Managing Site Collection Administrators

Site Collection Administrators are given full control over all Web sites in the site collection. They may also receive site use confirmation mail. There are two ways to add administrators to a site collection, through the portal or through Site Settings.

**Method A**

1. Navigate to the Microsoft Online Portal, [www.portal.microsoftonline.com](http://www.portal.microsoftonline.com)
2. Click on Admin at the top of the site (need admin rights).
3. Under the SharePoint Online section click manage.
4. On the next screen, select Manage Site Collections.
5. From here, select the Site Collection you wish to add an administrator and click owners.

![Site Collections](image)

**Method B**

1. Site Actions -> Site Settings -> Site Collection Administrators

![Users and Permissions](image)

2. From the new window that appears, you can search for users and grant them administrative rights to the site collection.

Creating a New Site Collection

*E Plan Only, P Plans have only one site collection*

1. Navigate to the Microsoft Online Portal, [www.portal.microsoftonline.com](http://www.portal.microsoftonline.com)
2. Click on Admin at the top of the site (need admin rights).
3. Under the SharePoint Online section click manage.

![Still trying to decide?](image)

4. On the next screen, select Manage Site Collections.
5. From here, you will click New -> Private Site Collection
6. Change the settings accordingly to fit your needs.

Deleting a Site Collection

1. Navigate to the Microsoft Online Portal, [www.portal.microsoftonline.com](http://www.portal.microsoftonline.com)
2. Click on Admin at the top of the site (need admin rights).
3. Under the SharePoint Online section click manage.

![Site Collections](image)

4. On the next screen, select Manage Site Collections.

**Site Collection Features**

Features are important to SharePoint. Features control the functionality of how your SharePoint site works and what is available. By default, depending on the template you select, certain features are already activated. The steps below will guide you in activating and deactivating various features for your site collection.

1. Site Actions -> Site Settings -> Site Collection Features

![Site collection administration settings](image)

2. On the Features screen, you notice the different features available and their functionality that they add to the Site Collection.
3. From here, you can activate and deactivate different features, such as Workflows and Document Sets.

Creating a New Site

1. From your SharePoint site, select Site Actions -> New Site
2. On the next screen, you will see a few featured templates. Give your site a name and URL, or to view all templates, click Browse All.

![Site collection administration](image)

3. If you selected Browse All, you will notice a screen like the one below. You can further customize your site by clicking on the More Options button.