CIAOPS Office 365 and SharePoint Guide

Getting Started

Introduction

The CIAOPS SharePoint Guide was created in 2008 to fill a void in the market for material about Windows SharePoint Service v3. Being a free product there wasn't a lot of specific information around about deploying and managing it. There was however growing demand for information about the product from the army of Small Business Specialists who were deploying Windows Small Business Server (SBS) 2008, which included Windows SharePoint Service v3.

Since then the Guide has grown to incorporate all versions of SharePoint including SharePoint Server 2010, SharePoint Foundation 2010 and now SharePoint Online through Office 365. Given the growing demand for Office 365 the Guide has also been expended beyond simply SharePoint to also include significant information about all the components of Office 365 including Exchange Online and Lync Online.

The Guide has grown to over 2,000 pages of documentation and 5GB of downloads. Although that is a huge amount of reference material it can also be unwieldy for those who have to navigate through it. It is for this reason that this Getting Started Guide has been created. This document has been designed to be your first point of reference for using the SharePoint Guide from the CIAOPS.

Hosted SharePoint Site

The vast majority of information provided by the CIAOPS SharePoint Guide is done so via the portal http://sharepoint2010.ciaops.com/wsssops. When you subscribed to the Guide you should have received an email with the login instructions to this portal. If not then please contact director@ciaops.com to arrange for this information to be sent to you.

When you access the portal you should immediately be prompted for a user name and password.
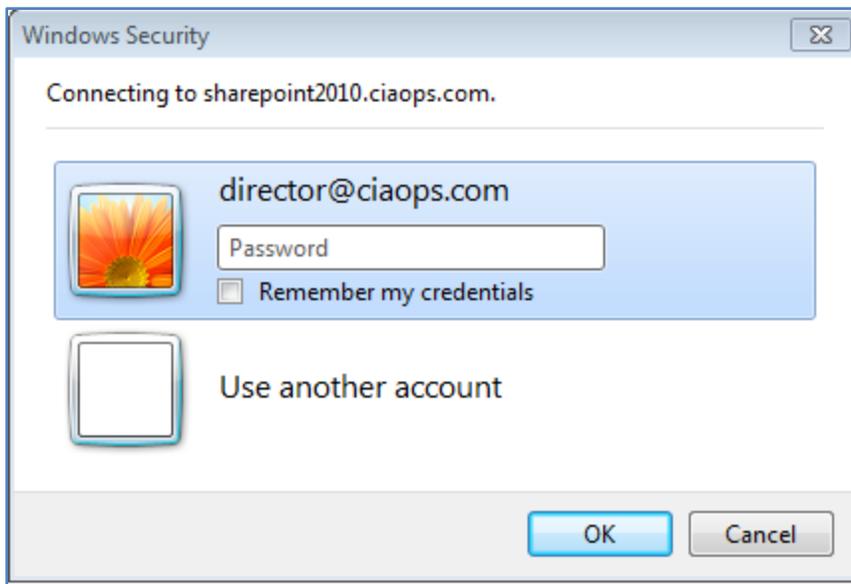
The login screen will of course vary depending on which browser you use, however the portal (which is a hosted SharePoint site) is compatible with most modern browsers including IE, Firefox and Chrome.

You login name will typically be in the format of firstnamelastname@sharepoint.ciaops.com. Your password will be assigned to you and you are unable to change or reset your password. This is simply to ease the administration burden. If you wish to have a specific password or you have having difficulty at any stage accessing the portal please email director@ciaops.com.
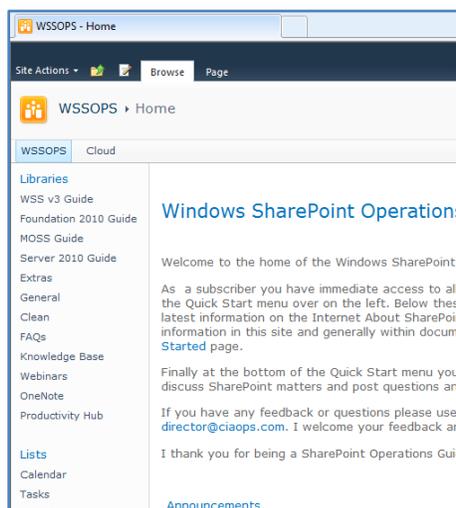
Once you have successfully logged in you should see the portal displayed as shown above.

You will notice that there are two tabs or subsites that are available to you. They are:

- **WSSOPS**: Information and resources about all the different versions of on premises SharePoint such as Windows SharePoint Services, SharePoint Foundation 2010, SharePoint Server 2010 etc.
- **Cloud**: Information and resources about Office 365 and SharePoint online.

You can navigate to each sub site simply by click on the tab name.

WSSOPS Tab

This tab contains the main information about the SharePoint versions that can installed locally.


Most items are hyper linked so it is simply a matter of clicking on that link to go to that area in the portal.

Libraries

WSS v3 Guide

The first library available from the *Quickstart* menu on the left hand side contains information about Windows SharePoint Services v3. Simply click to navigate to this library.

In here you will find 16 chapters saved in .DOCX format. You can download any of these by simply clicking on the document name. You can also download a chapter by hovering over a select entry and pulling down the arrow that appear to the right of the document name like so:
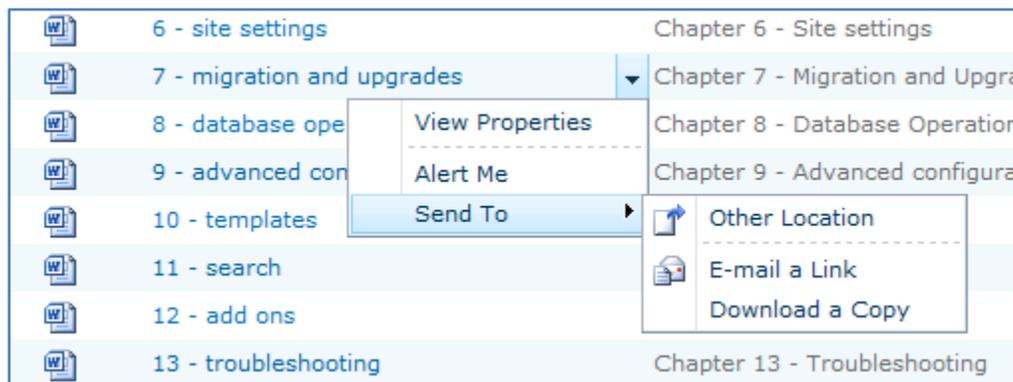
From the menu that appears you can select the **Send To** menu item and then **Download a Copy**.

The easiest way to download all the chapters is to browse to the library using Internet Explorer (IE). From the tabs at the top of the page select the **Library** tab. In the *Connect & Export* section to the right of the ribbon you should see an option called *Open with Explorer*.
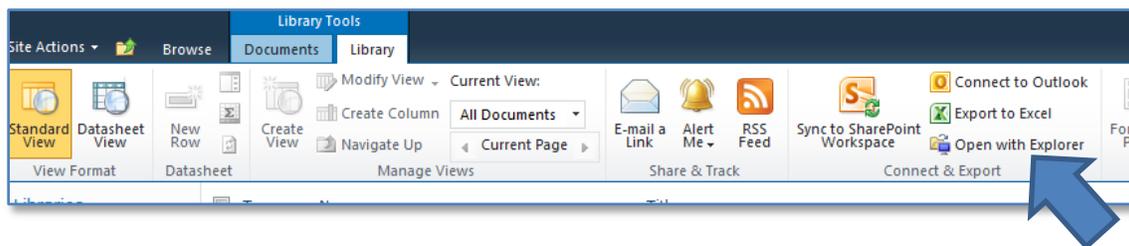
When you select this button Windows Explorer will be launched (may take a few seconds and you maybe prompted for your login again) and you should see the entire library listed like so:
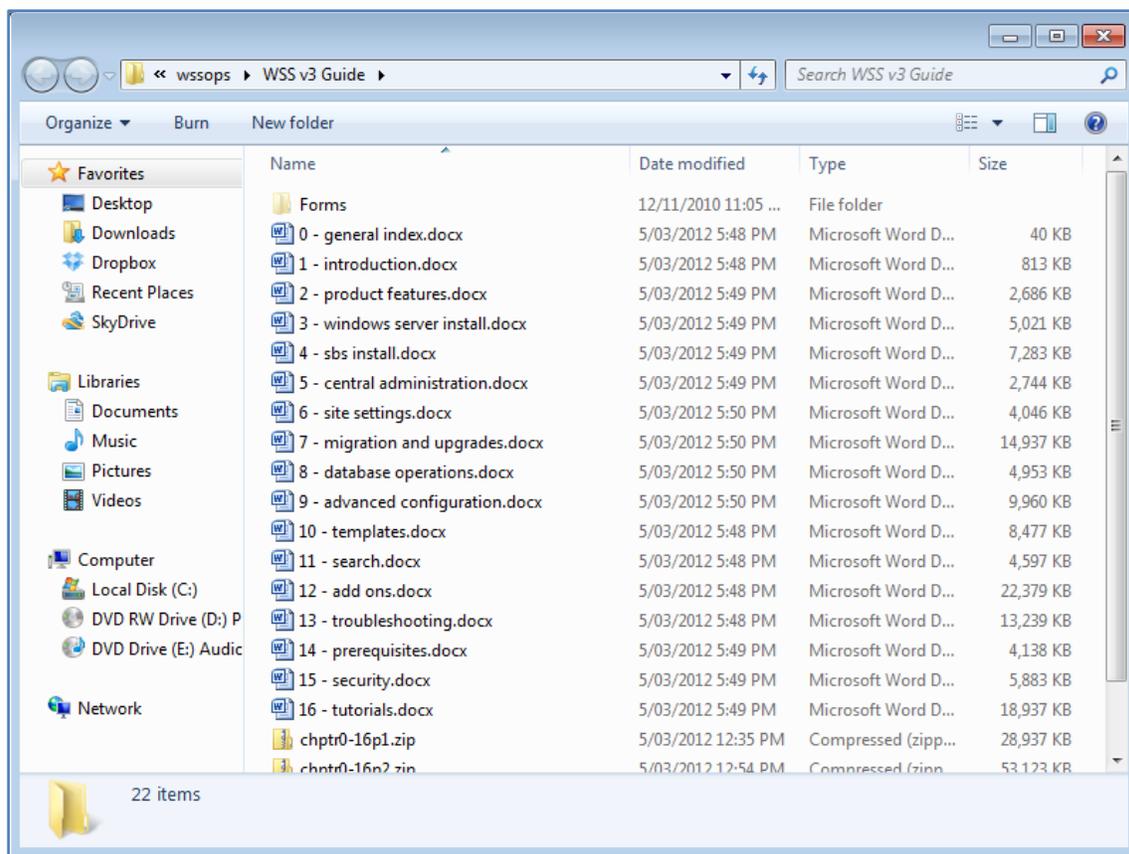
You can now manipulate the files as you would normally in the file manager. Simply select all the files you want to download and copy and paste them to a local location.

The library also contains two compressed zip archives of all the documents in Adobe PDF format if that format is more convenient.

Finally, the library also contains a number of other documents about Windows SharePoint Services including:

- Getting Started With Companyweb
- Windows SharePoint Server Masterclass: Optimizing Search

Foundation 2010 Guide

This next library contains information about SharePoint Foundation 2010.

In here you will again find 16 chapters saved in .DOCX format. You can download any of these by using the same method detailed above.

The library also contains a number of other documents about SharePoint Foundation 2010 including:

- Getting Started With Companyweb 2010
- SharePoint Foundation Masterclass: Search Server Express on SBS 2011
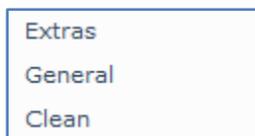- Troubleshooting Companyweb on SBS 2011

MOSS Guide

This next library contains information about Microsoft Office SharePoint Server (MOSS) 2007.

Server 2010 Guide

This next library contains information about SharePoint Server 2010.

The next three libraries contain additional SharePoint resources

Extras

This library contains a number of additional documents that may not be directly related to SharePoint but are available as a bonus to subscribers. One such document is an e-Book on overcoming email frustrations in Outlook. It shows you how to make the most of the functions of Outlook to reduce the burden of email.

General

This library contains a number of handy utilities that work with SharePoint. One such utility is SPECHAR which allows you to check that the names of files you wish to upload to SharePoint don't contain any restricted character that would prevent the transfer from competing successfully.

Clean

This library contains copies of clean SharePoint files. In here you will find clean backups of SharePoint from standalone and SBS installations. There are also clean databases that can be used to create a starting point when attempting to recover a SharePoint installation.

FAQs
Knowledge Base

FAQs

This library contains Frequently Asked Questions (FAQs) about the SharePoint Guide site. In here you will find information about getting started with the Guide but also information about using Microsoft OneNote to access the additional information that is available in this site (mentioned later on).

Knowledge Base

This library contains additional information about SharePoint versions typically not found in the Guide. Here you will find information about SharePoint V2 but also information about more recent versions of SharePoint. Like most of the information with the Guide portal it can be searched (which will be covered in a later section).

All subscribers are encouraged to submit their own knowledge base articles that once approved will be available for all subscribers to use.
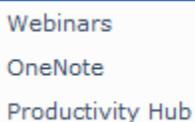
Webinars
OneNote
Productivity Hub

Webinars

The CIAOPS conducts a number of SharePoint webinars and records these. They are made available in this library and cover a variety of topics and run for different amounts of time. The details within the library will provide you with a summary of each webinar as well as the size of the download and the length, in minutes, of the webinar.

As more webinars are conducted they will be added here.

OneNote

In this document library you will find a number of OneNote notebooks. These notebooks are constantly being updated so it is worthwhile that you download and regular sync these. The notebooks in this library cannot be updated by subscribers but they can be downloaded and sync'ed with local copies.

When the CIAOPS conducts training courses on SharePoint it used OneNote for the course material. Thus, in this library you will find the course material from both the SharePoint Bootcamp and Advanced courses that have been run. You will also find a generic SharePoint notebook that includes material such as checklists, troubleshooting links, PowerShell scripts and more. It is most important to remember that like many other documents in Guide these notebooks are updated constantly and should be installed and sync'ed locally on a regular basis to take advantage of all the material that is available.

Information on using OneNote can be found in the *OneNote how to* document in the *FAQs* section of the Guide site previously mentioned.

Productivity Hub

Microsoft makes available an Office 'Productivity Hub':

>   2007 - http://www.microsoft.com/en-us/download/details.aspx?id=12107

>   2010 - http://www.microsoft.com/en-us/download/details.aspx?id=7122

The Productivity Hub is a Microsoft SharePoint Server 2010 site collection that offers training material for end users.

Rather than having to download, install and configure this for yourself, the most relevant material has been uploaded into this document library.

<u>Lists</u>
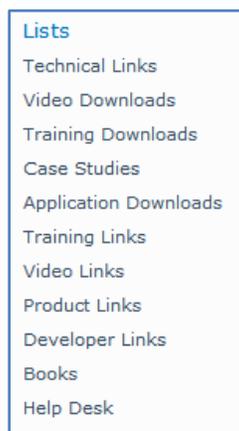
Lists typically contain links to material outside the Guide site that relates to SharePoint.

Technical Links

Here you will find links to external sites with more information about the technical site of all versions of SharePoint

Video Downloads

This area contains links to downloads SharePoint videos hosted on third party sites. The list contains the name of the download along with some information about the video.

Training Downloads

Links to third party sites with SharePoint training material.

Case Studies

Links to SharePoint case studies.

Application Downloads

Direct links to the software required to get SharePoint operational onsite. This includes such downloads as SQL Server, Dot Net Framework and more.

Training Links

Links to SharePoint training material.

Video Links

Links to SharePoint videos.

Product Links

Links to information about the different SharePoint products.

Developer Links

Links to SharePoint developer information.

Books

List of recommended SharePoint books along with reviews.

Help Desk

Subscribers can log a service request here about the site or SharePoint in general and have it answered for them. The advantage of this is that the information remains part of the portal and therefore potentially accessible by other subscribers if required.

<u>Discussions</u>
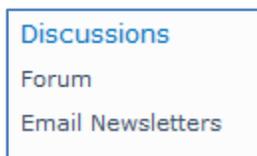
Forum

In this area subscribers can discuss topics and have them answered by other subscribers.
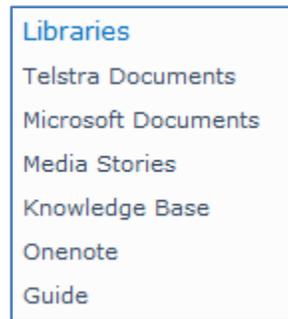
Email newsletter

A copy of all previous SharePoint Guide email newsletters is kept here for reference.

Cloud Tab

This tab contains information about SharePoint Online and Office 365.
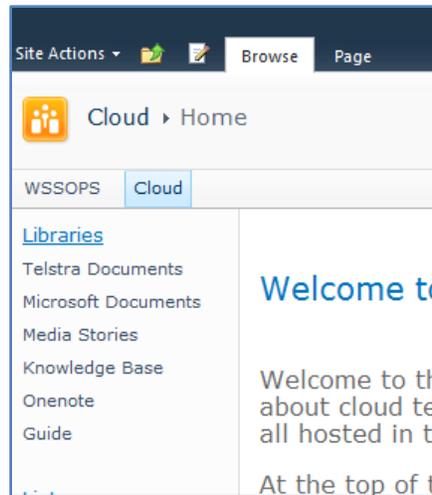
Libraries

Telstra Documents

Office 365 is provided in Australia for users with less than 250 licenses directly through Telstra. This document library contains information from Telstra about the Office 365 offering, how to sign up, etc. It is typically only relevant for those using Office 365 within Australia.

Microsoft Documents

This library contains document from Microsoft about Office 365.

Media Stories

This library contains stories about Office 365 and customers.

Knowledge Base

Contains articles about the Office 365 product. Subscribers are able to contribute their own knowledge base articles by posting here. Once the article has been approved it will be available to all subscribers.

OneNote

This library contains OneNote notebooks that are being constantly updated. Typically these have come from previous training courses run the CIAOPS. Information about using OneNote can be found the FAQ section of the WSSOPS tab if required.

OneNote allows a local copy of the files to maintained while also updated remotely. Subscribers do not have the ability to update these notebooks but they should continue to maintain a sync'ed copy to receive all the updates.

Guide

The location for the .DOCX documents about Office 365 products including SharePoint Online, Exchange Online, Lync Online, etc. You'll also find copies of independent titles such as 'Getting Started with SharePoint Online for Small Business' in DOCX as well as popular eBook formats of ePUB and MOBI (Kindle).

Downloading these documents is done in the same way as previously mentioned.

Lists
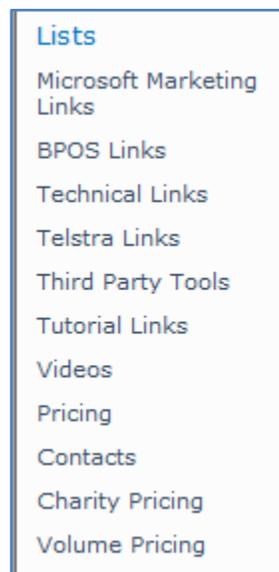
Microsoft Marketing Material

Information for Microsoft that can assist in the selling of the Office 365 product.

BPOS Links

Links to information about the prior version of Office 365 known as BPOS.

Technical Links

Links to technical information about Office 365

Telstra Links

Links to information about Office 365 provided by Telstra Australia. This library is only relevant to Australia.

Third Party Tools

Links to Third Party tools for Office 365.

Tutorial Links

Links to Tutorials on Office 365.

Videos

Links to online videos of Office 365

Pricing

Standard pricing for Office 365

Contacts

List of Office 365 contacts

Charity Pricing

Charity pricing for Office 365

Volume Pricing

Volume Pricing for Office 365.

<u>Discussions</u>

Forum

In this area subscribers can discuss topics and have them answered by other subscribers.

Searching the Guide

You can use the inbuilt search facility in the portal to locate information you are after. To do this, navigate to the top level of the tab you require (with WSSOPS or Cloud). In the top right of the site enter the search term into the search box like so:
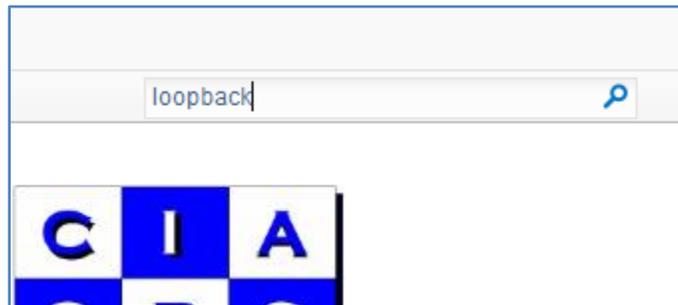
And press the **Enter** key.
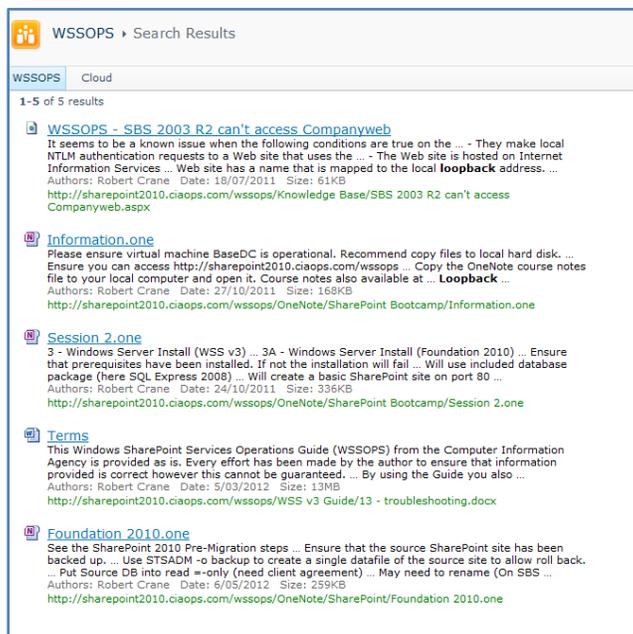
You will notice that the results that are returned also include information inside files (here Word and OneNote). Simply click on the link to view (you may need a copy of the local application to view the information if it is stored in a document).

Detailed Contents

You will find the following CIAOPS authored documents in the indicated locations. These are stored in these locations along with other material.

WSSOPS Tab

<u>WSS v3 Guide</u>

General Index
Chapter 1 - Introduction
Chapter 2 - Product Features
Chapter 3 - Installing Windows SharePoint Services 3.0
Chapter 4 - Installing Windows SharePoint Services 3.0 on SBS 2003
Chapter 5 - Central Administration
Chapter 6 - Site Settings
Chapter 7 - Migration and Upgrades
Chapter 8 - Database Operations
Chapter 9 - Advanced Configuration
Chapter 10 - Templates
Chapter 11 - Search
Chapter 12 - Add Ons
Chapter 13 - Troubleshooting
Chapter 14 - Installing Prerequisites
Chapter 15 - Security
Chapter 16 - Tutorials
Windows SharePoint Masterclass: Optimizing Search
Getting Started with Companyweb

<u>Foundation 2010 Guide</u>

Chapter 1A - Introduction
Chapter 2A - Product Features
Chapter 3A - Installing SharePoint Foundation 2010
Chapter 4A - Installing SharePoint Foundation 2010 on SBS 2008
Chapter 5A - Central Administration
Chapter 6A - Site Settings
Chapter 7A - Migration and Upgrades
Chapter 8A - Database Operations
Chapter 11A - Search
Chapter 13A - Troubleshooting
Chapter 14A - Installing Prerequisites
Chapter 15A - Security
Chapter 16A - Tutorials
Troubleshooting Companyweb on SBS 2011
Getting Started with Companyweb 2010
Search Server on SBS 2011 (PDF, ePub, MOBI)

MOSS Guide

Chapter 1M - Introduction
Chapter 3M - Installing Microsoft Office SharePoint Server 2007

Server 2010 Guide

Chapter 3C - Installing Microsoft SharePoint 2010 Server

Extras

Overcoming Email Frustrations in Outlook 2007
Overcoming Email Frustration in Outlook 2003

OneNote

SharePoint
SharePoint Advanced
SharePoint Bootcamp

Videos

Installing SharePoint Foundation 2010 on SBS 2008 - Parts 1,2 and 3
Getting Started with SharePoint Alerts
How to upload files to SharePoint Document Libraries
Installing SharePoint Server 2010
Learning to use Lists
SharePoint Document Libraries in Depth
SharePoint and Office
SharePoint Questions and Answers 1
Basic SharePoint Administration
Basics of using SharePoint
Introduction to SharePoint

Cloud Tab

Guide

Chapter 3B - Installation
Chapter 9B - Configuration
Chapter 16B - Tutorials
Exchange Online
Lync Online
SharePoint Online
Getting Started with Lync Online (DOCX, ePUB, MOBI)
Getting Started with SharePoint Online for Small Business (DOCX, ePUB, MOBI)
Getting Started with SharePoint Online for Enterprises (DOCX, ePUB, MOBI)

OneNote

Office 365 Bootcamp
Office 365 End User

FTP Site

Much of the large content from the Guide is stored in a secure FTP site that has been provided by VMVault (www.vmvault.com.au). Access details to this are changed on a regular basis to ensure that only subscribers continue to have access to the information. Information about how to gain access to the FTP site can be found the FAQ section under the WSSOPS tab in an article called FTP Access.

Learning Tracks

The Guide contains a huge amount and variety of resources on Office 365 and SharePoint. If you are looking for a more structured way of following through the content then you should look at the Learning Tracks area.
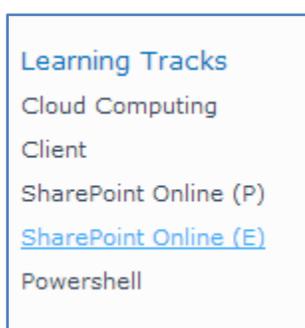
Towards the bottom of the Quick Launch Menu on the left hand side of both the WSSOPS and Cloud site you will find a number of topics listed under the Learning Tracks heading.

When you select a track you will be taken to an ordered list of resources for that particular topic. These resources include documents, video, web site links or other tracks. The order in which they appear is the most appropriate order in which you should complete you learning.

Simply click on the hyperlink for that option on the right and you will be taken to the item in the track.

It is important to be aware that the Learning Tracks are constantly being added to and updated to reflect the latest information available from the Guide and elsewhere. However, if you are new to a particular topic they are the best place to start your learning on that subject.

Rebranding rights

While a subscriber to the Guide you have the right to rebrand the works in whole and provide them directly to your customers. Thus, you are able to take a document like 'Getting Started with SharePoint Online for Small Business', rebrand it with your own business and provide it to your customers.

You do **not** have the right to rebrand and resell information from the Guide publically at any stage. The right to rebrand the material from the Guide ceases when your subscription expires.

The copyright for the material in the Guide remains with the Computer Information Agency at all times.

Renewals

The Guide is an annual subscription. You will be notified after twelve (12) months that your renewal is due. You then have one (1) month to renew. The renewal rate varies depending on the length of your subscription and how many converted referrals you have made in the previous twelve (12) months.

- You automatically receive a 8.33% discount per year you have been a subscriber. So after two years you receive 16.66% discount, three years 25% and so on off the normal full price.

- You also receive an additional 8.33% discount for every converted referral you have made in the past 12 months. Thus, if you have referred two people to the Guide and both have taken up a subscription then you are entitled to an additional 16.33% discount on top of any other discount.

All of these details will be contained on the invoice sent via the email you used to register the Guide.

You will also be subscribed to an monthly email newsletter that provides you a regular update of what is happening with the Guide and what additions have been added during that month. If you do not wish to be subscribed to this newsletter you can unsubscribe to it from links within the newsletter.

Non-Renewal

If you decide at any point not to renew your subscription to the Guide you are entitled to keep whatever documentation you have downloaded, however your access to the hosted SharePoint site will be removed and you will no longer be able to download any updates or additions to the Guide.

In addition, you are no longer permitted to rebrand information from the Guide with your own business and provide to clients.

If you are subscribed to the email newsletter you will not be removed from the list automatically. If you wish to unsubscribe, you can do this directly from links within the newsletter.

Email Newsletters

When you subscribe you will be subscribed to two CIAOPS email lists.

General newsletter - (Archive = http://us1.campaign-archive.com/home/?u=e641b9327b1cf4c45ad4e593f&id=c851ddf6cf)

WSSOPS newsletter - (Archive = http://us1.campaign-archive.com/home/?u=e641b9327b1cf4c45ad4e593f&id=dba2467d6f)

Both newsletters are delivered monthly with the General Newsletter delivered towards the middle of the month and the WSSOPS newsletter delivered at the beginning of each month.

You can remove yourself from either list simply by following the instructions in the newsletter. You can also forward either of these newsletters on to others by following the instructions in the newsletter.

Public documents

Many of the titles in the SharePoint Guide are available publically if you wish to direct others there to purchase individual items. All of these documents are part of your Guide subscription and some may even be rebranded as detailed above.

You find a list of all CIAOPS publications, both free and for purchase at http://www.ciaops.com/downloads.

Conclusion

It is hoped that this Guide will get you started on the road to getting the most from your SharePoint subscription. You feedback and suggestions is always welcome via director@ciaops.com. Don't forget to continue to check for updates to this Getting Started Guide.