

## Microsoft SharePoint 2016 - Advanced Site Owner with Workflow Administration

### Overview

In this course, students will learn how to create, configure, and manage a SharePoint site so that your team or organization can collaborate effectively, manage the flow of digital information, automate business processes, & meet records management needs.

### Prerequisites

- Microsoft SharePoint 2016: Site Owner

### Target Audience

This course is designed for existing Microsoft SharePoint site owners who will create and manage sites, add advanced features, implement and manage records management, and create and administer workflows.

### Course Objectives

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.

Students will:

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

### Course Outline

[Register Online](#)

### Schedule

Class Length: 1 Day

G2R = "Guaranteed to Run" | OLL = "Online LIVE"  
 ILT = "Instructor-Led-Training" | HDL = "Hosted Distance Learning"

09/16/20	G2R	6:00AM - 2:00PM	HDL - All Locations (Pacific Time)	HDL	\$495.00
09/16/20	G2R	6:00AM - 2:00PM	Online LIVE - Remote Learning (Pacific Time)	OLL	\$495.00
11/19/20	G2R	8:00AM - 4:00PM	Online LIVE - Remote Learning (Pacific Time)	OLL	\$495.00
11/19/20	G2R	8:00AM - 4:00PM	HDL - All Locations (Pacific Time)	HDL	\$495.00

## 1 - Configuring Site Settings

Configure Site Settings to Meet Team Requirements  
Configure Site Search  
Organize the Site and Configure Navigation  
Configure Site Auditing

## 2 - Integrating External Applications and Data

Add an RSS Feed to Your Site  
Enable Email Connectivity for a Library

## 3 - Configuring Site Metadata

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

## 4 - Managing Archiving and Compliance

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

## 5 - Implementing Workflows

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

## Related Courses, Certifications, Exams

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- Microsoft SharePoint 2016 - Site Owner