

# Introduction to SharePoint Online Administration

@directorcia

<http://about.me/ciaops>

# SharePoint Overview

# A brief overview of SharePoint

- Released before 2000
- Typically 2 versions
  - Foundation
  - Enterprise
- Also need an Office Online server

# SharePoint dependencies

-Requires:

- IIS

- SQL

- Windows Server

# SharePoint setup

## -Typical Farm configuration:



Front end Web Server



Clustered front end server



Back end Database Server



Clustered Database Server



Indexing server



Office Online

# Office 365 – includes SharePoint Online

- SharePoint Enterprise Server
- Office Online
- Yammer
- Power BI
- Delve
- Features available depend on plan

# SharePoint Online Essentials

- **SharePoint Online Plan 1 (SPO1)**
  - Document libraries, calendars, contacts, tasks, subsites, OneDrive for Business, etc
- **SharePoint Online Plan 2 (SPO2)**
  - SPO 1 + Excel Services + Access Services + InfoPath Services + eDiscovery + etc

# Office 365 storage limits

## - All plans:

- 1 TB + 0.5GB per licensed user\* pooled Team Site (increasing to 1TB + 0.5GB)
- 5 TB OneDrive for Business per licensed user\* (increasing to unlimited)
- Can purchase additional storage for Team Sites
- 1 TB max limit per Site Collection

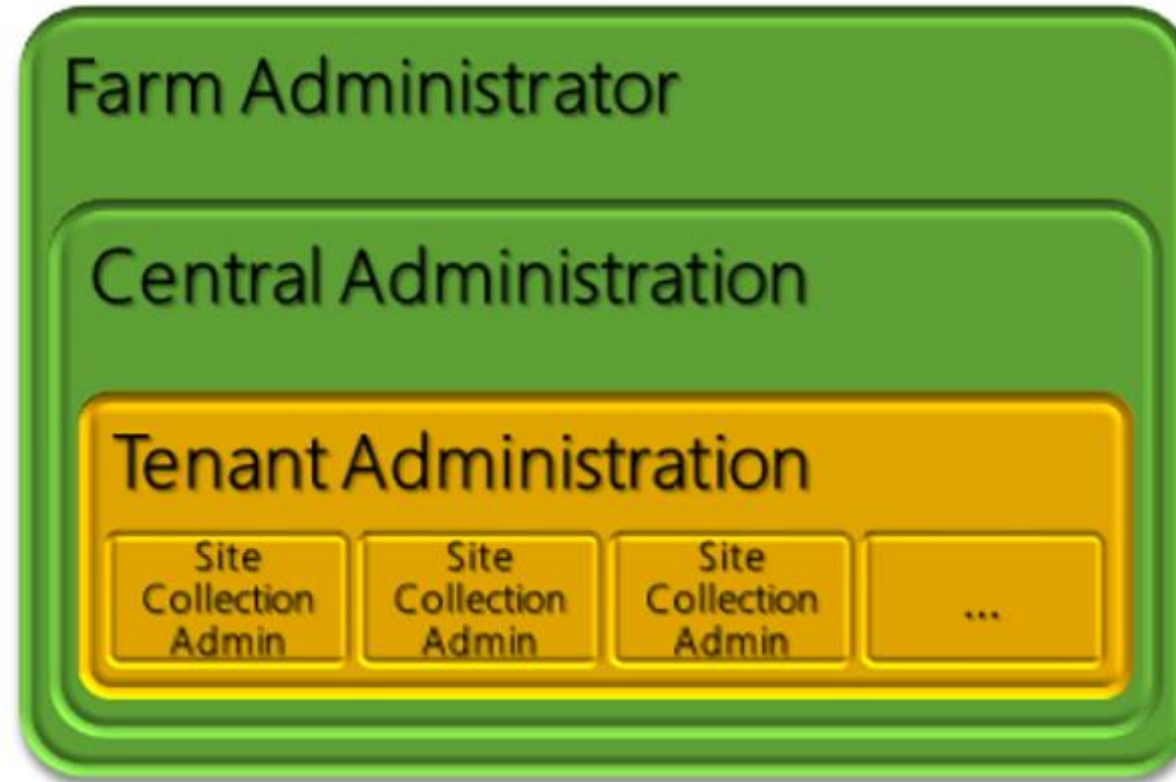


# SharePoint Site Collections

# Site Collections

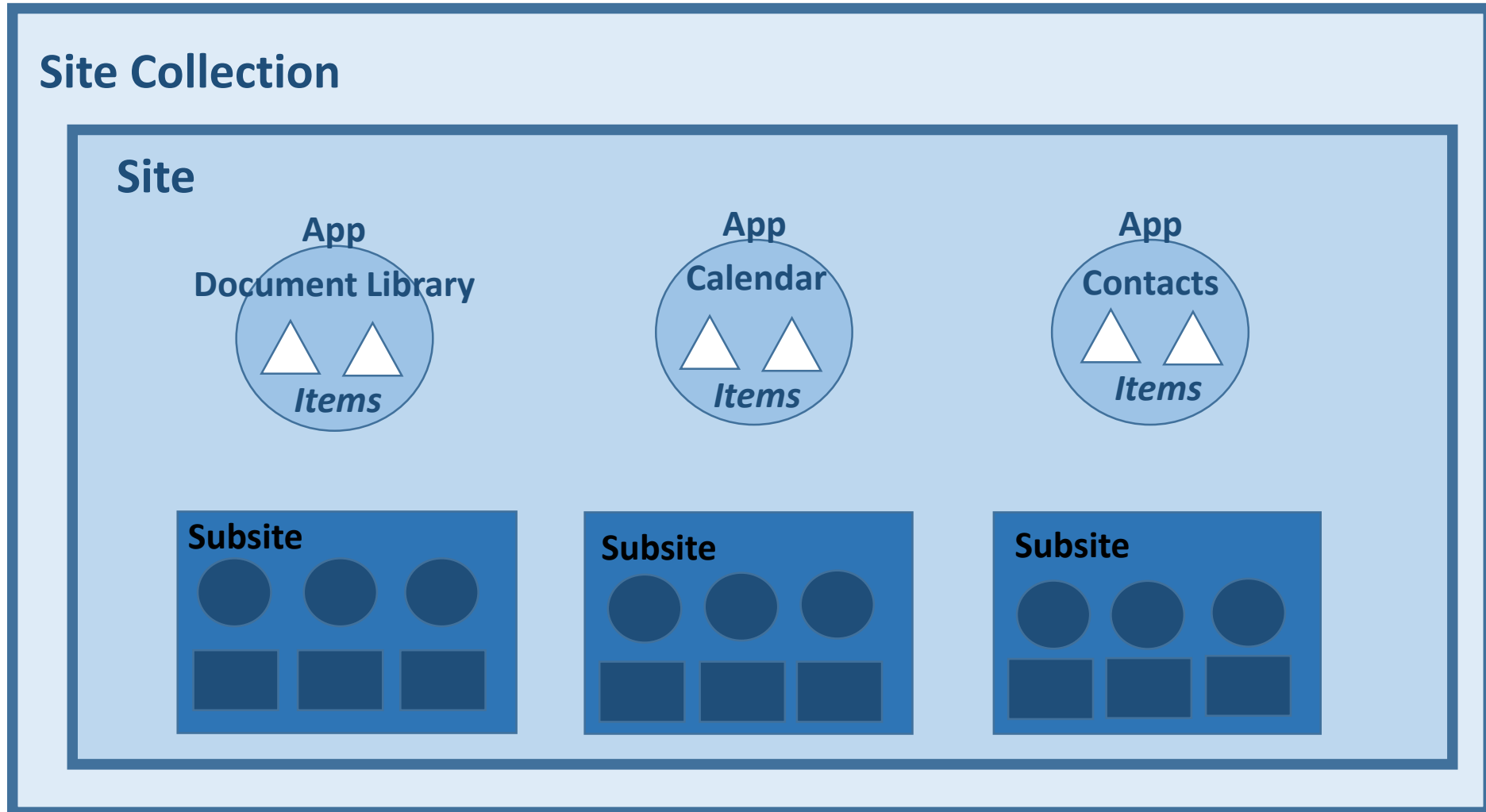
- A site collection is just a container for a collection of web sites
- A security boundary
- A container for third party apps
- A container for certain enabled SharePoint features
- In Office 365 you start with a few default site collections but can add more
- In older Office 365 tenants also have 1 external site collection
- Site Collections typically contain Team Sites

# Site Collection



- Administered by Microsoft
- Administered by Customer and/or Partner

# Structure



# Demo

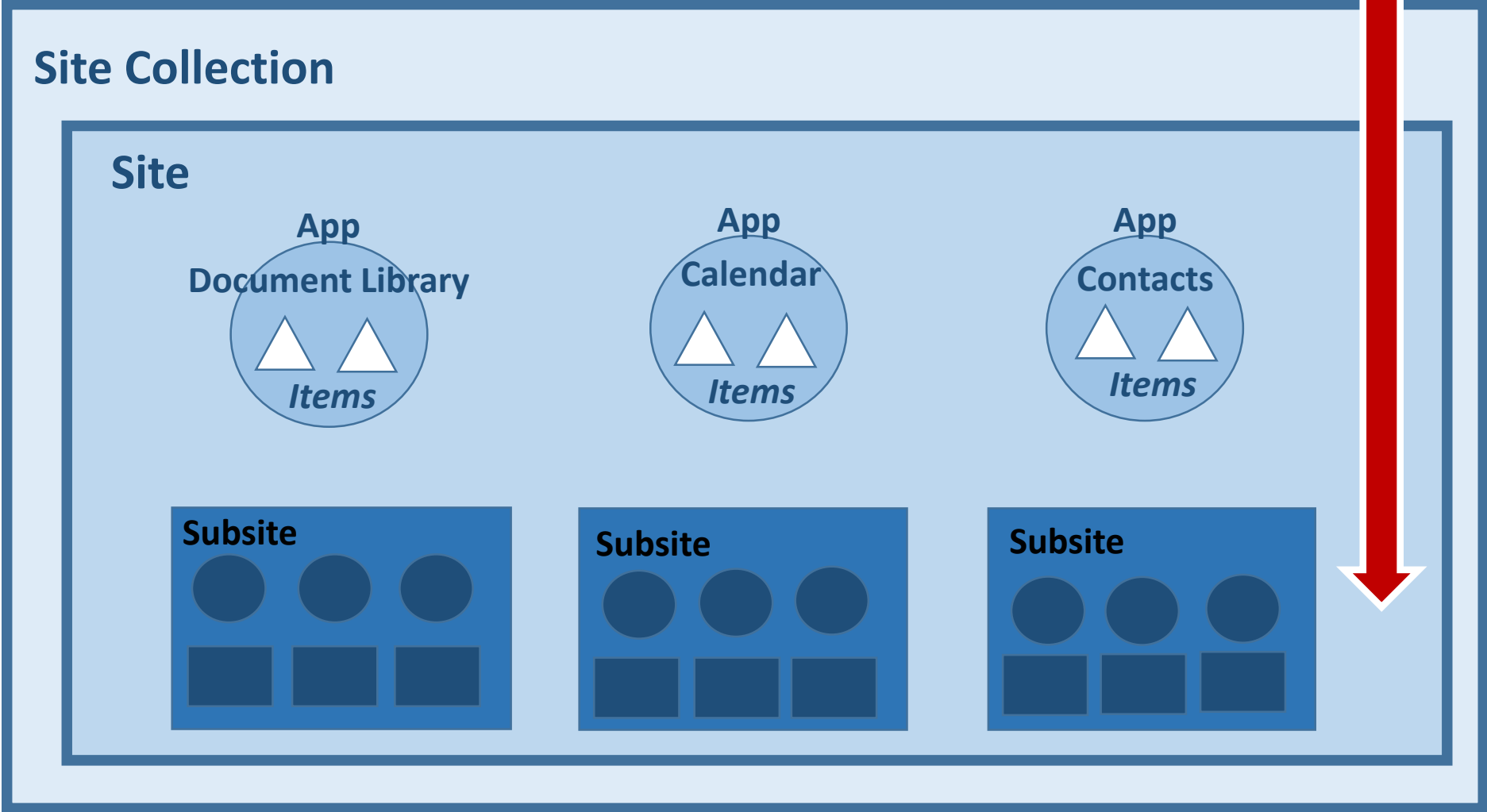
Site Collections and Sites

# Permission Basics

- Very similar to file based permissions
- Can assign permissions to most things in SharePoint, right down to the item level
- Can assign an individual user rights at any location
- Better practice is to assign rights to SharePoint groups and add users to these groups
- SharePoint 2013 has added a simpler 'Share With' method to assign rights
- Can share information with anyone with an email

# Permission flow

Inherit by default



# Site Collection level

- Can set a single primary site collection administrator
- Can set multiple secondary site collection administrators
- All site collection administrators have full rights through everything in site
- Site collection administrator rights are unaffected by any rights set with the site collection
- Location to assign rights for external (non-Office 365) users



# Demo

High Level Permissions

# Site (Sub-Site) level

- Site and sub site inherit permissions by default
  - Inheritance can be broken and individual rights assigned
- If enabled at Site Collection level, can share site with external users
  - Provides contribute rights by default

# App level

- An app within a site inherits sites permissions
  - Inheritance can be broken and individual rights assigned

# Item level

- An item within an app inherits permissions from app
  - Inheritance can be broken and individual rights assigned
- If enabled at Site Collection level, can share site with external users
  - Provides contribute rights by default
- If enabled at Site Collection level, can share a link to an item for external users
  - Provides contribute rights by default
- If enabled at Site Collection level, can share an anonymous access view or edit link to an item

# Demo

Lower Level Permissions

# Best practices

- Understand how to structure SharePoint for best results.
- Break information up and store in different SharePoint locations, whether that be sites, sub-sites or apps.
- Remember that SharePoint permissions inherit by default and all users get contribute rights to first team site initially.
- Set and manage permissions at the highest level. Avoid using item level permissions.

# Take aways

- SharePoint is a tool, like any Office application.
- SharePoint is a central part of Office 365.  
Knowledge about is thus CRITICAL for resellers.
- SharePoint is more than just files and folders.
- SharePoint typically means a change in approach is required.
- Keep management as simple as possible.

# Resources

- Free 23 part SharePoint email course – <http://bit.ly/gs-spo>
- **SharePoint Online Planning Guide for Office 365** - <http://office.microsoft.com/en-us/office365-sharepoint-online-enterprise-help/sharepoint-online-planning-guide-for-office-365-enterprise-and-midsize-HA101988931.aspx>
- **Organise documents and sites in Office 365**- <https://support.office.com/en-us/article/Organize-documents-and-sites-in-Office-365-1a36030f-3e54-4c43-8401-b7bcd0d1c16b>
- **SharePoint Online Service descriptions** - <https://technet.microsoft.com/en-us/library/jj819267.aspx>
- **Understanding permissions levels** - <https://support.office.com/client/Understanding-permission-levels-87ecbb0e-6550-491a-8826-c075e4859848>



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