



Microsoft SharePoint

Getting Started Guide

Contents

WELCOME.....	3
PREREQUISITES	3
CHANGE YOUR DNS RECORDS.....	3
PROVIDING USERS WITH SHAREPOINT ACCOUNTS	4
ASSIGNING USER PERMISSIONS.....	4
REMOVING USER PERMISSIONS	6
SINGLE-SIGN-ON FIX FOR INTERNET EXPLORER	8
ACCESSING YOUR SHAREPOINT SITE DIRECTLY.....	9
CHANGE PASSWORD FOR SHAREPOINT SERVICE.....	10
DE-PROVISIONING A USER.....	10

Welcome...

This guide takes you through the steps that must be performed before using the SharePoint service.

Prerequisites

The following prerequisites need to be in place before you can use the SharePoint service:

- In order to use the SharePoint service, you need to be connected to the Internet.
- In order to sign-on to your SharePoint site, you need to make changes to your DNS as detailed in the following sections.
- You need to make a registry entry on your machine if you are using Internet Explorer to Single Sign On to your SharePoint site. Please note that you do not need to make the registry entry if you are using the FireFox browser. You also do not need to perform this step if you are directly signing on to your SharePoint site. This step is required only if you wish to perform a Single-Sign-On from the portal to your SharePoint site when using Internet Explorer.

Change your DNS Records

Now that your SharePoint site is ready, you need to add the “**A**” record to the DNS where your domain is hosted. This is required so that you can access the site from any location.

For more information on how to change the DNS records for your domain, please contact your domain hosting company. This is usually the company hosting your website.

What is an “A” record?

“**A**” records (also known as host records) are the central records of DNS. These records link a domain, or sub-domain, to an IP address.

Why do you need to add an “A” record?

In order to locate your SharePoint site, a web browser requires an IP address to the site. This information must be publicly available on the Internet, which is accomplished by using DNS servers all around the world. The SharePoint site domain name that you requested for is translated to an IP address via the “**A**” record in the DNS.

What is the “A” record that has to be added to your DNS?

The “A” record must map your SharePoint site domain to the IP Address: **64.151.108.169**. The change takes up to 48hrs to propagate over the Internet before you can access your SharePoint site.

Providing Users With SharePoint Accounts

To provide accounts to users in your organization, you must assign the service to them. When a user is assigned the SharePoint service, the user can login to the company’s SharePoint site from the Service Management Console.

1. Log in to the Service Management Console using your company administrator credentials.
2. To assign the service to users, browse to the **My Company → Manage Subscriptions** page.
3. Select the SharePoint Service from the list and click **Assign service to Users** link on the top right corner of table listing your list of subscribed services.
4. Select the users to whom you wish to assign this service.
5. Click **Save & Next**.
6. You will be asked to provide a **Display Name & User Alias**. There are question mark icons next to these fields that explain what they are. These fields must have values for SharePoint to be successfully provisioned to users.

Important Notes:

1. All users that are assigned SharePoint services will be considered administrators at the SharePoint site.
2. Note that to restrict the privileges assigned to a user, you need to edit the user’s privileges from the SharePoint site. For more information on how to do this, see [Assigning User Permissions](#) .

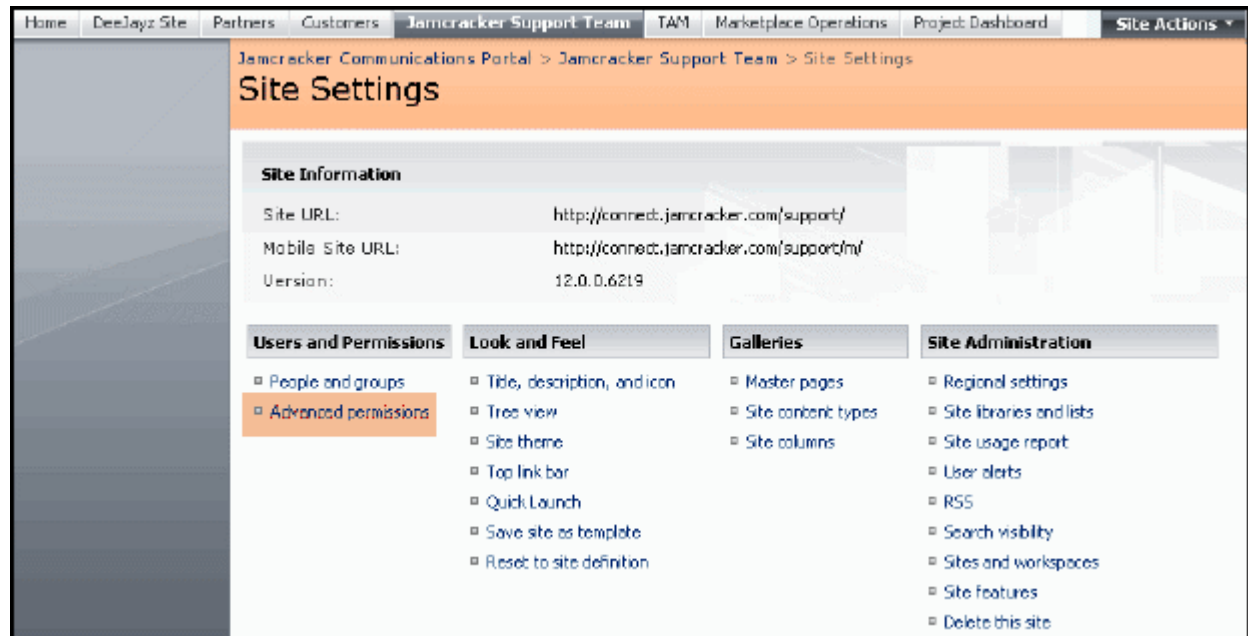
Assigning User Permissions

When you assign the SharePoint service to a user, the user is assigned administrator’s privileges by default. In other words, the user has full control over the use of the SharePoint service.

To restrict user privileges, perform the following steps:

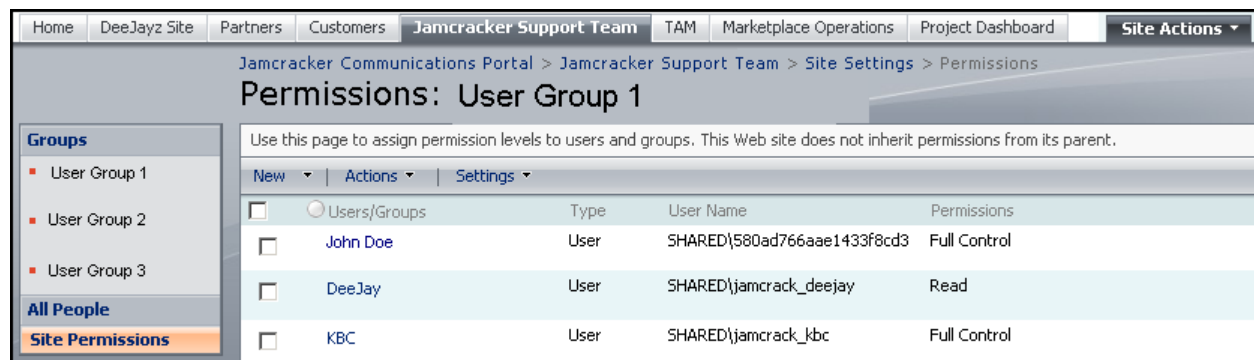
1. Launch the SharePoint service from your Service Management Console.
2. Click the down-arrow in the **Site Actions** button at the top-right corner of the SharePoint site.
3. From the drop-down options that are displayed, select **Site Settings**. The Site Settings window is displayed as shown in the following screenshot:

Figure 1: SharePoint Site Settings Page

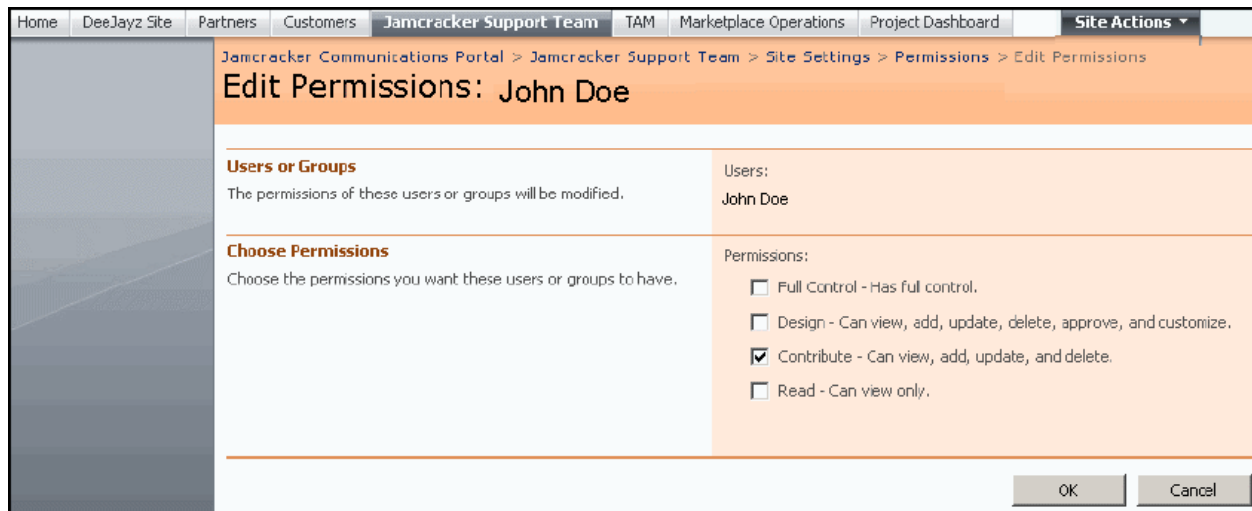


- From the Users and Permissions tab, select the Advanced Permissions option. The Permissions: <<User Group>> page is displayed, as shown in the following screenshot:

Figure 2: Permissions: Group Users



- Click a user name, whose user privileges you want to edit. The user name acts as a hyperlink. In this example, we've used the user John Doe.
- When you click a user name, the Edit Permissions: <<User Name>> page opens, as shown in the following screenshot:



7. In the Edit Permissions: <<User Name>> page, select the permissions that you want to assign to the user. You can select one, or all of the following permissions:
- **Full Control - Has full control:** Select this option if you want your user to have complete control over the SharePoint service.
 - **Design - Can view, add, update, delete, approve and customize:** Select this option to allow the user only design-related user privileges.
 - **Contribute - Can view, add, update, and delete:** Select this option to allow you user to contribute and manage content to SharePoint.
 - **Read - Can view only:** Select this option to allow only read privileges to your user. Your user will only be able to read the content uploaded on SharePoint.
8. Click **Ok** to save your user privileges.

Removing User Permissions

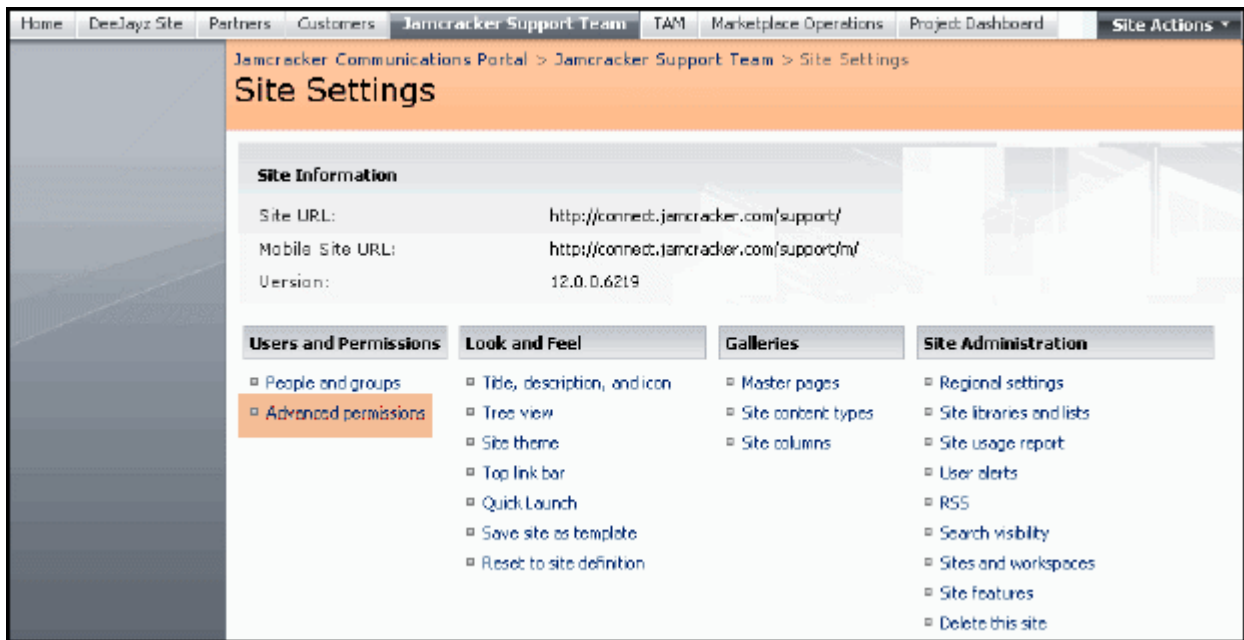
Users that are assigned the SharePoint service are assigned administrator's privileges by default. You can remove all the privileges assigned to the user and update privileges later.

To remove a user's permissions, perform the following tasks:

Launch the SharePoint service.

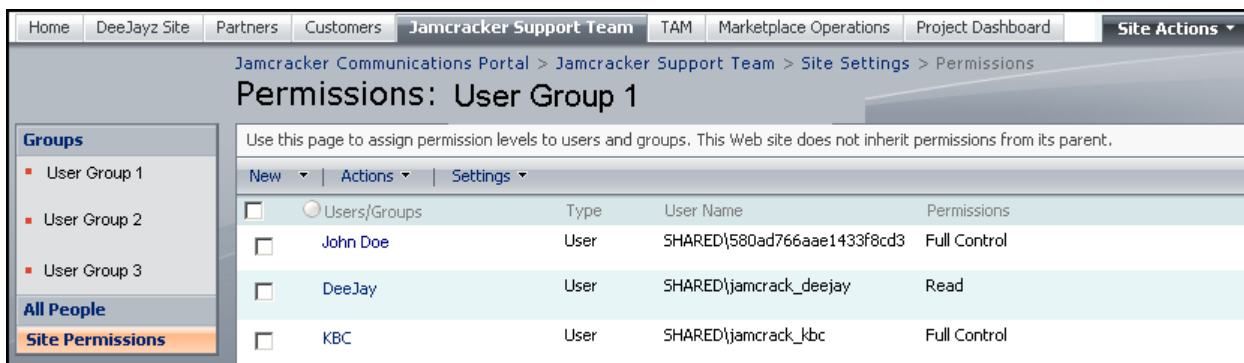
1. Click the down-arrow in the **Site Actions** button at the top-right corner of the SharePoint site.
2. From the drop-down options that are displayed, select **Site Settings**. The Site Settings window is displayed as shown in the following screenshot:

Figure 3: SharePoint Site Settings Page



- From the Users and Permissions tab, select the Advanced Permissions option. The Permissions: <<User Group>> page is displayed, as shown in the following screenshot:

Figure 4: Permissions: Group Users



- Select the user whose permissions you want to remove.
- From the Actions drop-down list, select the **Remove User Permissions** option, as shown in the following screenshot:

Figure 5: Actions Menu



- You will be asked to confirm removal of all user permissions. Click **Ok**.

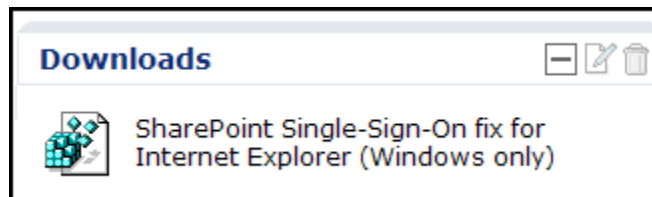
7. The user permissions for the selected user is removed and the users page display is refreshed.

Single-Sign-On fix for Internet Explorer

Please note that this step is not required if you are accessing the site directly without using the single-sign-on link in your Service Management Console. It is also not required if you are using the Single-Sign-On link but in a Firefox browser.

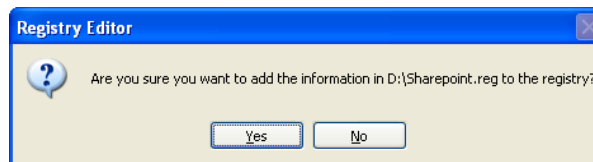
1. Download the *zip* file that contains the patch from your Service Management Console to your Desktop.

Figure 6:Downloads



2. Unzip the downloaded file and double click the “Sharepoint.reg” file. You will see a pop-up box asking for your confirmation to apply this patch to the system.

Figure 7:Confirmation Message



3. Click **Yes**.
4. You will see a confirmation dialog box notifying successful completion. Click **Ok** to proceed.
5. You can now be able to perform a single-sign-on to your SharePoint site from your Service Management Console when using Internet Explorer.

Accessing your SharePoint site directly

If you have ordered the Hosted Exchange service, your SharePoint site password and Email address are the same as your Hosted Exchange mailbox Email address and password.

The URL of your SharePoint site is the URL that you provided when you purchased the service.

For example, if you specified the following values when you ordered the service:

Primary Domain: *mycompany.com*

SharePoint subdomain: *teamsite*

Then your SharePoint site URL will be <http://teamsite.mycompany.com>. Please note that the URL uses the regular HTTP protocol, and not secure HTTP (HTTPS).

If you have not purchased Hosted Exchange, then you need to know your SharePoint Email address and account password to sign on to the site directly. When the service is assigned to a user the portal will ask you for a user alias. To construct your login Email address, use the following example:

Primary Domain you specified when ordering: *mycompany.com*

User alias you specified when assigning to user: *johndoe*

Then your login Email address will be johndoe@mycompany.com. Now, all you need to do is to set the password for the SharePoint service.

Perform the steps detailed in the following section to set your password for the SharePoint service in Service Management Console.

Change Password for SharePoint Service


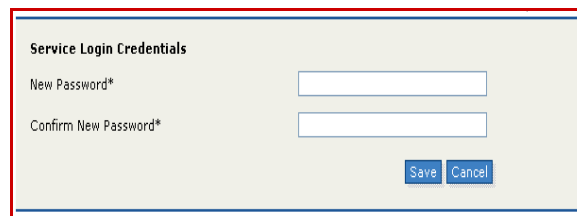
1. Log in to your Service Management Console.
2. Navigate to the **My Profile** → **My Services** tab.
3. In the **My Services** tab, you will see the list of services that is available for your use.
4. Locate the SharePoint service, and click the **Change Password** icon: , located next to the service.

Figure 8:Change Password Page



The screenshot shows a form titled "Service Login Credentials". It contains two text input fields: "New Password*" and "Confirm New Password*". Below the input fields are two buttons: "Save" and "Cancel".


5. Specify the new password and click **Save**.

CAUTION: If you have Hosted Exchange or Microsoft Dynamics ordered as well, changing your SharePoint account password will change your Hosted Exchange mailbox password and your Dynamics login password, as the login credentials are the common for all these services.

De-Provisioning a User

Once the user is De-provisioned, this user will no longer have access to your SharePoint site. The user's account will be deleted from the SharePoint site.

Using the administrator account, you can remove the service for a user by doing the following:

1. Log in to the store using your administrator credentials.
2. Navigate to the **My Company** → **Users** page.
3. Click **Manage Services** against the user for whom you want to deprovision a service.
4. The Manage Services page displays a list of services available for the user.
5. Locate the SharePoint service in the list, and, from the Actions column, click the **De-Provision** icon: .
6. The service is now de-provisioned for the user.