



Install & Apply Master Page to BPOS Site

The following instructions will walk you through installing and applying the Executive Master Page to your SharePoint site.

Install the Master Page

1. Go to <http://admin.microsoftonline.com>
2. Log into the site with your username and password
3. Once logged in, go to "Service Settings"
4. Go to "SharePoint Online"
5. In the "Site Collection" section, click on New
6. A popup window will appear. Enter data for all required fields.
7. Click on Create
8. A new site will be created and control will go back to the Site Collection after you click Finish.
9. Click on "Go to Site" in the View Site column
 - a. **Note:** Sometimes the Microsoft server is down, if so you may get a page cannot be found error. Wait a few minutes and try again.
 - b. If the problem persists, delete the site and recreate it again by following the above instructions.
10. You will be asked to enter the username and password.
11. Go to Site Actions > Site Settings > Site Collection Feature under Site Collection Administration
12. Activate the Office SharePoint Server Publishing Infrastructure feature
13. Once the feature is activated, go back to the home page
14. Copy the link from the browser's address bar
(e.g. <https://mccommicrosoftonlinecom-1.sharepoint.microsoftonline.com/>)
Copy the link up to **microsoftonline.com**, don't include anything after **microsoftonline.com**
15. Open Microsoft Office SharePoint Designer
16. Go to File>>Open Site and paste the link in the "Site Name" text box
17. Click on Open
18. You will be asked for the username and password. Enter Admin username and password
Note: Some time designer does not open anything or ask for the username and password. You might need to close the designer and open it again
19. Copy Executive.master from the BPOS package folder and paste it under _catalogs\
Masterpages folder
20. Copy LAYOUTS folder from the BPOS package folder and paste it under the root directory.
21. Copy Executive.css from the BPOS package folder and paste it under Style Library folder
22. Right click on Executive.master and click on "Set as Default Master Page".
23. Right click on Executive.master and click on "Set as Custom Master Page".
24. Go to the SharePoint site.

Publish the Master Page

1. Open the SharePoint site you have just created
2. Go to Site Actions > Site Settings

3. Click on "Master Pages" under Galleries
4. In the master page galleries, go to the Executive Master Page. When you move your mouse over the Executive master page, a small down arrow window will pop up, click on it.
5. The properties window will appear
6. Click on "Check In"
7. You will be asked "What kind of version would you like to check in?"
8. Since we have to publish this master page, select "1.0 Major version (publish)"
9. Enter comments if you want. Click on OK
10. After the master page is checked in, the site will go to "Master Page Galleries"
11. Repeat Step 4 and 5
12. Select "Approve/Reject"
13. Approval Status window will appear
14. Select "Approved" option
15. Click "OK"
16. The site will go to "Master Page Galleries"
17. Go to Site Actions > Site Settings > In the "Site Administration" Click on "Content and Structure"
18. Click on Style Library
19. Select Executive
20. Go to Actions
21. Click on Check In
22. Enter comments if you want. Click on OK
23. Select Executive again
24. Go to Actions
25. Click on Publish
26. Enter comments if you want. Click on OK
27. Go to the Home page of your SharePoint site