

# Hosted SharePoint Quick Setup Guide

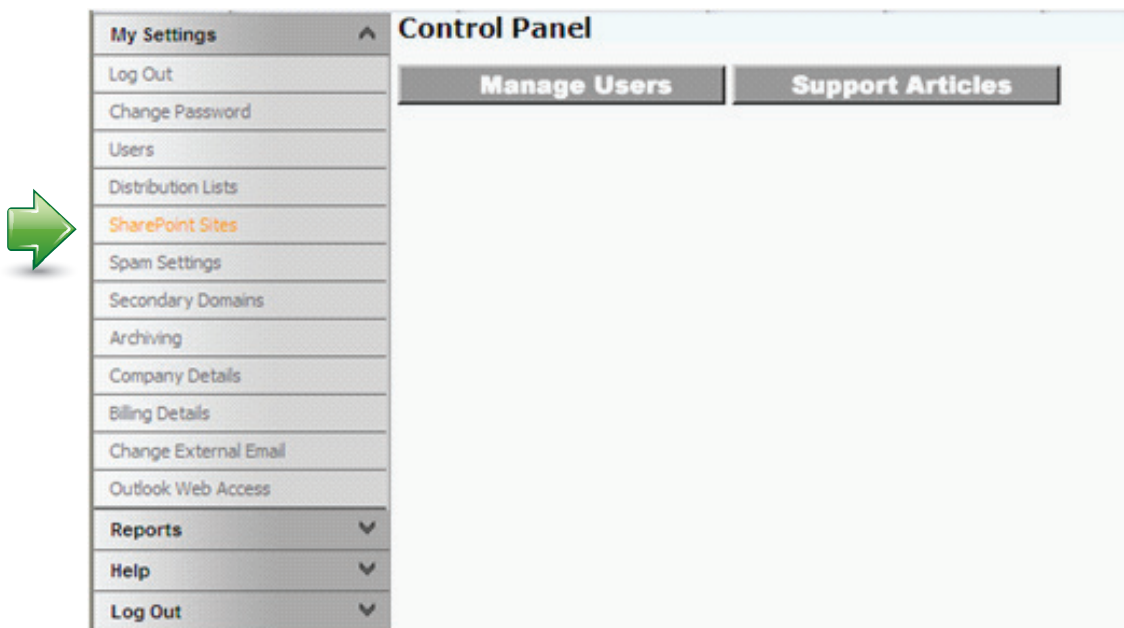
## It's as simple as 1, 2, 3...

This hosted SharePoint setup guide provides you with easy to follow instructions on how to create, customize and add users to your new SharePoint site. You can quickly and easily compare notes, share schedules, and work with colleagues on virtually any type of file. You can also launch and maintain intranets, Web sites, bulletin boards, and picture libraries and improve project management with shared calendars and issue tracking.

# 1

## Create a SharePoint site

- A. Log into your 123Together.com hosted services control panel at <https://my.123together.com/gs/login.aspx> using the email address and password included in the welcome email you should have already received. You can use your online control panel to create your new site and add contacts to whom you will be able to give site access.
- B. Once logged in, click on the **SharePoint Sites** button in the left hand navigation bar.



## Create a SharePoint site (continued)

C. Then click on the **Users** button in the left hand navigation bar.

**Please Note:** If you already have a 123Together.com hosted Exchange email account and previously added Exchange users, those users will also appear on this page as contacts for whom you may wish to provide SharePoint site access. You can add as many additional SharePoint contacts as you wish by clicking on the **Add SharePoint Users** text link at the bottom of the page.

**My Settings** ^

- Log Out
- Change Password
- Users**
- Distribution Lists
- SharePoint Sites
- Spam Settings
- Secondary Domains
- Archiving
- Company Details
- Billing Details
- Change External Email
- Outlook Web Access
- Reports** v
- Help** v
- Log Out** v

### User List (6)

Filters: Show all user types v

Name Δv	Primary E-MailΔv	TypeΔv	Admin	Actions
<a href="#">Bill parcels</a>	123@craigtest.com	✉		<a href="#">General Settings</a> v
<a href="#">Craig Elworthy</a>	celworthy@CraigTest.com MAIL\OneSource.celworthy	✉	✓	<a href="#">General Settings</a> v
<a href="#">Craig 040109</a>	craig1@CraigTest.com MAIL\OneSource.craig1	✉		<a href="#">General Settings</a> v
<a href="#">John Smith</a>	jsmith@CraigTest.com MAIL\OneSource.jsmith	✉		<a href="#">General Settings</a> v
<a href="#">Tom Sharepoint</a>	tsharepoint@craigtest.com MAIL\OneSource.tsharepoi	👤		<a href="#">General Settings</a> v
<a href="#">Vince Wilfork</a>	vwilfork@CraigTest.com MAIL\OneSource.vwilfork	✉		<a href="#">General Settings</a> v

**Actions for OneSource**

- > Add MS Exchange ✉ Users: [Single \(recommended\)](#) | [Multiple](#)
- > Add External Contact ✉: [Single](#)
- > Add SharePoint 👤 Users: [Single](#)
- > Add Control Panel Only Administrators ✓: [Single](#)

**Please Note:** In order to provide SharePoint site access to a contact, you **MUST** first add them to this list. If, at a later date, you wish to provide SharePoint access to additional contacts, you will first need to login to this control panel and add additional contacts here.

## Create a SharePoint site (continued)

- D. Once you have finished adding users, please click on the **SharePoint Sites** button in the left hand navigation bar and then click on the **Add SharePoint Site** text link.

SiteURL	Version	Owner	Plan	Actions
<a href="#">Add SharePoint Site</a>				
<a href="#">See Support Answer Center to learn more about SharePoint</a>				

- E. Now that you have arrived at the **Add SharePoint Site** page, you must first select a **Site Owner**: By clicking on the down arrow, you will be able to view all of the contacts or “users” you have previously created. From this list, please select the user who you wish to be your site administrator.
- F. **SharePoint Plan**: Select the SharePoint plan that is best for you based on your number of users and storage needs.
- G. **Enter your new SharePoint Site (URL)**: This new name which you create will be seen by all users of your SharePoint site. For example: `sharepoint.yourdomain.com` or `intranet.yourdomain.com`.

**PLEASE NOTE:** The “yourdomain.com” portion of your new SharePoint site’s URL is your company’s domain name and must be owned by you in order to set up your account. If you do not own your own domain name, you will first need to purchase one from a domain registrar or web hosting company (for example: `godaddy.com`).

- H. **Select SharePoint Version**: Select the version of SharePoint you wish to activate (version 3.0 or version 2.0). Unsure which version is right for your needs? Please refer to our **“SharePoint Version Comparison”** document which can be found in **Section C**, Document **Number 6** of our **Custom Support Center**. This answer center can be easily accessed from within your control panel. Click on the **Help** button in the left hand navigation and then the **Custom Support Center** button.

(see diagram on next page)


continued on next page

## Create a SharePoint site (continued)


I. Click **Create Site** to continue.

### Add SharePoint Site


#### Create/Assign SharePoint Owner

SharePoint Site Owner: \*  

#### Setup SharePoint Site

SharePoint Plan \*  

SharePoint Site URL \*  

SharePoint Version \*  

Site Language \*

*Additional fees are applicable for this service*

Create Site

Cancel



J. Once submitted, you will see an overview of your new SharePoint account including your new site URL, SharePoint version number, the site owner or administrator, and the plan you selected.

My Settings	SharePoint Sites				
Log Out					
Change Password					
Users					
Distribution Lists					
SharePoint Sites					
Spam Settings					
Secondary Domains					
Archiving					
Company Details					
Billing Details					
Change External Email					
Outlook Web Access					
Reports					
Help					
Log Out					

SiteURL	Version	Owner	Plan	Actions
1. <a href="http://sharepoint.testsite.com">http://sharepoint.testsite.com</a>	v3.0	Craig Elworthy (celworthy@CraigTest.com)	200MB Sharepoint Services Setup:\$19.99 Monthly:\$9.99 Sharepoint users included:20	Delete

[Add SharePoint Site](#)

[See Support Answer Center to learn more about SharePoint](#)

## Create a SharePoint site (continued)

- K.** To enable your new hosted SharePoint site, you will now need to contact the web hosting company or domain registrar from which you purchased your domain name. You must register the new SharePoint "subdomain" you created above in **Step G** (SharePoint Site URL), creating a special DNS record, called a CNAME record, and pointing to our server.

A CNAME is a nickname pointing to your new SharePoint subdomain from within the control panel created for you by your domain registrar or web hosting company. If you are unable to make the change yourself in your DNS control panel, please contact the company from whom you purchased your domain and ask them to create a CNAME which points the new SharePoint subdomain you created in **Step G** above to one of the domains listed below:

- a. For SharePoint Services v3.0: **SP3.MyOutlookOnline.com**
- b. For SharePoint Services v2.0: **SP.MyOutlookOnline.com**

**Please Note:** Depending on your DNS hosting provider, activation can take up to 8 hours after you have made the change to your DNS record.

## 2 Customize Your Site

- A.** To log into your new SharePoint site for the first time, open a new web browser window and type in the SharePoint URL you created in **Step G** above. You will then be asked to login. Use the username and password of the Site Owner you selected in **Step E** above.

**Please Note:** In order to access your site, you must first follow the instructions in **Step K** above. You will not be able to log into <http://SP.MyOutlookOnline.com> or <http://SP3.MyOutlookOnline.com>.

- B.** Upon login, you will see the **Template Selection** page. Pre-installed SharePoint templates are available to enable you to quickly customize your site to your specific needs. Select a template which most closely matches your sites intended use and then click **OK**.

sharepoint.controlpanelhowto.com

Welcome Admin Demo

### Template Selection

Select a template to apply to this Web site. Each template includes Web pages, Web Parts, lists, libraries, and other items. Choose the template that most closely matches the type of site you want to create.

Select a Template

**Team Site**  
A site for teams to quickly organize, author, and share information. It provides a document library, and lists for managing announcements, calendar items, tasks, and discussions.

**Template:**

- Team Site
- Blank Site
- Document Workspace
- Basic Meeting Workspace
- Blank Meeting Workspace
- Decision Meeting Workspace
- Social Meeting Workspace
- Multipage Meeting Workspace
- Wiki Site
- Blog
- Absence and Vacation Schedule
- Bug Database

OK

## 3 Enable Users

### Group of Users

- A. Click on the **Site Actions** tab in the upper right corner of the page and click on **Site Settings** in the drop down window. You will now be able to setup groups of users for your site. You can:
1. **Add Site Visitors:** Who are allowed by you to read content on your site.
  2. **Add Site Members:** Who will have the ability to contribute content to your site.
  3. **Add Additional Site Owners:** Who will have full control over the site.

When completed, click the **OK** button in the lower right to activate.

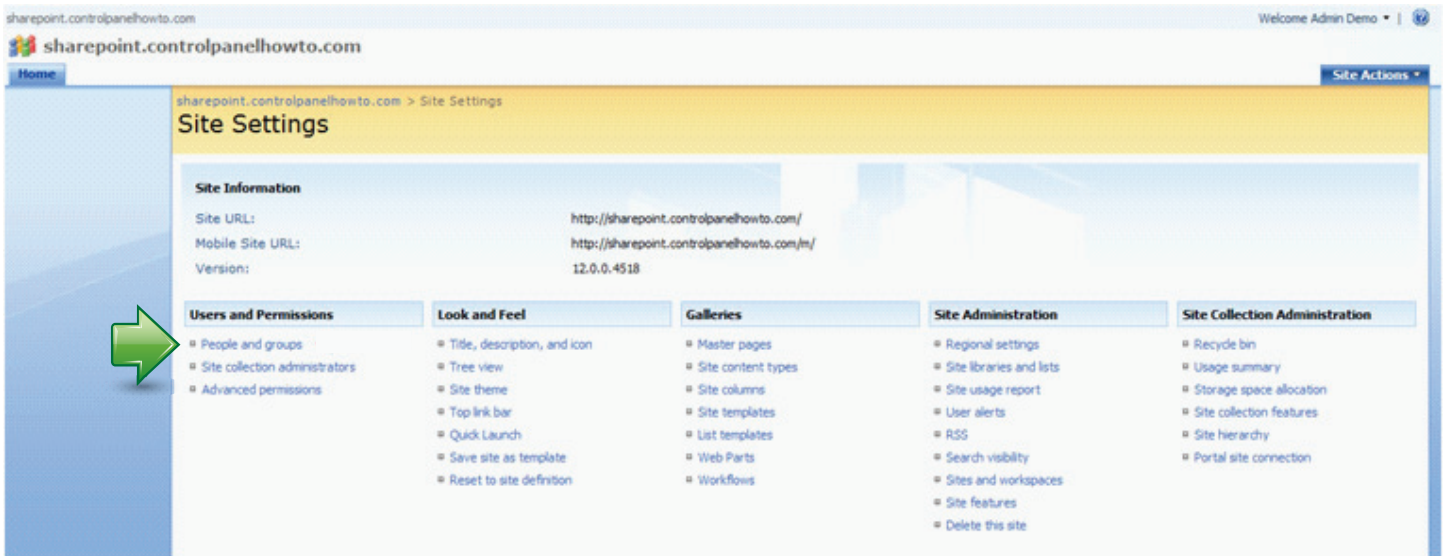
The screenshot displays the 'Set Up Groups for this Site' interface. It features three main sections for user groups: 'Visitors to this Site', 'Members of this Site', and 'Owners of this Site'. Each section includes a descriptive text and a text input field for adding user names. A green arrow points to the 'Site Actions' menu in the top right corner, which is open to 'Site Settings'. An 'OK' button is located at the bottom right of the page.

### Individual Users

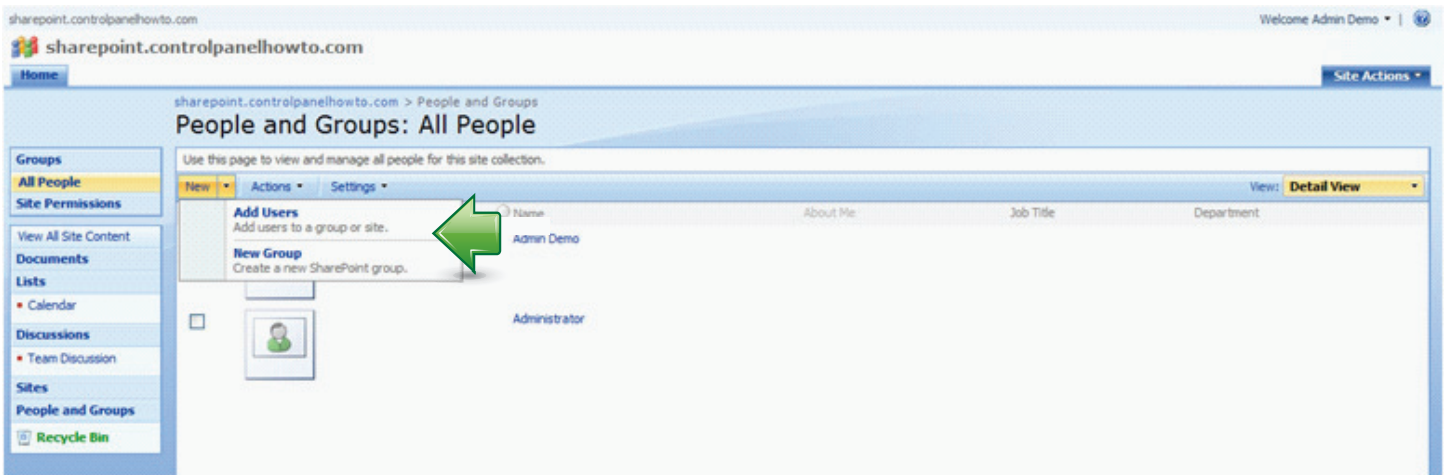
Although you have now completed the initial setup process, you can return to the **Site Settings** page at anytime to add additional users.

## Enable Users (continued)

- A. From any page you may click on the **Site Actions** button in the upper right corner. Then click on **Site Settings** in the drop down menu. Next, click on the **People and Groups** text link under the **Users and Permissions** column to access your SharePoint user management area.

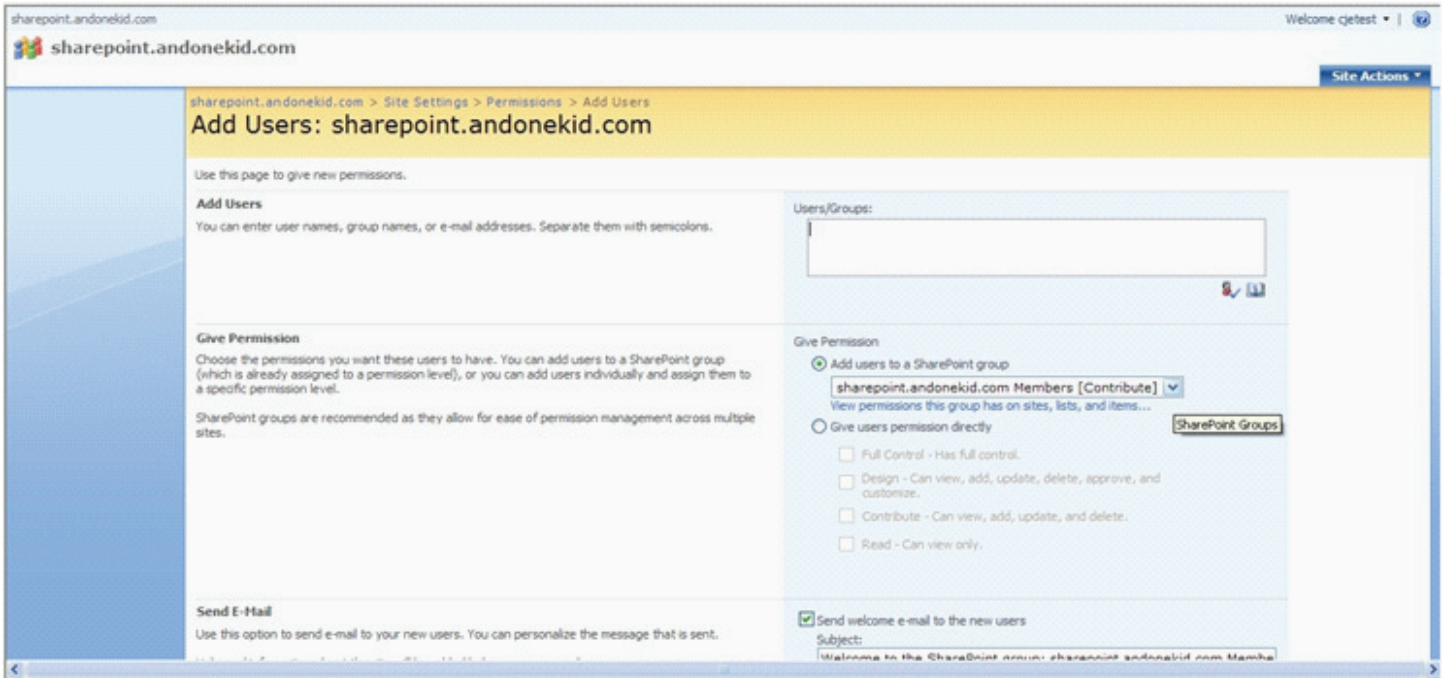


- B. Click on the **New** button in the upper left and **Add Users** in the drop down menu to add additional individual users to your SharePoint site.



## Enable Users (continued)

- C. You will then be prompted to enter the users' name or email address, assign the users' permission level and if you would like them to receive an email informing them of their ability to access your SharePoint site.



**Please Note:** When providing your user with their newly added login credentials, please provide them with the username and password you used when entering their contact information into your 123Together.com control panel. This information is NOT included in the welcome email they will receive.

**Remember:** Our Technical Support Team is also here 24x7x365 to walk through the setup process with you or answer any questions you may have. We can be reached by phone at (800) 967-3924, by email at [support@123Together.com](mailto:support@123Together.com), or by [Live Chat](#).

Thank you for selecting 123Together.com as your hosted SharePoint provider of choice, and we look forward to providing you with superior hosted business services for years to come!

### Was this document helpful?

We value your feedback! Please email us and let us know if you thought this Setup Guide was helpful to you. Suggestions or comments are welcome! **Email us at: [feedback@123together.com](mailto:feedback@123together.com)**

Thank You,  
123Together.com Team