

Outlook Connector

client-side plugin

Collaborate Using Outlook

Version 2 – User Manual

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Outlook Connector for MDAemon

Plugin for Microsoft® Outlook®

Version 2.0 - User Manual

Introduction

Being able to collaborate with your coworkers via email, share online calendars and address books, schedule appointments and send invites, manage notes and tasks, and so on, can save you time and increase your productivity. Alt-N Technologies' MDAemon server helps you do all those things and more through its integrated groupware features accessible via its WorldClient web mail client. But, for MDAemon/WorldClient users who wish to have access to those collaboration features through the popular Microsoft Outlook email client instead of through WorldClient, there is the Outlook Connector for MDAemon client-side plugin. Outlook Connector makes it possible for you to utilize all of WorldClient's groupware features from within Outlook.

With Outlook Connector you can share your calendars, contacts, and other Microsoft Outlook items with other MDAemon/WorldClient users. The Outlook Connector plugin provides Outlook item sharing by enabling Microsoft Outlook to use special IMAP folders located on your Outlook Connector enabled server. These folders can be configured to store whatever type of Outlook items that you designate: Calendars, Contacts, Notes, Tasks, Journals, and so on. Further, for each of these folders you can grant multiple levels of access permission to other MDAemon/WorldClient users. For example, to one user you might wish to grant permission to read one of your calendars but not add items to it, but to another you might wish to grant complete access that is equivalent to your own. When you grant an MDAemon/WorldClient user permission to see one of your folders it will appear in his or her Folder List, and the folders you have been permitted to view or edit will appear in yours.

Thus the Outlook Connector plugin for Microsoft Outlook can help you to improve your efficiency by allowing you to gain access to WorldClient's groupware features, share your Outlook items, and collaborate with your colleagues using the productivity features built in to Outlook.

Requirements

The Outlook Connector client-side plugin requires Microsoft Windows NT, 2000, XP or later and Microsoft Outlook 2000, 2002, or 2003. Further, an Internet or other network connection is required in order to connect to the MDAemon server that is hosting your mail services, and that server must be Outlook Connector enabled. Finally, permission to use Outlook Connector must be activated for your specific MDAemon user account because only Outlook Connector enabled accounts residing on the same mail server can gain access to the MDAemon/WorldClient collaboration features from within Outlook.

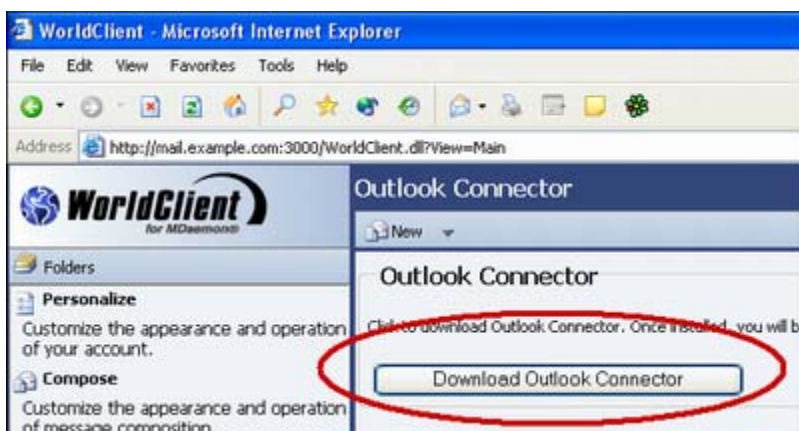
Installation

The Outlook Connector client-side plugin is available as a stand-alone installer that can be downloaded from within WorldClient. If you do not have access to WorldClient then contact your supervisor or email administrator to obtain the plugin by some other means, such as on a disk or via an alternate download location.

Downloading the Outlook Connector plugin

To download the Outlook Connector plugin from within WorldClient:

1. Open your web browser to WorldClient's sign-in page. In most cases, the address of the sign-in page is something like, "http://www.example.com" or "http://worldclient.example.com:3000."
2. Type your email address and password in the spaces provided, and click **Sign In**.
3. Click **Options** (or click the Options button if the WorldClient theme you are using has buttons instead of text links).
4. Click **Outlook Connector**.
5. Click **Download Outlook Connector**.
6. In the File Download dialog, click **Save**, choose a location for OutlookPluginInstall.exe (remember this location), and then click **Save** to begin the download.



Installing the Outlook Connector Plugin

To install the Outlook Connector plugin:

1. Close Microsoft Outlook if it is running. Before continuing with the installation, it is also recommended that you exit all other Windows applications that you may have running.
2. Click **Start**, and then click **Run...** on the Windows start menu.
3. In **Open**, type the path to OutlookPluginInstall.exe, or click **Browse...** to locate it.
4. Click **OK**.

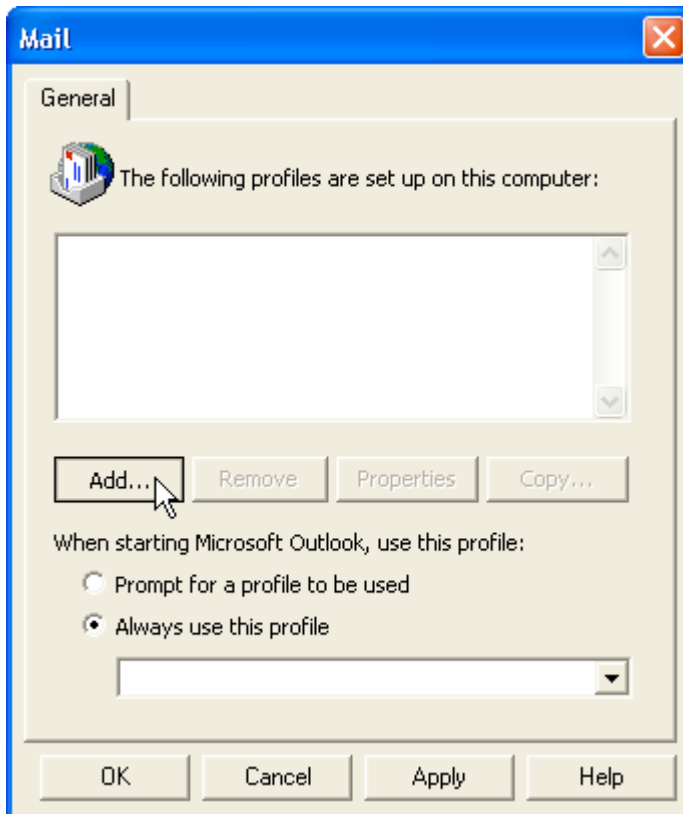


5. Click **Next**.
6. Read the License Agreement and then click **I Agree** to continue with the installation.
7. Click **Next**.
8. Click **Finish**.

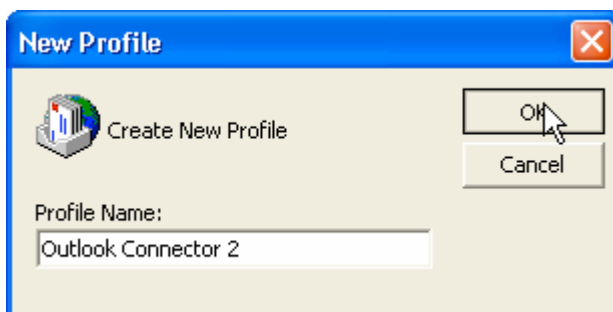
Configuring the Outlook Connector Plugin

Configuring a Mail Profile for Outlook Connector

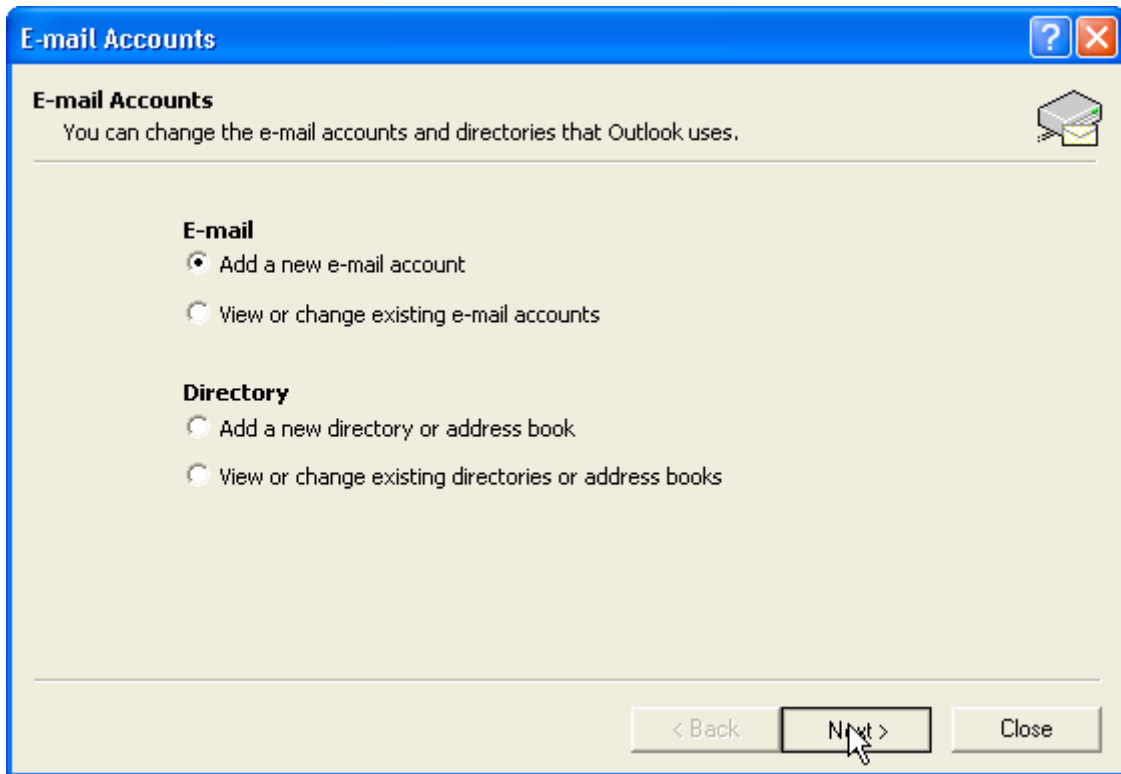
In order to use Outlook Connector you must create a new Outlook mail profile. These instructions show how to setup a new profile for Outlook Connector. They begin with the *Mail Control Panel* open (the *Mail* control panel is located in the *Control Panel* reached from the Windows Start menu).



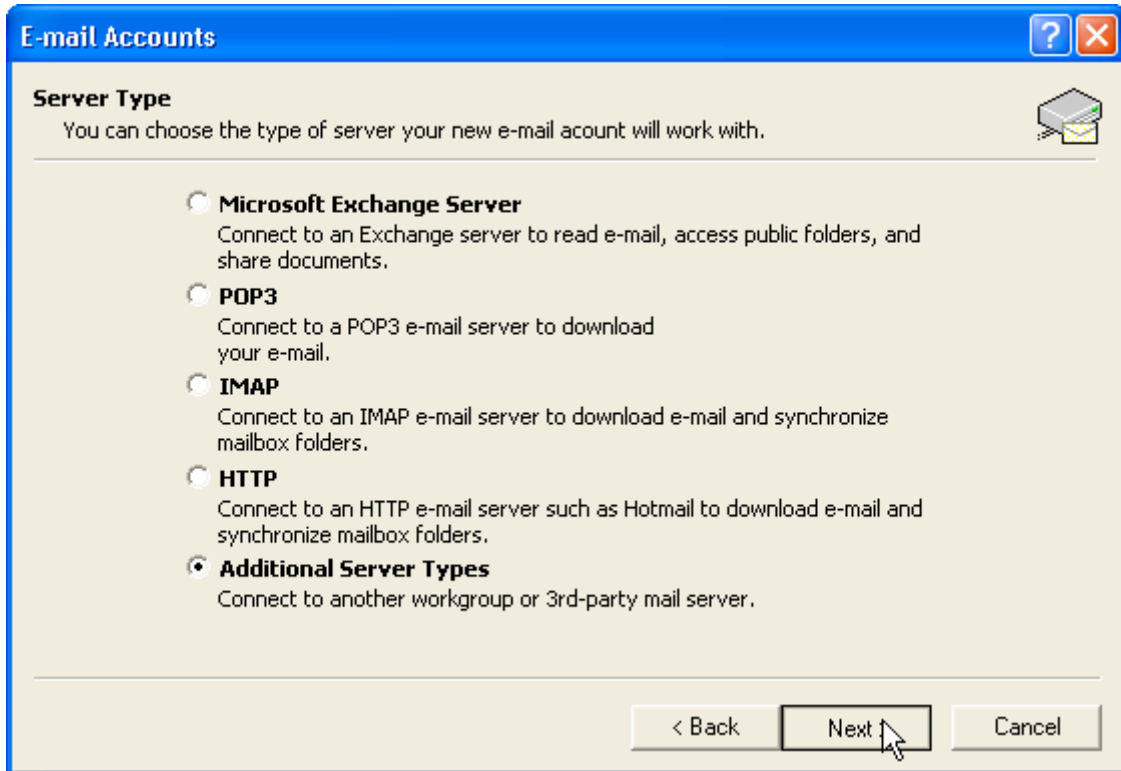
1. Use the **Add** command button to display a dialog for naming the new profile.



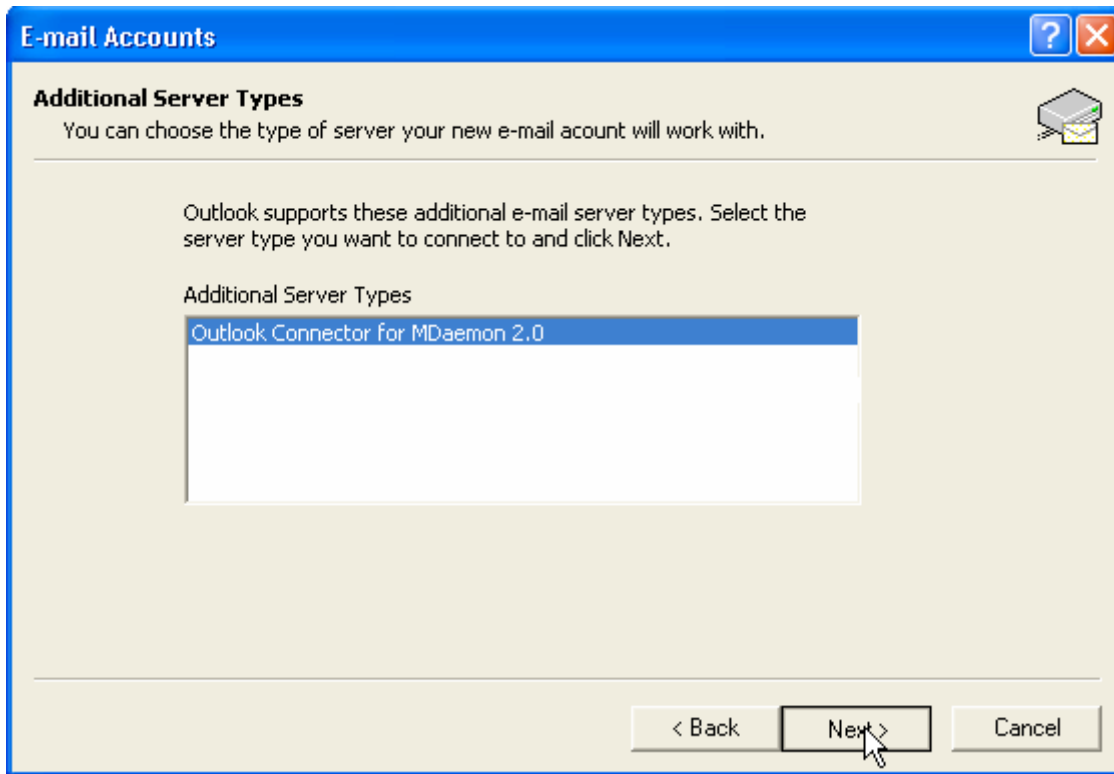
2. Type the *profile name* and click **OK**.



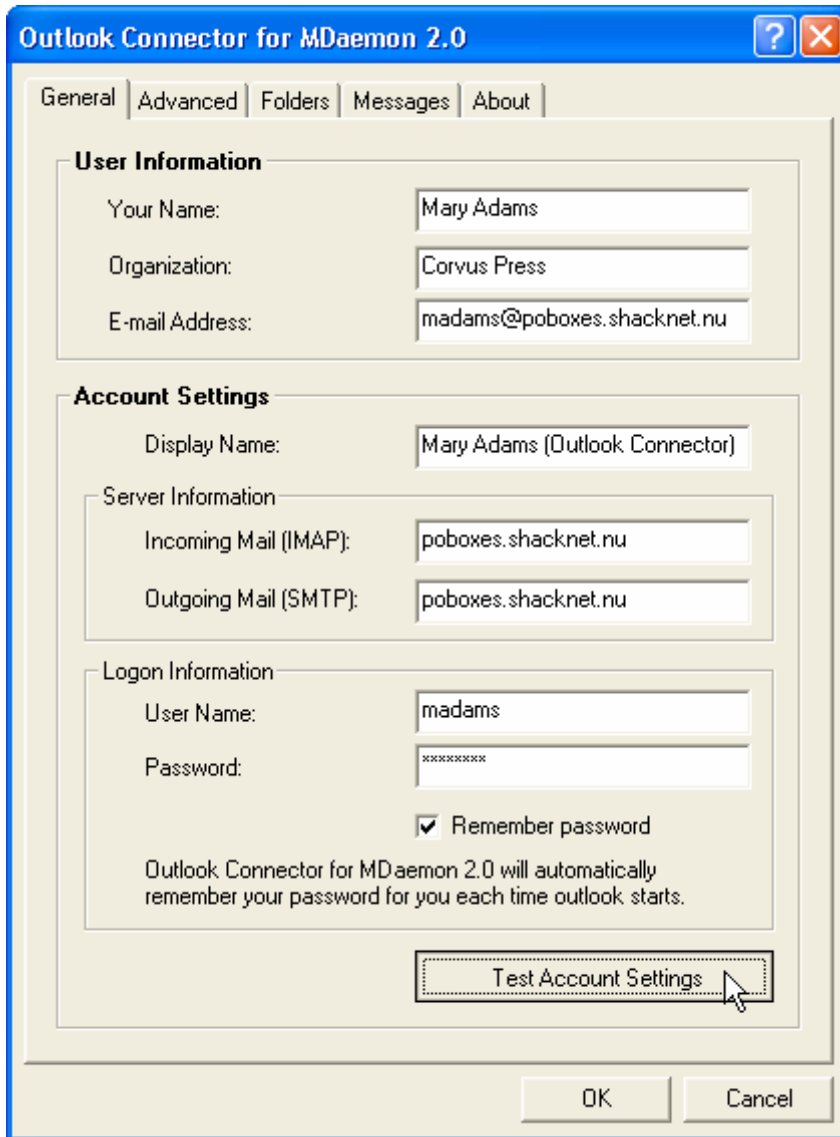
3. Select *Add a new e-mail account* and click **Next**.



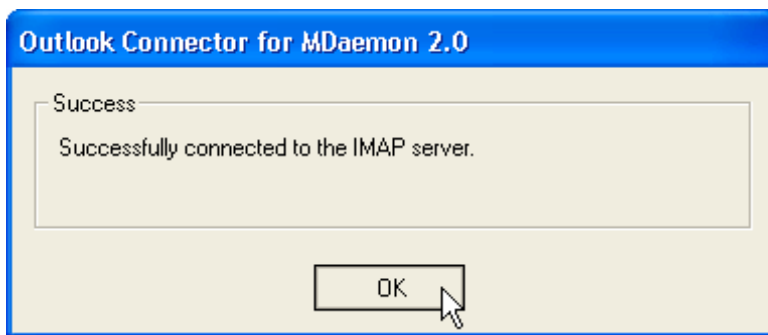
4. Select *Additional Servers Types* and click **Next**.



5. Choose *Outlook Connector...* from the list and click **Next**.



6. Enter the requested information. Once you have entered the *ID*, *password* and *server* information, click **Test Account Settings**. If everything is correct, the setup program displays a message saying: *Successfully connected....*



If you receive a failed result, make sure all of the entered information is correct.

7. Once the test is successful, use the **OK** button to exit from the dialog. Then use the **OK** button to exit from the control panel.

You should now be able to start Outlook with Outlook Connector active.

NOTE: Once your account has been created, you can easily access it to review or edit its settings via the **Account** button on the toolbar.

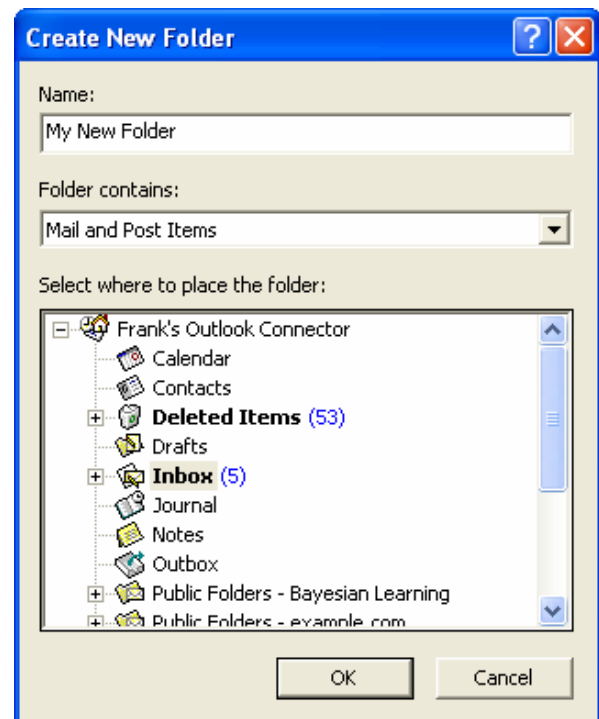
Sharing Outlook Items and Folders

Creating Folders

In Outlook's Folder list, you can create folders and subfolders. When you create a new folder you must designate the type of items that will be associated with it: mail, calendars, contacts, tasks, notes, and so on.

To create a new folder in the Outlook Folder List:

1. In the Folder List, right-click the mailbox or folder where you want the new folder to be placed, and click **New Folder**. Alternatively, click **File→New→Folder** from Outlook's menu bar.
2. Type a *Name* for your folder.
3. In *Folder Contains*, choose the type of Outlook item that the folder will contain: Calendar, Contact, Journal, Task, Mail, and so on.
4. Choose the location where you want the folder to be placed (if you didn't already choose the location in step 1, or if you want to choose a different location).
5. Click **OK**.

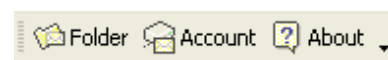


Sharing Outlook Item Folders

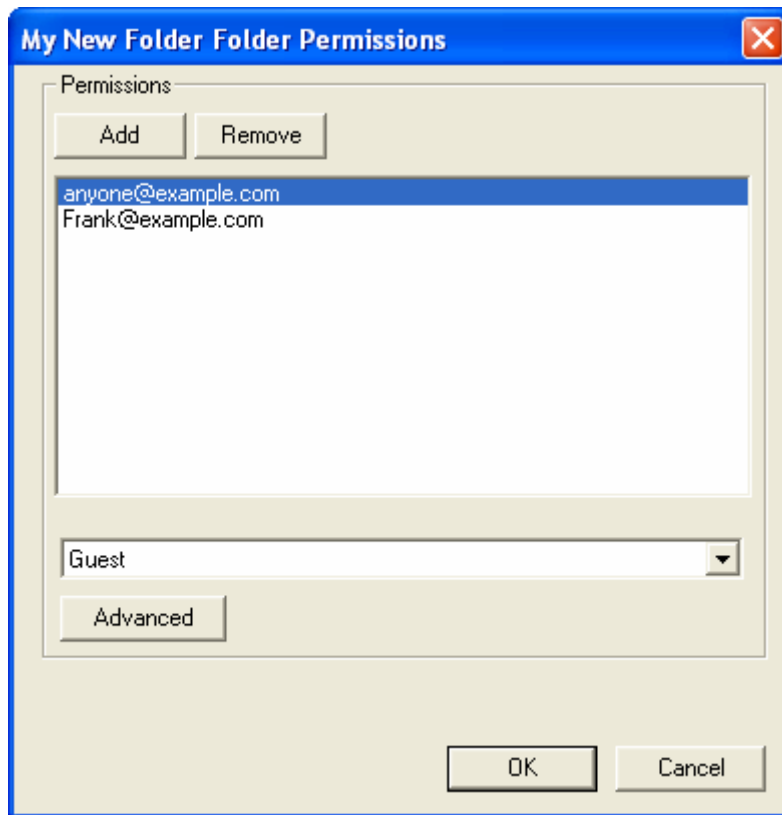
The Outlook Connector plugin makes it possible for you to share your folders with other MDAemon/WorldClient users. You can designate which users will be able to access them, and the level of access that will be permitted.

To share an Outlook item folder:

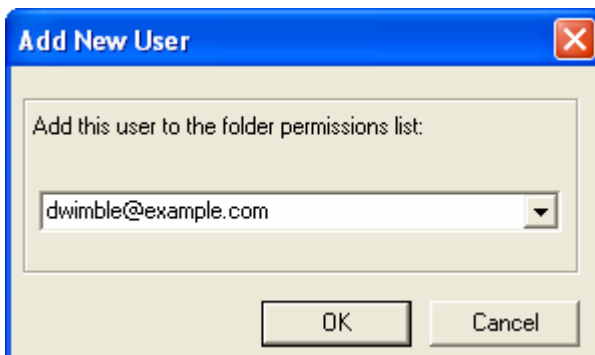
1. In the Folder List, click the folder that you wish to share, and then click **Folder** on the Outlook Connector toolbar. Alternatively, right-click the folder, click **Properties**, and then click the Folder Permissions tab.



2. In the *Permissions* section, click **Add** to specify a user with which to share the folder.



3. Choose the desired user's email address from the drop-down list box or type one in manually, and then click **OK**.



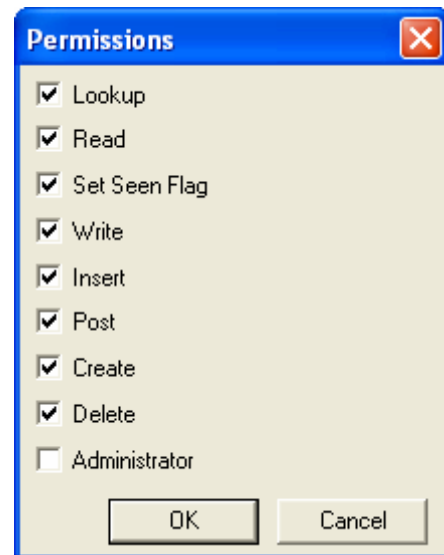
Depending on how your email administrator has configured your mail server, the list box will contain one of the following: all Outlook Connector enabled accounts on your server regardless of domain to which they belong, only Outlook Connector enabled accounts that belong to the same domain as you, or no addresses at all. If all of the addresses are hidden then you will have to manually enter each Outlook Connector enabled email address with which you wish to share the folder. **Note:** there may also be an entry for "anyone@example.com". Select that address if you wish to share the folder with all users belonging to that domain.

- In the *Permissions* list, click the address you just added and then use the drop-down list to designate the level of access you wish to grant to the user: *Guest*, *User*, *Power User*, or *Administrator*. Alternatively, click **Advanced** and create customized permissions by clicking the boxes corresponding to the access rights that you wish to grant:

- Lookup**—the user can see this folder in his or her Folder List.
- Read**—the user is permitted to see the contents of the shared folder (i.e. see the calendars, contacts, and the like). **Note:** if you use the options below to grant permission to edit or otherwise affect the contents of the folder, then you must also give *Read* permission in order for the person to see those contents.
- Set Seen Flag**—the user can change the read/unread status of messages in this folder.
- Write**—the user can change flags on messages in this folder.
- Insert**—the user can append and copy messages or items into this folder.
- Post**—the user can send mail directly to this folder (if the folder allows).
- Create**—the user can create subfolders.
- Delete**—the user can delete messages or items from the folder.
- Administer**—the user can administer the Permissions for this folder.

Note: If you wish to see which permissions are granted when you choose *Guest*, *User*, *Power User*, or *Administrator*, then select the desired option and click **Advanced**.

- Click **OK**.
- Click **OK**.



Help with Microsoft Outlook

For specific instructions on working with Outlook items such as calendars, contacts, tasks, and so on, and for instructions on using Microsoft Outlook's many other features, see Outlook's extensive help system and documentation.

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