

The University of Hong Kong
Information Technology Services (ITS)

**Information Sheet on Departmental Workspace in Central SharePoint Server (workspace.hku.hk)
and Email Group in Central Email/Calendar Service for Staff (HKUCC1)**

1. Please fill in CF-158 “Application for Departmental Workspace in Central SharePoint Server (workspace.hku.hk) and Email Group in Central Email/Calendar Service for Staff (HKUCC1)” for using these services.
2. The integration of Exchange Server and SharePoint Server enables the support of **collaboration of groups of staff** in a department. A SharePoint Site can support staff collaboration through Blog, Calendar for the Group, Document Repository and Searching, and Group Website Publishing.
3. One **departmental workspace** (*deptabbre*.workspace.hku.hk) running SharePoint 2010 will be allocated for use by each department where *deptabbre* is the department abbreviation used in Central Windows domains (HKUCC-COM).
4. Departments subscribing to the Microsoft Enrollment for Education Solutions (EES) are eligible to use the Departmental SharePoint workspace. For other departments, they are required to order the licenses for each user in the department before submitting this application. Price information for these two licenses, *Microsoft SharePoint Standard CAL* and *Windows CAL*, is available at HKU Portal by typing "Tender Prices" under the Search function of HKU Portal.
5. The staff of the department must have valid email accounts on the Central Email/ Calendar Service for staff (called *HKUCC1* for short) before they can use this service.
6. An **Email group** (**GROUP-deptabbre-group**) upon application will be created for a group of staff where *deptabbre* is the department abbreviation used in Central Windows domains (HKUCC-COM) and *group* is the group name applied for through this application form. (refer to the Part B1 in CF-158).
7. The department shall assign **ONE Primary Administrator** to manage the departmental **SharePoint workspace** and **ONE Owner** to manage the **email group**.
8. Each departmental workspace will be allocated with **20GB** disk quota. Primary administrator can create up to 100 SharePoint site collections (e.g. group/team sites) within the allocated storage space. In case additional storage space is required, please contact ithelp@hku.hk for the cost details.
9. The Primary Administrator can add other **site collection administrators** to their SharePoint site collections. (For details, please refer to <http://www.itservices.hku.hk/services/sharepoint/faq/admin-siteadmin.htm>)
10. The primary/site collection administrator(s) can use the **email group(s)** to grant user access rights in their SharePoint sites.
11. By default, the membership of email group is empty. Group owner can assign members to the group on their own. (For details, please refer to http://www.itservices.hku.hk/services/sharepoint/faq/email_group.htm).

12. By enabling the email receiving function (refer to Part B3 in CF-158), members in a group will receive emails sent to the group email address **GROUP-deptabbre-group@hku.hk** in the Central Email/Calendar Service for Staff (*HKUCCI*).
13. Departmental SharePoint Sites are only accessible within the campus network. If access from outside campus, HKUVPN2 connection is required (please refer to <http://www.itservices.hku.hk/services/vpn2/> for details).
14. User guide on Departmental SharePoint is available at <http://www.itservices.hku.hk/services/sharepoint/>

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