

# Small Business SharePoint Users 5 Overlooked Configurations

All Out of the Box and Free

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Microsoft Office SharePoint Server 2007

*Application Development*

*Configuration*

Microsoft Windows SharePoint Services 3.0

*Application Development*

*Configuration*

# A New Year and another List

1. Email Enabled Lists
2. Site Column Lookups in Content Types
3. Document Templates
4. RSS Enabled Lists
5. Web Site Publishing (Link Translations)

(SharePoint Online provides Public facing site & external users)

# 5. Publishing SharePoint

Since the demise of EBS 2008 & removal ISA Server SBS Users need to provide additional protection when allowing remote access to internal resources.

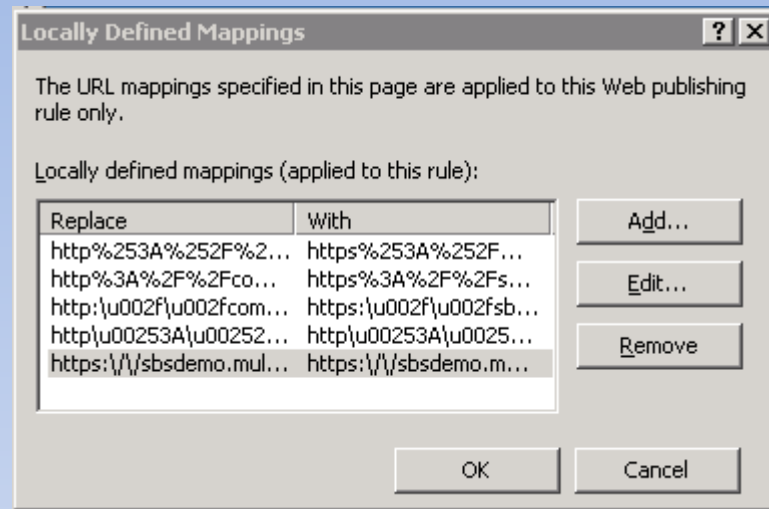
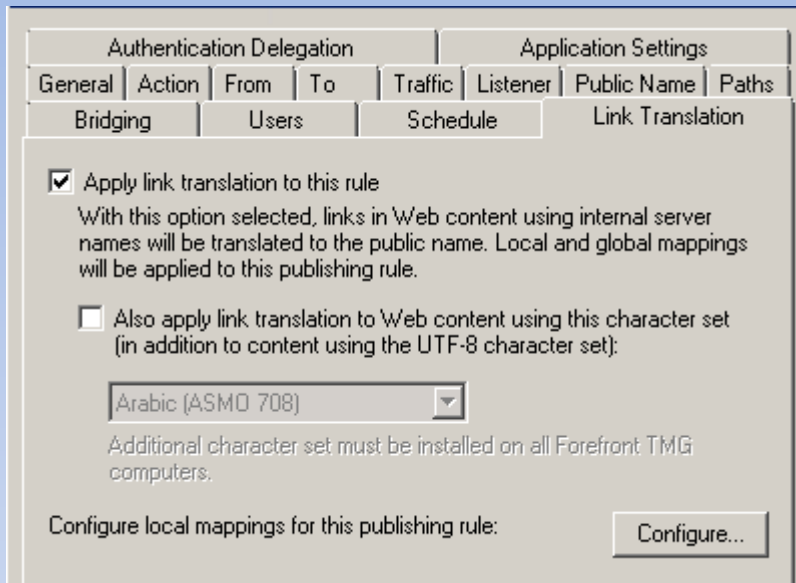


Remember when security was important.

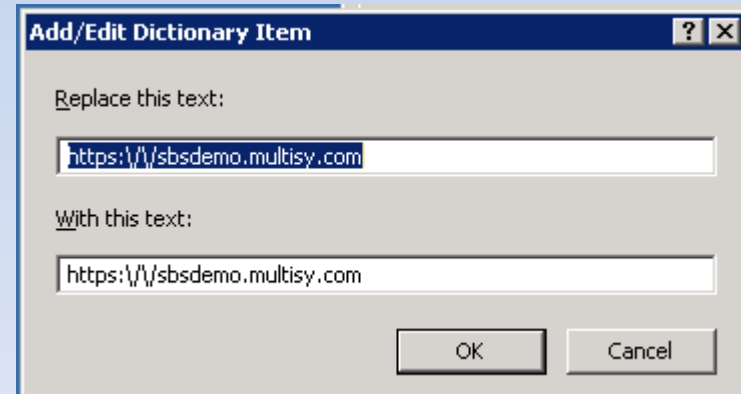
SharePoint requires link translation when public FQDN is not identical to internal SharePoint AAM (Alternate Access Mapping). The Reverse-Proxy handles external access; while SharePoint believes request is internal.

Consider **SharePoint Online** if extensively using SharePoint outside the office and invite **external users** to collaborate. External user access to on-premise SharePoint is not a trivial venture with so many options, but licensing will be the biggest hurdle.

# Using Threat Management Gateway



Default Rule Required:



# Other Mappings

**Add/Edit Dictionary Item** ? X

Replace this text:

With this text:

**Add/Edit Dictionary Item** ? X

Replace this text:

With this text:

**Add/Edit Dictionary Item** ? X

Replace this text:

With this text:

**Add/Edit Dictionary Item** ? X

Replace this text:

With this text:

# More on Link Translation Encodings

External Name: <https://my.domain.com>

Internal Name: <http://internalname:12345>

- <https://my.domain.com>  
`https://my.domain.com`
- <http://internalname:12345>  
`https://my.domain.com`
- <http://internalname:12345>  
`https://my.domain.com`
- <http://internalname:12345>  
`https://my.domain.com`
- <http://internalname:12345>  
`https://my.domain.com`

These Translations are required in SharePoint to properly execute client-side JavaScript where the Urls are embedded inside script blocks in the page.

## 4. RSS Enabled Lists

- All lists can be RSS Enabled
- RSS Lists can be consumed elsewhere in SharePoint, while maintained in a single place.
- New in SP 2011 are RESTful queries.

# KB2526310

- **You cannot view a list in Datasheet view after you install the 64-bit version of Office 2010**

The list is displayed in Standard view. It cannot be displayed in Datasheet view for one or more of the following reasons: A datasheet component compatible with Microsoft SharePoint Foundation is not installed, your browser does not support ActiveX controls, a component is not properly configured for 32-bit or 64-bit support, or support for ActiveX controls is disabled.

- **After loading all x64 Office, install 2007 Office System Driver: Data Connectivity Components, then run Windows Update twice.**

# Now back to Lists

- Secured RSS Feeds will require Kerberos be enabled for SharePoint Web Applications (SPN).
- Refer to KB896861  
BackConnectionHostNames
- Use the XML Viewer Web Part to apply XSLT to the RSS Feed XML. (This transform is executed server side, and the reason for Kerberos)

## XML Viewer

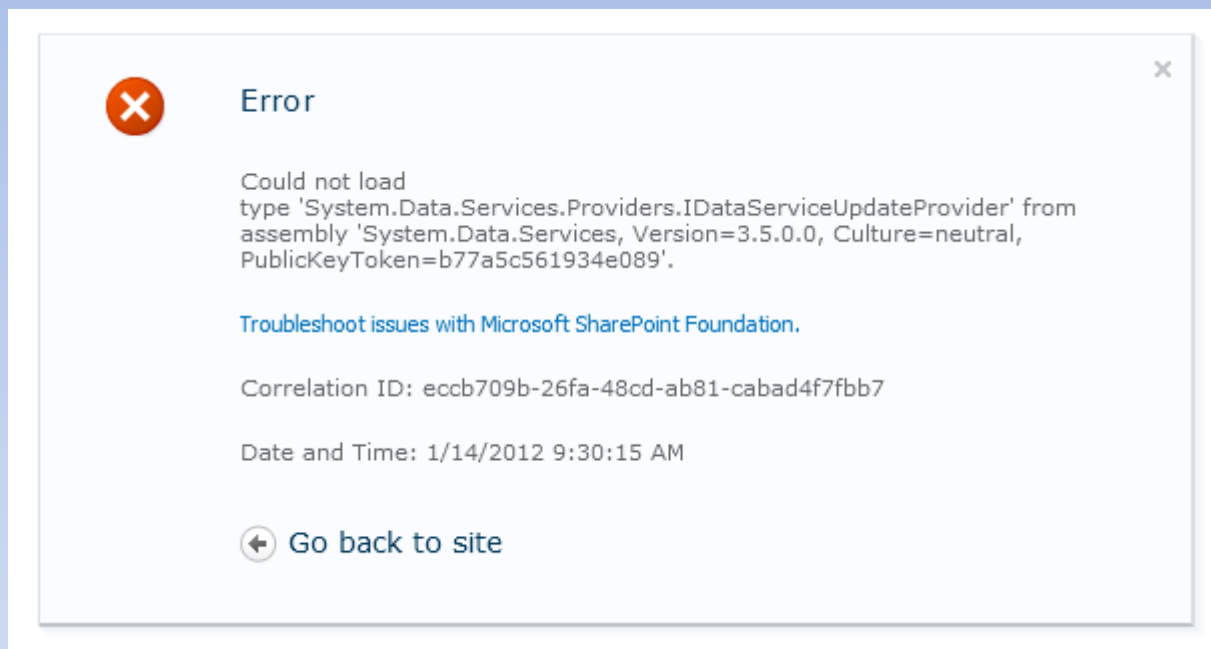
To add XML, [open the tool pane](#) and then click **XML Editor**.

# See source XML

```
<xsl:stylesheet version="1.0"
xmlns:xsl="http://www.w3.org/1999/XSL/Transform">
<xsl:output method="xml" version="1.0"
encoding="UTF-8" indent="yes"/>
  <xsl:template match="/">
<xmp><xsl:copy-of select="*" /></xmp>
</xsl:template>
</xsl:stylesheet>
```

# More Errors using REST

## KB976127



/\_vti\_bin/listdata.svc

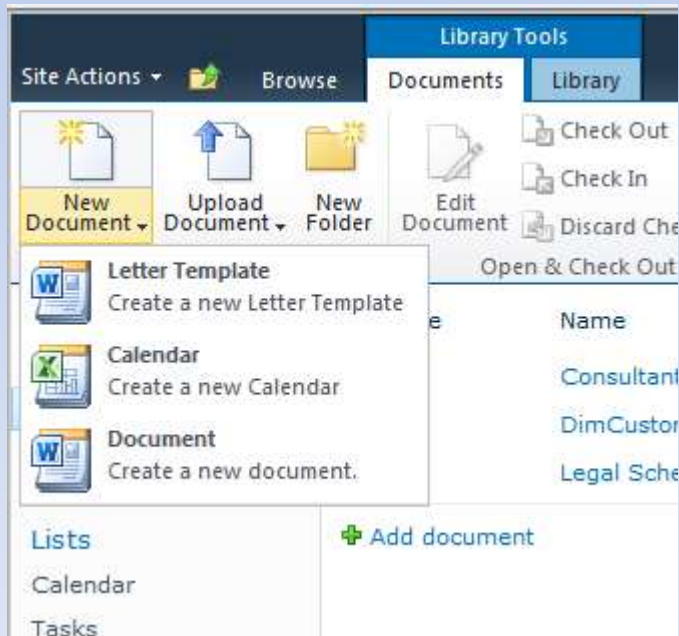
ADO.NET Data Services Update for .NET 3.5 SP1

# RESTful query now works.

- [https://sbsdemo.multisy.com/\\_vti\\_bin/ListData.svc/Customers?\\$filter=Children eq 0](https://sbsdemo.multisy.com/_vti_bin/ListData.svc/Customers?$filter=Children eq 0)
- For performance reasons do not use web parts server-side. Access RSS Feeds directly client-side using jQuery or Silverlight.

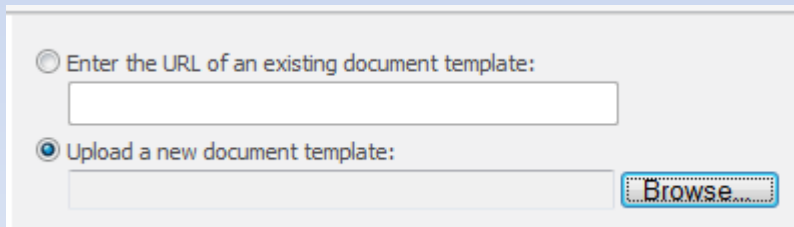
# 3. Document Templates

- This one works OOTB without any patches.
- SharePoint provides menu of documents available to Document Library.



# Steps Required

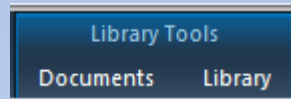
- Create additional Site Columns as needed.
- Create new Content Type
  - Add Site Columns
  - Select Advance Settings
    - Select 'Upload a new document template'
    - Browse for Default Document



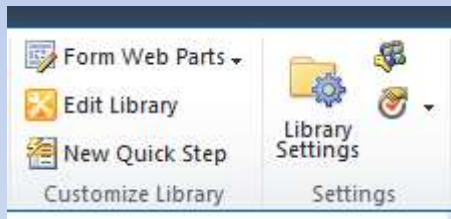
The image shows a screenshot of a web form for selecting a document template. It features two radio button options. The first option is 'Enter the URL of an existing document template:', which is currently unselected. Below it is an empty text input field. The second option is 'Upload a new document template:', which is selected. Below it is another empty text input field, followed by a 'Browse...' button with a dotted border.

# Add Content Type to Document Library

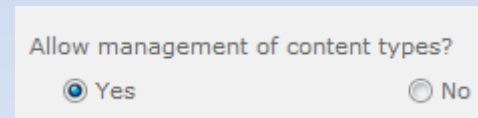
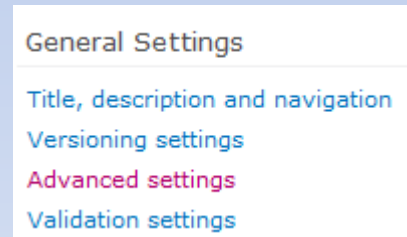
- Select Library from the 'Library Tools' section of the Ribbon.



- Select Library Settings.



- Select 'Advanced Settings'
  - Allow Management 'Yes'



# Include all Templates

**Content Types**

This document library is configured to allow multiple content types. Use content types to specify the information you want to display about an item, in addition to its policies, workflows, or other behavior. The following content types are currently available in this library:

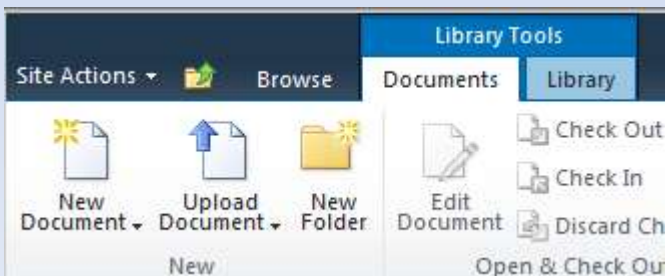
Content Type	Visible on New Button	Default Content Type
<a href="#">Letter Template</a>	✓	✓
<a href="#">Calendar</a>	✓	
<a href="#">Document</a>	✓	

[Add from existing site content types](#)  
[Change new button order and default content type](#)

Select 'Change new button order and default content type.'

Visible	Content Type	Position from Top
<input checked="" type="checkbox"/>	Letter Template	1
<input checked="" type="checkbox"/>	Calendar	2
<input checked="" type="checkbox"/>	Document	3

First Content Type will become the Default document when selecting New.



Click image for Default Document or click Text for Menu.

## 2. Site Column Lookups

- Easily configure dynamic choices everywhere inside Site Collection.
- Best practice to source list in Root site, but not required.
- Using SharePoint Server 2010 Managed Metadata Service (MMS) to share selections across Farms (i.e. Taxonomy).

# Lookup Site Column

- Create Lists in SharePoint to be Referenced
- Create Site Column of Type
- Select List from Dropdown

Get information from:

In this column:

Allow multiple values  
 Allow unlimited length in document libraries

Add a column to show each of these additional fields:

- ID
- Title
- Modified
- Created
- Version
- Title (linked to item)

The type of information in this column is:

- Single line of text
- Multiple lines of text
- Choice (menu to choose from)
- Number (1, 1.0, 100)
- Currency (\$, ¥, €)
- Date and Time
- Lookup (information already on this site)
- Yes/No (check box)
- Person or Group
- Hyperlink or Picture
- Calculated (calculation based on other columns)

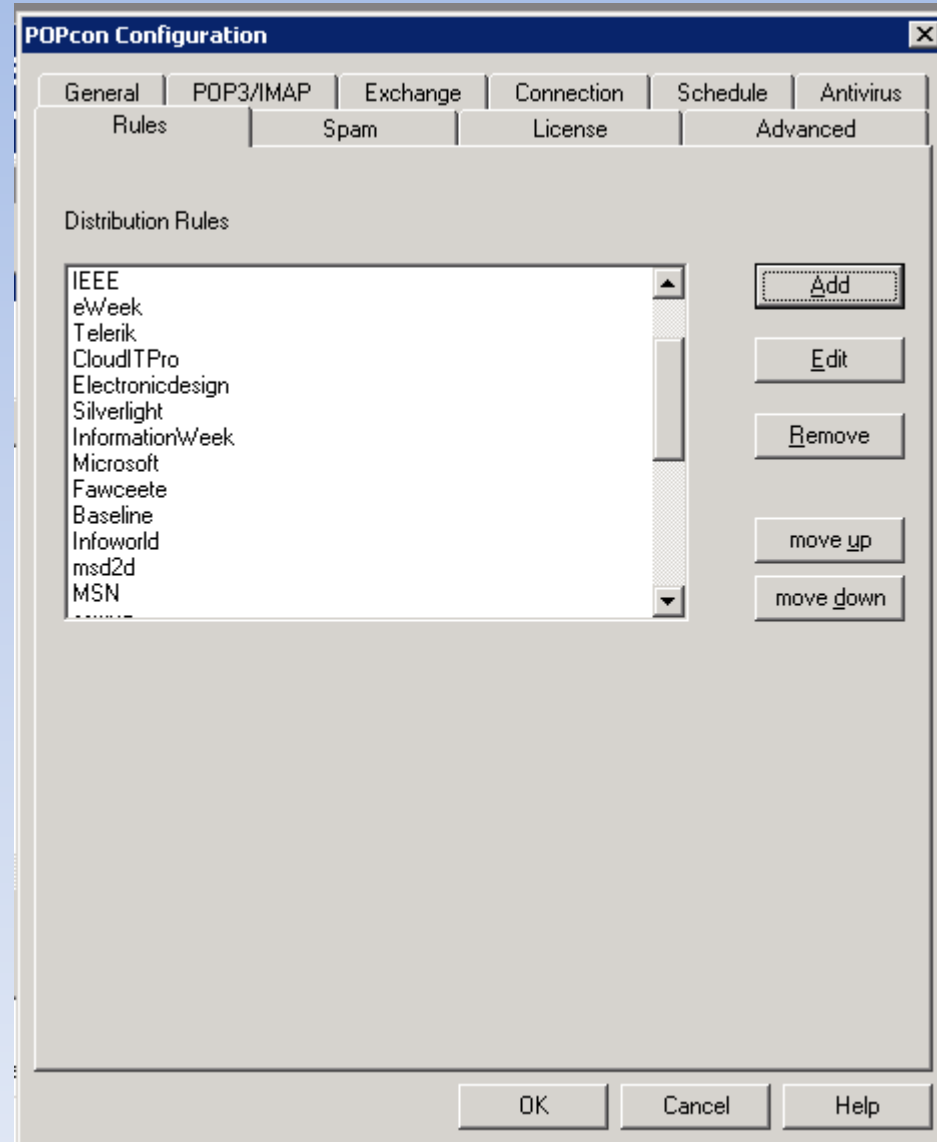
New in SharePoint 2010 are additional columns.

# 1. Email Enabled Lists

- Eliminate cleanup of Exchange mailboxes.
- Share & search emails for everyone.

# How we use them

- All emails delivered to Spam Arrest
- All verified emails are accessible via POP connector. We use POPCon rules to redirect incoming email to Exchange Server. This service is used to avoid touching Exchange.



### E-Mail Security

Use list security for e-mail to ensure that only users who can write to the list can send e-mail to the list.

**Caution:** If you allow e-mail from any sender, you are bypassing the security settings for the list. This means that anyone could send an e-mail to the list's address and their item would be added. With this option turned on, you are opening your list to spam or other unwanted e-mail messages.

### E-mail security policy:

- Accept e-mail messages based on list permissions
- Accept e-mail messages from any sender

- Exchange delivers emails to SharePoint SMTP drop folder. SharePoint timer job loads email into lists.
- Entire Drop folder is deleted by timer job each time, so emails that cannot be added to an email enabled list are lost.
- Configure incoming e-mail settings, to Accept e-mail messages from any sender.

# SBS 2011

## Does not have drop folder

- Using Exchange Powershell
  - **Get-TransportServer | Set-TransportServer -RootDropDirectory c:\inetpub\mailroot\**
  - **New-ForeignConnector -Name "CompanyWeb Connector" -AddressSpaces {smtp:companyweb;1}**
  - **Set-ForeignConnector "CompanyWeb Connector" -DropDirectory Drop**

More details:

<http://blogs.technet.com/b/sbs/archive/2011/03/18/how-to-configure-email-routing-to-sharepoint-in-sbs-2011.aspx>

# Questions

The screenshot shows the Windows Update interface in the Control Panel. The window title is "Windows Update". The breadcrumb navigation shows "Control Panel > System and Security > Windows Update". A search bar is present with the text "Search Control Panel".

**Windows Update**

Control Panel Home

- Check for updates
- Change settings
- View update history
- Restore hidden updates
- Updates: frequently asked questions

**Download and install updates for your computer**

77 important updates are available  
35 optional updates are available

**77 important updates selected, 325.7 MB - 335.5 MB**

[Install updates](#)

Most recent check for updates: Today at 9:36 AM  
Updates were installed: Never  
You receive updates: Managed by your system administrator

**i** You checked online for updates from Windows Update.  
[Check for updates managed by your system administrator](#)

[Get updates for other Microsoft products. Find out more](#)

**See also**  
[Installed Updates](#)