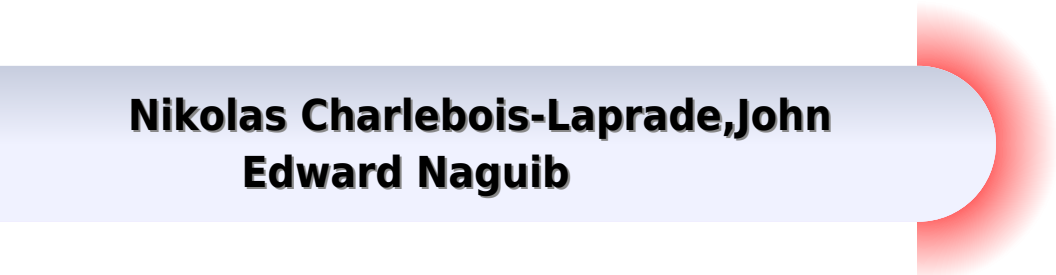


SharePoint Admin Training



Sharepoint Administrator X27s Guide

**Nikolas Charlebois-Laprade, John
Edward Naguib**



Sharepoint Administrator X27s Guide:

Manager's Guide to SharePoint Server 2016 Heiko Angermann, 2017-12-14 Close the gap between introductory and advanced resources available on SharePoint 2016 with this guide and identify the core benefits of specific techniques in a real world context including best practice scenarios You will find this book to be a comprehensive collection of tutorials and solutions for all of the most widely used techniques e g intranet Internet formal metadata management informal metadata management document management social media project management To overcome the high volume velocity and variety of data content management systems usually focus on different sub tasks namely document management web content management digital asset management and enterprise records management As a leading enterprise CMS and all around solution SharePoint Server handles all of these sub tasks using one system however the opportunities and limits of SharePoint are often unknown at the management level Many managers who decide to use SharePoint donot know how SharePoint can concretely help to improve their business and day to day operations They are often overwhelmed with its functionalities In addition daily users are often overwhelmed with the complexity and extensive features and possibilities of the system Both SharePoint administrators and users need a clear explanation of when SharePoint can be used where it can help and how to use it Manager s Guide to SharePoint Server 2016 is that solution The book provides coverage of SharePoint technology including the core technologies of SharePoint and the MySite technology as well as SharePoint administration levels Template technology including the most widely used collaboration enterprise and publishing site templates Hands on tutorials and solutions for users and administrators including use cases in a real world context Best practice scenarios of SharePoint governance template usage and additional tools to improve SharePoint What You ll Learn Discern how and where SharePoint can help improve a company s success Understand the core elements of SharePoint for customization and how to improve the site s functionalities Know how SharePoint can be used as a collaboration and management platform Discover what to do within SharePoint and how to more effectively manage SharePoint in daily business across teams Who This Book Is For Content managers systems managers and software engineering professionals SharePoint managers end users and site administrators will also find this book useful **SharePoint For Dummies** Rosemarie Withee, Ken Withee, 2021-12-29

Unlock the potential of Microsoft s powerful web based collaborative platform that comes standard with Microsoft 365 Microsoft SharePoint unlocks millions of collaborative and remote working capabilities and possibilities And using it doesn t require a degree in computer science With SharePoint For Dummies you ll be creating sites working with lists and integrating with Microsoft Teams in no time at all This book offers fully illustrated step by step instructions to adapt and customize SharePoint for your own organization Perfect for complete SharePoint novices as well as veterans of previous versions you ll learn to manage and work with enterprise content and use the SharePoint mobile app This handy guide also walks you through Creating integrated online portals from scratch for everyone in your organization to use How to navigate

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scripts they introduce PowerShell operations in the context of deploying migrating managing and monitoring SharePoint 2016 What You ll Learn What s New in this Edition Learn about the new SharePoint 2016 capabilities and min role Extend the default set of available PowerShell cmdlets for SharePoint 2016 by creating your own reusable Cmdlet functions with PowerShell 5 0 Upgrade your on premises SharePoint 2013 environment to SharePoint 2016using PowerShell Who This Book Is For Administrators developers and DevOps engineers working with SharePoint 2016 No experience with PowerShell is required **The Administrator's Guide to SharePoint Portal Server 2001** Bill English,2003 This is the most thorough guide available to SharePoint s Portal Server the newest of Microsoft s Enterprise Servers **SharePoint Online Administrator Playbook** Deviprasad Panda,2025-06-24 DESCRIPTION SharePoint Online is Microsoft s powerful cloud platform for collaboration document management and communication driving digital workplaces worldwide Understanding its administration is critical for any organization leveraging Microsoft 365 making this SharePoint Online Administrator Playbook your essential guide to expert level management This playbook systematically covers every facet of SharePoint Online administration starting with an in depth tour of the SharePoint admin center and understanding the administrator scope You will learn core site administration including creation deletion permissions sharing hub site association and reporting The book explores access control policies alongside managing default settings for pages notifications site creation and storage limits It guides you through content services like term store and content type gallery management effective migration strategies using Migration Manager and user profile administration Finally you will explore Business Connectivity Services for BDC models and external content types across online and on premises connections Secure Store ID management records management and configuring SharePoint hybrid using the hybrid picker Upon completing this playbook you will possess the practical knowledge and confidence to competently administer and optimize SharePoint Online environments enhancing collaboration and security within your organization WHAT YOU WILL LEARN Understand SharePoint admin center navigation and core site collection management Configure site permissions sharing and access control policies Implement global SharePoint Online default settings for pages and storage Strategize and execute SharePoint Online content migration using Migration Manager Administer user profiles and optimize SharePoint search schema and query rules Configure advanced search components including result sources and query suggestions Administer records management and configure SharePoint hybrid using hybrid picker WHO THIS BOOK IS FOR This book is ideal for SharePoint Online administrators and IT professionals managing Microsoft 365 environments Readers should possess foundational knowledge of SharePoint concepts and basic Microsoft 365 administration TABLE OF CONTENTS 1 SharePoint Admin Center Home 2 Site Administration 3 Policies Administration 4 Settings 5 Content Services 6 Migration 7 User Profiles Administration 8 Search Administration 9 App Administration 10 BCS Administration 11 Secure Store Administration 12 Record Management Administration 13 Hybrid Picker *SharePoint Portal Server* Anthony Mann,2001 Find create and share all of your mission

critical data from a browser based interface with SharePoint Microsofts new NET portal solution using this introductory guide Covering all aspects of deployment and administration this practical guide will show you how to seamlessly integrate SharePoint with other familiar Office applications secure and monitor your server and perform backup and recovery tasks And an 8 page blueprint section will help visually reinforce concepts youve just learned about A hands on introduction to administering and customizing SharePoint Portal Server Learn to work with SharePoint Portal Server effectively using this introductory guide Youll be able to capture share and publish business information using this flexible portal solution and this book will walk you through basic steps of installation and administration Discover how to optimize and customize SharePoint to meet the needs of your business and learn how to use all the document management features including document collaboration versioning profiling and publishing Find out how to utilize SharePoints scalability for creating an intranet or extranet site thats not only organized but also searchable allowing you to access critical information from a browser based interface If youre looking for a clear easy to use reference for getting started using Microsofts powerful new portal solution this is the book you need Install and configure SharePoint Portal Server Construct effective user friendly portals Find create and share business data from a browser based interface Get tips for advanced administration Learn how to scale your server installations Optimize SharePoint Portal Server Discover ways to keep a corporate site secure Learn to back up monitor and restore the server Includes trial version of Microsoft SharePoint Portal Server 2001 *Beginning SharePoint 2010 Administration* Göran Husman,Christian Ståhl,2010-05-20 Written by a four time SharePoint MVP this book examines the differences between SharePoint Foundation SPF and SharePoint Server SPS Appropriate for consultants and IT professionals who need to understand how to plan implement and configure SharePoint administrators and the support team that must know how to manage SharePoint IT managers and project leaders it assumes no previous knowledge of SharePoint The version adds full integration support for Microsoft Office 2010 and Visio 2010 Microsoft s new FAST search and mobile and Groove client support *SharePoint 2010 Administration Instant Reference* Randy Williams,Milan Gross,2011-06-28 A guide to SharePoint 2010 administration covers such topics as installation creating Web applications scaling configuring server settings using term sets and managing security *MCTS Microsoft Office SharePoint Server 2007 Configuration Study Guide* James Pyles,2011-01-11 Qualified SharePoint administrators are in demand and what better way to show your expertise in this growing field than with Microsoft s new MCTS Microsoft Office SharePoint Server 2007 Configuration certification Inside find everything you need to prepare for exam 70 630 including full coverage of exam topics such as configuring content management managing business intelligence and more as well as challenging review questions real world scenarios practical exercises and a CD with advanced testing software For Instructors Teaching supplements are available for this title **Beginning SharePoint 2010 Administration** Göran Husman,Christian Ståhl,2010-06-08 Complete coverage on the latest advances in SharePoint 2010 administration SharePoint 2010 comprises an abundance of

new features and this book shows you how to take advantage of all SharePoint 2010's many improvements. Written by a four-time SharePoint MVP, *Beginning SharePoint 2010 Administration* begins with a comparison of SharePoint 2010 compared to the previous version and then examines the differences between SharePoint Foundation (SPF) and SharePoint Server (SPS). This book is written for several audiences. One audience is consultants and IT professionals who need to understand how to plan, implement, and configure SharePoint. Another audience is administrators and the support team that must know how to manage SharePoint, both the more advanced administration of service applications and site collections as well as managing sites and workspaces. A third audience is the reader who wants to understand how SharePoint works and what to expect from it; this is typically IT managers and project leaders. This book assumes no previous knowledge of SharePoint, but if you do have experience with SharePoint, you will learn how SharePoint 2010 differs from previous releases. If you intend to read and try all the exercises in this book, you will need some basic understanding of network applications such as Windows Servers, Microsoft SQL Server, Active Directory, DNS, and IIS, as well as experience with Microsoft Office. If you don't intend to install SharePoint yourself, then it is not necessary to have that network understanding.

What This Book Covers This book consists of 10 chapters and 4 appendixes. If you want to learn how to install and configure SharePoint Foundation, you should start reading Appendixes A and B. If you will install SharePoint Server 2010, you should still quickly read Appendixes A and B since they cover the basic functionality also valid for SharePoint Server; then you should continue reading carefully Appendixes C and D. All these appendixes are very technical and detailed, but you need to understand all this in order to install a SharePoint 2010 environment that follows Microsoft's Best Practice to match the requirements of your organization. If you don't plan to install SharePoint yourself, then you can start reading Chapter 1 and all the other chapters. If some of them are less interesting to you, you should still read them quickly to get an understanding of what they cover. Later you might need that information, and then it will be valuable to know where to find it.

The main part of this book is divided into 10 chapters. Some of these chapters focus more on SharePoint Foundation (SPF), some on SharePoint Server (SPS).

- Chapter 1: Introduction to Microsoft SharePoint 2010** This chapter gives you an overview of SharePoint and most of its important features. If you want to understand what SharePoint 2010 can do for you, then read this chapter.
- Chapter 2: Building SPF Sites** This chapter focuses on the fundamental features of SharePoint 2010 if you plan to build an SPF-based solution; read this. If you plan to build an SPS solution, this chapter covers the basic functionality you also need to know.
- Chapter 3: Office Integration** This chapter describes how SharePoint 2010 integrates with MS Office. If you are interested in document management features in SharePoint, then you should read this chapter.
- Chapter 4: Content Management in SharePoint 2010** This chapter focuses on managing content, especially web content management using wiki pages, but also social computing features, integration with offline solutions like MS Outlook, and SharePoint Workspace, and managing multilanguage sites.
- Chapter 5: Managing My Sites** This chapter focuses on features only available in SPS, not SPF. It describes how to manage and take advantage of the user

s personal My Site both for personal use and for collaboration and information sharing Chapter 6 SharePoint Administration This chapter is a deep dive into many important features in SharePoint such as permissions templates search and indexing and how to manage SharePoint 2010 with PowerShell and STSADM Readers only interested in SPF should read the parts that covers SPF features while the SPS administrator and IT pro should read the complete chapter Chapter 7 Building Intranets and Internet Portals This chapter focuses on features related to intranets and public facing Internet sites It explains what features will be of interest and how to use them You will get a number of tips in this chapter such as how to display Twitter content on a SharePoint site Chapter 8 Customizing SharePoint 2010 This chapter explains how to customize both SPF and SPS sites You will learn how to use SharePoint Designer 2010 as well as how to customize web parts including Silverlight based media web parts Chapter 9 Using SharePoint Designer 2010 This chapter focus on what you can do with the free tool SharePoint Designer 2010 If you need to know how to configure and design web pages in SharePoint this chapter is for you Chapter 10 Backup and Restore This chapter describes how to backup and then restore documents lists sites site collections and complete SharePoint farms using SharePoint Central Administration PowerShell and STSADM If you are a SharePoint administrator you should read this chapter Appendix A Installing SharePoint Foundation 2010 This appendix describes how to plan and implement SharePoint Foundation 2010 It also covers how to upgrade from WSS 3.0 Appendix B Configuring SharePoint Foundation 2010 This appendix describes how to configure and manage a newly installed SPF environment It covers many important and general concepts in SharePoint that are also valid for SPS so both SPF and SPS administrators and IT professionals should read this appendix Appendix C Installing SharePoint Server 2010 This appendix describes how to plan and implement SharePoint Server 2010 including how to upgrade and migrate from MOSS 2007 Appendix D Configuring SharePoint Server 2010 This appendix describes how to configure and manage a newly created SPS 2010 environment Before you read this appendix you should read Appendix B

SharePoint Online Modern Experience Practical Guide Bijay Kumar Sahoo, 2023-11-30 How to make the most of a career in new technology by utilizing SharePoint technology including Power Platform KEY FEATURES Learn how to use SharePoint Online Modern Experience Modern UI Effectively use Modern List and Libraries in SharePoint Online Learn about Modern SharePoint Site Page and various Web Parts Develop various custom applications for your business needs using Power Apps Gain knowledge in Power Automate everyone to build automated processes using low code drag and drop tools To create a data visualization primarily for business intelligence needs learn Power BI DESCRIPTION SharePoint Online Modern Experience Practical Guide 2nd Edition is a comprehensive guide that will teach you everything you need to know about SharePoint Online Modern Experience The book begins by covering the benefits of using SharePoint Online Modern Experience creating and managing modern team sites and communication sites and customizing modern site pages You will further learn about the types of modern lists and document libraries and how to create and manage them Then you will learn about Power Platform how to use it with

SharePoint Online to improve communication and collaboration You will also understand how to streamline document management and increase productivity Further Power Apps Power Automate and Power BI and how to use them to automate tasks create reports and visualize data will be discussed In the end you will learn about advanced topics related to SharePoint Online Modern Experience such as the SharePoint Framework and how to develop client side web parts You will gain insights into various methods to deploy SharePoint Online Modern Experience solutions manage and monitor them You will into various methods for implementing SharePoint Online Modern Experience solutions as well as how to oversee and track their management WHAT YOU WILL LEARN What SharePoint Online Modern Experience is and how it can benefit your organization How to create and manage modern team sites and communication sites How to customize modern site pages and web parts How to use modern lists and document libraries to store and manage your content How to use the Power Platform with SharePoint Online to automate tasks create reports and visualize data Use SharePoint Framework to build a client site model WHO THIS BOOK IS FOR This book is for site owners power users or administrators who want to create visually appealing team sites or Communication sites for SharePoint Online Although the book is geared towards SharePoint developers some familiarity with SharePoint is still necessary TABLE OF CONTENTS 1 Introduction to SharePoint Online 2 SharePoint Modern Team Site 3 SharePoint Communication Sites 4 SharePoint Online Modern List 5 SharePoint Online Modern Library 6 SharePoint Modern Pages 7 Modern Web Parts in SharePoint Online 8 Power Apps 9 Power Automate 10 Power BI 11 SharePoint Framework

SharePoint Online Development, Configuration, and Administration Mark Beckner, 2018-12-03 For those new to SharePoint Online as well as those who have worked with previous versions of the SharePoint platform this guide is intended to give concrete steps to rapidly understand how to configure develop and administrate solutions in this new environment SharePoint Online Development Configuration and Administration puts forth the most efficient way to get up to speed on the platform This book packed with value provides clear concise information about all of the common portions of SharePoint that you would need to work with including WebParts reporting site management administration and licensing with O365 and workflows using Microsoft Flow These tips from a seasoned developer will teach you how to Work with Sites Lists Permissions Access and other core functionality Make customizations to the look and feel of SharePoint Online Understand Web Part development and deployment Develop Microsoft Flow processes for business process automation Utilize Reporting functionality available in O365 Look at the many options for administrating SharePoint components

Essential SharePoint 2007 Jeff Webb, 2007-09-11 If you re considering the vastly improved 2007 version of SharePoint this concise practical and friendly guide will teach you how to get the most from the latest version of Microsoft s information sharing and collaboration platform Essential SharePoint 2007 demonstrates how your business can use SharePoint to control documents structure workflow and share information over the Web using standard tools business users already know Microsoft Office and Internet Explorer Written in a conversational tone by

internationally recognized SharePoint consultant and trainer Jeff Webb this book helps SharePoint administrators site owners and power users quickly gain the skills necessary to perform a wide variety of tasks for intranet and extranet web sites and explains what's new in SharePoint 2007 for experienced SharePoint 2003 administrators Essential SharePoint 2007 teaches you how to Use SharePoint 2007 with Outlook Word and Excel and as a document management tool replacing for example shared network drives with libraries Build and customize sites lists libraries and web parts for intranets and extranets Use SharePoint 2007 for team communication through blogs wikis surveys and RSS and email alerts Build a SharePoint workflow application Create and program web parts in order to deliver custom services and data to a site Deploy and administer SharePoint 2007 Each chapter ends with a summary of best practices advocated by the author and the first few chapters of the book are ideal as training materials for end users Later chapters give developers and administrators tools not only to keep company sites running smoothly but also to customize and extend them The book also contains several appendices with a glossary of terms and hard to find information Essential SharePoint 2007 is a one stop task oriented guide for learning what's necessary to make this tool a vital part of team productivity *Office and SharePoint 2007 User's Guide* Michael Antonovich, 2008-07-06 Web sites Collaboration Document management Paperless offices We want it all in business today but how do you achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals Office and SharePoint 2007 User's Guide Integrating SharePoint with Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to the paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment *The Shortcut Guide to Centralized SharePoint Administration* Wendy Henry, 2010-01-01

Microsoft® Office SharePoint® Server 2007: A Beginner's Guide Ron Gilster, 2007-09-11 Microsoft Office SharePoint Server 2007 A Beginner's Guide helps you get up and running quickly on the new version of this versatile collaboration tool by providing vital application and implementation strategies You will learn to centrally store documents and Web content simplify information sharing create custom dashboards and enable team collaboration **Beginning SharePoint 2007 Administration** Göran Husman, 2007-06-05 While the main focus of this book is on SharePoint administration you will also learn how to customize SharePoint by creating templates and using SharePoint Designer to enhance the look and feel of

SharePoint sites Microsoft MVP and author G ran Husman explores the differences between Microsoft Office SharePoint Server MOSS and Windows SharePoint Services WSS helps you decide if you need only WSS or if you should also implement MOSS and much more **Mastering Microsoft SharePoint Foundation 2010** C. A. Callahan,2011-03-08 Everything IT professionals need to create collaborative solutions SharePoint Foundation 2010 is the newest version of a powerful collaboration tool used in many Exchange enabled organizations This book gets network professionals and business application administrators up to speed on the updates features and installation procedures preparing them to create powerful collaboration structures for their companies Microsoft SharePoint Foundation 2010 is the successor to Windows SharePoint Services 3 0 and is used with Microsoft Office SharePoint Server to enable collaboration this guide prepares IT professionals to install and service the newest version Designed for administrators who are familiar with the previous version this book doesn t waste time with basic instruction but focuses directly on skills needed to manage the upgrade Covers administration customization disaster recovery and migrating from Windows SharePoint Services 3 0 to Windows SharePoint Foundation 2010 Packed with real world examples to support the instructions Mastering Microsoft SharePoint Foundation 2010 gets administrators up to speed quickly on this essential technology

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