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## CHAPTER 3A New Installation

This chapter provides step-by-step instructions for installing Microsoft® Windows® Small Business Server 2003 on a new computer or replacing the previous operating system without saving data and settings.

### Steps to Complete a New Installation

Setup guides you through the following four steps:

- Installing the operating system.
- Configuring the operating system based on the needs of your small business.
- Installing server tools and applications.
- Completing the To Do List tasks, which appear at the end of Setup.

Setup provides default values that are typical for a small business. It is recommended that you accept these values. However, if you want to change a default value, click **More Information**.

#### **Caution:**

If you are installing Windows Small Business Server 2003 on an existing computer and you want to save the data, it is recommended that you back up the data by saving it to another computer or backup device before you begin. You can then restore the data to the computer after Setup is complete.

If you use a backup device, such as a tape drive, to back up the data on the existing computer, ensure the device is compatible with Windows Server™ 2003 so that you will be able to restore the data following Setup.

### Step 1: Windows Installation

To complete a new installation of Windows Small Business Server 2003, Setup first installs the operating system. If your computer has a DVD drive, it is recommended that you install using the DVD (if available). The DVD does not require the disc swapping that is required when using the CDs. If you are unsure whether your computer supports a DVD, see your hardware manufacturer's documentation.

#### **Important:**

After the operating system is installed, do not customize your server until you have completed the entire installation of Windows Small Business Server 2003.

#### **Estimated Completion Time:** 40 minutes

Estimated completion times throughout this procedure are based on minimum hardware requirements.

### Step 1: Windows Installation

1. Turn on the computer and insert Windows Small Business Server 2003 CD 1 or the DVD into the CD-ROM or DVD drive. When a message appears asking you to boot from the CD, press any key to do so.

 **Note:**

If your computer does not boot from the CD or the DVD, restart the computer and ensure that the boot sequence in the BIOS Setup is set to first boot to CD-ROM. For more information about how to change the BIOS Setup boot sequence, see your hardware manufacturer's documentation.

2. The installation starts in text mode. After booting from the disc, the **Welcome to Setup** screen appears. Press ENTER.
3. On the **Windows Licensing** screen, read the agreement, and then press **F8**.
4. Create and then select the partition where you want to install the operating system.

To create a partition from unpartitioned space, type **C**, and then type the partition size. For example, if you are using the recommended partition size of 6 gigabytes (GB), you would type **6000**, and then press ENTER.

To create a partition using all of the unpartitioned space, press ENTER.

If you are installing on a computer with an existing operating system that does not support an upgrade, it is recommended that you delete the partition(s), and then recreate new partitions. When you delete a partition, any existing data on the partition is lost. To delete a partition, type **D**, press ENTER, and then type **L**. Repeat as necessary.

 **Important:**

The partition on which you install the operating system cannot be changed at a later time.

5. When prompted to select a file system for the partition, select the NTFS file system. NTFS provides security features such as file encryption, file permissions, and disk quotas. It is recommended that you use NTFS for all partitions. Additionally, to create the Windows Small Business Server domain, Active Directory is installed, which requires an NTFS partition.

Setup copies temporary files to a Windows installation folder on your computer, which takes a few minutes. Your computer then restarts, and Setup continues.

You do not need to provide any input for about 15 minutes (based on the minimum hardware requirements).

6. On the **Regional and Language Options** page, you can customize your settings.
7. On the **Personalize Your Software** page, type the requested information.
8. On the **Your Product Key** page, type your product key.
9. It is strongly recommended that you type a standard computer name and non-blank administrator password on the **Computer Name and Administrator Password** page. A standard computer name is a unique name of up to 15 standard characters: A-Z, 0-9, and the hyphen (-).

 **Important:**

For security reasons, it is recommended that you specify a strong password for the Administrator account. A strong password is between 6 and 127 characters, and uses a combination of uppercase and lowercase letters, numbers, and other characters, such as \*, ?, or \$. Leaving the Administrator password blank indicates no password for the account and poses a security risk.

10. On the **Date and Time Settings** page, verify the settings.

11. Once the operating system is installed, your computer will restart.

The installation is completed in about 20 minutes, during which time you do not need to provide any input (based on the minimum hardware requirements).

12. At this point, you are ready to configure the operating system in preparation for installing the server tools and applications. Continue on to Step 2.

## Step 2: Windows Configuration

Setup now configures the operating system in preparation for installing the Windows Small Business Server server tools and applications.

### Important:

Before beginning this step, ensure that the local network adapter is connected to a switch or hub that has power.

**Estimated Completion Time:** 30 minutes

## Step 2: Windows Configuration

1. Log on to the computer, using the built-in Administrator account.
2. On the **Continuing Microsoft Windows Small Business Server Setup** page, click **Next**.

### Note:

The **Setup Requirements** page appears if there are: conditions that prevent Setup from continuing, conditions that you should correct before continuing, or information that you need to be aware of during Setup.

3. On the **Company Information** page, type information about your company. This information is stored and used by Setup to configure server tools so that you do not have to supply the same information multiple times.
4. On the **Internal Domain Information** page, review the default values, which are typical for a small business. Click **Next** to accept the default values, or click **More Information** for details about modifying the values.

The full DNS (Domain Name System) name and NetBIOS domain name are used to create your Windows Small Business Server domain. Having a domain enables you to manage access to resources on your network (for example, user accounts, client computers, shared folders, or printers). Setup provides default settings for your internal domain, separating your local (internal) network from the Internet (external network). It is recommended that you use these values.

### Important:

After you install Windows Small Business Server 2003, you cannot change the full DNS name for the internal domain, the NetBIOS domain name, or the computer name. These settings are used to configure Windows Small Business Server tools and applications. To change these names, you must reinstall Windows Small Business Server 2003.

5. If you have more than one network adapter, the **Local Network Adapter Information** page appears. Select the network adapter that you will use to access your local network.

To prevent any confusion with which network cable connects to the local network and which connects to the Internet, identify and label your cables and network devices. To ensure you have the correct local

network cable, click **More Information** and follow the instructions.

 **Important:**

Setup disables all network adapters on the server except the one you selected to access your local network. Your settings on the disabled adapters are preserved.

6. On the **Local Network Adapter Configuration** page, it is recommended that you accept the default values.

If you want to record the IP address for future reference, do so here: \_\_\_\_\_

7. The **Logon Information** page appears.

It is recommended that you click **Log on automatically**, and then type the password for the account with which you are currently logged on. When you select to log on automatically, Setup will automatically continue with component installation after restarting the computer. Your password is temporarily stored until Setup is completed or canceled.

 **Note:**

If the default data folder locations for Active Directory were not valid, the **Data Folders** page appears. You must select the location for each data folder specified in the list.

8. On the **Windows Configuration** page, click **Next** to install components that must be installed or configured before Setup can continue. The installation takes several minutes to complete.
9. The **Component Progress** page appears, listing the progress of component installation and configuration. If the computer must be restarted and you chose to log on automatically, Setup continues without your needing to log on. Otherwise, you must log on using the built-in Administrator account after the computer restarts.

You do not need to provide any input for about 20 minutes (based on the minimum hardware requirements).

10. When the **Component Selection** page appears, continue on to Step 3.

### Step 3: Server Applications Installation

After the operating system is configured, Setup will install the Windows Small Business Server tools and applications.

**Estimated Completion Time:** 1.5 hours for a default installation

#### Step 3: Server Applications Installation

1. On the Component Selection page, applications typical for most small businesses are selected by default. To customize this installation, you can modify the selections in the Action and Drive columns.
2. On the **Data Folders** page, if you have multiple drives on your server, it is recommended that you select a different location for the data folders. The drive should have space for growth and be formatted as NTFS. Click **More Information** for details on data folders. Click **Next** to continue.
3. On the **Component Summary** page, verify the installation actions for the list of components.
4. The **Component Progress** page appears, providing status on the installation. For components that

require the computer to restart, Setup continues if you selected to log on automatically.

If you are using the CDs for installation, you will need to insert a new CD each time you are prompted. If you are using the DVD, no user interaction is required for about 1 hour.

 **Note:**

If there are errors or messages related to a component you selected to install, the **Component Messages** page appears. Review the errors or messages.

5. On the **Finishing Your Installation** page, click **Finish**, and then click **OK** to restart the computer. To complete your installation, you must continue on to Step 4.

#### **Step 4: To Do List**

To finish your installation, complete the tasks on the To Do List. It is recommended that you complete the tasks in the order presented. Click **Start** to begin a task, click the check box beside **Done** to track which tasks you have completed, and click **More Information** to learn more about the task.

**Estimated Completion Time:** 30 minutes (excluding the time it takes to run Client Setup at each client computer)

#### **Network Tasks**

- View Security Best Practices. It is recommended that you read through and complete security best practices to help you secure your network. Clicking this task displays a list of security best practices.
- Connect to the Internet. You must complete this task to ensure that your Internet connection is properly configured for your small business network. Clicking this task starts the Configure E-mail and Internet Connection Wizard. Follow the instructions to configure your server's network, firewall, secure Web site, and e-mail settings.

At the end of the wizard, you are prompted to configure password policies. If you allow access to the server from the Internet, it is highly recommended that you enforce strong user passwords. Strong passwords provide an additional layer of protection against an unauthorized user gaining access to your network. The requirement for strong passwords does not take effect for three days, which helps to simplify the process of setting up user accounts and client computers.

 **Note:**

Before completing this task, you must reconnect the Internet connection device to the Internet. For details, click **More Information** next to the **Connect to the Internet** task on the To Do List.

- Configure Remote Access. Complete this task if you want to allow remote client computers to connect to your local network through virtual private network (VPN) connections, dial-in connections, or both. Clicking this task starts the Remote Access Wizard.

 **Note:**

After you have configured your server for remote access, you must assign users the necessary permissions. You can also deploy the Connection Manager configuration package, which configures the settings necessary for connecting mobile and remote client computers to the network. To do so, complete the **Add Users and Computers** task on the To Do List.

- Activate Your Server. You must activate your server. Clicking this task starts the Windows Product Activation wizard. Follow the instructions to activate your server.
- Add Additional Client Licenses. If you have more than five client computers, you must complete this To Do List task to add any additional client licenses you purchased. This task requires that you first activate your server. Clicking this task starts the Add License Wizard.

### Management Tasks

- Add a Printer. Complete this task to install a printer. Clicking this task starts the Add Printer Wizard.
- Add Users and Computers. You must complete this task to configure user accounts and client computer settings. Clicking this task starts the Add User Wizard. After you provide user account information, the Set Up Computer Wizard allows you to configure a client computer for new users.

 **Note:**

When you run Client Setup, it is recommended that you turn off or disable any real-time antivirus monitoring programs on the client computer as they can cause problems during application installation.

- Configure Fax. If you have a fax modem, complete this task to configure Fax Service for sending and receiving faxes. Clicking this task starts the Fax Configuration Wizard.
- Configure Monitoring. Complete this task to set up alert notifications and server performance and usage reports for your server. Clicking this task starts the Monitoring Configuration Wizard.
- Configure Backup. Complete this task to configure server backup. Clicking this task starts the Windows Small Business Server Backup Configuration Wizard. Third-party software is not required.

 **Important:**

Information about backing up your server running Windows Small Business Server is not included in this

guide. It is recommended that you download and then print a copy of "Backing Up and Restoring Windows Small Business Server 2003," which is available at the [Microsoft Web site](http://go.microsoft.com/fwlink/?linkid=39741) [http://go.microsoft.com/fwlink/?linkid=39741] (http://go.microsoft.com/fwlink/?LinkID=39741).

### Next Steps

You have completed the installation and configuration of Windows Small Business Server 2003. To take advantage of some of the features of Windows Small Business Server, consider the following:

- To learn more about the management and monitoring tools included with Windows Small Business Server, see Chapter 4, "Administering and Monitoring Your Server."
- If you have files used by multiple users in the company, you can import these files to your intranet Web site. The company's internal Web site (the intranet) includes document libraries, where users can store and share documents in a convenient, Web-based environment. To learn more about this, click **Start**, click **Help and Support**, and then search for "importing files to document libraries." Or, for instructions on how to do this, search for "to import files to your intranet."
- If you want users to store their individual files (those files that you do not want to share with others in the company) on the server so that the files are easily backed up, you can redirect the My Documents folder on each client computer to the server. To learn more about this, click **Start**, click **Help and Support**, and then search for "redirecting My Documents folders." Or, for instructions on how to do this, search for "to redirect My Documents folders."

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