



INSTALLATION AND CONFIGURATION GUIDE

Overview

This document is designed to provide a quick installation and configuration guide for the Outlook Connector for MDAemon.

The Outlook Connector for MDAemon is installed in two parts, the first being the installation of the Connector plug-in on the MDAemon server itself and the second being the installation of the Connector client on to the PC of each user that will be participating in the groupware features of MDAemon using Outlook.

Where to download the Outlook Connector plug-in for MDAemon

Download the latest installation file from our website here:

<http://www.headtex.co.uk/shop/download.asp>

When prompted to, select to save the file and put it somewhere like your Desktop so you'll know where it is once the download has been completed.



Installing the Outlook Connector plug-in for MDAemon

Once downloaded, run the installation file on your MDAemon server and step through the installation using the screenshots below as a guide.

Plug-in Deployment

We'd recommend leaving this option blank, but if you wish to have an email sent to each of your users containing a link where they can download the Outlook Connector client, enter the exact URL to your WorldClient server here.

Eg. <http://192.168.0.1:3000/>

(replace 192.168.0.1 with your server's own IP address)

Ready to Install

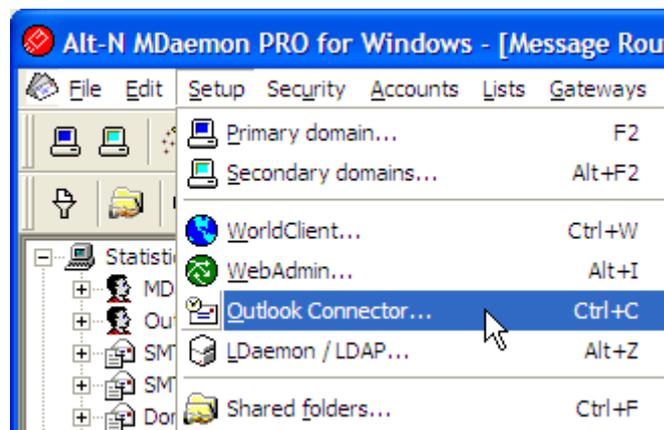
Click 'Next' to begin the installation.

Finished

Click 'Finish' to complete the installation at which point MDAemon will be restarted.



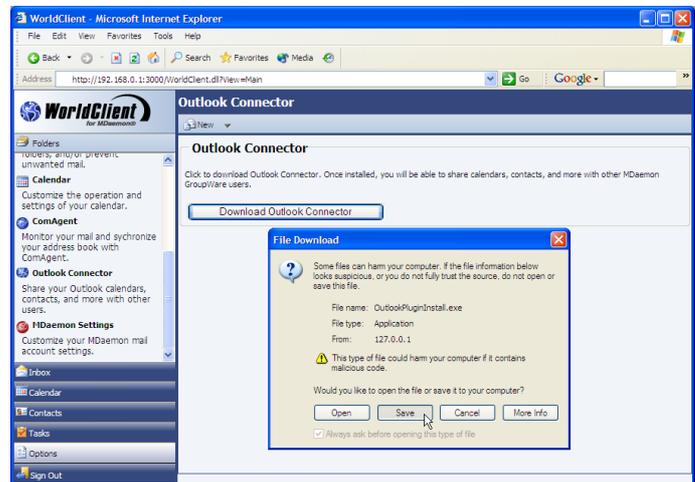
If at any time, you wish to access the Outlook Connector options within MDAemon, you can do so by selecting 'Outlook Connector' from the 'Setup' menu as shown here.



Downloading the Outlook Connector client

Once the Outlook Connector plug-in has been installed on your MDAemon server, the Connector client will be available for end users to download and install on their own PCs in one of two ways.

They can either access it through the Options section of the WorldClient web interface.



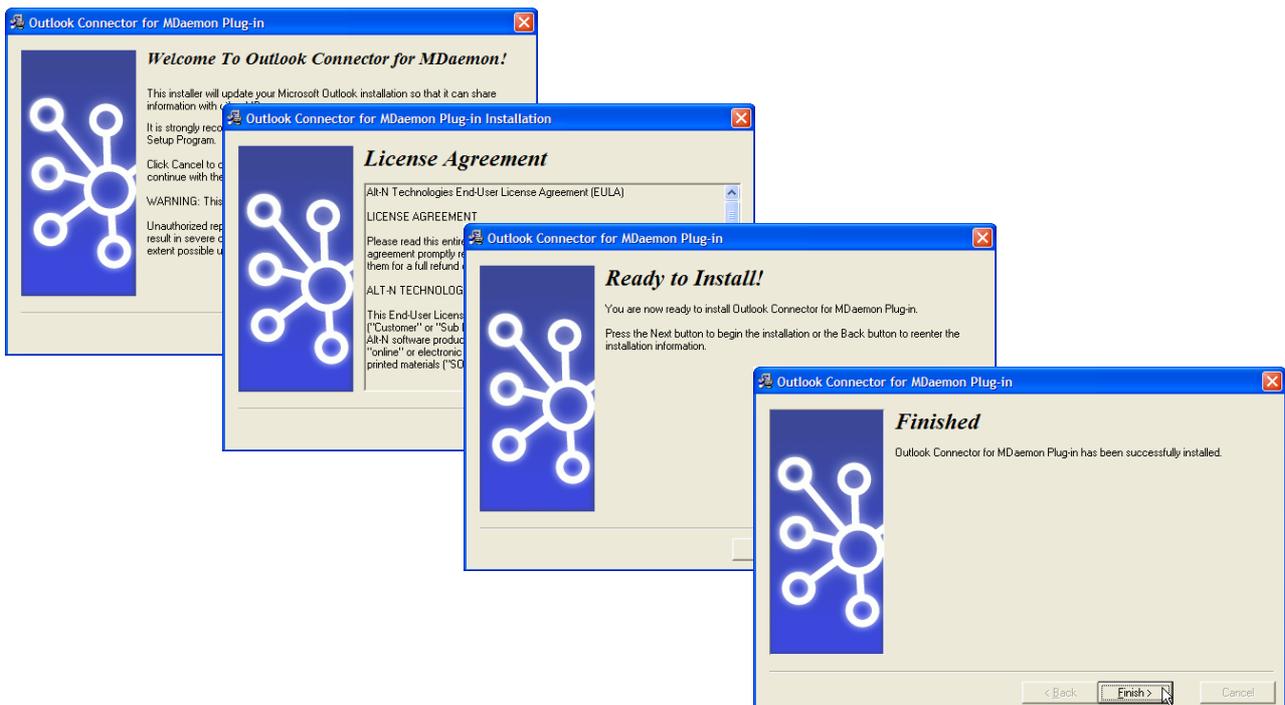
Or alternatively they can download the Outlook Connector client directly from our website here:-

<http://www.headtex.co.uk/shop/download.asp>

In either case, when prompted to, select to save the file and put it somewhere like your Desktop so you'll know where it is once the download has been completed.

Installing the Outlook Connector client

Run the plug-in installation file and step through the screens shown below.



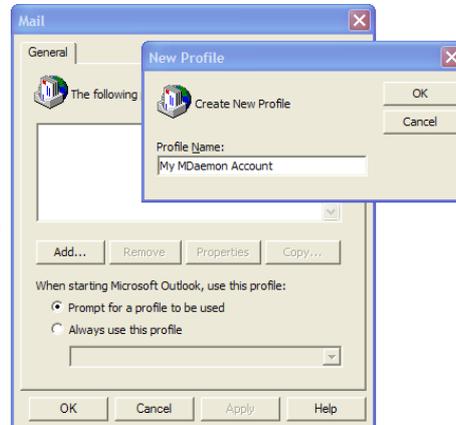
Configuring the Outlook Connector

Users will need to create a new Outlook profile before connecting to MDAemon with the Outlook Connector client.

Step 1 - Create a new Outlook profile

Select 'Mail' from the Windows Control Panel and click 'Add' to create a new profile as shown here.

When you click 'OK', a wizard will start allowing you to configure an email account connection as shown in the next step.

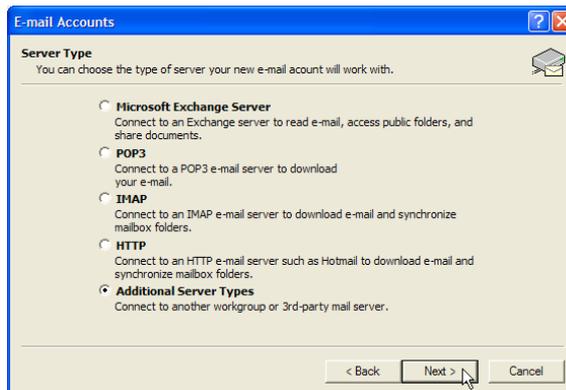


Step 2 – Follow through the wizard to configure an account connection for the profile

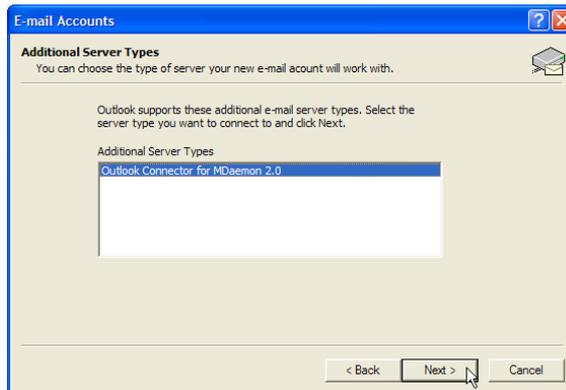
Creating a connection to your MDAemon account from Outlook is as easy as adding a new e-mail account.

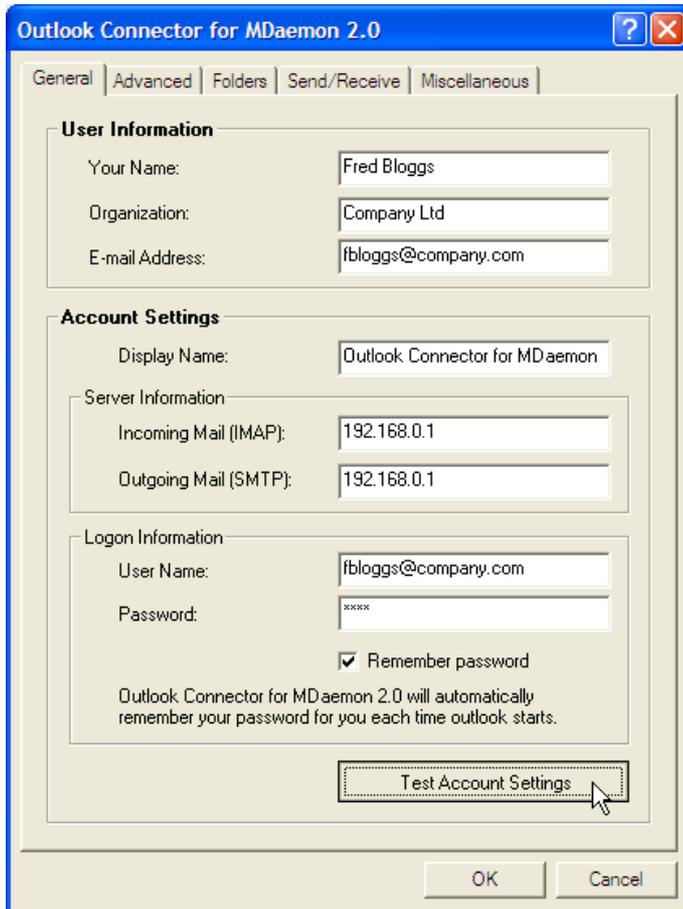


Make sure that you select 'Additional Server Types' from this screen before clicking 'Next'.



Select 'Outlook Connector for MDAemon' before clicking Next.



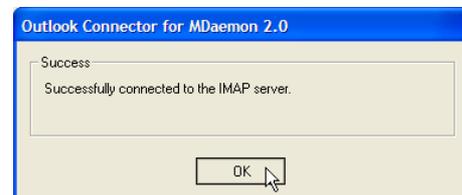


You will now be presented with the connection details.

Make sure you enter your MDAemon server's IP address in the Incoming Mail and Outgoing Mail fields.

Your logon information should match your MDAemon account information.

Once you have entered your information use the 'Test Account Settings' button to check that your details are working correctly.



If you have problems when testing your account details, check the following things:-

- Is the IP address for your Incoming and Outgoing servers correct?
- Have you used your full email address as your username?
- Is your password correct?
- Has your MDAemon server been licenced and enabled for use with the Outlook Connector?
- Has your MDAemon account been enabled for use with the Outlook Connector?

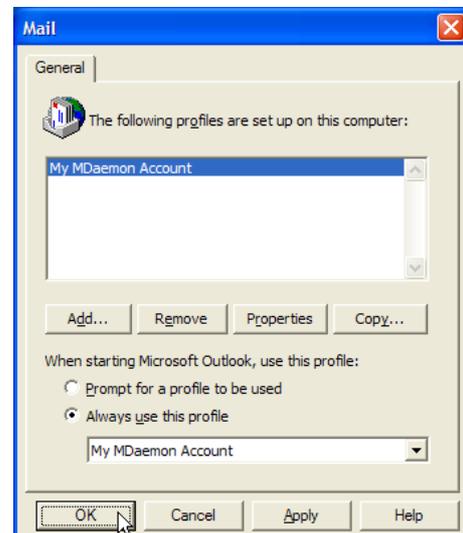
Click 'OK' once you are happy that the connection details are correct.

This will have completed the creation of the new profile and account connection.

Click 'OK' to finish.

If you only intend using a single profile with Outlook, it's probably best to select 'Always use this profile'.

You should now be able to open Outlook and access your MDAemon account.

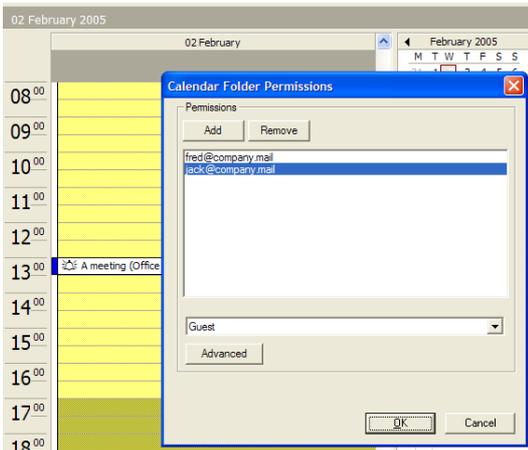
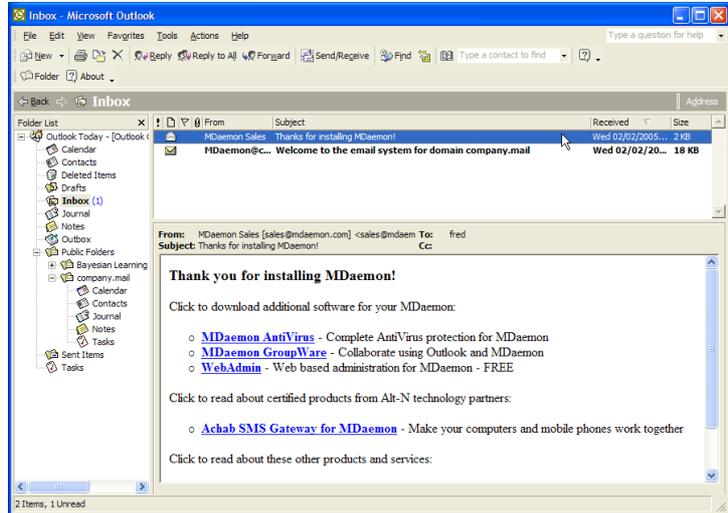


Using Outlook when connected to your MDAemon account

Once the profile has been created, open Outlook, ensuring that you select to use the appropriate profile.

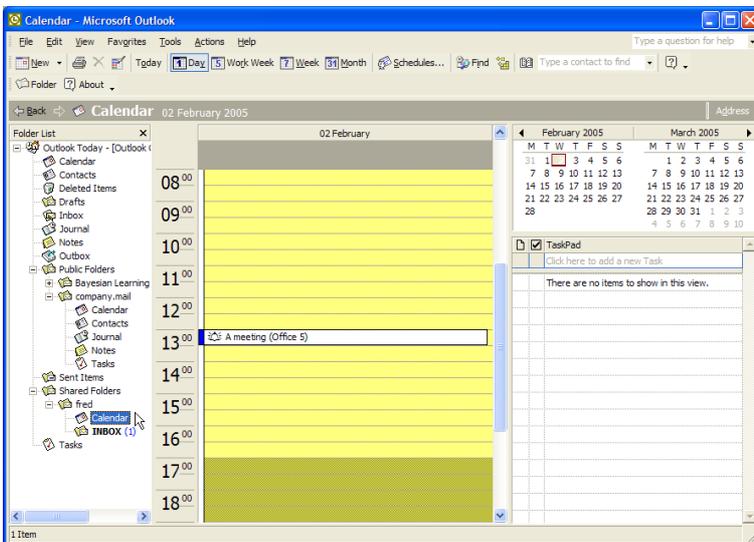
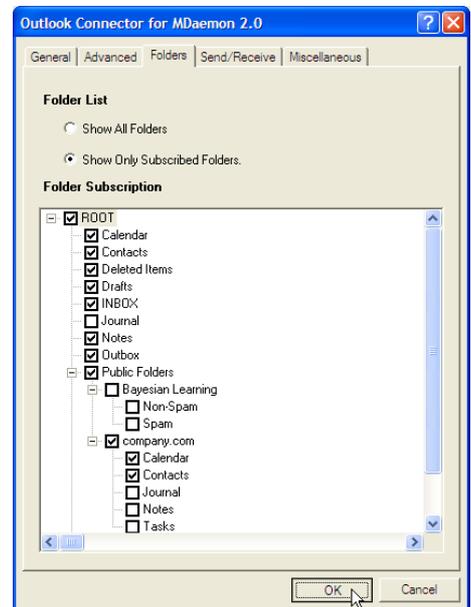
Here are some screenshots showing Outlook in use when connected to an MDAemon account using the Outlook Connector for MDAemon.

Note the single branch of folders which is a major improvement from a usability point of view.



Sharing folders for other users to access is easy. Either rightclick on the folder and select 'Properties' and then the 'Folder Permissions tab' or highlight the folder and click the 'Folders' button in the button bar. Here, we are showing Fred giving Jack, Guest (read only) access to his own Calendar folder.

Another new feature is the ability for a user to control which folders are shown in Outlook, meaning that the folder branch view can be significantly de-cluttered.



On the left we can see Jack's Outlook profile – note the shared access that Jack now has to Fred's Calendar and Inbox folders.

