SCO*office* Mail Connector 2.0 For Microsoft® Outlook®

Installation & Configuration Guide

The SCO Group

Rev 2.0
15 May 2003

Legal Notice

The software described in this manual may only be used in accordance with the terms of its license agreement.

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Technical Support

The SCO*office* Mail Server products can be purchased with one of the following technical support options included:

- Without Support – 1 year of free product maintenance and upgrades.

- With Support – 1year product maintenance, upgrades and unlimited email and telephone support.

Products purchased with the bundled support options have a Support Validation Code Card included in the product box explaining the type of technical support service and contact information. Please refer to this card for more detailed information.

In addition, The SCO Group offers a wide variety of service options. For more information on SCO's service offerings, see the http://www.sco.com/support web page, contact your local SCO sales representative, or:

In the United States and Canada
Phone 1-800-726-8649.

In Latin American countries
See http://www.la.sco.com/ for the nearest SCO Sales Office.

In Europe, Middle East, India, Africa and the Pacific Rim
Phone +44(0)1707-226 014.

SCO Self-Help Services

Available to our customers anytime and anywhere is our 24x7 Self-Help support web site, located at http://www.sco.com/support/self_help.html

Self-Help resources include:

- Access to SCO's Knowledge Center
- FAQs - Customer identified Top Solutions
- Certified Hardware Listing for SCO's Products
- SCO Software Download Areas
- Product Registration Information
- Product Bug Reporting
- Product Documentation and Late News

About This Documentation

This documentation is available in English, French, German, Italian, Polish and Spanish. Updates can be found at http://www.sco.com/support/docs/SCOoffice/Mail

Introduction

The SCO*office* Mail Connector product bundle contains two components: the SCO*office* Mail Connector for Microsoft® Outlook® and the SCO*office* Address Book for Microsoft® Outlook®. The Address Book is described in a separate guide called "SCO*office* Address Book For Microsoft® Outlook® Installation & Configuration Guide".

This guide explains how to install and configure the SCO*office* Mail Connector. The *Mail* Connector enables the collaborative features of Outlook by providing the following basic functionality:

- The Mail Connector stores all Outlook folder types (mail, calendar, contacts, journal, notes, tasks) in the Cyrus IMAP component of the SCO*office* Mail Server.

- The Mail Connector allows users to create and share folders of any type and control how they are accessed and by whom.

- The Mail Connector synchronizes all changes to folders, their access control lists and their contents between the SCO*office* Mail Server and Outlook on each users computer.

These features allow users of the Mail Connector to utilize Outlooks collaborative features such as shared global address books, calendars, mail folders, task lists and forms libraries to name a few. Historically, these features have only available through Outlook when using a Microsoft Exchange Server.

New Features

- By default, new messages destined for your INBOX will be retrieved from the Mail Server using Outlook's POP3 service. This enables users of the Mail Connector to use the following Outlook features:

  o The Send/Receive button is used instead of the Connectors 'Synchronize' button to send and receive mail/
  o New mail pop-up notifications.
  o Automatic reject/accept of incoming meeting requests
  o Automatic rules processing of incoming mail

o Voting

Alternatively, if you configure the Mail Connector to synchronize your INBOX using its IMAP protocol (Connector 1.x method) the features listed above will not be functional.

Please read the section titled "INBOX synchronization Settings" for important usage guidelines.

- Ability to set a global folder synchronization preference, which applies to all folders. The synchronization choices are:

  o Every time I select the folder
  o Manually (click the "Synchronize" button)
  o When Outlook starts up and exits

- A parent folder can be set to synchronize its sub-folders automatically.

- Faster startup and synchronization of folders.

- Folder permissions can be applied by the pre-defined user types listed here:

  o Administrator (lriwspcda)
  o Power User   (lriwspcd)
  o User   (lriwsp)
  o Guest   (lrs)

  The section titled "Using Shared Folders" contains the definitions of the permissions represented by the letters l,r,i,w,s,p,c,d,a.

- The Connector toolbar can be hidden using Outlook's 'View' menu item.

- Automatic web-based registration and license activation. See the following section on licensing for a complete description.

- Automatic installation and configuration of the Mail Connector and Address Book is possible when used with a setup.ini file. Documentation for using this feature is available on the SCO website at http://www.sco.com/support/docs/SCOoffice/Mail

Licensing

This version of the SCOoffice Mail Connector utilizes a new licensing key system that determines the number of licenses that have been purchased by the customer. When Outlook is started the licensing agent within the Mail Connector will contact the SCO Key Server over the Internet to validate and activate the installed license. Activation will be attempted each time Outlook is started until activation of the license succeeds.

A license activation may fail for the following reasons:

- The client systems are blocked from accessing the Internet or Internet access is temporarily unavailable.
- The license key entered during the installation of the Mail Connector is invalid.
- The number of client licenses has been exceeded. The SCO Key Server tracks how many client systems have activated using a particular license. If the number of activated clients exceeds the total for the license the Mail Connector will inform you that additional licenses should be purchased.
- If you need to reinstall the Mail Connector software on a new system due to a hardware failure it is possible that you may exceed your total client licenses.

If you experience problems with license activation please contact your SCO Support office as noted in the beginning of this guide.

Note: License keys for earlier versions of the Mail Connector are not compatible with this release.

Before You Begin (Pre-Installation)

- The SCO*office* Mail Connector is fully supported with Microsoft® Outlook 98, Outlook 2000, Outlook XP (2002), and with Microsoft® Windows® 98, ME, NT 4, and the Windows 2000 and Windows XP platforms. Outlook 97 and Windows 95 with winsock2 are compatible but no longer supported.

- The SCO*office* Mail Connector products will only install on systems where the user has **administrative rights**. The users' rights can be changed to install the Mail Connector and then reset to the original rights.

- Make sure Outlook and all available services packs have been installed**. For Outlook XP, Microsoft Office XP Service Pack 2 or later must be installed to resolve a problem with the publication of the Outlook Free/Busy data.**

- Outlook should be closed before installing the SCO*office* Mail Connector.

- Disable any Anti-virus software **AND** any services associated with it.

- Verify that you have an email account on your SCO*office* Mail Server.

- Outlook 98 and Outlook 2000 must be configured for the 'Corporate or Workgroup' service. To view the service for which Outlook has been configured click on the Outlook 'Help' menu item and select 'About Microsoft Outlook'.

To change the configuration for Outlook 98 you must re-run the Outlook 98 setup by running 'Add/Remove Programs' in the 'Control Panel'. Select 'Outlook 98' and click on 'Add/Remove' or 'Change' depending on the version of Microsoft Windows. This will present you with the option to re-run Outlook 98 setup. When the 'E-mail Service Options' dialog is displayed select 'Corporate or Workgroup'.

To change the configuration for Outlook 2000 click on the Outlook 'Tools' menu item and select 'Options'. Select the 'Mail Delivery' tab and click the 'Reconfigure Mail Delivery…' button. Select the 'Corporate or Workgroup' option.

When changing the configuration of either Outlook 98 or Outlook 2000 to the 'Corporate of Workgroup' service, you may be requested to insert your original Outlook installation media. Make sure that you have your original Outlook installation media or that the original software is available via a network share before you attempt to change the Outlook configuration.

Outlook XP (2002) does not incorporate the concept of the 'Corporate or Workgroup' service. No changes are needed with this version of Outlook.

- You will need the following information to manually configure the SCO*office* Mail Connector product. Your Mail Server administrator should provide this information to you.

  o The fully qualified hostname of the SCO*office* Mail Server.
  o Your SCO*office* Mail Server email ID and password.
  o Your license key for the SCO*office* Mail Connector.
  o The location from which the *SCOoffice Mail Connector* installation files can be downloaded.

- If you are re-installing the current version or are upgrading from a previous version of the SCO*office* Mail Connector it is not necessary to remove the old version.

- If you are re-installing or upgrading the Mail Connector be sure to synchronize all folders to the server before installing the new software. Ensure the synchronization process finishes before closing Outlook.

Installation and Configuration Methods

There are three methods available to installing and configuring the Mail Connector and Address Book. Your Mail Server administrator will tell you which method to use. If you do not know which methods are available follow the instruction in the "Manual Steps" section of this guide.

- Single-Click – This is the simplest of the three methods. If the single-click configuration tool on your SCO*office* Mail Server has been updated to install and

configure the Mail Connector and Address Book follow the instructions in the "Single-Click Installation and Configuration" section below.

- Automatic Installation – This method involves the writing of a setup.ini file, which defines the configuration settings for the Mail Connector and Address Book. This file is supplied as a command line argument when running the Mail Connector installer program on your computer. The setup.ini file can be used to install and configure the Mail Connector and the Address Book. Your Mail Server administrator will provide you with the setup.ini file. Follow the instructions in the "Automatic Installation and Configuration" section below.

- Manual Installation – This method is used when the other two methods are not available. This can be the quickest method to use when you are upgrading or re-installing especially if you are already familiar with configuring the Mail Connector.

  Step-by-step instructions for installing and configuring the Mail Connector are provided in the "Manual Steps" section of this guide. The manual steps for the Address Book are provided in a separate document called "SCO*office* Address Book For Microsoft® Outlook® Installation & Configuration Guide".

Single-Click Installation and Configuration

If the single-click configuration tool of your SCO*office* Mail Server has been updated to install and configure the SCOoffice Mail Connector and Address Book it is not necessary to perform the steps in the installation and configuration sections of this guide. Simply use the single-click configuration tool found in your SCO*office* Mail Server Preference Manager web pages to install, configure and license the Mail Connector and Address Book in one simple step. Otherwise skip this section and proceed to the Installation and Configuration section of this guide.

Use these single-click instructions to complete your installation and configuration:

1. From your Windows system use the web browser to log on to the SCO*office* Mail Server User Preferences Manager using your email login ID and password for your email account.

2. Click 'Preferences' in the navigation bar on the left hand side of the web page.

3. Click 'Client Setup' under 'Preferences'.

4. Click the 'Configure' button near the top of the Client Setup web page to begin the downloading of the single-click configuration tool. The tool will automatically install and configure the Mail Connector and Address Book for Outlook on your system.

NOTE: The single-click installation will create a new Profile and PST file for your email account. After the single-click configuration is completed your old PST file can be accessed by clicking on 'File->Open->Outlook Data File' in the Outlook menu and selecting the old PST file from the file list. Using this technique allows you to copy folders and other items from your old PST file to the new PST file (active delivery location).

This completes the installation and configuration of the SCO*office* Mail Connector and Address Book.

Automatic Installation & Configuration

1. Download the SCO*office* Mail Connector zip file and extract the contents using an unzip/decompress utility, such as WinZip. Your Mail Server administrator may provide you with the unzipped files.

2. Run the SCO*office* Mail Connector setup program to install the SCO*office* Mail Connector software using the setup.ini file.

   - Open a Command Prompt window.
   - Cd to the directory where the Mail Connector installer and setup.ini files reside.
   - Run the Mail Connector installer program using the setup.ini file as an argument to the installer.

     For example, assume the installer and setup.ini file are in the C:\tmp directory. The command would look like this:

     SCOofficeMailConnectorRetail.exe –ayc:\tmp\setup.ini

3. Repeat this process for the SCO*office* Address Book installer program.

NOTE: The automatic installation may create a new Profile and PST file for your email account. After the automatic installation is completed your old PST file can be accessed by clicking on 'File->Open->Outlook Data File' in the Outlook menu and selecting the old PST file from the file list. Using this technique allows you to copy folders and other items from your old PST file to the new PST file (active delivery location).

This completes the installation and configuration of the SCO*office* Mail Connector and Address Book.

Manual Steps –

Installation and Upgrade

1. Download the SCO*office* Mail Connector zip file and extract the contents using an unzip/decompress utility, such as WinZip.

2. If you are upgrading from Mail Connector version 1.x and you wish to use the existing PST file from a previous Mail Connector configuration perform these additional steps before installing the 2.x Mail Connector:

   - Start Outlook.
   - Create a folder called "Existing Email".
   - Move all messages from Inbox to the new folder.
   - Synchronize the new folder to the server.
   - Delete all messages from Inbox.
   - Synchronize Inbox with the server.
   - Synchronize all remaining folders to the server by clicking on the individual folders. Ensure the synchronization finishes before shutting down Outlook.
   - Close Outlook.

3. Run the resulting SCO*office* Mail Connector setup program to install the SCO*office* Mail Connector software.

   - Enter the SCO*office* Mail Connector license key.
   - Select your default folder synchronization setting, which will be applied to all email folders.
   - Elect to hide or not hide the Mail Connector toolbar in the Outlook menu bar area. This selection can be changed later in the Outlook 'View' menu item.

4. If you are upgrading from a 2.x version of the Mail Connector you do not need to perform the steps in the "Configuration" section that follows. You are done.

5. If you are upgrading from a 1.x version of the Mail Connector perform the tasks under step 4 in the "Enable POP3 INBOX Synchronization" section of this guide. This will complete the installation and configuration when upgrading from the 1.x Mail Connector. You do not need to perform the steps in the following sections.

Configuration - Outlook XP

1. Create your POP3 E-mail Account.

   - Right click on the Outlook icon on the Desktop and select 'Properties'. If you do not have an Outlook icon on your Desktop run the Mail applet in the Control Panel. Close Outlook if it is running.

   The 'Mail Setup' dialog will be displayed.

   - Click 'Show Profiles'.

   The 'Mail' dialog will be displayed.

   - Select 'Add'.

   The 'New Profile' dialog will be displayed.

   - Enter a name for your new profile. You may want to use your email ID, for example.
   - Click 'Ok'.

   The 'E-mail Accounts (Server Type)' dialog window should be displayed.

   - Select 'POP3'.
   - Click 'Next'.

   The 'E-mail Accounts (Internet E-mail Settings POP3)' dialog will be displayed. Enter the following information:

   Your Name: Your first and last name.
   E-mail Address: Your e-mail address.
   Incoming POP3 mail server: The hostname of the SCOoffice Mail Server.
   Outgoing SMTP mail server: The hostname of the SCO*office* Mail Server.
   User Name: Your SCO*office* Mail Server email login ID.
   Password: your email login ID password.

   - Check mark "Remember password".
   - Click 'More Settings'.

   The 'Internet E-mail Settings' dialog will be displayed.

   - Click the 'Advanced' tab.
   - Check mark "Leave a copy of messages on the server".

- Click 'Ok'.
- Click 'Next'.

The 'E-mail Accounts (Congratulations)' dialog will be displayed.

- Click 'Finish' to complete the email account configuration.

The 'Mail' dialog will be displayed.

- Select 'Always use this profile'.
- In the pull-down selection box select the profile that was just created.
- Click 'Apply'.
- Click 'Ok'.

2. Connector Setup Wizard – binding the Mail Connector, PST file and the SCOoffice Mail Server together.

- Start Outlook.

The "SCO*office* Mail Connector Wizard' dialog should be displayed. This wizard collects the information that is necessary to bind the Mail Connector to the PST file of your email account and the SCO*office* Mail Server. If the wizard dialog is not displayed proceed to step 3.

- Read the introductory panel.
- Click 'Next'.

The next dialog is used to specify the hostname of the (IMAP) SCO*office* Mail Server and the email login ID and password used to access your email account. Enter the following information:

Hostname: Hostname of the SCO*office* Mail Server.
Port 143: For SSL check mark 'Use SSL (secure connection)'
Login: Your SCO*office* Mail Server email login ID (not your email address)
Password: The password for your email login ID.

- Check mark 'Remember this password'.
- Now click the 'Ping Server' button. 'Ping Server' will check for connectivity to the SCOoffice Mail Server and the validity of the email login ID and password.

If 'Ping Server' is unsuccessful your Outlook client may not have network connectivity or the SCO*office* Mail Server was unable to authenticate the email login ID and password you entered. Re-enter your email login ID and password and try again. If 'Ping Server' fails again clear the error message by clicking 'OK' and click 'Cancel'. You will then be asked if you would like to restart the wizard the next time

you open Outlook. Reply 'yes'. Report your problem to the Mail Server administrator.

If 'Ping Server' is successful click 'OK' to clear the success message.

- Click 'Next'.

The next dialog is used to select the Personal Folders file (PST file) for the email account. The PST file resides on your computer and is used as an intermediate storage location for messages as they flow between Outlook and the SCO*office* Mail Server via the Mail Connector.

To use the PST file created by step 1 above

- Click the radio button to select 'Use one of the existing PST files'
- Click on the PST file name in the list. The PST file is usually called "Personal Folders".
- Click 'Next'.

The next dialog window describes the manual configuration of the Internet Mail service and POP3/SMTP email account. Ignore the instructions in this dialog window.

- Click 'Next'
- Click 'Finish'

Proceed to step 4.

3. Binding the Mail Connector, PST file and the SCO*office* Mail Server together.

- Click the 'IMAP Mailboxes' button on the SCO*office* Mail Connector toolbar.

The 'SCO*office* Mail Connector Options' dialog window will be displayed.

- Click 'Add'.

The 'Add New IMAP Mailbox' dialog window will be displayed. To use the PST file created by step 1 above

- Click the radio button to select 'Use one of the existing PST files'
- Click on the PST file name in the list. The PST file is usually called "Personal Folders".
- Click 'OK'.

You should be back at the 'SCO*office* Mail Connector Options' dialog window. Select the mailbox (PST file) specified in the previous step by clicking on it in the list provided.

- Click 'Options'.

The 'SCOoffice Mail Connector Host Information' dialog window will be displayed. Enter the following information:

Hostname: Hostname of the SCO*office* Mail Server.
Port 143: For check mark 'Use SSL (secure connection)'
Login: Your SCO*office* Mail Server email login ID.
Password: The password for your email login ID.

- Check mark 'Map this store to the following IMAP server'.
- Check mark 'Remember this password'.
- Now click the 'Ping Server' button. 'Ping Server' will check for connectivity to the SCOoffice Mail Server and the validity of the email login ID and password.

If 'Ping Server' is unsuccessful your Outlook client may not have network connectivity or the SCO*office* Mail Server was unable to authenticate the email login ID and password you entered. Re-enter your email login ID and password and try again. If 'Ping Server' fails again clear the error message by clicking 'OK' and click 'Cancel'. Report your problem to the system administrator.

If 'Ping Server' is successful click 'OK' to clear the success message.

- Click 'OK' to complete this dialog.

4. Initial Folder Synchronization

When using the Mail Connector with the SCO*office* Mail Server the Special Folders may be moved beneath INBOX. It depends on the namespace configuration of the IMAP server, which is a component of the SCO*office* Mail Server. If the folders need to be moved the Mail Connector will perform the migration automatically when r the Outlook folder list is collapsed and re-expanded by clicking the '−' and '+' symbols are the top of the folder list hierarchy.

When the Mail Connector performs the migration a message window will be displayed for each folder when it is migrated. The message window will indicate that the folder, such as Calendar, could not be created and prompts to have the folder created under Inbox. Simply respond 'Yes' to these prompts for each of the folders migrated to its new location beneath INBOX.

- Click the '–' then the '+' symbol are the top of the folder list hierarchy to collapse and re-expand the Outlook folder list from the top level. This will start the initial folder synchronization.

5. Configuring free/busy calendar information.

If you will be using the Outlook calendar to schedule meetings with other people you will want to configure Outlook to publish you free/busy calendar information to the SCO*office* Mail Server. This will allow other users to determine when you are available for meetings.

- Click 'Tools' in the Outlook menu and select 'Options'.
- Click 'Calendar Options'.
- Click 'Free/Busy Options'.
- Check mark 'Publish at my location'.

In the 'Publish at my location' input box enter the following:

http://**hostname**/pub/calendar/**email**.vfb

- Substitute **hostname** with the fully qualified hostname of your SCO*office* Mail Server.
- Substitute **email** with the first part of your email address (up to but not including the '@' character).

Example: http://myserver.com/pub/calendar/bob.vfb

In the 'Search location' input box enter the following:

ftp://**hostname**/pub/calendar/%NAME%.vfb

- Substitute **hostname** with the fully qualified hostname of your SCO*office* Mail Server.

Example: ftp://myserver.com/pub/calendar/%NAME%.vfb

Configuration - Outlook 98, 2000

1. Create your POP3 E-mail Account.

    - Right click on the Outlook icon on the Desktop and select 'Properties'. If you do not have an Outlook icon on your Desktop run the Mail applet in the Control Panel. Close Outlook if it is running.

    The 'Properties' dialog will be displayed.

    - Click 'Show Profiles'.

    The 'Mail' dialog will be displayed.

    - Select 'Add'.

    The 'Microsoft Outlook Setup Wizard' dialog will be displayed.

    - Select "Manually configure information services".
    - Click 'Next'.
    - Enter a name for your new profile. You may want to use your email ID, for example.
    - Click 'Next'.

    The 'Services' or 'Properties' dialog window will be displayed.

    - Click on the 'Services' tab.
    - Click 'Add'.

    The 'Add Service to Profile' dialog will be displayed.

    - Select 'Internet E-mail' from the list.
    - Click 'OK'.

    The 'Mail Account Properties' dialog window will be displayed.

    In the 'Mail Account Properties' dialog window enter any name that you wish to use for the mail server such as "SCO*office* Mail Server". Enter your full name, your full email address and a reply address if it is to be different from your email address. You may also enter a value in the 'Organization' field.

    - Click on the 'Servers' tab of the 'Mail Account Properties' dialog window.
    - Enter the fully qualified hostname of your SCO*office* Mail Server for the incoming (POP3) mail server and the outgoing (SMTP) mail server.

- Enter your email login ID and password.
- Click on the 'Connection' tab.
- Select 'Connect using my local area network (LAN)' to ensure that the account uses the network for connectivity and ***not*** the modem.
- Click on the 'Advanced' tab.
- Check mark "Leave a copy of messages on server".
- Click on 'Apply'.
- Click on 'Ok'.

You will now be back at the 'Services' or 'Properties' dialog window.

- Click 'Add'.

The 'Add Service to Profile' dialog will be displayed.

- Select 'Personal Folders' from the list.
- Click 'OK'.

The 'Create/Open Personal Folders File' dialog will be displayed.

- Type in a name for your Personal Folders (PST file) in the File name field. Use your email ID for example.
- Click 'Open'.

The 'Create Microsoft Personal Folders' dialog will be displayed.

- Change the display name of the new Personal Folders file. The default is 'Personal Folders' but you can change it to your email ID for example.
- Click 'Ok'.

The 'Services' dialog window will be displayed.

- Click on the 'Delivery' tab in the 'Services' dialog window.

In the 'Deliver new mail to the following location:' pull down list select the name of the PST file you just created.

- Click 'Apply'.
- Click 'OK'.
- Click 'Finish'.
- Click 'Close'.

2. Connector Setup Wizard – binding the Mail Connector, PST file and the SCOoffice Mail Server together.

- Start Outlook.

The "SCO*office* Mail Connector Wizard' dialog should be displayed. This wizard collects the information that is necessary to bind the Mail Connector to the PST file of your email account and the SCO*office* Mail Server. If the wizard dialog is not displayed proceed to step 3.

- Read the introductory panel.
- Click 'Next'.

The next dialog is used to specify the hostname of the (IMAP) SCO*office* Mail Server and the email login ID and password used to access your email account. Enter the following information:

Hostname: Hostname of the SCO*office* Mail Server.
Port 143: For SSL check mark 'Use SSL (secure connection)'
Login: Your SCO*office* Mail Server email login ID (not your email address)
Password: The password for your email login ID.

- Check mark 'Remember this password'.
- Now click the 'Ping Server' button. 'Ping Server' will check for connectivity to the SCOoffice Mail Server and the validity of the email login ID and password.

If 'Ping Server' is unsuccessful your Outlook client may not have network connectivity or the SCO*office* Mail Server was unable to authenticate the email login ID and password you entered. Re-enter your email login ID and password and try again. If 'Ping Server' fails again clear the error message by clicking 'OK' and click 'Cancel'. You will then be asked if you would like to restart the wizard the next time you open Outlook. Reply 'yes'. Report your problem to the Mail Server administrator.

If 'Ping Server' is successful click 'OK' to clear the success message.

- Click 'Next'.

The next dialog is used to select the Personal Folders file (PST file) for the email account. The PST file resides on your computer and is used as an intermediate storage location for messages as they flow between Outlook and the SCO*office* Mail Server via the Mail Connector.

To use the PST file created by step 1 above

- Click the radio button to select 'Use one of the existing PST files'

- Click on the PST file name in the list. The PST file is usually called "Personal Folders".
- Click 'Next'.

The next dialog window describes the manual configuration of the Internet Mail service and POP3/SMTP email account. Ignore the instructions in this dialog window.

- Click 'Next'
- Click 'Finish'

Proceed to step 4.

3. Binding the Mail Connector, PST file and the SCO*office* Mail Server together.

- Click the 'IMAP Mailboxes' button on the SCO*office* Mail Connector toolbar.

The 'SCO*office* Mail Connector Options' dialog window will be displayed.

- Click 'Add'.

The 'Add New IMAP Mailbox' dialog window will be displayed. To use the PST file created by step 1 above

- Click the radio button to select 'Use one of the existing PST files'
- Click on the PST file name in the list. The PST file is usually called "Personal Folders".
- Click 'OK'.

You should be back at the 'SCO*office* Mail Connector Options' dialog window. Select the mailbox (PST file) specified in the previous step by clicking on it in the list provided.

- Click 'Options'.

The 'SCOoffice Mail Connector Host Information' dialog window will be displayed. Enter the following information:

Hostname: Hostname of the SCO*office* Mail Server.
Port 143: For check mark 'Use SSL (secure connection)'
Login: Your SCO*office* Mail Server email login ID.
Password: The password for your email login ID.

- Check mark 'Map this store to the following IMAP server'.
- Check mark 'Remember this password'.

- Now click the 'Ping Server' button. 'Ping Server' will check for connectivity to the SCOoffice Mail Server and the validity of the email login ID and password.

If 'Ping Server' is unsuccessful your Outlook client may not have network connectivity or the SCO*office* Mail Server was unable to authenticate the email login ID and password you entered. Re-enter your email login ID and password and try again. If 'Ping Server' fails again clear the error message by clicking 'OK' and click 'Cancel'. Report your problem to the system administrator.

If 'Ping Server' is successful click 'OK' to clear the success message.

- Click 'OK' to complete this dialog.

4. Initial Folder Synchronization

When using the Mail Connector with the SCO*office* Mail Server the Special Folders may be moved beneath INBOX. It depends on the namespace configuration of the IMAP server, which is a component of the SCO*office* Mail Server. If the folders need to be moved the Mail Connector will perform the migration automatically when r the Outlook folder list is collapsed and re-expanded by clicking the '−' and '+' symbols are the top of the folder list hierarchy.

When the Mail Connector performs the migration a message window will be displayed for each folder when it is migrated. The message window will indicate that the folder, such as Calendar, could not be created and prompts to have the folder created under Inbox. Simply respond 'Yes' to these prompts for each of the folders migrated to its new location beneath INBOX.

- Click the '−' then the '+' symbol are the top of the folder list hierarchy to collapse and re-expand the Outlook folder list from the top level. This will start the initial folder synchronization.

5. Configuring free/busy calendar information.

If you will be using the Outlook calendar to schedule meetings with other people you will want to configure Outlook to publish you free/busy calendar information to the SCO*office* Mail Server. This will allow other users to determine when you are available for meetings.

- Click 'Tools' in the Outlook menu and select 'Options'.
- Click 'Calendar Options'.
- Click 'Free/Busy Options'.
- Check mark 'Publish my free/busy information'.

In the 'Publish at this URL' input box enter the following:

ftp://***email_ID***:***password***@***hostname***/pub/calendar/***email***.vfb

- Substitute ***email_ID*** with your email login ID for the SCOoffice Mail Server. If your Mail Server is installed on SCOLinux the email ID will be 'freebusy'. Your Mail Server administrator will provide the password for this special user. The password is located in the /etc/opt/lsb*/msg/msg.conf file on the server and is identified by the parameter name of 'freebusypwd'.

- Substitute ***password*** with the password for your email login ID.
- Substitute ***hostname*** with the fully qualified hostname of your SCO*office* Mail Server.
- Substitute ***email*** with the first part of your email address (up to but not including the '@' character).

Example: ftp://bob:bobspwd@myserver.com/pub/calendar/bob.vfb

In the 'Search at this URL' input box enter the following:

ftp://***hostname***/pub/calendar/%NAME%.vfb

- Substitute ***hostname*** with the fully qualified hostname of your SCO*office* Mail Server.

Example: ftp://myserver.com/pub/calendar/%NAME%.vfb

Using the SCO*office* Mail Connector

*Determining The Version Of The SCO*office *Mail Connector*

The version and build numbers of the SCO*office* Mail Connector can be displayed by clicking 'About' in the SCO*office* Mail Connector toolbar. The version number is plainly labeled. The build number immediately follows the copyright notice.

Using Shared Folders

The SCO*office* Mail Connector allows you to share your mail folders and Special Folders, such as Calendar, with other SCO*office* Mail Server users. Folders are shared simply by granting permission for other users to access the folder. Having done this the folder will automatically appear in the other users Outlook Folders List. Permissions are assigned on a per user per folder basis.

To share a folder with other users:

a. Display the Outlook folders list by clicking on 'View' then 'Folder List' in the Outlook menu.

b. Click on the folder in the folder list that you with to share.

c. Click the 'Folder' button in the SCO*office* Mail Connector toolbar.
The 'SCO*office* Mail Folder Options' dialog window will be displayed

   To add a user to the list of users who will have access to the folder:

   - Click on 'Add' in the 'Permissions' section of the dialog window.
   - Enter the users email login ID, not their email address, in the space provided. Normally, the users email login ID is the same as their email address. Click 'OK'.
   - Select the permissions that you wish to assign to the user.

   To modify permissions assigned to a user:

   - Select the email ID of the user in the list by clicking on it.
   - Select and de-select permission as appropriate.

   To remove permissions for a user:

   - Select the email ID of the user in the list by clicking on it.

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- Click the 'Remove' button in the 'permission' section of the dialog window.

d. When you are done changing permissions click 'OK' at the bottom of the 'SCO*office* Mail Folder Options' dialog window.

By default, the 'Permissions' list box will list the owner of the folder with all access rights assigned (enabled). Removing the owner from the list of users who have access to the folder will lock the owner out of their own folder. Any user with administrator privileges on the folder can assign access back to the owner.

The special user 'anyone' can be used to assign permissions to all users.
Note that permissions cannot be viewed or assigned to empty folders.

The access rights are defined as follows:

- **Lookup** – Look up the name of the folder (but not its contents).
- **Read** – Read the contents of the folder.
- **Insert** – Insert (move or copy) a message into the folder.
- **Write** – Write or change message flags such as 'recent', 'answered', and 'draft'.
- **Set Seen Flag** – Preserve the 'seen' and 'recent' status of messages.
- **Post** – Post a message directly into a folder.
- **Create** – Create a sub-folder. Delete the sub-folder or it's parent folder.
- **Delete** – Delete and purge messages marked for deletion within a folder.
- **Administer** – A user with 'Administer' privileges can set the permissions on the folder.

Setting Folder Synchronization Options

As mentioned earlier in this guide the PST file resides on your computer and is used as an intermediate storage/work location for messages as they flow between Outlook and the SCO*office* Mail Server via the Mail Connector. Folder synchronization means that the contents of the PST file (local copy of your folders) are synchronized with the SCO*office* Mail Server folders. By default, folders are set to synchronize with the SCOoffice Mail Server every time you select the folder in the Outlook folder list. However, this may not be appropriate for high traffic folders such as Inbox.

To change synchronization for a folder:

a. Display the Outlook folder list by clicking on 'View' then 'Folder List' in the Outlook menu.

b. Click on the folder in the folder list that you with to share.

c. Click the 'Folder' button in the SCO*office* Mail Connector toolbar. The 'SCO*office* Mail Folder Options' dialog window will be displayed. Set options as appropriate.

INBOX Folder Synchronization Settings

The INBOX can be synchronized using Outlook's POP3 protocol or using the Mail Connector's built in IMAP protocol. The IMAP protocol was the only choice in version 1 of the Mail Connector. The use of the POP3 protocol is a new feature in version 2 and it is the default method. There are advantages and disadvantages to both.

POP3 Usage Guidelines:

- When POP3 synchronization is enabled the Outlook features based on incoming mail events will become functional. These features are listed in the "New Features' section of this guide.

- The 'Send/Receive' button in the Outlook menu bar is used to send email and receive new email into INBOX.

- The 'Synchronize' button is used to synchronize folders other than INBOX.

- Configure your POP3 account to leave a copy of each message on the Mail Server. This will ensure that you have a copy of your INBOX on the Mail Server in the event that the PST file on your local disk is damaged or lost. The PST file contains a local copy of all your mail folders.

- Do not move, post or copy messages into the INBOX folder. The POP3 service does not write (synchronize) your changes to the INBOX folder back to the Mail Server.

IMAP Usage Guidelines:

- When IMAP synchronization is enabled the Outlook features based on incoming mail events will not be functional. These features are listed in the "New Features' section of this guide.

- The 'Synchronize' button in the Mail Connector toolbar is used to synchronize all folders including the INBOX. The 'Send/Receive' button in the Outlook menu will send email but it will no longer retrieve new email into INBOX.

- You may change the contents of the INBOX folder in any way. The IMAP protocol synchronizes all changes back to the Mail Server.

Enabling IMAP INBOX Synchronization

1. Review the IMAP Usage Guidelines above.

2. Disable POP3 INBOX synchronization before enabling IMAP synchronization. Failing to do so will result in duplicate messages in the INBOX.

3. Enable IMAP synchronization:

   - Click on INBOX in the Outlook folder list.
   - Click the 'Folder' button on the Connector toolbar.
   - Put a check mark in "Synchronize INBOX folder".
   - Click 'Ok'.

Disabling IMAP INBOX Synchronization

1. Click on INBOX in the Outlook folder list.
2. Click the 'Folder' button on the Connector toolbar.
3. Remove the check mark from "Synchronize INBOX folder".
4. Click 'Ok'.

Enabling POP3 INBOX Synchronization

1. Review the POP3 Usage Guidelines above.

2. If you are switching from IMAP synchronization to POP3 synchronization create a new folder and move the entire contents of INBOX to the new folder. This will leave INBOX empty. Synchronize INBOX and the new folder to the Mail Server. Duplicates messages will result if you do not empty the INBOX in Outlook before enabling the POP3 protocol.

3. Disable IMAP INBOX synchronization before enabling POP3 synchronization. Failing to do so will result in duplicate messages in the INBOX.

4. Enable the POP3 synchronization as described below:

   For Outlook XP:

   - Click on the 'Tools' then 'Options' in the Outlook menu.
   - Click on the 'Mail Setup' tab.
   - Click on 'E-mail Accounts'.
   - Select "View or change an existing e-mail accounts".
   - Click 'Next'.

- Select your Internet E-mail account in the list and click 'Change'.
- Enter the valid hostname or IP address of the SCO*offce* Mail Server for the "Incoming mail server (POP3)". This will have the same value as the "Outgoing mail server (SMTP) field.
- Click on 'More Settings'.
- Click on the 'Advanced' tab.
- Check mark "Leave a copy of messages on server".
- Click 'Ok'.
- Click 'Next'.
- Click 'Finish'.
- Click on 'Send/Receive'.
- Click on 'All Accounts' in the list to select it.
- Click 'Edit'.
- Click on your POP3 account listed under 'Accounts' in the left hand column.
- Check mark 'Inbox' in the "Check folders to include in send/receive" list.
- Check mark 'Send mail items'.
- Check mark 'Receive mail items'.
- Click 'OK'.
- Click 'Close'.
1. Click 'Ok'.

For Outlook 98, 2000:

- Click on 'Tools' then 'Services' in the Outlook menu.
- Select your Internet E-mail account in the list and click 'Properties'.
- Click on the 'Servers' tab.
- Enter the valid hostname or IP address of the SCO*office* Mail Server for the "Incoming mail server (POP3)". This will have the same value as the "Outgoing mail server (SMTP) field.
- Click on the 'Apply' button.
- Click on the 'Advanced' tab.
- Check mark "Leave a copy of messages on server".
- Click 'Ok' (until you return the main Outlook dialog).
- Click on the 'Tools' then 'Options' in the Outlook menu.
- Click on the 'Mail Services' tab.
- Remove the check mark on your Internet E-mail account in the 'Check for new mail on' list.
- Click 'Apply'.
- Click 'Ok'.

Disabling POP3 INBOX Synchronization

For Outlook XP:

- Click on the 'Tools' then 'Options' in the Outlook menu.
- Click on the 'Mail Setup' tab.
- Click on 'Send/Receive'.
- Click on 'All Accounts' in the list to select it.
- Click 'Edit'.
- Click on your POP3 account listed under 'Accounts' in the left hand column.
- Remove the check mark from 'Inbox' in the "Check folders to include in send/receive" list.
- Click 'OK'.
- Click 'Close'.
- Click 'Ok'.

For Outlook 98 and 2000:

- Click on 'Tools' then 'Options' in the Outlook menu.
- Click on the 'Mail Services' tab.
- Remove the check mark from your POP3 Internet e-mail account in the "Check for new mail on' list.
- Click 'Apply'.
- Click 'Ok'.