

**► Task 3: Create a new announcement**

1. Click **new announcement**.
2. On the **New Item** page, in the **Title** text box, type **New Announcement**, in the **Body** text box, type **This is a new announcement**, and then click **Save**.

**► Task 4: Verify that an email message was sent**

1. Wait a moment, and then open **File Explorer**.
2. Navigate to the **C:\Windows\System32\LogFiles\SMTPSVC1** folder, and verify that the folder contains at least one log file.
3. Open the SMTP log file for the current date and time (according to the server).
4. In the log file, notice the most recent SMTP activity. It should show that an email from the SharePoint server email address was sent to the email address of the Administrator account. You might need to scroll down to the last entries to see it.
5. Close all open windows.

**Results:** After completing this exercise, you should have configured SharePoint to send outgoing email. You should have tested that outgoing email is working correctly by using an alert on an announcements list.

**Exercise 3: Configuring integration with Office Online Server****► Task 1: Provision a new Office Online Server farm**

1. Sign in to the **20339-1A-NYC-OOS-B** virtual machine as **CONTOSO\Administrator** with the password **Pa\$\$w0rd**.
2. On the **Start** screen, type **PowerShell**, and then press Enter.
3. At the Windows PowerShell command prompt, type the following command, and then press Enter:

```
New-OfficeWebAppsFarm -InternalURL "http://$env:COMPUTERNAME" -AllowHttp:$true -  
EditingEnabled:$true
```

4. When prompted to confirm that users of this Office Web Apps Server have the required licenses, type **Y**, and then press Enter.
5. On the **Start** screen, click **Internet Explorer**, if you are prompted to set up Internet Explorer 11, click **User recommended security and compatibility settings**, and then click **OK**.
6. In Internet Explorer, browse to **http://NYC-OOS/hosting/discovery**, and then verify that the XML description for the discovery service appears.

► **Task 2: Configure the SharePoint server farm to use the Office Online Server farm**

1. Switch to the **20339-1A-NYC-SP1-B** virtual machine. If you are not already signed in, sign in as **CONTOSO\Administrator** with the password **Pa\$\$w0rd**.
2. On the **Start** screen, type **SharePoint Management Shell**, and then press Enter.
3. At the Administrator: SharePoint 2016 Management Shell command prompt, type the following command, and then press Enter:

```
New-SPWOPIBinding -ServerName NYC-OOS -AllowHTTP:$true
```

4. At the command prompt, type the following command, and then press Enter:

```
Set-SPWOPIZone -Zone "internal-http"
```

5. At the command prompt, type the following commands, and then press Enter after each line:

```
$config = Get-SPSecurityTokenServiceConfig
$config.AllowOAuthOverHttp = $true
$config.Update()
```

► **Task 3: Verify that Office Online Server integration is configured correctly**

1. On the **Start** screen, click **Internet Explorer**.
2. In Internet Explorer, browse to **http://sharepoint.contoso.com**.
3. In the **Windows Security** dialog box, in the **User name** text box, type **CONTOSO\Administrator**, in the **Password** text box, type **Pa\$\$w0rd**, and then click **OK**.
4. On the **Contoso Intranet Portal** site, click **Documents**.
5. Click **New**, and then click **Excel workbook**.
6. Verify that the workbook opens in the Microsoft Excel Web App.
7. Close all open documents.

**Results:** After completing this exercise, you should have configured integration between Office Online Server and SharePoint 2016. You should have tested this integration by creating a new Excel workbook and viewing the workbook in the Excel Web App.

► **Task 4: Prepare for the next module**

When you are finished with the lab, revert all virtual machines to their initial state:

1. On the host computer, start **Hyper-V Manager**.
2. In the **Virtual Machines** list, right-click **20339-1A-NYC-OOS-B**, and then click **Revert**.
3. In the **Revert Virtual Machine** dialog box, click **Revert**.
4. Repeat step 2 and 3 for **20339-1A-NYC-SP1-B**, **20339-1A-NYC-DB1-B** and **20339-1A-NYC-DC1-B**.