Create a dynamic intranet with SharePoint

Duration: 0,5 day
Audience: Pour tous

Who is this training for?

- SharePoint User
- Communications Manager

Training objectives

- Discover the new features offered by modern SharePoint communication sites
- Integrate the essential elements of a communication site or an Intranet

Summary

An intranet has always been a preferred way to communicate with the members of the organization, but managing updates remains a big challenge. Today, the creation of a modern, responsive intranet in Microsoft 365 has been greatly transformed. This training will help you understand the basic techniques to design a simple intranet and make it available in the Microsoft 365 environment.

Course outline

- Understand the Microsoft 365 ecosystem and its components
- Modern component of SharePoint
- The different security managements :In team sites linked to Microsoft 365 groupsIn communication sitesIn classic sites
- Create sites (versus subsites)
- SharePoint hub sites (site hub)
- Organize news
- Make it easier to search
- Apply a common navigation and look
- Understand document management and its challenges
- Manage library views

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- Create a custom list
- Synergies between SharePoint, Yammer, Stream, Sway, and Forms
- Modern site pages
- Create and manage news pages
- New must-have Web Parts
- Connect Microsoft 365 communication tools: Forms Polls, Videos Streams, Yammer Communities, Sway Presentations
- Modern search engine

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Have a good knowledge of SharePoint or have completed one of the following two courses :

- Optimize the SharePoint team site connected to Teams | Afi U.
- Managing a SharePoint site with Microsoft 365 | Afi U.

Recommendations

Have a good knowledge of SharePoint or have taken one of the following two courses :

- Optimize the SharePoint team site connected to Teams Afi U. or equivalent content.
- Manage a SharePoint site with Microsoft 365 Afi U. or equivalent content.

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