

SHAREPOINT ONLINE BRANDING

Course Duration: 1 Day

Overview

SharePoint Online has changed a lot over the past few years and in an evergreen world of regularly updated platforms it is important to adhere to best practices. When it comes to branding SharePoint, many of the old methods of customizing SharePoint are no longer valid and a range of new skills are required to make changes that are in keeping with the sites' modern look. In this course we will show you how to brand the look of your modern SharePoint Online sites using a variety of out of the box and code orientated techniques alongside managing a consistent deployment of your brand.

Audience

The audience of this course are individuals who are using modern SharePoint Online team sites and communications sites and are looking at applying their business/organizational branding to one or more sites.

Prerequisites

We expect the attendees of this course to have experience managing a site in SharePoint Online, creating sites, apps, and working with content on a site. You are not required to have any knowledge of application development, code-based languages, or use of command line tools.

Module List

Module 1
Branding in SharePoint Online

Module 2
Managing modern themes

Module 3
Creating custom themes

Module 4
Customizing lists and libraries

Module 1: Branding in SharePoint Online

The story of SharePoint alone is a complex one. SharePoint has a lengthy history with many versions hosted on local IT servers and global cloud services. This evolution from on-premises to cloud has guided the visual appearance and functionality of SharePoint. So, understanding its history is essential for appreciating the diverse options for customizing SharePoint's interface.

In this module we will journey through the product's rich history, leading us to understanding the biggest impact on branding which was the move from the older classic user interface to the modern interface. You will also learn that although there are some changes that you can make in the web browser, you may also require a complement of free applications to aid your efforts.

Topics Covered

- A history of branding in SharePoint
- SharePoint's journey to the cloud
- What is SharePoint
- A change in best practices
- How was SharePoint branded in the past?
- Modern vs classic
- Publishing sites and master pages
- What tools may you need?
- SharePoint Designer
- Understanding your company branding
- Live SharePoint publishing sites

Module 2: Managing modern themes

In this module our focus is on out of the box updates in SharePoint Online for those with branding in mind. When we refer to out of the box, we are talking about the menus and options available within the product for making changes without relying on additional tools. These range from local changes that impact your site to hub sites which allow your changes to impact all sites connected to the hub. Not only that, but we can also make changes in the admin center of your Office 365 tenant, to implement an organization brand.

Topics Covered

- Upgrading from classic to modern
- Footers
- Changing themes in team and communication sites
- Deploying themes with the hub site
- Adding site logos
- Setting up hub sites
- Headers
- Connecting to hub sites
- Mega menus and cascading menus
- Set up an organizational custom theme
- Background images

Module 3: Creating custom themes

In our previous module we explored elements of a SharePoint Online site that could be customized without the need for additional tools. Although there was an array of settings that customize the theme and navigation for your site, we could not pick specific colors. We were only able to select from 12 available colors, which may not align to your branding.

In this module we will be showcasing the tools that can be used to customize the branding of a SharePoint site even further. Again, our focus is on the modern features in SharePoint, and we will be using SharePoint Designer 2013, the SharePoint Online Management Shell, and Site Designs to customize SharePoint and propagate these changes.

Topics Covered

- Using SharePoint Designer with modern pages
- An overview of the theme designer
- SharePoint Designer 2013 prerequisites
- Exporting your new theme
- Navigating SharePoint Designer
- Deploying themes using PowerShell
- Connecting to sites and pages
- Connect to SharePoint and sign in
- Updating modern pages
- Deploying and removing a custom theme
- Using the theme designer
- Applying themes with Site Designs

Module 4: Customizing lists and libraries

In our last module we will be focusing on how our branding can be applied to the working areas of SharePoint, lists and libraries, known collectively as apps. Although your site theme will brand these apps, there are further methods that can be used to conditionally color code content in an app and even brand their data input forms.

Topics Covered

- Introducing JSON to lists and libraries
- Schemas and branding
- Using design mode
- Create clickable actions
- How to apply formatting to columns
- How to add icons
- Format choices
- Customizing people and hover cards
- Conditional formatting
- Further samples
- Format views
- Using Power Apps in lists and libraries
- Using branding with formatting
- Create a new form
- Using advanced mode
- Brandable elements
- Sample JSON code segments
- Removing a custom form