

KONSEC Konnektor Handbook

For Microsoft Outlook 2002 and Microsoft Outlook 2003

Forward

Thank you for choosing the **KONSEC** Konnektor.

Please read this handbook carefully and note the system requirements as well as the known issues.

This handbook describes the initial installation and usage of the **KONSEC** Konnektor. The latest information concerning the software can be found on the Internet at the following address:

<http://www.konsec.com>

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KONSEC GmbH
Wollgrasweg 27
70599 Stuttgart
Deutschland

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System Requirements

Operating System:

MS-Windows 2000 (SP4) or MS-Windows XP (SP1 or SP2)

Outlook Version:

MS-Outlook 2000 (min. SP3+), MS-Outlook 2002/XP or MS-Outlook 2003

Server:

Kolab2 Server or **KONSEC** Kolab2 Server

Known Issues

Earlier version of **KONSEC** Konnektor (RC2, RC3 und 1.0.x) must be uninstalled in order to install Version 1.0.x. In addition, the „**extend.dat**“ file must be deleted by hand.

In a normal system configuration, the **extend.dat** file can be found in the following subfolder:
<c:\Documents and Settings\<username>\Local Settings\Application Data\Microsoft\Outlook>

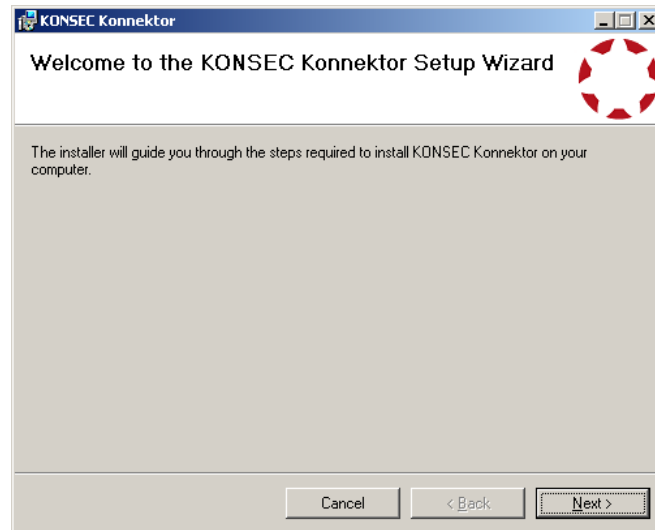
New **KONSEC** Konnektor data files can only be created in the Control Panel (in the Mail Category).
Creating a new data file directly in Outlook still causes a program crash in the current version 1.0.

Support

For questions and support issues, please contact your **KONSEC** merchant.

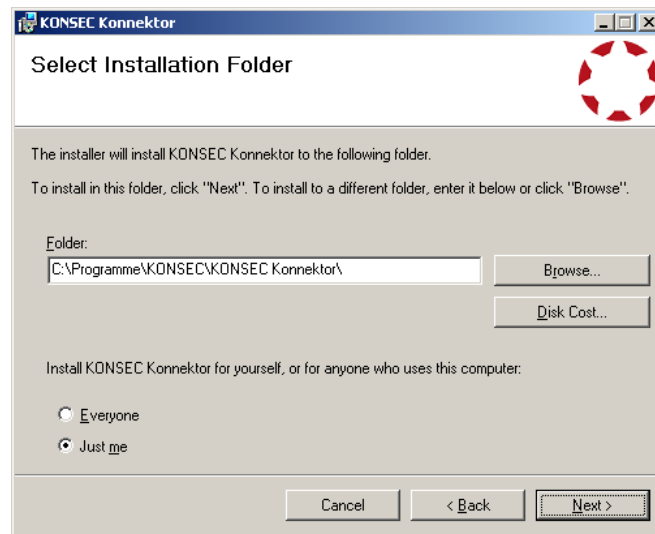
Installing KONSEC Konnektor

Double-click on **Setup.exe** to start the setup program.

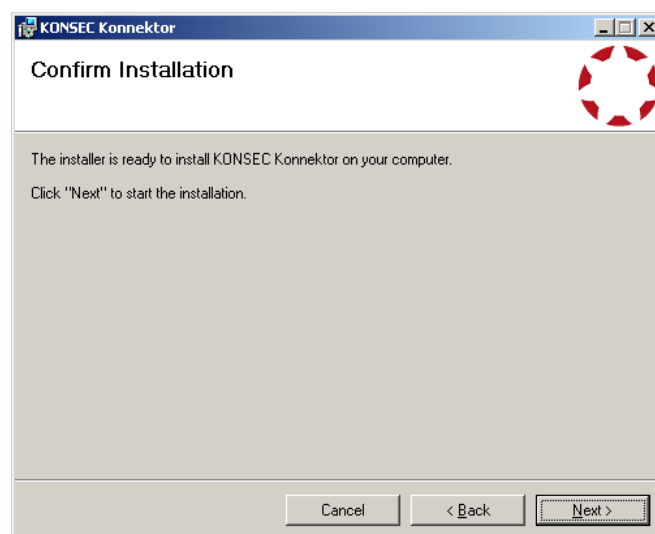


Click on Next >.

Please read the End User License Agreement carefully, select *I Agree*, and click on **Next**.

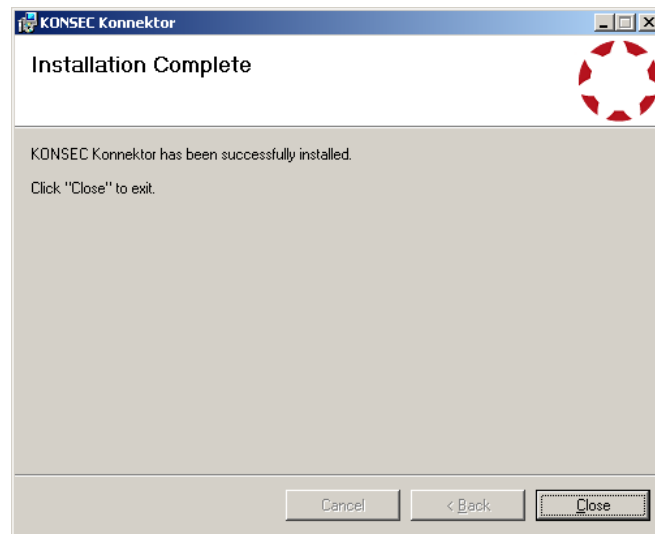


Please select the folder in which **KONSEC** Konnektor should be installed, then click **Next**.



Install the **KONSEC** Konnektor by clicking **Next**.

The **KONSEC** Konnektor is now ready to be installed on your hard drive.



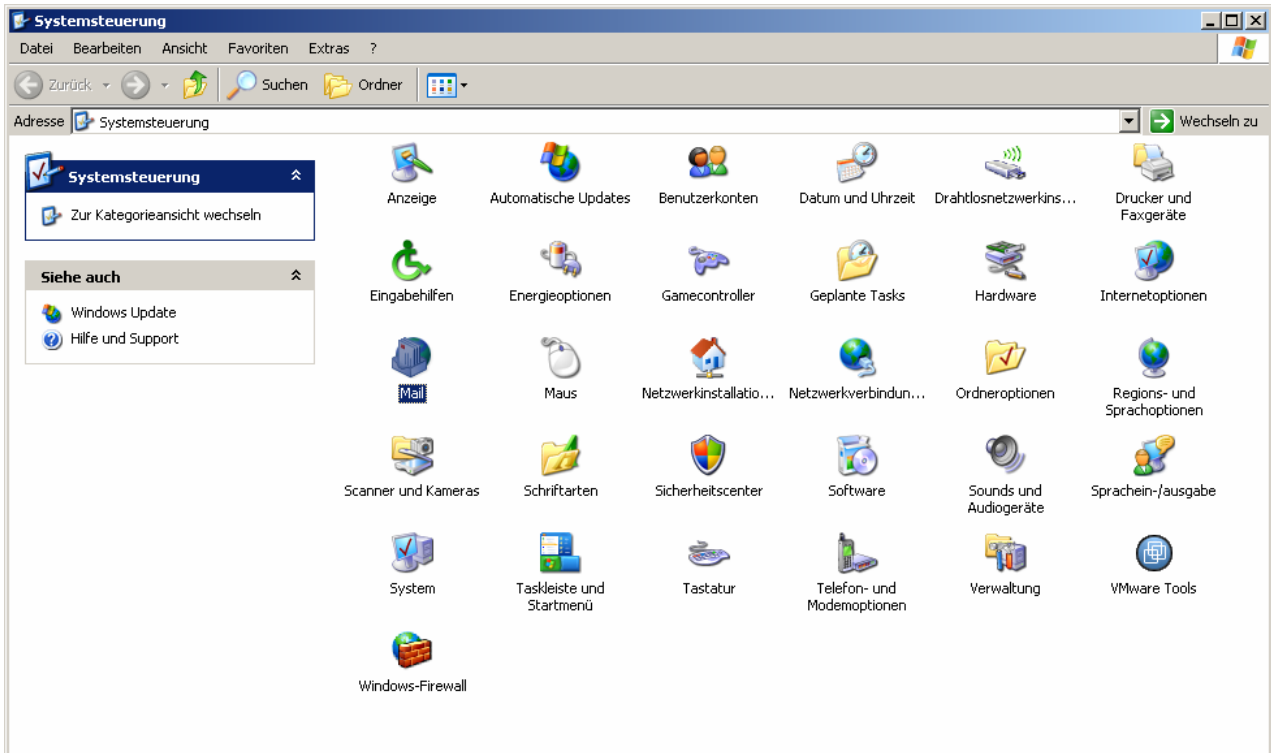
Complete the installation by clicking **C**lose.

The **KONSEC** Konnektor was successfully installed.

Configuring MAPI Settings

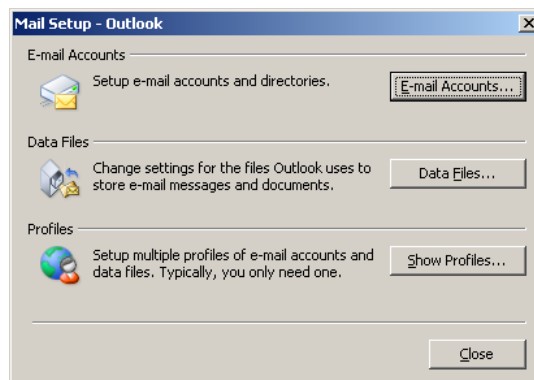
After you have successfully installed *KONSEC* Konnektor, an email account, the offline data file and the mail profile must be created in the Microsoft Windows Control Panel.

Open the Control Panel by clicking on **Start > Control Panel**.



...and open the **Mail** category by double-clicking on the category icon.

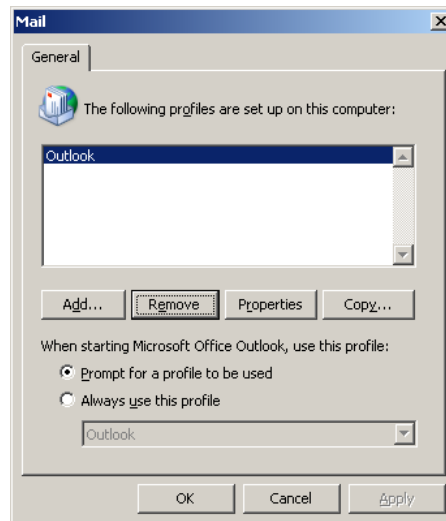
The following mail setup dialog will appear:



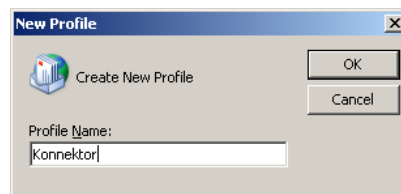
Creating a New Outlook Profile

Add a new profile in the mail setup dialog.

Click on **Show Profile...**



Click on **Add...** and enter a profile name.

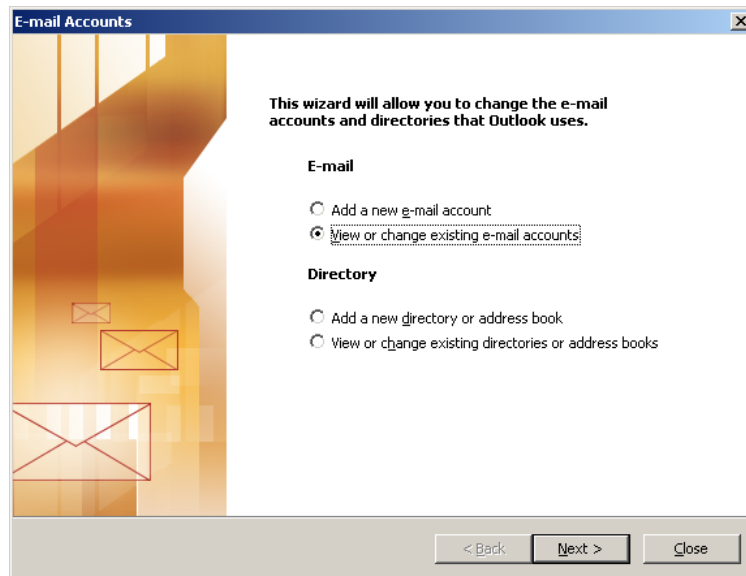


A sensible name for the profile would be „Konnektor“.

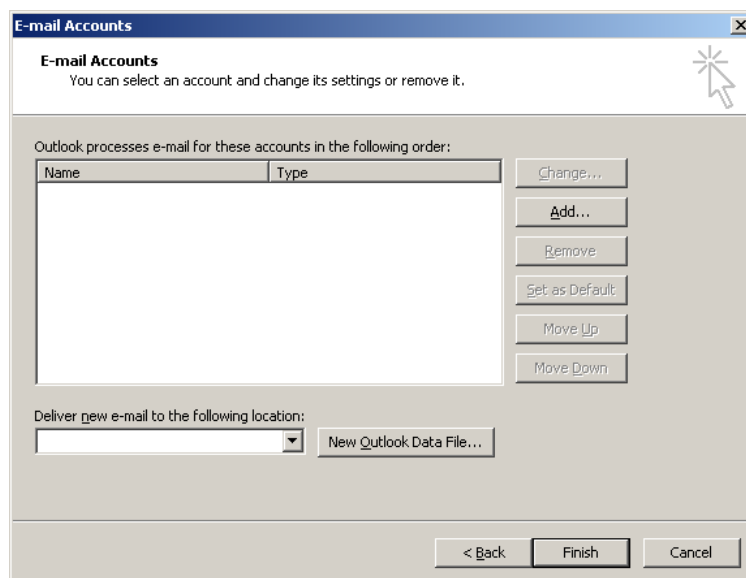
Confirm the action by pressing **OK**.

Immediately thereafter you will be presented with the email accounts dialog.

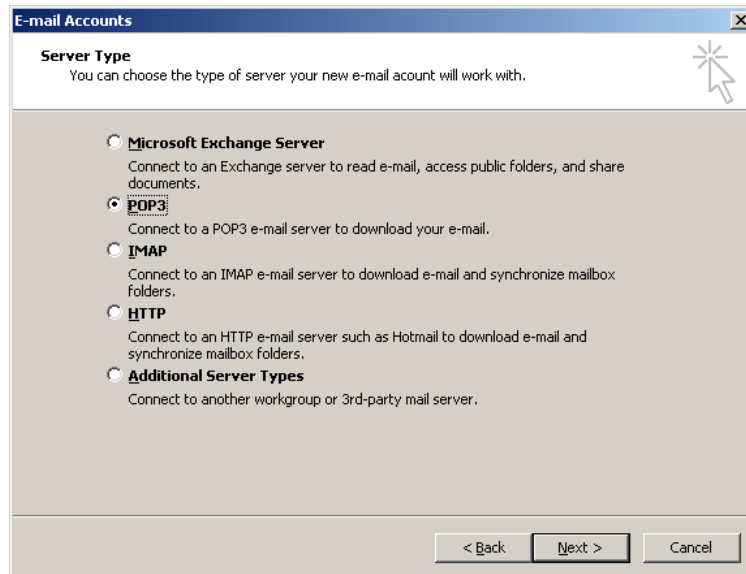
Setting Up an Email Account (POP3)



Choose „View or Edit *E-Mail Accounts*” and click on **Next** .



Click **Add** to create a new email account.



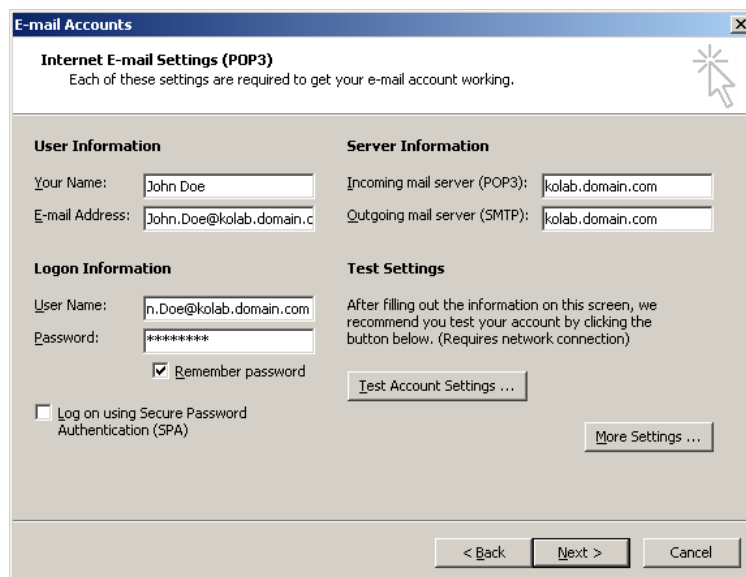
E-mail Accounts

Server Type
You can choose the type of server your new e-mail account will work with.

- ☐ **Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- ☒ **POP3**
Connect to a POP3 e-mail server to download your e-mail.
- ☐ **IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- ☐ **HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- ☐ **Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

< Back **Next >** Cancel

Select the server type „POP3“ and click on **Next**



E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

<p>User Information</p> <p>Your Name: <input type="text" value="John Doe"/></p> <p>E-mail Address: <input type="text" value="John.Doe@kolab.domain.c"/></p>	<p>Server Information</p> <p>Incoming mail server (POP3): <input type="text" value="kolab.domain.com"/></p> <p>Outgoing mail server (SMTP): <input type="text" value="kolab.domain.com"/></p>
<p>Logon Information</p> <p>User Name: <input type="text" value="n.Doe@kolab.domain.com"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Log on using Secure Password Authentication (SPA)</p>	<p>Test Settings</p> <p>After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)</p> <p><input type="button" value="Test Account Settings ..."/></p> <p><input type="button" value="More Settings ..."/></p>

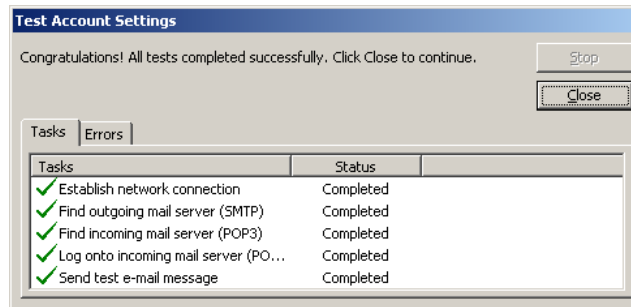
< Back **Next >** Cancel

User Information: Enter your name and email address.

Login Information: Enter your email address that you use on your Kolab Server (e.g. joe.user@kolab.domain.com)

Server Information: Enter the mail server that is responsible for sending and receiving mail (POP3/SMTP). (Example.: kolab.domain.com)

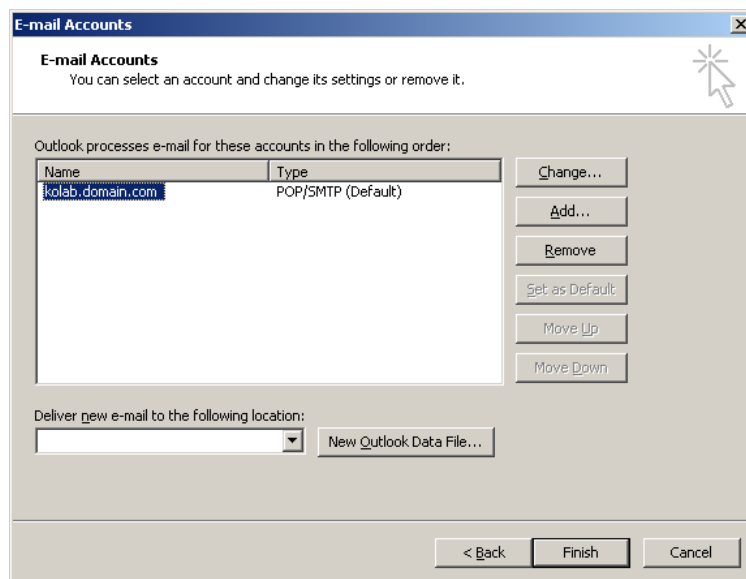
Test the settings you entered by clicking **Test Settings...**



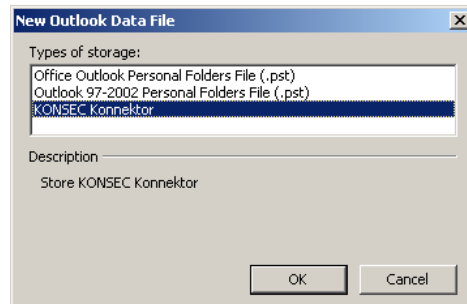
All five tests must be completed successfully. Check over the settings in the last dialog. You may close the „Test Account Settings“ dialog by pressing the **Close** button.

In the e-mail Accounts Dialog, click on **Next >** to continue.

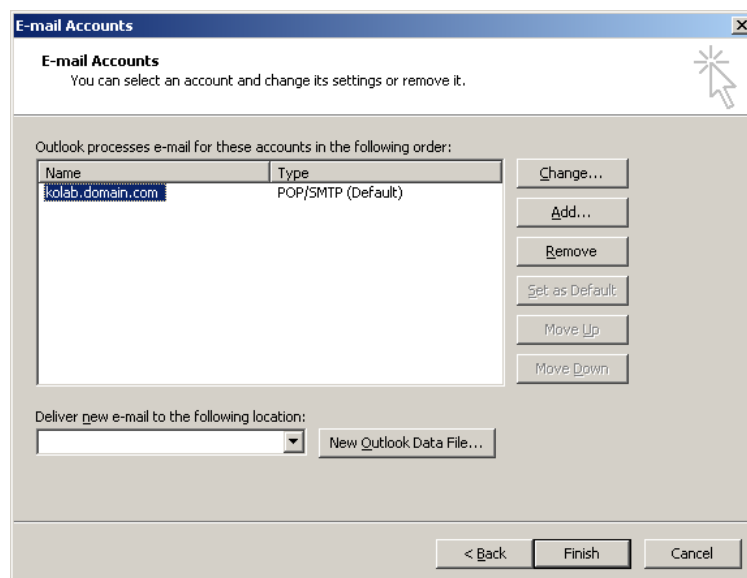
Creating a New Outlook Data File



Next click on **New Outlook Data File...** in order to create a new Outlook Data File of the **KONSEC** Konnektor type.

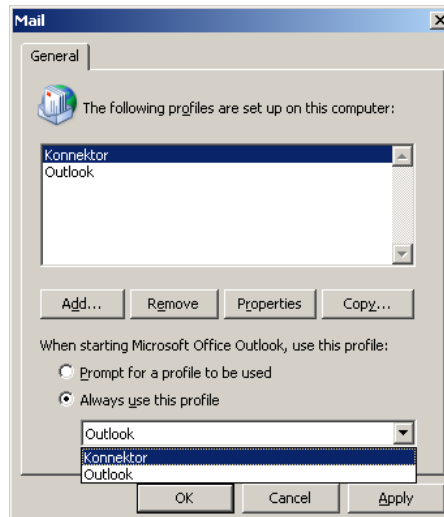


Select the format „**KONSEC** Konnektor“ and click **OK**.



In the Email Accounts Dialog click on **Finished**.

Outlook Profile Selection



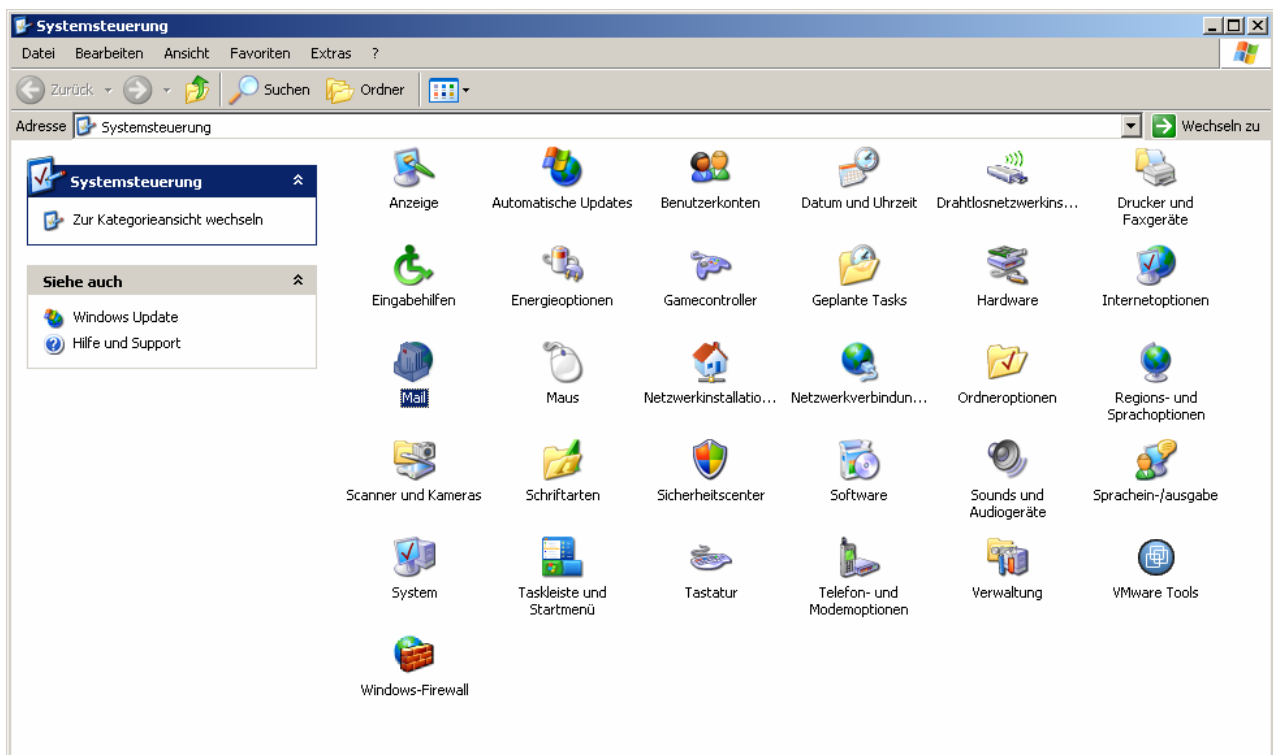
Now select the profile that should become the default profile. In the example above, „Konnektor“ is the default profile. Next, click on **OK** to complete the email account configuration.

With this action, you have completed the configuration of the **KONSEC** MAPI Storage Provider with the Control Panel.

Configuring a Global Address Book

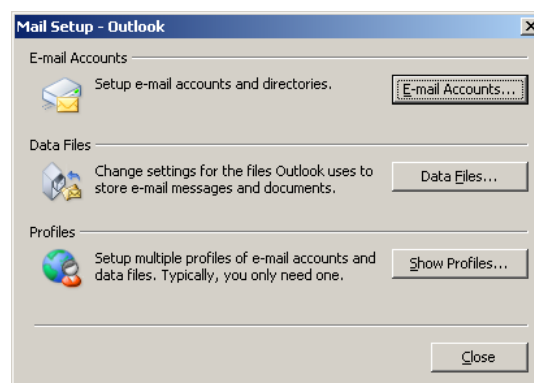
Creating a global address book can be done with the standard Outlook method.

Open the Control Panel by clicking on **Start > Control Panel**.

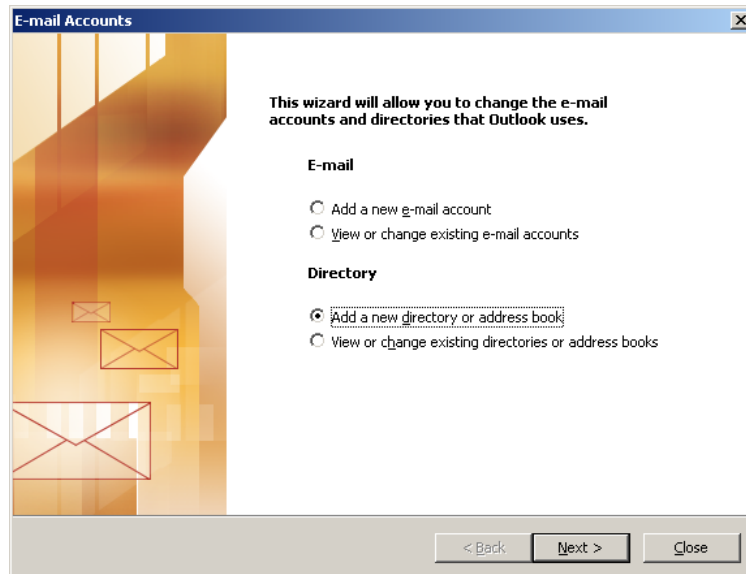


and open the **Mail** category with a double-click.

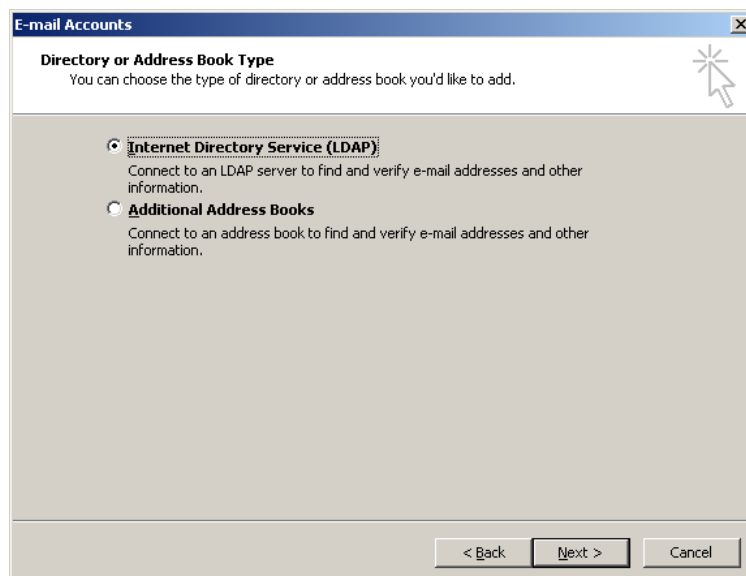
The following Mail Setup dialog will appear:



Click on the **Email Accounts...** button.



Select the following option: „Add a new directory or address book.“ Click on **Next** >.



Select the „Internet Directory (LDAP)“ option and click on **Next** >.

E-mail Accounts

Directory Service (LDAP) Settings
You can enter the required settings to access information in a directory service.

Server Information
Type the name of the directory server your Internet service provider or system administrator has given you.
Server Name:

Logon Information
☐ This server requires me to log on
User Name:
Password:
☐ Log on using Secure Password Authentication (SPA)
[More Settings ...](#)

< Back Next > Cancel

Enter the name of your Kolab Server in the „*Server Name*“ field and click on the **Additional Settings...** button.

Microsoft LDAP Directory

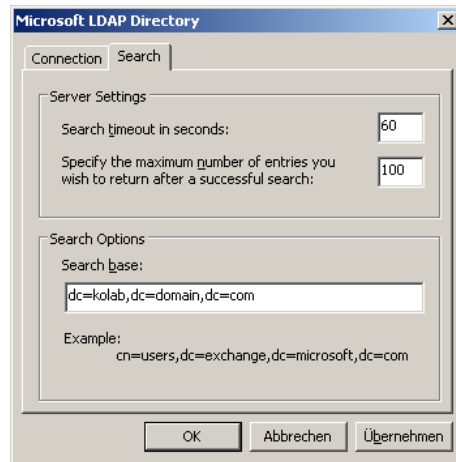
Connection Search

Display Name
The display name as it appears in the Address Book

Connection Details
Port:
Use Secure Sockets Layer ☐

OK Abbrechen Übernehmen

Choose a name for the address book. For example, Global address book.
Click on the **Search** tab.



Now enter the LDAP Search basis for your Kolab Server.

For example, if your Kolab server name is „kolab.domain.com“, the LDAP Syntax would be „dc=kolab, dc=domain, dc=com“.

After clicking OK, the global address book should be available in Outlook.

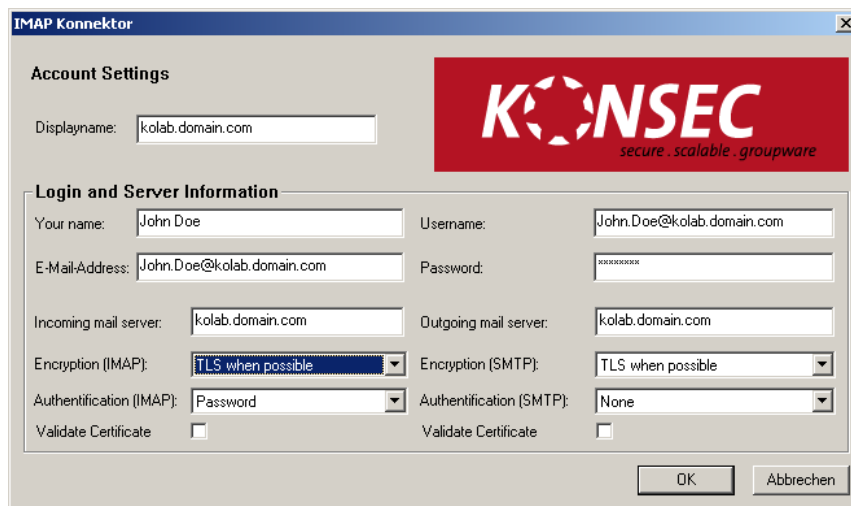
Configuring Microsoft Outlook

After the email account, Outlook data file and profile have been created (see previous chapter), Outlook can be prepared for usage with the **KONSEC** Konnektor.

When Microsoft Outlook is started for the first time, the **KONSEC** IMAP Konnektor configuration dialog will appear automatically.

Setting Up an IMAP Konnektor Account

Your login and server information for your POP3 account, which you entered in the Control Panel, will automatically be brought over into the configuration dialog.

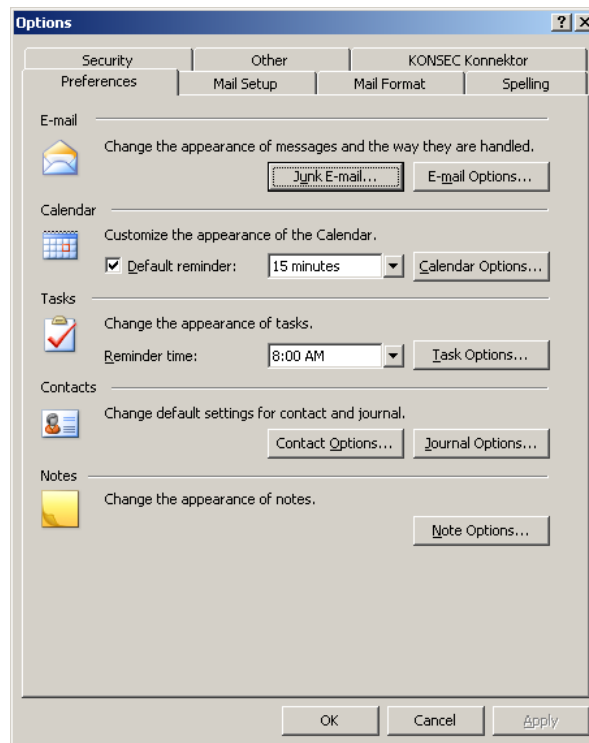


The screenshot shows the 'IMAP Konnektor' configuration window. It has a title bar with the text 'IMAP Konnektor' and a close button. The window is divided into two main sections. The top section, 'Account Settings', contains a 'Displayname:' label and a text box with 'kolab.domain.com'. To the right of this section is a red rectangular area containing the 'KONSEC' logo and the text 'secure . scalable . groupware'. The bottom section, 'Login and Server Information', contains several fields and dropdown menus. It has a 'Your name:' label and a text box with 'John Doe'. To its right is a 'Username:' label and a text box with 'John.Doe@kolab.domain.com'. Below these are 'E-Mail-Address:' and 'Password:' labels with their respective text boxes. The 'E-Mail-Address' box contains 'John.Doe@kolab.domain.com'. Below these are 'Incoming mail server:' and 'Outgoing mail server:' labels with text boxes both containing 'kolab.domain.com'. Below these are 'Encryption (IMAP):' and 'Encryption (SMTP):' labels with dropdown menus. The 'Encryption (IMAP)' dropdown is set to 'TLS when possible'. The 'Encryption (SMTP)' dropdown is also set to 'TLS when possible'. Below these are 'Authentication (IMAP):' and 'Authentication (SMTP):' labels with dropdown menus. The 'Authentication (IMAP)' dropdown is set to 'Password'. The 'Authentication (SMTP)' dropdown is set to 'None'. At the bottom of each of these two columns is a 'Validate Certificate' checkbox, both of which are unchecked. At the bottom right of the window are two buttons: 'OK' and 'Abbrechen'.

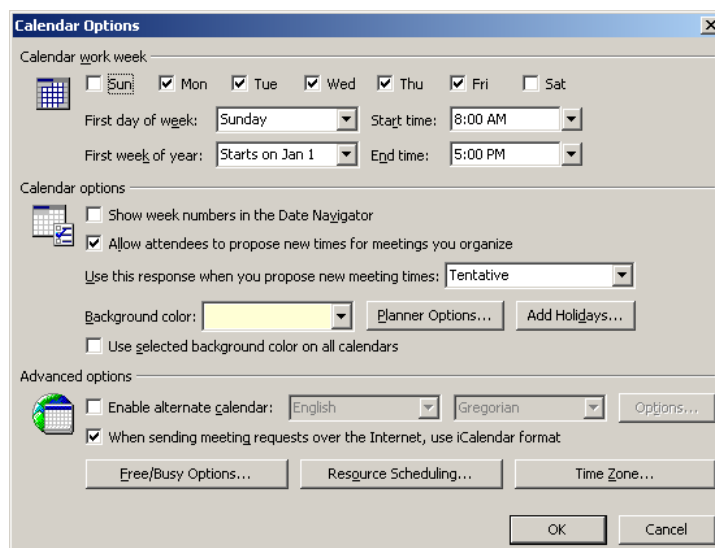
If you need to use self-signed certificates, verification of the certificate chain must be deactivated. Please enter your user password and confirm your entry by pressing **OK**.

Managing Free/Booked Settings

In the **Tools** menu, select the **Options** menu item.

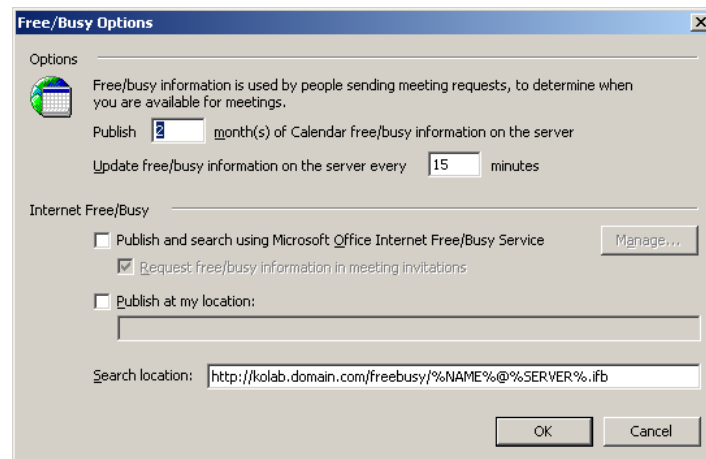


Now click on the **Calendar Options...** button.



Make sure that the „Use iCalender when sending a meeting request over the Internet“ checkbox is checked.

Now click on the **Free/Busy Options...** button.



In the field „Search under“, enter the address of the Kolab Server which manages the Free/Booked Information. Because the Kolab Server automatically manages the Free/Booked Information on the server side, the „Publish at my location“ checkbox may not be checked.

The URL is as follows:

`http://kolab.domain.com/freebusy/%NAME%@%SERVER%.ifb`

Please replace „kolab.domain.com“ with the name of your Kolab Server. Other than this one change, the URL must be entered exactly as above.

Microsoft Outlook is now completely configured for usage with **KONSEC** Konnektor.

Using Outlook With the KONSEC Konnektor

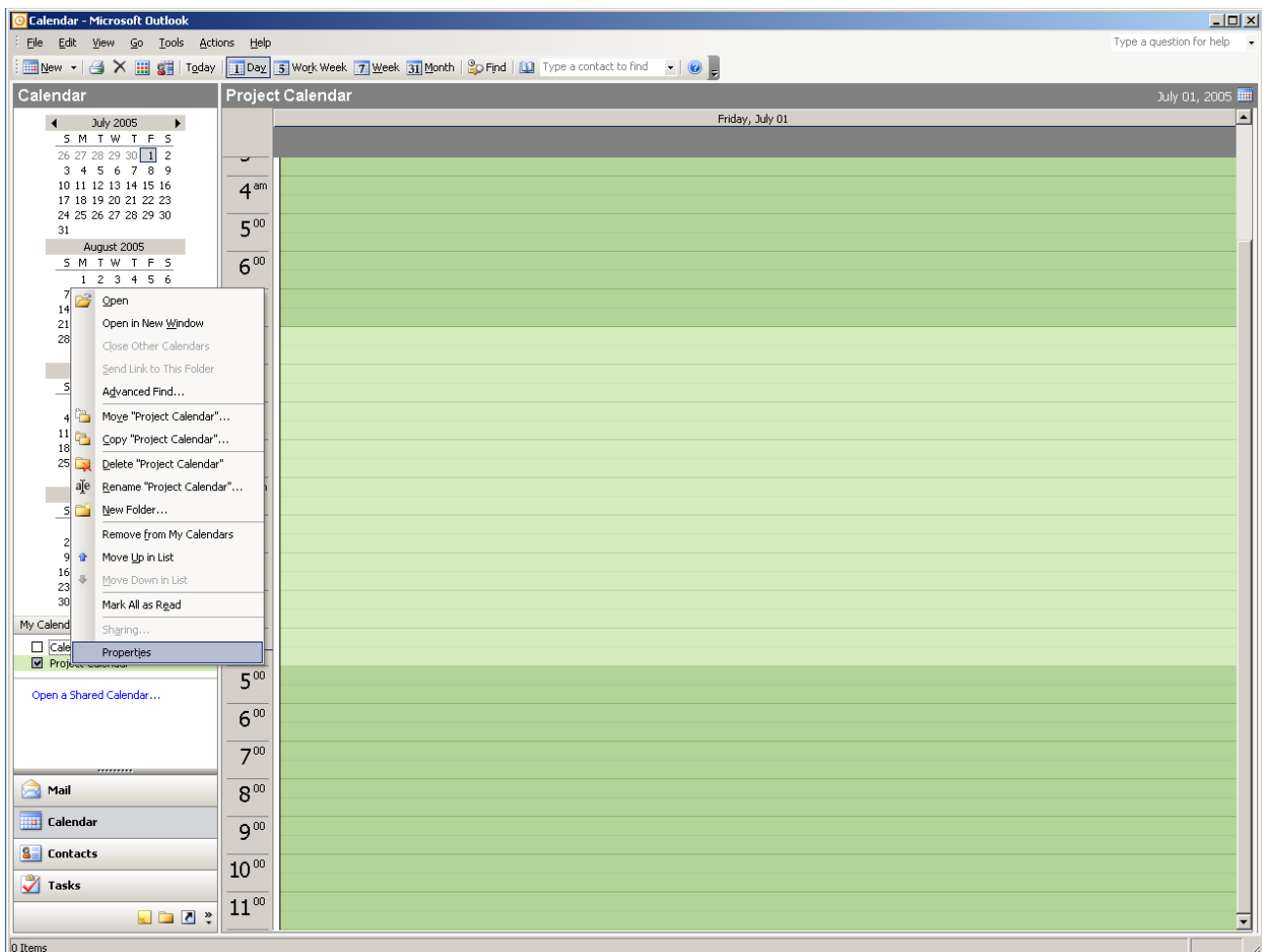
Together with the **KONSEC** Konnektor and the Kolab Server, Microsoft Outlook provides full groupware functionality.

In addition, you can share individual folders, calendars and address books with other users, as well as access other users' shared resources.

Within Outlook it is possible to turn synchronization on and off for each folder individually.

Sharing Your Folder With Other Users

If you wish to share one or more folders with another user, these must be marked as shared. To share a folder (for example, your calendar), right-click on it and select „Properties“.



The Properties Dialog

Click on the **KONSEC Konnektor** tab.



Functionality Overview of the „KONSEC Konnektor“ Tab

Name:	Path and Name of the Folder on the Kolab Server
Status:	<p>There are three different status settings which may be selected for a folder.</p> <ul style="list-style-type: none"> - Offline Mode <i>do not synchronize with server</i> - Read Data from Server <i>overwrite local contents</i> - Online Mode <i>synchronize with server</i>
My Rights:	<p>Description of the folder's access rights. Possible settings include</p> <ul style="list-style-type: none"> - Full Access - Read/Write - Read and Add - Read - Anonymous Read Access - Hidden Read Access
Edit Sharing:	<p>This setting allows you to share your folders with other users. Please note that the Kolab user name must be used. (example joe.user@kolab.domain.com)</p>

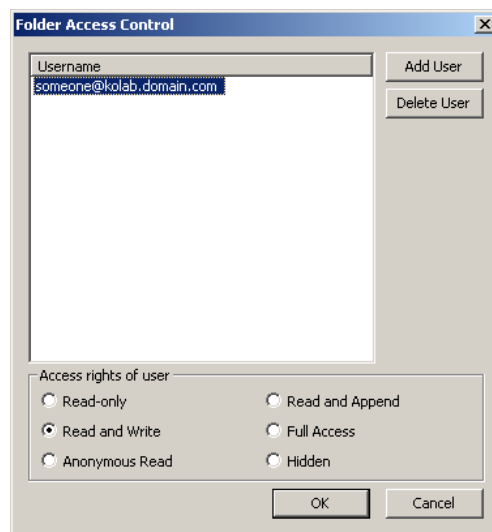
Setting Up Sharing

Click on the button **Edit Shares** in the „KONSEC Konnektor“ property page in the Properties dialog (which in turn is found in the context menu of the selected folder)

The „Sharing“ dialog will appear.

As usual, you have full access rights to your own folder.

In order to give other users permission to access your folder, click on the „Add“ button.



Now enter the user, to whom you wish to allow access, into the user name field. (for example joe.user@kolab.domain.com)

Access Rights

Read:	The folder is shown and the user may read the contents of the folder.
Read and Add:	The folder is shown, the user may read the contents of the folder and create new entries in the folder. However, no entries may be modified or deleted.
Read and Write:	The folder is shown, the user may read the contents of the folder, create new entries in the folder, and edit or delete existing entries.
Full Access:	The user receives full access privileges to the folder. The user may edit access rights, create and delete subfolders, add and delete entries, etc.
Anonymous Read Access:	The folder may be read without login in. The user can anonymously read the folder contents.
Hidden Read Access:	This right hides the folder in the sharing list. A user who knows the name of the folder, however, may subscribe to it by hand.

Tip: Multiple selections (choosing several users at the same time) are possible.

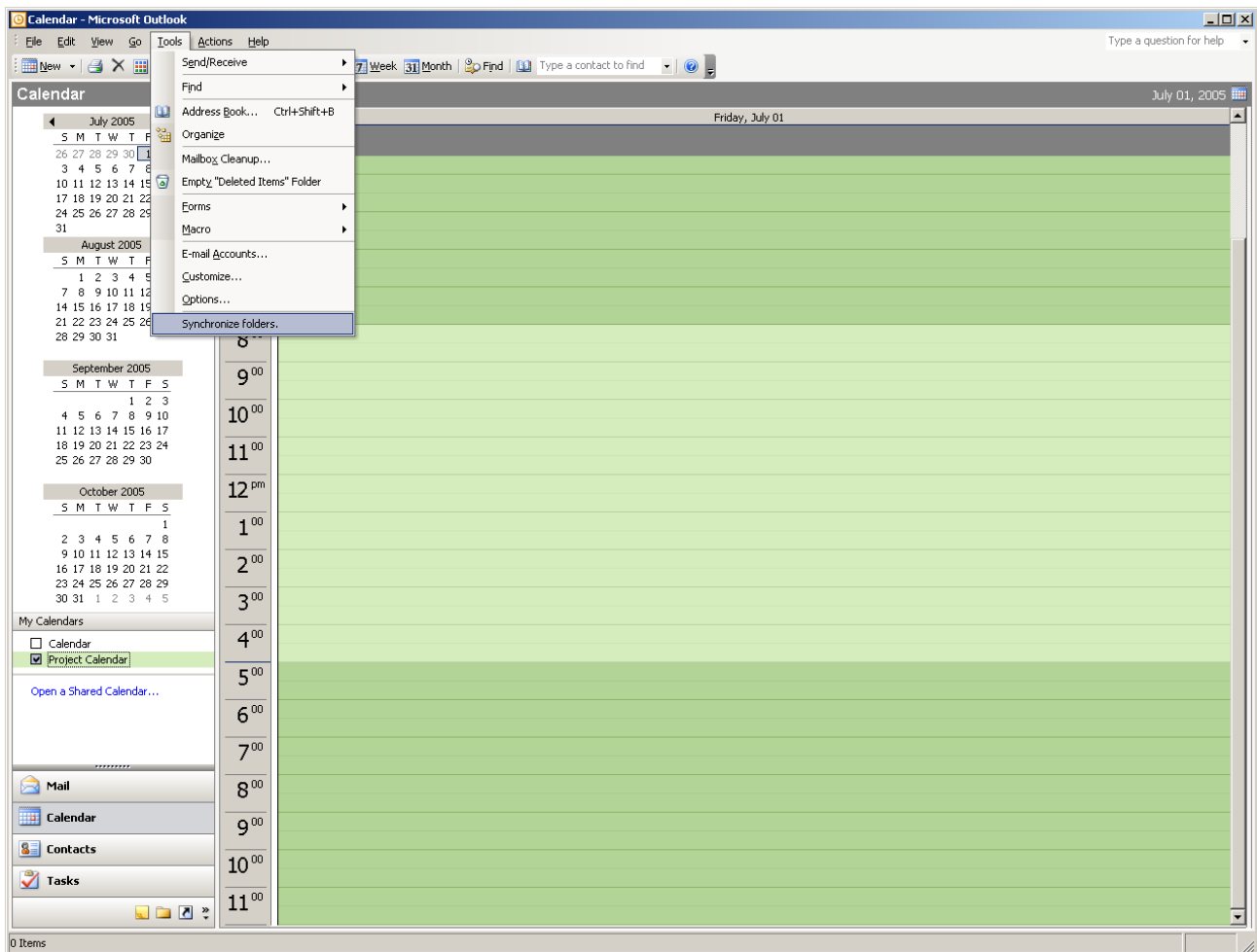
Chose the appropriate rights and press **OK**.

Leave the dialog by pressing **OK**.

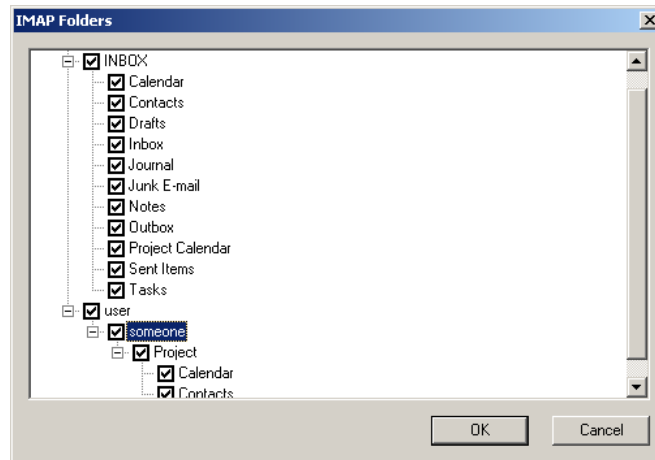
Subscribing to Shared Folders.

If you want to add another user's folder to your Outlook, you must first subscribe to the folder.

To do this, click on **Tools > Synchronize IMAP Folders** (see diagram)



The IMAP Folder window will open. A list of shared folders will be seen in this window.

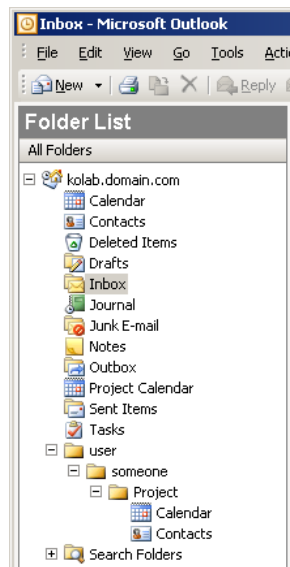


Under „INBOX“ you can see your own folders, and under the „user“ item you can see all the shared folders of other users.

To subscribe to a shared folder, click on the corresponding user and mark the desired folder (or folders). Confirm your selection by pressing **OK**.

Outlook View after Subscribing to a Folder

All subscribed folders will appear integrated under „user“, according to the owner's user name. You may use the folders according to the rights that were granted to you.





The KONSEC Konnektor KQueue

The KQueue manages the synchronization between the offline cache on your computer's hard drive and the Kolab Server. You have the ability to view the status of the connection.

The KQueue may be found in the Info area of Microsoft Windows.

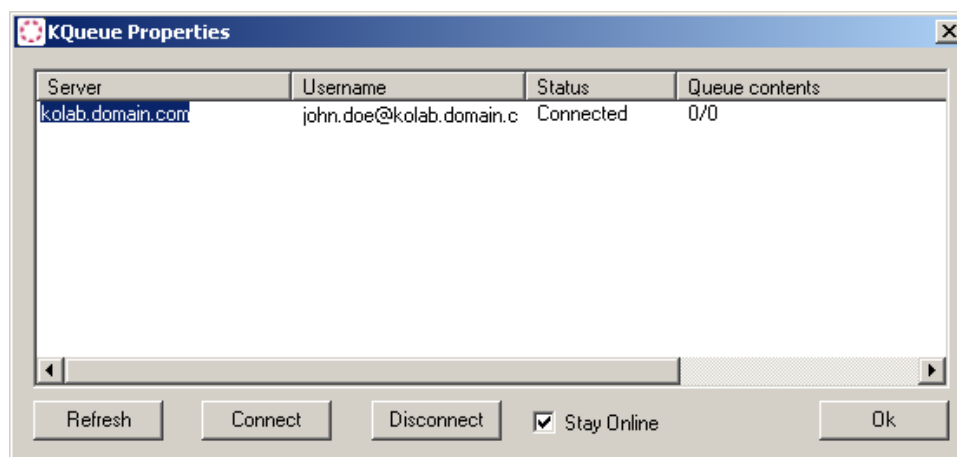
Kqueue Status:

 = Online

 = Offline

The KQueue Buttons:

By right-clicking on the KQueue icon and the clicking on the „Properties“ menu item, the following Kqueue Properties dialog may be viewed.



Update:	Updates the KQueue view
Connect:	Connects to the Kolab IMAP Server
Disconnect:	Disconnects a connection to the Kolab IMAP Server
Remain online:	Causes a constant connection to the Kolab IMAP Server

Further information can be found here: <http://www.konsec.com>