windows\system32>

New-PnPSite – create a modern SharePoint online site:

Using the 'New-PnPSite' command we can create a modern team site and communication site in SharePoint online. The New-PnPSite cmdlet creates a new site collection for the current tenant. Currently, only 'modern' sites like Communication Site and the Modern Team Site are supported. If you want to create a classic site, use New-PnPtenantSite.

Create a modern team site in SharePoint Online using PnP PowerShell:

## SharePoint Online & Microsoft 365 Administration

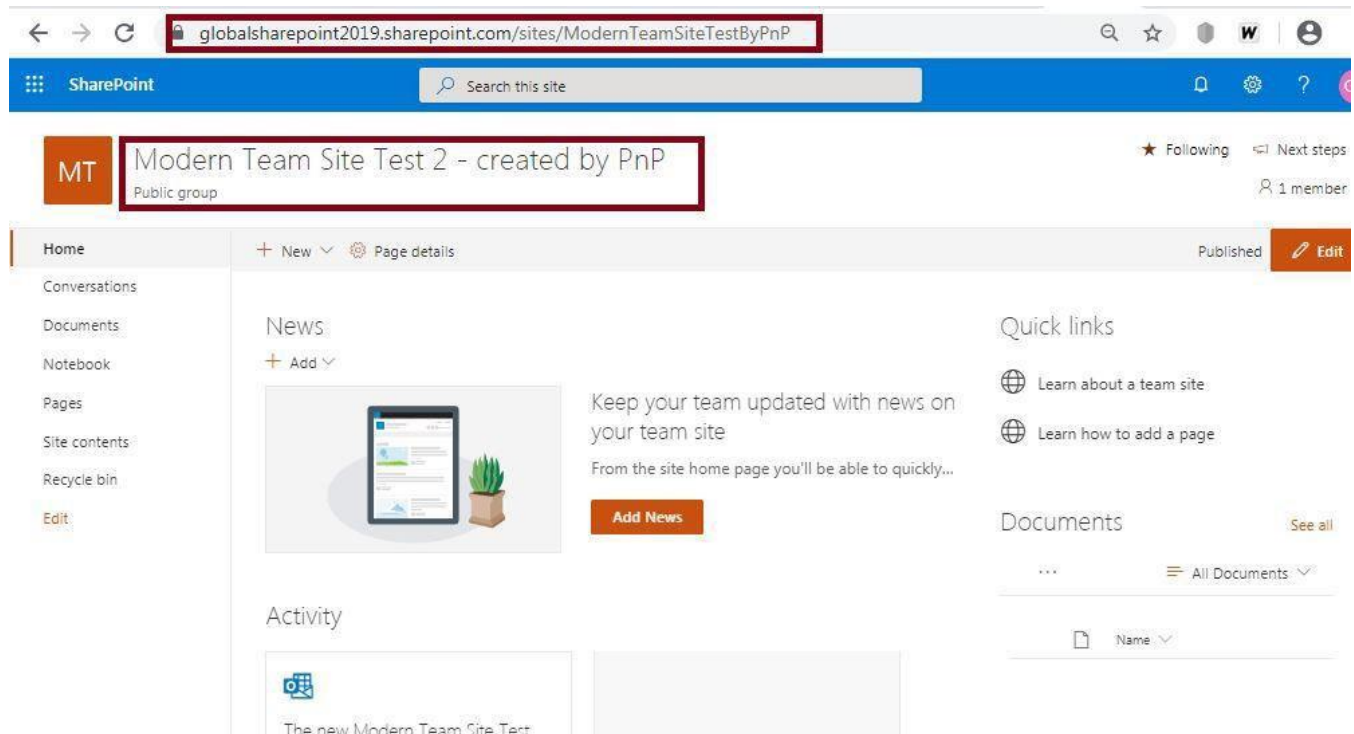
Using the below PnP PowerShell script, we can create a modern team site in SharePoint online.

```
#####Description#####  
#####  
#The below script will create a modern team and communication site in  
SharePoint online using PnP  
#####  
#####  
###  
  
CLS  
$userName = "Global-  
sharepoint2019@globalsharepoint2019.onmicrosoft.com"  
$passWord = "YourSPOOnlinePassword"  
$encPassWord = convertto-securestring -String $passWord -AsPlainText -  
Force  
$cred = new-object -typename  
System.Management.Automation.PSCredential -argumentlist $userName,  
$encPassWord  
Connect-PnPOnline -Url "https://globalsharepoint2019-  
admin.sharepoint.com/" -Credentials $cred  
  
#####The below command will create a  
modern team site in SharePoint  
Online#####  
New-PnPSite -Type TeamSite -Title 'Modern Team Site Test 2 - created by  
PnP' -Alias "ModernTeamSiteTestByPnP" -IsPublic  
Write-Host "The modern team site has been created successfully."
```

After executing the above modern team site creation using the PnP script, if we navigate to the <https://globalsharepoint2019.sharepoint.com/sites/ModernSiteByPnP> which

## SharePoint Online & Microsoft 365 Administration

was created through the PnP script, we can see the below modern SharePoint online site.



Other parameters in creating a modern team site – New-PnPSite:

```
New-PnPSite -Type TeamSite -Title 'Team Contoso' -Alias contoso -IsPublic
```

This will create a new Modern Team Site collection with the title 'Team Contoso' and the URL 'https://tenant.sharepoint.com/sites/contoso'; or 'https://tenant.sharepoint.com/teams/contoso&#8217; based on the managed path configuration in the SharePoint Online Admin portal and sets the site to public.

```
New-PnPSite -Type TeamSite -Title 'Team Contoso' -Alias contoso -Lcid 1040
```

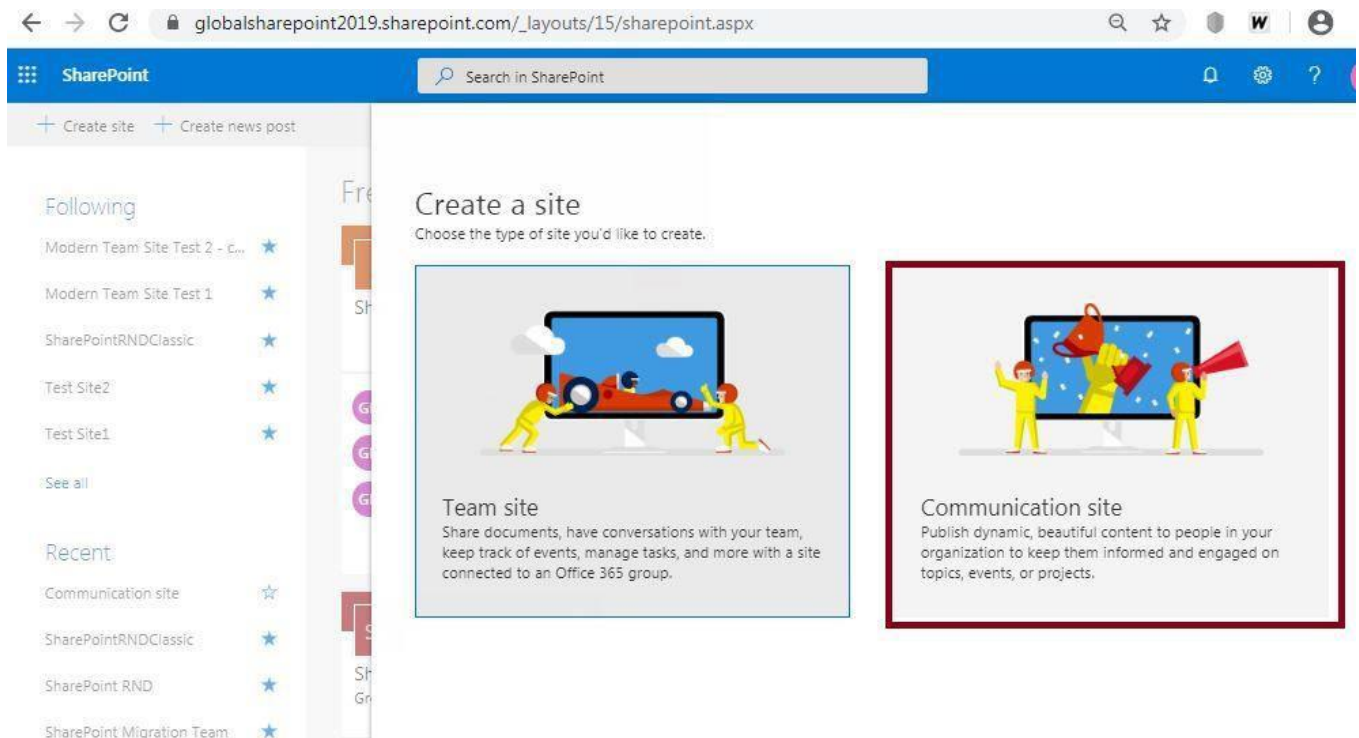
This will create a new Modern Team Site collection with the title 'Team Contoso' and the url 'https://tenant.sharepoint.com/sites/contoso'; or 'https://tenant.sharepoint.com/teams/contoso&#8217; based on the

## SharePoint Online & Microsoft 365 Administration

managed path configuration in the SharePoint Online Admin portal and sets the default language of the site to Italian.

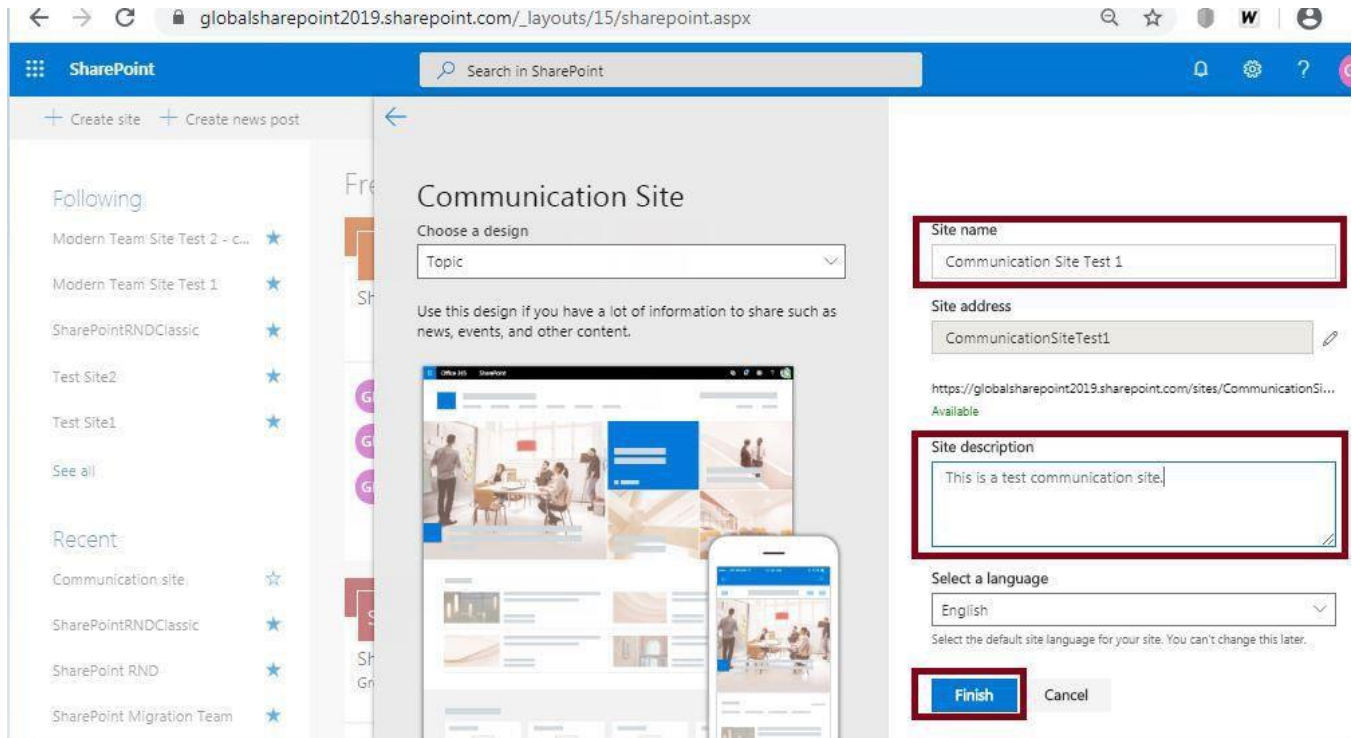
How to create a SharePoint communication site?

In this step, we will learn about how to create communication site in SharePoint online, the steps are same as modern team site creation which we have seen in the previous step, just we need to select the "Communication site" template instead of "Team site" in the "Create a site" template selection page as like below:



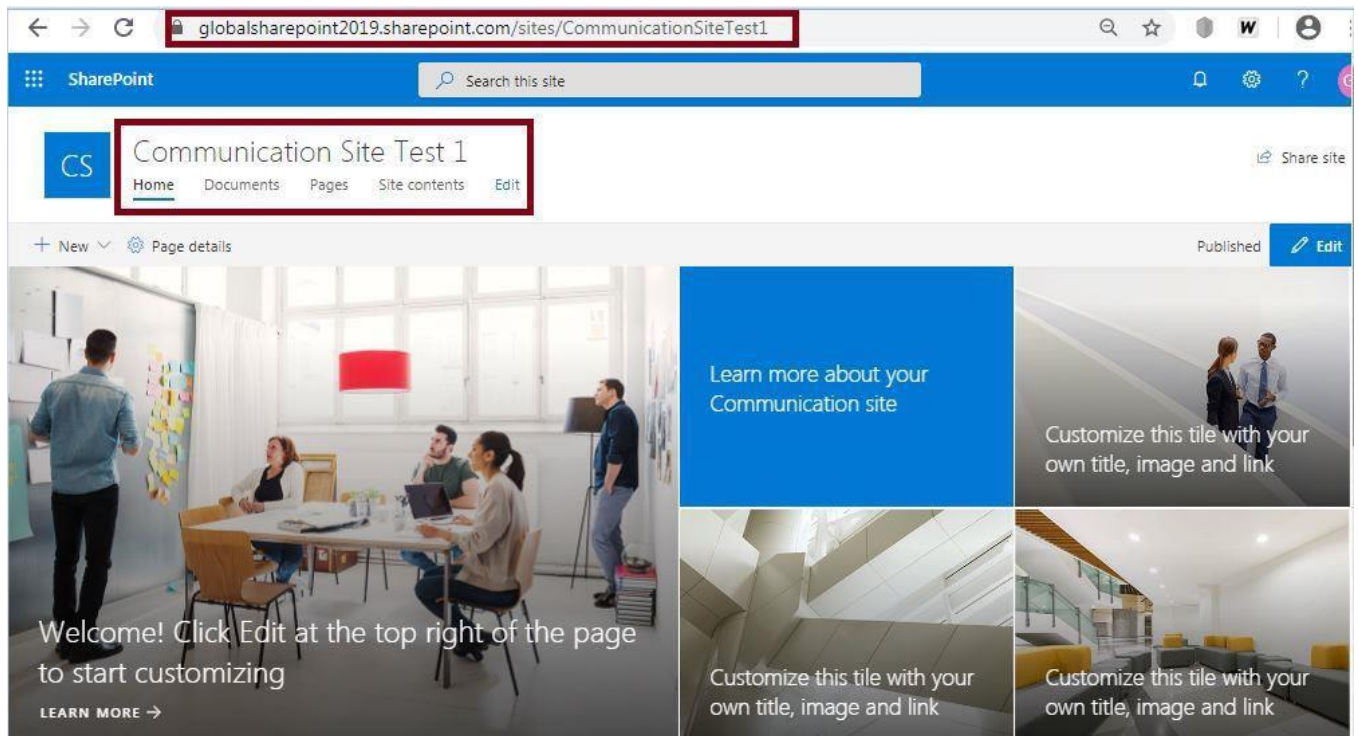
In the next screen provide the "Site name" and "Site description(optional)", then click on the "Finish" button.

# SharePoint Online & Microsoft 365 Administration



In the next screen, we can see that a new communication site just has been created.

# SharePoint Online & Microsoft 365 Administration

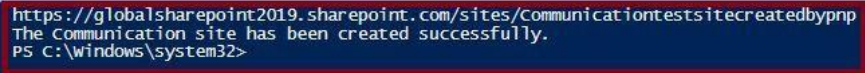


Create a communication site in SharePoint online, using PnP PowerShell:  
Script execution

Using the below PnP PowerShell script, we can create a communication site in SharePoint online.

## SharePoint Online & Microsoft 365 Administration

```
CreateModernSiteInSharePointOnlineUsingPnPPowerShell.ps1* X
1
2 #####Description#####
3 #The below script will create a modern team and communication site in SharePoint online using PnP
4 #####
5
6 CLS
7 $userName = "Global-sharepoint2019@globalsharepoint2019.onmicrosoft.com"
8 $password = "YourSPOPassword"
9 $encPassword = convertto-securestring -String $password -AsPlainText -Force
10 $cred = new-object -typename System.Management.Automation.PSCredential -argumentlist $userName, $encPassword
11 Connect-PnPOnline -url "https://globalsharepoint2019-admin.sharepoint.com/" -credentials $cred
12
13 #####The below command will create a modern team site in SharePoint online#####
14 #New-PnPSite -Type TeamSite -Title 'Modern Team Site Test 2 - created by PnP' -Alias 'ModernTeamSiteTestByPnP' -IsPublic
15 #write-Host "The modern team site has been created successfully."
16
17 #####The below command will create a communication site in SharePoint online#####
18 New-PnPSite -Type CommunicationSite -Title 'Communication Site Test 2 - created by PnP' -url "https://globalsharepoint2019.s
19 write-Host "The Communication site has been created successfully."
```



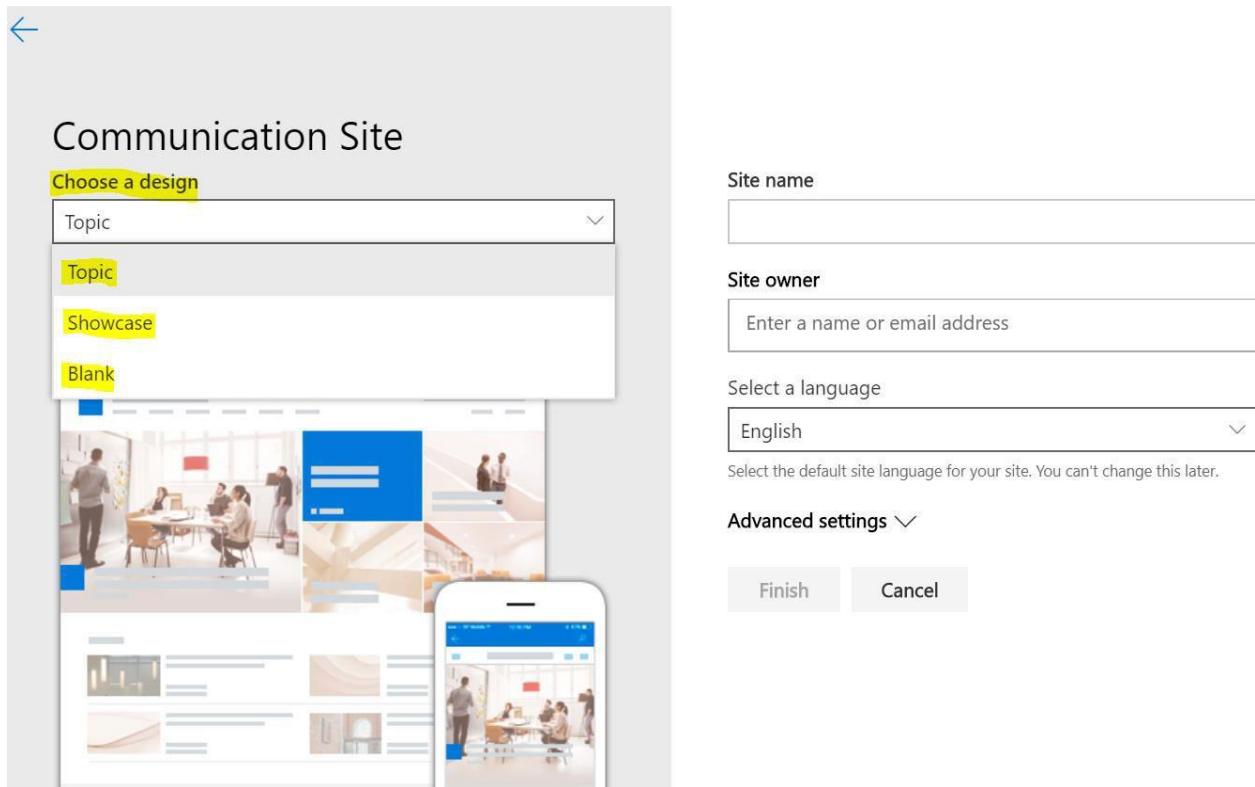
```
https://globalsharepoint2019.sharepoint.com/sites/Communicationtestsitecreatedbypnp
The communication site has been created successfully.
PS C:\windows\system32>
```

Create a communication site in SharePoint online – PnP PowerShell:

Design templates are available for the communication site:

- Topic
- Showcase
- Blank

# SharePoint Online & Microsoft 365 Administration



Using the below PnP PowerShell script, we can create a communication site in SharePoint online.

```
#####Description#####  
#####  
#The below script will create a modern team and communication site in  
#SharePoint online using PnP  
#####  
#####  
###  
  
CLS  
$userName = "Global-  
sharepoint2019@globalsharepoint2019.onmicrosoft.com"  
$passWord = "YourSPOPassword"  
$encPassWord = convertto-securestring -String $passWord -AsPlainText -  
Force  
$cred = new-object -typename  
System.Management.Automation.PSCredential -argumentlist $userName,  
$encPassWord
```

## SharePoint Online & Microsoft 365 Administration

```
Connect-PnPOnline -Url "https://globalsharepoint2019-admin.sharepoint.com/" -Credentials $cred
```

```
#####The below command will create a modern team site in SharePoint  
Online#####  
#New-PnPSite -Type TeamSite -Title 'Modern Team Site Test 2 - created by PnP' -Alias "ModernTeamSiteTestByPnP" -IsPublic  
#Write-Host "The modern team site has been created successfully."
```

```
#####The below command will create a communication site in SharePoint  
Online#####  
New-PnPSite -Type CommunicationSite -Title 'Communication Site Test 2 - created by PnP' -Url  
"https://globalsharepoint2019.sharepoint.com/sites/Communicationtestsitecreatedbypnp" -SiteDesign "Showcase"  
Write-Host "The communication site has been created successfully."
```

### Notes:

- Topic to share information such as news, events, and other content.
- Showcase to use photos or images to showcase a product, team, or event.
- Blank to create your own design.

### Other parameters in creating a communication site – New-PnPSite:

```
New-PnPSite -Type CommunicationSite -Title Contoso -Url  
https://tenant.sharepoint.com/sites/contoso -SiteDesignId ae2349d5-97d6-4440-94d1-6516b72449ac
```

This will create a new Communications Site collection with the title 'Contoso' and the URL 'https://tenant.sharepoint.com/sites/contoso';. It will use the specified custom site design for the site.

## SharePoint Online & Microsoft 365 Administration

```
New-PnPSite -Type CommunicationSite -Title Contoso -Url  
https://tenant.sharepoint.com/sites/contoso -Classification "HBI"
```

This will create a new Communications Site collection with the title 'Contoso' and the url 'https://tenant.sharepoint.com/sites/contoso';. The classification for the site will be set to "HBI"

```
New-PnPSite -Type CommunicationSite -Title Contoso -Url  
https://tenant.sharepoint.com/sites/contoso -ShareByEmailEnabled
```

This will create a new Communications Site collection with the title 'Contoso' and the url 'https://tenant.sharepoint.com/sites/contoso';. Allows owners to invite users outside of the organization.

```
New-PnPSite -Type CommunicationSite -Title Contoso -Url  
https://tenant.sharepoint.com/sites/contoso -Lcid 1040
```

This will create a new Communications Site collection with the title 'Contoso' and the url 'https://tenant.sharepoint.com/sites/contoso'; and sets the default language to Italian.

## Chapter 11: Navigation in SharePoint Online

### Introduction to navigation

Building proper navigation to a site attracts more users, as they like the new navigation. The main purpose of navigation is to allow the users to land on their intended page in a quick manner and they should be able to navigate through wherever they want. And at any given point, the user should be able to go back to the home page of the site. So, while SharePoint architects design the navigation, they must adhere to the rules of navigation and know the end user's current way of navigating before introducing a new one.

## SharePoint Online & Microsoft 365 Administration

While we talk about Hub Site navigation, we must know about other types of navigation as well. The types of navigation in SharePoint Online are as below.

- Site Navigation (Local Navigation)
- Site Collection Navigation (Global Navigation)
- Hub Site Navigation
- Megamenu Navigation
- Personal Navigation

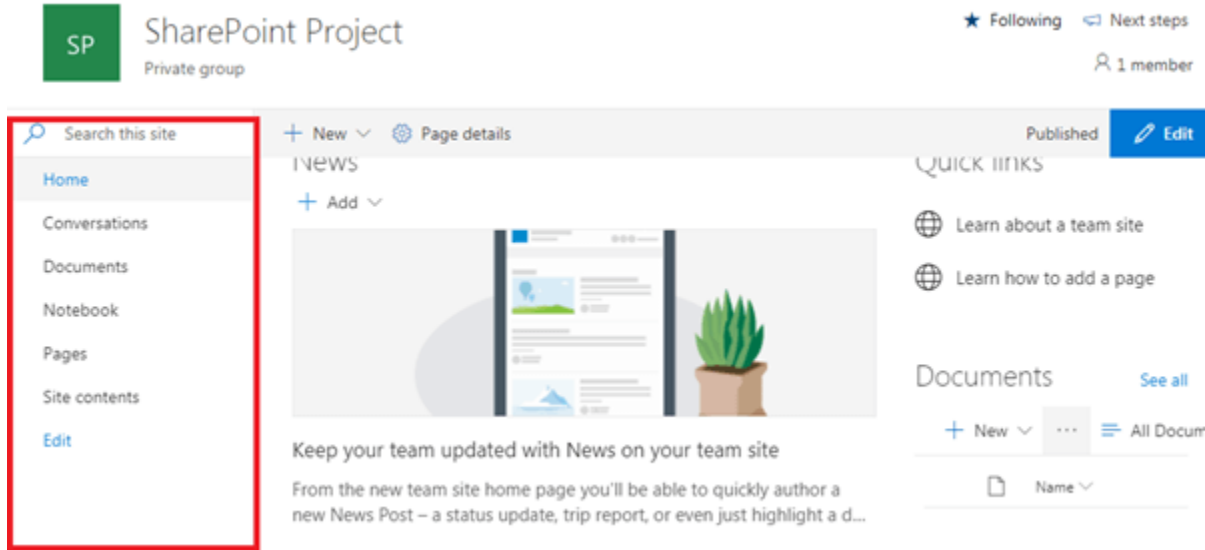
Now, we'll talk about each type of navigation with a proper example.

### Site Navigation (Local Navigation)

This is simple navigation without which no SharePoint user/developer could go in the classic SharePoint experience at least – the very popular term of this type of navigation is called “Quick Launch”. If you are at the site level and need to create navigation related to that particular site, then Quick Launch navigation is your best friend!!!

Example of Site Navigation (Local Navigation).

# SharePoint Online & Microsoft 365 Administration

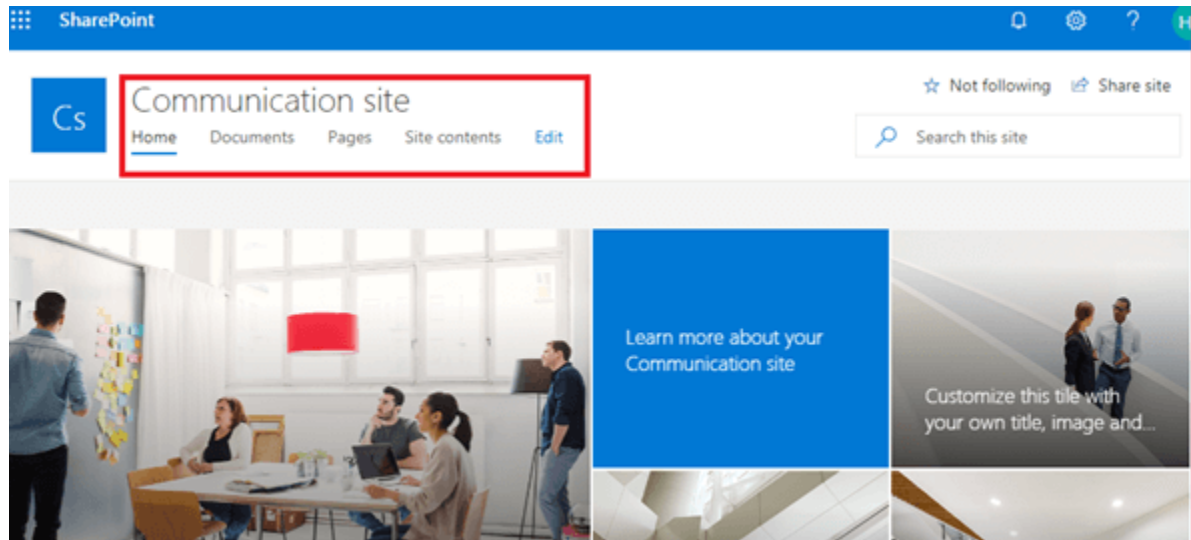


In contrast, if we have a communication site, Quick Launch is on the top of the page. The communication site is a special template that is introduced in SharePoint modern framework. In a Team site, we have quick launch (on the left) and top navigation (on the top), with the communication site we only have one navigation on the top.

## Note

- The communication site does not have top navigation. Instead, Quick Launch has been moved from the left to the top.

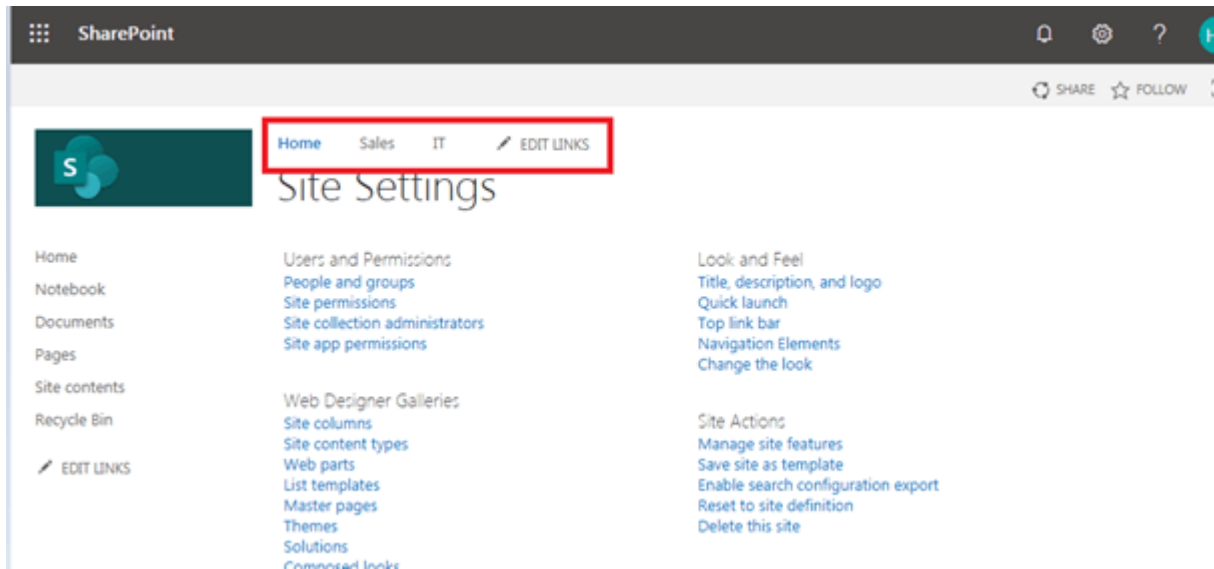
# SharePoint Online & Microsoft 365 Administration



## Site Collection Navigation (Global Navigation)

Let's say we have ten subsites and we want common navigation to all the sub sites – then global navigation is the right choice. The navigation should be configured in the top-level root site collection and this navigation should be inherited from all sub sites below it.

# SharePoint Online & Microsoft 365 Administration



## Note

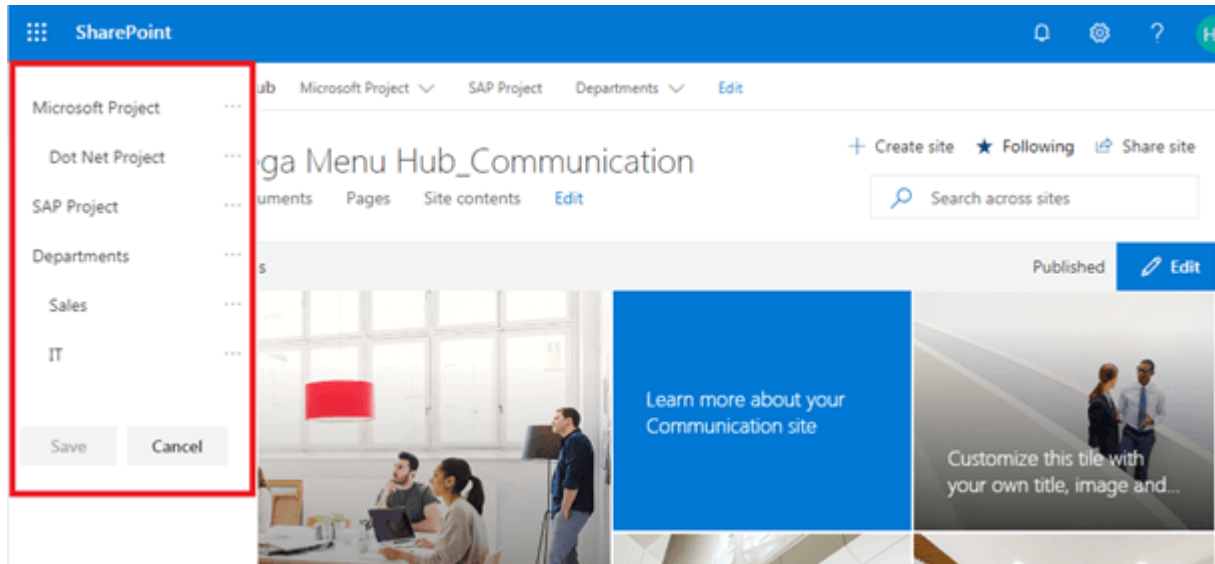
- The Site Collection Navigation option only exists on sites not connected to Office 365 Groups (classic sites or modern team sites without a Group).

## Hub site navigation

In modern site architecture, we will never have all the stuff in a single site collection. Sometimes, we may have a department site as communication and team site with office 365 group connected. Those are independent site collections, in this case, global navigation will fail. This is where the hub site comes into the picture. Hub sites allow us to combine all those different types of sites and site collections and bring them all under one umbrella.

## SharePoint Online & Microsoft 365 Administration

Here is an example of hub site navigation, note here the link Sales and IT are from different site collections (classic team site).



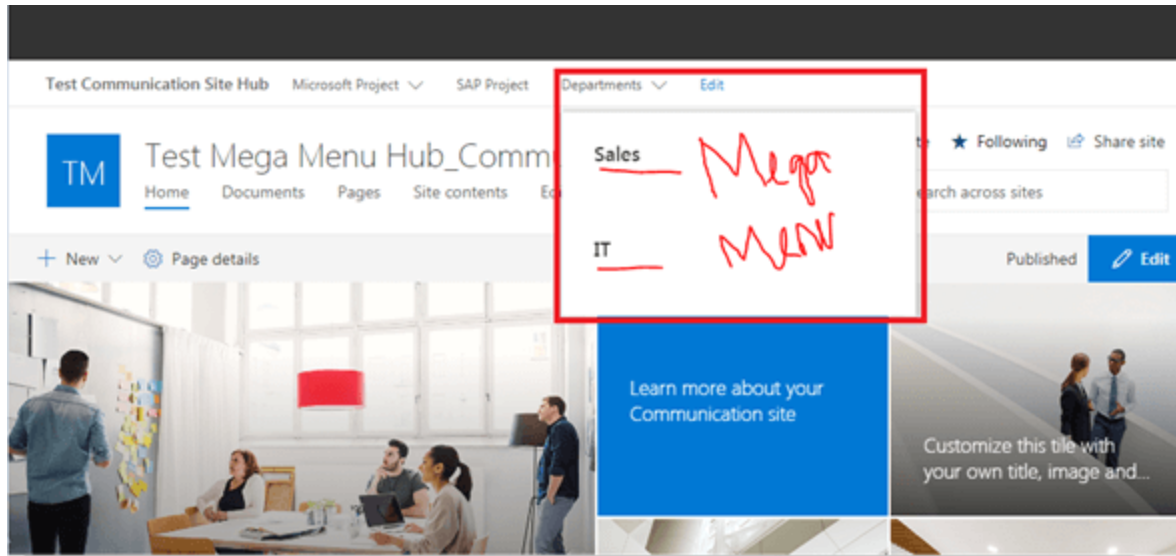
### Megamenu Navigation

The much-awaited megamenu navigation was recently launched by Microsoft (February & March 2019). It addresses many issues which users have been facing over the last several years in the traditional dropdown navigation approach. One of the major issues of dropdown-based navigation is, if the navigation item lists are more, most of the actual content of the site will be hidden or shadowed by the dropdown menu. This is how the user gets frustrated and it leads to poor user adoption to the site. And also, in the dropdown-based approach, we cannot have multi-levels of nested items.

### Example of megamenu:

## SharePoint Online & Microsoft 365 Administration

This is a white rectangular box menu – using this we can implement multi-level nested item navigation but in flat architecture. At any given point of time users will not lose their content. While working on megamenu we must know this – if we configure the mega menu in the hub sites, this will not be inherited automatically in the subsequent associated site, we need to configure these in associated sites as well.



### Note

- We can achieve all four (Quick Launch, Global, Hub Site and Megamenu) on the same site if we use a team site not connected to an Office 365 Group. The site which is connected to an Office 365 Group loses site collection (Top) navigation option.

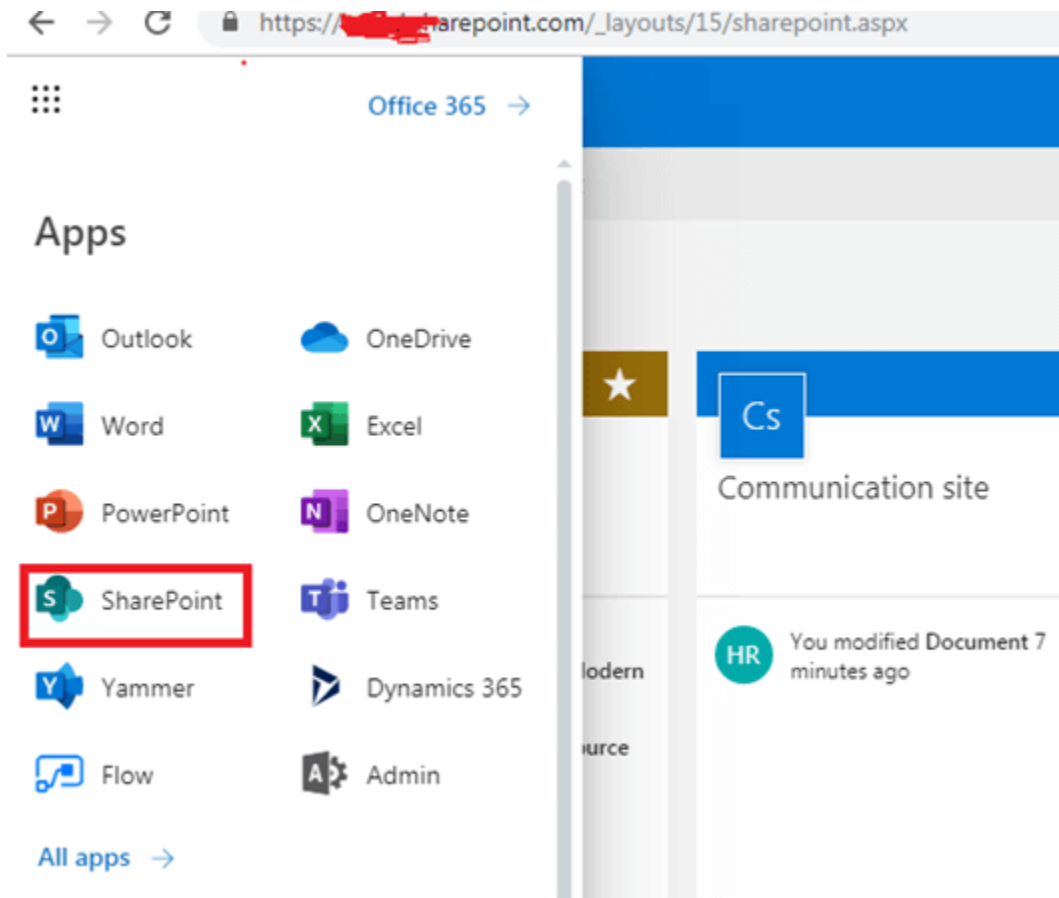
### Personal Navigation

All the above types of navigations are manmade – I mean these need to be manually configured. Apart from these, we have one more navigation we

## SharePoint Online & Microsoft 365 Administration

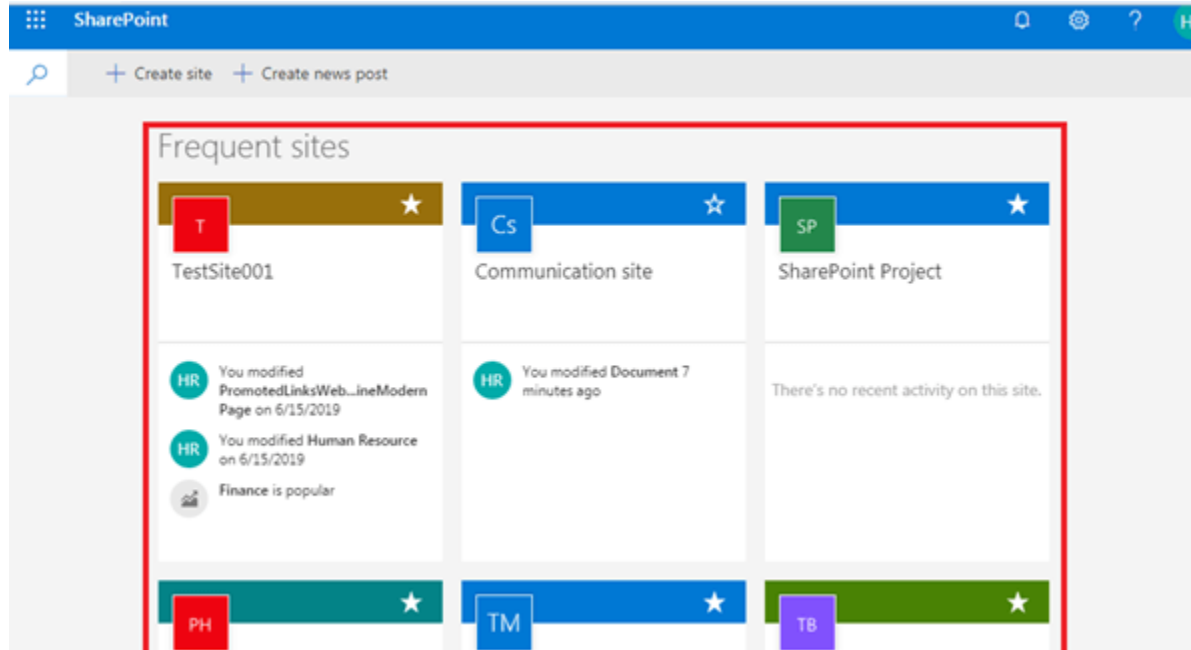
may name as personal navigation – these are not manually configured, based on the sites we may visit frequently these will be listed out over here.

Go to the below URL and click on "SharePoint".



We'll get the below page - Example of personal navigation – these navigation items will vary from person to person because it depends on the specific user site visits.

# SharePoint Online & Microsoft 365 Administration



## Summary

Hope you have enjoyed reading this book. The purpose of this book is how a SharePoint administrator, Power User, architect and developer (with the appropriate access) can manage the SharePoint Online admin center from Office 365. This book is composed of eleven chapters, each chapter has its own scope and meaning to summarize each chapter we can have below bullets:

# SharePoint Online & Microsoft 365 Administration

## Chapter 1: Introduction to SharePoint

The chapter 1 was focused on basic understanding of SharePoint like what is SharePoint, history of SharePoint and why should we use SharePoint.

## Chapter 2: Introduction to Office 365

The chapter 2 was focused on basic understanding of Office 365 like what is Office 365, advantages of Office 365, how to create a trial office 365 tenant and login to it.

## Chapter 3: Manage Microsoft 365 admin center report dashboard

In the chapter 3, we have seen that when we logged into Microsoft 365 admin center home page – what are the default report cards are available in the home page and how to manage these report cards like adding a new report card, removing a report card from the home page and list of cards are available to add in Dashboard in the Microsoft 365 admin center

## Chapter 4: Administering office 365

In the administering office 365 we have seen how to manage tenant user like adding a new user, removing an user etc. , how to manage guest users, how to manage group in Office 365, various types of groups(below mentioned) in office 365 and how to work with them.

- Office 365
- Distribution
- Mail-enabled Security
- Security

# SharePoint Online & Microsoft 365 Administration

## Chapter 5: Billing management in Office 365

In the billing management section, we have seen the below bullets and how to manage them sophisticatedly.

- Purchase Service
- Products & services
- Licenses Report
- Bills & Payments management
- Billing Accounts
- Billing Methods
- Billing Notification

## Chapter 6: Introduction to SharePoint Online Admin center

The introduction to SharePoint Online Admin center chapter was focused on the below:

- What is SharePoint Online Admin center?
- How to navigate to SharePoint from Office 365?
- Reports available (below mentioned) in the SharePoint admin center home page and how to manage each report.
  1. SharePoint file activity report
  2. SharePoint site usage report
  3. Message Center
  4. Service Health

# SharePoint Online & Microsoft 365 Administration

## Chapter 7: Administering SharePoint admin center

This chapter is the most interesting and bigger – here only most of the SharePoint administrator works on. To summarize the SharePoint Online administration section, we can have the below notes:

How to manage the below activities from active sites report:

- How to create site
- How to delete Site
- How to manage the site owner
- How to manage the Hub site
- How to manage the Site Sharing
- How to export the site consolidated report as csv
- How to search the sites with name, URL etc.
- How to filter the sites based on various inbuilt view.
- How to customize the columns.
- How to do the bulk edit
- How to land into this Active Sites report.
- How to create a site from SharePoint online admin center?
- How to manage the active site owners from admin center:
- How to manage hub site from SharePoint admin center:
- How to export the active sites report in CSV:

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- Example of downloaded sites csv report:
- How to search the active sites:
- Views in Active Sites:
- Customizing the view columns in active sites report:
- Bulk Edit in SharePoint admin center (active sites):

How to manage deleted sites report:

How does the below policy work in SharePoint admin center?

1. Sharing and
2. Access Control

How to manage the global settings page in SharePoint admin center like below:

- How to handle the default admin experience page
- How to handle the SharePoint notification globally.
- Site creation - what is the default setting should be configured while creating a new site.
- How to manage the site storage limits and so on.

How to manage the below global settings from the Tenant setting page:

- Show or Hide App Tiles
- Site Collection Storage Management
- OneDrive for Business experience
- Admin Center Experience

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- Delve (powered by Office Graph)
- Enterprise Social Collaboration
- Streaming Video Service
- Site Pages
- Global Experience Version Settings
- Information Rights Management (IRM)
- Site Creation
- Subsite Creation:
- Connections from sites to Office 365 groups:
- Custom Script
- Preview Features
- Connected Services
- Mobile Push Notifications - OneDrive for Business
- Mobile Push Notifications – SharePoint
- Comments on Site Pages
- How to navigate to classic features from modern admin center?
- Classic features in modern SharePoint admin center:
- How do we navigate to the classic/old site collection create page?
- Data migration tool in SharePoint admin center:
- How to manage script editor webpart in SharePoint Online?

Chapter 8: Manage hub sites in SharePoint Online from admin center

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In the modern SharePoint Online, the hub site is very important concept, so with respect to hub site, we have seen the below:

- Introduction to hub site
- What is a Hub Site in SharePoint online?
- Hub Site architecture in SharePoint online
- Why Hub Site in SharePoint online?
- How to create a Hub Site in SharePoint online?
- How to add a Team site or communication site to the Hub Site?
- Some key features or use cases of Hub Sites.
- How to create a new hub site using PowerShell?
- Register a site as a hub site by using the Register-SPOHubSite cmdlet:
- Set permissions for specific users: SPOHubSiteRights
- Associate multiple sites to a hub site: Import-Csv to Add-PnPHubSiteAssociation
- Manage hub site report in SharePoint Online
- PnP PowerShell script to get all sites connected to a hub site:
- PnP PowerShell script to get all sites connected to hub site: Test
- Let's see the exported hub sites report – how does it look like?
- View all sites those are connected to a hub site using SharePoint admin center URL (UI):

Chapter 9: Workflow Report from SharePoint Online tenant

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In the workflow report chapter, we have seen that how to export all workflows from SharePoint Online Tenant using PowerShell CSOM and PnP PowerShell and, we have seen how to Install PnP PowerShell:

### Chapter 10: Site creation template selection in SharePoint Online

In this chapter, we have learned what is a team site and communication site template and when to use which one. And, we have learned using PnP PowerShell how we can create a team and communication site.

### Chapter 11: Navigation in SharePoint Online

In the navigation chapter, we have what navigation SharePoint online and what are the various navigations are available (below mentioned) in the SharePoint online and how to work with each type of navigation.

1. Site Navigation (Local Navigation)
2. Site Collection Navigation (Global Navigation)
3. Hub Site Navigation
4. Megamenu Navigation
5. Personal Navigation

Thank so much for reading this book, if this book really helps you – please share this book with your colleagues and friends. In future, I have lot of plans to write this type of books for the SharePoint administrator, Power User, developer, and architect, so till then stay tuned!!! Once again thanksfor being with me on this journey, and hopefully we together will cross thepaths again in the future.

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## Resources

Reference URLs:

- <https://docs.microsoft.com/en-us/sharepoint/planning-hub-sites>
- <https://docs.microsoft.com/en-us/powershell/module/sharepoint-pnp/new-pnpsite?view=sharepoint-ps>
- <https://docs.microsoft.com/en-us/powershell/sharepoint/sharepoint-pnp/sharepoint-pnp-cmdlets?view=sharepoint-ps>