

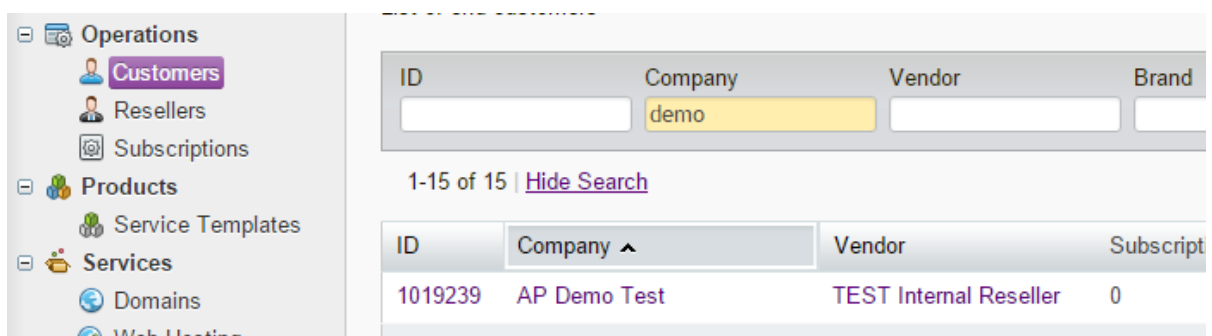
# Provisioning SharePoint

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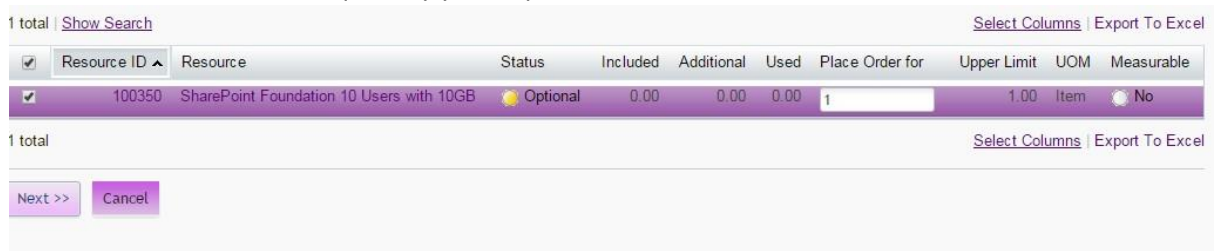
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## Adding SharePoint resources to an existing customer

- Login to <https://controlpanel.hostedservices.com/> > Billing > Customers > Type name of customer and click on them.



- Go to Subscriptions > Click on Subscription > Resources.
- Now tick the relevant boxes based on what your customer is ordering > Scroll up and click “Upgrade Resource Limits”.
- Place the order for the quantity you require and check the tickbox

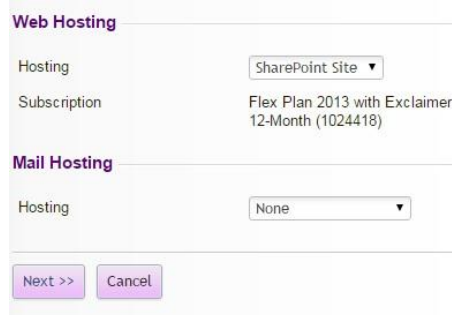


- Select Next > Place Order.
- Then open the order as per the approving orders guide

## Creating the site after the order has provisioned

SharePoint sites are created as customername.spsite.com. This is essential as sites cannot be setup on any other domain, only as subdomain of “.spsite.com“.

- Login as the customer by going to Control Panel > Customers > Click on customer > General Staff Members > Login as customer.
- Go to Hosted Domains > Add existing domain registered elsewhere.  
Domain: customername.spsite.com  
Zone Management: Unticked  
Web Hosting: SharePoint Site  
Mail Hosting: None



The screenshot shows a configuration interface with two sections: 'Web Hosting' and 'Mail Hosting'. Under 'Web Hosting', there is a 'Hosting' dropdown menu set to 'SharePoint Site' and a 'Subscription' field showing 'Flex Plan 2013 with Exclaimer 12-Month (1024418)'. Under 'Mail Hosting', there is a 'Hosting' dropdown menu set to 'None'. At the bottom, there are two buttons: 'Next >>' and 'Cancel'.

- Click Next and either create a new user or select 'Existing Service User' > Next.
- SharePoint Web application is always 'Shared'. > Next  
Template: Leave as select at first login  
Storage: Leave as default amount > Next.
- Leave language/Notification email as Default > Next > Finish.

Now that the site is being created you will need to contact us to setup the delegate records on the name servers.

Note: This is very important as if this this is not done; the site cannot be accessed.