**Microsoft® Office Web Apps**

**(Installed on SharePoint 2010 Products)**

**Planning Worksheet**

Prepared by: .

Date: .

Complete this worksheet using the following topics:

* Planning Office Web Apps (Installed on SharePoint 2010 Products)

After completing this worksheet, use it with the following topics:

* Deploy Office Web Apps
* Manage Office Web Apps
* PowerPoint Broadcast Slide Show

**Deployment tasks**

**Install Office Web Apps on**:

 An existing stand-alone SharePoint 2010 server

Server name: .

 A new stand-alone SharePoint 2010 server

Server name: .

 An existing SharePoint 2010 server farm

Farm name: .

 A new SharePoint 2010 server farm

Farm name: .

Farm server distribution

|  |  |
| --- | --- |
| Server name | Front-end\Middle-tier\Back-end |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Configure the default open behavior for browser-enabled documents in SharePoint (optional)**:

 Configure the default open behavior to open in client *prior* to running Office Web Apps setup (recommended for live production server farms). See Additional configuration (optional) in Deploy Office Web Apps.

 Configure the default open behavior to open in browser *after* all Office Web Apps setup tasks are complete (necessary only if the default open behavior was previously configured to open in client).

**Activate the Office Web Apps Feature**

The Office Web Apps Feature should be activated on site collections that exist prior to installing Office Web Apps. If PSConfig or the Farm Configuration Wizard was run as part of SharePoint installation, there will be at least one default site. You can activate the feature on all site collections or on individual site collections by using Central Administration Windows PowerShell.

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| --- |
| Site collection |
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|  |

**Management tasks**

**Configure the Office Web Apps Cache (optional)**

For more information about configuring the Office Web Apps cache, see **Manage the Office Web Apps cache** in Office Web Apps Help.

Location: .

Cache Size: (in bytes).

Expiration Period: (in days).

**Configure a Broadcast site (optional)**

For more information about configuring Broadcast sites, see **Configure a Broadcast site** in Office Web Apps Help.

Default Broadcast site: .

Additional site 2: .

Additional site 3: .