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# SharePoint 2010



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## Administrator's Pocket Consultant

# Microsoft Sharepoint 2010 Administrator Guide

**Randy Williams, Milan Gross**



## **Microsoft Sharepoint 2010 Administrator Guide:**

**Microsoft SharePoint 2010 Administrator's Companion** Bill English, Brian Alderman, Mark Ferraz, 2011 A guide to SharePoint 2010 administration covers such topics as architecture deployment scenarios design security Web content management and business intelligence **SharePoint 2010 User's Guide** Seth Bates, Anthony Smith, Roderick Smith, 2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product Microsoft SharePoint 2010 Administrator's Companion Bill English, Brian Alderman, Mark Ferraz, 2010-09-03 Get the critical in depth information you need to administer SharePoint 2010 Led by SharePoint MVPs and featuring insights from the SharePoint community and members of the SharePoint Team at Microsoft you ll discover how to plan design deploy and manage strategic solutions using SharePoint 2010 Microsoft SQL Server Windows PowerShell and other key technologies Topics include architecture deployment scenarios design considerations security best practices high availability performance centralized administration disaster recovery customization solution development and upgrade and migration strategies Key solutions include building and managing a server farm automating tasks FAST search application management enterprise and web content management and business intelligence For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook Beginning SharePoint 2010 Administration Göran Husman, Christian Ståhl, 2010-08-03 Written by a four time SharePoint MVP this book examines the differences between

SharePoint Foundation SPF and SharePoint Server SPS Appropriate for consultants and IT professionals who need to understand how to plan implement and configure SharePoint administrators and the support team that must know how to manage SharePoint IT managers and project leaders it assumes no previous knowledge of SharePoint The version adds full integration support for Microsoft Office 2010 and Visio 2010 Microsoft's new FAST search and mobile and Groove client support

**Installing and Configuring SharePoint 2010 User Guide** Saifullah Shafiq, 2012-12-18 First edition of this book was published in 2009 and VMware was used to demonstrate the installation and configuration of SharePoint 2010 VMware can still be used but Virtual Box has gained a lot of popularity over the last 2 years Virtual Box is owned by Oracle and is free It is easy to use and configure Most of what is written in this updated edition works for both VMware and Virtual box I have added new content where necessary The content has been modified to work with new downloads New links have been provided throughout the book where needed This step by step guide shows how to install SharePoint 2010 Each step shows a screenshot that makes understanding the step easier Host computer used during the preparation of this guide was a Windows 7 64 bit machine Guest machine used was Virtual Box 4.1.6 r74713 with Windows Server 2008 R2 64 bit The book lists hardware and software requirements It has up to date links to download necessary software Guide gives you tips on what to avoid during the installation This is the most comprehensive compilation of SharePoint 2010 installation steps This book provides users accurate links to download software Anyone can install SharePoint but installing it the right way first time is different Only a few manage to do that You don't have to waste time experimenting yourself Learn from the mistakes others made when learning the installation Save time time is money

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*Microsoft SharePoint 2010 Administrator's Companion* Bill, 2010 [Microsoft SharePoint 2010 Administrator's Pocket Consultant](#) Ben Curry, 2010-06-24 Portable and precise this pocket sized guide delivers ready answers for the day to day administration of SharePoint 2010 Featuring easy to scan tables step by step instructions and handy lists this book offers the streamlined straightforward information you need to solve problems and get the job done whether at your desk or in the field Topics include deployment site configuration enterprise content management search and indexing workflows shared service

providers information management policies scalability availability security logging and processing analysis and backup and recovery

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**SharePoint 2010 Administration Instant Reference** Randy Williams, Milan Gross, 2011-06-28 A guide to SharePoint 2010 administration covers such topics as installation creating Web applications scaling configuring server settings using term sets and managing security

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[Pro SharePoint 2010 Administration](#) Robert Garrett,2012-01-28 Pro SharePoint 2010 Administration is a practical guide to SharePoint 2010 for intermediate to advanced SharePoint administrators and power users covering the out of the box feature set and capabilities of Microsoft s collaboration and business productivity platform SharePoint 2010 is an incredibly complex product with many moving parts new features best practices and gotchas Author Rob Garrett distills SharePoint s portfolio of features capabilities and utilities into an in depth professional guide with no fluff and copious advice that is designed from scratch to be the manual Microsoft never wrote Starting with a detailed deployment and initial configuration walkthrough the book covers all major feature areas including document management social computing metadata management and administration You ll also learn about planning for capacity backup administration and disaster recovery business intelligence monitoring and more Unlike other books Pro SharePoint 2010 Administration covers all elements of the product but has a specific emphasis on features new and enhanced in the 2010 release Pro SharePoint 2010 Administration is the only book you ll need as you set out to deploy and administer SharePoint 2010

**Beginning SharePoint 2010 Administration** Göran Husman,Christian Ståhl,2010-06-08 Complete coverage on the latest advances in SharePoint 2010 administration SharePoint 2010 comprises an abundance of new features and this book shows you how to take advantage of all SharePoint 2010 s many improvements Written by a four time SharePoint MVP Beginning SharePoint 2010 Administration begins with a comparison of SharePoint 2010 compared to the previous version and then examines the differences between SharePoint Foundation SPF and SharePoint Server SPS This book is written for several audiences One audience is consultants and IT professionals who need to understand how to plan implement and configure SharePoint Another audience is administrators and the support team that must know how to manage SharePoint both the more advanced administration of service applications and site collections as well as managing sites and workspaces A third audience is the reader who wants to understand how SharePoint works and what to expect from it this is typically IT managers and project leaders This book assumes no previous knowledge of SharePoint but if you do have experience with SharePoint you will learn how SharePoint 2010 differs from previous releases If you intend to read and try all the exercises in this book you will need some basic understanding of network applications such as Windows Servers Microsoft SQL Server Active Directory DNS and

IIS as well as experience with Microsoft Office. If you don't intend to install SharePoint yourself, then it is not necessary to have that network understanding.

### What This Book Covers

This book consists of 10 chapters and 4 appendixes. If you want to learn how to install and configure SharePoint Foundation, you should start reading Appendixes A and B. If you will install SharePoint Server 2010, you should still quickly read Appendixes A and B since they cover the basic functionality also valid for SharePoint Server. Then you should continue reading carefully Appendixes C and D. All these appendixes are very technical and detailed, but you need to understand all this in order to install a SharePoint 2010 environment that follows Microsoft's Best Practice to match the requirements of your organization. If you don't plan to install SharePoint yourself, then you can start reading Chapter 1 and all the other chapters. If some of them are less interesting to you, you should still read them quickly to get an understanding of what they cover. Later you might need that information, and then it will be valuable to know where to find it.

The main part of this book is divided into 10 chapters. Some of these chapters focus more on SharePoint Foundation (SPF), some on SharePoint Server (SPS).

#### Chapter 1: Introduction to Microsoft SharePoint 2010

This chapter gives you an overview of SharePoint and most of its important features. If you want to understand what SharePoint 2010 can do for you, then read this chapter.

#### Chapter 2: Building SPF Sites

This chapter focuses on the fundamental features of SharePoint 2010 if you plan to build an SPF-based solution. Read this if you plan to build an SPS solution; this chapter covers the basic functionality you also need to know.

#### Chapter 3: Office Integration

This chapter describes how SharePoint 2010 integrates with MS Office. If you are interested in document management features in SharePoint, then you should read this chapter.

#### Chapter 4: Content Management in SharePoint 2010

This chapter focuses on managing content, especially web content management using wiki pages, but also social computing features, integration with offline solutions like MS Outlook, and SharePoint Workspace, and managing multilanguage sites.

#### Chapter 5: Managing My Sites

This chapter focuses on features only available in SPS, not SPF. It describes how to manage and take advantage of the user's personal My Site, both for personal use and for collaboration and information sharing.

#### Chapter 6: SharePoint Administration

This chapter is a deep dive into many important features in SharePoint, such as permissions, templates, search, and indexing, and how to manage SharePoint 2010 with PowerShell and STSADM. Readers only interested in SPF should read the parts that covers SPF features, while the SPS administrator and IT pro should read the complete chapter.

#### Chapter 7: Building Intranets and Internet Portals

This chapter focuses on features related to intranets and public-facing Internet sites. It explains what features will be of interest and how to use them. You will get a number of tips in this chapter, such as how to display Twitter content on a SharePoint site.

#### Chapter 8: Customizing SharePoint 2010

This chapter explains how to customize both SPF and SPS sites. You will learn how to use SharePoint Designer 2010, as well as how to customize web parts, including Silverlight-based media web parts.

#### Chapter 9: Using SharePoint Designer 2010

This chapter focuses on what you can do with the free tool SharePoint Designer 2010. If you need to know how to configure and design web pages in SharePoint, this chapter is for you.

#### Chapter 10: Backup and Restore

This chapter describes how to backup and then restore documents lists sites site collections and complete SharePoint farms using SharePoint Central Administration PowerShell and STSADM If you are a SharePoint administrator you should read this chapter Appendix A Installing SharePoint Foundation 2010 This appendix describes how to plan and implement SharePoint Foundation 2010 It also covers how to upgrade from WSS 3 0 Appendix B Configuring SharePoint Foundation 2010 This appendix describes how to configure and manage a newly installed SPF environment It covers many important and general concepts in SharePoint that are also valid for SPS so both SPF and SPS administrators and IT professionals should read this appendix Appendix C Installing SharePoint Server 2010 This appendix describes how to plan and implement SharePoint Server 2010 including how to upgrade and migrate from MOSS 2007 Appendix D Configuring SharePoint Server 2010 This appendix describes how to configure and manage a newly created SPS 2010 environment Before you read this appendix you should read Appendix B

**SharePoint® 2010 For Dummies®** Vanessa L. Williams, 2010-04-15 Learn the nuts and bolts of SharePoint 2010 the fun and easy way Microsoft SharePoint the powerful collaboration tool sometimes blurs the line between technical and non technical users Whether you re an administrator who needs to install and configure SharePoint or a non techie who s been charged with managing content on a SharePoint portal this book will make your job easier You ll find the nuts and bolts information that enables you to install and configure a SharePoint portal plus specific solutions for SharePoint issues and the knowledge you need to design populate and maintain portal areas SharePoint is Microsoft s complex but powerful tool for enabling collaboration through a portal site Both technical and non technical people may be called upon to work with SharePoint in some capacity this guide addresses the needs of both Focuses on making a confusing topic clearer by walking you through real world scenarios for getting a SharePoint portal up and running Provides essential information for administrators solutions for specific problems and a guide for those in non technical positions who are responsible for sections of a SharePoint portal Microsoft SharePoint 2010 For Dummies breaks a complex topic into understandable pieces so you can succeed with SharePoint Note CD ROM DVD and other supplementary materials are not included as part of eBook file

**Professional SharePoint 2010 Administration** Todd Klindt, Shane Young, Steve Caravajal, 2010-06-15 Thorough coverage of the improvements and changes to SharePoint 2010 SharePoint 2010 boasts a variety of incredible new features that will challenge even the most experienced administrator who is upgrading from SharePoint 2007 Written by a team of SharePoint experts this book places a takes aim at showing you how to make these new features work right for you Offering an in depth look at SharePoint 2010 the authors focus on how SharePoint functionality has changed from its earliest version to its newest and they provide you with detailed coverage of all the new features and capabilities Presents in depth coverage of the new features and functions of SharePoint 2010 Demonstrates installation configuration and upgrading existing SharePoint 2007 servers Discusses architecture and capacity planning securing and managing site content and integrating Office clients Details the protocol for handling monitoring creating



backups and executing disaster recovery Addresses shared service applications navigation and governance and business intelligence and reporting services Professional SharePoint 2010 presents a solid understanding of the functionality that SharePoint 2010 provides which will allow you to see what it can do for you **SharePoint 2016 User's Guide** Tony Smith,2016-11-22 Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management collaboration and business process management needs Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fifth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to get the best out of them What You Will Learn Create and use common SharePoint resources like lists libraries sites pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention management and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all have used previous versions have just started using the basic features or have been using it for a long of time this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides *PowerShell for Microsoft SharePoint 2010 Administrators* Niklas Goude,Mattias Karlsson,2010-10-06 Take control of SharePoint 2010 with PowerShell Administer SharePoint 2010 using PowerShell with help from this practical guide PowerShell for Microsoft SharePoint 2010 Administrators explains how to configure and manage the latest version of the powerful enterprise collaboration platform Find out how to automate the installation process construct dynamic SharePoint environments create and extend Web applications and manage service applications Backup security and performance enhancement techniques are also fully covered in this comprehensive resource Understand key SharePoint 2010 concepts and components Learn the basics of PowerShell for SharePoint administration Develop custom PowerShell scripts and functions Automate SharePoint 2010 management using PowerShell Manage Web applications and content databases Administer sites and site collections Control list items and metadata Handle document management Enable Remote BLOB Storage Query SQL Server databases Pro SharePoint 2010 Search Josh Noble,Robert Piddocke,Dan Bakmand-Mikalski,2011-08-06 Pro SharePoint 2010 Search gives you expert advice on planning deploying and customizing searches in SharePoint 2010 Drawing on the authors extensive experience of working with real world SharePoint deployments this book teaches everything you ll need to know to create well designed SharePoint solutions that always keep the end user s experience in mind Increase your search efficiency with SharePoint 2010 s search functionality extend the search user interface using third party tools and utilize analytics to improve relevancy This practical hands on book is a must have resource for anyone looking to unlock the full potential of

their SharePoint server's search capabilities Pro SharePoint 2010 Search empowers you to customize a SharePoint 2010 search deployment and maximize the platform's potential for your organization      **Microsoft SharePoint 2013 Administration Inside Out** Randy Williams, C. A. Callahan, Chris Givens, John Milan Gross, Brian Alderman, Javier Barrera, 2014 Conquer Microsoft SharePoint 2013 administration from the inside out Dive into SharePoint 2013 administration and really put your systems expertise to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds Discover how the experts deploy configure and manage SharePoint and challenge yourself to new levels of mastery Automate the installation and configuration of SharePoint 2013 Effectively manage SharePoint apps and custom solutions Optimize farms web apps content databases and site collections Use methods to help users attain productive search experiences Configure business intelligence features in SharePoint 2013 Dive deep into SharePoint security practices and architecture Add SharePoint Online to your existing SharePoint environment Manage User Profiles and the SharePoint social experience Monitor and troubleshoot SharePoint with insider tips For Intermediate to Advanced IT Professionals

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