

Apps4Rent provides a control panel to its customers to manage day-to-day activities for the users. Once you have signed up for the services, you will receive the login credentials in an e-mail which will help you in quickly setting up your users and mailboxes.

Setting up SharePoint services involves; creation of the Organization in the control panel; Creating first user and finally the Site collection.

### **Important URL's:**

**Control Panel:** <https://cp.dataoncloud.com>

### **Important DNS Changes:**

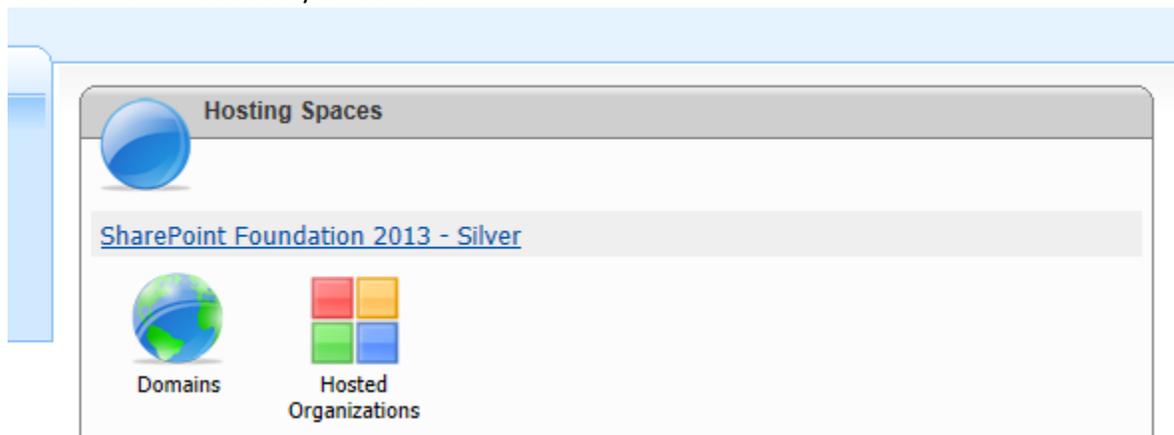
These changes have to be done by contacting your DNS provider which usually is your Web hosting company or Domain Registrar.

### **CName:**

Sharepointurl.com → spf2013.dataoncolud.com

### **Getting Started:**

1. Check your Welcome e-mail for login credentials for the control panel.
2. Using the login credentials, login at <https://cp.dataoncloud.com>
3. Click on Domains to add your domain.



4. Add the domain with which you would like to create a SharePoint Site. For example; if you would like to create a SharePoint site with URL <http://sharepoint.domain.com> then enter domain.com.
5. Click on Hosted Organization from the left menu.
6. Click on Create Organization.
7. Enter the Details.

Organization Name: \*

Organization ID: \*

Domain Name: forspdemo.com

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**NOTE:** Only UPPER case; Lower Case Alphabets and numbers are allowed. Special characters are not allowed.

8. Click on Create Organization. Once the Organization is created; you will get similar to the one given below.

[Hosted Organizations](#) > [forspdemo](#) > Home

**Organization's**

- Domains
- Users

**SharePoint**

- Site Collections
- Storage Usage
- Storage Settings

**Home**

Organization Name: forspdemo

Organization ID: forspdemo

Created: 7/5/2013

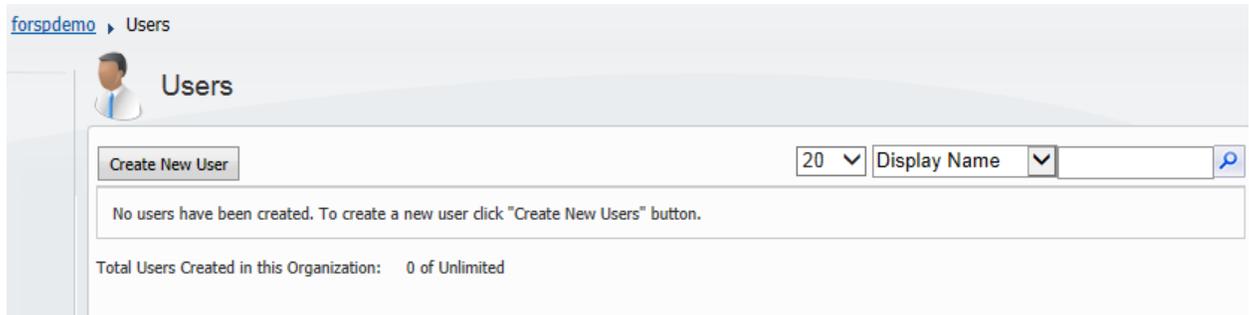
**Organization**

[Users:](#) 0 of Unlimited

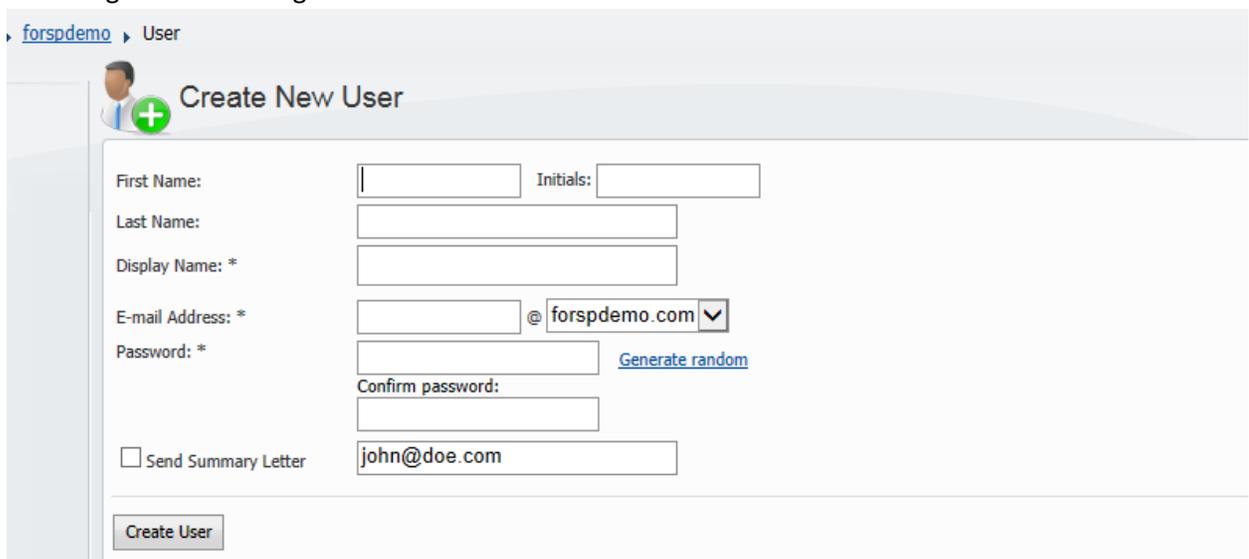
**SharePoint**

[Site Collections:](#)  0 of 1 (1 Available)

9. Click on Users from the Left Menu.
10. Click on Create Users.



11. You will get the following screen.



12. Enter the relevant details.

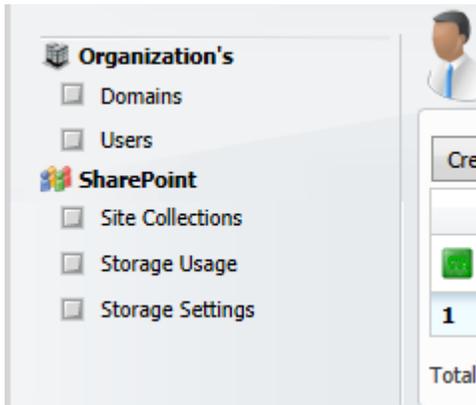
13. Enter the password.

#### Minimum Criteria for Password:

- ❖ Passwords cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters.
- ❖ Passwords must be at least 8 characters in length.
- ❖ Passwords must contain characters from at least three of the following four categories:
  - i. English uppercase alphabet characters (A–Z)
  - ii. English lowercase alphabet characters (a–z)
  - iii. Base 10 digits (0–9)-Atleast 2 numbers.

iv. Non-alphanumeric characters (for example, !\$,%,)

14. Once a user is created you will now be able to create SharePoint Site collection. From the left menu click on Site Collection.



15. Now click on Create New Site Collection.

16. Enter the SharePoint URL that you wish to create. For example; if you would like to create a SharePoint site with URL <http://sharepoint.domain.com> then enter *sharepoint* and from the drop down select forspdemo.com.

17. In the Owner click on the Book icon and select the Site Collection Administrator.

18. Choose the Language from the Locale ID.

19. Put a Title. We recommend not to use any special characters in the Title.

20. Give a Description. We recommend not to use any special characters in the Title.

21. Click on Add Site Collection.

22. Make the following DNS changes by contacting your DNS provider:

**CName:**

Sharepointurl.com → spf2013.dataoncloud.com