



## Microsoft SharePoint Foundation 2016: Advanced Site Owner

**Overview:** 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.

**Prerequisites:** To ensure your success, you will need to take the following CMC course: Microsoft SharePoint 2016: Site Owner

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: Configuring Site Settings**

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

#### **Lesson 2: Integrating External Applications and Data**

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

#### **Lesson 3: Configuring Site Metadata**

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

#### **Lesson 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

#### **Lesson 5: Implementing Workflows**

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