

Course CLD216x: Microsoft SharePoint Online for Site Administrators

Student Lab Manual

In this lab project, you must complete a series of exercises that will lead to a fully functioning Site Collection and allow you to practice the skills discussed and demonstrated in this class.

Lab Scenario

You are the SharePoint Administrator for Litware Inc. Before implementing SharePoint Online across the entire organization, you want to practice your SharePoint Online admin skills on a pilot project for one of the company's departments.

Exercise 1 – Create and Maintain a Site Collection

In this exercise, you will create a site collection titled "Litware", which will be based off the Team Site template. After creating the root site you will then create a subsite for the Finance department and modify the subsite's title.

1. Log on to the **SharePoint Online admin center**.
2. Create a new site collection called **Litware** using the **Team Site** template, set the time zone to your local time zone and add your trial tenant account as the **SharePoint Administrator** account. Accept all other defaults. Wait for the site collection to finish being created before proceeding.
3. Create a subsite for the Finance department. To do so, log on to the root site of **Litware** and create a new subsite from the **Site Contents** quick link, again using the **Team Site** template. Name the subsite **Finance** and "**finance**" as the URL name. Do not choose to display this site on the top link bar of the parent site; other than this exception, accept all other defaults.
4. After further consideration, you decide to rename the subsite to make it more representative of Litware's organizational structure. Access the **Look and Feel** section of Finance's **Site Settings** and change the title of the subsite to **Finance and Accounting**.

Exercise 2 – Working with Files

In this exercise, you will create a new document library titled “Key Documents” and a custom list called "Accounts." You will then upload a new file to the document library and check it in. Finally, you will set an alert for the Key Documents library.

1. In the **Finance and Accounting** subsite create a new document library called **Key Documents** and create a new Word document titled **Benefits**.
2. Go to **Library Settings** and select **Versioning Settings**. Select the **Require documents to be checked out before they can be edited?** option.
3. In the **Finance and Accounting** subsite create a new custom list titled **Accounts**. Create the following three columns in the list: **Employee Name**, **Amount Payable**, and **Date Due**. Make all three columns required, and assign **Currency** as the **Amount Payable** column type and **Date and Time** as the **Date Due** column type.
4. Navigate back to the **Key Documents** library. On your local computer create a file using **Microsoft Notepad** and title it **test.txt**. Drag and drop the file into the **Key Documents** window, which uploads it. Notice the green-shaded arrow next to the file indicating it is checked out to you, which is the default behavior. Check the file in using the ellipsis icon.
5. Create an alert for the **Key Documents** library. Send the alert to your SharePoint Online account, and configure it to fire when items are changed.

Exercise 3 – Permission Inheritance

In this exercise, you will learn how to break inheritance on the Accounts custom list, customize its permissions to add a new user, then re-enable inheritance.

1. In the **Finance and Accounting** subsite, go to the **List** settings of the **Accounts** custom list and stop inheriting permissions. Add another user to the permission list with **Design** permissions. **Note:** You may have to refresh the page after you grant permissions.
2. On the permission list of the **Accounts** custom list, re-establish inheritance by selecting **Delete unique permissions**.

Exercise 4 – Creating Permission Levels and Groups

In this exercise, you will grant a user access to your site. You will then create a new custom permission level and assign it to a custom security group, and then add a user to the custom group.

1. You first want to identify the default security group that all new users will be added to. From the **Site Settings** page of the **Finance and Accounting** subsite, click on the **Site Permissions** link, and then click on **Grant Permissions** on the **Permissions** tab. Select **Show Options**. Note the name of the default security group that each new user will be placed into. Cancel out of this page.
2. Navigate to the root site, and then select **Site Permissions** from the **Site Settings** page. On the **Permissions** tab, select **Permission Levels** and create a new permission level called **Test Level**, granting the new level **manage lists** and **create alerts** permissions.
3. While you do not want to add a user to an existing group, you want to examine how to do it for future reference. Back on the **Site Settings** page, select the **People and Groups** link. Notice that if you click on a group name on the left, you can then add users to the group by using the **New** button on the top. Do not proceed with this step any further.
4. For your pilot project, you want to create a custom security group and add a new user to it. Click on the **Groups** label on the left to display all the groups, create a new group called **Test Group**, and then grant it the custom permission level created in task 2. Add a user to the group.
5. On the **Finance and Accounting** subsite, navigate to the **Site Permissions** section of the **Site Settings** page and notice that the permission level of the new custom group has been inherited from the root site.

Exercise 5 – Security Auditing

In this exercise, you will enable auditing on the Site Collection, create auditing activity, and then view an audit report.

1. On the **Litware** root site, navigate to the **Site Collection Administration** section, and then enable auditing of **Deleting or restoring items**. Accept all other defaults.
2. Go to the **Key Documents** library in the **Finance and Accounting** subsite and delete the **Benefits** document. Because you enabled auditing of deleted and restored items, this activity should have created auditing activity.
3. Return to the **Litware** root site, navigate to the **Site Collection Administration** section, and then create a **Deletion Audit Report** in the default document library.
4. When the report completes, select **Click here to view the report**. Your activity should appear in the report. **Note:** If you cannot select the document library, try using another browser.