



Sharepoint 2013 Operations Guide

**Thomas Carpe,Nikkia Carter,Alara
Rogers**



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SharePoint 2013 User's Guide Anthony Smith, Tony Smith, 2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions **SharePoint 2016 User's Guide** Tony Smith, 2016-11-22 Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management collaboration and business process management needs Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fifth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to get the best out of them What You Will Learn Create and use common SharePoint resources like lists libraries sites pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention management and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all have used previous versions have just started using the basic features or have been using it for a long of time this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides Microsoft SharePoint 2013 Planning for Adoption and Governance Geoff Evelyn, 2013-06-15 Deliver a successful SharePoint solution to your organization Take control of the complex requirements for delivering a SharePoint 2013 solution to your organization Led by a SharePoint MVP specializing in SharePoint service delivery you ll learn proven methods to help you prepare for a smooth adoption and governance process throughout the enterprise This guide is ideal for IT professionals including service delivery managers project and program managers and business analysts Discover how to Align your SharePoint solution with organizational goals and business priorities Engage executive sponsors stakeholders and SharePoint champions Provide detailed plans and schedules for an effective structured delivery Build a team with appropriate roles to match delivery requirements Prepare user adoption training and communication plans with clear business rules and policies Plan ongoing platform governance service releases and solution maintenance Build effective customer service models and provide SharePoint support **Office 365 User Guide** Nikkia Carter, 2019-04-30 Work with the powerful subscription software Office 365 to increase your organization s efficiency by managing file sharing email exchange and much more Key Features Become well versed with Office 365 and leverage its capabilities for your business Speed up your workflow and effectively collaborate using Office Web Apps Learn to set audio and web conferences and seamlessly access your workspace Book Description Microsoft Office 365 combines the popular Office suite with next generation cloud computing

capabilities With this user guide you ll be able to implement its software features for effective business communication and collaboration This book begins by providing you with a quick introduction to the user interface UI and the most commonly used features of Office 365 After covering the core aspects of this suite you ll learn how to perform various email functions via Exchange Next you will learn how to communicate using Skype for Business and Microsoft Teams To boost your productivity this book will help you learn everything from using instant messaging to conducting audio and web conferences and even accessing business information from any location In the final chapters you will learn to work in a systematic style using file management and collaboration with OneDrive for Business using SharePoint By the end of this book you ll be equipped with the knowledge you need to take full advantage of Office 365 and level up your organization s productivity What you will learn Understand the UI of Office 365 Perform a variety of email functions through Exchange Communicate using Skype for Business and Microsoft Teams Explore file management using OneDrive for Business Collaborate using SharePoint Understand how to leverage Office 365 in your daily tasks Who this book is for If you are an IT professional who wants to upgrade your traditional Office suite this book is for you Users looking to learn configure manage and maintain an Office 365 environment in their organization will also find this book useful Some understanding of Microsoft Office Suite and cloud computing basics will be beneficial

Microsoft SharePoint 2013 Administration Inside Out Randy Williams, CA Callahan, Chris Givens, John Milan Gross, Brian Alderman, Javier Barrera, 2014-01-15 Conquer Microsoft SharePoint 2013 administration from the inside out Dive into SharePoint 2013 administration and really put your systems expertise to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds Discover how the experts deploy configure and manage SharePoint and challenge yourself to new levels of mastery Automate the installation and configuration of SharePoint 2013 Effectively manage SharePoint apps and custom solutions Optimize farms web apps content databases and site collections Use methods to help users attain productive search experiences Configure business intelligence features in SharePoint 2013 Dive deep into SharePoint security practices and architecture Add SharePoint Online to your existing SharePoint environment Manage User Profiles and the SharePoint social experience Monitor and troubleshoot SharePoint with insider tips For Intermediate to Advanced IT Professionals

SharePoint 2013 Errin O'Connor, 2014 Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components In SharePoint 2013 Field Guide top consultant Errin O Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including

initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS

Microsoft SharePoint 2013 Disaster Recovery Guide Peter Ward, Peter Abreu, Pavlo Andrushkiw, Pat Esposito, Jeff Gellman, Joel Plaut, 2013-09-25 The style and approach of the book is an easy to read SharePoint admin guide This is not a step by step instruction book but rather a guide on how to implement and execute a disaster recovery plan to your SharePoint environment This book is great for both SharePoint and SQL administrators new to the SharePoint 2013 architecture and who are looking to get a good grounding in how to use implement a solid disaster recovery plan It s assumed that you have some experience in SharePoint and Windows Server and as well be familiar with SQL

SharePoint 2013 How-To Ishai Sagi, 2013 Looks at common end user tasks in SharePoint 2013 covering such topics as searching creating and managing files authoring pages managing security and customizing a SharePoint site

Practical SharePoint 2013 Governance Steve Goodyear, 2013-06-25 Practical SharePoint 2013 Governance is the first book to offer practical and action focused SharePoint governance guidance based on consulting experiences with real organizations in the field It provides the quintessential governance reference guide for SharePoint consultants administrators architects and anyone else looking for actual hands on governance guidance This book goes beyond filling in a governance document template and focuses entirely on actions to take and behaviors to adopt for addressing real world governance challenges Walks you through how to define what SharePoint offers and who is involved Offers key governance strategies for you to adopt or advise to your customers Provides real world examples that apply each governance concept to an actual scenario

Professional SharePoint 2013

Administration Shane Young, Steve Caravajal, Todd Klindt, 2013-04-29 SharePoint admin author gurus return to prepare you for working with the new features of SharePoint 2013 The new iteration of SharePoint boasts exciting new features However any new version also comes with its fair share of challenges and that's where this book comes in The team of SharePoint admin gurus returns to presents a fully updated resource that prepares you for making all the new SharePoint 2013 features work right They cover all of the administration components of SharePoint 2013 in detail and present a clear understanding of how they affect the role of the administrator Compares and contrasts SharePoint 2013 to earlier versions Helps make your SharePoint 2013 installation smooth and successful Addresses managing customizations Looks at SharePoint 2013 for Internet sites Includes an introduction to SQL Server 2012 Professional SharePoint 2013 Administration enhances your SharePoint skill set and immerses you in the new content of the platform *Pro SharePoint 2013 Administration* Robert Garrett, 2013-06-26 Pro SharePoint 2013 Administration is a practical guide to SharePoint 2013 for intermediate to advanced SharePoint administrators and power users covering the out of the box feature set and capabilities of Microsoft's collaboration and business productivity platform SharePoint 2013 is an incredibly complex product with many moving parts new features best practices and gotchas Author Rob Garrett distills SharePoint's portfolio of features capabilities and utilities into an in depth professional guide with no fluff and copious advice that is designed from scratch to be the manual Microsoft never wrote Starting with a detailed deployment and initial configuration walkthrough the book covers all major feature areas including document management social computing metadata management and administration You'll also learn about planning for capacity backup administration and disaster recovery business intelligence monitoring and more Unlike other books Pro SharePoint 2013 Administration covers all elements of the product but has a specific emphasis on features new and enhanced in the 2013 release Pro SharePoint 2013 Administration is the only book you'll need as you set out to deploy and administer SharePoint 2013 *Professional SharePoint 2013 Administration eBook And SharePoint-videos.com Bundle* Shane Young, Steve Caravajal, Todd Klindt, Asif Rehmani, 2014-03-10 Professional SharePoint 2013 Administration eBook And SharePoint videos com Bundle **Access 2013: The Missing Manual** Matthew MacDonald, 2013-04-11 Unlock the secrets of Access 2013 and discover how to use your data in creative ways With this book's easy step by step instructions you'll learn how to build and maintain a full featured database and even turn it into a web app You also get tips and practices from the pros for good database design ideal whether you're using Access for business school or at home The important stuff you need to know Build a database with ease Organize and update lists documents catalogs and other types of information Create your own web app Let your whole team work on a database in the cloud Share your database on a network Link your Access database to SQL Server or SharePoint Customize the interface Make data entry a breeze by building your own templates Find what you need fast Search sort and summarize huge amounts of data in minutes Put your info to use Turn raw info into well formatted printed reports Dive into Access programming Automate complex tasks and solve common challenges

Office 365: Migrating and Managing Your Business in the Cloud Matthew Katzer, Don Crawford, 2014-01-23 Written for the IT professional and business owner this book provides the business and technical insight necessary to migrate your business to the cloud using Microsoft Office 365 This is a practical look at cloud migration and the use of different technologies to support that migration Numerous examples of cloud migration with technical migration details are included Cloud technology is a tremendous opportunity for an organization to reduce IT costs and to improve productivity with increased access simpler administration and improved services Those businesses that embrace the advantages of the cloud will receive huge rewards in productivity and lower total cost of ownership over those businesses that choose to ignore it The challenge for those charged with implementing Microsoft Office 365 is to leverage these advantages with the minimal disruption of their organization This book provides practical help in moving your business to the Cloud and covers the planning migration and the follow on management of the Office 365 Cloud services [SharePoint 2013](#), 2013 [Excel 2013: The Missing Manual](#) Matthew MacDonald, 2013-04-18 The world's most popular spreadsheet program is now more powerful than ever but it's also more complex That's where this Missing Manual comes in With crystal clear explanations and hands on examples Excel 2013 The Missing Manual shows you how to master Excel so you can easily track analyze and chart your data You'll be using new features like PowerPivot and Flash Fill in no time The important stuff you need to know Go from novice to ace Learn how to analyze your data from writing your first formula to charting your results Illustrate trends Discover the clearest way to present your data using Excel's new Quick Analysis feature Broaden your analysis Use pivot tables slicers and timelines to examine your data from different perspectives Import data Pull data from a variety of sources including website data feeds and corporate databases Work from the Web Launch and manage your workbooks on the road using the new Excel Web App Share your worksheets Store Excel files on SkyDrive and collaborate with colleagues on Facebook Twitter and LinkedIn Master the new data model Use PowerPivot to work with millions of rows of data Make calculations Review financial data use math and scientific formulas and perform statistical analyses **Microsoft Powerpoint 2016: The Complete Guide** Alexander Herolson, 2015-11-12 PowerPoint 2016 is a presentation program that presents information in the form of slides This program is developed by Microsoft and was originally called Presenter released by another company Forethought Inc It was originally launched in May 1990 and was and always been a part of the Microsoft Suite It is popularly known as a program that helps users to develop slide based presentations and is currently the most used presentation program in the world The purpose of this guide is to introduce users to the latest version of the Microsoft PowerPoint program Reviews on the newest issue purport that it is new and improved boasting redesigned and creative features The manual will first look at the genesis of the program's manufacturer Microsoft Inc The Microsoft Office suite and its foundation and subsequent growth will then be discussed followed by growth of the actual PowerPoint program **Mastering Office 365 Administration** Thomas Carpe, Nikkia Carter, Alara Rogers, 2018-05-22 Leverage Office 365 to

increase your organization's efficiency

Key Features

- Perform common to advanced level management and administrative tasks for your organization with Office 365
- Become an Office 365 generalist who can work with the entire stack not just specific products
- An advanced level guide that will teach you to implement enterprise level services into your organization no matter the size of the business

Book Description

In today's world every organization aims to migrate to the cloud in order to become more efficient by making full use of the latest technologies. Office 365 is your one stop solution to making your organization reliable, scalable, and fast. This book will start with an overview of Office 365 components and help you learn how to use the administration portal and perform basic administration. It then goes on to cover common management tasks such as managing users, admin roles, groups, securing Office 365, and enforcing compliance. In the next set of chapters, you will learn about topics including managing Skype for Business, Online Yammer, OneDrive for Business, and Microsoft Teams. In the final section of the book, you will learn how to carry out reporting and monitor Office 365 service health. By the end of this book, you will be able to implement enterprise level services with Office 365 based on your organization's needs.

What you will learn

- Understand the vast Office 365 feature set
- Understand how workloads and applications interact and integrate with each other
- Connect PowerShell to various Office 365 services and perform tasks
- Manage Skype for Business Online
- Get support and monitor Office 365 service health
- Manage and administer identities and groups efficiently

Who this book is for

This book targets architects, sysadmins, engineers, and administrators who are working with Office 365 and are responsible for configuring, implementing, and managing Office 365 in their organization. A prior knowledge of Office 365 and Exchange servers is mandatory.

Information Governance Robert F. Smallwood, 2014-04-21

Proven and emerging strategies for addressing document and records management risk within the framework of information governance principles and best practices.

Information Governance IG is a rapidly emerging super discipline and is now being applied to electronic document and records management, email, social media, cloud computing, mobile computing, and in fact the management and output of information. Organization wide IG leverages information technologies to enforce policies, procedures, and controls to manage information risk in compliance with legal and litigation demands, external regulatory requirements, and internal governance objectives.

Information Governance: Concepts, Strategies, and Best Practices reveals how and why to utilize IG and leverage information technologies to control, monitor, and enforce information access and security policies. Written by one of the most recognized and published experts on information governance, including specialization in e-document security and electronic records management. Provides big picture guidance on the imperative for information governance and best practice guidance on electronic document and records management. Crucial advice and insights for compliance and risk managers, operations managers, corporate counsel, corporate records managers, legal administrators, information technology managers, archivists, knowledge managers, and information governance professionals. IG sets the policies that control and manage the use of organizational information, including social media, mobile computing, cloud computing, email, instant messaging, and the use of

electronic documents and records This extends to e discovery planning and preparation Information Governance Concepts Strategies and Best Practices provides step by step guidance for developing information governance strategies and practices to manage risk in the use of electronic business documents and records [How to Do Everything Microsoft SharePoint 2013](#) Stephen Cawood,2013-03-21 Maximize Microsoft SharePoint 2013 Written by a former member of the SharePoint development team How to Do Everything Microsoft SharePoint 2013 shows you how to get the most out of the latest release of this dynamic business collaboration platform You ll learn to set up SharePoint sites and use document management wikis taxonomy blogs social features and more to organize manage and share content Real world examples help you accomplish tasks quickly and easily Basic information on SharePoint development and administration is also included in this practical guide Work with sites apps lists libraries and items Upload documents manage files with document libraries and use document versioning and content approval features Collaborate via discussion boards blogs wikis events surveys calendars and newsfeeds Use social tagging enable a folksonomy and use enterprise keywords Create a taxonomy hierarchy using enterprise managed metadata Build publishing sites personal sites and websites Display data on pages using web and app parts Customize apps lists forms and navigation Use SharePoint with client applications including Microsoft Office Outlook InfoPath SharePoint Designer and third party applications Learn the basics of SharePoint administration and development

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