

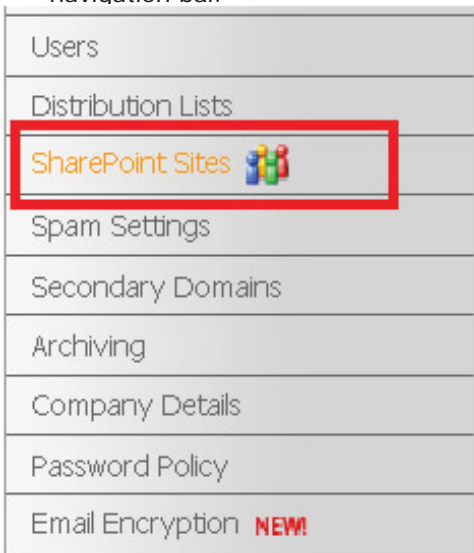
# SharePoint Foundation 2010 Quick Setup Guide

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

This hosted SharePoint Foundation 2010 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 How to create a new SharePoint Foundation 2010 Site

- A. Login to your control panel at <https://cp.mindshiftonline.com/login> You can use your control panel to create, customize and add users to your new SharePoint site. Click on the SharePoint Sites button in the left hand navigation bar.



- B. Then click add a new site





## Select a SharePoint Foundation 2010 Plan

- A. Now that you have arrived at the Add SharePoint Site page, you must first select the SharePoint plan that is best for you based on your number of users and storage needs.
- B. 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 owner administrator.
- C. 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 sp2010.yourdomain.com.
- D. Choose a site template. More information can be found here: <http://office.microsoft.com/en-us/sharepoint-server-help/a-preview-of-the-sharepoint-server-2010-site-templates-HA101907564.aspx>
- E. Click Create Site to continue.

### Add SharePoint Site

Create/Assign SharePoint Owner

SharePoint Site Owner:\* test account ▼

Setup SharePoint Site

SharePoint Plan \* 200 MB Sharepoint2010 Services Setup:\$0.00 Monthly:\$0.00 ▼

SharePoint Site URL \* HTTP://sp.yourdomain.com

SharePoint Version \* Sharepoint 2010 ▼

Site Template \* Team Site ▼

*Additional fees are applicable for this service*

Create Site

Cancel

# 3 Going Live with your SharePoint Foundation 2010 Site

- A. To go live with 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 in Step 2 (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 2 to one of the domains listed below:

For SharePoint 2010 point your CNAME to: **s11spf01.instantsharepoint.com**

- B. Adding SharePoint users

To add additional SharePoint users, go back to the user list and scroll down to add other users >

## Actions for TestClient

- > Add MS Exchange  Users: [Single \(recommended\)](#) | [Multiple](#)
- > Add External Contact  : [Single](#)
- > Add Resource Mailbox  : [Single](#)
- > Add Archiving User  : [Single](#)
- > Add Control Panel Only Administrators  : [Single](#)
- > Add Other Users:  [SharePoint](#)

**Note:** If a user already has a hosted Exchange mailbox, you can click the drop down next to general settings and click Enable SharePoint. If you don't see the Enable SharePoint option then SharePoint is already included in your Exchange mailbox package.

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

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

**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 855-535-7262 or by email at [support@mindshift.com](mailto:support@mindshift.com).