



OFFICIAL MICROSOFT LEARNING PRODUCT

# 5060A

**Implementing Microsoft® Windows®  
SharePoint® Services 3.0**

*Companion Content*

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# Module 1

## Introduction to the Windows SharePoint Services 3.0 Platform

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# Question and Answer

## Lesson 1: Overview of Windows SharePoint Services 3.0

### Discussion: Common Solutions for Addressing Collaboration Challenges

**Q** How do you locate data stored in shared folders?

**A** Some common solutions are as follows:

- You can access the folder hierarchy and search the documents.
- You can use shortcuts to identify the frequently used shared folders
- You can follow folder-naming conventions that clearly indicate the purpose of the folder.

**Q** How do you secure shared folders?

**A** Often, most end users do not have the permission to secure shared folders. Users with this permission may sometimes create shared folders but not secure them correctly. Typically, an administrator ensures that user permissions are diligently assigned and regularly audited.

**Q** How do you ensure that collaborating over e-mail is secure?

**A** Although e-mail communication is not very secure, you cannot avoid or suitably substitute it. Therefore, organizations define some best practices and guidelines for their employees. These guidelines ensure that employees adhere to a set of preventive measures and secure their e-mail transactions.

**Q** How do you prevent losing corporate knowledge?

**A** It is difficult to protect corporate knowledge. When employees leave, they can take and misuse information about the organization. Therefore, organizations usually store critical information on central servers that are protected with a series of firewalls and credentials. In addition, organizations usually ensure that only authorized employees have access to data, and the organizations also audit this access periodically.

**Q** How do you ensure version control of documents?

**A** Organizations use various proprietary applications to maintain version control. Some of the commonly used applications include Visual SourceSafe® (VSS) and Source Depot.

**Q** How do you delete unused Web content on intranets?

**A** When you create a new Web page, the unused intranet content is typically overwritten. Most organizations do not have a process to monitor unused content. Some organizations have employees who monitor the intranet pages, ask the various teams for updated content, and post the new content.

**Q** How do you notify team members of any updates and modifications to documents?



- A** You can notify team members of any updates and modifications to documents through e-mail messages. In some cases, team members learn about updates through newsletters that you manually create and circulate. However, most organizations do not notify team members when the content changes.
- Q** How do you ensure that the files you upload are not infected by virus?
- A** Ensure that anti-virus software is installed and is regularly updated for new virus signatures. Each time a file is uploaded, you must scan it for any virus infection.

## **Lesson 2: Collaboration Technologies Provided by Windows SharePoint Services 3.0**

### **Demonstration: Exploring Document Storage and Management**

- Q** What are the advantages of using the WSS document library over file share?
- A** The ability to search for your document, create custom views based on metadata on the documents, and being able to create document workspaces around your documents are all great reasons why you should use WSS document library. In addition, being able to check document in and out for editing and document versioning are two other advantages over a file share.
- Q** Do you think it gives you a false sense of security to know that files can be restored even after you have deleted them? Explain why.
- A** Most probably, they will say yes. However, the Recycle Bin warns the user that items will be deleted after 30 days.

### **Demonstration: Exploring Collaboration**

- Q** Are the users in your organization familiar with blogs? How are blogs useful for them?
- A** Blogs work very well for collaborative brainstorming to come up with new ideas.
- Q** Why would users select wiki for open forums?
- A** There are many benefits of using a wiki such as an open forum that allows users to freely create and edit Web page content. A wiki allows team members to collaborate and exchange information on specific subjects.

### **Demonstration: Exploring Information Management and Communication**

Read the following questions and discuss your answers with the class:

- Q** How can users in your organization take advantage of alerts?
- A** The users may use alerts to keep all the stakeholders updated of any changes that take place to documents and sites within their scope of work.
- Q** Explain how your organization is currently using RSS feeds.

- A** There are many individuals and organizations that have deployed WSS. It is most likely that they may be posting their opinions, articles, and whitepapers on their blogs or other Web sites. If your RSS feed is subscribed to their blogs and sites, you will receive the latest updates in one location; perhaps on your own blog.

# Lab Answer Keys

## Lab: Identifying WSS Technologies that Help Address Collaboration Challenges

For this lab, you will use the available virtual machine environment. Before you begin the lab, you must:

1. Start the 5060A-WSS-SRV1 virtual machine.
2. Log on to the virtual machine with the user name **Administrator** and the password **Pa\$\$w0rd**.

## Exercise 1: Identifying the Document Storage and Management Technologies in WSS 3.0

### ► Task 1: Edit a document in the document library

1. To open the Team Site, type the following link in the browser, **http://wss-srv1**.
2. In the Connect to **WSS-SRV1.Adventure.com** dialog box, type the following logon details:
  - User name: **Administrator**
  - Password: **Pa\$\$w0rd**
3. On the **Team Site** home page, click the **My Library** link under the **Documents** section. Notice that the document library contains a file called Test.
4. Move the mouse pointer over the Test file and click the drop-down list button.
5. From the drop-down list, select **Check Out**.
6. In the dialog box, click **OK** to confirm the folder location for the file.
7. Browse to the **C:\Documents and Settings\Administrator\My Documents\SharePoint Drafts** folder. Double-click the file to open it in Microsoft Word.
8. On the logon screen, type user name as **Administrator** and password as **Pa\$\$w0rd**.
9. After you modify the document, click **Save**. On closing Word, a message box prompting you to check in the document appears. Click **Yes**.
10. In the **Version Comments** dialog box, you can provide any further details and then click **OK**.
11. Close Windows Explorer.

### ► Task 2: View the version history of a document

1. On the **Team Site** home page, under the **Documents** section, click the **My Library** link.
2. Move the pointer over the Test file on the **My Library** page and click the drop-down list button.
3. From the drop-down list, select **Version History**. This displays all the versions of the document since it was created.

### ► Task 3: Restore a document from the Recycle Bin

1. On the **Quick Launch** bar, click the **Recycle Bin** link. Observe that a deleted document called Sample.docx is in the Recycle Bin page.

2. Select the check box next to the Sample.docx file and click the **Restore Selection** link.
3. In the pop-up window that informs you about the restoration, click **OK**. Observe that the document is back on the My Library page.

► **Task 4: Restore a document from the site collection Recycle Bin**

1. On the **Quick Launch** bar, click the **My Library** link.
2. On the **My Library** page, delete the Sample file. Move the cursor over the file name, click the drop-down, and select **Delete**. In the warning message box that appears, click **OK**.
3. On the **Quick Launch** bar, click the **Recycle Bin** link.
4. Select the check box next to the Sample.docx file and click the **Delete Selection** link.
5. In the pop-up window that informs you about the deletion, click **OK**.
6. Click the **Site Collections Recycle Bin** link above the selection bar.
7. Select the **Deleted from end user Recycle Bin** view. Select the check box next to the Sample.docx file and click the **Restore Selection** link. On the page that appears, click **OK**.

► **Task 5: Edit a project task tracking list**

1. On the **Team Site** home page, under the **Lists** section, click the **Track\_project** link. Notice that the Track\_project list contains Track\_file.
2. To edit the file, click the **Track\_file** link.
3. Click the **Edit Item** link.
4. On the **Track\_project: Track\_file** page, change the value of % Complete to **50**, and then click **OK**. This takes you back to the Track\_project page. Observe that the % Complete column gets updated.

► **Task 6: Edit an issue list**

1. On the **Quick Launch** bar, click the **Track\_issue** link.
2. Move the mouse pointer over the Track\_issue\_one link and click the **drop-down** button.
3. Click **Edit Item**.
4. On the **Track\_issue: Track\_issue\_one** page, assuming that the issue has been addressed, change the value of Issue Status to **Resolved**, and then click **OK**. This takes you back to the Track\_issue page. Observe that the Issue Status column reflects the change.

## **Exercise 2: Identifying the Collaboration Technologies in WSS 3.0**

► **Task 1: Add a blog entry**

1. On the **Quick Launch** bar, under **Site** section, click the **Test\_blog** link.
2. The **Admin Links** Web Part on the **blog** page contains a set of links that help you edit and maintain your blog. For example, if you want to post some content, under the **Admin Links** section on the extreme right side of the page, click the **Create a post** link.
3. On the **Post: New Item** page, enter the Title, Body, and Category details and click the **Publish** button. Publishing a blog entry approves it for public viewing.

► **Task 2: Delete a blog**

1. On the **Test\_blog** page, click the **Site Actions** drop-down button.
2. From the drop-down list, select **Site Settings**.
3. In the **Site Administration** column, click the **Sites and workspaces** link.
4. Select the **delete** icon next to the Test\_blog site you wish to delete. On the next page, click the **Delete** button.
5. In the pop-up window, click **OK**.

► **Task 3: Edit a wiki**

1. On the **Quick Launch** bar, click the **Test\_wiki** link.
2. On the **Test\_wiki** page, click the **Edit** link.
3. On the **Wiki Pages: Home** page, which contains a text editor that allows you to make changes to the wiki content, edit the content, and then click **OK**.

### Exercise 3: Identifying WSS Technologies That Support Information Management and Communication

► **Task 1: Check the settings of an RSS feed**

1. On the **Team Site** home page, click the **Site Actions** drop-down button.
2. Select **Site Settings**.
3. On the **Site Settings** page, in the **Site Administration** column, click the **RSS** link. The RSS page displays where you can enable or disable RSS settings for your site.

► **Task 2: Add a topic to a discussion board**

1. On the **Quick Launch** bar, click the **Test\_discussion\_board** link.
2. Click the **New** drop-down button, and then select **Discussion**.
3. On the **Test\_discussion\_board: New Item** page, type the subject and a brief description about the discussion in the Subject and Body text boxes, respectively, and then click **OK**. This creates a new discussion within the discussion board.

► **Task 3: Respond to a survey**

1. On the **Quick Launch** bar, click the **Test\_survey** link.
2. On the **Test\_survey** page, click the **Respond to this Survey** link.
3. On the **Test\_survey: Respond to this Survey** page, provide your inputs appropriately to the questions to the survey. For example, the default answer to the question, Have you used WSS 2.0 before?, is Yes because the check box appears selected. If your answer is No, clear the check box and click the **Finish** button.



# Module 2

## Planning the Windows SharePoint Services 3.0 Environment

### Contents:

Question and Answer

2

# Question and Answer

## Lesson 2: Planning Site Creation, Maintenance, and Security

### Practice: Determining the Site Hierarchy

- Q** Given that your organization employs full time employees and subcontractors, do you think applying domain groups to WSS users will meet your needs?
- A** You can add full time employees to the domain group, which in turn can be added to the WSS group. However, for the subcontractors, you need to create an additional group in WSS and grant appropriate permission levels.
- Q** What changes will you make to use your existing security model with WSS?
- A** You will create a new domain security group to be assigned to the WSS users and groups.
- Q** If no changes are needed, do you plan to create new users in WSS or assign the current domain groups to WSS?
- A** Creating new users in WSS may not be convenient because you need to monitor the addition and removal of users individually. However, assigning a domain group to WSS ensures that when users are added to or removed from the domain, their access to the WSS deployment also changes accordingly.

# Module 3

## Installing Windows SharePoint Services 3.0

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## Question and Answer

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

#### Practice: Installing WSS 3.0

- Q** Which of the two installation options, Basic or Advanced, would you use in your organization, and why? Under what circumstances would you choose the other setting?
- A** You can choose between Basic or Advanced installation according to the following situations:
- Basic installation is an ideal solution for organizations that need to install all the WSS components on a single server and may not need to expand the WSS setup to a multi-server farm. Basic installation also ensures a quick and easy deployment of WSS involving minimal administrative effort.
  - Advanced installation is applicable for organizations that plan to customize their WSS 3.0 deployment in the future. Advanced installation provides the following options:
    - Web Front End: Selecting this option allows you to install the components required for rendering content to users as opposed to a back-end server that contains databases and services used by the front-end servers. The Web Front End option also allows administrators to add servers to an existing WSS 3.0 installation and create a SharePoint farm.
    - Stand-alone: Selecting this option allows you to install all the components, including the Windows internal database, on a single server. This option does not allow administrators to add servers to an existing WSS 3.0 installation and create a SharePoint farm.

### Lesson 2: Installing and Configuring the Central Administration Site

#### Demonstration: How to Install the Central Administration Site

- Q** Have you deployed previous versions of WSS? If yes, how would you rate the WSS 3.0 deployment versus the deployment of previous versions of WSS?
- A** The previous versions of WSS did not provide as much flexibility in configuring services as WSS 3.0. The previous versions of WSS also required you to manually create the IIS virtual server and the application pool. As a result, the errors made while creating the IIS virtual server and application pool were higher. SharePoint Product and Technologies Configuration Wizard in WSS 3.0 creates the IIS virtual server, known as IIS Web site in WSS 3.0, and application pool for you with minimal input. Therefore, they will always be set up properly.

#### Demonstration: How to Configure Services on the WSS 3.0 Server

- Q** How does having an Administrative Task list help you keep your WSS server configured properly?
- A** The Administrative Task list shows any uncompleted administrative tasks for configuring the WSS server and also specifies the order in which you should complete the tasks. This task list gets updated automatically as you configure the services on your WSS server. Therefore, the

Administrative Task list provides a consolidated view of all the pending tasks or services that you can configure on your WSS 3.0 deployment.

## Lab: Installing and Configuring the Central Administration Site

### Lab Discussion

- Q** In your current organization, do you use service accounts or user accounts to configure WSS, and why?
- A** Service accounts are user accounts that are only used to configure and run services on the WSS server and for server-to-server communications. These accounts are not used for regular user logons. Service accounts have access rights to a selected group of domain network resources that are required to perform tasks appropriate to the service that the network resources are running.
- Q** What are the recommendations for using service accounts in WSS 3.0 rather than service accounts in WSS 2.0?
- A** The important recommendation is regarding the naming convention of the service accounts. If the previous installation used default names, the new upgraded installation will be more compatible. However, if corporate naming conventions dictated a change from the defaults, then the upgrade process will require more involvement in naming the service accounts when the Wizard prompts for the names of the service accounts.
- Q** Why would you want to use Secure Sockets Layer (SSL) for a site that is not exposed to the Internet?
- A** Using SSL internally prevents any packets captured during network monitoring activities from being analyzed by a malicious user. This is because the data packets are encrypted and SSL prevents the decryption of the data packets. As a result, information, such as passwords, cannot be extracted by any malicious user.
- Q** What is the purpose of the Operations and Application Management sections on the Central Administration site?
- A** The Operations section of the Central Administration site contains items that allow you to configure topology-wide settings and services. The Application Management section of the site allows you to perform site configuration tasks such as create and modify a Web application, create a site, and manage search.
- Q** Would you consider making the Central Administration site accessible from the Internet? If yes, what precautions would you take?
- A** It is not a best practice to make the Central Administration site accessible from the Internet. However, to access the Central Administration site from the Internet, the best practice is to connect to your corporate network through a Virtual Private Network (VPN) connection and access the site. If you need to access the Central Administration site over the Internet, it is advisable that you use SSL to encrypt the data packets.
- Q** What is the benefit of configuring diagnostic logging settings in your organization?



- A** Diagnostic logging provides important information that can be useful in locating problems with your WSS 3.0 deployment and troubleshooting it appropriately. You can configure diagnostic settings such as trace logs, event messages, user-mode error messages, and Customer Experience Improvement Program events.

## Lesson 3: Creating and Configuring Sites

### Demonstration: How to Create a Web Application

- Q** In which scenario would you want to extend an already existing Web application?
- A** You may want to extend an already existing Web application if you want to provide an alternative authentication or access to the site. For example, you may want to use forms-based authentication for an extranet site and NTLM authentication for an intranet site, with a different URL for each type of access.
- Q** What are the benefits of creating a Web application by using WSS?
- A** Creating a Web application by using WSS helps configure the Web application and application pool properly. This application pool uses the Web application service account. In addition, if a Web application is built by using WSS, it can be configured for all servers on the server farm that are sharing the same content database.

### Demonstration: How to Create a Site Collection

- Q** Which site templates do you think you will use most frequently in your organization?
- A** Different organizations use different site templates, based on their requirements. For example, some organizations may use a blank Team Site template, whereas other organizations may create a custom template and use it for all the sites that they create.
- Q** What will help you determine the number of site collections that you require?
- A** You can determine the number of site collections to be deployed by using the *Site hierarchy choices* planning worksheet. In addition, remember that one site collection resides in a single database. Therefore, if your sites are likely to grow considerably in size, you should plan for multiple site collections.
- Q** Do you plan to use quotas in your WSS deployment? Give reasons to support your answer.
- A** Yes, using quotas in the WSS deployment helps you save disk space.

### Demonstration: How to Start the Windows SharePoint Services Search Service

- Q** When would you not use the WSS Search service in your WSS deployment?
- A** You may not use the WSS Search service in your WSS deployment when your deployment does not use Windows integrated authentication. In addition, you may not use the WSS Search service when the WSS site does not contain much information and therefore the information available on the site is easy to access.

## Demonstration: How to Configure Alternate Access Mappings

- Q** When would you consider using alternate access mappings?
- A** A site can have an IIS host header setting set to blank. This allows all requests on port 80 to be responded to. However, the site will not render content unless it matches one of the alternate access mappings configured for the various zones. Alternate access mappings are more powerful than using host headers because the mappings can be used to access a Web application, which can be extended more than once and can have different authentication methods.

## Lab Discussion

- Q** When extending a WFE on a farm, do you need to create the Web application?
- A** Extending a WFE in the farm creates the Web application. Therefore, you do not need to create a Web application when you extend a WFE in the farm.
- Q** How would you determine to create new site collections and sites under a site collection? List the differences between site collections and sites under a site collection.
- A** You determine whether to create site collections or sites in a site collection based on the data collected during site hierarchy planning. All sites in a site collection use the same database, whereas each site collection has its unique database.
- Q** If you did not deploy the WSS Search service during WSS installation, what impact would it have on the user?
- A** If the WSS Search service is turned off, the search box will appear on the page but will not return any results. If you modify the page, the search box will not appear and therefore users probably would never know that the WSS Search service was not deployed during WSS installation. Users will, however, find it difficult to locate items on the site without the WSS Search service because they will be required to browse the site to find the items they need.
- Q** After configuring the alternate access mappings for the Extranet zone, how would you expose the site to the extranet in your organization?
- A** You will need to configure a router or firewall to point an Internet IP to port 80 on the server. You will also need to create a DNS entry on an external DNS that matches the alternate access mappings that you created.

## Lab Answer Keys

### Lab 3A: Installing and Configuring the Central Administration Site

For this lab, you will use the available virtual machine environment. Before you begin the lab, you must:

1. Start the 5060A-WSS-SRV2 virtual machine.
2. Log on to the virtual machine with the user name **Administrator** and the password **Pa\$\$w0rd**.

### Exercise 1: Installing the Central Administration Site

► **Task 1: Run SharePoint Products and Technologies Configuration Wizard**

- Click **Start**, point to **All Programs**, point to **Administrative Tools**, and then click **SharePoint Products and Technologies Configuration Wizard**.

► **Task 2: Use the wizard to install the Central Administration site**

1. On the **Welcome to SharePoint Products and Technologies** page, click **Next**.
2. In the warning dialog box that notifies you that some services might need to be restarted during configuration, click **Yes**.
3. On the **Connect to a server farm** page, click the **No, I want to create a new server farm** option, and then click **Next**.
4. On the **Specify Configuration Database Settings** page, specify the following settings and click **Next**.
  - Database server: **WSS-SRV2\SQLEXPRESS**
  - Database name: Use the default database name, **SharePoint\_Config**.
  - Username: **Adventure\svc**
  - Password: **Pa\$\$w0rd**
5. 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.
  - Configure Security Settings: Use the default setting for this section.
6. On the **Completing the SharePoint Products and Technologies Configuration Wizard** page, verify your settings, and then click **Next**.

**Note:** The wizard performs the configuration tasks in 15 minutes.

7. On the **Configuration Successful** page, click **Finish**. The SharePoint Central Administration Web page logon window opens.

► **Task 3: Logon to the Central Administration site**

1. On the SharePoint Central Administration Web page logon window, type the following logon details and click **OK**:
  - User name: **Adventure\Administrator**

- Password: **Pa\$\$w0rd**
- 2. On the **Internet Explorer** dialog box that appears, click **Add...** to include this Web site to the list of Trusted Web sites zone.
- 3. On the **Trusted sites** dialog box, click **Add**, and then click **Close**.
- 4. On the **Internet Explorer** dialog box, select the **In the future, do not show this message** check box, and then **OK**.

**Note:** The Internet Explorer dialog box warns you that Microsoft Internet Explorer's Enhanced Security Configuration is currently enabled on your server.

The Central Administration home page loads completely.

**Caution:** Do not shut down the virtual machine because you will need it to perform the next exercise in this lab.

## Exercise 2: Configuring Services on the Windows SharePoint Services 3.0 Server

### ► Task 1: Configure outgoing e-mail settings

1. On the **Central Administration** home page, under Administrative Tasks, click the **Outgoing e-mail settings** link.
2. On the **Administrator Tasks: Outgoing e-mail settings** page, in the **Action** section, click the **Configure Outgoing E-Mail Settings** link.
3. On the **Outgoing E-Mail Settings** page, specify the following, and then click **OK**.
  - 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)

**Note:** After clicking OK, an Internet Explorer pop-up window appears that asks for 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.

### ► Task 2: Configure 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. On the **Diagnostic Logging** page, specify the following settings:
  - In the **Event Throttling** section, select the **All** category and leave the other dropdown lists on 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.

## Lab 3B: Creating a Web Application and Site Collection

For this lab, you will use the available virtual machine environment. Before you begin the lab, you must:

1. Start the 5060A-WSS-SRV3 virtual machine.
2. Log on to the virtual machine with the user name **Administrator** and the password **Pa\$\$w0rd**.

## Exercise 1: Creating a Web Application

### ► Task 1: Set the port and authentication method for the 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 user name and **Pa\$\$w0rd** as password, and then click **OK**.
3. In the message box that appears, ensure that the **Configure 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.

**Note:** Do not modify the default settings in the Load Balanced URL and Application Pool sections.

### ► Task 2: Create an application pool

1. On the **Create New Web Application** page, in the **Application Pool** section, ensure that **Create new application pool** is selected.



2. In the **Application Pool** section, retain the default application pool name, **SharePoint - 80**.
3. 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**.

► **Task 3: Verify database information**

1. On the **Create New Web Application** page, in the **Database Name and Authentication** section, verify that database server is *WSS-SRV3\Microsoft##SSEE* and the database name is *WSS\_Content* and ensure that Windows authentication is selected.
2. In the **Search Server** section, select **WSS-SRV3** from the **Select Windows SharePoint Services search server** drop-down list. Click **OK**.

## Exercise 2: Creating a Site Collection

► **Task 1: Create a site collection**

1. On the **Application Created** page, click the **Create Site Collection** link.
2. On the **Create Site Collection** page, in the **Title and Description** section, type the following values:
  - Title: **Adventure Works Company Portal**
  - Description: **Adventure Works Company Portal**
3. In the **Web Site Address** section, in the **URL** drop-down list, retain the default value, */*.
4. In the **Template Selection** section, under the **Collaboration** tab, ensure that Team Site is already selected.
5. In the **Primary Site Collection Administrator** section, type the user name as **student**.
6. Click **OK**. The Operation in Progress page appears. Upon successful completion of the steps, the Top-Level Site Successfully Created page appears. Click **OK** to return to the Central Administration home page.

## Exercise 3: Verifying the Windows SharePoint Services Search Service

► **Task 1: Verify the WSS Search service**

1. From the **top navigation** bar, click the **Operations** tab.
2. On the **Operations** page, in the **Topology and Services** section, click the **Servers in farm** link.
3. On the **Server in Farm** page, click the **WSS-SRV3** link.
4. Verify that the Windows SharePoint Services Help Search is started.

## Exercise 4: Configuring Alternate Access Mappings

► **Task 1: Select a Web application**

1. From 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 **SharePoint - 80** link.

► **Task 2: Edit public URLs**

1. On the **Alternate Access Mappings** page, click the **Edit Public URLs** tab.
2. On the Edit Public Zone URLs page, type the following values:
  - Intranet: **http://adventureportal**
  - Extranet: **http://extranet.Adventure.com**
3. Click **Save**.

# Module 4

## Upgrading from Windows SharePoint Services 2.0 to 3.0

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# Question and Answer

## Lesson 2: Preparing to Perform an Upgrade

### Demonstration: How to Perform an In-Place Upgrade

- Q** Before you perform an in-place upgrade, what do you need to back up from the WSS 2.0 environment?
- A** You need to back up all WSS 2.0 databases. You also need to back up all files that you have added in the WSS 2.0 deployment, such as any logos of your organization, custom site definitions, and custom Web parts.
- Q** In what scenario would you consider upgrading without performing a trial upgrade?
- A** You may upgrade without performing a trial upgrade only if you have a means to revert to WSS 2.0. For example, if your WSS 2.0 deployment is on a virtual machine, then you can create a copy of the Virtual Hard Disk (VHD) files and revert to them if the upgrade fails.

### Lab: Determining Upgrade Methods and Performing an In-Place Upgrade

#### Exercise 1: Identifying the Appropriate Upgrade Method

- Q** In Scenario 2, if the constraint of having the Active Directory service account creation mode as enabled is removed, which would be the second best upgrade approach in that scenario?
- A** In-place upgrade will be the second best upgrade approach. You use an in-place upgrade when you want to directly modify the database of the previous version at one time. It is a one-way process and is best suited to upgrade a stand-alone server. The other two methods, gradual upgrade and database migration, can also be used but they have their own drawbacks:
- You can use gradual upgrade if you want to scale out to address the performance concerns before upgrading from WSS 2.0 to WSS 3.0. However, this is a complex method and should be avoided, if possible.
  - You can use database migration if your budget allows installing a new farm with new equipment. Also, configuring a new farm is time consuming.

## Lab Answer Keys

### Lab: Determining Upgrade Methods and Performing an In-Place Upgrade

For this lab, you will use the available virtual machine environment. Before you begin the lab, you must:

1. Start the 5060A-WSS-SRV4 virtual machine.
2. Log on to the virtual machine with the user name **Administrator** and the password **Pa\$\$w0rd**.

### Exercise 2: Performing an In-Place Upgrade

#### ► Task 1: Start the WSS 3.0 installation process

1. In Windows Explorer, browse to the **E:\Labfiles\Setup** folder.
2. Run **SharePoint**.
3. On the **Read the Microsoft Software License Terms** page, review the terms, select the **I accept the terms of this agreement** check box, and click **Continue**.
4. On the **Upgrade earlier versions** page, use the default option, **Yes, perform an automated in-place upgrade**.
5. On the **Server Type** tab, select the default option, **Stand-alone**.
6. Click **Install Now**.
7. On the **installation completion** page, clear the **Run the SharePoint Products and Technologies Configuration Wizard now** check box, and click **Close**.
8. Close the Windows Explorer.

#### ► Task 2: Run the pre-upgrade scan tool against the WSS 2.0 server

1. Click **Start** and then click **Run**.
2. In the **Run** dialog box that appears, type **cmd** in the Open drop-down box.
3. At the command prompt, type **cd\** and press **Enter**.
4. Type **cd \Program Files\Common Files\Microsoft Shared\web server extensions\12\BIN** and press **Enter** to access the BIN folder.
5. Type **prescan.exe /all** and press **Enter** to run the pre-upgrade scan tool.
6. Type **exit** on the command prompt and press **Enter** to close the Command Prompt window.

#### ► Task 3: Run the SharePoint Products and Technology Wizard

1. Click **Start**, point to **All Programs**, point to **Administrative Tools**, and then click **SharePoint Products and Technologies Configuration Wizard**.
2. In SharePoint Products and Technologies Configuration Wizard, 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. Click **OK** to confirm the message notifying you about language packs.

5. Click **OK** to continue with the wizard.
6. On the **Configuration Successful** page, click **Finish** to start the Central Administration Upgrade Running page.
7. On the SharePoint Central Administration Web page logon window, type the following logon details, and click **OK**:
  - User name: **Adventure\Administrator**
  - Password: **Pa\$\$w0rd**
8. On the **Internet Explorer** dialog box that appears, click **Add...** to include the Central Administration site to the list of Trusted Web sites zone.
9. On the **Trusted sites** dialog box, click **Add**, and then click Close. The Central Administration Upgrade Running page loads completely.

# Module 5

## Managing Windows SharePoint Services 3.0

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# Question and Answer

## Lesson 1: Managing Windows SharePoint Services 3.0 Sites

### Demonstration: How to Configure the Settings of a Site Collection

Read the following questions and discuss your answers with the class.

**Q** When you deploy WSS 3.0 in your organization, will you develop all the sites in the site collection or will you grant users the permissions to do so? Explain why.

**A** Explain by using the following situations where you would grant permissions to users to create sites:

- When an organization requires its users to create new sites with customized permissions and themes.
- When time is a constraint and a group of developers is developing a large site consisting of various subsites.
- When you have to manage more critical features of WSS rather than create ondemand sites for users.

**Q** What are the instances when you should not perform the backup and restoration of sites on WSS 3.0?

**A** Explain by using the following situations when you would not perform the backup and restoration of sites on WSS 3.0:

- When you are using SQL Server™ 2000 or SQL Server 2005 as your database, you should not use WSS 3.0 for backup and restoration. The backup tools in SQL provide better options to perform backup of such sites.
- When the server is uploading data, you should not perform the backup. Backing up the site at the time of WSS upload may result in loss of data.

### Demonstration: How to Configure Site Settings

Read the following questions and discuss your answers with the class:

**Q** Why would you want to use Active Directory® groups to assign permissions to sites instead of assigning permissions to individual Active Directory users?

**A** You would want to use Active Directory groups when possible because it saves time and effort.

- If you assign permissions to Active Directory groups, the permissions on the WSS server are updated automatically. This is because users derive their permissions from the Active Directory groups.
- If you assign permissions to individual users, you would need to update the WSS server manually each time you wanted to add or remove a user.

**Q** When will you choose to make Web parts unavailable to users of your site collection?



- A** You will make the Web parts unavailable to users, if you want the Web parts in your site collection Web part gallery to be protected from general use. For example, you may not want users to have access to confidential data contained in your Web part gallery such as trademarks and logos.

## Practice: Adding Additional Web Applications and Site Collections

Read the following questions and discuss your answers with the class:

- Q** Which site collection template will you most often use in your organization? Give reasons.
- A** Site collection template preferences will vary widely depending on the purpose of the site collection. If the existing templates do not meet the needs of the organization, a custom template can be created that contains all of the elements required by the organization.
- Q** When would you prefer to create a new IIS Web site for the WSS application instead of using an existing one?
- A** You may want to create a new IIS Web site for the WSS application instead of using an existing one in the following situations:
- When you are not sure that the existing Web site exists on all servers in the farm. If the Web site does not exist on all the servers in the farm, it cannot serve a WSS application.
  - When you are not sure about the IIS settings of the Web site. You can create a basic site and update it later when the specifications are clear.

## Lesson 2: Managing the Windows SharePoint Services 3.0 Server

### Demonstration: How to Monitor the Site Collection Usage Weekly

Read the following questions and discuss your answers with the class:

- Q** How important is the site collection usage data to your organization?
- A** The site collection usage data helps indicate how often sites are utilized, how much storage space is required, and how many users are currently using the sites. This enables the administrator to allocate resources appropriately.
- Q** How does storage quota help? If you do not use quotas, how will you manage storage space?
- A** Quotas help your sites grow in a planned manner. However, if you choose not to use quotas, you must monitor the storage usage regularly so that inadequate storage space does not hamper user transactions.

# Lab Answer Keys

## Lab: Managing Windows SharePoint Services 3.0

For this lab, you will use the available virtual machine environment. Before you begin the lab, you must:

1. Start the 5060A-WSS-SRV5 virtual machine.
2. Log on to the virtual machine with the user name **Administrator** and the password **Pa\$\$w0rd**.

## Exercise 1: Managing Site Settings

### ► Task 1: Enable self-service site creation

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-SRV5.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, under the **Application Security** section, click the **Self-service site management** link.
7. On the **Self-Service Site Management** page, select a Web application from the Web Application drop-down list. Notice that **http://wss-srv5/** is already selected.

**Note:** Ensure that a site collection already exists within the Web application.

8. In the **Enable Self-Service Site Creation** section, select the **On** option and click **OK**. This enables users to create sites under the selected Web application.

### ► Task 2: Configure backup

1. From the **top navigation** bar, click the **Operations** tab.
2. On the **Operations** page, under the **Backup and Restore** section, click the **Perform a backup** link.
3. On the **Perform a Backup** page, select the components that you want to back up. For example, select the **Windows SharePoint Services Web Application** component and click the **Continue to Backup Options** link.
4. On the **Start Backup** page, in the **Backup Content** section, you can see the content database selected.
5. In the **Type of Backup** section, ensure that the **Full** option is selected by default. This option indicates a complete backup. Selecting **Differential** ensures that only the difference between the files is backed up.

6. In the **Backup File Location** text box, specify the backup path. For example, type **E:\Labfiles\SharePoint\Backup\** and click **OK**. The Backup and Restore Status page appears, and after a short while, displays the details about the backup that was just performed.

► **Task 3: Manage site quotas**

1. From the **top navigation** bar, click the **Application Management** tab.
2. On the **Application Management** page, under the **SharePoint Site Management** section, click the **Quota templates** link.
3. On the **Quota Templates** page, under the **Template name** section, ensure that **Edit an existing template** option is selected.
4. In the **Template to modify** drop-down list, ensure that **Team Site** is selected. You can also select a new quota template by clicking the Create a new quota template option.
5. In the **Storage Limit Values** section, verify the **Limit site storage to a maximum of:** check box is selected, and type **50** in the text box.
6. Verify the **Send warning E-mail when site storage reaches:** check box is selected, and type **40** in the text box.
7. After typing all the values, click **OK**.

► **Task 4: Restore documents from Site Collection Recycle Bin**

1. On the **Central Administration** home page, on the **Quick Launch** bar, click the **Recycle Bin** link.
2. Select the check box next to the Sample1 file and click the **Delete Selection** link.
3. In the pop-up window that informs you about the deletion, click **OK**.
4. Click the **Site Collection Recycle Bin** link above the selection bar.
5. Select the check box next to the Sample2 file and click the **Restore Selection** link.
6. In the pop-up window that informs you about the restoration, click **OK**. Notice that the document is back into the Document Libraries section.

► **Task 5: Grant users appropriate rights**

1. From the **top navigation** bar, click the **Site Actions** drop-down list.
2. Click **Site Settings**.
3. On the **Site Settings** page, under the **Users and Permissions** section, click the **People and groups** link.
4. To create a custom permission group, choose a site by selecting the check box next to the site name. For example, select the check box next to **ADVENTURE\administrator**.
5. Click the **New** drop-down list and click the **New Group** option.
6. On the **New Group** page, type the group name. For example, type **My\_Group**. Retain the default value for the Owner, Group Settings, and Membership Requests settings.
7. In the **Give Group Permission to this Site** section, select group permission. For example, select the **Contribute – Can view, add, update, and delete** check box and click **Create**.

# Resources

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## Additional Reading

[Demonstration Steps for Module 1: Introduction to the Windows SharePoint Services 3.0 Platform](#)

[Demonstration Steps for Module 3: Implementing Windows SharePoint Services 3.0](#)

[Demonstration Steps for Module 4: Upgrading from Windows SharePoint Services 2.0 to 3.0](#)

[Demonstration Steps for Module 5: Managing Windows SharePoint Services 3.0](#)

## Internet Links

The Web sites listed below provide additional resources.

- [Microsoft Learning Web site](#)
- [Configure Windows SharePoint Services to use Kerberos authentication or NTLM authentication](#)
- [Alternate Access Mapping \(URL Mapping\)](#)
- [Installation Considerations for Windows Sharepoint Services](#)
- [Upgrade Definition Files](#)
- [Deploy upgrade definition files and new site definitions](#)
- [Microsoft TechNet: Migrate content databases](#)
- [Microsoft Corporation](#)
- [Microsoft Internet Explorer](#)
- [Microsoft Product Support Services](#)
- [Microsoft Security](#)
- [Microsoft Windows®](#)

# Send Us Your Feedback

You can search the Microsoft Knowledge Base for known issues at [Microsoft Help and Support](#) before submitting feedback. Search using either the course number and revision, or the course title.

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**Note** Not all training products will have a Knowledge Base article – if that is the case, please ask your instructor whether or not there are existing error log entries.

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## Courseware Feedback

Send all courseware feedback to [support@mscourseware.com](mailto:support@mscourseware.com). We truly appreciate your time and effort. We review every e-mail received and forward the information on to the appropriate team. Unfortunately, because of volume, we are unable to provide a response but we may use your feedback to improve your future experience with Microsoft Learning products.

## Reporting Errors

When providing feedback, include the training product name and number in the subject line of your e-mail. When you provide comments or report bugs, please include the following:

- Document or CD part number
- Page number or location
- Complete description of the error or suggested change

Please provide any details that are necessary to help us verify the issue.

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**Important** All errors and suggestions are evaluated, but only those that are validated are added to the product Knowledge Base article.

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