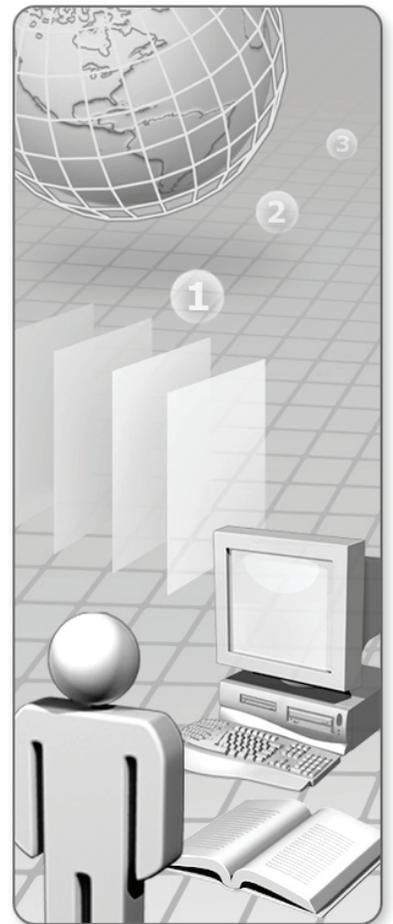


Demonstration Steps for Module 3: Implementing Windows SharePoint Services 3.0

Table of Contents

| | |
|---|---|
| Lesson 1: Performing a Clean Installation of Windows SharePoint Services 3.0 | 1 |
| Lesson 2: Installing and Configuring the Central Administration Site | 2 |
| Lesson 3: Creating and Configuring Sites | 5 |



Information in this document, including URL and other Internet Web site references, is subject to change without notice. Unless otherwise noted, the example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, e-mail address, logo, person, place, or event is intended or should be inferred. Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

The names of manufacturers, products, or URLs are provided for informational purposes only and Microsoft makes no representations and warranties, either expressed, implied, or statutory, regarding these manufacturers or the use of the products with any Microsoft technologies. The inclusion of a manufacturer or product does not imply endorsement of Microsoft of the manufacturer or product. Links are provided to third party sites. Such sites are not under the control of Microsoft and Microsoft is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. Microsoft is not responsible for webcasting or any other form of transmission received from any linked site. Microsoft is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of Microsoft of the site or the products contained therein.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

© 2007 Microsoft Corporation. All rights reserved.

Microsoft, Active Directory, BizTalk, Excel, FrontPage, InfoPath, Internet Explorer, OneNote, Outlook, PowerPoint, SharePoint, SQL Server, Visio, Visual SourceSafe, Visual Studio, Windows, Windows Server, Windows Server System and Windows Vista are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

The names of actual companies and products mentioned herein may be the trademarks of their respective owners.

Lesson 1: Performing a Clean Installation of Windows SharePoint Services 3.0

There are no demonstrations in this lesson.

Lesson 2: Installing and Configuring the Central Administration Site

Demonstration: How to Install the Central Administration Site

If the virtual machine 5060A-WSS-SRV2 is not running, perform the following steps:

1. Close any other running virtual machines.
2. Start the 5060A-WSS-SRV2 virtual machine.
3. In the **Log On to Windows** dialog box, complete the logon procedure by typing the user name **Administrator** and the password **Pa\$\$w0rd**.

Perform the following tasks to install the Central Administration site:

1. Click **Start**, point to **All Programs**, point to **Administrative Tools**, and then click **SharePoint Products and Technologies Configuration Wizard**.
2. On the **Welcome to SharePoint Products and Technologies** page, click **Next**.
3. In the warning dialog box that notifies about the services that need to be restarted during configuration, click **Yes**.
4. On the **Connect to a server farm** page, click **No, I want to create a new server farm**, and then click **Next**.
5. On the **Specify Configuration Database Settings** page, for the purpose of this demonstration, specify the following settings, and click **Next**:
 - Database server: **WSS-SRV2\SQLEXPRESS**
 - Database name: **SharePoint_Config**

Note: SharePoint_Config is the default database name.

- Username: **Adventure\svc**
 - Password: **Pa\$\$w0rd**
6. On the **Configure SharePoint Central Administration Web Application** page, for the purpose of this demonstration, specify the following settings, and click **Next**:
 - Specify port number: Use the default setting for this check box.

Note: By default, a random port that is not currently in use is chosen for you.

- Configure Security Settings: Use the default setting for this section.

Note: By default, NTLM authentication is selected.

7. On the **Completing the SharePoint Products and Technologies Configuration Wizard** page, verify your settings, and click **Next**.

Important: After clicking Next, the SharePoint Products and Technologies configuration will take 10 to 15 minutes before indicating a successful configuration.

8. On the **Configuration Successful** page, click **Finish**.
9. On the SharePoint Central Administration Web page logon window, type the user name of the account that you may use to connect to the SharePoint configuration database. For the purpose of this demonstration, type the following logon details, and click **OK**:
 - User name: **Adventure\Administrator**
 - Password: **Pa\$\$w0rd**
10. On the **Internet Explorer** dialog box that appears, click **Add...** to include the Central Administration site to the list of Trusted Web sites zone.
11. On the **Trusted sites** dialog box, click **Add**, and then click **Close**.
12. On the **Internet Explorer** dialog box that warns you about Microsoft Internet Explorer's Enhanced Security Configuration being enabled on your server, select the **In the future, do not show this message** check box, and click **OK**. The Central Administration home page loads completely.

Demonstration: How to Configure Services on the WSS 3.0 Server

Perform the following tasks to configure services on the WSS 3.0 server:

► Configure outgoing e-mail settings

Perform the following steps to configure outgoing e-mail settings:

1. From the **top navigation** bar, click the **Outgoing e-mail settings** link in the Administrative Tasks list.
2. On the **Administrator Tasks: Outgoing e-mail settings** page, in the **Action** section, click the **Configure Outgoing E-Mail Settings** link.
3. For the purpose of this demonstration, specify the following details on the **Outgoing E-Mail Settings** page:
 - Outbound SMTP server: **mailserver.Adventure.com**
 - From address: **portalmail@Adventure.com**
 - Reply-to address: Leave this text box blank.
 - Character set: Use the default setting of 65001 (Unicode UTF-8).

4. Click **OK** to return to the **Central Administration** home page. This completes the outgoing e-mail settings configuration.

Note: After clicking OK, an Internet Explorer pop-up window appears that asks for the permission to continue sending information on Trusted sites. Ensure that the **In the future, do not show this message** check box is selected and click **Yes** to return to the Central Administration home page.

► **Configure diagnostic logging settings**

Perform the following steps to configure the diagnostic logging settings:

1. On the **Central Administration** home page, click the **Operations** tab on the top navigation bar.
2. On the **Operations** page, in the **Logging and Reporting** section, click the **Diagnostic logging** link.
3. For the purpose of this demonstration, specify the following settings on the **Diagnostic Logging** page:
 - In the **Event Throttling** section, select the **All** category and leave the other drop-down lists at their default values.
 - In the **Trace Log** section, use the default values:
 - Path: C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\12\LOGS\
 - Number of log files: 96
 - Number of minutes to use a log file: 30
4. Click **OK** to save your settings. You will return to the Operations page.

Lesson 3: Creating and Configuring Sites

Demonstration: How to Create a Web Application

Close the virtual machine 5060A-WSS-SRV2 and start 5060A-WSS-SRV3. To do so, perform the following steps:

1. Close any other running virtual machines.
2. Start the 5060A-WSS-SRV3 virtual machine.
3. In the **Log On to Windows** dialog box, complete the logon procedure by typing the user name **Administrator** and the password **Pa\$\$w0rd**.

Perform the following steps to create a Web application:

1. Click **Start**, point to **All Programs**, point to **Administrative Tools**, and then click **SharePoint 3.0 Central Administration**.
2. In the **Connect to WSS-SRV3.ADVENTURE.COM** dialog box that appears, type **Adventure\Administrator** as the user name and **Pa\$\$w0rd** as the password, and then click **OK**.
3. In the message box that appears, ensure that the **Continue to prompt when Web site content is blocked** check box is selected, and then click **Add**.
4. In the **Trusted sites** dialog box that appears, click **Add**, and then click **Close**.
5. On the **Central Administration** home page, on the top navigation bar, click the **Application Management** tab.
6. On the **Application Management** page, in the **SharePoint Web Application Management** section, click the **Create or extend Web application** link.
7. On the **Create or Extend Web Application** page, click the **Create a new Web application** link.
8. On the **Create New Web Application** page, in the **IIS Web Site** section, ensure that the port is set to 80 and retain the default settings.

Note: Alternatively, you can access the Create New Web Application page by using the Central Administration home page. On the Central Administration home page, under the Administrative Tasks list, click the **Create SharePoint Sites** link. Then, on the Administrator Tasks: Create SharePoint Sites page, click the **Create new Web application** link. The Create New Web Application page appears.

9. In the **Security Configuration** section, under Authentication provider, retain NTLM and the default settings in the Allow Anonymous and Use Secure Sockets Layer (SSL) subsections.
10. In the **Load Balanced URL** section, retain the default settings.

11. In the **Application Pool** section, ensure that the **Create new application pool** option is selected.
12. In the **Application Pool** section, retain the default settings for the **Configurable** option and type the user name as **Adventure\svc** and the password as **Pa\$\$w0rd**.
13. In the **Database Name and Authentication** section, verify the database information and notice that Windows authentication is selected.
14. Click **OK**. The Operation in Progress page appears. Wait until the changes are processed. After you create the Web application, the Application Created page appears.

Demonstration: How to Create a Site Collection

Perform the following steps to create a site collection:

1. On the **Application Created** page that appears after you create a Web application, click the **Create Site Collection** link.
2. On the **Create Site Collection** page, in the **Title and Description** section, type the title and description for the new site collection. For the purpose of this demonstration, type the following values:
 - a. Title: **Adventure Works Portal**
 - b. Description: **Adventure Works Portal team root site**
3. In the **Web Site Address** section, in the **URL** drop-down list, retain the default value, / (root).
4. In the **Template Selection** section, under the **Collaboration** tab, select a template for this site collection. For example, ensure that Team Site is selected.
5. In the **Primary Site Collection Administrator** section, in the User name text box, type the user name of the site collection administrator. For example, type **student**.
6. In the **Quota Template** section, from the **Select a quota template** drop-down list, select a predefined quota template to limit the resources that are used for this site collection. Retain the default value, **No Quota**, and click **OK**.
7. The Operation in Progress page appears. Wait until the changes are processed. Upon successful completion of the steps, the Top-Level Site Successfully Created page appears. Click **OK** to return to the Central Administration home page.

Alternatively, you can click the *http://YourSiteName:Port* link to go to the new site collection that is created.

Demonstration: How to Start the Windows SharePoint Services Search Service

Close the virtual machine 5060A-WSS-SRV3 and start 5060A-WSS-SRV-INST-3B. To do so, perform the following steps:

1. Close any other running virtual machines.
2. Start the 5060A-WSS-SRV-INST-3B virtual machine.
3. In the **Welcome to Windows** dialog box, complete the logon procedure by typing the user name **Administrator** and the password **Pa\$\$w0rd**.

Perform the following steps to start the WSS Search service:

1. Click **Start**, point to **All Programs**, point to **Administrative Tools**, and then click **SharePoint 3.0 Central Administration**.
2. In the **Connect to WSS-SRV3.ADVENTURE.COM** dialog box that appears, type **Adventure\Administrator** as the user name and **Pa\$\$w0rd** as the password, and then click **OK**.
3. In the message box that appears, ensure that the **Continue to prompt when Web site content is blocked** check box is selected, and then click **Add**.
4. In the **Trusted sites** dialog box that appears, click **Add**, and then click **Close**.
5. On the **Central Administration** home page, on the top navigation bar, click the **Operations** tab.
6. On the **Operations** page, in the **Topology and Services** section, click the **Servers in farm** link.
7. On the **Server in Farm** page, click the link for the server where you want to run the Search service. For example, click the **WSS-SRV3** link.
8. On the **Services on Server** page, in the list of services, next to Windows SharePoint Services Search, click **Start**.
9. On the **Configure Windows SharePoint Services Search Service Settings** page, in the **Service Account** section, select the **Configurable** option, and then type the user name and password for the user account under which you want the WSS Search service to run. For the purpose of this demonstration, type the following values:
 - a. User name: **Adventure\svc**
 - b. Password: **Pa\$\$w0rd**
10. In the **Content Access Account** section, type the user name and password for the user account that you want to use to access the content on your sites. For the purpose of this demonstration, type the following values:
 - a. User name: **Adventure\svc**

b. Password: Pa\$\$w0rd

11. In the **Indexing Schedule** section, retain the default settings. In the **Search Database** section, select **SharePoint_Config** as the database and then click **Start**. The **Operation in Progress** page appears. Wait until the changes are processed. The **Services on Server** page appears. This page displays all the services that are configured on the server.

Note: The WSS Search service finds and indexes data per its schedule. Therefore if the indexing schedule is set to five minutes, you will have to wait for five minutes before the WSS Search service indexes the site.

Demonstration: How to Configure Alternate Access Mappings

Perform the following steps to configure alternate access mappings:

1. On the **Central Administration** home page, on the top navigation bar, click the **Operations** tab.
2. On the **Operations** page, in the **Global Configuration** section, click the **Alternate access mappings** link.
3. On the **Alternate Access Mappings** page, from the **Alternate Access Mapping Collection** drop-down list, select the **Change Alternate Access Mapping Collection** option.
4. In the **Select An Alternate Access Mapping Collection** dialog box that appears, click the link for Web application that you want to modify. For example, click the **SharePoint - 80** link.
5. Click the **Edit Public URLs** link and verify that your Web application is listed in the Default zone for public URLs.
6. On the **Edit Public Zone URLs** page, click **Save**.
7. Click the **Add Internal URLs** link.
8. On the **Add Internal URLs** page, in the URL protocol, host and port text box, type the URL of the server that you want to map to your Web application in the format, *http://servername:portnumber*. For example, type **http://adventureportal**.
9. From the **Zone** drop-down list, select the **Intranet** option.
10. Click **Save**. The **Alternate Access Mappings** page appears and displays the internal and public URLs for the Default and Intranet zones.