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## Installing and Administering Windows SharePoint Services v3

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### Overview

This 4-day course is designed to give administrators who are new to Windows SharePoint Services v3 the basic and intermediate information and skills they need to deploy and manage a Windows SharePoint Services v3 implementation.

### Purpose

Whenever an organization introduces a new information and document management system such as Windows SharePoint Services v3 into their system, there are numerous planning and management issues that need to be addressed. Organizations can ease this process and ensure successful implementation of Windows SharePoint Services v3 by having a minimum of one technical person and one project manager or management person attend this course. Since the technical concepts included in this course are tied to design and implementation issues, technical and nontechnical attendees alike will benefit from the topics covered in this course. At the completion of this course attendees should be able to:

- Plan and design their Windows SharePoint Service v3 implementation.
- Install, configure and manage Windows SharePoint Service v3.
- Understand when custom code will be required to extend the out-of-box capabilities.
- Plan for disaster recovery.

### Prerequisites

Prior to taking this course, participants should have a basic understanding of the purpose for implementing Windows SharePoint Services v3. Attendees with a technical orientation will be expected to understand and be able to perform the following administrative activities:

- DNS – Know how to create alias records and records in the Hosts file.
- IIS – Know how to create new Web sites and host headers, and be able to work with site security.
- Active Directory – Basic understanding of using Active Directory Users and Computers. Should also know how to create new user accounts, reset passwords, and general user and group account activities.
- SQL Server – Basic understanding of how to apply permissions to a database.
- Windows 2003 Server – Have some experience working with this server.
- Networking – Basic understanding of general connectivity issues, and be know how to assign IP addresses and host names.

### Audience

The primary audience for this course is SharePoint administrators who are responsible for the planning, deployment, and management of information solutions using Windows SharePoint Services v3. The secondary audience for this course is

nontechnical management personnel who are responsible for planning and designing your implementation.

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## **Table of Contents**

### **Module 0: Introduction to the Course and Windows SharePoint Services v3**

- Architectural overview
- Discuss product features, navigation, and basic administration locations.
- Overview of course modules

### **Module 1: Windows SharePoint Services v3 Architecture**

This module explains how Windows SharePoint Services v3 extends your operating system and web services. Topics covered in this module include:

- How the operating system supports Windows SharePoint Services v3.
- Key differences between Microsoft Office SharePoint Server 2007 and Windows SharePoint Services v3.
- New features included in Windows SharePoint Services v3.

### **Module 2 Installation**

This module begins by explaining the tasks that need to be completed prior to installing Windows SharePoint Services v3. It then moves on to provide the step-by-step installation processes and options. The following topics are also included in this module:

- Accounts needed prior to installation.
- Explain what has changed since Windows SharePoint Services v2.
- How to uninstall Windows SharePoint Service v3.

### **Module 3: Farm Administration Operations**

This is the first of two modules that focus on Central Administration in Microsoft Windows SharePoint Services v3. This module explains how Microsoft has streamlined the administration user interface (UI). It also covers how to work with the Central Administration configuration options. Additional topics covered in this module include:

- How to start and stop services on a server.
- The difference between operating system services and Windows SharePoint Services v3 services.
- How to configure farm-wide options for your environment.
- Best practices on implementing Windows SharePoint Services v3 into your environment.

### **Module 4: Application Management**

This second of two modules focused on Central Administration explains how to complete the following tasks:

- Create new Web applications.
- Extend new Web applications.

- Other application oriented administration functions.

### **Module 5: Search**

Windows SharePoint Services v3 uses the same Search engine that is used with SharePoint Server 2007, but without much of the content aggregation capabilities and very few UI management interfaces. This module explains that search scopes are predefined to a site and its subsites. The topics covered in this module include:

- Search architecture
- Indexing
- Administration tools in the UI
- Command-line management

### **Module 6: Overview of Site Templates**

This module discusses the various site templates that ship with Windows SharePoint Services v3. Topics in this module include:

- Use and function of each template.
- How to build a new site using features in Windows SharePoint Services v3.
- How each template is connected to features in Windows SharePoint Services v3.
- Best practices for using each template in Windows SharePoint Services v3.

### **Module 7: Overview of Web Parts**

This module not only discusses the Web Parts that ship with Windows SharePoint Services v3, but also explains how to install and configure individual Web Parts. Specifically, the topics included in this module are as follows:

- The most common set of Web Parts in Windows SharePoint Services v3.
- How to configure Web Parts in Windows SharePoint Services v3.
- Best practices on Web Part management and use in Windows SharePoint Services v3.
- Differences between a Web Part and a feature in Windows SharePoint Services v3.

### **Module 8: Content Types and Features**

The building blocks of SharePoint technologies are content types and features. This module explains how to create custom and maintain consistent content types across your farm. While features are generally considered to be functional parts of SharePoint, they can also be used to deploy content types across your farm.

### **Module 9: Code Access Security (Optional)**

This may seem like a developer topic. However, this module covers Code Access Security from an administrator's perspective. It is important for SharePoint administrators to understand the functionality and configuration of Code Access Security since administrators install the custom code, not developers. This module was written to be self-study, but may be presented if time permits.

### **Module 10: Workflows**

Why do we need workflows? Businesses depend on business processes. Today's workflows automate these processes and improve productivity. Workflow is now a

powerful feature of SharePoint Technologies that IT professionals and users can extend. It is built on Windows SharePoint Services v3's hosting of Windows Workflow Foundation. You can also create custom workflows using SharePoint Designer 2007. This tool provides a graphical interface that can be used to customize workflows without writing or compiling any code. This module covers the following topics:

- Overview
- Assigning workflows to Document Libraries and Lists
- Assigning workflows to Content Types
- Creating workflows in UI
- A brief overview of using SharePoint Designer to create custom workflows. SharePoint Designer is covered in depth in Mindsharp's **Customize Windows SharePoint Sites Without Writing Code Using Microsoft Office SharePoint Designer 2007 course.**

Custom workflow development requires Visual Studio and is covered in Mindsharp's **Developer's Guide to Windows SharePoint Services 3.0** course.

### **Module 11: Document Management**

Document storage is a major building block of collaboration in Windows SharePoint Services v3. This module discusses and demonstrates how to implement, customize, and manage document libraries. This module also includes hands-on exercises using content types and workflows.

### **Module 12: Design Considerations**

Without a centralized portal and the aggregation tools provided by Windows SharePoint Services v3, it is difficult for organizations to structure, organize, and maintain various team sites and workspaces across their enterprise. This module pulls together the concepts discussed in the first 11 modules to help you develop plans for hierarchies, structure, and continuity for your implementation of Windows SharePoint Service v3.

### **Module 13: Disaster Recovery in Windows SharePoint Services v3**

Disaster recovery is an issue for every platform - Windows SharePoint Services v3 is not an exception. This module covers the following important topics:

- How to backup a Windows SharePoint Services v3 implementation.
- How to restore a Windows SharePoint Services v3 implementation.
- Disaster recovery best practices for Windows SharePoint Services v3.