

Lab 1 – Sharepoint Online – SiteCollections and Subsites - (Total screenshots 4)

You can use class videos to see the Sharepoint Lab Steps

- Site Collections, Subsites
 - Go to Sharepoint Online and create 3 Site Collections (*YourFirstName-Final-SiteCol1*, *YourFirstName-Final-SiteCol2*, *YourFirstName-Final-SiteCol3* (**1 Screenshot** showing all three SiteCollections))
 - Create 3 Subsites in each Site Collection (*YourFirstName-Final-SubSite1*, *YourFirstName-Final-SubSite2*, *YourFirstName-Final-SubSite3*)
 - Make sure all Subsites are showing on the top page of their Site Collections
 - **3 Screenshots** required of home pages of each siteCollection where the Subsites URLs are showing clearly on the top of the Home page of each SiteCollection

<input checked="" type="checkbox"/>	Hui-Final-SiteCol1	.../sites/Hui-Final-SiteCol12	-	Hui Zhao	-
	Hui-Final-SiteCol2	.../sites/Hui-Final-SiteCol22	-	Hui Zhao	-
	Hui-Final-SiteCol3	.../sites/Hui-Final-SiteCol32	-	Hui Zhao	-

Browser tabs: (1) 主播真会玩女神篇28: 前, Microsoft Office Home, Microsoft 365 admin center - Ho, SharePoint admin center, Site Contents

Address bar: huigbc30jan2020.sharepoint.com/sites/Hui-Final-SiteCol12/_layouts/15/viewlsts.aspx?view=15

SharePoint navigation: Home Documents Pages **Site contents** Edit

Search: + New

Contents **Subsites**

Name	Description	Views	Created	Modified
Hui-Final-SubSite1	Hui-Final-SubSite1		5 minutes ago	4 minutes ago
Hui-Final-SubSite2	Hui-Final-SubSite2		2 minutes ago	About a minute ago
Hui-Final-SubSite3	Hui-Final-SubSite3		Less than a minute ago	Less than a minute ago

Browser tabs: (1) 主播真会玩女神篇28: 前, Microsoft Office Home, Microsoft 365 admin center - Ho, SharePoint admin center, Site Contents

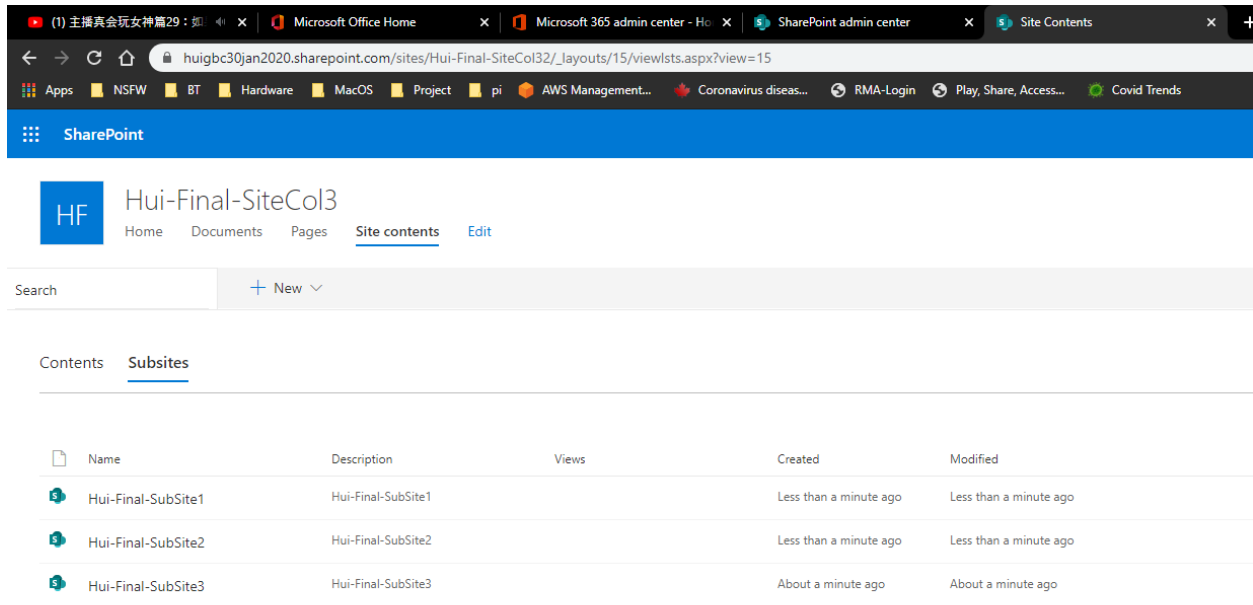
Address bar: huigbc30jan2020.sharepoint.com/sites/Hui-Final-SiteCol22/_layouts/15/viewlsts.aspx?view=15

SharePoint navigation: Home Documents Pages **Site contents** Edit

Search: + New

Contents **Subsites**

Name	Description	Views	Created	Modified
Hui-Final-SubSite1	Hui-Final-SubSite1		2 minutes ago	About a minute ago
Hui-Final-SubSite2	Hui-Final-SubSite2		About a minute ago	About a minute ago
Hui-Final-SubSite3	Hui-Final-SubSite3		Less than a minute ago	Less than a minute ago



Lab 2 – How to Add Apps to Sharepoint Online - (Total screenshots 1)

You can use class videos to see the Sharepoint Lab Steps

- Apps
 - Add 10 random apps to sharepoint online
 - **(1 screenshot** required about all apps showing in “Manage Licenses”)

The screenshot shows the 'Apps' page in the Microsoft App License Management center. The page has a search bar at the top and a table listing various applications. The table columns are: APP NAME, LICENSE TYPE, TOTAL USERS, USERS ASSIGNED, EXPIRATION DATE, and PURCHASER. All listed apps have a 'Free' license type and the purchaser is 'i0#_fjmembershipadmin@huigbc30jan2020.onmicrosoft.com'.

APP NAME	LICENSE TYPE	TOTAL USERS	USERS ASSIGNED	EXPIRATION DATE	PURCHASER
Good Morning Message Good Morning Message	Free				i0#_fjmembershipadmin@huigbc30jan2020.onmicrosoft.com
Sharespace - Intranet & Collaboration Solution Sharespace - Intranet & Collaboration Solution	Free				i0#_fjmembershipadmin@huigbc30jan2020.onmicrosoft.com
GoodPoint Chat Lite GoodPoint Chat Lite	Free				i0#_fjmembershipadmin@huigbc30jan2020.onmicrosoft.com
Process Automation for Office 365 - FlowForma BPM Process Automation for Office 365 - FlowForma BPM	Free				i0#_fjmembershipadmin@huigbc30jan2020.onmicrosoft.com
Tiles App Lite Tiles App Lite	Free				i0#_fjmembershipadmin@huigbc30jan2020.onmicrosoft.com
Employee Directory Plus Employee Directory Plus	Free				i0#_fjmembershipadmin@huigbc30jan2020.onmicrosoft.com
Employee Directory Employee Directory	Free				i0#_fjmembershipadmin@huigbc30jan2020.onmicrosoft.com
Image Slider for Office 365 by Virto Image Slider for Office 365 by Virto	Free				i0#_fjmembershipadmin@huigbc30jan2020.onmicrosoft.com
Nintex Forms for Office 365 Nintex Forms for Office 365	Free				i0#_fjmembershipadmin@huigbc30jan2020.onmicrosoft.com
Adobe Sign for SharePoint Online Adobe Sign for SharePoint Online	Free				i0#_fjmembershipadmin@huigbc30jan2020.onmicrosoft.com

Lab 3 – Giving License to Users - (Total screenshots 4)

You can use class videos to see the Sharepoint Lab Steps

- Giving License to Users
 - Create 10 users Amir01 to Amir10 and then give them only sharepoint licence. Show screenshots of 4 random users where they have only sharepoint service selected. Two other Services will not be unselected so it is ok but unselect all the other services which can be unselected.

- ✓ Basics
- ✓ Product licenses
- ✓ Optional settings
- Finish

Review and finish

Assigned Settings

Review all the info and settings for this user before you finish adding them.

Display and username

Hui01
Hui01@HuiGBC01APR2020.onmicrosoft.com

[Edit](#)

Password

Type: Auto-generated

[Edit](#)

Product licenses

Location: Canada
Licenses: Office 365 E5
Apps: Microsoft Search, Office 365 Advanced Threat Protection (Plan 1), SharePoint Online (Plan 2)

[Edit](#)

Roles (default)

User (no admin center access)

[Edit](#)

[Back](#)

[Finish adding](#)

- ✓ Basics
- ✓ Product licenses
- ✓ Optional settings
- Finish

Review and finish

Assigned Settings

Review all the info and settings for this user before you finish adding them.

Display and username

Hui02

Hui02@HuiGBC01APR2020.onmicrosoft.com

[Edit](#)

Password

Type: Auto-generated

[Edit](#)

Product licenses

Location: Canada

Licenses: Office 365 E5

Apps: Microsoft Search, Office 365 Advanced Threat Protection (Plan 1), SharePoint Online (Plan 2)

[Edit](#)

Roles (default)

User (no admin center access)

[Edit](#)

[Back](#)

[Finish adding](#)

- ✓ Basics
- ✓ Product licenses
- ✓ Optional settings
- Finish

Review and finish

Assigned Settings

Review all the info and settings for this user before you finish adding them.

Display and username

Hui03

Hui03@HuiGBC01APR2020.onmicrosoft.com

[Edit](#)

Password

Type: Auto-generated

[Edit](#)

Product licenses

Location: Canada

Licenses: Office 365 E5

Apps: Microsoft Search, Office 365 Advanced Threat Protection (Plan 1), SharePoint Online (Plan 2)

[Edit](#)

Roles (default)

User (no admin center access)

[Edit](#)

[Back](#)

[Finish adding](#)

- ✓ Basics
- ✓ Product licenses
- ✓ Optional settings
- Finish

Review and finish

Assigned Settings

Review all the info and settings for this user before you finish adding them.

Display and username

Hui10
Hui10@HuiGBC01APR2020.onmicrosoft.com
[Edit](#)

Password

Type: Auto-generated
[Edit](#)

Product licenses

Location: Canada
Licenses: Office 365 E5
Apps: Microsoft Search, Office 365 Advanced Threat Protection (Plan 1), SharePoint Online (Plan 2)
[Edit](#)

Roles (default)

User (no admin center access)
[Edit](#)

[Back](#)

[Finish adding](#)

Lab 4 – Change User Profile Setting - (Total screenshots 4)

You can use class videos to see the Sharepoint Lab Steps

- Change User Profile Setting

- For users amir02, Amir06, Amir08 and Amir10 change their Department value to GBSalesAmir. (Take 4 screenshots of each of the above mentioned users only where after saving successfully the change then you show their Department value ot be GBSalesYourFirstName)

Dashboard > Users > All users > Hui02 | Profile

Hui02 | Profile

User

View Save Discard Got feedback?

Hui02
Hui02@HuiGBC01APR2020.onmicrosoft.com

User Sign-ins Group memberships 0

Select a file
Select a thumbnail image (max size 100KB)

Mar 8 Mar 15 Mar 22 Mar 29

Identity

Name: Hui02
User name: Hui02
Object ID: aa08ae69-abfd-4b21-87ac-28d33cccd816

First name: Hui02
User type: Member
Source: Azure Active Directory

Last name: [Empty]

Job info

Job title: [Empty]
Department: GBSaleSHui
Manager: [Empty] Remove Change

Dashboard > Users > All users > Hui06 | Profile

Hui06 | Profile

User

View Save Discard Got feedback?

Hui06
Hui06@huigbc01apr2020.onmicrosoft.com

User Sign-ins Group memberships 0

Select a file
Select a thumbnail image (max size 100KB)

Mar 8 Mar 15 Mar 22 Mar 29

Identity

Name: Hui06
User name: Hui06
Object ID: 8d4968b9-b798-4e1a-a381-93c9b62057ce

First name: [Empty]
User type: Member
Source: Azure Active Directory

Last name: [Empty]

Job info

Job title: [Empty]
Department: GBSalesHui
Manager: [Empty] Remove Change

Dashboard > Users | All users > Hui08 | Profile

Hui08 | Profile

User

View Save Discard Got feedback?

Diagnose and solve problems

Manage

- Profile
- Assigned roles
- Groups
- Applications
- Licenses
- Devices
- Azure role assignments
- Authentication methods

Activity

- Sign-ins
- Audit logs

Troubleshooting + Support

- New support request

Hui08

Hui08@huigbc01apr2020.onmicrosoft.com

User Sign-ins Group memberships: 0

Select a file Mar 8 Mar 15 Mar 22 Mar 29
Select a thumbnail image (max size 100KB)

Identity

Name	First name	Last name
<input type="text" value="Hui08"/>	<input type="text" value="Hui08"/>	<input type="text"/>
User name	User type	
<input type="text" value="Hui08@huigbc01apr2020.onmicrosoft.com"/>	Member	
Object ID	Source	
<input type="text" value="f875dbc0-8be4-4c14-ba14-da03d721c013"/>	Azure Active Directory	

Job info

Job title	Department	Manager
<input type="text"/>	<input type="text" value="GbSalesHui"/>	<input type="text"/> Remove Change

Dashboard > Users | All users > Hui10 | Profile

Hui10 | Profile

User

View Save Discard Got feedback?

Diagnose and solve problems

Manage

- Profile
- Assigned roles
- Groups
- Applications
- Licenses
- Devices
- Azure role assignments
- Authentication methods

Activity

- Sign-ins
- Audit logs

Troubleshooting + Support

- New support request

Hui10

Hui10@HuiGBC01APR2020.onmicrosoft.com

User Sign-ins Group memberships: 0

Select a file Mar 8 Mar 15 Mar 22 Mar 29
Select a thumbnail image (max size 100KB)

Identity

Name	First name	Last name
<input type="text" value="Hui10"/>	<input type="text" value="Hui10"/>	<input type="text"/>
User name	User type	
<input type="text" value="Hui10@HuiGBC01APR2020.onmicrosoft.com"/>	Member	
Object ID	Source	
<input type="text" value="c30843c8-1a9b-41e8-b53f-c98de663e28f"/>	Azure Active Directory	

Job info

Job title	Department	Manager
<input type="text"/>	<input type="text" value="GBSaleSHui"/>	<input type="text"/> Remove Change