

SharePoint (Insider): Site Collection Creation (admin only)

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Log Into Office 365 Portal Admin

1. Navigate to <https://portal.office.com>.
2. Log in as O365 account.
3. Click the **Admin** app.
4. Click the **Admin** icon in the left navigation menu.
5. Click **SharePoint**. This will open the SharePoint admin center page.

Create a New Site Collection

1. Click the **New** dropdown menu.
2. Click **Private Site Collection**.
3. Type the intended Title and Web Site Address.
4. Select the **Publishing > Publishing Portal** template.
5. Select **(UTC-06:00) Central Time (US and Canada)** from the *Time Zone* dropdown menu.
6. Type O365admin2 in the *Administrator* field.
7. Type 10 in the *Storage Quota* field.
8. Click **OK**.

NOTE: It will take about 10 minutes for the site collection to complete setup.

Add Site Collection Permissions

1. Navigate to the SharePoint admin center page.
2. Add insider.sitecollectionadmins as a Site Collection Administrator (do not remove O365ADMIN2).
3. Set sharing to Don't allow sharing outside your organization.

4. Set sharing sub-option to Turn off sharing for non-owners on all sites in this site collection.
5. Navigate to the newly created SharePoint site collection.
6. Grant **Everyone except external users** domain group with *Read* permissions (if appropriate).
7. Change site collection owner SharePoint group's permission to *Design* from *Full Control*.
8. Update the *Contribute* permissions level to include **Add and Customize Pages**.
9. Update the *Design* permissions level to include **Enumerate Permissions**.
10. Remove access requests.

Apply Settings

1. Apply the following alternate CSS: /UWEC/CSS/uwec.css.
2. Change site logo to /UWEC/images/SPLogo.png.
3. Set the following page layout and site template settings:
 - Restrict available subsites to only the **Publishing Site (All)** template.
 - Restrict available page layouts to only the **(Welcome Page) Blank Web Part page** page layouts.
 - Set *New Page Default Settings* to *(Welcome Page) Blank Web Part page*.
4. Set the global and current navigation menus to *Structural Navigation: Display the navigation below the current site* and remove Show Subsites selections in checkboxes.
5. Update the following site feature:
 - Activate - Team Collaboration Lists
6. Update the following site collection features:
 - Deactivate - Limited-access user permission lockdown mode
 - Activate - SharePoint Server Enterprise Site Collection features
 - Activate - SharePoint Server Standard Site Collection features
7. Set the following site collection homepage settings:
 - Add appropriate title to site collection homepage.
 - Remove OOTB web parts and content on site collection homepage.
8. Grant site-level permissions.
9. Set versioning in the Documents library to major versions only and remove required check-out.
10. Set versioning in the Images library to major versions only and remove required check-out.

Site Tracking and Navigation

1. Add the site collection as an option in [site collection tracking list](#).
2. Add the site collection to the [site tracking list](#).
3. Add all of the site collection's subsites to the [site tracking list](#).
4. Add new site collections to the [A-Z list](#).