

# Microsoft SharePoint Online Version with Office 365 Level 3: Advanced Site Owner

1 Day Course  
Training at Your Office



## COURSE DESCRIPTION

SharePoint features are robust and complex. Site owners can determine what features and options to make available in SharePoint, and how to configure those features to meet organizational and user needs. By properly implementing these features, users will be able to collaborate effectively, and organizations will save time and money through automation of business processes, fast and efficient retrieval of information, and effective records management.

Upon successful completion of this course, existing SharePoint site owners will be able to take on administrative responsibility for implementing and managing advanced features based on business requirements. You will:

- Configure site settings.
- Integrate external applications and data.
- Configure site metadata.
- Manage archiving and compliance.
- Implement workflows.

## COURSE TOPICS

### Configuring Site Settings

Configure Site Administration Settings  
Configure Site Search  
Organize the Site and Configure Navigation  
Site Pages  
Configure Site Auditing

### Integrating External Applications and Data

Create a Flow for a Library

### Configuring Site Metadata

Create a Custom Content Type  
Add Site Columns to Content Types  
Create and Configure Document Sets

### Managing Archiving and Compliance

Create a Policy  
Manage Site Closure and Deletion  
Configure In-place Records Management  
Manage Records Using the Records Center  
Manage Content with the Content Organizer  
Configure Information Management Policies

### Implementing Workflows

Plan a Workflow  
Create and Publish a Workflow  
Test Workflows  
Design and Implement Advanced Workflows  
Branching and Loops



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