

## Installing & Administering WSS V3.0

**Duration: 3 days**

### Overview

This 3-day course is designed to give administrators who are new to Windows SharePoint Services 3.0 the basic and intermediate information and skills they need to deploy and manage a Windows SharePoint Services 3.0 implementation.

### Purpose

Whenever an organization introduces a new information and document management system such as Windows SharePoint Services 3.0 into their system, there are numerous planning and management issues that need to be addressed. Organizations can ease this process and ensure successful implementation of Windows SharePoint Services 3.0 by having a minimum of one technical person and one project manager or management person attend this course. Since the technical concepts included in this course are tied to design and implementation issues, both technical and nontechnical attendees will benefit from the topics covered in this course. At the completion of this course attendees should be able to:

- Plan and design their Windows SharePoint Services 3.0 implementation.
- Install, configure, and manage Windows SharePoint Services 3.0.
- Understand when custom code is required to extend out-of-box capabilities.
- Plan for disaster recovery.

### Prerequisites

Prior to taking this course, participants should have a basic understanding of the purpose for implementing Windows SharePoint Services 3.0. Attendees with a technical orientation will be expected to understand and be able to perform the following administrative activities:

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

## Audience

The primary audience for this course is SharePoint administrators who are responsible for the planning, deployment, and management of information solutions using Windows SharePoint Services 3.0. The secondary audience for this course is nontechnical management personnel who are responsible for planning and designing your implementation.

## Module 0: Course Introduction

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

## Module 1: SharePoint Architecture

This module explains how Windows SharePoint Services 3.0 extends your operating system and web services. Topics covered in this module include:

- How the operating system supports Windows SharePoint Services 3.0
- Key differences between Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0
- New features included in Windows SharePoint Services 3.0

## Module 2: Installation

This module begins by explaining the tasks that need to be completed prior to installing Windows SharePoint Services 3.0. It then moves on to provide the step-by-step installation processes and options. The following topics are also included in this module:

- Accounts needed prior to installation
- Explain what has changed since Windows SharePoint Services 2.0
- How to uninstall Windows SharePoint Services 3.0

## Module 3: Farm Administration Operations

This is the first of two modules that focus on Central Administration in Microsoft Windows SharePoint Services 3.0. This module explains how Microsoft has streamlined the administration user interface (UI). It also covers how to work with the Central Administration configuration options. Additional topics covered in this module include:

- How to start and stop services on a server

- The difference between operating system services and Windows SharePoint Services 3.0 services
- How to configure farm-wide options for your environment
- Best practices on implementing Windows SharePoint Services 3.0

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

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

- Create new Web applications
- Extend new Web applications
- Other application-oriented administration functions

#### **Module 5: Search**

Windows SharePoint Services 3.0 uses the same Search engine that is used with SharePoint Server 2007, but without much of the content aggregation capabilities and very few UI management interfaces. This module explains that search scopes are predefined to a site and its subsites. The topics covered in this module include:

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

#### **Module 6: Site Templates**

This module discusses the various site templates that ship with Windows SharePoint Services 3.0. Topics in this module include:

- Use and function of each template
- How to build a new site using features in Windows SharePoint Services 3.0
- How each template is connected to features in Windows SharePoint Services 3.0
- Best practices for using each template in Windows SharePoint Services 3.0

#### **Module 7: Web Parts**

This module not only discusses the Web Parts that ship with Windows SharePoint Services 3.0, but also explains how to install and configure individual Web Parts. Specifically, the topics included in this module are as follows:

- The most common set of Web Parts in Windows SharePoint Services 3.0
- Configure Web Parts in Windows SharePoint Services 3.0

- Best practices for Web Part management in Windows SharePoint Services 3.0
- Differences between a Web Part and a feature in Windows SharePoint Services 3.0

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

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

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

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

### **Module 10: Workflows**

Addresses the question, "Why do we need workflows?" Workflows automate the processes businesses depend on and improve productivity. Workflow is a powerful feature of SharePoint Technologies that IT professionals and users can extend. It is built on Windows SharePoint Services 3.0's hosting of Windows Workflow Foundation. You can also create custom workflows using SharePoint Designer 2007. This tool provides a graphical interface that can be used to customize workflows without writing or compiling any code. This module covers the following topics:

- Overview
- Assign workflows to Document Libraries and Lists
- Assign workflows to Content Types
- Create workflows in UI
- A brief overview of using SharePoint Designer to create custom workflows

SharePoint Designer is covered in-depth in Mindsharp's course titled "Customize SharePoint Sites without Writing Code Using SharePoint Designer 2007." In addition, custom workflow development, which requires Visual Studio, is covered in Mindsharp's course titled "Developer's Guide to Windows SharePoint Services 3.0."

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

Document storage is a major building block of collaboration in Windows SharePoint Services 3.0. This module discusses and demonstrates how to implement, customize, and manage document libraries. This module also includes hands-on exercises using content types and workflows.

## Module 12: Design Considerations

Without a centralized portal and the aggregation tools provided by Windows SharePoint Services 3.0, it is difficult for organizations to structure, organize, and maintain various team sites and workspaces across their enterprise. This module pulls together the concepts discussed in the first 11 modules to help you develop plans for hierarchies, structure, and continuity for your implementation of Windows SharePoint Service 3.0.

## Module 13: Disaster Recovery

Disaster recovery is an issue for every platform - Windows SharePoint Services 3.0 is not an exception. This module covers the following important topics:.

- Backup a Windows SharePoint Services 3.0 implementation
- Restore a Windows SharePoint Services 3.0 implementation
- Disaster recovery best practices for Windows SharePoint Services 3.0