

SCOoffice Address Book
Installation Guide

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Introduction

The SCOoffice Address Book is a high performance LDAP client for Microsoft Outlook providing functionality similar to the Exchange Global Address List.

Before You Begin

- The SCOoffice Address Book is fully compatible with Microsoft Outlook 97, Outlook 98, Outlook 2000 and Outlook 2002.
- 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 or 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 97 and Outlook 2002 do not incorporate the concept of the 'Corporate or Workgroup' service.

- Disable any anti-virus software and services associated with the anti-virus software.
- Verify that you already have an email account activated on your SCOoffice Mail Server.

- You will need the following information to configure the *SCOoffice* Address Book. This information should be provided to you by your system administrator.
 - The fully qualified hostname of the *SCOoffice* Mail Server.
 - Your *SCOoffice* Mail Server email ID and password.
 - Your license key for the *SCOoffice* Address Book.
 - The location from which the *SCOoffice Mail Connector* installation files can be downloaded.

SCOoffice Address Book Installation and Upgrade

1. Close Outlook if it is running.
2. If you are upgrading from a previous version of the *SCOoffice* Address Book it is not necessary to remove the old version.
3. Download the *SCOoffice* Address Book zip file and extract the contents using an unzip/decompress utility, such as WinZip.
4. Run the resulting *SCOoffice* Address Book setup program to install the *SCOoffice* Address Book software. Enter the *SCOoffice* Address Book license key when prompted to do so.

SCOoffice Address Book Configuration

1. Start Outlook.

The first time Outlook is run after installing the *SCOoffice* Address Book the 'SCOoffice Address Book' configuration dialog window will be automatically displayed. This dialog allows you to specify the name of your Address Book, the hostname of the LDAP server from which addresses are retrieved and how the LDAP server is to be searched for address information.

You can use this dialog window at any time to add additional *SCOoffice* Address Books or modify an existing *SCOoffice* Address Book configuration. See the section titled 'Adding/Modifying *SCOoffice* Address Books' to learn how to access the *SCOoffice* Address Book configuration dialog window at a later date.

- Click the 'General' tab.
- In the 'Display Name' field enter any name that you wish to use for the directory server such as 'SCOoffice Address Book'.

- In the 'LDAP Server' field enter the fully qualified hostname of your *SCOoffice* Mail Server.
- Next, work through the following steps to obtain your value for the 'Container DNs' field (underneath the 'Search' button). This tells the *SCOoffice* Address Book how to search LDAP for user addresses.

- a. Using the fully qualified hostname of your *SCOoffice* Mail Server, enter either of the following URL's into your web browser to go to the Preferences Manager log-in web page of your *SCOoffice* Mail Server:

http://<your-hostname-here>/msg
 https://<your-hostname-here>/msg

- b. Log-in to the Preferences Manager using your *SCOoffice* Mail Server email ID and password.
- c. Click on 'Preferences' in the navigation bar (left side of the web page) then click on the sub-item 'Client Setup'. Your Email Account and Directory Server Account information will be displayed. Do NOT click on the "Configure" button in the Client Setup web page.
- d. Copy the portion of the Directory Server Account 'Account Name' field, starting with and including the second 'ou=' to the end of the string, from the web page into the 'Container DNs' field of the '*SCOoffice* Address Book' dialog window.

For example, if the 'Account Name' field contains this string

**uid=johndoe,ou=MSG Users,ou=vms.caldera.com,
 ou=SCOoffice Server,dc=my-domain,dc=com**

copy this portion of it into the 'Container DNs' field

ou=vms.caldera.com,ou=SCOoffice Server,dc=my-domain,dc=com

Note: The value of the second 'ou=' parameter specifies the email domain to which your email address belongs. This email domain will be used below when configuring Outlook to search your SCOoffice Address Book contents.

- e. Click 'Logout' located in the top right hand corner of the web page to log out of the Preferences Manager.
- Click the 'Advanced' tab of the '*SCOoffice* Address Book' dialog window.

- Enable 'Sort returned results' and 'Display sub-containers results of the LDAP containers (deep search).
 - Click the 'Ok' button.
2. Restart Outlook.
 3. Configuring Outlook to Use the Address Book

To configure Outlook to resolve email addresses from the *SCOoffice* Address Book follow these steps:

- Open the Outlook Address Book by clicking on 'Tools' and 'Address Book'. The 'Address Book' dialog window will be displayed.
- Now Click on 'Tools' and 'Options'. In older versions of Outlook click on 'Help' and 'Options'.

The 'Addressing' dialog window will be displayed.

- Click 'Add'. The 'Add Address List' dialog will be displayed.
- Select the *SCOoffice* Address Book email domain (from the ou= value configured above) in the list.
- Click 'Add'.

You should be returned to the 'Addressing' dialog window.

- Click 'Apply'.
- Click 'OK'.

Searching the *SCOoffice* Address Book

- Open the Outlook Address Book by clicking on 'Tools' and 'Address Book'. The 'Address Book' dialog window will be displayed.
- In the pull-down list box titled 'Show Names from the:' select the email domain within the '*SCOoffice* Address Book' to be searched. You should see a domain that is identical to the 'ou=' value that was cut and pasted in step 1 of the section above.
- Enter the first name, last name or email address in the 'Type Name or Select from List:' field. Press the 'Enter' key.

Adding/Modifying *SCOoffice* Address Books

Navigating to the '*SCOoffice* Address Book' configuration dialog:

In Outlook 97,98 and 2000:

- Click 'Tools' and 'Services' in the Outlook menu. This will display the 'Services' dialog window.
- To add a new *SCOoffice* Address Book click 'Add' and select '*SCOoffice* Address Book' from the resulting 'Add Service to Profile' dialog window.
- To modify an existing *SCOoffice* Address Book double click on it in the 'Services' dialog window.

In Outlook 2002:

- Click 'Tools' and 'E-mail Accounts' in the Outlook menu. This will display the 'E-mail Accounts' dialog windows.
- To add a new *SCOoffice* Address Book select 'Add a new directory or address book' and click 'Next'. Then select 'Additional Address Book' and click 'Next'. Now select '*SCOoffice* Address Book' from the list of available address book providers.
- To modify an existing *SCOoffice* Address Book select 'View or change existing directories or address books' and click 'Next'. Double click on the *SCOoffice* Address Book that you wish to change in the resulting list.