



## Microsoft SharePoint 2007 for Administrators

In this course, you will learn how to...

- Plan server topology.
- Install and configure WSS and MOSS servers.
- Upgrade from WSS 2.0 to 3.0.
- Monitor the server to detect problems early.
- Configure authentication.
- Secure external access with SSL.
- Set up SharePoint security and permissions.
- Control site settings through the Central Administration web site.
- Control site settings through the stsadm command line.
- Backup and restore SharePoint data.
- Customize the overall site appearance through branding.
- Set up network infrastructure (DNS/AD/IIS) to support SharePoint.
- Manage MOSS My Sites, import profiles, and other shared services.
- Create and apply site quotas.

**Prerequisites:** IT professionals who know something about using SharePoint, Windows 2003, Microsoft Office, and related Microsoft Technologies. The Introduction to SharePoint course may be a prerequisite.

### Introduction

- Prerequisites
- Installing the Samples

### Planning a Deployment

- SharePoint Administration Basics
- 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



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## **Configuring the Server**

- Configuring WSS 3.0
- Configuring MOSS
- Setting Up Shared Services (SSP)
- 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
- Troubleshooting

## **Configuring External Access**

- Planning External Access



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- Providing Internet Access
- Deploying Form - Based Authentication
- Setting Up SSL