



Microsoft®

SharePoint® 2013

**SES-H208: Information  
Management in  
SharePoint 2013**

**Hands-On Lab**

Lab Manual

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## **Information Management in SharePoint 2013**

Estimated time to complete this lab: **20 minutes**

### **Lab Objectives**

The goal for this HOL is to familiarize you with enabling self-service site creation in SharePoint 2013

After completing this lab, you will be better able to:

- Enable you to configure self-service created sites within SharePoint 2013.

### **Audience**

- SharePoint Site Administrators and SharePoint IT Professionals

### **Scenario**

This lab takes you through the steps for setting self-service site expiry policies in SharePoint 2013

### **Getting Started**

#### **Connect to the Lab Environment**

Log on to the SharePoint (SP) Virtual Machine (VM) as Administrator with the following credentials:

**Username:** CONTOSO\Administrator

**Password:** pass@word1

## Exercise 1 – Enable Self Service Site Creation

Estimated time to complete this exercise: **10 minutes**

### Scenario

In this exercise, you will learn how to enable Self Service Site Creation.

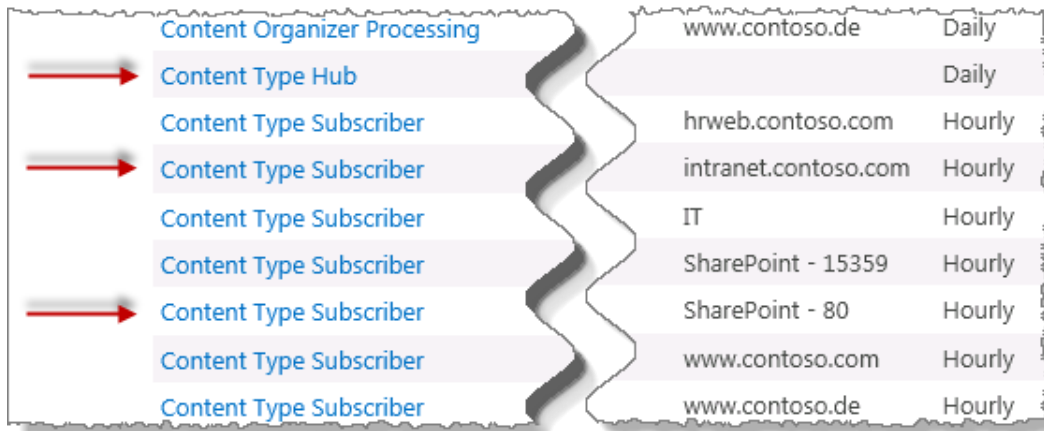
### Task 1 – Enable Self Service Site Creation

In this task, you will learn to add a requirement for site policies.

1. If Central Administration is not open, click **Start, All Programs, Microsoft SharePoint Server 2013 [Products](#)**, and click **SharePoint 2013 Central Administration**.
2. In the Central Administration page, click the **Application Management** link
3. Click the **Configure self-service site creation** link
4. In the Web Application section, click the <http://hrweb.contoso.com/> link and click **Change Web Application**.
5. In the **Select Web Application – Webpage Dialog** window, click on **<http://intranet.contoso.com>**.
6. In the **Site Collections** section, select **On**.
7. In the **Start a Site** section, select **Prompt users to create a site collection under any managed path**
8. Click **OK**

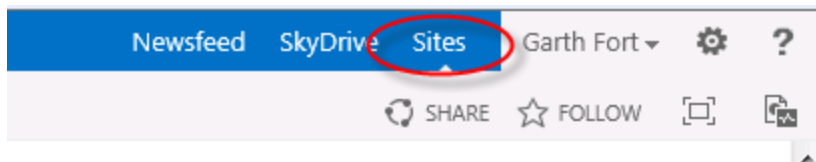
### Task 2 – Run the timer jobs necessary for the changes to take effect

1. In the left pane of the page, click **Monitoring**
2. In the **Timer Jobs** section, click **Review Job Definitions**
3. Scroll down, and click the **Content Type Hub** link
4. Click the **Run Now** button
5. Scroll down, and click the **Content Type Subscriber** link for **intranet.contoso.com**
6. Click the **Run Now** button
7. Scroll down, and click the **Content Type Subscriber** link for **SharePoint - 80**
8. Click the **Run Now** button



**Task 3 – Create a self-service site**

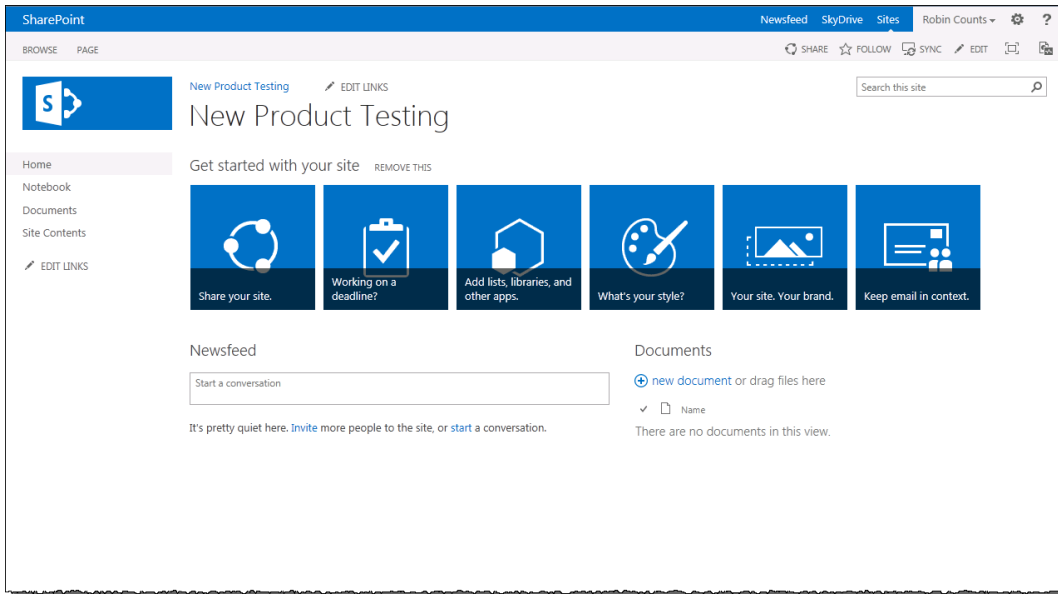
1. Click **Start**, hold down **Shift**, then right-click on the **Internet Explorer** icon and choose **Run as different user** from the context menu.
2. Enter the credentials for Garth Fort (contoso\garthf pass@word1)
3. Click on **Sites** tab in the upper right of the page, to go to Garth’s MySite. Click to accept any additional authentication prompts.



4. Click the **New Site** link.



5. In the Start a new site window, name the site “New Product Testing”.
  6. Click **Create**.
- (Note:** The site may take several minutes to appear. See screenshot below of the New Product Testing site. )



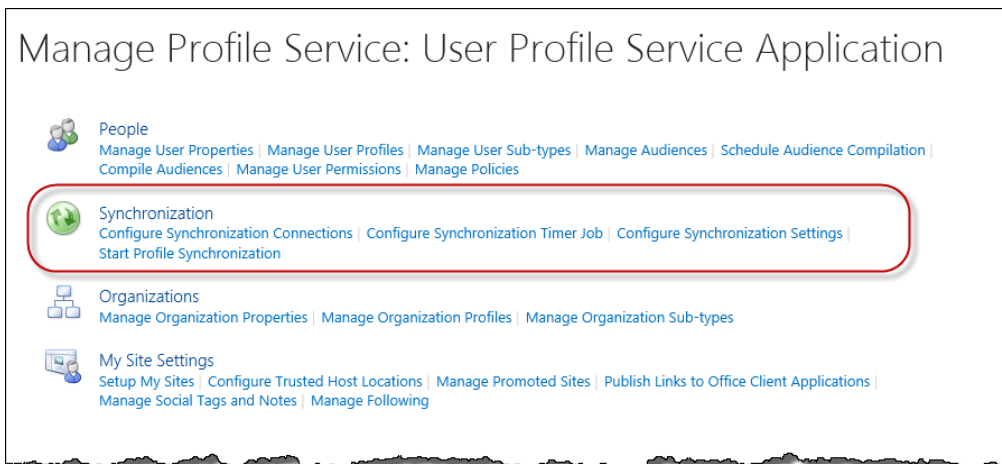
7. Close all Internet Explorer windows to prepare for the next exercise.

In this exercise, you learned about Self-Service Site Creation. Specifically:

- You Configured Self-Service Site Creation
- You ran the necessary timer jobs to enable the capability
- You logged in as a user to create a self-service site

## Exercise 2 – Manage User Profile Synchronization

User Profile synchronization in SharePoint 2013 enables administrators to synchronize user and group profile information with information that is stored in directory services, as well as enterprise business systems. Notice below, that synchronization is one aspect of the User Profile Service Application.



Estimated time to complete this exercise: **30 minutes**

## Scenario

In this exercise, you will learn to configure profile synchronization using the SharePoint Active Directory Import. Specific steps that you will walk through are:

- Configure Synchronization Settings
- Configure Synchronization Connections
- Configure Synchronization Timer Job
- Start the Profile Synchronization

We will begin by removing the existing synchronized data, as well as the synchronization connection

## Task 0 – Prerequisites

In this task, you will learn to remove existing sync data.

1. Open the SharePoint 2013 Management Shell. To do this, on the **Start** menu, point to **All Programs, Microsoft SharePoint 2013 Products**, and then click **SharePoint 2013 Management Shell**.
2. In PowerShell, type **cd C:\HOLContent\HOL027** and hit **Enter**
3. Type **.\Remove-Profiles.ps1** and hit **Enter**
4. Once the script has completed (if you see errors, you may safely ignore them), type **Exit** and hit **Enter**
5. Click **Start** and click **SharePoint 2013 Central Administration**
6. Click **Application Management**
7. Click **Manage Service Applications**
8. Click **User Profile Service Application**
9. Click **Configure Synchronization Connections**
10. In the **Synchronization Connections** screen, click the dropdown for the existing connection and click **Delete**  
**Note:** The process may take a few minutes to complete.
11. In the confirmation dialog box, click **OK**

## Task 1 – Configure Synchronization settings

In this task, you will learn to configure synchronization settings for user profiles.

1. Return to **Manage Profile Service: User Profile Service Application** page in **Central Administration**. To navigate your way back, do the following:
  - Click **Application Management**
  - Click **Manage Service Applications**
  - Click **User Profile Service Application**

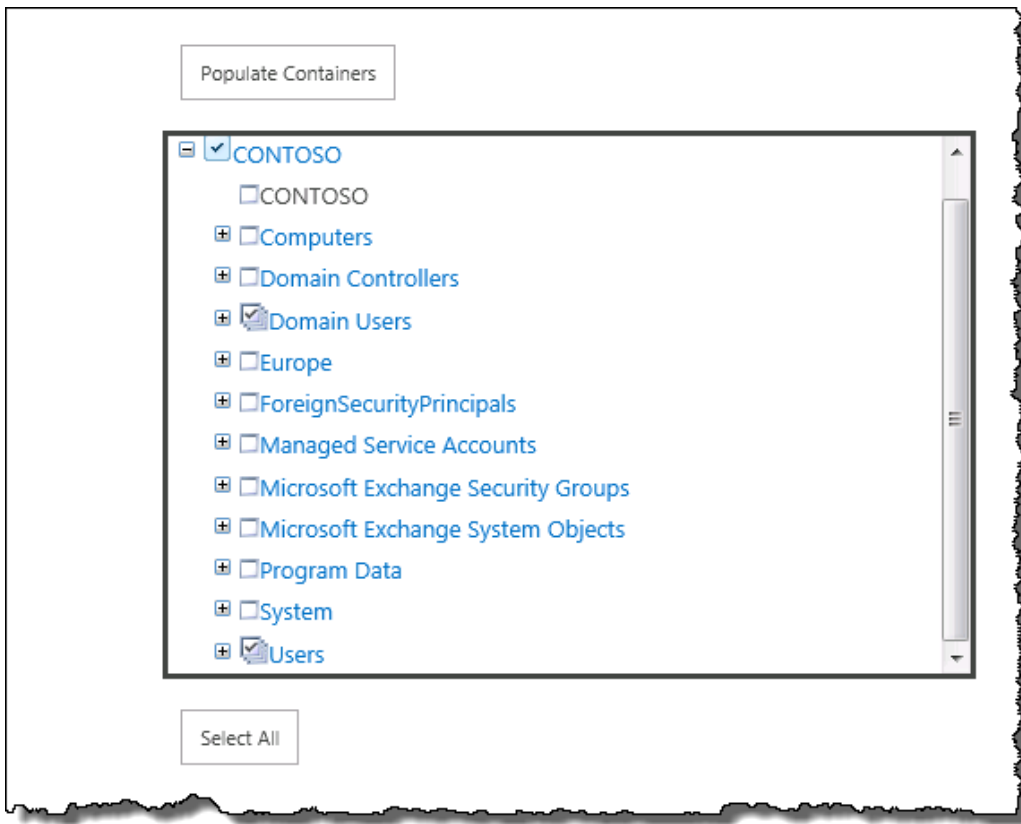


2. Click **Configure Synchronization Settings**
3. Under **Synchronization Entities**, ensure **Users and Groups** is selected
4. Under Synchronization BCS Connections, uncheck **Include existing BCS connections for synchronization?**
5. Under **Synchronization Options**, check **Use SharePoint Active Directory Import**.
6. Click **OK**.

## Task 2 – Create new connection

In this task, you will learn to add a synchronization connection.

1. Return to **Manage Profile Service: User Profile Service Application** page in **Central Administration**. If you need to open IE, do the following:
  - Open SharePoint 2013 Central Administration
  - Click Application Management
  - Click Manage Service Applications
  - Click User Profile Service Application
2. Click **Configure Synchronization Connections**
3. In the **Synchronization Connections** screen, click **Create New Connection**
4. In the **Add new synchronization connection** screen, enter **contoso.com** for the **Connection Name**
5. Enter **contoso.com** in the **Fully Qualified Domain Name:** box.
6. In the **Account Name** box, enter **contoso\administrator**
7. In the **Password** and **Confirm Password** boxes, enter **pass@word1**
8. Click the **Populate Containers** button.
9. Click the + sign that appears next to the **CONTOSO** container to expand the list.
10. Click the check boxes next to the **Domain Users** and **Users** containers.



11. Click the **OK** button
12. When the **Synchronization Connections** screen appears, verify that you see your new connection.

### Task 3 – Edit the User Profile Synchronization Schedule

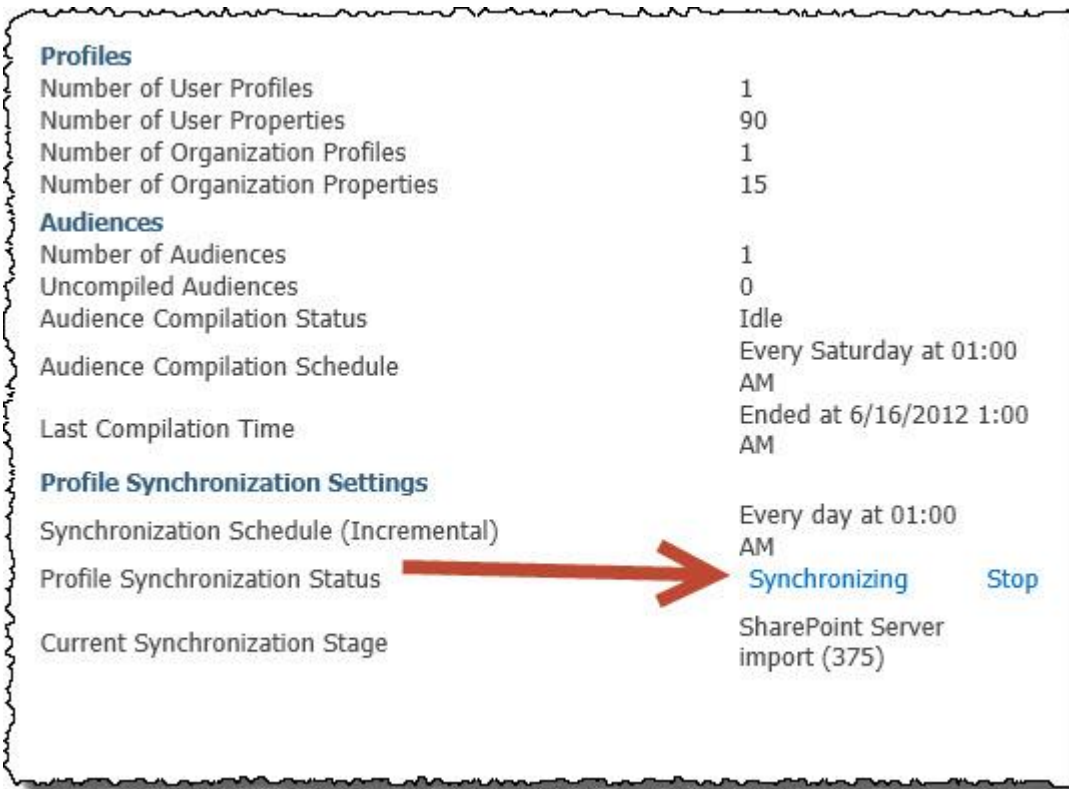
In this task, you will set the synchronization schedule to one typically seen in a large organization.

1. Return to **Manage Profile Service: User Profile Service Application** page in **Central Administration**. To navigate your way back, do the following:
  - Click Application Management
  - Click Manage Service Applications
  - Click User Profile Service Application
2. Click **Configure Synchronization Timer Job**
3. In the **Edit Timer Job** page, click **Weekly**
4. Click **OK**

**Task 4 – Manually Start Synchronization**

In this task, you will manually kick off the Synchronization process.

1. Return to **Manage Profile Service: User Profile Service Application** page in **Central Administration**. To navigate your way back, do the following:
  - Click **Application Management**
  - Click **Manage Service Applications**
  - Click **User Profile Service Application**
2. Click **Start Profile Synchronization**
3. In the **Start Profile Synchronization** screen, click **Start Full Synchronization**.
4. Click **OK** (**Note:** there will be no progress indicator. Refreshing the screen will show changes in statistics on the right side, but these may take several minutes to appear).



In this exercise you learned to administer the User Profile Synchronization service.

Specifically you learned to:

- Configuring the Synchronization settings
- Configure a Synchronization Connection
- Configure the Synchronization Schedule
- Manually start the Synchronization process

## **Summary**

By completing this Hands on Lab, you learned about Self-Service Site Creation and User Profile Synchronization services. You learned to:

- Configure Self-Service Site Creation
- Create a site through Self-Service Site Creation
- Configure User Profile synchronization
- Configure synchronization connection and schedule
- Manually start the synchronization process