# About the Hands-on Labs

This courseware includes a rich set of hands-on lab exercises that are designed to complement the learning material that is presented in the lectures. The lab exercises were designed to run in a hosted SharePoint environment. You will be supplied with security credentials which consist of a user name and password so that you can log into this hosted SharePoint environment. You will also be supplied with a set of site collection in which you will complete the work for the courses lab exercise.

### Student Credentials

You will be supplied with student credentials either through an email message or by something provided to you by the instructor. The user name will have a form such as [John.Doe@ClassTenantName.onMicrosoft.com](mailto:John.Doe@ClassTenantName.onMicrosoft.com). The password will be supplied to you as well and will be required to log in.

Locate the information for your student credentials and enter below.

User Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Site Collection URLs for Student labs

Each student will be provided with a set of site collections that will be used to complete the work for the student labs. This set of site collections will consist of a Team Site and Publishing Site. The URLs for the site collections you will use will be provided to you along with the student credentials.

Locate the information for the URLs to your site collections and enter them below.

Team Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publishing Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Search Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Copying the Student Lab Files

There is a set of student lab files that must be copied to your desktop before you can begin to work on the student lab exercises. These student files are distributed in a single ZIP archive known as the **"student.zip"** file which will have a file name that also contains the course code and the version (e.g. **CPT\_SBU365\_Student\_v1.2.zip**). Make sure the version number (e.g. v1.0, v1.1, v2.0, etc.) of the student.zip file matches the version number of this manual.