

# Lab B: Deploying and configuring SharePoint 2016

## Exercise 1: Configuring Incoming Email

### ► Task 1: Enable the SMTP Server feature on the SharePoint Server

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 Desktop, click **Server Manager**.
3. In Server Manager, click **Manage**, and then click **Add Roles and Features**.
4. In the Add Roles and Features Wizard, on the **Before you begin** page, click **Next**.
5. On the **Select installation type** page, click **Next**.
6. On the **Select destination server** page, click **Next**.
7. On the **Select server roles** page, click **Next**.
8. On the **Select features** page, in the **Features** list, click **SMTP Server**.
9. In the **Add features that are required for SMTP Server** dialog box, make sure **Include management tools (if applicable)** is selected, and then click **Add Features**.
10. On the **Select Features** page, click **Next**.
11. On the **Confirm installation selections** page, click **Install**.
12. Wait for the installation to complete, and then click **Close**.

### ► Task 2: Configure the SMTP service

1. On the **Start** screen, type **IIS 6.0**, and then press Enter.
2. In Internet Information Services (IIS) 6.0 Manager, expand **NYC-SP1**.
3. Right-click **[SMTP Virtual Server #1]**, and then click **Properties**.
4. In the **Properties** dialog box, on the **General** tab, select the check box to **Enable logging**.
5. Click the **Properties** button next to the **Active** log format box.
6. Click the **Advanced** tab, in the **Logging Properties** dialog box, select the following: **Date**, **Time**, **Client IP Address**, **Method**, **URI Stem**, **URI Query**, and then click **OK**.
7. In the properties window, on the **Access** tab, click **Authentication**.
8. In the **Authentication** dialog box, make sure **Anonymous access** is selected, and then click **OK**.
9. In the properties window, click **Relay**.
10. In the **Relay Restrictions** dialog box, make sure **Only the list below** is selected, and then click **Add**.
11. In the **Computer** dialog box, under **Single computer**, in the **IP address** box, type **172.16.1.21**, and then click **OK** three times.
12. Expand **[SMTP Virtual Server #1]**, right-click **Domains**, point to **New**, and then click **Domain**.
13. In the **New SMTP Domain Wizard** dialog box, click **Alias**, and then click **Next**.
14. On the **Domain Name** page, in the **Name** text box, type **mail.contoso.com**, and then click **Finish**.
15. Close Internet Information Services (IIS) 6.0 Manager.

16. On the **Start** screen, type **Services**.
17. From the results, click **Services** (with the settings icon).
18. In the **Services (Local)** list, double-click **Simple Mail Transfer Protocol (SMTP)**.
19. In the properties window, in the **Startup type** list, click **Automatic**.
20. If the service is not currently running, click **Start**, wait for the service to start.
21. In the properties window, click **OK**.
22. Close all open windows.

► **Task 3: Create a DNS record for the email domain and SharePoint site**

1. Switch to the **20339-1A-NYC-DC1-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 **DNS**.
3. From the results, click **DNS** (with a globe icon).
4. In DNS Manager, expand **NYC-DC1**, expand **Forward Lookup Zones**, right-click **Contoso.com**, and then click **New Host (A or AAAA)**.
5. In the **New Host** dialog box, in the **Name** text box, type **mail**, in the **IP address** text box, type **172.16.1.21**, and then click **Add Host**.
6. In the confirmation message box, click **OK**.
7. In the **New Host** dialog box, in the **Name** text box, type **sharepoint**, in the **IP address** text box, type **172.16.1.21**, and then click **Add Host**.
8. In the confirmation message box, click **OK**, and then click **Done**.
9. Close all open windows.

► **Task 4: Configure incoming email settings in Central Administration**

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 **Central Administration**, and then press Enter.
3. On the **Central Administration** website, click **System Settings**.
4. Click **Configure incoming e-mail settings**.
5. On the **Incoming E-Mail Settings** page, under **Enable Incoming E-Mail**, click **Yes**.
6. Under **Directory Management Service**, verify that **No** is selected.
7. Under **Incoming E-Mail Server Display Address**, in the **E-Mail server display address** text box, type **mail.contoso.com**, and then click **OK**.

► **Task 5: Create an email-enabled Announcement app**

1. Click **Application Management**.
2. On the **Application Management** page, click **Manage web applications**.
3. On the **Web Applications Management** page, on the ribbon, click **New**.
4. In the **Create New Web Application** dialog box, in the **Host Header** text box, type **sharepoint.contoso.com**, and then click **OK**.
5. In the **Create New Web Application** dialog box, click **OK**.

6. Click **Application Management**.
7. On the **Application Management** page, click **Create site collections**.
8. On the **Create Site Collection** page, under **Web Application**, verify that **http://sharepoint.contoso.com** is selected.
9. Under **Title and Description**, in the **Title** text box, type **Contoso Intranet Portal**.
10. Under **Template Selection**, verify that **Team Site** is selected.
11. Under **Primary Site Collection Administrator**, in the **User name** text box, type **CONTOSO\Administrator**, and then click **OK**.
12. On the **Top-Level Site Successfully Created** page, click **OK**.
13. On the **Start** screen, type **regedit**, and then press Enter.
14. In Registry Editor, expand **HKEY\_LOCAL\_MACHINE**, expand **SYSTEM**, expand **CurrentControlSet**, expand **Control**, and then expand **Lsa**.
15. Under **Lsa**, right-click **MSV1\_0**, point to **New**, and then click **Multi-String Value**.
16. Type **BackConnectionHostNames**, and then press Enter.
17. Double-click **BackConnectionHostNames**, in the **Value data** text box, type **sharepoint.contoso.com**, and then click **OK**.
18. If a **Warning** dialog box appears, in the **Warning** dialog box, click **OK**.
19. Close the Registry Editor.
20. On the **Start** screen, type **command prompt**, and then press Enter.
21. In the **Administrator: Command Prompt** command window, run the following command:

```
iisreset /noforce
```
22. Wait for IIS to stop and restart.
23. In Internet Explorer, browse to **http://sharepoint.contoso.com**.
24. In the **Windows Security** dialog box, in the **User name** box, type **CONTOSO\Administrator**, in the **Password** text box, type **Pa\$\$w0rd**, and then click **OK**.
25. On the **Contoso Intranet Portal** site, click **Settings**, and then click **Add an app**.
26. On the **Your Apps** page, click **Announcements**.
27. In the **Adding Announcements** dialog box, in the **Name** text box, type **Email Announcements**, and then click **Create**.
28. On the **Site Contents** page, point to **Email Announcements**, click the ellipsis (...) icon, and then click **SETTINGS**.
29. On the **Settings** page, under **Communications**, click **Incoming e-mail settings**.
30. On the **Incoming E-Mail Settings** page, under **Incoming E-Mail**, click **Yes**, in the **E-mail address** text box, type **announcements**, under **E-Mail Security**, click **Accept e-mail messages from any sender**, and then click **OK**.

### ► Task 6: Test incoming email functionality

1. Use File Explorer to browse to the **E:\Labfiles\Mod05** folder.
2. Right-click **SendEmail.ps1**, and then click **Run with PowerShell**.
3. Navigate to the SMTP drop folder at **C:\inetpub\mailroot\Drop** to check on the email file. You will see that there is a file with an EML extension in the folder. It will remain there for a few minutes then disappear.
4. In Internet Explorer, click **Email Announcements**. If the list does not contain any announcements, wait a minute and refresh the page. The email will be added to the list after it leaves the **Drop** folder, and you refresh the **Email Announcements** page.
5. Click the **New announcement** list item and view the contents. Verify that the content of the announcements indicates that the announcement was added by email.
6. Close all open windows.

**Results:** After completing this exercise, you should have configured incoming email for the SharePoint server. You should have configured a list to receive incoming email and verified the configuration by sending an email message to the announcements list. You should then have verified that the list contains the new announcement emailed to the list.

## Exercise 2: Configuring outgoing email

### ► Task 1: Configure outgoing email settings in Central Administration

1. On the 20339-1A-NYC-SP1-B machine, if you are not already signed in, Sign in as **CONTOSO\Administrator** with the password **Pa\$\$w0rd**.
2. On the **Start** screen, type **Central Administration**, and then press Enter.
3. On the **Central Administration** website, click **System Settings**.
4. Click **Configure outgoing e-mail settings**.
5. On the **Outgoing E-Mail Settings** page, in the **Outbound SMTP server** box, type **mail.contoso.com**, in the **From address** text box, type **sharepoint@mail.contoso.com**, in the **Reply-to address** text box, type **donotreply@mail.contoso.com**.
6. In the **Use TLS Encryption** leave the setting to **No**.
7. In the SMTP port text box, type **25**, and then click **OK**.

### ► Task 2: Subscribe to an alert on the email announcements list

1. In Internet Explorer, browse to **http://sharepoint.contoso.com**.
2. 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**.
3. On the **Contoso Intranet Portal** site, click **Email Announcements**.
4. On the **Email Announcements** list, on the ribbon, on the **LIST** tab, click **Alert Me**, and then click **Set alert on this list**.
5. In the **Email Announcements – New Alert** dialog box, click **OK**.

**► 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.