

# Glossary

The following list of glossary terms are covered in this book.

**AAAA record**—Part of the Domain Name System (DNS). Normally returns a 128-bit IPv6 address.

**Active Directory (AD)**—Active Directory is a database designed to store information about your Microsoft network environment, including users, groups, passwords, user contact information, and network configuration. It is normally replicated across your network.

**AD FS**—Active Directory Federation Services extends Active Directory to off-premises applications and systems (outside the firewall). AD FS allows single sign-on.

**alias**—An e-mail address that points to another e-mail address. People outside the system can e-mail to an alias address. You can have as many alias addresses as you wish in Office 365.

**app**—A component of a SharePoint page, such as a document library or list. A type of Web Part.

**A record**—Part of the Domain Name System (DNS). Normally returns a 32-bit IPv4 address.

**Autodiscover**—Part of the Domain Name System (DNS). Autodiscover describes the name (IP address) of where a program such as Outlook can find the Exchange server for a given e-mail account. Implemented as a CNAME record, it may have to be implemented on a DNS local server as well as at the domain registrar. For Office 365, the initial Exchange server address is [autodiscover.outlook.com](http://autodiscover.outlook.com).

**BPOS**—Business Productivity Online Standard Suite (the previous name and version of Office 365).

**browser**—Web browser, such as Internet Explorer, Firefox, Chrome, or Safari.

**cloud**—Any off-premises service that is maintained by a third party. Examples include Hotmail and the Microsoft Online Services: Office 365.

**CNAME record**—Part of the Domain Name System (DNS). Alias of one name to another.

**coexistence**—In a coexistence migration, the mail flow (via the MX record) remains through the original e-mail server as test groups are migrated to Office 365. Mail flow is redirected to Office 365 at the end of the migration.

**content type**—A content type defines the attributes of a SharePoint list item, a document, or a folder. There is a content type per site collection. It could be considered as a “collection of columns for reuse” in other lists or document libraries. Content types are inherited. See Reference Links page.

**core business software**—The software that is the heart of the business. This could be the point-of-sale software for a retail store or the order tracking system for a warehouse. It is the software that runs the business.

**cutover**—In a cutover migration the mail flow (via the MX record) is redirected to Office 365 for the entire organization at one time.

**DirSync**—Directory Sync allows an Active Directory to be synchronized to another Active Directory. In the Office 365 world, an on-premises Active Directory is synchronized (now including passwords) to the Office 365 Active Directory for your tenant.

**distribution groups**—Distribution groups (formerly known as distribution lists) are lists of e-mail addresses. E-mailing to a distribution group sends the e-mail to each user in the group. A distribution group can be for internal e-mail only or available to the outside world.

**DNS**—Domain Name System; also the protocol used by the Domain Name System. Used to look up additional information (or translate) a name to an IP address. See also A record, AAAA record, CNAME record, MX record, SPF record, SRV record, TXT record, and www record.

**document**—A Word, Excel, PowerPoint, or other type of file within a SharePoint document library. A document may have independent permissions.

**document library**—A set of documents within a SharePoint site. In many ways, a document library is a specialized list that contains the document and associated meta-data. A document library is separate from a page but usually is displayed on a page. When you select and display a specific document library, the page ribbon shows actions that can be performed in the document library or folders and documents within it, such as setting permissions or deleting an item. A document library may contain folders and documents.

**Document Set**—Document Sets are a feature in SharePoint Server 2013 that enable an organization to manage a single deliverable, or work product, that can include multiple documents or files. A Document Set is a special kind of folder that combines unique Document Set attributes, the attributes and behavior of folders and documents, and provides a user interface (UI), meta-data, and object model elements to help manage all aspects of the work product. See Reference Links page.

**domain name**—Often referred to as “custom” or “vanity” domains, this is the name of an organization on the Internet, used for its e-mail and web site. A domain name is maintained (and reported to the rest of the world) by a domain registrar. Examples of domain names are [kamind.net](http://kamind.net), [microsoft.com](http://microsoft.com), or [getoffice365now.com](http://getoffice365now.com).

**domain registrar**—An organization that maintains your domain information, for example: eNom, Network Solutions, or GoDaddy. See also DNS.

**EBS**—Essential Business Server.

**e-mail migration**—The process of moving existing (historical) e-mail to a new e-mail service.

**Essential Business Server**—A configured three-server solution (Exchange, SharePoint, Systems Center) for companies with 75 to 400 employees. Microsoft canceled this offering on March 4, 2010. One of the factors was the cost per employee, as compared with the Microsoft Cloud offering.

**Exchange Federation**—A mechanism for trust between Exchange servers.

**Exchange Federation remote mailbox move**—A form of e-mail migration between federated Exchange servers. In Office 365, this is normally between an on-premises Exchange server and the Office 365 Exchange server(s) of your tenant.

**Exchange Online Protection (EOP)**—A Microsoft service that filters incoming e-mail for spam and viruses. Formerly known as Forefront Online Protection for Exchange (FOPE), this service is included in the hosted Exchange area of Office 365. There are several controls that can be used to customize the service.

**Exchange public folders**—A method of sharing information within an organization, using the Exchange server as the database. Contrast with SharePoint.

**Exchange server**—A Microsoft Services software product that receives, stores, and forwards e-mail (and other information, such as calendars, contacts, and folders) for an organization. A user typically sees the e-mail, calendar, and contacts through a client, such as Outlook, or through a web browser. Hosted Exchange is Exchange servers maintained by an external service, such as Office 365.

**exe file**—Executable file. These cannot be stored (directly) in SharePoint; use a .zip file.

**external contacts**—External contacts are contact information about people outside an organization.

**folder**—Similar to a folder on your PC. Part of a SharePoint document library. Folders may have independent permissions. A folder contains documents.

**FTP**—File Transfer Protocol. When implemented by an FTP server, it is a method used to share files. There are security and usability issues. See SharePoint as an alternative.

**Hybrid Coexistence**—Hybrid Coexistence could be considered as a type of migration. In the Office 365 context, an organization's e-mail can be stored either in the organization's on-premises Exchange server or the Office 365-hosted Exchange server for the tenant. After establishing Exchange Federation, an administrator can move users' e-mail boxes to and from the cloud.

**immutability**—The preservation of data in its original form is "immutable" (cannot be changed) and is kept in a form that is discoverable.

**IP address**—Internet Protocol Address—the numeric address of a device or service.

**KAMIND**—IT cloud consultants.

**legal hold**—Legal hold is an action that is placed on a mailbox to meet compliance requirements for future discovery and searching.

**list**—A set of items within a SharePoint site. You can think of a list as a bunch of rows and columns with potentially a data value at the intersection, like a spreadsheet. There are specialized lists that have special properties. A list is distinct from a page but usually is displayed on a page. When you select and display a specific list, the page ribbon shows actions that can be performed on the list or items in it, such as setting permissions or deleting an item. Special list types include Task List or Calendar List.

**Lync**—A communications client tool included in Office 365 that supports text, voice, and video communication with a whiteboard, shared programs, PowerPoint, shared monitors, and polls to one or more people. Can be used for planned or ad hoc meetings, person-to-person communication, and even remote support.

**mail flow**—Mail flow describes how a particular piece of e-mail flows from the sender to the receiver. See also MX record.

**meta-data**—Additional data stored about/with a SharePoint item, for example, the date and author of a document. This data is searchable.

**Microsoft Domain Name**—The prefix for [.onmicrosoft.com](http://onmicrosoft.com). This is also the basis of your SharePoint site; for [xxx.onmicrosoft.com](http://xxx.onmicrosoft.com) the SharePoint site is [xxx.sharepoint.com](http://xxx.sharepoint.com). This cannot be changed, nor can it be moved between different Office 365 plans.

**Microsoft Online Services**—Services provided by Microsoft, including Office 365 and Windows Intune.

**migration**—Copying data (typically e-mail, calendar entries, and contacts) from your existing environment to Office 365.

**MX record**—Part of the Domain Name System (DNS). An MX record tells the outside world the location of your mail service (name or IP address).

**Office 365**—The brand for the collection of Microsoft Cloud Services. Office 365 includes hosted Exchange e-mail, Lync Enterprise voice, SharePoint, and several software options. It is generally considered “Software as a Service.”

**Office 365 ProPlus**—The current version of Office Professional, presently Office 2013. This is the full Office product and can be installed on up to five devices (under the same login), such as your work desktop, laptop, a Mac, and a home computer.

**Office 365 Wave 14**—A version first released in July 2012.

**Office 365 Wave 15**—A version first released in March 2013.

**off-premises**—Often used as a synonym for *cloud*, this actually denotes hardware devices and software that are located outside of your company location (off-site).

**on-premises**—This generally refers to equipment, computing resources, or people that are located at a company location (as opposed to at home or on the road).

**on-site**—People or equipment that is located at a company location (as opposed to at home or on the road). Usually a synonym for on-premises.

**Outlook profile**—The Outlook client reads Outlook profiles that contain the e-mail accounts that are to be included in this execution of Outlook.

**page**—A SharePoint page is what you see with your web browser. You can have multiple pages within a site. Generally, a site presents a default page that users will think of as “the site.”

**permissions**—The “who can do it” aspect of SharePoint. Permissions are set on a site, list, document library, etc. Permission levels include None, Read, View, Contribute (Read and Write), and more. A particular user must have “permission” to do that activity on that item, for example, to be able to update the item.

**pilot/test group**—A group of users who are to be migrated. The first pilot/test group should include raving fans and naysayers and should be designed to test as many combinations of users’ needs, to ferret out issues early in a migration.

**POP mail**—POP stands for *Post Office Protocol*. It is a protocol (method) of transferring e-mail from an e-mail server to an e-mail client. In a practical sense, each e-mail client receives its own copy of the e-mail. The effect is that you must frequently delete an e-mail from each client after it has been received. Contrast this with Exchange server, where e-mail is stored on the server, and the protocol allows an action (such as deletion or movement to a folder) on an e-mail to be reflected immediately on the Exchange server.

**PST Export / Import**—A PST file (the file extension for an Outlook personal information store file) stores e-mail on your computer. It can contain archived e-mails or current POP mail. Export is a process in Outlook that copies e-mail from a mailbox to a PST format file. In the context of Office 365, PST Import is the Outlook process that copies a PST file to the Office 365-hosted Exchange server. It is a method of e-mail migration.

**push install**—An automated installation that is set up by IT to push updates to the desktop, with no user interaction. Software updates are pushed and automatically installed.

**security group**—A security group is a type of Active Directory object that can be used to grant permissions in SharePoint.

**SharePoint**—SharePoint is Microsoft’s document-storage and content-management tool. SharePoint was first released in 2001. Originally, SharePoint was used as an enterprise’s on-premises intranet. SharePoint was included in Small Business Server and in the original Microsoft cloud offering: BPOS. The version with Office 365 is SharePoint Online.

SharePoint is fundamentally a web server that presents web pages to your browser (Internet Explorer, FireFox, Chrome, Safari, etc.). The SharePoint data (structure, permissions, sites, your documents, etc.) is hosted on SQL servers that are maintained by Microsoft within their secure environment."

**single sign-on**—Single sign-on (SSO) provides a single sign-on to an organization’s computing resources, using Active Directory Federation Services (AD FS).

**site**—A SharePoint site is a collection of SharePoint “apps” and Web Parts (components), such as document libraries, lists, tasks, blogs, pictures, templates, and text that are presented to a user at a particular URL as a page. A site is within a particular site collection. An example is a project site.

**site collection**—This is a collection of SharePoint sites. With the Enterprise plan you may have multiple site collections within your tenant. Site collections have sets of properties that are the same for all sites within a site collection and which may be different between site collections.

**site contents**—Contents of a SharePoint site. The site contents page shows lists, libraries, and other apps and subsites that are associated with this site. This page is a helpful reference to your site structure. Access to this screen appears as a link on a site page or as a drop-down choice under the “gear” icon at the top right of the screen. Only items that you have permission to see will show.

**SPF record**—Part of the Domain Name System (DNS). “Sender Policy Framework” is an e-mail system to help prevent e-mail spam. The SPF record (normally implemented as a TXT record) describes which hosts are allowed to send from the domain. In Office 365, the sender is [spf.protection.outlook.com](https://spf.protection.outlook.com) for your domain.

**SRV record**—Part of the Domain Name System (DNS). An SRV record describes the location (protocol and port) for a given service at a host. Office 365 Lync requires two SRV records for correct implementation.

**SSO**—Single sign-on provides a single sign-on to an organization’s computing resources, using Active Directory Federation Services (AD FS).

**subsite**—A SharePoint subsite is simply a site under (within) a site. You can nest sites until you confuse yourself.

**tenant**—This is your Office 365 account, including hosted Exchange, Lync, SharePoint, and your Office 365 Active Directory. The first account that you create when you first purchase Office 365 is the “owner” of your tenant. This account should be an admin account, not a person. This account does not normally require an Office 365 license. Relating to SharePoint, all of your site collections are within your tenant. You can have any number of domains within your tenant (with e-mail accounts), but you will have only one root SharePoint URL: <https://xxx.sharepoint.com>.

**TXT record**—Part of the Domain Name System (DNS). A TXT record can contain any type of text. See SPF record. For Office 365, a TXT record is also used to prove domain ownership. (A specific TXT record is added by the domain registrar for your domain.)

**URL**—Universal resource locator. The specific universal address for a web page, it is essentially a specific location within a domain within the World Wide Web. (This doesn’t necessarily mean that you can see it from anywhere; there can be security restrictions.) Examples are <https://kamind.sharepoint.com> or <http://getoffice365now.com>.

**virtualization**—A server or desktop operating system running on a virtual host. The server or desktop operating systems are running in a hardware-agnostic mode, because the hardware services are supplied by the virtual host.

**Web Part**—SharePoint components that can be inserted into a page (part of a site). Web Parts are very powerful and can interact with other sites and data outside of SharePoint.

**web site**—A SharePoint web site is a specialized site collection that can be seen by the outside world (public facing) through a standard URL (such as <http://getoffice365now.com>). You may only have one web site within a tenant.

**www record**—Part of the Domain Name System (DNS), it provides the name or IP address of a web server for a given domain name.