

Chapter 3

Configuring SharePoint 2007

MICROSOFT EXAM OBJECTIVES COVERED IN THIS CHAPTER:

- ✓ **Manage Administration**
 - Manage Central Admin UI
 - Manage the Shared Service Provider
 - Configure Usage Analysis & Reporting
- ✓ **Deploy/Upgrade Microsoft Office SharePoint Server 2007**
 - Configure Shared Services





Now that you have Microsoft Office SharePoint Server (MOSS) 2007 installed and running, it's time to get to work. As you'll recall from the previous two chapters, once the installation is complete, you still need to perform multiple configuration tasks for SharePoint to perform to its fullest capacity. To do this, your first stop on this journey is the SharePoint Central Administration site.

The SharePoint Central Administration site is the most important tool you'll use in configuring and managing MOSS 2007. It's run on a dedicated Internet Information Server (IIS) 6.0 virtual server and is accessible through a unique port number that you set up near the end of your installation routine in Chapter 2, "Installing and Deploying SharePoint 2007" (any number between 1 and 65535). When you install SharePoint in a server farm, Central Administration is installed on the first server created in the farm.

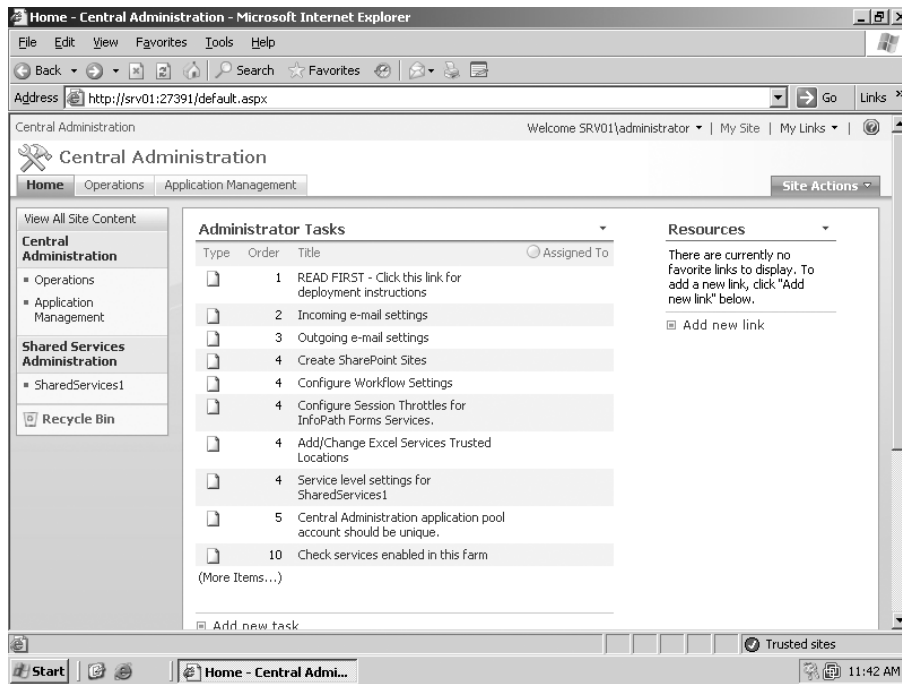
This chapter will begin with a tour of the Central Administration interface, which consists of three tabs: Home, Operations, and Application Management. Next, I'll talk about the Quick Start Guide for deploying Office SharePoint Server 2007 on a single server and complete each of the tasks for this server type. Finally, I'll cover the configuration tasks for SharePoint on a server farm.

The SharePoint Central Administration Web Application

To take the tour of the Central Administration (CA) site, you'll need to have SharePoint Server 2007 running on the Windows Server 2003 you set up in Chapter 2, "Installing and Deploying SharePoint 2007." To open the CA interface, click Start > All Programs > Microsoft Office Server > SharePoint 3.0 Central Administration. If prompted, type your username and password in the dialog box, and press Enter. When Central Administration opens, you should be taken to the Home tab, as illustrated in Figure 3.1.

As mentioned, the CA interface has three tabs:

- The Home tab lists the initial administrative tasks you will need to perform subsequent to installing SharePoint. If you are working with a server farm, this tab will also list all the servers in your farm.
- The Operations tab allows you to manage a variety of critical activities including topology and services, security configuration, and global configuration. These tasks are the heart and soul of server and server farm management.

FIGURE 3.1 The Central Administration website Home tab

- The Application Management tab is where you manage the web applications running in SharePoint Server 2007. Whereas the functions governed by the specific categories contained on the Operations tab are mostly transparent to the end user, the services managed on this tab are the very features your consumers will be using on a day-to-day basis. Items you can configure here include workflow, site collection creation, and search.

The Central Administration Home Tab

You'll recall that this is where we left off at the completion of your installation of SharePoint 2007 on a stand-alone server in Chapter 2. Before you and your customers can begin to use all of MOSS 2007's features and services, you have some work to do here. To do that, you have to understand more about what options are available to you on the Home tab.

Although you may not realize it yet, the Central Administration Home tab is organized like most SharePoint portal sites. The menu on the left offers you the option of viewing all site content and contains links to each web page that leads off this main page:

- Central Administration
 - Operations
 - Application Management

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- Shared Services Administration
 - SharedServices1
- Recycle Bin

The top-right side of the page also contains links leading to various features and services:

- Welcome SRV01\administrator
- My Site
- My Links
- Site Actions

Let's take each area one at a time.

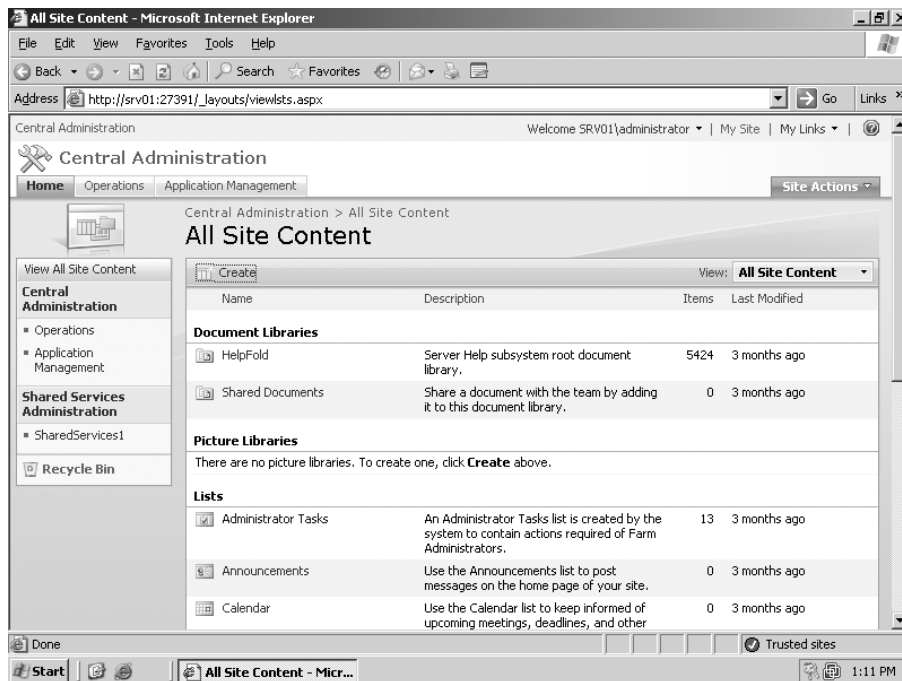
View All Site Content

When you click the View All Site Content link, you are taken to a web page containing links to all the containers of information and services related to this site. You can see an example of this page in Figure 3.2.

Here are the general areas contained on this page:

- Document libraries
- Picture libraries

FIGURE 3.2 All Site Content page



- Lists
- Discussion boards
- Surveys
- Sites and workspaces
- Recycle Bin

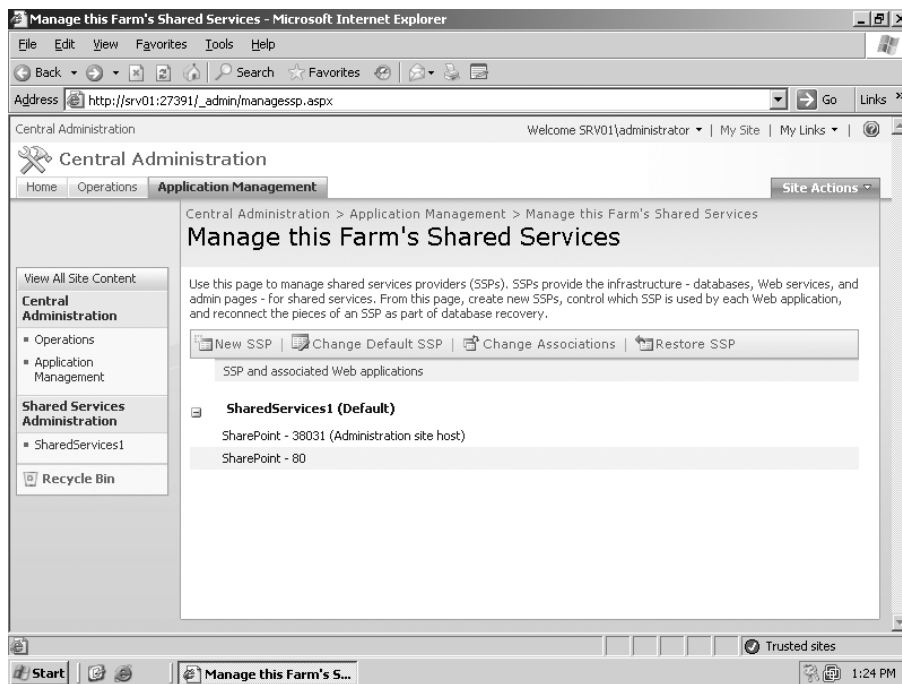
Although you may not make complete use of all the available options, these are SharePoint Server features that your customers will explore to their fullest on the sites they will access in SharePoint. Subsequent chapters will address the configuration and management of each of these services, although the Recycle Bin might not need a great deal of explaining.

The Central Administration, Operations, and Application Management links lead to the same content located on the main tabs at the top of Central Administration, so we'll skip those for now.

Shared Services Administration

When you click the Shared Services Administration link, you are taken to the default shared services provider (SSP) page shown in Figure 3.3. Here, you can configure and manage various aspects of SSP functionality.

FIGURE 3.3 Manage This Farm's Shared Services page



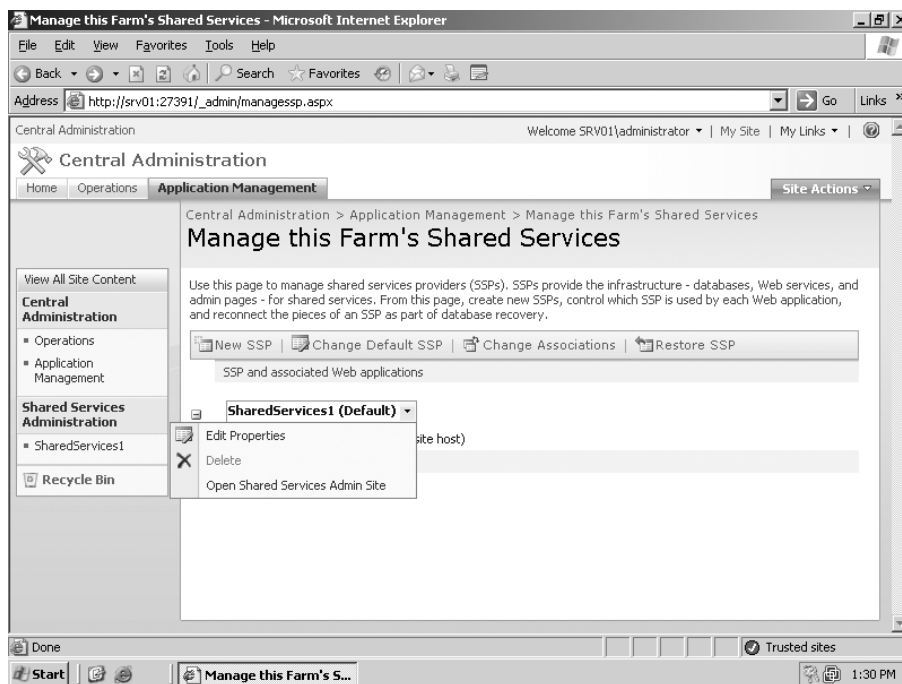
The two links under SharedServices1 (Default) are the web application representing the Central Administration site and the SharePoint Server site; those web applications are associated with this SSP. Clicking either of them takes you to the Web Application General Settings page for that site. There, you can manage a variety of services and features related to the web application including the following options: Default Time Zone, Default Quota Template, Maximum Upload Size, Alerts, and Web Page Security Validation. You can also click to the right of the SharedServices1 (Default) link and access the Edit Properties or Open Shared Services Admin Site link, as shown in Figure 3.4.



The Delete option in the SharedServices1 (Default) link is grayed out because this SSP is the only one in existence. You can delete an SSP only if there is at least one more available for SharePoint for the stand-alone server or the server farm.

To create a new SSP, click the New SSP button. You can change the default SSP (assuming there is more than one) by clicking the Change Default SSP button. To move web applications between different SSPs, click the Change Associations button. You can rebuild an SSP from backup components by clicking the Restore SSP button.

FIGURE 3.4 SharedServices1 (Default) links





You will learn more about the SSP button operations later in this chapter.

If you take a look at the tabs at the top of the page, you'll see that you are no longer on the Home tab but are on the Application Management tab. Later, you will see how to get to this page directly from the Application Management tab.

SharedServices1

By clicking the SharedServices1 link, either in the menu to the left or in the main pane, you are taken to the Home tab of the Shared Services Administration page for this SSP. Here you can administer areas such as the following:

- User Profiles and My Sites
- Search
- Office SharePoint Usage Reporting
- Audiences
- Excel Services Settings
- Business Data Catalog

You can return to the Central Administration site by clicking Back to Central Administration or return to the Shared Services Administration page by clicking Shared Services Administration.

Welcome SRV01\administrator

On your computer, this will read as the name of the server and whoever is logged in to Central Administration. For the purpose of this illustration, it's the administrator of server SRV01. You can manage this user account by clicking just to the right of the name to show the drop-down menu items:

- My Settings
- Sign In as Different User
- Sign Out
- Personalize This Page

In Central Administration, you will always log in as an administrator, but on many other SharePoint sites you'll take advantage of the Sign In as Different User option to work in SharePoint both as an admin and with your end user account.

My Sites

Clicking the My Sites link will initiate the process of creating a My Sites site for the user, if one does not yet exist. You'll learn more about My Sites in Chapter 4, "Building Sites and Site Collections," so we'll bypass this topic for now.

My Links

When you open the My Links menu, if no links have been configured for this user, you'll see just the Add to My Links and Manage Links menu items.



Chapter 5, "Managing Users and Groups," will discuss My Links in the context of My Sites, and Chapter 7, "Configuring and Maintaining Lists and Libraries," will tell you more about Links lists.

Site Actions

Clicking Site Actions will give you access to different tools that you can use to manage this web page and the website. The menu items are as follows:

Create Create will let you make a new library, list, or web page. Figure 3.5 shows a complete listing of what is available.

Edit Page Edit Page will allow you to edit the contents of the current web page including the web parts.

Site Settings Site Settings lets you configure the various properties of this website including the following categories:

- Users and Permissions
- Look and Feel
- Galleries
- Site Administration
- Site Collection Administration

Resources

This is an empty links list that you can use to add links to any resources that will help you in administering this site. You'll learn more about adding and managing links in Chapter 7, "Configuring and Maintaining Lists and Libraries"; however, you will be adding links to this list later in this chapter.

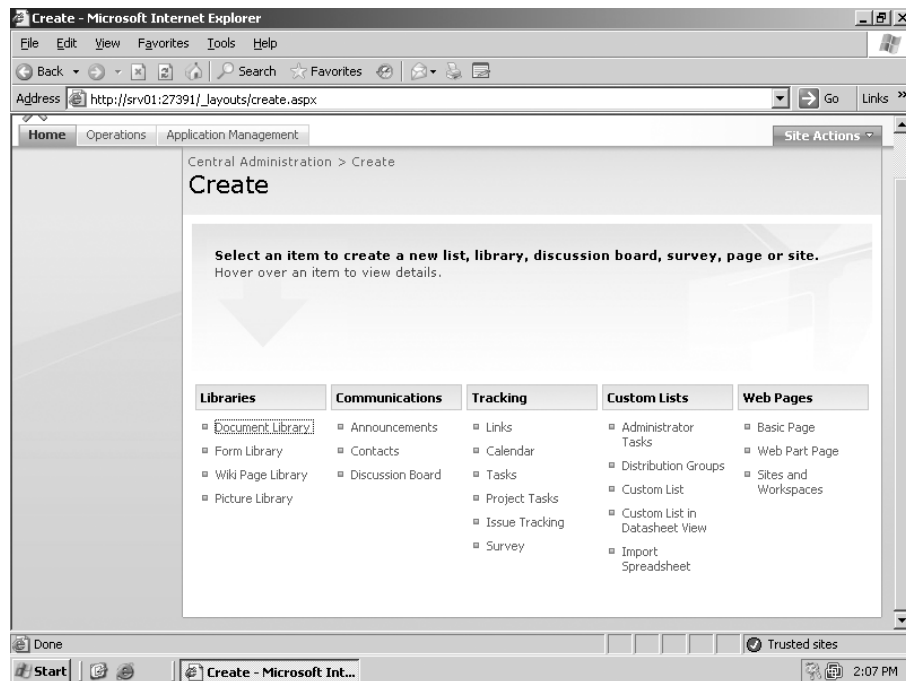
The Central Administration Operations Tab

When you click the Operations tab in Central Administration, you are taken to a list of links that allow you to manage every feature and aspect of server and server farm administration, as listed in the following categories and shown in Figure 3.6:

- Topology and Services
- Security Configuration
- Logging and Reporting
- Upgrade and Migration

- Global Configuration
- Backup and Restore
- Data Configuration
- Content Deployment

FIGURE 3.5 The Create page



As we proceed through this chapter and the chapters that follow, we'll revisit this tab and delve into its contents in a lot more detail.

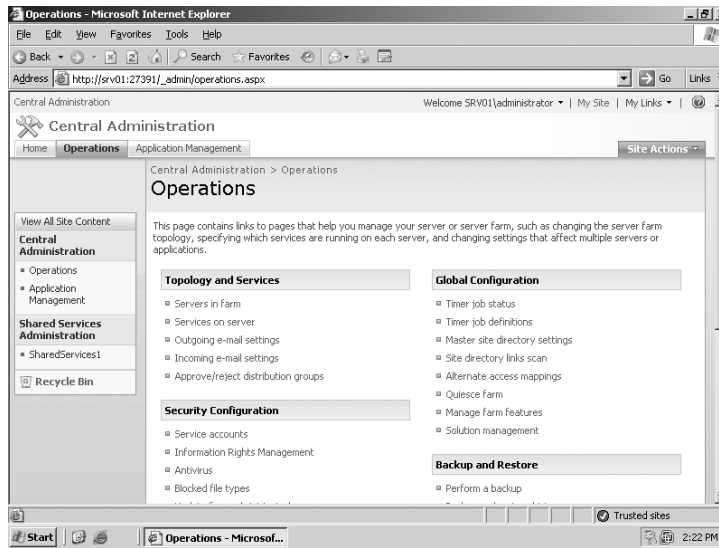
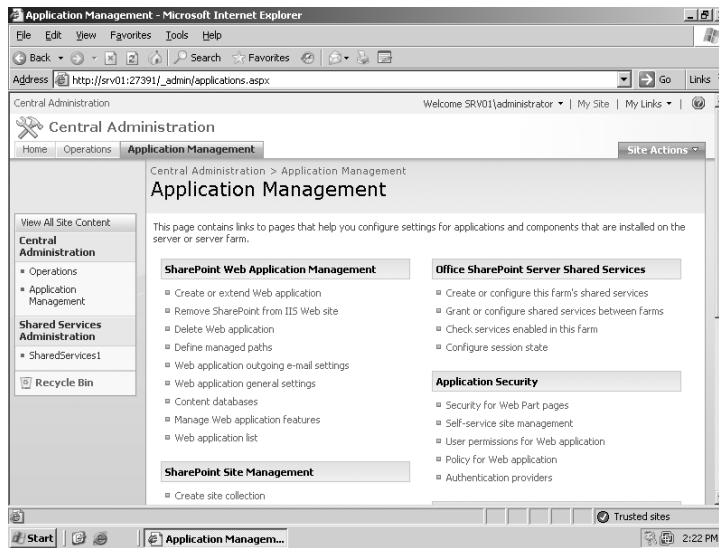
The Central Administration Application Management Tab

As you can see in the following list and Figure 3.7, the Application Management tab also contains a collection of links to tools that let you administer all of the applications and components installed in your server farm:

- SharePoint Web Application Management
- SharePoint Site Management
- Search
- InfoPath Forms Services

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- Office SharePoint Server Shared Services
- Application Security
- External Service Connections
- Workflow Management

FIGURE 3.6 The Operations tab**FIGURE 3.7** The Application Management tab

As with the Operations tab, I'll address the contents of the Application Management tab more completely as we progress through the rest of this book.



Real World Scenario

Troubleshooting Central Administration Access

You get the following error message when you try to connect to SharePoint Central Administration: "You are not authorized to view this page." None of your current documentation has any information about this issue, and you are certain you are using the correct username and password to log in. You suspect that your web browser is configured to use a proxy server, and the proxy server settings are blocking access to the Central Administration website; however, you need to do some checking to make sure.

You go to the Microsoft Office System page in TechNet at <http://technet.microsoft.com/en-us/office/default.aspx> and click the Support tab. Type **SharePoint Central Administration** in the search text field, and click Search. Click the Error Message When You Connect to the SharePoint Central... search result, which should be at the top of the search results list (you can also find it at <http://support.microsoft.com/kb/829065>).

Review the web page, and under Resolution, Method 2: Configure Proxy Server Settings for the Web Browser, follow the steps listed. This should resolve the problem and give you access to Central Administration.

Central Administration Post-Installation Tasks

Before you actually get down to the specific tasks you need to perform to get SharePoint 2007 up and running for your customers, you'll need to get organized. This means gathering your resources, assigning the first task, and managing task status. The next three sections will take you through these parts of the process.

Organizing Post-Installation Tasks

In Central Administration on the Home tab, click the READ FIRST – Click This Link for Deployment Instructions link under Administrator Tasks to begin configuring the newly created SharePoint server. Once on the Administrator Tasks: READ FIRST page, you will see a notice in the Description area stating that the SharePoint Products and Technologies deployment is not yet complete. The description refers you to the Administrator Tasks list.

Just above the Description area is the Action area, which contains a link called Read the Quick Start Guide. This is your first post-installation task. Exercise 3.1 will show you how to proceed.

EXERCISE 3.1**Using the Quick Start Guide**

1. Click the Read the Quick Start Guide link.
2. When the Quick Start Guide opens, read the first paragraph, and then click the Learn How to Deploy Office SharePoint Server 2007 on a Single Server link.
3. Review the following topics in this section:
 - Configure Incoming Email Settings
 - Configure Outgoing Email Settings
 - Create SharePoint Sites
 - Configure Diagnostic Logging Settings
 - Configure Antivirus Protection Settings
4. Scroll back to the top of the page, and click the Find More Information about Office SharePoint Server 2007 Deployments link.
5. Record both the names and the URLs of the links you find there including Office SharePoint Server TechCenter, Office SharePoint Server Technical Library, and Office System Center. (You can copy and paste them into a Notepad document temporarily.)
6. Click the back arrow in your browser to return to Central Administration.

The topics displayed in the bulleted list in Exercise 3.1 will be the basis for the exercises that follow and will help you get SharePoint up and running quickly. Before you do that, in Exercise 3.2 you'll add the links you discovered in the Office SharePoint Server 2007 Deployments section of the Quick Start Guide to the Resources list on the Central Administration Home tab so that they'll be handy when you need them. You've already seen how useful these resources can be in the "Troubleshooting Central Administration Access" sidebar.

EXERCISE 3.2**Adding Resource Links**

1. On the Home tab of the Central Administration site, under the Resources web part, click Add New Link.
2. In the Type the Web Address field of the URL area, type or paste the URL to Office SharePoint Server TechCenter.

EXERCISE 3.2 (continued)

3. In the Type the Description field, type or paste **Office SharePoint Server TechCenter**.
4. Click OK to add the link.
5. Repeat steps 1 through 4 to add links to the Office SharePoint Server Technical Library and Office System Center.

You now have easy access to these resources from Central Administration. These web pages have a great deal of useful information about SharePoint 2007, so take a look when you get a moment.

When you first visit these sites from Central Administration, you will likely be prompted to add them to your trusted sites in Internet Explorer.

As previously mentioned, this section doesn't just cover doing post-install tasks, but tracking their status as well. Since you've just completed the READ FIRST task, you'll need to update its status. You could just delete it, but the information contained in the task might come in handy later. Exercise 3.3 will show you how to edit a task item.

EXERCISE 3.3**Managing Tasks**

1. On the Home tab of Central Administration, click the READ FIRST – Click This Link for Deployment Instructions link.
2. Click the Edit Item button.
3. In the Status area, click the drop-down menu arrow, and select Completed.
4. In the Assigned To area, click the Browse icon to the right of the text field.
5. In the Find field of the Select People and Groups dialog box, type **administrator**, and click the Find magnifying lens icon.
6. When the list of matches appears, select the administrator for your server (which should be the account you are currently using), and click OK.
7. In the % Complete area, type **100** in the available field.
8. In the Start Date area, either type the starting date for this task or click the calendar to the right and select a date, and then click the hours and minutes arrows to select a time.

EXERCISE 3.3 (continued)

9. In the Due Date area, repeat the tasks you performed in step 8 to specify a date and time for the completion of this task. Your changes should look like the screen shown here.

Administrator Tasks - READ FIRST - Click this link for deployment... - Microsoft Internet Explorer

Address <http://srv01:27391/Lists/Administrator%20Tasks/EditForm.aspx?ID=6&Source=http%3A%2F%2Fsrv01%3A27391%2Fdefa>

http://srv01:27391/_layouts/Help.aspx?key=MS%5FWSS%5FQuick
Type the description:
Read the Quick Start Guide

Description
Your SharePoint Products and Technologies deployment is not yet complete.
Before you can create any sites, you must set up and configure the servers and services in your farm. This Administrator Task List provides prioritized tasks to aid you in

Order: 1

Status: Completed

Assigned To: SRV01\administrator

Associated Service:

System Task:

% Complete: 100 %

Start Date: 7/26/2007 2 PM 00

Due Date: 7/29/2007 9 AM 00

Created at 4/26/2007 4:57 AM by SRV01\administrator
Last modified at 4/26/2007 4:57 AM by SRV01\administrator

OK Cancel

Trusted sites

Start Administrator Tasks ... 9:09 AM

10. Click OK.

You are taken back to the Central Administration Home tab after you click OK, and you can see that the READ FIRST task no longer appears in the Administrator Tasks list. If you click the More Items link at the bottom of the list, you'll see that the READ FIRST task is still present and is marked Completed in the Status column.

Performing Post-Installation Tasks for a Stand-Alone Server

Now that you've become familiar with the Central Administration site and finished the preliminaries, it's time to get SharePoint 2007 configured and ready to use. As you'll recall from Exercise 3.1, when you were reviewing the Quick Start Guide, you saw a list of five tasks to perform in the Learn How to Deploy Office SharePoint Server 2007 on a Single Server section. Most of the items on that list are the next several exercises you will perform on your SharePoint server.

Installing SMTP Service in SharePoint Server 2007

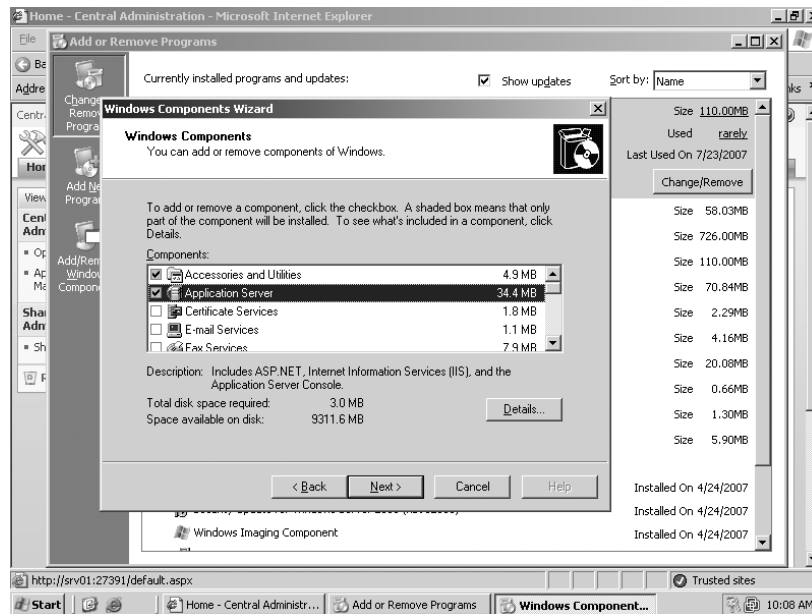
The first task listed in the Quick Start Guide is Configure Incoming E-mail Settings; however, you won't be able to do this without access to a Simple Mail Transfer Protocol (SMTP) server. Although in a production environment, you would use Exchange Server, for the purposes of configuring email on a stand-alone computer, you can install the SMTP service on the same machine running SharePoint Server 2007.

The reason for installing SMTP on your server and performing the subsequent email-related tasks is to give SharePoint the ability to process emails and add email content to SharePoint elements such as lists and libraries. SharePoint can use its own built-in SMTP virtual server to perform these tasks and accept mail from other mail servers including those running Exchange. Since your users will likely be accessing their emails using the Microsoft Office Outlook email client, you will also be installing the Post Office Protocol (POP) 3 service. Exercise 3.4 will take you through the steps of installing the SMTP and POP 3 services. This activity cannot be performed in Central Administration; instead, you'll be installing these services on your Windows Server 2003 machine.

EXERCISE 3.4

Installing the SMTP and POP 3 Services on Windows Server 2003

1. Click Start > Control Panel > Add or Remove Programs.
2. Click the Add/Remove Windows Components button to the left of the Programs list. The Windows Components Wizard will appear.
3. Click Application Server to select it, as shown here, and then click the Details button (you don't have to tick the check box).



EXERCISE 3.4 (continued)

4. When the Application Server dialog box appears, click Internet Information Services (IIS) to select it, and then click the Details button. (Again, you don't have to tick the check box.)
5. Tick the SMTP Service check box, and click OK. Then click OK again in the Applications Server dialog box.
6. Click OK, and in the Windows Components Wizard dialog box, tick the E-mail Services check box. Then click the Details button.
7. Verify that both the POP 3 Service and the POP 3 Service Web Administration check boxes are ticked, and click OK.
8. In the Windows Components Wizard dialog box, click Next (insert your Windows Server 2003 installation CD if prompted to do so).
9. When the Completing the Windows Components Wizard dialog box appears, click Finish. (Remove the Windows Server 2003 installation CD if you previously inserted it.)
10. Close Add or Remove Programs.

Depending on your server's configuration, SMTP and POP 3 may already have been installed.

Configuring Incoming Email

Now that SMTP has been installed on your server, you'll be able to configure incoming emails for SharePoint. Once this feature has been enabled, SharePoint will be able to accept and archive emails and email discussions, save email messages, and display emailed meetings on SharePoint site calendars. If you enable SharePoint Directory Management Service, SharePoint will be able to provide email distribution list creation and management services.



SharePoint Directory Management Service can be enabled only on a SharePoint server that is a member of an Active Directory domain.

Exercise 3.5 will take you through the process of configuring SharePoint's incoming email settings.

EXERCISE 3.5**Configuring Incoming Email Settings**

1. On the Central Administration site, click the Operations tab.
2. Under Topology and Services, click the Incoming Email Settings link.
3. Under Enable Sites on This Server to Receive Email, click Yes.

EXERCISE 3.5 (continued)

4. Under Settings, click Automatic to accept the default settings. (If you click Advanced, you have to specify an external mail server to provide SMTP services for SharePoint.)
5. Under Use the SharePoint Directory Management Service to Create Distribution Groups and Contacts, click No.
6. Under Email Server Display Address, the hostname for your server should already be populating the available text field. If not, type in the hostname for your server.
7. Click Accept Mail from All Email Servers. (If you click Accept Mail from These Safe Email Servers, you would have to add the IP addresses, one per line, of each email server from which to accept mail.)
8. Click OK. You are taken back to the Operations tab in Central Administration.

If you had clicked Yes in step 5 to use Directory Management Service, you would have been required to specify an Active Directory container where distribution groups and contact objects would be created in SharePoint. After clicking Yes, you would have gone through the following steps:

1. In the Directory Management Service URL box, type the URL of the SharePoint Directory Management Service.
2. In the E-mail Server Display address box, type the email server name, such as **mail.sharepoint.wiredwriter.net**.
3. Click either Yes or No next to Does the Directory Management Service Manage Distribution Lists?
4. Click either Yes or No next to Should Distribution Lists Accept Mail Only from Authenticated Senders?
5. In the Incoming Email Server Display Address section, type a display name for the email server, such as mail.wiredwriter.net, in the Email Server Display address box.

Once you have completed this task, it's a good idea to go back to the Administrator Tasks list on the Home tab and mark this job as completed and to continue this practice for all subsequent exercises. See Exercise 3.3 for the details.

Configuring Outgoing Email

When you configure outgoing email settings, you allow SharePoint's SMTP service to send email alerts and notifications to site administrators. Also, SharePoint users can receive email alerts from the system when they elect to be notified if there is a change in their SharePoint content. An example is a user named Mary receiving an email alert when one of her documents is approved or rejected in the workflow process.

Configuring outgoing emails can actually involve two processes: setting up the default outgoing email settings for SharePoint users and overriding the default settings for web applications. Exercise 3.6 will show you how to configure the default settings for outgoing emails.

EXERCISE 3.6

Configuring Outgoing Email Settings

1. If you aren't there already, click the Operations tab on the Central Administration website.
2. Under Topology and Services, click the Outgoing Email Settings link.
3. On the Outgoing Email Settings page under Outbound SMTP Server, type the hostname for the SMTP server managing outbound mail, such as **mail.wiredwriter.net**, in the text field.
4. Under From Address, type the email address you want to appear to email recipients.
5. Under Reply-to Address, type the email address to which you want email recipients to reply.
6. Under the Character Set menu, select the character set appropriate for your language (accept the default setting for English).
7. Click OK.

Setting the outgoing mail settings for SharePoint web applications is nearly identical to what's shown in Exercise 3.6. (You need to perform this task only if you want web applications to use different outgoing mail settings than those you configured in Exercise 3.6.) Simply click the Application Management tab on the Central Administration website, and under SharePoint Web Application Management, click the Web Application Outgoing E-mail Settings link. Then, perform steps 3 through 7 in Exercise 3.6, specifying the SMTP server, From Address, Reply-to Address, and Character Set options you want for outgoing web application emails.

The next task on the list is Create SharePoint Sites; however, since Chapter 4, "Building Sites and Site Collections," covers this activity in a great deal of detail, we'll step out of order and move on to configuring diagnostic logging. You'll have plenty of opportunities to create and manage SharePoint sites as we progress.

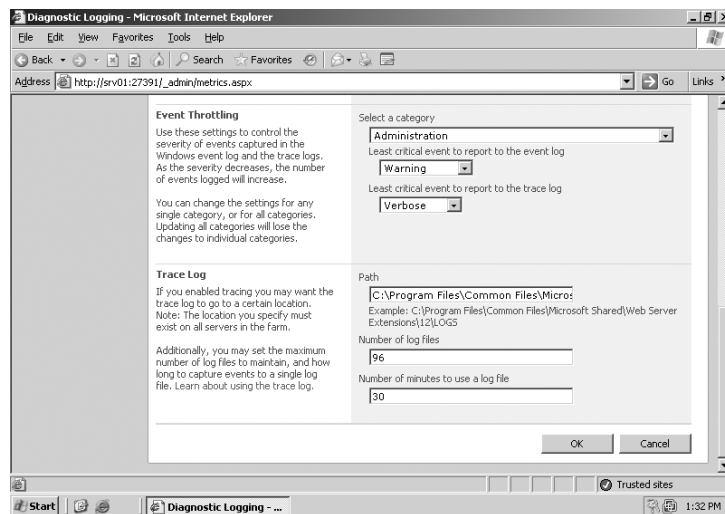
Configuring Diagnostic Logging

If something goes wrong, you will want to know about it, and your customers will want you to quickly fix any SharePoint service or feature that goes awry. Enabling diagnostic logging will allow you to use a number of troubleshooting tools on your server including event messages, trace logs, user-mode error messages, and Customer Experience Improvement Program events.

Exercise 3.7 will show you the steps in enabling this important server management feature.

EXERCISE 3.7**Configuring Diagnostic Logging**

1. Click the Operations tab in the Central Administration website.
2. Under Logging and Reporting, click the Diagnostic logging link.
3. On the Diagnostic Logging page under Sign Up for the Customer Experience Improvement Program, click Yes, I Am Willing to Participate Anonymously in the Customer Experience Improvement Program (Recommended) if you want SharePoint users to have the option of reporting customer experience improvement program events to Microsoft.
4. Under Error Reporting, click Collect Error Reports, and then tick either or both of the check boxes below depending on your requirements. (Changing the computer's default error collection policy to send all reports by ticking the second check box will be very resource intensive.)
5. Under Event Throttling, use the Select a Category drop-down menu to choose a category of events on which you want to control throttling such as All, Administration, Communication, and so on.
6. Under Least Critical Event to Report to the Event Log, use the drop-down menu to choose an event type such as Information, Warning, Error, and so on.
7. Under Least Critical Event to Report to the Trace Log, use the drop-down menu to choose an event type such as Medium, High, Unexpected, and so on.
8. Under Trace Log in the Path field, either accept the default path or type the path where you want the trace log to be written.
9. Under Number of Log Files, type the maximum number of log files for the system to maintain, and under Number of Minutes to Use a Log File, type how long you want events to be captured to a single log file. Your screen should look like the one shown here.



EXERCISE 3.7 (continued)

10. Click OK.

You can repeat steps 5 through 7 to individually configure separate event categories, or select All in step 5 and let the settings you made in steps 6 and 7 apply to all event categories.

Configuring Antivirus Protection

You must already have an antivirus application installed on your Windows Server 2003 machine to set up this feature, and the antivirus program must be designed to work with SharePoint Server 2007. Microsoft's TechNet site for SharePoint Server doesn't yield any information about which antivirus programs would work with SharePoint, but information under Beta 2 Updates and Compatibility at the following URL seems to indicate that one such program is Symantec's Norton AntiVirus scanner: <http://www.microsoft.com/uk/office/preview/faq.msp>.

Configuring antivirus lets SharePoint scan documents for viruses on upload to and download from the system. If you don't have such an application installed on your Windows Server 2003 machine, you will not be able to successfully perform Exercise 3.8.

EXERCISE 3.8**Configuring Antivirus Protection in SharePoint Server**

1. If you aren't already there, click the Operations tab on the Central Administration website.
2. Under Security Configuration, click the Antivirus link.
3. Under Antivirus Settings, tick the Scan Documents on Upload check box if you want documents to be scanned before being uploaded into SharePoint.
4. Tick the Scan Documents on Download check box if you want documents to be scanned before being downloaded from SharePoint.
5. Tick the Allow Users to Download Infected Documents check box if you want SharePoint users to be able to perform this action. (You really don't want to allow users to be able to download infected documents. The only time this would be appropriate is if you need to recover the content, and the only way to do so is to download the infected document to an isolated machine and then delete the infection.)
6. Tick the Attempt to Clean Infected Documents check box if you want SharePoint to perform this action.
7. In the Time Out Duration (in Seconds) field, type the number of seconds you want the antivirus program to run before it times out. You should usually accept the default values unless the vendor of your antivirus solution has other recommended settings.

EXERCISE 3.8 (continued)

8. In the Number of Threads field, type the number of execution threads on the server that the virus scanner may use.
9. Click OK.

If you do not have an antivirus program running on your server, the options in steps 6 through 8 will not be available.

Configuring Usage Analysis and Reporting

Although this task wasn't on the list for stand-alone server configuration, it is one of the objectives for the certification exam and does tie in with the other tasks we've been performing. Exercise 3.9 will show you the steps to configure usage analysis and reporting.

EXERCISE 3.9**Configuring Usage Analysis and Reporting**

1. In Central Administration, click the Operations tab.
2. Under Logging and Reporting, click the Usage Analysis Processing link.
3. On the Usage Analysis Processing page under Logging Settings, tick the Enable Logging check box.
4. In the Log File Location field, either specify a location where you want the log file to write or accept the default location.
5. In the Number of Log Files to Create box, specify the number of log files (between 1 and 30) you want to create.
6. Under Processing Settings, tick the Enable Usage Analysis Processing check box.
7. Under Run Processing Between These Times Daily, use the drop-down menus to choose a starting and ending time.
8. Click OK.

Performing Post-Installation Tasks for a Server Farm

Although you have finished most of the initial post-installation tasks for a stand-alone SharePoint server, there are still a number of additional jobs for SharePoint on a server farm. In a server farm configuration, SharePoint Server 2007 must be installed on all front-end web servers, and then the SharePoint Products and Technologies Configuration Wizard must be run on all of

those servers. Once that is done, Microsoft recommends that the following post-installation tasks be performed:

- Configure the shared services provider.
- Configure services.
- Configure indexing.
- Create a web application and site collection.
- Start and configure Excel Calculation Services.
- Create alternate access mappings.
- Configure incoming email settings.
- Configure outgoing email settings.
- Configure diagnostic logging settings.
- Configure antivirus protection settings.

As you can see, you've already completed a number of these actions in the previous sections of this chapter. We'll address creating a web application and site collection in Chapter 4, "Building Sites and Site Collections," and starting and configuring Excel Calculation Services in Chapter 12, "Using Excel Services and Business Intelligence."

Configuring the Shared Services Provider

As you probably recall from Chapter 1, "Getting Started with Microsoft Office SharePoint Server 2007," unless you have a very good reason to do so, you should use just one SSP for your server farm. That said, you will also recall that there are a number of good reasons to create more than one SSP. In addition to creating SSPs, there are a number of other related tasks to perform:

- Create a new SSP.
- Restore an SSP.
- Edit SSP settings.
- Delete an SSP.
- Change the default SSP.
- Change SSP associations.

Most of the tasks in this list can't be performed if you are running only one SSP. You can't restore an SSP unless one was previously deleted or delete an SSP if you have only one running in the server farm. The same is true for changing the default SSP or changing web application associations to SSPs. The only task you would be likely to perform from the list on a single SSP running on a stand-alone server is editing its properties.

Editing SSP Settings

In terms of how your stand-alone server running SharePoint Server 2007 is set up, there is no practical reason to change the default SSP settings. However, walking through the properties of your current SSP will help you understand more about how it works:

1. In Central Administration, click the Application Management tab.

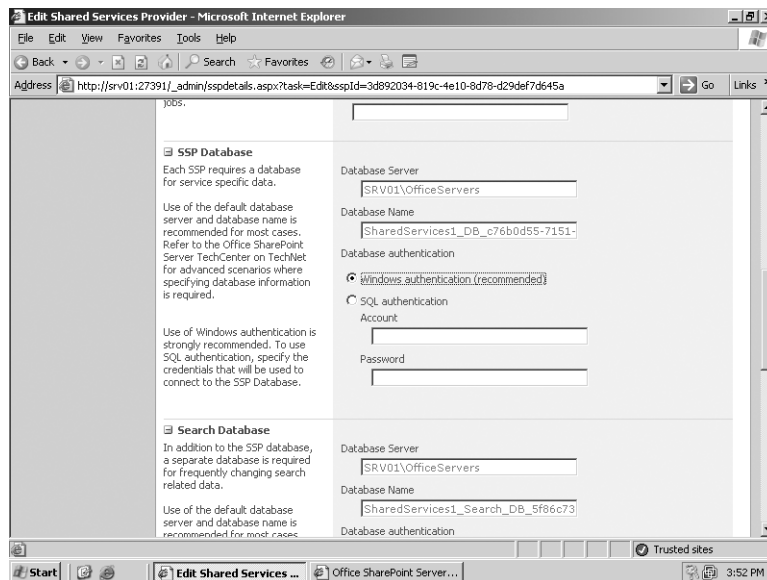
2. Under Office SharePoint Server Shared Services, click the Create or Configure This Farm's Shared Services link.
3. Use the drop-down arrow to the right of SharedServices1 (Default), and in the menu click Edit Properties. Not every property in your existing SSP will be available for modification.
 - Under SSP Name in the SSP Name field, you can edit the name of your SSP, but you can't change the SSP Administration Site URL.
 - Under My Site Location, you can't change the My Site Location URL.
 - Under SSP Service Credentials, you can change the username and password in the available fields.
 - Under SSP Database, you can't change the Database Server and Database Name as shown in Figure 3.8, but you can switch between Windows and SQL authentication and specify an account name and password.
 - The same is true under Search Database.
 - Under Index Server, you can't change the index server, but you can edit the path for the index file location. (You must use stsadm to actually move the index.)



To learn more about the stsadm command line utility, see Chapter 14, "Performing Advanced SharePoint Management."

- Under SSL for Web Services, you can choose to enable SSL by selecting Yes. (The default is No.)
4. Click OK when you're done editing the SSP properties.

FIGURE 3.8 Edit Shared Services Provider page



Creating a New SSP

Although a default SSP is created when you install SharePoint Server 2007 on a stand-alone server, this isn't necessarily the case when you install a server farm. It is possible at the end of the installation process to configure other features first. After Configuring SharePoint Products and Technologies wizard has run, you can start the SharePoint Server Search service, set up Search Configuration Administration, create a web application for the portal site, and create the first SSP. After that, you can create the first SharePoint portal.

The steps leading up to the creation of the SSP must be followed in the order presented, or it won't be possible to create the SSP. Only after all those steps including SSP creation are complete are you able to create the portal site:

1. In Central Administration, click the Application Management tab.
2. Under Office SharePoint Server Shared Services, click the Create or Configure This Farm's Shared Services link.
3. On the Manage this Farm's Shared Services page, click the New SSP button.
4. Under SSP Name, you can specify the name of the new SSP and the web application you want associated with the SSP, or if the web app doesn't exist, you can create it.
5. Under My Site Location, you can specify a web application, create a new web application, and specify a relative URL to the My Site location.
6. Under SSP Service Credentials, either type the name of an authorized account in the Username field and click the Check Names icon or click the Browse icon and search for an account name. Type the password in the Password field.
7. Under both SSP Database and Search Database, you can specify the database server, the database name, and the type of authentication to use to connect to the database.
8. The options under Index Server and SSL for Web Services are the same as when you edit SSP settings.



You'll learn more about creating web applications as referenced in steps 4 and 5 in Chapter 4, "Building Sites and Site Collections."

Restoring an SSP

If your SSP becomes corrupt or is compromised, it will be necessary to restore it from the most recent backup. The following describes the restoration process:

1. On the Manage This Farm's Shared Services page, click Restore SSP.
2. Under the SSP Name section, in the SSP Name text field, type a name for the restored SSP.
3. On the Web Application menu, click a web application that will host an administration site for the restored SSP.
4. If you want to create a new web application to host an administration site for the restored SSP, click Create a New Web Application.

5. Under the SSP Service Credentials section, in the Username box and Password box, type the user name and password that will be used by SSP web services for communications between servers and the SSP timer service for running jobs.
6. Under the SSP Database section, in the Database Server text field, type the name of the database server.
7. In the Database Name text field, type the name of the database. (Using the default is recommended.)
8. Under Database Authentication, select one of the following:
 - Windows Authentication (recommended).
 - SQL Authentication. If you select SQL authentication, type the account credentials in the Account and Password boxes.
9. Under the Search Database section, in the Database Server text field, type the name of the database server.
10. In the Database Name text field, type the name of the search database. (Using the default is recommended.)
11. Under Database Authentication, select one of the following:
 - Windows Authentication (recommended).
 - SQL Authentication. If you select SQL authentication, type the account credentials in the Account and Password boxes.
12. Under the Index Server section, click an index server on the Index Server menu.
13. In the Path for Index File Location field, type the path of the index server that will be used by the restored SSP to crawl content. (You must use `stsadm` to actually move the index.)
14. The options under Index Server and SSL for Web Services are the same as when you edit SSP settings.
15. Click OK.

Deleting an SSP

If you delete an SSP, any web applications that are associated with that SSP become associated with the default SSP. You cannot delete the default SSP.

1. On the Manage This Farm's Shared Services page, select the SSP you want to delete, and click Delete.
2. Click OK in the message box confirming you want to delete the SSP.

Changing the Default SSP

Web applications are automatically associated with the default SSP when they are created to ensure they have access to necessary shared services. You can change which SSP is the default SSP by following these steps:

1. On the Manage This Farm's Shared Services page, click Change Default SSP.
2. On the Change Default Shared Services Provider page, on the SSP Name menu in the Shared Services Provider section, click the SSP you want to set as the default SSP.

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3. Click OK. A Warning page will appear where you can read the implications of changing the default SSP.
4. If you want to change the default SSP, click OK.

Changing SSP Associations

Each web application is associated with a single SSP. More than one web application can be associated with the same SSP:

1. On the Manage This Farm's Shared Services page, click Change Associations.
2. On the Change Associations between Web Applications and SSPs page, in the SSP Name menu under the Shared Services Provider section, click the SSP with which you want to associate web applications.
3. Under the Web Applications section, tick the check boxes for each web application you want to be associated with the specified SSP. To select all of the web applications, tick the Select All check box.
4. Click OK.

Configuring Services

The primary service to configure in this section is Search, which will be covered in detail in Chapter 9, "Managing SharePoint Navigation and Search." The other major task in this area is to determine which services are hosted by which servers.

The following takes you through the process of enabling various services within the server farm:

1. In Central Administration, click the Operations tab.
2. Under Topology and Services, click the Services on Server link.
3. On the Services on Server for the current server under Server, click the down arrow next to the server name, and then click Change Server.



The action in step 3 isn't necessary if you are already on the desired server.

4. Under Select Server Role to Display Services You Will Need to Start in the Table Below, you can select the role you want for the currently selected server. Your options are as follows:
 - Single Server or Web Server for Small Server Farms
 - Web Server for Medium Server Farms
 - Search Indexing
 - Excel Calculation
 - Custom

5. Next to View, click the down arrow, and select either All or Configurable to see a list of all the services running on the server or just a list of services that can be configured.
6. View the names of the running services in the list as well as their status (Started or Stopped) and an action (Stop or Start).
7. Click the When Finished, Return to the Central Administration Home Page link when you are done on this page.

If you walked through these steps on your stand-alone server, you probably noticed that all the selections in step 4 were unavailable and Single Server or Web Server for Small Server Farms was selected by default. If you suspect that one of the services on the server was stopped and you wanted to start it, this would be the appropriate place to visit.

Configuring Indexing

As you recall from Chapter 1, “Getting Started with Microsoft Office SharePoint Server 2007,” Index is a service that crawls content in SharePoint and creates searchable index tables, allowing you to locate and access content more easily. For indexing to function, you need to configure the default content access account. To do so, follow these steps:

1. In Central Administration, click the Application Management tab.
2. Under Office SharePoint Server Shared Services, click the Create or Configure This Farm’s Shared Services link.
3. On the Manage This Farm’s Shared Services page, click the arrow to the right of SharedServices1 (Default) or the name of the desired SSP, and select Open Shared Services Admin Site.
4. On the Shared Services Administration Home page under Search, click the Search Settings link.
5. On the Configure Search Settings page under Crawl Settings, click the Default Content Access account link.
6. Under Default Content Access Account in the Account field, type a valid account name.
7. In the Password field, type the password for the specified account, and type it again in the Confirm Password field.
8. Click OK.



For your stand-alone server, the account NT AUTHORITY\LOCAL SERVICE has already been set up for indexing.

9. To manage content sources, under Crawl Settings click the Content Sources and Crawl Schedules link.

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10. Click the arrow to the right of Local Office SharePoint Server sites, and choose from among the following menu items:
 - Edit
 - View Crawl Log
 - Start Full Crawl
 - Start Incremental Crawl
11. Add a new content source by clicking the New Content Source button.
12. The status of the service, the next full crawl scheduled, and the next incremental crawl scheduled are also visible on this page.
13. Click the Shared Services Administration: SharedServices1 link in the upper left of the page to return to Shared Services Administration Home.
14. Click the Shared Services Administration link to return to the Manage This Farm's Shared Services page.
15. Click the Central Administration link to return to Central Administration's Home tab.



Chapter 9, "Managing SharePoint Navigation and Search" will cover indexing in more detail.

Creating Alternate Access Mappings

If you install and configure Office SharePoint Server 2007 on a single front-end web server and a user browses to your server, the server will render the content that is in your web application. However, if you add subsequent front-end web servers to your server farm, the newly added servers will not have alternate access mappings configured to your web application.

It would be as if you took your current setup and started adding more web servers. Right now, this task is unnecessary, but it becomes necessary if you try to grow your server farm.



Actually, as you recall, you can't directly upgrade a stand-alone server installation to a server farm installation.

To map newly added front-end web servers to your existing web application, you need to perform several different tasks, depending on your exact goal. To get started, go to Central Administration, and click the Operations tab. Then, under Global Configuration, click the Alternate Access Mappings link.

Editing an Internal URL

To edit an internal URL to create a mapping between a newly added front-end web server and a web application, follow these steps:

1. On the Alternate Access Mappings page, and click one of the internal URLs to open it.

2. In the URL Protocol, Host and Port box, edit the server name and port number, such as `http://svr01:27391`.
3. Use the Zone drop-down menu to select a zone type. Your options are as follows:
 - Default
 - Intranet
 - Internet
 - Custom
 - Extranet
4. Click OK.

Editing a Public URL

To create a mapping between a newly added web server and a web application on a public URL, follow these steps:

1. On the Alternate Access Mappings page, click the Edit Public URLs button.
2. If the mapping collection that you want to modify is not selected, on the Edit Public Zone URLs page, in the Alternate Access Mapping Collection section, click Change Alternate Access Mapping Collection on the Alternate Access Mapping Collection menu.
3. On the Select an Alternate Access Mapping Collection page, click a mapping collection.
4. In the Public URLs section, you may add new URLs or edit existing URLs in any of the following text boxes:
 - Default
 - Intranet
 - Extranet
 - Internet
 - Custom
5. Click Save.

Creating an External Resource Mapping

To create a mapping between a newly added web server and a web application that exists outside of the SharePoint server farm, follow these steps:

1. On the Alternate Access Mappings page, click the Map to External Resource button.
2. In the Resource Name field, type the name of the resource.
3. In the URL Protocol, Host and Port box, type the relevant information for the new source such as `http://svr01:27391`.
4. Click Save.

Adding an Internal URL

The following will show you how to add a new internal URL mapping to a newly added web server:

1. On the Alternate Access Mappings page, click the Add Internal URLs button.
2. If the mapping collection that you want to modify is not selected, on the Add Internal URLs page in the Alternate Access Mapping Collection section, select Change Alternate Access Mapping Collection from the Alternate Access Mapping Collection menu.
3. On the Select an Alternate Access Mapping Collection page, click a mapping collection.
4. In the Add Internal URL section, in the URL Protocol, Host and Port box, type the new internal URL, such as **http://svr01:27391**.
5. In the Zone list, click the zone for the internal URL.
6. Click Save.

Summary

In this chapter, you learned about how to use the SharePoint Central Administration web application to perform the initial configuration tasks for both a SharePoint stand-alone server and a server farm. The chapter covered the following topics:

- The features available on the Home, Operations, and Application Management tabs in Central Administration
- Organizing post-installation tasks including how to manage tasks, add resource links, and consult the Quick Start Guide
- Installing the SMTP and POP 3 services so that you can set up outgoing and incoming mail services in SharePoint
- Configuring incoming mail services so SharePoint can receive and archive email content and add it to lists and libraries
- Configuring outgoing mail services so that SharePoint administrators and users can receive email alerts and notifications
- Configuring diagnostic logging and Usage Analysis and Reporting so that SharePoint administrators can use these tools for management and troubleshooting in SharePoint
- Configuring antivirus protection so that documents can be scanned when being uploaded to or downloaded from SharePoint
- Setting up and editing SSPs
- Managing and editing services on a server or server farm
- Configuring the content access account so that the Indexing Service can crawl data in SharePoint and create a searchable index table
- Creating an alternate access mapping to allow for data crawling as you add front-end web servers

Exam Essentials

Know how to manage the Central Administration user interface. When configuring features and services in SharePoint Server 2007, know which tasks must be performed first in both a stand-alone server installation and a server farm. Be familiar with what resources are available on the Home, Operations, and Application Management tabs. Know how to manage and track administrative tasks.

Know how to manage the shared services provider. Know how to locate the Manage This Farm's Shared Services page from the Home and Operations tabs and what features are located on that page. Be able to locate the default SSP administration web page, and understand how to configure and manage shared services from this interface. Finally, know how to create, edit, and perform other tasks related to SSPs.

Understand how to configure Usage Analysis and Reporting and diagnostic logging. Know how to configure diagnostic logging so that you can access troubleshooting tools such as event messages, trace logs, user-mode error messages, and Customer Experience Improvement Program events. Understand how to configure Usage Analysis and Reporting so you can enable logging, specify the number of log files you want created, and set a start and stop time for process logging.

Review Questions

1. You are the SharePoint administrator for your company. You have been tasked by your CTO with making several configuration changes in the SharePoint server farm in Central Administration. You use Remote Desktop to connect to a server and then click Start > All Programs > Microsoft Office Server > SharePoint 3.0 Central Administration. What appears on the monitor?
 - A. The Central Administration site at the Home tab
 - B. The Central Administration site at the Operations tab
 - C. The Central Administration site at the Application Management tab
 - D. The Central Administration site at the Configuration tab
2. You are a SharePoint administrator, and you want to modify some of the site settings in the SharePoint Central Administration site. You know you can click Site Actions in the upper-right corner of the home tab and click Site Settings to begin your work. Is there any other location where you can find Site Actions in Central Administration?
 - A. No, you can find only Site Actions on the Home tab.
 - B. Yes, you can find Site Actions on the Operations tab.
 - C. Yes, you can find Site Actions on the Application Management tab.
 - D. Yes, you can find Site Actions on the Home, Operations, and Application Management tabs.
3. You are the SharePoint Server 2007 administrator for the Callisto Software Applications Company. In response to Callisto having recently purchased both Ananke Dynamics, Inc., and Elara Development Corp, you need to create an entirely new shared services provider (SSP) in your server farm to meet the changing requirements for SharePoint. You plan to delete the single existing SSP and create a new one. What are the first steps you must take?
 - A. You must create a new SSP first before you can delete your only currently existing SSP in the server farm.
 - B. On the Shared Services Admin Site under Manage Shared Services, click the Create and Delete link, and then click the Delete Current SSP button. The SSP will be deleted, and you'll automatically be taken to the Create a New SSP page.
 - C. On the Manage this Farm's Shared Services page, click to the right of SharedServices1 (Default), and then click Delete. The default SSP will be deleted, and you'll be taken to the Create a New SSP page.
 - D. You cannot create a second SSP in a server farm. You must either edit this SSP to meet your needs or create a new server farm with an SSP that meets your needs. Then you must connect the web applications in the original server farm to the SSP in the new server farm.

4. You are the SharePoint Server 2007 administrator for the Callisto Software Applications company. You have assigned the task of configuring diagnostic logging in the server farm to Jamie, a member of your staff. She has just sent you an email telling you that the task has been completed. You want to update the percentage of completion for this task in the Administrator Tasks list in Central Administration. What do you need to do?
 - A. Click the task in the task list, click the Edit Item button, click the Status button, use the drop-down arrow, and select Completed.
 - B. Click the task in the task list, click the Edit Item button, and in the % Complete area, type 100 in the available field.
 - C. Click the task in the task list, click the Edit Item button, and in the % Complete area, use the drop-down arrow to select Completed.
 - D. Click the task in the task list, click the Edit Item button, and in the % Complete area, use the drop-down arrow to select 100.

5. You are the SharePoint administrator for your company. You want to change the event throttling configuration for the Communication events category and switch the Under Least Critical Event to Report to the Event Log Setting from Warning to Error. Of the following options, which task allows you to do this?
 - A. Configuring Usage Analysis and Reporting
 - B. Configuring Logging and Reporting
 - C. Configuring Diagnostic Logging
 - D. Configuring Event Throttling

6. You are the SharePoint administrator for your company. You have just installed a SharePoint Server 2007 stand-alone server for evaluation purposes. You want to configure incoming mail services. What must you do before you are able to perform this task?
 - A. Install SMTP services on SharePoint's Virtual SMTP Server.
 - B. Install POP 3 services on Windows Server 2003.
 - C. Install SMTP and POP 3 services on Windows Server 2003.
 - D. None of the above.

7. You are the SharePoint administrator for your company, and you are configuring a newly installed SharePoint Server 2007 server farm. You are in the process of setting up incoming email services and want to enable SharePoint Directory Management so you can create email distribution lists in SharePoint. What services must be present for you to accomplish your goal? (Choose all that apply.)
 - A. Active Directory
 - B. Mail Services
 - C. SNMP
 - D. PHP

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- 8.** You are the SharePoint administrator for the Sinope Financial Group. Michael, a member of your staff, is working with you to develop the plans for installing both a stand-alone SharePoint server for evaluation and a full server farm that will subsequently be put into production. You are discussing the differences in services that must immediately be configured after installation in these two scenarios. You task Michael with creating a list of these services. Of the following options, which ones must be configured only on a server farm immediately after installation? (Choose all that apply.)
- A.** Configure diagnostic logging settings.
 - B.** Configure antivirus protection settings.
 - C.** Configure the shared services provider.
 - D.** Configure indexing.
- 9.** You are the SharePoint administrator for your company, and you have recently installed a SharePoint server farm. You are performing several post-installation tasks and are about to configure antivirus protection for SharePoint documents. Of the following options, what condition must be met for you to be able to configure antivirus? While both a stand-alone and server farm deployment require shared services, in a stand-alone installation, the shared services provider is created and given a default configuration automatically.
- A.** A suitable antivirus software scanner must be installed on your Windows Server 2003 servers.
 - B.** A suitable antivirus software scanner must be installed in Office SharePoint Server 2007.
 - C.** Symantec's Norton AntiVirus software scanner must be installed on your Windows Server 2003 servers.
 - D.** Symantec's Norton Antivirus software scanner must be installed in Office SharePoint Server 2007.
- 10.** You are a trainee being instructed by Lin, the SharePoint administrator at the Lysithea Sporting Goods Company. You are logged into SharePoint 2007 and are currently on the Home tab in Central Administration. You are currently touring the different services and features available and click the View All Site Content link. What are some of the categories you can see on this page? (Choose all that apply.)
- A.** Lists
 - B.** Discussion Boards
 - C.** Shared Services Administration
 - D.** Recycle Bin
- 11.** You are the SharePoint Server 2007 administrator for the Callisto Software Applications company. In response to Callisto having recently purchased both Ananke Dynamics, Inc., and Elara Development Corp, you need to edit some of the properties of the default SSP for your server farm. Of the following selections, which are options that you are able to edit in an SSP? (Choose all that apply.)
- A.** Under SSP Name, you can edit the name of your SSP in the SSP Name field.
 - B.** Under SSP Name, you can change the SSP administration site URL.
 - C.** Under SSL for Web Services, you can choose to enable SSL by selecting Yes.
 - D.** Under Index Server, you can move the index from one server to another.

- 12.** You have just configured the content access account for your SharePoint 2007 server farm in order to enable the indexing service. You want to perform a test by manually starting a full crawl. Of the following options, which one would you perform to do this?
- A.** On the Configure Search Settings page under Crawl Settings, click the Content Sources and Crawl Schedules link. Then click the arrow to the right of Local Office SharePoint Server sites, and click Start Full Crawl.
 - B.** On the Manage This Farm's Shared Services page, click the arrow to the right of SharedServices1 (Default), and click Edit Properties. On the Service Settings Provider Administration page, click the Crawl Schedules link under Local Office SharePoint Server sites, and then click the Start Full Crawl button.
 - C.** On the Configure Search Settings page under Crawl Settings, click the Content Sources and Crawl Schedules link. Then click the Local Office SharePoint Server Sites link, and click the Start Full Crawl button.
 - D.** On the Configure Search Settings page under Crawl Settings, click the Content Sources and Crawl Schedules link. Then click the arrow to the right of Local Office SharePoint Server Sites, and select Edit Properties. Click to the right of the Schedule Properties link, and click Start Full Crawl.
- 13.** You are the SharePoint administrator for your company, and after having installed a SharePoint stand-alone server, you are performing post-installation tasks. You want to restrict the mail servers that the SMTP server running on your server will accept. Of the following choices, which is the correct method of accomplishing this task?
- A.** Click Accept Mail from These Safe E-mail Servers, and add the IP addresses in the available text box one address per line.
 - B.** Click Accept Mail from These Safe E-mail Servers, and add the IP addresses in the available text box using commas to separate addresses.
 - C.** Click Accept Mail from the Following E-mail Servers Only, and add the IP addresses in the available text box one address per line.
 - D.** Click Accept Mail from the Following E-mail Servers Only, and add the IP addresses in the available text box using commas to separate addresses.
- 14.** You have recently added a number of new servers to your SharePoint 2007 server farm. As a result, you need to change the roles some of your servers play in the farm. You are on the Operations tab in the Central Administration site on a server named SRV03. Of the following options, which are available server roles for this server? (Choose all that apply.)
- A.** Single Server or Web Server for Small Server Farms
 - B.** Web Server for Medium Server Farms
 - C.** Web Server for Large Server Farms
 - D.** Custom

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- 15.** You are the new SharePoint administrator for the Ganymede Import-Export Company. Ganymede has a preexisting SharePoint 2007 server farm, and you are currently familiarizing yourself with how it's set up. You want to take a look at the current User and Permissions settings for the Central Administration (CA) site. You are currently logged in to CA on the Home tab. What do you do next?
- A.** Click View All Site Content, and under Sites and Workplaces click the Security link. Then on the Security Properties page, you'll find the Users and Permissions category there.
 - B.** Click the Operations tab, and Under Security Settings click Site Settings. You'll find the Users and Permissions category on that page.
 - C.** Click Site Actions, and then click Site Settings. You'll find the Users and Permissions category on the Site Settings page.
 - D.** Click View All Site Content. You'll find the Users and Permissions category on that page.
- 16.** You have installed a new SharePoint Server 2007 server farm, and Configuring SharePoint Products and Technologies has just finished executing and committing the configuration to SQL Server 2005. Of the following options, which ones must be in place before a SharePoint portal site can be created? (Choose all that apply.)
- A.** Start the Office SharePoint Server Search service.
 - B.** Start the Windows SharePoint Services Help Search service.
 - C.** Create a web application for the portal site.
 - D.** Create the first SSP.
- 17.** You have just installed a SharePoint server farm and are performing post-installation tasks. Right now, you are about to set up outgoing mail services so SharePoint can send out alerts and notifications to administrators and users. You have decided to create a separate configuration for outgoing emails for web applications. To start this configuration process, what should you do first?
- A.** In Central Administration, click the Operations tab, and under Topology and Services click the Outgoing Email Settings link.
 - B.** In Central Administration, click the Application Management tab, and under SharePoint Web Application Management click the Web Application Outgoing Email Settings link.
 - C.** In Central Administration, click the Operations tab, and under Topology and Services click the Web Application Outgoing Email Settings link.
 - D.** In Central Administration, click the Application Management tab, and under SharePoint Web Application Management click the Outgoing Email Settings link.

- 18.** You are the new SharePoint administrator for the Ganymede Import-Export Company. You have familiarized yourself with how the server farm and the SharePoint site collection have been organized. You have several ideas for improving the site structure but want to check with the technical and content managers in the company to see what options they'd prefer. The relevant managers are located in a dozen offices around the world, and they all have access to SharePoint Central Administration. You decide to create a survey on the CA site to allow these managers to give input on the changes they'd like to see. Of the following options, which one represents the steps to start creating a survey?
- A.** In Central Administration on the Operations tab, locate the Surveys category.
 - B.** In Central Administration on the Operations tab, under Sites and Workspaces, click Surveys.
 - C.** In Central Administration on the Home tab, click View All Site Content, and locate the Surveys category.
 - D.** In Central Administration on the Home tab, click View All Site Content, and under Sites and Workspaces click Surveys.
- 19.** You want to enable SharePoint Directory Management Service in SharePoint so you can create email distribution lists. In one of the steps, you are required to specify a display name for the incoming server. Although the name can be anything, what is the proper expression of the host-name for an incoming mail server?
- A.** mail.adrastea.com
 - B.** email.adrastea.com
 - C.** exchange.adrastea.com
 - D.** adrastea.mail.com
- 20.** You have just finished restarting services on one of your web servers on the Services on Server page and want to return to the Central Administration Home tab. Of the following options, which one will accomplish this?
- A.** Clicking OK
 - B.** Clicking Save
 - C.** Clicking the When Finished, Return to the Central Administration Home Page link
 - D.** Clicking the Save Work and Return to the Central Administration Home Page link

Answers to Review Questions

1. A. When you take the actions described in the question, you'll arrive on the Central Administration site at the Home tab. The tabs referred to in options B and C are valid, but neither is opened by default when you open Central Administration. The tab mentioned in option D is bogus.
2. D. Site Actions is a major feature on SharePoint sites including the Central Administration site and can be accessed from all three tabs.
3. A. You cannot delete an SSP if it is the only SSP for your server farm. You must first create a new SSP if you intend on deleting the original.
4. B. The steps presented in option B describe the correct way to update the percentage of completion for this task. You can also change the status of this task to Completed, but that is in a separate column.
5. C. Option C is the correct answer. When you configure Diagnostic Logging, you can select different event categories and determine the minimum critical event type to write to a log.
6. D. None of the solutions presented in options A, B, and C is correct. For you to be able to configure incoming mail services, you must install SMTP services on Windows Server 2003. POP 3 services are not necessary for incoming emails, and SMTP must be installed on the Windows Server 2003 machine, not in SharePoint. POP 3 is a protocol used to transfer mail on a mail server to a mail client such as Microsoft Office Outlook.
7. A and B. Distribution lists must be created in an Active Directory Organizational Unit (OU), so Active Directory must be available. Mail Services includes SMTP and POP 3, and SMTP is required for incoming mail. SNMP stands for Simple Network Management Protocol, and PHP stands for PHP Hypertext Preprocessor. Neither of these services is related to incoming mail, and they are not required.
8. C and D. Diagnostic logging and antivirus protection need to be set up in both stand-alone server and server farm environments soon after installation. Shared services provider and indexing configurations must be set up only in a server farm as initial post-installation tasks. While both a stand-alone and server farm deployment require shared services, in a stand-alone installation, the shared services provider is created and given a default configuration automatically.
9. A. You must install a software scanner application that is designed to work with SharePoint Server 2007 on all your Windows Server 2003 machines. Although Symantec's Norton Anti-Virus scanner is suitable, it is not the only program that can be used.
10. A, B, and D. Shared Services Administration is not a category on the View All Site Content page. The other answers are correct.
11. A and C. Under SSP Name, you can edit the text in the SSP Name field, but you can't change the SSP Administration Site URL. You can enable SSL under SSL for Web Services by choosing Yes. Under Index Server, you can't change the index server, but you can edit the path for the index file location. To move the index, you need to use the stsadm command-line utility.

12. A. Option A correctly describes the sequence that will manually start a full crawl. The other options are bogus.
13. A. After clicking Accept Mail from These Safe E-mail Servers, you must add the IP addresses of the desired servers in the available text box, one address per line.
14. A, B, and D. There is no option for a web server role on a large server farm. The roles listed are Single Server or Web Server for Small Server Farms, Web Server for Medium Server Farms, Search Indexing, Excel Calculation, and Custom.
15. C. You can get to the Users and Permissions category and the links under it by following the steps shown in option C.
16. A, C, and D. To create the first portal site in a SharePoint server farm, you need to start the Office SharePoint Server Search service, create a web application for the portal site, and create the first SSP if it doesn't yet exist. Then you can create the portal site.
17. B. Although the steps in setting up outgoing mail and outgoing mail for web applications are practically the same, outgoing mail is configured on the Operations tab, and outgoing mail for web applications is set up on the Application Management tab.
18. C. Option C is the correct process for beginning to create a survey in the Central Administration website. You can also click View All Site Content from any top-level site in SharePoint and follow the same instructions to create a survey on that site.
19. A. Typically, the hostname of a mail server is in the format *mail.domain.com*.
20. C. Rather than presenting the traditional OK or Save button to save changes and return you to a higher-level web page, you must click the link shown in option C to leave the Services on Servers page and return to the Home tab in Central Administration.

