



# Microsoft® SharePoint® 2007 for Administrators

with Jeff Webb

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

## Introduction

- Prerequisites
- Installing the Samples

## Planning a Deployment

- SharePoint Administration Basics
  - Physical Topology
  - Required Technologies
  - Administrative Roles
- Writing a Deployment Plan
- Determining Software Requirements
- Determining Hardware Requirements
- Planning Network Configuration

## Installing

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

## Configuring the Server

- Configuring WSS 3.0
- Configuring MOSS
- Setting Up Shared Services (SSP)
  - Profile Import
  - Search
  - My Sites
  - Email Enabled Libraries
  - Excel Services
- Enabling Search for PDFs
- Scheduling Backups

## Preparing for Roll?Out

- Planning Activities
- Setting Up Security Groups
- Creating Client Policies
- Verifying Client Software
- Providing Minimal Branding
- Setting Up Department Sites
- Setting Up My Sites

## Rollout

- Identifying Site Owners
- Review and Testing
- Training Users
- Monitoring the Server

## Providing Support

- Defining Your Role
- Creating Content Types
- Creating Site Collections
- Creating Templates
- Mail Enabling Libraries
- Managing User My Sites
- Managing Site Quotas

## Managing the Server

- Deploying Features
- Using STSADM
- Common Tasks:
  - Changing New! Interval
  - Archiving Sites
  - Migrating Users
- Troubleshooting

**This course includes 21+ hours of total training time...**

- 7+ hours of media run time
- 250+ pages of printable courseware
- Step-by-step hands-on lab exercises
- Pre/post exams
- Sample code

**YOUR CHOICE OF FORMATS:**

CD-ROM	8 CDs
DVD-ROM	1 DVD

## Configuring External Access

- Planning External Access
- Providing Internet Access
- Deploying Form?Based Authentication
- Setting Up SSL

\*Outline subject to change.