Getting Started with SharePoint Server 2016

Lab Time: 20-30 minutes

Lab Folder: C:\Student\Modules\01_GettingStarted\Lab

Lab Overview: In this lab you will get up and running with the student VM and begin to experience the new user interface of SharePoint 2016. You will start off by logging into the student VM and navigating around the Wingtip Intranet site at **https://intranet.wingtip.com**. Next, you will navigate to the SharePoint 2016 Central Administration to review the configuration of the local farm and to create a new site collection. Note that the site collection you create in this lab will be for testing purpose only and will not be used in later labs so you can experiment with creating lists and changing the site's look and feel.

Exercise 1: Getting Up and Running with the Student VM

In this exercise will you begin by logging into your student VM. Once you have successfully logged in, you will navigate to the Wingtip Intranet Team site and become familiar with the SharePoint 2016 user interface experience.

1. Login to the Student VM using the login **WINGTIP\Administrator** and the appropriate password.

    a) If you're using a local VM provided by the hosting training company, the password will be **Password1**.

    b) If your student VM is hosted by CloudShare, the password for the **WINGTIP\Administrator** account is going to be unique for each student, system-generated by CloudShare. Also note that the CloudShare VM configuration usually logs you into the VM automatically so you do not have to enter the user name and password.

2. Once you have logged on to the student VM, launch the Internet Explorer and navigate to the site at **https://intranet.wingtip.com**.

    a) It might take a minute or two before the first page of the Wingtip Intranet site appears.

    b) When the home page of the Wingtip Intranet site appears, you should be able to see that it is a brand new SharePoint 2016 Team site.
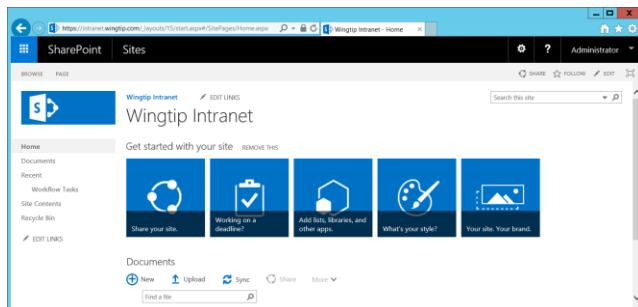

3. Locate the **Site Actions** menu which displays the gear icon on the top right-hand side of the page.

    a) Be careful not to confuse the SharePoint **Site Actions** menu with the Internet Explorer Settings menu which also displays a similar gear icon and is located just slightly above.

    b) Drop down the **Site Actions** menu and review the menu commands inside.
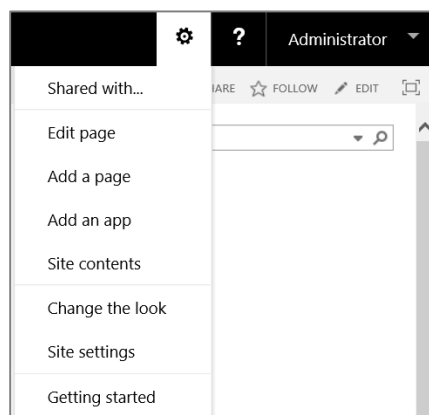
4. In the **Site Actions** menu, click the **Site Contents** menu command to navigate to the **Site Contents** page.

   a) Note that the **Site Contents** page shows list, documents, libraries and apps. Since the Wingtip Intranet site is a brand new Team Site, it has several pre-existing document libraries including **Documents**, **Form Templates**, **Site Assets**, **Site Pages** and **Style Library**.
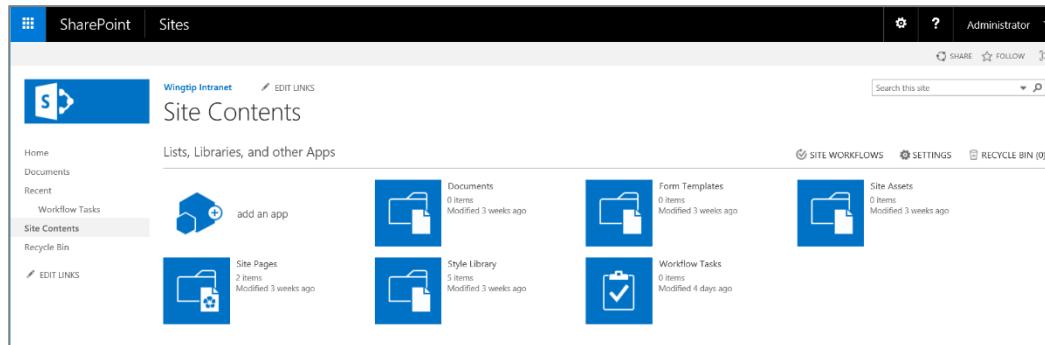
5. In the **Site Actions** menu, click the **Site Settings** menu command to navigate to the **Site Settings** page.

   a) You can see that the **Site Settings** page has sections of administrative links with captions such as **Users and Permissions**, **Look and Feel**, **Web Designer Galleries**, **Site Actions**, **Site Administration**, **Site Collection Administration**.
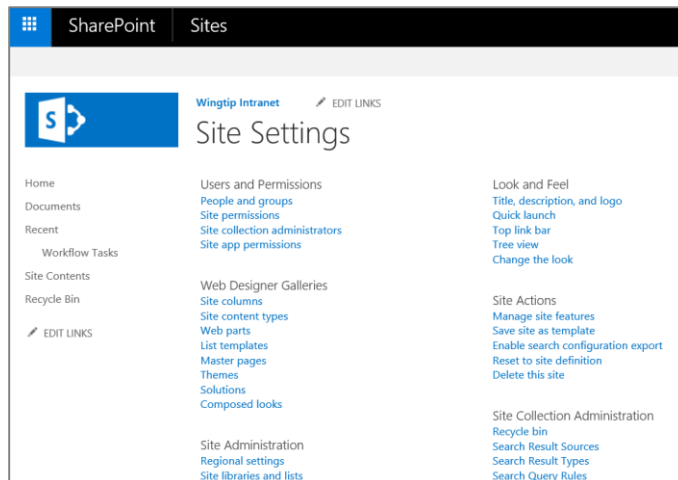

   b) Take a moment to review each link section on the **Site Settings** page because you will be using many of these site administration links throughout the labs exercises in this course.

   c) Return to the home page of Central Administration.

In this exercise you took a quick look at the Wingtip Intranet team site and learned the basics of moving around in a Team site using the **Site Actions** menu. In the next lab you will create a new site collection so you can begin to experiment with the process of creating lists and changing the look and feel of the site.

Exercise 2: Getting Around in Central Administration

In this exercise you will navigate to Central Administration so you can review the configuration of the current farm and create a new site collection.

1. Using Internet Explorer, navigate to **Central Administration** at **http://wingtipserver:9999**.

   a) It might take a minute or two for the home page of Central Administration to display so be patient.

   b) When the home page of Central Administration displays, take a moment to familiarize yourself with the sections and links that are available.
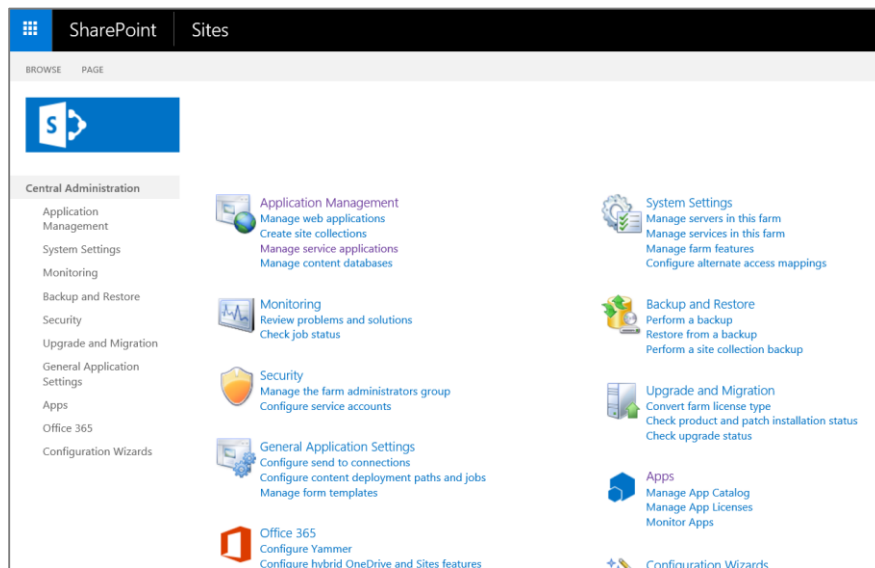
2. Review the web applications in the local Wingtip Toys on-premises farm.

   a) From the home page of Central Administration, locate and click the **Manage web applications** link in the **Application Management** section to navigate to the **Web Application List** page.

   b) You should be able to verify that there are currently three web applications in the local farm.
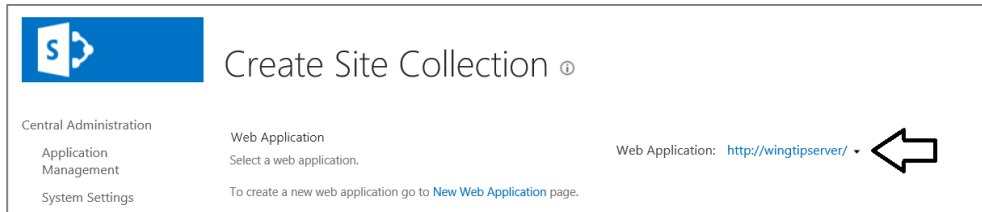

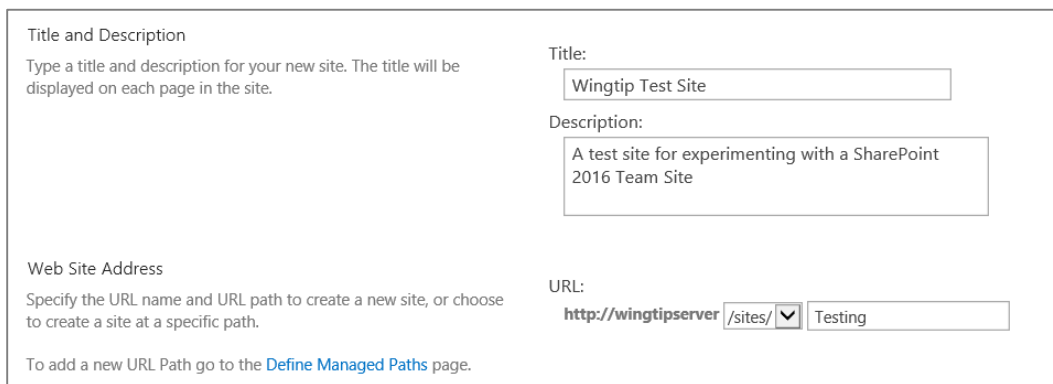3. Review the service applications in the local Wingtip Toys on-premises farm.

   a) Return to the home page of Central Administration.

   b) From the home page of Central Administration, locate and click the **Manage service applications** link in the **Application Management** section to navigate to the **Manage Service Applications** page.

   c) Take a moment and review the existing service applications.

4. Create a new SharePoint 2016 Team Site for testing purposes.

   a) Return to the home page of Central Administration.

   b) From the home page of Central Administration, locate and click the **Create Site Collections** link in the **Application Management** section to navigate to the **Create Site Collection** page.

   c) When the **Create Site Collection** page is displayed, begin by ensuring that the **Web Application** setting at the top of the page references the web application with the URL of http://wingtipserver. If the page references a different web application such as http://my.wingtip.com, use the drop down control to update the target web application to be the one at http://wingtipserver.

   d) In the **Title and Description** section of the **Create Site Collection** page, add the following entries.

      i) **Title**: Wingtip Test Site

      ii) **Description**: A test site for experimenting with a SharePoint 2016 Team Site

      iii) **URL**: http://wingtipserver/sites/Testing

   e) Your input values should match those in the following screenshot.

   f) In the **Template Selection** section of the **Create Site Collection** page, ensure that the **Select a template** setting is set to **Team Site** and below that make sure the in **Primary Site Collection Administration** section that you assign a **User Name** setting of **WINGTIP\Administrator**.

g) Click the **OK** button to begin the process of provisioning the new Team site. This might take a few minutes to complete. When the new site collection has been created, the Central Administration site will display a page that contains a link to the new Team site at http://wingtipserver/sites/Testing. Click on this link to navigate to the new Team site.
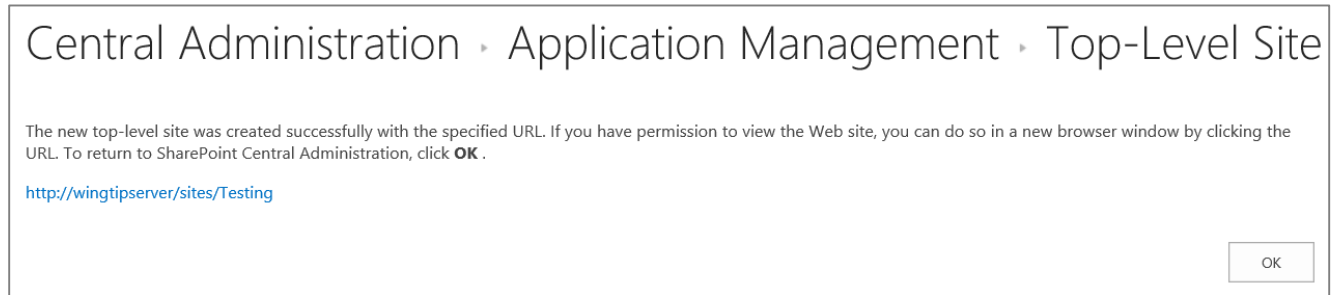
h) Wait until the home page displays for the site at: http://wingtipserver/sites/Testing.

i) Once you can see the home page of the new Team site, you can move on to the next exercise.

In this exercise you used Central Administration to create a Team site in a new site collection. In the following exercises, you will begin working with this new site to add content and change its look and feel.
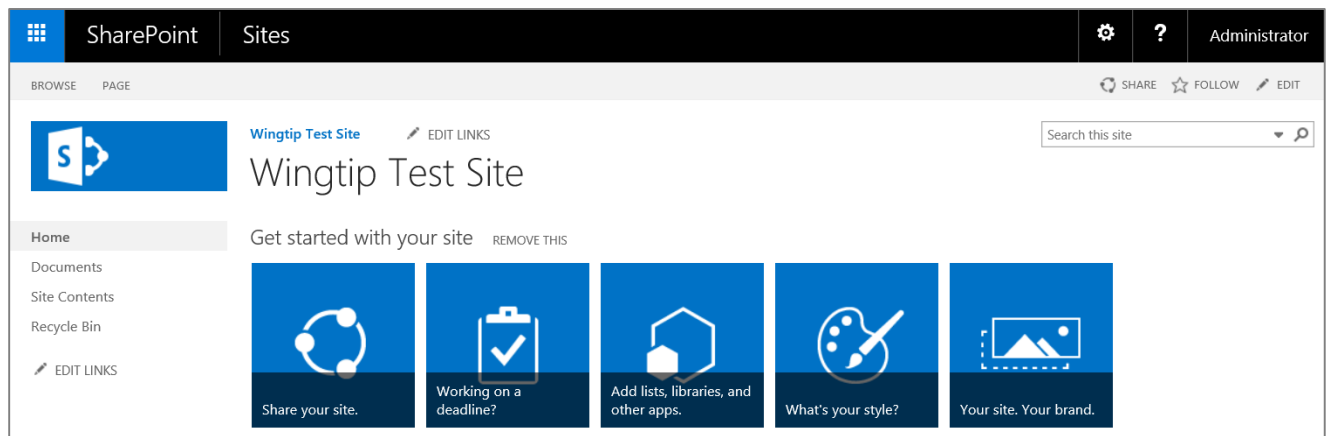
Exercise 3: Activating and Deactivating Site Features

In this exercise, you will begin to manage features which activate at both the site level and the site collection level.

5. If you are not already there, navigate to the Team site at http://wingtipserver/sites/Testing that you created in the previous exercise.

6. Review the site-collection--scoped features available for activation within a Team site.

   a) Return to the Site Settings page.

   b) On the **Site Settings** page, locate and click the **Site collection features** link in the **Site Collection Administration** section.
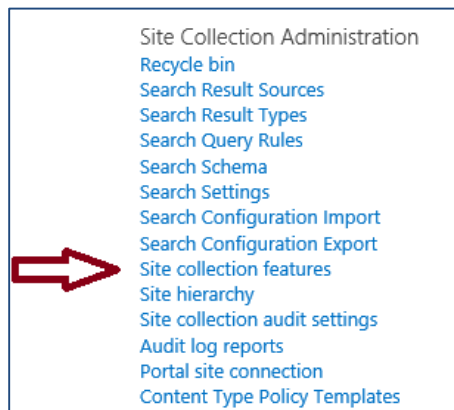
c) Take a moment and review all the site-collection-level features shown on this page. You should also take note which site-collection-level features are activated by default in a new site collection and which features are not.

7. Review the site-scoped features available for activation within a Team site.

   a) Use the **Site Actions** menu to navigate to the **Site Settings** page.

   b) On the **Site Settings** page, locate and click the **Manage site features** link in the **Site Actions** section.
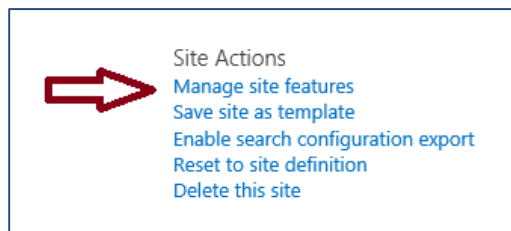
c) Take a moment and review all the site-level features shown on this page. You should also note which site-level features are activated by default in a new Team site and which features are not.

8. Deactivate the **Minimal Download Strategy** feature in the test site.

   a) Return to the home page of the testing site.

   b) Inspect the URL shown in the address bar of the browser which is used to navigate to the home page of the test site.

   ```
   http://wingtipserver/sites/Testing/_layouts/15/start.aspx
   ```

   c) On the **Site Settings** page, locate and click the link titled **Manage site features** in the **Site Actions** section.

   d) Locate the feature with the title of **Minimal Download Strategy**.
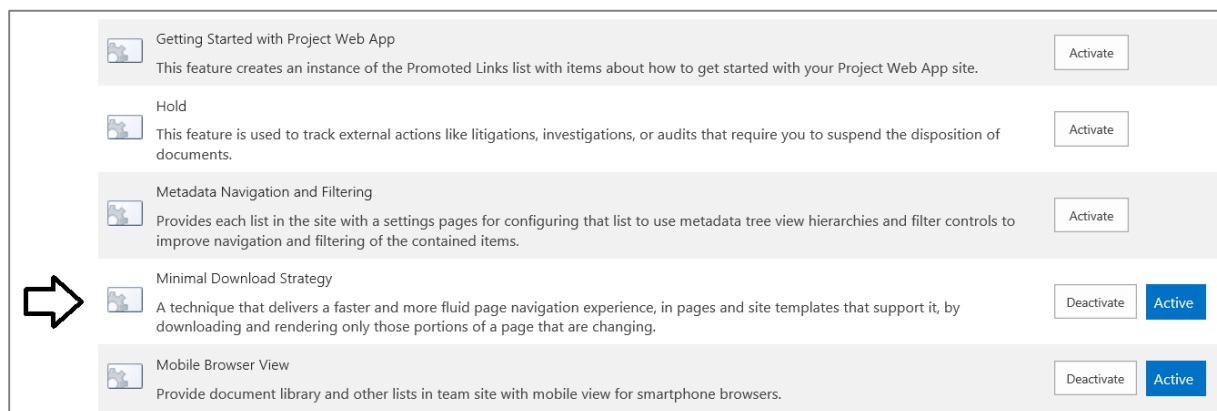
e) Click the **Deactivate** button to the right of the **Minimal Download Strategy**. When you do this, the SharePoint UI prompts you to confirm that you want to deactivate the feature, Click the **Deactivate this feature** link to complete the deactivation process.

You are about to deactivate the Minimal Download Strategy feature.

If you deactivate this feature, any user data or customizations associated with this feature might be lost. In addition, any active features and apps that depend on this feature might fail to function.

Deactivate this feature

f) Once the feature has been deactivated, return to the home page of the site.

g) Inspect the URL in the address bar of the browser. You should be able to see that the URL to the site is now easier to read.

```
http://wingtipserver/sites/Testing/SitePages/Home.aspx
```

h) Return to the home page of the test site.

In this lab, you began working with feature management. It's essential that you know how to manage features and that you also have an understanding about which features activate at the site level versus features that activate at the site collection level.

Exercise 4: Creating a New Site Collection using a PowerShell Script

In this exercise, you will create a new site collection using a PowerShell script. Unlike creating a new site collection using Central Administration as you did in a previous exercise, a PowerShell script makes it possible to create a new site collection using a top-level Internet domain name such as https://TestSite.Wingtip.com.

1. Review the PowerShell script named **CreateTestSite.ps1**.

    a) Using Windows Explorer, navigate to the folder at **C:\Student\Modules\01_GettingStarted\Lab**.

    b) Locate the PowerShell script named **CreateTestSite.ps1**.

    c) Right-click on **CreateTestSite.ps1** then select the **Edit** command to open this script in the PowerShell ISE.

    d) At the top of the script, you will see a call to **Add-PSSnapin** which loads the library of SharePoint cmdlets

    ```
    Add-PSSnapin Microsoft.SharePoint.PowerShell
    ```

    e) The next few lines of code in the script initialize variables with essential values required to create new site collection.

    ```
    $webapp = Get-SPWebApplication -Identity "http://WingtipServer"
    $siteDomain = "testsite.wingtip.com"
    $siteUrl = "https://testsite.wingtip.com"
    $siteTitle  = "My Other Test Site"
    $siteAdmin = "Wingtip\Administrator"
    $siteTemplate = "STS#0"
    ```

    f) Next, you should see code in the PowerShell script that determines whether there is already an existing site at the target URL. The script contains conditional logic to delete any existing site if it already exists.

    ```
    # delete current site if it already exists
    $site = Get-SPSite | Where-Object {$_.Url -eq $siteUrl}
    if ($site -ne $null) {
      Write-Host "Deleting existing site collection at $url..." -ForegroundColor Red
      Remove-SPSite -Identity $site -Confirm:$false
    }
    ```

    g) Next, the script contains a call to **New-SPSite** to create a new SharePoint site collection.

    ```
    # create new site at target URL
    $site = New-SPSite -HostHeaderWebApplication $webapp `
                       -Url $siteUrl `
                       -Name $siteTitle `
                       -OwnerAlias $siteAdmin `
                       -Template $siteTemplate
    ```

    h) After the scripts creates the new site collection, it then includes additional code to configure permissions for all domain users.

    ```
    # configure contributor site permissions for all domain users
    $account = $site.RootWeb.EnsureUser(" WINGTIP\domain users")
    $role = $site.RootWeb.RoleDefinitions["Contribute"]
    $assignment = New-Object Microsoft.SharePoint.SPRoleAssignment($account)
    $assignment.RoleDefinitionBindings.Add($role)
    $site.RootWeb.RoleAssignments.Add($assignment)
    ```

i) Next, the script contains code which updates the HOST file of the local machine to resolve to target site domain name using the local loopback address of 127.0.0.1. This is important when developing against the site using the Visual Studio debugger.

```
# add entry to HOST file to site URL for Visual Studio development
$hostsFilePath = "c:\Windows\System32\Drivers\etc\hosts"
$hostFileEntry = "127.0.0.1      $siteDomain"
Add-Content -Path $hostsFilePath -Value "`r`n$hostFileEntry"
```

j) Finally, the script calls **Start** to launch a session of the Internet Explorer and to navigate to the home page of the new site.

```
# launch Internet Explorer and navigate to new site
Start iexplore $siteUrl
```

2. Execute the script named **CreateTestSite.ps1**.

3. Once the script has completed its execution, you should be able to see it in the Internet Explorer.
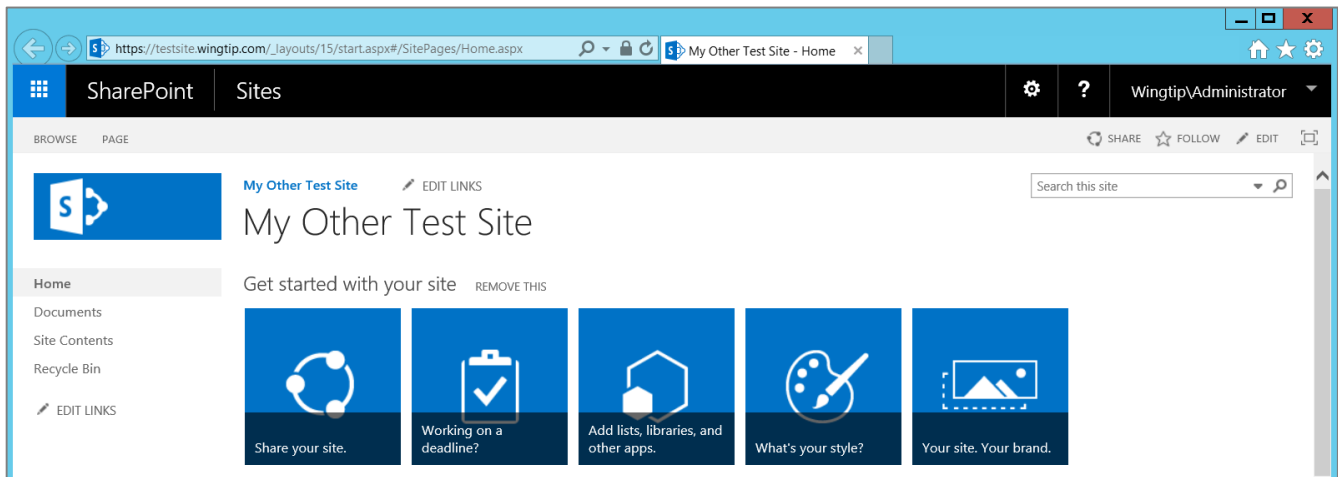
At this point, you have now completed all the exercises that are part of the lab.