Microsoft SharePoint 2016: Advanced Site Owner with Workflow Administration

Course Specifications

Course Number: ELK91–070_rev1.0n
Course Length: 1 day

Course Description

Overview: Microsoft® SharePoint® 2016 helps people collaborate and use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. SharePoint can also help organizations segment digital information, share information from external sources, archive records, and automate business processes. In this course, you 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, and meet records management needs.

SharePoint features are robust and complex. Site owners can determine what features and options to make available in SharePoint, and how to configure those features to meet organizational and user needs. By properly implementing these features, users will be able to collaborate effectively, and organizations will save time and money through automation of business processes, fast and efficient retrieval of information, and effective records management.

Course Objective: 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.

You will:

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

Target Student: 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 Logical Operations course:

- Microsoft® SharePoint® 2016: Site Owner

Hardware Requirements

This course requires four server computers, and one workstation for each student and one for the instructor. The Domain Controller computer must have 4 GB of RAM, the Exchange Server must have 6 GB of RAM, and the SharePoint server computer must have at least 12 GB of RAM or you will likely encounter errors during or after setup that are related to low memory conditions. The Office Online Server can run with as little as 6 GB of RAM. The student workstations should be standard Windows 10 installations with Internet access and Microsoft Office installed.

If you need to reduce the number of servers, you can combine the Domain Controller and the Exchange server onto one server. This may cause some issues like the Exchange services not starting automatically on start up. You will have to manually start each service or run the StartExchangeServices.bat file in the C:\091070Data\Setup\DT-Exch folder. To combine the servers, perform all steps for DT-DC. Then perform the DT_Exch steps starting with Step 9. Replace any instances of DT-Exch with DT-DC. The machine should have at least 8 GB of RAM.

Each computer will need the following minimum hardware configurations:

DT-DC

- 2 GHz (I5 or better) or faster 64-bit (×64) CPU
- 4 gigabytes (GB) RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

DT-Exch

- 2 GHz (I5 or better) or faster 64-bit (×64) CPU
- 6 gigabytes (GB) RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

SharePoint

- 2 GHz (I5 or better) or faster 64-bit (×64) CPU
- 12 GB RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor recommended
- Assign at least two processor cores if you are running this server in a virtual environment
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

DT-Off-Online

- 2 GHz (I5 or better) or faster 64-bit (×64) CPU
- 6 GB RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

WorkstationX

- 2 GHz (I5 or better) or faster 32-bit (×86) or 64-bit (×64) CPU
- 3 GB RAM (32-bit) or (64-bit)
- 100 GB available hard disk space (32-bit) or 100 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

DT-DC

- Microsoft® Windows Server® 2012 R2 Standard

DT-Exch

- Microsoft® Exchange Server 2016
- Microsoft® Windows Server® 2012 R2 Standard

SharePoint

- Microsoft® SharePoint® Server 2016
- Microsoft® Windows Server® 2012 R2 Standard

DT-Off-Online

- Microsoft® Office Online® Server 2016
- Microsoft® Windows Server® 2012 R2 Standard

WorkstationX

- Microsoft® Office Professional Edition 2016
- Microsoft® Windows® 10

Course Content

Lesson 1: Configuring Site Settings

Topic A: Configure Site Settings to Meet Team Requirements
Topic B: Configure Site Search
Topic C: Organize the Site and Configure Navigation
Topic D: Configure Site Auditing

Lesson 2: Integrating External Applications and Data

Topic A: Add an RSS Feed to Your Site
Topic B: Enable Email Connectivity for a Library

Lesson 3: Configuring Site Metadata

Topic A: Create a Custom Content Type
Topic B: Add Site Columns to Content Types
Topic C: Create and Configure Document Sets

Lesson 4: Managing Archiving and Compliance

Topic A: Manage Site Closure and Deletion
Topic B: Configure In-place Records Management
Topic C: Manage Records Using the Records Center
Topic D: Manage Content with the Content Organizer
Topic E: Configure Information Management Policies

Lesson 5: Implementing Workflows

Topic A: Plan a Workflow
Topic B: Create and Publish a Workflow
Topic C: Test Workflows
Topic D: Design and Implement Advanced Workflows