



Microsoft SharePoint 2007 for Administrators

Course Summary

Description

This course teaches the principles and practices of how to deploy, manage, and maintain SharePoint. It covers each phase of a deployment as you plan, install, rollout, and support SharePoint in the real world.

Topics

- Introduction
- Planning a Deployment
- Installing
- Configuring the Server
- Preparing for Roll-Out
- Rollout
- Providing Support
- Managing the Server
- Configuring External Access

Audience

This course is designed for IT professionals who know something about using SharePoint, Windows 2003, Microsoft Office, and related Microsoft Technologies.

Prerequisites

There are no prerequisites required for this course.

Duration

Two days



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Course Outline

I. Introduction

- A. Prerequisites
- B. Installing the Samples

II. Planning a Deployment

- A. SharePoint Administration Basics
- B. Physical Topology
- C. Required Technologies
- D. Administrative Roles
- E. Writing a Deployment Plan
- F. Determining Software Requirements
- G. Determining Hardware Requirements
- H. Planning Network Configuration

III. Installing

- A. Gathering Required Prerequisites
- B. Understanding Install Options
- C. Install 1: A Standalone Server (< 250 users)
- D. Install 2: A Small Farm (250 – 2000 users)
- E. Install 3: A Medium Farm (>2000 users)
- F. Considerations for Large Farms
- G. Upgrading from WSS 2.0 / SPS 2003

IV. Configuring the Server

- A. Configuring WSS 3.0
- B. Configuring MOSS
- C. Setting Up Shared Services (SSP)
- D. Profile Import
- E. Search
- F. My Sites
- G. Email Enabled Libraries
- H. Excel Services
- I. Enabling Search for PDFs
- J. Scheduling Backups

V. Preparing for RollOut

- A. Planning Activities
- B. Setting Up Security Groups
- C. Creating Client Policies
- D. Verifying Client Software
- E. Providing Minimal Branding
- F. Setting Up Department Sites
- G. Setting Up My Sites



VI. Rollout

- A. Identifying Site Owners
- B. Review and Testing
- C. Training Users
- D. Monitoring the Server

VII. Providing Support

- A. Defining Your Role
- B. Creating Content Types
- C. Creating Site Collections
- D. Creating Templates
- E. Mail Enabling Libraries
- F. Managing User My Sites
- G. Managing Site Quotas

VIII. Managing the Server

- A. Deploying Features
- B. Using STSADM
- C. Common Tasks:
- D. Changing New! Interval
- E. Archiving Sites
- F. Migrating Users
- G. Troubleshooting

IX. Configuring External Access

- A. Planning External Access
- B. Providing Internet Access
- C. Deploying Form Based Authentication
- D. Setting Up SSL