

Manage SharePoint Online Sites

Last Modified on 19/11/2019 10:53 am GMT

SharePoint Online provides an intranet style site for your users to collaborate on projects and share various information. A Root Site is provisioned as part of your SharePoint Online service, which acts as a Homepage for all your users. If you prefer to break this down to individual teams or departments, you should create a new Site for them.

Two standard types of sites are available for use:

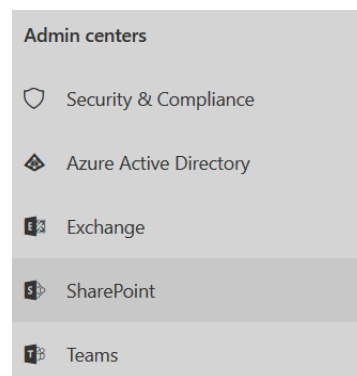
- **Team Site** – Also known as an Office 365 group, this is focused on teams of users where content is focused on its members.
- **Communication Site** – This is aimed for a broader reach of users, often for a department site. Generally, only a few users will be adding content, but may be accessed by many users across the organisation.

Add a Site

1. Log into your Microsoft 365 Admin Center:

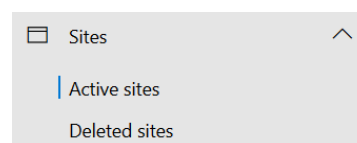
<https://admin.microsoft.com>

2. Go to 'Admin Centers > SharePoint' on the left-hand menu



Note: If you don't see the Admin Centers option, select **Show More**.

3. Go to 'Sites > Active sites' on the left-hand menu

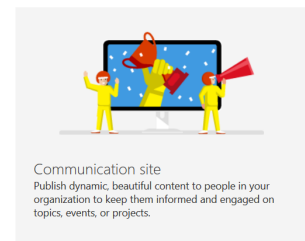
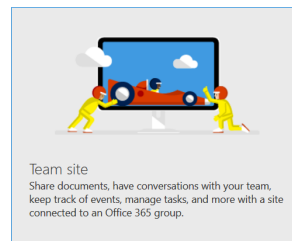


4. Select Create

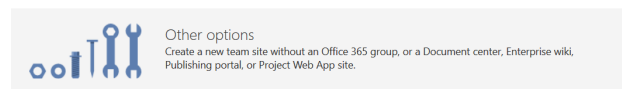
5. Select either Team Site or Communication Site

Create a site

Choose the type of site you'd like to create.

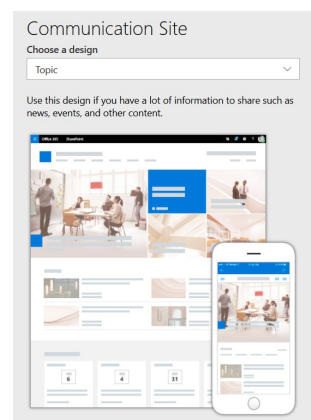


Note: If you have another Site Template you want use, select **Other options**



6. Select the options required for the site

7. Press Finish



Site name

Site address

Site owner

Select a language

Advanced settings

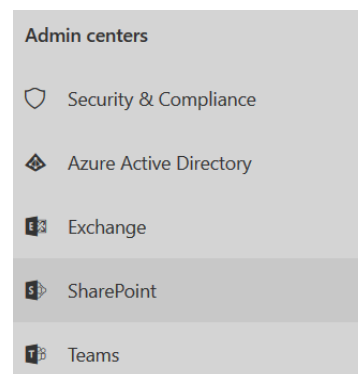
Delete a Site

If a SharePoint site is no longer required, you can delete the Site, which will remove the data associated with it. Deleted Sites can be recovered for up to 93 days.

1. Log into your Microsoft 365 Admin Center:

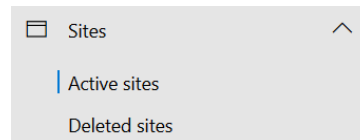
<https://admin.microsoft.com>

2. Go to 'Admin Centers > SharePoint' on the left-hand menu



Note: If you don't see the Admin Centers option, select **Show More**.

3. Go to **'Sites > Active sites'** on the left-hand menu



4. Tick the Checkbox next to the Site(s) to be deleted

5. Select **Delete** (**'Bulk Edit > Delete'** if more than one site)

6. Confirm the Deletion

To recover a site deleted in error, go to **'Sites > Deleted Sites'** in the SharePoint Admin Center and use the Restore option. This cannot be completed once the 93 day retention has passed.

Set a Site Admin

At times, a site may not be managed by the SharePoint Administrators for the organisation, for example, a department may want to manage their own site. You can grant users the Site Collection Administrator role on a per-site basis to allow them to manage their sites.

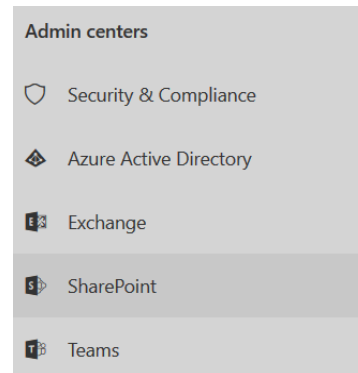
1. Log into your Microsoft 365 Admin

Center:

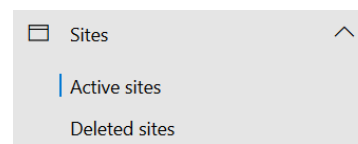
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2. Go to **'Admin Centers > SharePoint'** on the left-hand menu

Note: If you don't see the Admin Centers option, select **Show More**.

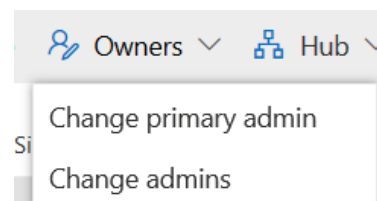


3. Go to **'Sites > Active sites'** on the left-hand menu



4. Select the Site to edit

5. Select **'Owners > Change Admins'** or **'Owners > Change Group Owners'** (depending on the type of site)




6. Search for and select the required user or group of users from the Directory


Add or remove admins

Add or remove admins for this site.

7. Press **Save**

2 admins

 **Company Ad...**
Admin

 **Test Group** ×
Admin

Note: You can remove a user by selecting the X icon next to the entry for them.

