# Overview of Course Hands On Labs

All labs in this course manual follow consistent naming conventions and standards. These are outlined here. Please refer to this page while working throughout the labs.

*Note that not all modules have a corresponding lab so numbers may not match up with a specific module.*

#### Logins

When prompted to login into the virtual machine, site or application, use the **WINGTIP\administrator** account.

Additional accounts are used throughout the site.

|  |  |
| --- | --- |
| **Person** | **Login Username** |
| Ken Sanches | WINGTIP\ken |
| Janice Galvin | WINGTIP\janice |
| Jill Williams | WINGTIP\jill |
| Rob Walters | WINGTIP\rob |
| Michael Sullivan | WINGTIP\michael |

#### Passwords

All accounts use the same password which is case sensitive: **Pass@word1**.

#### SharePoint Sites

The following sites are provided in the student virtual machine:

#### SharePoint 2010 Central Administration

To launch Central Administration, select **Start » All Programs » Microsoft SharePoint 2010 Central Administration**.

Central Administration is located at the following URL: http://wingtipserver:9999

#### SharePoint Collaboration Sites

Two SharePoint team sites have been created out-of-the-box:

* http://wingtipserver
* http://intranet.wingtip.com

#### Student Files

Some courses include student files, also referred to as the **student.zip**. This ZIP file contains all the demos (if file based) conducted during the lectures. They also contain files referenced within the labs as well as the final solution a lab may have the student create for reference.

#### Location

The assumption is that the files included in the student.zip file will be extracted into a subdirectory off the root of C:\: C:\student.

#### Conventions

At the beginning of each lab there is a header section that indicates the name of the folder to use throughout the lab. Within the lab, when referring to the lab folders, indicate it as [[LAB FILES]].

*For example, if the lab file header indicates the folder for the lab is c:\Student\Labs\01.LabName and the lab references the folder [[LAB FILES]]\Resources, you should look in the c:\Student\Labs\01.LabName\Resources folder.*

#### Lab Conventions / Styles

**Links, buttons, steps, menu items, actions**

Code file, objects, controls, file path

URLs (http://www.foo.com)