

## Apptix SharePoint® Services Get Started Checklist

### *Pre-Launch Questions For Your Team/Organization/Users*

- How/why will you be implementing SharePoint within your organization?
- Who will be using and interacting with your SharePoint site(s)? How many users will you be supporting? What will be stored on your site(s)? How much storage will you need?
- Who will be managing your SharePoint site(s), sub sites and users? What permissions/access will administrators and users have?
- What software applications will you be integrating SharePoint with? What version(s) of Microsoft Office and Windows® are currently used within your organization?
- How are you planning to roll-out SharePoint and your sites within your organization?

### *Basic Tasks to Get Started Using SharePoint*

- Determine site name(s), register SharePoint account(s) and obtain login and password.
- Access Account Management Center via SharePointSite.com website, change password, review and confirm account information.
- Review the Get Started Kit, including FAQs, Feature Guide and Support Information.
- Login to your SharePoint site(s), familiarize yourself with the basic functionality.
- Begin development of your SharePoint site(s).

### *Basic Tasks When Developing Your SharePoint Site(s)*

- Develop site plan, including a list of sub sites/workspaces, templates and/or web parts to be used, and a user list including site and sub site administrators, and users
- Begin development of your site: Add content to main site; Add sub site(s); Select and implement templates/web parts; Determine site/sub site administrators.
- Add site/sub site administrator(s) and assign access and user privileges.
- Customize your site(s): Add/upload content, images, etc.; Test site(s) for usability and organization; Finalize site(s) for users.
- Add users and open site(s) for use.