The SharePoint Online site collection administrator has permissions to manage a site collection. A site collection can have many site administrators, but only one primary administrator. The SharePoint Online administrator can designate the primary site collection administrator when creating a site collection and can add secondary site administrators afterwards. Site collection administrators do not have access to the SharePoint Online admin center. The following pages provide links to helpful site admin information and tasks.

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Administrator Roles

About the SharePoint Online admin role
https://support.office.com/en-us/article/About-the-SharePoint-Online-admin-role-f08144d5-9d50-4922-8e77-4e1a27b40705

Manage administrators for a site collection
https://support.office.com/en-us/article/Manage-administrators-for-a-site-collection-9a7e46f9-3fc4-4297-955a-82cb292a5be0?ui=en-US&rs=en-US&ad=US#toc341786265

Add or remove site collection administrators while in your team site
https://support.office.com/en-us/article/Manage-administrators-for-a-site-collection-9a7e46f9-3fc4-4297-955a-82cb292a5be0?ui=en-US&rs=en-US&ad=US#toc341786266

Add an administrator to the site collection administrators list
https://support.office.com/en-us/article/Manage-administrators-for-a-site-collection-9a7e46f9-3fc4-4297-955a-82cb292a5be0?ui=en-US&rs=en-US&ad=US#toc341786267

Permissions

Understanding permission levels in SharePoint
https://support.office.com/en-us/article/Understanding-permission-levels-in-SharePoint-87ecbb0e-6550-491a-8826-c075e4859848

How to create and edit permission levels

What is permissions inheritance?
https://support.office.com/en-us/article/What-is-permissions-inheritance-06bb1ed1-d150-42f4-9600-fb261d4b590c

Edit permissions for a list or library

Video: Understanding permissions in SharePoint

Introduction: Control user access with permissions
https://support.office.com/en-us/article/Introduction-Control-user-access-with-permissions-ab2d1ab1-07cf-4c69-bdd9-390bfd787b26?CorrelationId=1b1b9dde-af52-4bd3-b2ca-3a0bbe40aba&ui=en-US&rs=en-US&ad=US
Understanding permission levels
https://support.office.com/en-us/article/Understanding-permission-levels-87ecbb0e-6550-491a-8826-c075e4859848?CTT=5&origin=HA102771919&CorrelationId=8cf75476-4cd6-4afe-ad2fe92f553cd0c&ui=en-US&rs=en-US&ad=US

Share documents or folders in Office 365

Groups

Create and manage SharePoint groups

Default SharePoint groups

Workflow

Introduction to designing and customizing workflows

About the workflows included with SharePoint
https://support.office.com/en-us/article/About-the-workflows-included-with-SharePoint-d9c46b8a-9835-4076-b5d3-6412ce4ca0dc

Web Parts

Using web parts on pages
https://support.office.com/en-us/article/Using-web-parts-on-pages-336e8e92-3e2d-4298-ae01-d404bbe751e0

Site Pages

Add a page to a site
https://support.office.com/en-us/article/add-a-page-to-a-site-b3d46deb-27a6-4b1e-87b8-df851e503dec#bkmk_addpage
Site Templates

Using templates to create different kinds of SharePoint sites

Create and use site templates
https://support.office.com/en-us/article/Create-and-use-site-templates-60371b0f-00e0-4c49-a844-34759eb9d989

Sites

Create a team site in SharePoint Online
https://support.office.com/en-US/article/Create-a-team-site-in-SharePoint-Online-ef10c1e7-15f3-42a3-98aa-b5972711777d

Delete a site, team site or subsite in Office 365
https://support.office.com/en-us/article/Delete-a-site-team-site-or-subsite-in-Office-365-bc37b4c3-0caf-475e-9a8c-8fc4d40179fb

Recycle Bin

Restore deleted items from the site collection recycle bin

Access Requests

Set up and manage access requests
https://support.office.com/en-us/article/Set-up-and-manage-access-requests-94B26E0B-2822-49D4-929A-8455698654B3

External Sharing

Share sites or documents with people outside your organization
https://support.office.com/en-us/article/Share-sites-or-documents-with-people-outside-your-organization-80e49744-e30f-44db-8d51-16661b1d4232

Manage external sharing for your SharePoint Online environment
https://support.office.com/en-us/article/Manage-external-sharing-for-your-SharePoint-online-environment-c8a462eb-0723-4b0b-8d0a-70feafe4be85#toc339889819
SharePoint Policies

**Introduction to information management policies**
https://support.office.com/en-us/article/Introduction-to-information-management-policies-63a0b501-ba59-44b7-a35c-999f3be057b2

**Create and apply information management policies**

**Site closure policies**
https://support.office.com/en-us/article/Site-closure-policies-a8280d82-27fd-48c5-9adf-8a5431208ba5

**Overview of document deletion policies**

**Search Administration**

**SharePoint Online search administration overview**
https://support.office.com/en-us/article/SharePoint-Online-search-administration-overview-21ea5d29-6cb2-4e40-9cc8-77c05d94beb5

**Reports**

**View usage and search reports**