

**SharePoint Management: Site Access**

**Course Number:** SHPT-498
**Duration:** 0.5 days

**Overview**

This online SharePoint Site Access Management training course teaches attendees how to configure and manage SharePoint permissions broadly through Microsoft 365 Groups and granularly at item levels.

**Prerequisites**

All students must have end-user experience with Microsoft SharePoint.

**Materials**

All SharePoint training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

* A full installation of Microsoft 365, including SharePoint
* Please also provide a login account for Accelebrate’s instructor to access your Microsoft 365 environment (including your SharePoint Online).
* If the desktop versions of OneDrive and Teams cannot be installed, we could have students use these tools via the Office.com portal during the training.

**Objectives**

* Understand and leverage Microsoft 365 Groups for permissions
* View, modify, and create SharePoint Groups
* Select, modify, and create permission levels
* Set site-, list-, and item-level permissions

**Outline**

* Introduction to Site Access Management
	+ Course Introduction
	+ Team Sites and Communication Sites
	+ Microsoft 365 Groups
* High-Level Permissions in SharePoint
	+ Creating Microsoft 365 Groups
	+ Adjusting Membership and Permissions within Microsoft 365 Groups
	+ Modifying SharePoint Permissions Groups Connected to Teams
	+ Creating Independent SharePoint Sites
	+ Understanding and Using SharePoint Groups
	+ Creating Permission Levels
	+ Controlling Site- and Team-Level Permissions
* Specific Permissions within SharePoint
	+ SharePoint Permissions for Private Channels
	+ SharePoint Permissions for Subsites
	+ Setting Permissions on Lists and Libraries
	+ Setting Permissions on Folders and Items
	+ Setting Permissions on Pages
* Non-Permission Segmentation
	+ Filtered Views
	+ Audiences
* Conclusion