

OUTLOOK CONNECTOR CLIENT INSTALLATION GUIDE

(THIS DOCUMENT RELATES TO OUTLOOK CONNECTOR v3.5 ONWARDS)

About Outlook Connector for MDAemon

Outlook Connector for MDAemon enables comprehensive integration for Microsoft Outlook users to share their Email, Calendar, Contact, Notes, Journal and Task folders with other users on the network. Once a user is connected to MDAemon using the Outlook Connector client, their Outlook data is centralised on the MDAemon server making backups simpler whilst also allowing the user to access their folders through MDAemon's WorldClient web interface when out of the office or away from their desk.

Where to download the Outlook Connector plug-in for MDAemon

Outlook Connector consists of two components - a server component which needs to be installed on the MDAemon server itself and a client component which needs to be installed on each of your users' Outlook clients to provide the new connection type which will be used to connect Outlook to MDAemon.

Both components can be downloaded from our website here:-

<http://www.zensoftware.co.uk/mdaemon/downloads.aspx>

Pay careful attention to the client component – the 'bit' version you install needs to match up with the 'bit' version of Outlook that your users have installed.

It's also worth noting that once you've installed the server component, users can also obtain the client component (32 bit version only) directly from WorldClient -> Settings -> Outlook Connector.

Installing the server side Outlook Connector component

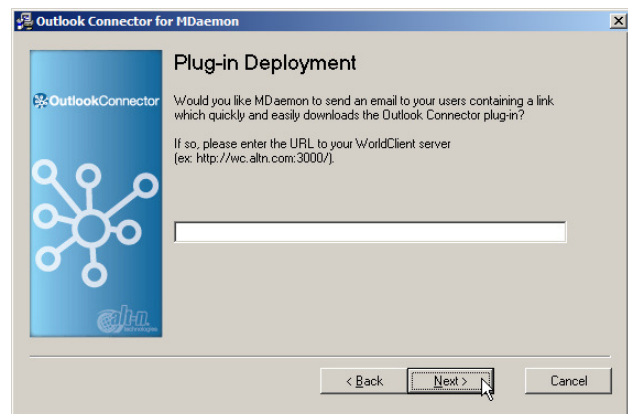
Note: when installing Outlook Connector, make sure you install the server side component and not the Outlook client component.

Once you've downloaded the Outlook Connector installer from our website, run it to begin the installation.

The installation procedure and trial key request process is similar to MDAemon's and on first installation will it operate as fully functional 30 day trial.

When you get to the screen shown on the right, our recommendation is to just leave it blank and click 'Next'.

Bear in mind that installing Outlook Connector will require a restart of MDAemon.



Installing the client side Outlook Connector plug-in

Once you've downloaded the Outlook Connector client side plug-in, close Outlook and run through the installation process to install the plug-in on the client PC.

IMPORTANT NOTE: When installing the Outlook Connector client side plug-in, the user installing it needs to be have 'Administrator' rights on the PC.

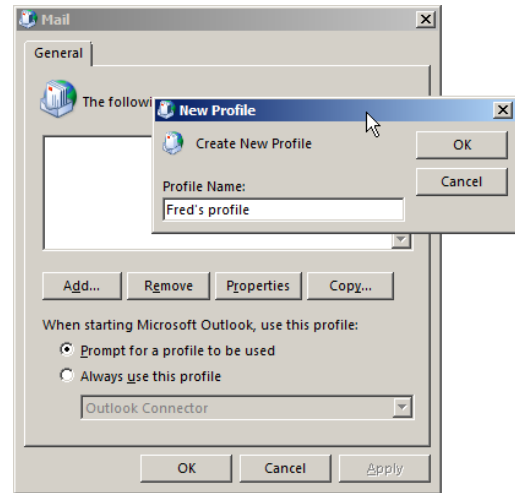
From the Windows Control Panel, open the 'Mail' applet.

Click the 'Show Profiles' button.

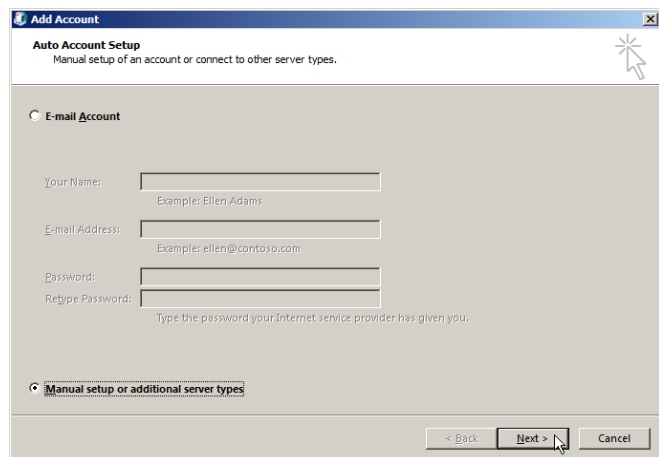
Note: it is highly recommended to create a fresh new profile rather than trying to add an Outlook Connector account to an existing profile.

Click the 'Add' button to create a new profile.

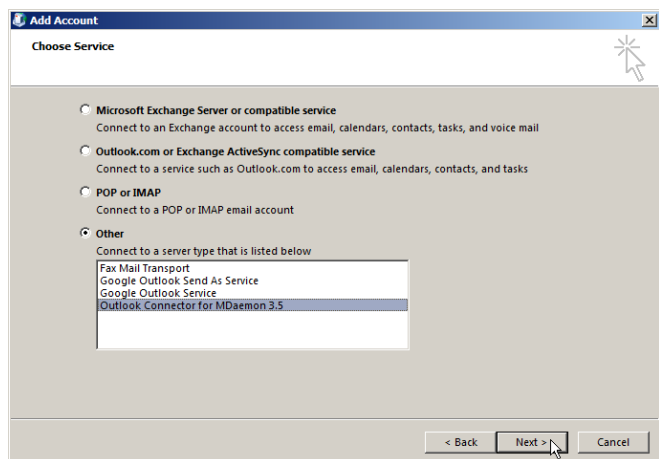
Give the new profile a suitable name and click 'OK'.



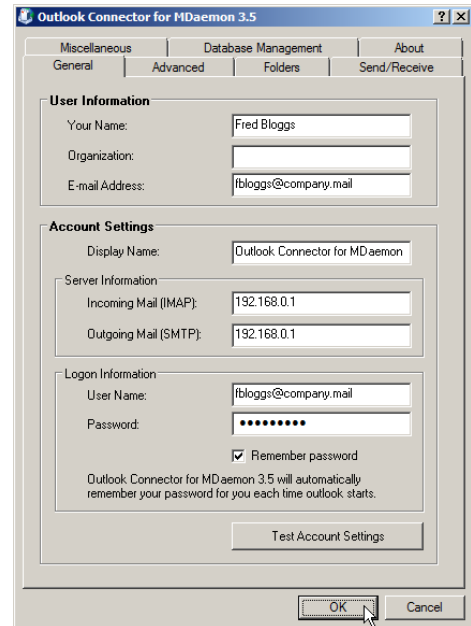
Select 'Manual setup or additional server types' and click 'Next':-



Select 'Outlook Connector for MDAemon...' and click 'Next':-

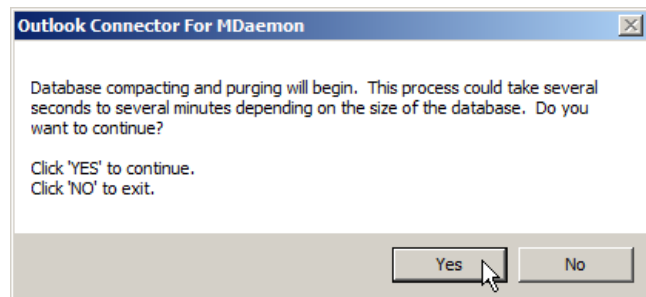


Enter your account and details and click 'OK':-

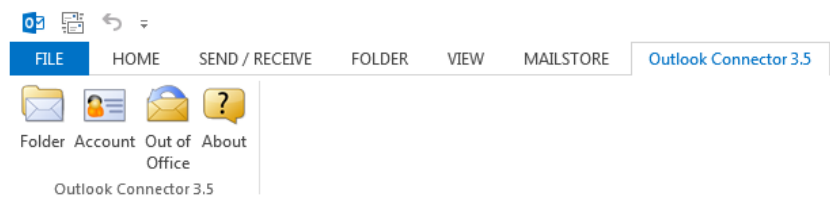


Open Outlook making sure to use the new Outlook Connector enabled profile.

The first time you open Outlook using that profile, you may be presented with the following prompt to which you can just click 'Yes':-



Once in Outlook, you should see a new Outlook Connector tool bar/ribbon:-



From here, you can configure share permissions on your own folders (Folder), access your Outlook Connector settings (Account) and configure an 'Out of Office' responder.

Accessing Public shared folders in Outlook

By default, MDAemon's Public folders are disabled. To enable them, in MDAemon go to Setup -> Public Folder Manager and tick 'Enable Public folders'. Once done, these folders should appear in Outlook following a restart.