Initial Control Panel configuration and SharePoint Site Setup.
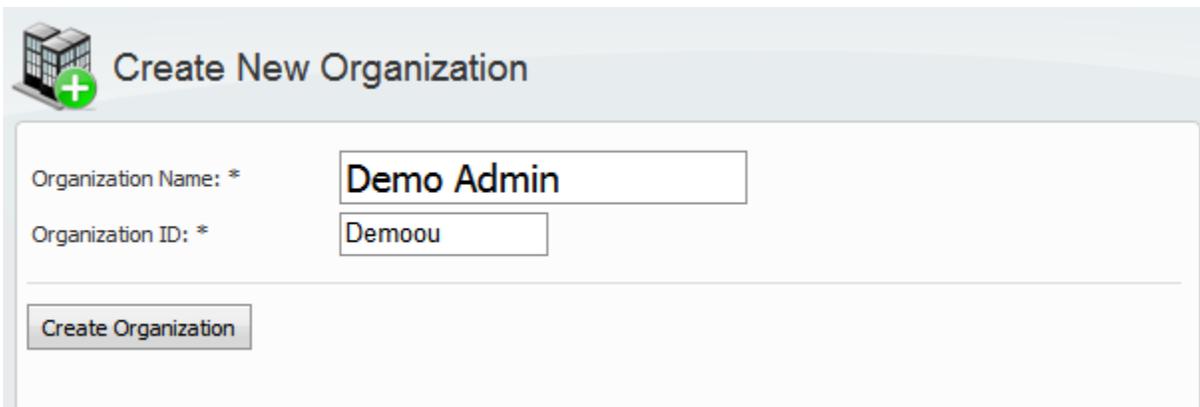
Creating SharePoint Foundation or SharePoint Server 2010 Site:

To create your SharePoint Foundation or SharePoint Server 2010 website, you need to login into your control panel at https://cp.hostallapps.com.   Your login details are in your welcome e-mail. After logging in, you will see the following screen.

To create SharePoint site; please follow the steps given below.

1. Click on Hosted Organization.
2. Click on Create New Organization and enter the details. Here are the guidelines for adding the Organization ID:
   a. It has to be unique on the server.
   b. Name must start with a letter.
   c. It can ONLY contain Numbers and Letter.
   d. Should not be longer the 9 characters.
   e. Should NOT contain space or special characters.

3. On successful creation of the Organization, you will get the following screen.

4. Add a domain. You can either add your own domain name or use the internal domain with a prefix for the SharePoint site. To add a domain; please follow these steps.
    a. Select Domain Names from left panel and click on "Add New Domain" button.
    b. Enter the domain name for example: demoadmin.com.
    c. Set the newly added domain to default domain and click on "Set Default Domain".
    d. Add your SharePoint site URL for example: sharepoint.demoadmin.com and the list of domains for SharePoint site will be displayed as below.

5. Click on Users option from the left panel.
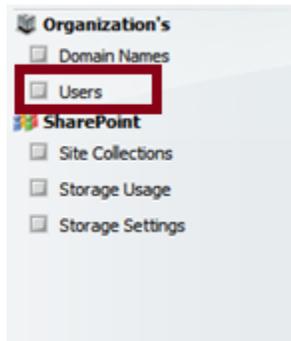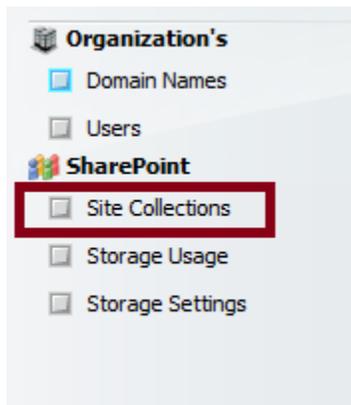
          i.   Click on Create New User.
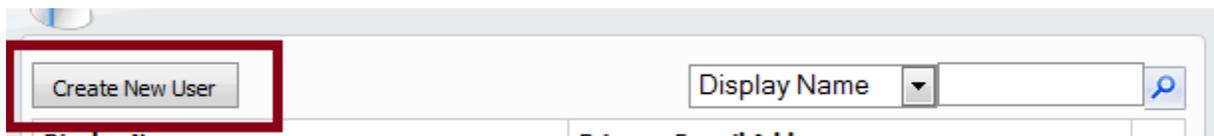
6. Enter the details.
7. E-mail Address section is basically the login Username for the SharePoint site.
8. Enter the Password. Please ensure that your password meets the following criteria's:

   - Passwords cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters.
   - Passwords must be at least six characters in length.
   - Passwords must contain characters from at least three of the following four categories:
     - English uppercase alphabet characters (A-Z).
     - English lowercase alphabet characters (a-z).
     - Base 10 digits (0-9).
     - Non-alphanumeric characters (for example, !$#,%).

9. Click on Create new User.

Creating the SharePoint site:

1. Click on Site Collections.
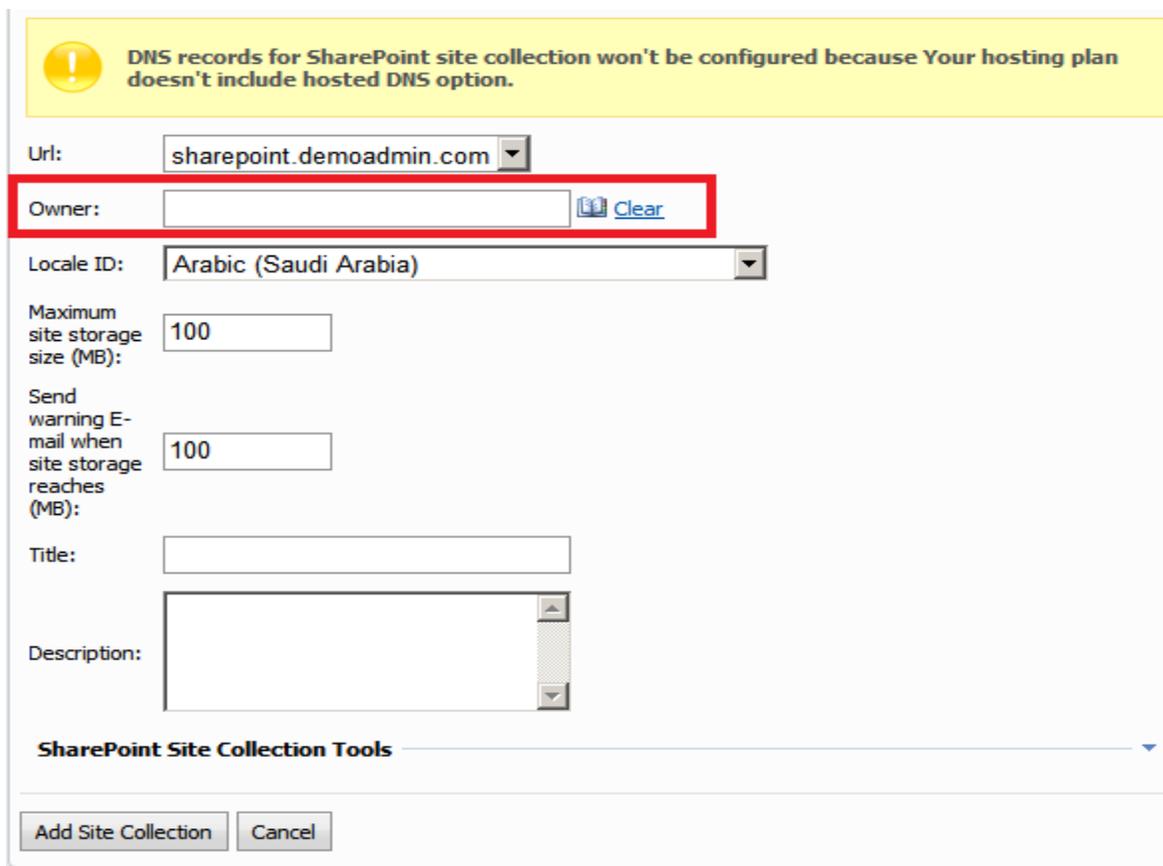

---

2. Click on Create "New Site Collection".

3. From the drop down select the domain for which you need to create the SharePoint site. *In this case we will select sharepoint.demoadmin.com as the SharePoint site URL.*
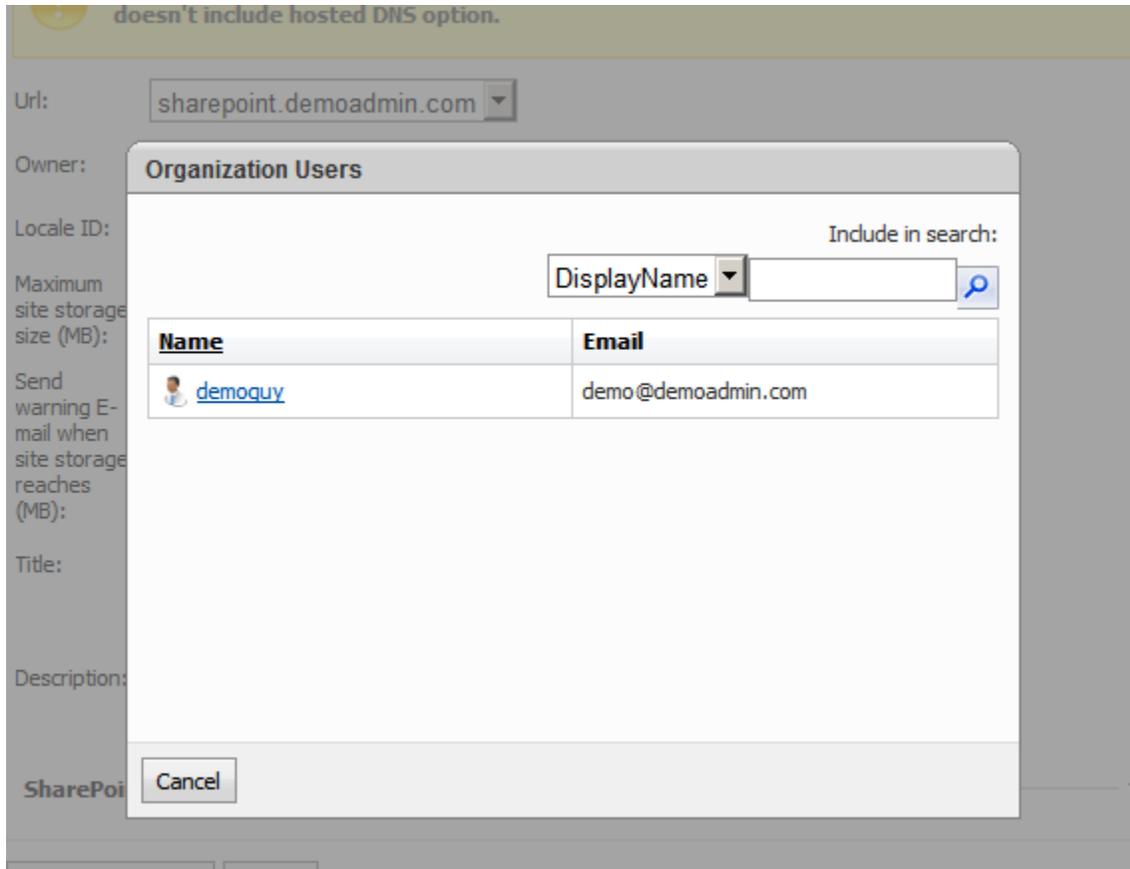

NOTE: Please ignore the Yellow box related to the DNS settings. This is due to the fact that DNS is not hosted on this server.

4. Assign the Owner by clicking on the 'Book' icon next to Owner option.

---

5. Click on the user that you created now. For demo we created a user call as "Demoguy". You will see your user that you created.

6. Select the Locale ID (Language).
7. Enter the Title and Description.
   a. **Title** will be visible in site header.
   b. **Description** will be visible when you open site on the top of the main site page.

DNS Changes:

Once you have setup the SharePoint site; you need to create DNS entries so that the site is accessible for your users. Here are the DNS entries for the SharePoint Site. These changes need to be done at your Domain Registrar or DNS Provider.

For SharePoint Foundation:

<Sharepointsite.domainname.com>➔ sharepoint.hostallapps.com

Based on the example that was discussed here, we created a SharePoint site for sharepoint.demoadmin.com. The CName in this case will be

Sharepoint.demoadmin.com-→ sharepoint.hostallapps.com

For SharePoint Standard/Enterprise:

<Sharepointsite.domainname.com>→ sps.hostallapps.com

Based on the example that was discussed here, we created a SharePoint site for sharepoint.demoadmin.com. The CName in this case will be

<Sharepointsite.domainname.com>→ sps.hostallapps.com

It takes few hours for the DNS to propagate over the Internet. In some rare cases it might take 24-48 hours for the DNS to propagate over the Internet. This is global in nature and is beyond Apps4Rent's or your DNS providers control.