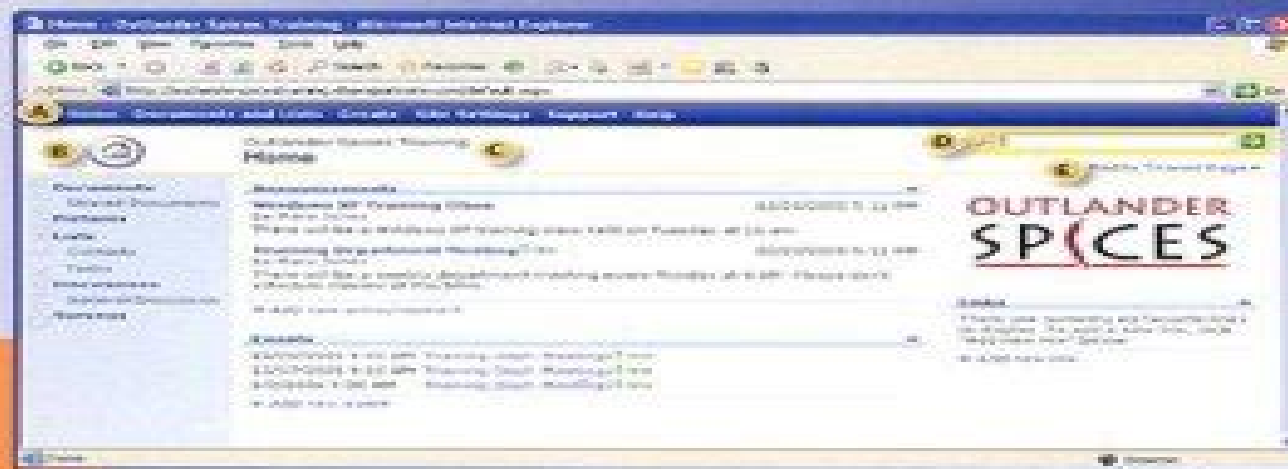


# Windows® SharePoint® Services 2003



## Getting Started

- Link bar
- Quick Launch bar
- Home page
- Search bar
- Modify Shared Page

## Lists, Announcements, Events, and Contacts

- Create a list
- Work with lists and list items
- Change list permissions for a site group
- Create an announcement
- Add an event
- Create a contact

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- Create a link
- Add a task to a Tasks list
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- Create an Issues list
- Add issues to an Issues list
- Create list alerts

## Discussion Boards, Surveys, and Web Pages

- Create a discussion board
- Start a discussion
- Reply to a discussion
- Create a survey
- Add a simple Web page
- Create a Web Part Page
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## Libraries

- Create a document library
- Create a document
- Upload a file to a library
- Check a document in or out
- Create a picture library
- Download a picture
- View a slide show

## Frequently Asked Questions

- Get help with Windows SharePoint Services 2003
- Create Document and Meeting Workspaces
- Start a Web discussion
- Create a custom template for a document library
- Use keyboard shortcuts

Windows SharePoint Services 2003 provides a place where team members can communicate, share documents, and work together on a project. To access a SharePoint team site, enter the site's URL in your Web browser's address bar, as shown above. When the Connect to <site> dialog box appears, enter your user name and password and click OK.

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A

### Link bar

Contains links for common tasks, such as creating documents, lists, and libraries, changing site settings, and getting help. The Link bar also contains a link to the site's Home page.

B

### Quick Launch bar

Contains links to common content areas of the site, such as document and picture libraries, lists, and discussion boards. By default, the Quick Launch bar contains the following links:

- **Documents:** Displays a page that lists the shared documents on the site. You can use the links on this page to upload files to the Web site.
- **Pictures:** Displays a page that lists the shared images on the site. You can use the links on this page to upload images in various formats, such as .jpg, .gif, and .bmp.
- **Lists:** Displays lists where you can store different types of information, such as contacts and tasks.
- **Discussions:** Displays the list of message boards on the Web site. The team members in an organization can use message boards to discuss different topics.
- **Surveys:** Displays Internet Live Forms, which are used to respond to questionnaires posted by team members.

C

### Home page

Contains the following four default Web Parts on a single page: Announcements, Events, the site image, and Links. A Web Part is a modular unit of information that consists of a title bar, a Name, and content. You can use Web Parts to add images, documents, and lists to the site. You can add additional Web Parts, such as Contacts and Tasks, to a page as needed.

D

### Search bar

Allows users to search the site for information by entering keywords.

E

### Modify Shared Page

Contains commands you can use to customize a page view. To customize the Shared View of a page, you must belong to either the Administrator or Web Designer group.



# Microsoft Windows Sharepoint Services 3administrator Guide

**Jim Boyce**



## **Microsoft Windows Sharepoint Services 3administrator Guide:**

**Microsoft® Office SharePoint® Server 2007: A Beginner's Guide** Ron Gilster, 2007-10-02 Set up and administer a SharePoint Server 2007 environment Get started on Microsoft Office SharePoint Server 2007 quickly and easily with help from this step by step guide Using clear instructions Microsoft Office SharePoint Server 2007 A Beginner's Guide shows you how to set up and configure SharePoint Server collect and store data build lists and libraries and enable enterprise search capabilities You ll learn how to create portals and Web pages secure your SharePoint Server 2007 environment and optimize performance Microsoft Office 2007 integration techniques are also covered Install and configure SharePoint Server 2007 Secure your SharePoint Server network and data Easily locate files and folders using the Search feature Simplify data collection using forms and workflows Logically organize content into lists and libraries Monitor maintain and back up your SharePoint Server environment Build Web applications and portals from reusable modular Web Parts Improve efficiency using customized views and metadata schemes Seamlessly integrate with Microsoft Office Outlook 2007

**Microsoft SharePoint Products and Technologies Resource Kit** Bill English, 2004 This official Microsoft RESOURCE KIT provides in depth technical information and timesaving tools to deploy and support Microsoft Office SharePoint Portal Server 2003 and Microsoft Windows SharePoint Services in medium and large organizations The Adobe Reader format of this title is not suitable for use on the Pocket PC or Palm OS versions of Adobe Reader

**Beginning SharePoint Administration** Göran Husman, 2007-02-03 This practical guide covers the many uses of SharePoint 2003 as well as the differences between SharePoint Portal Server SPS and Windows r SharePoint Services WSS In addition the book will help you decide if you need only WSS or if you should also implement SPS While the main focus is on planning installation configuration and administration you ll also learn how to customize SharePoint by creating templates building your own Site Definition and using FrontPage r to enhance the look and feel of SharePoint sites In addition you will learn the business critical methods of backing up and restoring your system Microsoft MVP and author Goran Husman shares numerous tips for smart add ons and utilities that will enhance the functionality of SharePoint by providing better navigation the ability to integrate with other systems and effective workflow solutions His practical and easy to follow instructions will help you get your SharePoint environment up and running in no time He even shows you how to make your eventual upgrade to SharePoint 2007 seamless What you will learn from this book How to install Windows SharePoint Services WSS and SharePoint Portal Server SPS Tips on what to focus on when customizing SharePoint How to productively use SharePoint with Microsoft Office and Microsoft Outlook r Various ways to handle backup and restore procedures The many free utilities and commercial third party products that are available How to create and work with intranet pages Who this book is for This book is for beginning SharePoint administrators as well as administrators who have been working with SharePoint for some time but may want to know more about how it works A basic understanding of the Microsoft Windows operating system including the Active Directory as well

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**Essential SharePoint** Jeff Webb, 2005-05-17 Provides information on the installation use and administration of Microsoft SharePoint

**SharePoint User's Guide** Infusion Development Corp. (Infusion Development Corporation), 2005-03-08 There's nothing like teamwork for making progress on a project but sharing information and building on each other's successes can be challenging when your team is scattered across the miles Microsoft's SharePoint helps teams and organizations close the distance With SharePoint groups construct web sites specifically for collaboration sites where individuals can capture and share ideas and work together on documents tasks contacts and events It's the next best thing to being in the room together Unfortunately much of the documentation for SharePoint is written to help system administrators get it up and running which often leaves end users in the dark The SharePoint User's Guide takes another approach this quick and easy guide shows you what you need to know to start using SharePoint effectively and how to get the most from it You'll learn how to create sites that your organization can use to work together or independently from an end user's point of view Now even beginners can learn how to access sites that are already set up create new sites personalize sites use the document and picture libraries for adding and editing content add discussion boards and surveys to a site enhance security You'll learn how you can receive alerts to tell you when existing documents and information have been changed or when new information or documents have been added You can even share select information with partners or customers outside your organization No one that uses SharePoint collaboration services can afford to be without this handy book The SharePoint User's Guide is designed to help you find answers quickly explaining key concepts and major points in straightforward language With SharePoint any team or organization can overcome geographic or time zone challenges and the SharePoint User's Guide will show them how

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**Microsoft SharePoint 2003 Unleashed** Lynn Langfeld, Colin Spence, Michael Noel, 2004 As businesses attempt to maximize every employee hour knowledge management and collaboration tools have become more popular Written by experts with valuable experience with enterprise level solution design and implementation this book shows users how to create and manage robust Web sites with the help of Microsoft SharePoint Portal Server 2003

**SharePoint 2003 User's Guide** Seth Bates, Tony Smith, 2005-07-05 Provides a real world view and best practices around using SharePoint 2003 technologies to meet business needs Seth Bates was the technical reviewer for both of Scot Hillier's books Lists the most common deployment scenarios of SharePoint technologies and the ways to best leverage SharePoint features for these scenarios

Microsoft Office XP Resource Kit Microsoft Corporation, 2001 Microsoft Office ranks among the most pedestrian of software suites it's in a high percentage of the world's cubicles for sure But there's more to Microsoft's productivity suite than what the user sees and Office XP adds in the form of activation based licensing a whole new level of intrigue to what's always been a deployment and maintenance challenge Microsoft Office XP Resource Kit shows how to manage Office XP effectively and efficiently emphasizing the suite's capacity for centralized management Like all members of the Microsoft Resource Kit series this one includes a CD ROM containing utility software and searchable documentation Administrators will appreciate the coverage of best practices in this book For example the authors advise you to use a totally clean computer as a platform for creating an image of the Office installation you want to deploy network wide and warn you against starting applications on that machine so as to avoid creating any user preferences settings Information on Registry settings also is outstanding readers will find documentation of keys and values here that doesn't appear in any other printed volume The utility software's pretty cool too Supplementary file converters an Outlook security configurator and Answer Wizard Builder a tool with which you can create help documents specific to your organization are among the goodies David WallTopics covered Microsoft Office XP explained for the benefit of people who will be installing upgrading customizing and managing it across an organizational network Installation user management localization and messaging are among the kit's areas of emphasis

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*Absolute Beginner's Guide to Microsoft Office FrontPage 2003* Jennifer Ackerman Kettell,Kate Chase,2004 A guide to the Web site design program covers such topics as using wizards and themes adding text creating graphics creating links using tables scripting and DHTML creating forms and putting pages on the Internet

**Beginning SharePoint 2007 Administration** Göran Husman,2007-06-05 While the main focus of this book is on SharePoint administration you will also learn how to customize SharePoint by creating templates and using SharePoint Designer to enhance the look and feel of SharePoint sites Microsoft MVP and author G ran Husman explores the differences between Microsoft Office SharePoint Server MOSS and Windows SharePoint Services WSS helps you decide if you need only WSS or if you should also implement MOSS and much more

Mastering Windows Server 2003 Mark Minasi,Rhonda Layfield,Lisa Justice,2006-10-09 Provides information on planning installing configuring and maintaining the Microsoft Windows Server 2003 R2 SP1 system

*The Rational Guide to Small Office and Home Networking* Jim Boyce,2005 Reliable shared Internet access is a must have for many small businesses that need every advantage to compete in today s market Home users are also relying on networks in more ways than ever from sending e mail to sharing documents to broadband multimedia streaming Users may want to share a printer lower the phone bill by switching to VoIP and even play a networked game or two With this book you ll learn how to choose and configure the network that s right for you and how to build a fast reliable secure network in your small office or home office SOHO This book takes a rational no nonsense approach in a compact guide only 208 pages The book is written to give you the basics fast

*Mastering Windows SharePoint Services 3.0* C. A. Callahan,2011-02-09 Windows SharePoint Services WSS 3.0 is the latest version of the collaboration tool found in Windows

Server 2003 R2 and also the underlying technology of Microsoft Office SharePoint Server MOSS 2007 In this comprehensive book you ll go under the hood of WSS 3 0 and discover how to make it easy to share documents track tasks create common workspaces where teams can work collectively set up discussion groups and more Includes essential techniques for site creation administration customization security and disaster recovery and practical steps for migrating from 2 0 to 3 0

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**Microsoft® Office SharePoint® Server 2007: The Complete Reference** David Sterling,2007-10-16 The definitive guide to Microsoft Office SharePoint Server 2007 This well planned and well written book offers a comprehensive reference for IT professionals application developers and business analysts working with SharePoint applications James A Robertson MCSD NET Senior Software Engineer Applied Information Sciences Deploy and manage Microsoft Office SharePoint Server 2007 in the enterprise with help from this one stop resource Through detailed instructions screenshots and code samples this comprehensive guide shows you step by step how to use SharePoint Server and make the most of all its powerful tools and utilities Microsoft Office SharePoint Server 2007 The Complete Reference explains how to develop a customized installation plan configure the server for optimal performance and administer users documents and content You ll get full details on designing feature rich portals and collaboration sites creating user friendly forms and workflows using modular Web Parts and incorporating business data Install and configure SharePoint Server for the entire enterprise Manage the server from the Central Administration site Design SharePoint Server portals websites lists and document libraries Work with SharePoint Web Parts or build your own Ensure cross site consistency using site columns and content types Create site definitions and templates using SharePoint Designer and Visual Studio Build custom workflows using SharePoint Designer Extend SharePoint Server using the Object Model and Event Receivers Import and map enterprise information using the Business Data Catalog Use the advanced services of Office Search and Excel Web Services



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