

SPT-201

# Create an Internal Portal with SharePoint Online



## Objectives

With this training, participants will be able to:

- Set up a dynamic and attractive internal portal using SharePoint Online to centralize the distribution of news, training capsules and other useful information to all employees.
- Effectively manage the site permissions for which they are responsible

## Practical information

<b>Duration</b>	6 hours
<b>Level</b>	Intermediate
<b>Number of participants</b>	8 participants
<b>Languages available</b>	English - French

## Prerequisites

Completion of the DRI-101 training or a good SharePoint user experience

## Target audience

Managers and Administrative Staff

## Content

### 1 - What is a SharePoint site (if required)

- Introduction to SharePoint sites
- Types of sites (Team and Communication) and which one to use according to your needs

### 2 - Plan the Site

- Analyze your needs using a simple grid
- Create a draft site using a template

### 3 - Shape the Base Site

- Create a site from the Communication template
- Customize the appearance of the site
- Define permissions (Read, Modify, Full control)
- Add pages
- Customize the navigation menus
- Customize the content display according to the visitor (audience targeting)
- Add documents to the site library
- Associate the site with a Hub (if available)
- Publish the site

### 4 - Set-up Dynamic Contents

- When to create a new page?
- Adding and editing pages
- Create page templates
- Add dynamic content using different Web Parts (text, images, calls to action, forms, videos PowerPoint presentations, etc.)
- Create a news feed using the News Web Part
- Publish news posts for your team or the organization as a whole

### 5 - Promote and Manage the Site

- Effectively inform your audience of added news via email
- Embed your page in a Teams channel
- Promote content in a Yammer Community
- Promote a new page in the SharePoint News feed
- Measure site usage with statistics
- Manage the site Recycle bin

## Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months