



Test Lab Guide: Demonstrate Social Features for SharePoint Server 2013

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Test Lab Guide: Demonstrate Social Features for SharePoint Server 2013

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Summary: This paper contains a brief introduction to SharePoint Server 2013's social features and step-by-step instructions for configuring and then demonstrating My Sites, Newsfeeds, Community Sites, and Team Site feeds.

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Contents

- Contents3
- Introduction4
 - Test Lab Guides4
 - Social Features for SharePoint Server 20135
- In this guide5
- Test lab overview6
- Hardware and software requirements7
- Configuring the SharePoint Social Features test lab and Demonstrate Social features7
 - Step 1: Set up the SharePoint Server 2013 three-tier farm test lab7
 - Step 2: Create a My Site site collection and configure settings7
 - Create a new Web application8
 - Create a My Site site collection8
 - Add a wildcard inclusion managed path to the web application9
 - Enable self-service site creation for the web application10
 - Configure My Site settings for the User Profile service application10
 - Enable the User Profile Service Application - Activity Feed Job11
 - Step 3: Configure Following Settings11
 - Configure Following settings for My Sites11
 - Step 4: Configure Community Sites12
 - Create a Community Portal12
 - Run a Search crawl13
 - Step 5: Configure Team Sites13
 - Create a new team site collection14
 - Step 6: Demonstrate Social features in SharePoint 201314
 - Demonstrate: Team Sites14
 - Demonstrate: My Sites15
 - Demonstrate: Newsfeeds15
 - Community Sites16
- Snapshot the Configuration17
- Additional Resources17

Introduction

This Demonstrate Social Features for SharePoint Server 2013 Test Lab Guide covers the following social features:

- **My Sites** In SharePoint Server 2013, My Sites continue to provide the benefits from the previous release. However, the user interface is completely redesigned and modernized to give users an inviting and intuitive experience. A key change to the user interface includes a simplified and unified navigation experience for your own and others' My Sites.
- **Community Sites** Community Sites offer a forum experience to categorize and cultivate discussions with a broad group of people across organizations in a company.
- **Newsfeeds** The new default view on your My Site now includes Newsfeed functionality that enables users to do the following:
 - Participate in conversations by posting comments and replies.
 - Post pictures and links.
 - Use tags (starting with the # symbol) to define keywords that users can follow and search for.
 - Use mentions (starting with the @ symbol) to tag users in posts and replies.
 - Indicate agreement with comments and replies by clicking Like.
 - Follow people, documents, sites, and tags to customize their feed.
- **Team Site feeds** - Team Site functionality that allows users to post on their team sites and have this information be aggregated on their and other team members My Sites.

For more information about Social features in Microsoft SharePoint Server 2013, see [What's new in social computing in SharePoint Server 2013](#). For more information about Microsoft SharePoint Server 2013 see [SharePoint 2013 Product Information site](#) and [SharePoint 2013 for IT pros](#).

Test Lab Guides



Microsoft Test Lab Guides (TLGs) are a set of documents that step you through the configuration and demonstration of a Microsoft technology or product in a standardized test lab environment, which starts with a common base configuration that mimics a simplified intranet and the Internet. TLGs are designed to be modular, extensible, and stackable to configure complex, multi-product solutions. TLGs make learning about products, technologies, and solutions easier by providing that crucial hands-on, "I built it out myself" experience.

For more information, see [Test Lab Guides](#) at <http://microsoft.com/testlabguides>.

A TLG stack is a set of dependent TLGs that, when configured from the bottom of the stack, create a meaningful test lab configuration. This TLG is at the top of the following TLG stack:



Demonstrate Social Features for SharePoint Server 2013



Configure SharePoint Server 2013 in a Three-Tier Farm



Install SQL Server 2012 or SQL Server 2008 R2



Base Configuration

Social Features for SharePoint Server 2013

The social computing and collaboration features in SharePoint Server 2013 offer an improved administration and user experience, in addition to new functionality. The introduction of Community Sites offers a forum experience to categorize discussions around subject areas, and connect users who have knowledge or seek knowledge about subject areas. Improvements to My Sites offer a more intuitive workflow for users to develop their personal profiles, store content, and keep up-to-date with activities of interest.

In this guide

This guide contains instructions for setting up and demonstrating My Sites, Community Sites, Newsfeeds, and Team Site feeds. You will first complete all required test lab guides that come before this test lab guide. When you have completed this guide you will have a working understanding of My Sites, Community Sites, Newsfeeds, and Team Site feeds.



Important

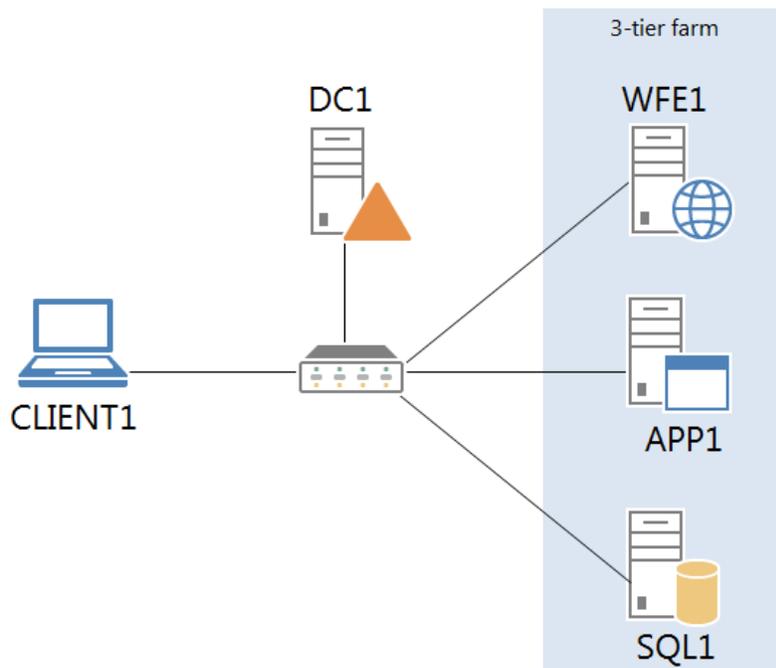
The following instructions are for configuring a SharePoint Social features test lab using the minimum number of computers. Individual computers are needed to separate the services provided on the network and to clearly show the desired functionality. This configuration is neither designed to reflect best practices nor does it reflect a desired or recommended configuration for a production network. The configuration, including IP addresses and all other configuration parameters, is designed only to work in a separate test lab network. Attempting to adapt this test lab configuration to a pilot or production deployment can result in configuration or functionality issues. For information about how to deploy SharePoint Server 2013 in a pilot or production environment, see [Install and deploy SharePoint 2013](#).

Test lab overview

This test lab guide uses the following five computer configuration:

- One computer running Windows® Server® 2008 R2 Enterprise Edition with Service Pack 1 named DC1 that is configured as an intranet domain controller, Domain Name System (DNS) server, DHCP server, and enterprise root certification authority (CA).
- One intranet member server running Windows Server 2008 R2 Enterprise Edition with Service Pack 1 named SQL1 that is configured as a SQL Server database server.
- One intranet member server running Windows Server 2008 R2 Enterprise Edition with Service Pack 1 named APP1 that is configured as the SharePoint Server 2013 application server.
- One intranet member server running Windows Server 2008 R2 Enterprise Edition with Service Pack 1 named WFE1 that is configured as the SharePoint front-end web server.
- One member client computer running Windows 7 Enterprise or Ultimate named CLIENT1.

The SharePoint Social Features test lab consists of a single subnet named Corpnet (10.0.0.0/24) that simulates a private intranet. Computers on the Corpnet subnet connect using a hub or switch. See the following figure:



Hardware and software requirements

The following are required components of the SharePoint Social Features test lab:

- The product disc or files for Windows Server 2008 R2 with Service Pack 1.
- The product disc or files for Windows 7.
- The product disc or files for SharePoint Server 2013.
- One computer that meet the minimum hardware requirements for Windows Server 2008 R2 Enterprise Edition.
- One computer that meets the minimum hardware requirements for Windows Server 2008 R2 Enterprise Edition and either SQL Server 2012 Enterprise Edition with Service Pack 1 or SQL Server 2008 R2 SP1.
- Two computers that meet the minimum hardware requirements for SharePoint Server 2013.
- One computer that meets the minimum hardware requirements for Windows 7 Enterprise or Ultimate.

Configuring the SharePoint Social Features test lab and Demonstrate Social features

Use these six steps to configure and demonstrate the social features of SharePoint Server 2013.

1. Set up the SharePoint Server 2013 three-tier farm test lab
2. Create a My Site site collection and configure settings
3. Configure Following settings
4. Setup and configure community sites
5. Configure Team Sites
6. Demonstrate Social features in SharePoint 2013

Step 1: Set up the SharePoint Server 2013 three-tier farm test lab

Set up the SharePoint Server 2013 three-tier farm test lab using the instructions in the [Test Lab Guide: Configure SharePoint Server 2013 in a Three-Tier Farm](#).

Step 2: Create a My Site site collection and configure settings

This step describes how to configure My Sites in SharePoint Server 2013 and how to configure all required settings and features including:

1. Create a new Web application

2. Create a My Site site collection
3. Add a wildcard inclusion managed path to the web application
4. Enable self-service site creation for the web application
5. Configure My Site settings for the User Profile service application
6. Enable the User Profile Service Application - Activity Feed Job

Create a new Web application

Although you can use an existing web application, for optimal performance and security, we recommend that you create the My Site site collection in a dedicated web application.

To create a new web application

1. Log on to APP1 with the Corp\User1 account.
2. On the **Start** menu, click **All Programs**, click **Microsoft SharePoint 2013 Products**, and then click **SharePoint 2013 Central Administration**.
3. On the Central Administration Home page, click **Application Management**.
4. On the **Application Management** page, in the **Web Applications** section, click **Manage web applications**.
5. In the **Contribute** group of the ribbon, click **New**.
6. On the **Create New Web Application** page, in the **IIS Web site** section, click **Create a new IIS web site**, and then type **MySitesWebApp** in the **Name** box.
7. In the **Port** box, type **33333**
8. In the **Public URL** section, type: http://APP1:33333.
9. In the **Application Pool** section, click **Create a new application pool**, and then type **MySitesWebAppPool - 33333**
10. In the **Application Pool** section, Click **Configurable** and confirm that corp\User1 displays.
11. In the **Database Name and Authentication** section, in the **Database Server** box, type: **SQL2008R2**.
12. In the **Customer Experience Improvement Program** section, click **No**.
13. Leave all other settings and selections default and then click **OK** to create the new web application.

For more information about creating a new Web application, see [Create a Web application \(SharePoint Server 2013\)](#).

Create a My Site site collection

The My Site Host site collection is a site collection that uses the Enterprise site template named **My Site Host**.

To create a My Site site collection

1. Confirm that you are logged into App1 as Corp\User1.
2. In Central Administration, click **Application Management**, and then click **Create site collections**.
3. On the **Create Site Collection** page, in the **Web Application** section, next to **Select a web application**. The web application **http://app1:33333** is shown for **Web Application**. If it is not, expand the list, and then change Web Application to **http://app1:33333**.
4. In the **Title** section, type **MySitesCollection**.
5. In the **Template Selection** section, in the **Select experience version** list, select **2013**.
6. In the **Select a Template** section, on the **Enterprise** tab, click **My Site Host**.
7. In the **Primary Site Collection Administrator** section, type **corp\user1**.
8. Click **OK**.
9. The MySitesCollection site collection is created and you can now navigate to the new top level site.

Add a wildcard inclusion managed path to the web application

The wildcard inclusion managed path is the path under which separate site collections are created for a user's My Site. Creation of the site collection occurs the first time that a user views the user's My Site. This functionality is available only when self-service site creation is also enabled. Enabling self-service site creation is discussed later in this article.

To add a wildcard inclusion managed path to the web application

1. Confirm that you are logged into App1 as Corp\User1.
2. In Central Administration, click **Application Management**, and then click **Manage Web applications**.
3. On the **Web Applications Management** page, select **MySitesWebApp**.
4. On the **Web Applications** tab, in the **Manage** group, click **Managed Paths**.
5. In the **Define Managed Paths** dialog box, in the **Add a New Path** section, in the **Path** box, type: **/tlg** and then click **Add Path**.
6. Click **OK**.

Enable self-service site creation for the web application

Self-service site creation enables the automatic creation of a separate site collection for users when they first view their My Site.

To enable self-service site creation for the web application

1. Confirm that you are logged into App1 as Corp\User1.
2. In Central Administration, in the **Application Management** section, click **Manage Web applications**.
3. On the **Web Applications** page, **MySitesWebApp**.
4. On the **Web Applications** tab, in the **Security** group, click **Self-Service Site Creation**.
5. In the **Self-Service Site Creation Management** dialog box, in **Site Collections**, select **On**.
6. In **Start a Site**, select: **Prompt users to create a team site under:** and then type: **/tlg** in the URL box.
7. Leave all other settings default, and then click **OK**.

Configure My Site settings for the User Profile service application

After you have a My Site Host site collection and wildcard inclusion managed path configured for My Sites, you can update the My Sites settings in the User Profile service application. Most of these settings are configured during initial deployment and only change infrequently during maintenance operations afterward.

To configure My Site settings for the User Profile service application

1. Confirm that you are logged into App1 as Corp\User1.
2. In Central Administration, in the **Application Management** section, click **Manage service applications**.
3. In the Name column, click: **User Profile service application**.
4. On the **Manage Profile Service** page, in the **My Site Settings** section, click **Setup My Sites**.
5. In the **My Site Host** section, type **http://app1:33333**.
6. In the **Personal Site Location** section, type the wildcard inclusion managed path: **/tlg** to replace the **Personal** path shown by default.
7. Leave all other settings default, and then click **OK**.

Enable the User Profile Service Application - Activity Feed Job

The **User Profile Service Application - Activity Feed Job** creates system generated posts in the feeds for the following events:

- Following a tag
- Tagging an item
- Birthday celebration
- Job title change
- Workplace anniversary
- Updates to Ask Me About
- Posting on a note board

To enable the User Profile Service Application - Activity Feed Job

1. Confirm that you are logged into App1 as Corp\User1.
2. In Central Administration, click **Monitoring**, and then click **Review job definitions**.
3. On the **Job Definitions** page, in the **View** list, select **Service**. The **Service** list appears. If the **Service** list does not display **User Profile Service**:
 - a) In the **Service** list, click **No selection**.
 - b) Click **Change Service**.
 - c) On the **Select Service** page, use the arrows in the upper-right corner to locate **User Profile Service**, and then click it. The **Job Definitions** page updates with the User Profile service jobs.
4. Click the activity feed job for **User Profile Service Application - Activity Feed Job**.
5. On the **Edit Timer Job** page, in the **Recurring Schedule** section, select **Minutes**, and then type 30 in the **Every minute(s)** box.
6. Click **Enable** and then **OK**.

Step 3: Configure Following Settings

In SharePoint Server 2013, *following* is a user-initiated action that indicates the user's interest in a specific document, person, site, or tag. When users follow an item, new activities about that item appear in the users' newsfeeds on their My Sites. Users view all their followed items from their My Sites.

Configure Following settings for My Sites

Use this procedure to configure Following settings for My Sites.

To configure Following settings for My Sites

Use the following procedure to configure Following for My Sites:

1. Confirm that you are logged into App1 as Corp\User1.

2. In Central Administration, in the **Application Management section**, in the **Service Applications** group, click **Manage service applications**.
3. In the list of service applications, select the **User Profile service application**.
4. In the **My Site Settings** group, click **Manage Following**.
5. On the **Manage Following** page, In the **Maximum number of followed people** box, type **500**.
6. In the **Maximum number of followed documents** box, **250**.
7. In the **Maximum number of followed sites** box, type **250**
8. Click **OK**.

Step 4: Configure Community Sites

Community Sites provide a discussion forum experience in the SharePoint environment. The Community Portal provides a directory of Community Sites for users to browse and search for communities of interest.

To configure a Community Site

1. Confirm that you are logged into App1 as Corp\User1.
2. In Central Administration, click **Application Management**, and then click **Create site collections**.
3. On the **Create Site Collection** page, in the **Web Application** section, ensure that `http://app1:33333` displays.
4. In the **Title and Description** section, type the title: **CommunitySites**, and leave description blank.
5. In the **Web site Address** section leave all default and in the URL box, type **CommunitySites**.
6. In the **Template Selection** section, in the **Select experience version** list, select **2013**.
7. On the **Collaboration** tab, click **Community Site**.
8. In the **Primary Site Collection Administrator** section, type `corp\user1`
9. Click **OK**.

Create a Community Portal

Use the following procedure to create a Community Portal in SharePoint Server 2013. Community Portals can only be created at the site collection level.

To create a Community Portal

1. Confirm that you are logged into App1 as Corp\User1.

2. In Central Administration, click **Application Management**, and then click **Create site collections**.
3. On the **Create Site Collection** page, in the **Web Application** section, ensure that `http://app1:33333` displays.
4. In the **Title and Description** section, type the title: **CommunityPortal**, and leave description blank.
5. In the **Web site Address** section leave all default and in the URL box, type **CommunityPortal**.
6. In the **Template Selection** section, in the **Select experience version** list, select **2013**.
7. On the **Enterprise** tab, click **Community Portal**.
8. In the **Primary Site Collection Administrator** section, type `corp\user1`
9. Click **OK**.

Run a Search crawl

The CommunityPortal requires a search crawl be run at least once before it will display your CommunitySites or provide search results.

To run a Search crawl

Use the following procedure to run a search crawl.

1. Confirm that you are logged into App1 as Corp\User1.
2. In Central Administration, click **Application Management**, and then click **Manage service** applications.
3. On the **Service Applications** page, in the **Name** column, click **Search Service Application**.
4. On the **Search Service Application: Search Administration** page, in the **Content** section, click **Content Sources**.
5. On the **Search Service Application: Manage Content Sources** page, click **Start all crawls**.
6. The status column will display first **Starting** and then **Crawling**. When complete it will display **Idle** and the **Last crawl duration** column will display the total crawl time.
7. When the crawl is complete navigate to your CommunityPortal page and refresh its contents. Your CommunitySites will display in the **Popular Communities** section.

Step 5: Configure Team Sites

Team sites provide you and your team with a collaboration space to share information and to post and view team discussions using Newsfeeds.

Create a new team site collection

This new site collection called TeamSites will allow you to create team site newsfeed posts and have them posted automatically to your My Site.

To create a new team site collection

Use the following procedure to create a new team site collection:

1. Confirm that you are logged into App1 as Corp\User1.
2. In Central Administration, click **Application Management**, and then click **Create site collections**.
3. On the **Create Site Collection** page, in the **Web Application** section, ensure that http://app1:33333 displays.
4. In the **Title and Description** section, type the title: **TeamSiteCollection**, and leave description blank.
5. In the **Web site Address** section leave all default and in the URL box, type **TeamSiteCollection**.
6. In the **Template Selection** section, in the **Select experience version** list, select **2013**.
7. On the **Collaboration** tab, click **Team Site**.
8. In the **Primary Site Collection Administrator** section, type **corp\user1**
9. A new Team site is created.

Step 6: Demonstrate Social features in SharePoint 2013

The following section provides a brief demonstration of each of the following social features in SharePoint Server 2013:

- Team Sites
- My Sites
- Newsfeeds
- Community Sites

Each of these demonstrations will use CLIENT1 and the corp\user1 account.

Demonstrate: Team Sites

Share information with your team on your team site and have that information display on each team members My Site page.

To demonstrate the Team Sites

Use the following procedure to demonstrate a Team Sites feature:

1. On CLIENT1, confirm you are logged on as: corp\user1.
2. Open a browser and in the address box type:
http://app1:33333/sites/TeamSiteCollection.
3. On the TeamSiteCollection site note the following:
 - The Newsfeed link in the left navigation column is used for posting and reading newsfeed posts created on the TeamSiteCollection team site.
 - The Newsfeed link in the top navigation is used for reading all aggregated newsfeed posts from all team sites you have permissions to display on your My Site.
4. Click **Newsfeed** in the side navigation.
5. In the Newsfeed **Start a conversation** box, type: Hello Newsfeeds!
6. Click **Post**.
7. Your post will appear at the top of the newsfeed display below the Start a conversation box, and it will appear on your My Site in the Newsfeed section.

Demonstrate: My Sites

Explore your My Site and view some of its features.

To demonstrate My Sites

Use the following procedure to demonstrate the My Sites feature:

1. On CLIENT1, confirm you are logged on as: corp\user1.
2. Open a browser and in the address box type: **http://app1/my**
3. Your My Site is displayed.
4. On your My Site, in the **I'm following** section, click the **people** number.
5. The **People I'm following** page displays.
6. Click **follow** to add people to your follow list. (You will need additional users added to your corp domain to use this feature fully)
7. Click **Newsfeed**, the main My Site page displays. On this page you can view all your newsfeeds from any sites you've subscribed to as well as your posts specific to your My Site.
8. Click **About me**, the **About User1** page displays. You can view your e-mail, your tags and notes, and edit your profile.
9. Click **documents** number. The documents your following display in a document library.
10. Continue exploring the other features of your new My Site.

Demonstrate: Newsfeeds

Newsfeeds allow you to have information delivered to you on your team site and your My Site. This information can be posted by you and other users in your organization and is shared and automatically. You can also reply and like feeds that are useful to you.

To demonstrate Newsfeeds

Use the following procedure to demonstrate the Newsfeeds feature:

1. On CLIENT1, confirm you are logged on as: corp\user1.
2. Open a browser and in the address box type: **http://app1/my**
3. Your My Site is displayed. Your default view will feature Newsfeeds.
4. In the **Start a conversation** box, type: Hello My Sites Newsfeeds!, and then click **Post**.
5. Your post is displayed in your Newsfeed list and is shared with all users following you.
6. On your new post, click **Like. You like this**. Is added to your post and this change is shared with all users following you.
7. On your new post, click **Reply**. In the reply box that appears type: 1st Reply!, and then click **Post**. (You can also attach a link or a picture to your reply using the link and camera icons below the reply box.)
8. As was discussed in the Team Sites section, this same Newsfeed functionality is available on your team site. Navigate to your team site and explore that now.

Community Sites

Community sites provide discussion and sorting functionality that allow you and other members of your community to collaborate, share, and organize your thoughts, work and digital assets. Community sites are similar to many online forums you may be used to.

To demonstrate Community Sites

Use the following procedure to demonstrate the Community Sites feature:

1. On CLIENT1, confirm you are logged on as: corp\user1.
2. Open a browser and in the address box type:
http://app1:33333/sites/CommunitySites
3. On the **CommunitySites** page, click **new discussion**.
4. A new discussion page is displayed. Do the following:
 - In the **Subject*** box, type: **New Community Site Thread**.
 - In the **Body** box, type: **This thread is to demonstrate CommunitySites in Microsoft SharePoint Server 2013**.
 - Leave all other selections default, and then click **Save**.
5. The new discussion page closes and your new discussion thread is created and displayed.
6. Click the title of your new discussion thread: **New community Site Thread**.
7. Your new thread displays. You can see the total number of replies and likes listed below the thread title.
8. Below the body text of your thread, click **Reply**.
9. A reply box opens. In the reply box type: **I love this thread!**, and then below the reply box, click **Reply**.
10. You've just created and replied to a thread on your CommunitySites. Explore the other features.

Snapshot the Configuration

This completes the SharePoint Social Features test lab. To save this configuration so that you can quickly return to a working configuration from which you can test other SharePoint TLGs or test lab extensions or for your own experimentation and learning, do the following:

1. On all physical computers or virtual machines in the test lab, close all windows and then perform a graceful shutdown.
2. If your lab is based on virtual machines, save a snapshot of each virtual machine and name the snapshots **SharePoint Social**. If your lab uses physical computers, create disk images to save the SharePoint Social Features test lab configuration.

Additional Resources

For more information about Social features in SharePoint Server 2013, see the [What's new in social computing in SharePoint Server 2013](#) and [Configure social computing features in SharePoint Server 2013](#)

To provide the authors of this guide with feedback or suggestions for improvement, send an email message to itspdocs@microsoft.com.

To submit your questions about this test lab or SharePoint 2013, see the [SharePoint 2013 for IT Professionals Forum](#).

For a list of TLGs related to this test lab or extensions to demonstrate additional functionality, see [SharePoint Server 2013 Test Lab](#) in the TechNet Wiki.

Microsoft encourages you to develop and publish your own TLG content for SharePoint Server 2013 either in the TechNet Wiki (example: [Test Lab Guide: Demonstrate Remote Access VPNs](#)) or in your own publishing forum (example: [Test Lab Guide \(Part 1\) - Demonstrate TMG PPTP, L2TP/IPsec and SSTP Remote Access VPN Server](#)). If you want to publish your TLG content in the TechNet wiki, see the [How to contribute series of TLG blog posts](#) for information about the types of content you can create and for links to templates and guidance.

For a list of additional Microsoft TLGs, see [Test Lab Guides](#) in the TechNet Wiki.