

Initial Control Panel configuration and SharePoint Site Setup.

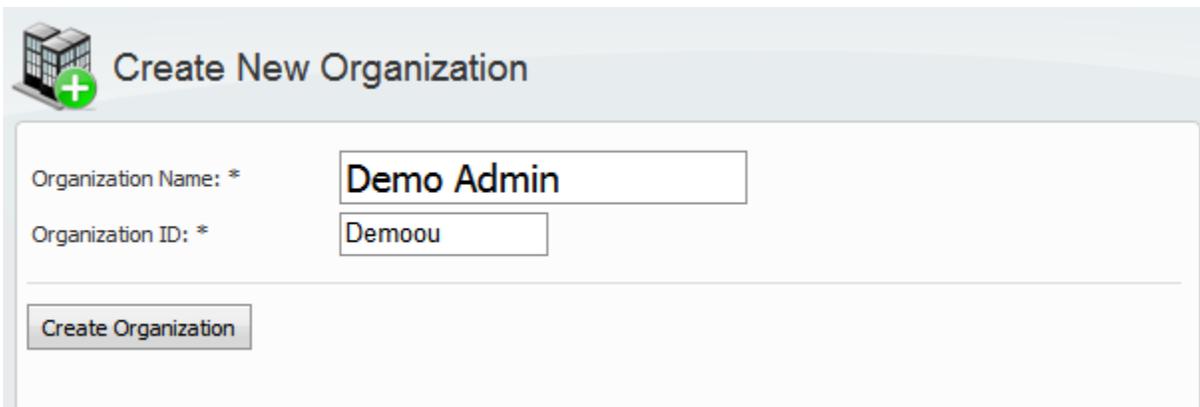
Creating SharePoint Foundation or SharePoint Server 2010 Site:

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.

A screenshot of a web form titled 'Create New Organization'. The form has two input fields: 'Organization Name: *' with the text 'Demo Admin' and 'Organization ID: *' with the text 'Demoou'. Below the fields is a button labeled 'Create Organization'.

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

Hosted Organizations > Demo Admin > Home

Organization's

- Domain Names
- Users

SharePoint

- Site Collections
- Storage Usage
- Storage Settings

Home

Organization Name: **Demo Admin**
 Organization ID: Demoou
 Created: 10/25/2010

Organization Statistics

Domain Names:
 Users:
 Total Used Disk Space, MB: 0

SharePoint

Site Collections:

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.

Organization's

- Domain Names
- Users

SharePoint

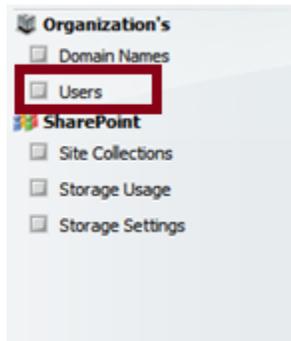
- Site Collections
- Storage Usage
- Storage Settings

Domain Names

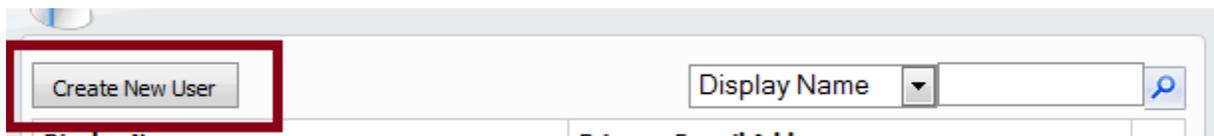
Domain Name	Default Domain	
Demoou.spf.hostallapps.net	<input type="radio"/>	
demoadmin.com	<input checked="" type="radio"/>	✗
sharepoint.demoadmin.com	<input type="radio"/>	✗

Total Domain Names Used:

5. Click on Users option from the left panel.



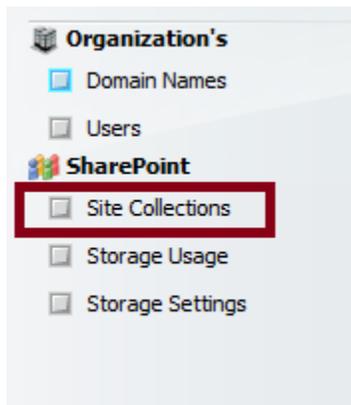
i. Click on Create New User.



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".



The screenshot shows a button labeled "Create New Site Collection" on the left and a search bar on the right. The search bar has a dropdown menu labeled "Url" and a magnifying glass icon.

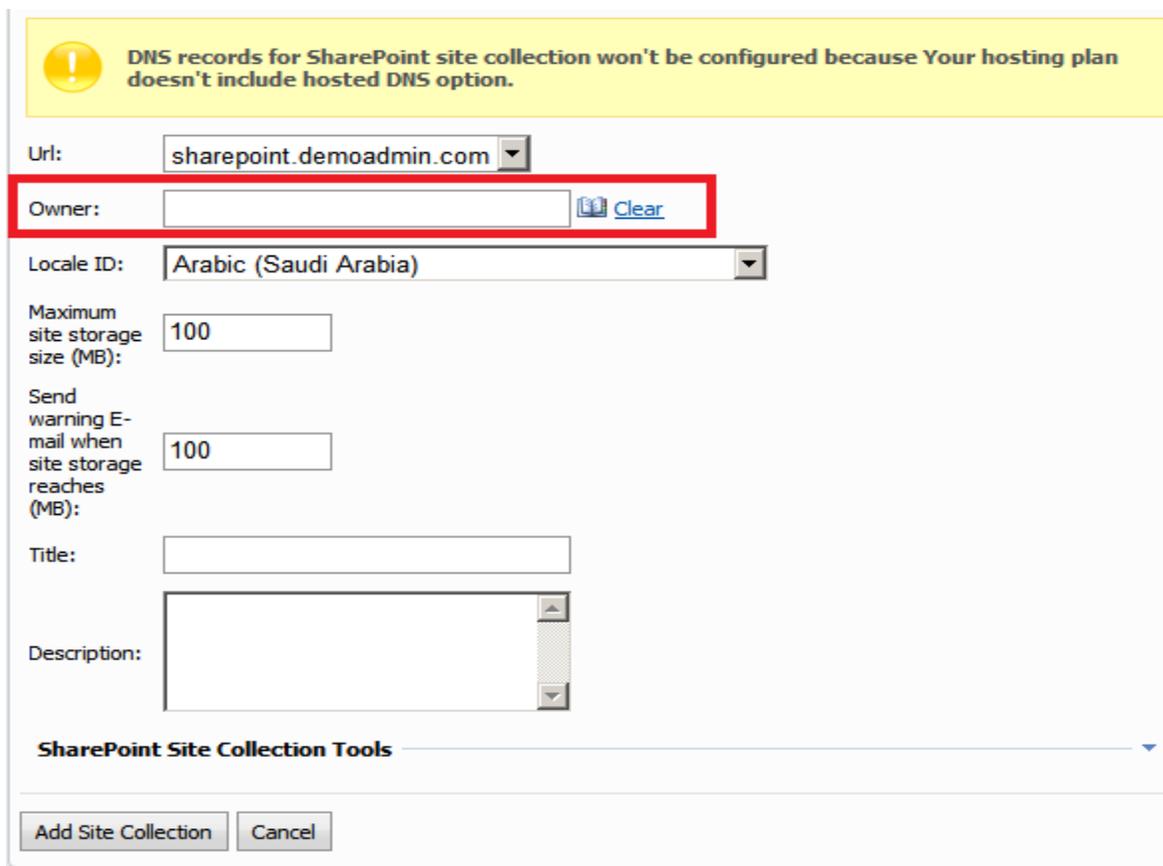
3. From the drop down select the domain for which you need to create the SharePoint site. *In this case we will select sharepoint.demoadmin.com as the SharePoint site URL.*



Url:

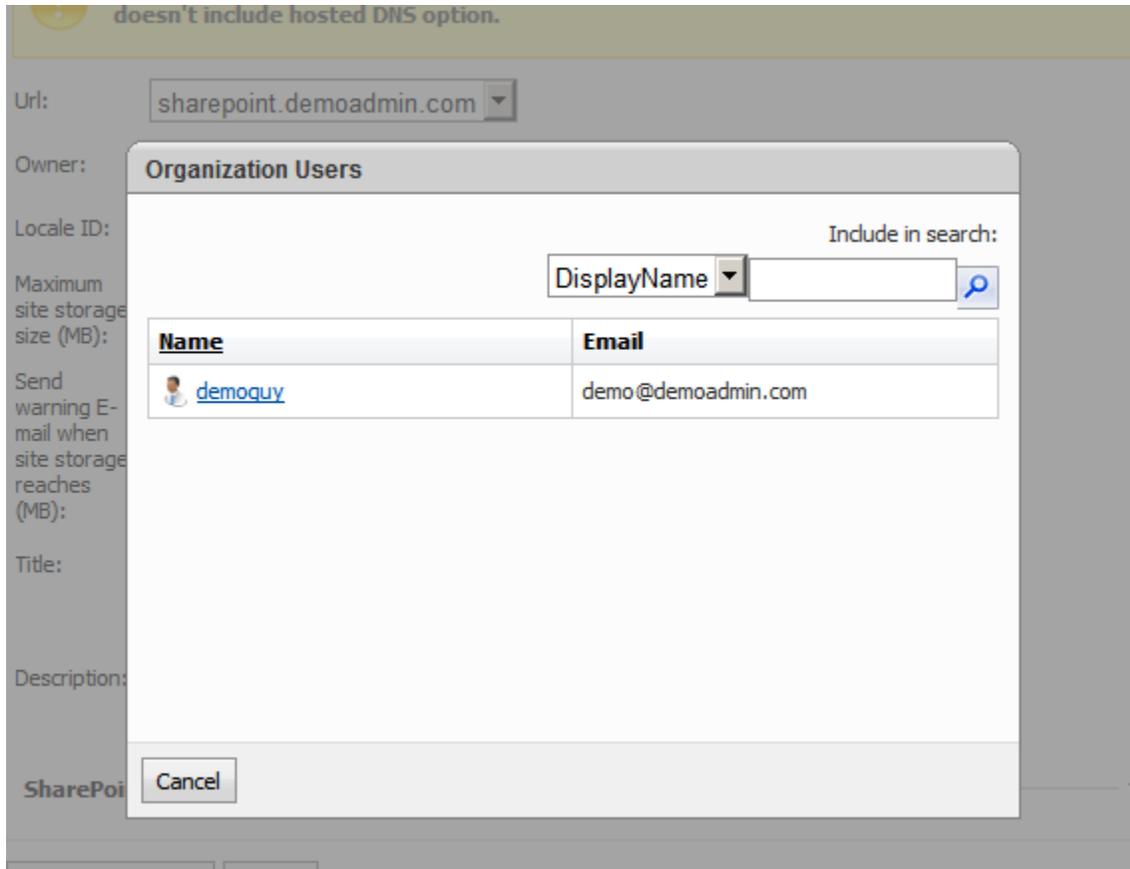
NOTE: Please ignore the Yellow box related to the DNS settings. This is due to the fact that DNS is not hosted on this server.

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



The screenshot shows the "SharePoint Site Collection Tools" configuration form. At the top, there is a yellow warning box with the same text as in the previous step. Below it, the "Url" dropdown is set to "sharepoint.demoadmin.com". The "Owner" field is empty and highlighted with a red box, with a "Clear" button next to it. Below the "Owner" field, the "Locale ID" dropdown is set to "Arabic (Saudi Arabia)". There are input fields for "Maximum site storage size (MB)" and "Send warning E-mail when site storage reaches (MB)", both set to "100". There are also empty input fields for "Title" and "Description". At the bottom, there are "Add Site Collection" and "Cancel" buttons.

- 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.



- Select the Locale ID (Language).
- Enter the Title and Description.
 - Title** will be visible in site header.
 - 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.