



## **Creating a user workstation**

**Version 2.7**



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## Information

This manual for administrators describes to set up the user computers.

On every user computer you must install a conversations (formerly teamXchange)-MAPI Connector. Via this connector the Outlook® client or another Windows® application communicates with the conversations server.  
You then create a new profile in Outlook® for this user.

### Other Documentation

- Administration Manual
- Command Line Manual
- The "conversations User Manual" describes, how users can install the conversations MAPI-Connector and create profiles. For this purpose they will need the exact user name (name in conversations) as well as the conversations server name. For the installation of the MAPI-Connectors they will need to know the path to the installation file.

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# 1. Installing the conversations MAPI Connector

## Technical requirements on the user workstation

- Outlook (2000 or higher)
- The workstation needs to have a network connection to the **conversations** server.
- The user must be created in **conversations** by using the administration program (see " %PRODUKTNAME%> Administration", Chapter 6, "Registering Users").

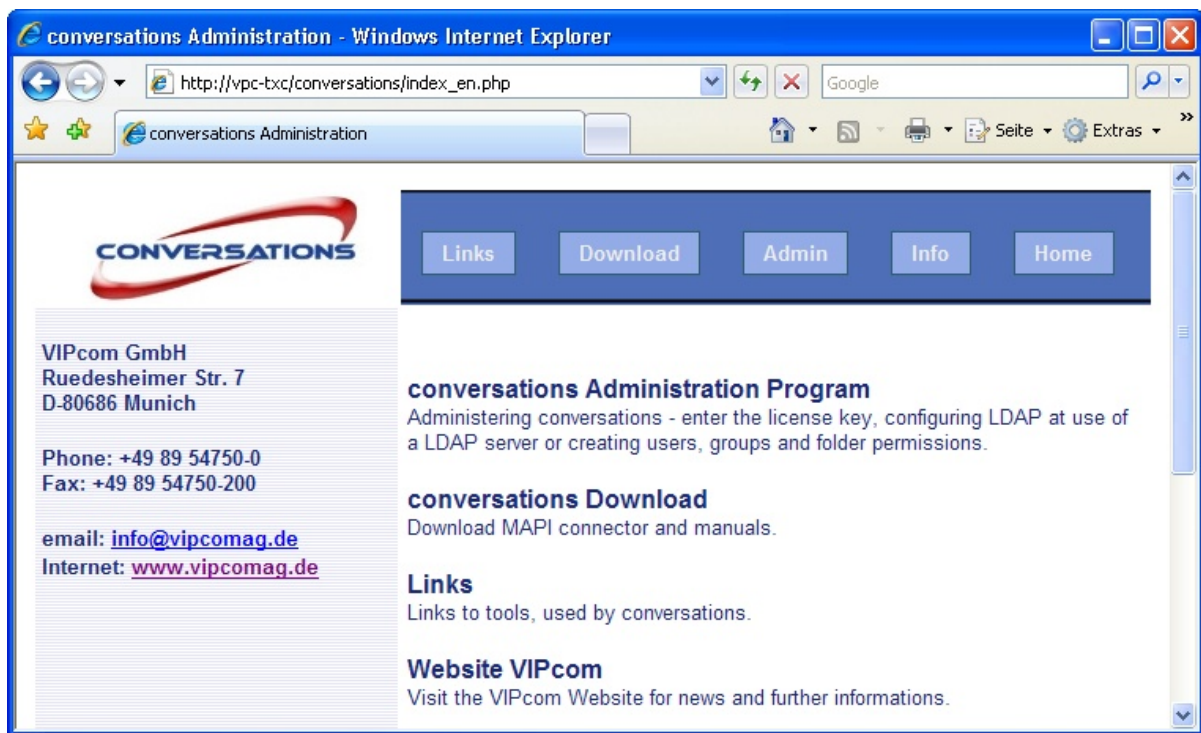


If you have installed the package of `conversations-rightsmgmt` during the installation, the user can access the rights management in Outlook. He then can set access rights to his folders for other users or groups.

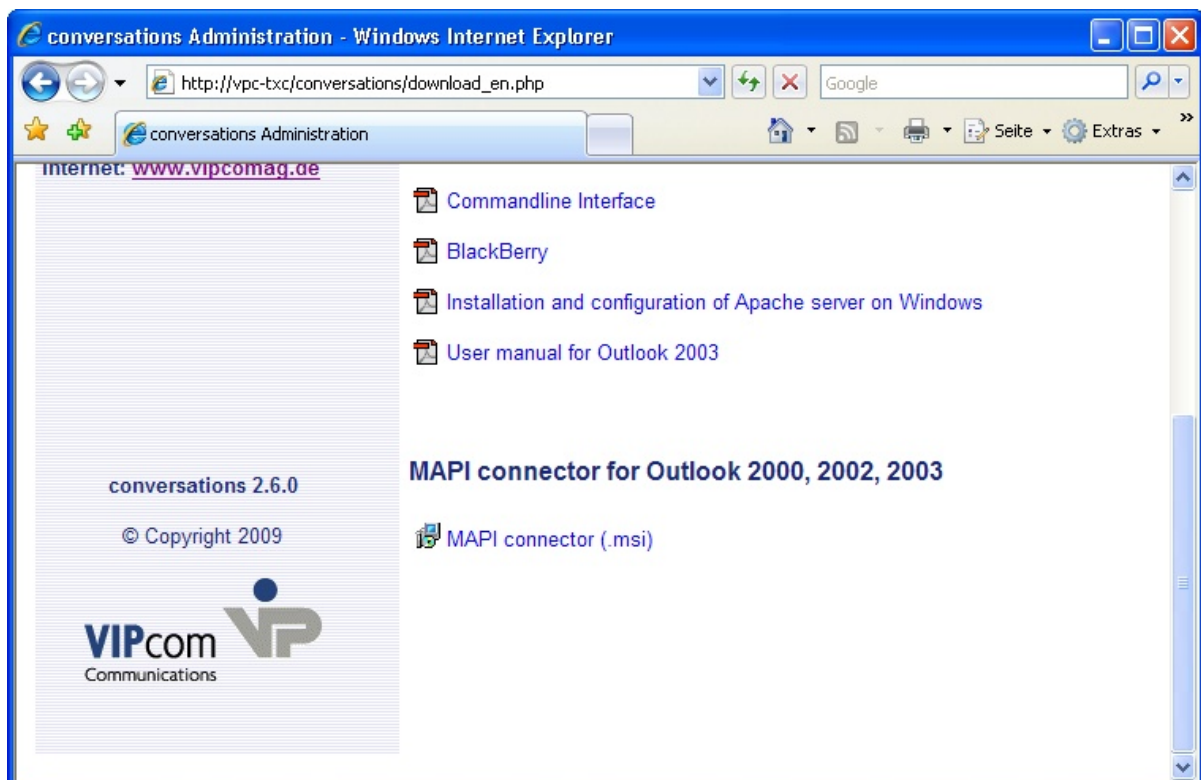
## Installing the MAPI connector

- Login to the workstation using an account with administrator privileges.
- Close all programs.
- In Start - Programs - conversations click conversations startpage
- In your Web browser, enter the Web server's (Apache server) host name, port 8002 and `/index.php`  
e.g., `http:\\conversations:8002/index_en.php`  
or: `http:\\localhost:8002/index_en.php`

The **conversations** Intranet site will display.



➤ Click **Download** in the menu.



- Click `MAPI-Connector 8.msi`.

For a normal installation you keep clicking on `Continue` until the installation dialog is finished and the **conversations** MAPI connector is installed.



If you **do not want your mails being transmitted via conversations** (e.g. because a POP3 or IMAP4 connector is being used for sending), deactivate the mail dispatch during the installation. See Chapter "[Disable email transmission](#)".

- Create a new Outlook profile for each user.

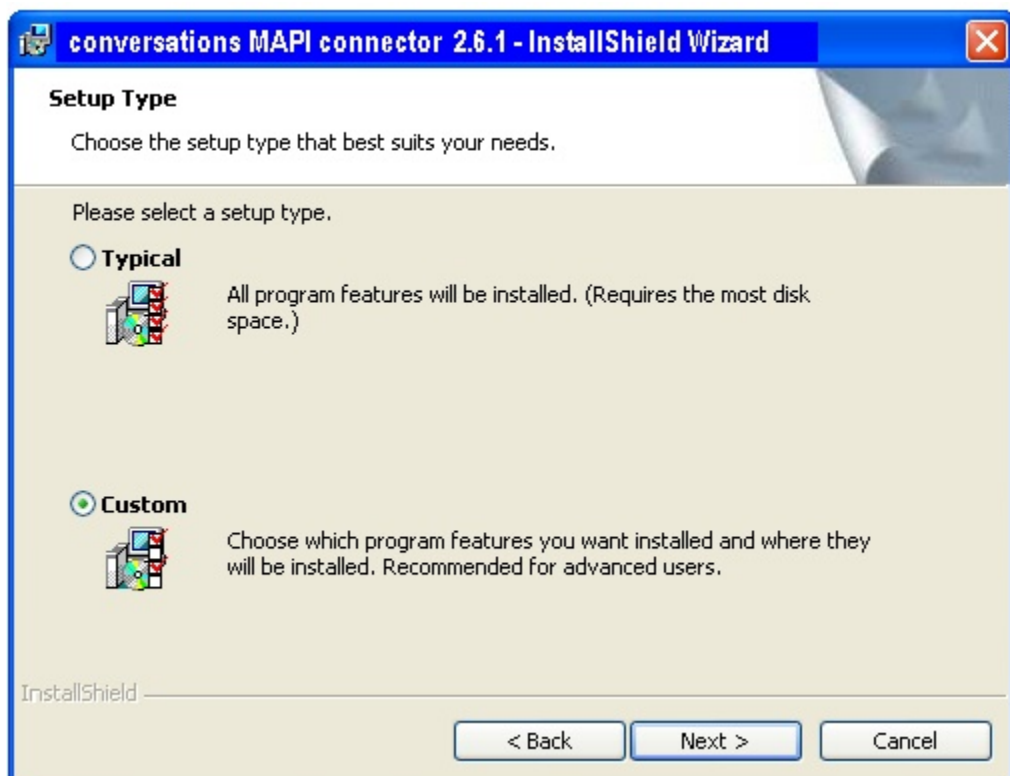
## 2. Configuring the MAPI-Connector

### Disable email transmission

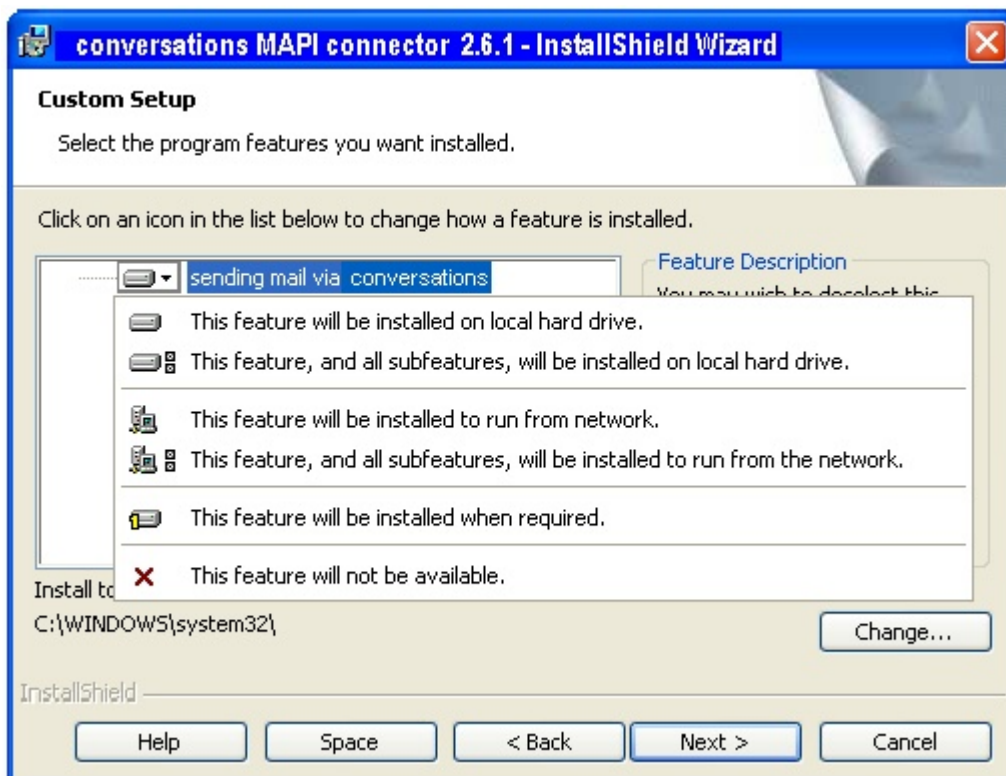
If POP3 or IMAP4 connector is being used for sending you must disable email transmission from **conversations**.

### Disable email transmission during installation

When the installation dialog `Setup Type` appears:



- Select the option `Custom` and click `Next`.



- Click `sending mail via conversations` and select the dialog `This feature will be installed on local hard drive.`
- Click `Next`.

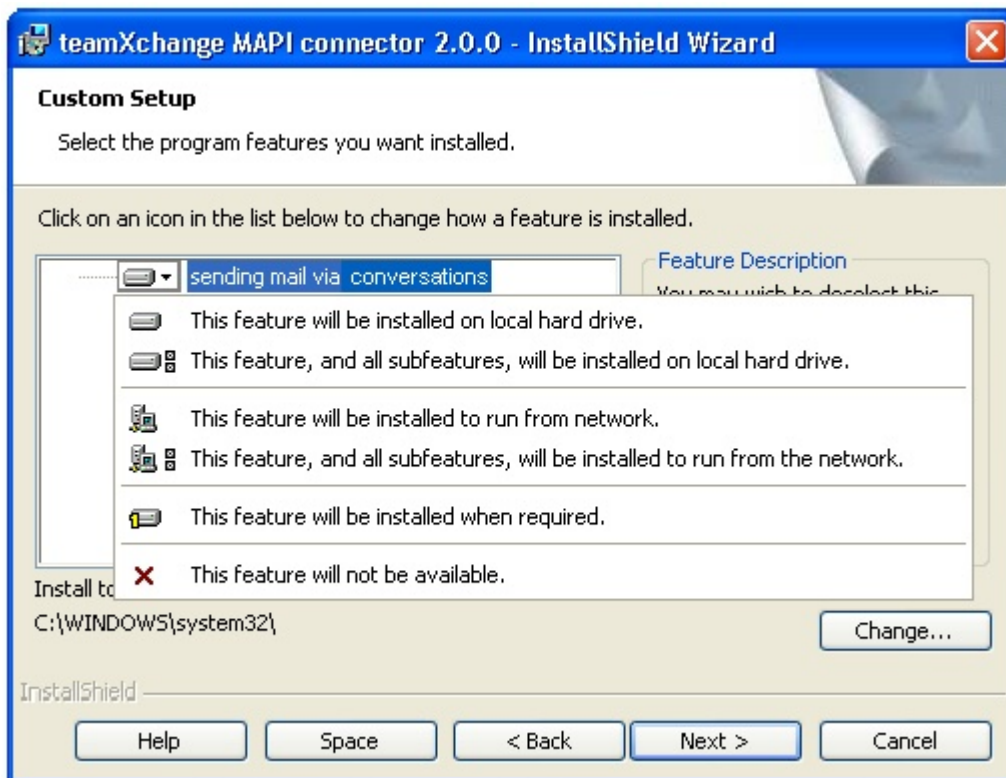
### Disable email transmission after installation

You can disable the email transmission from **conversations** at any time on every computer after the installation.

- Open the window `Software above system control`.
- Highlight `conversations MAPI-Connector` and click `Change` or `Change/Delete`.

The installation dialog will display.

- Click `Next`.
- In the dialog `Setup Type` select the option `Custom` and click `Next`.



- Click `sending mail via conversations` and select the dialog `This feature will be installed on local hard drive.`
- Keep clicking `Next` until the installation dialog is finished.

From now on this user's emails are not sent via **conversations** any more.

### Type in the path to the logfile

Sometimes you will need a log file for debugging purposes. In the file `aserv32.ini` indicate the path to the directory, into which this log file shall be written.

- Open `aserv32.ini`

#### Configuration file `aserv32.ini`:

```
[debug]
level=4
file="C:/temp/debug/client_"

#[config]
#usemta=0
```

**Enter the path:**

- Next to file enter the path to the directory.
- Save `aserv32.ini`

### 3. Creating a Profile

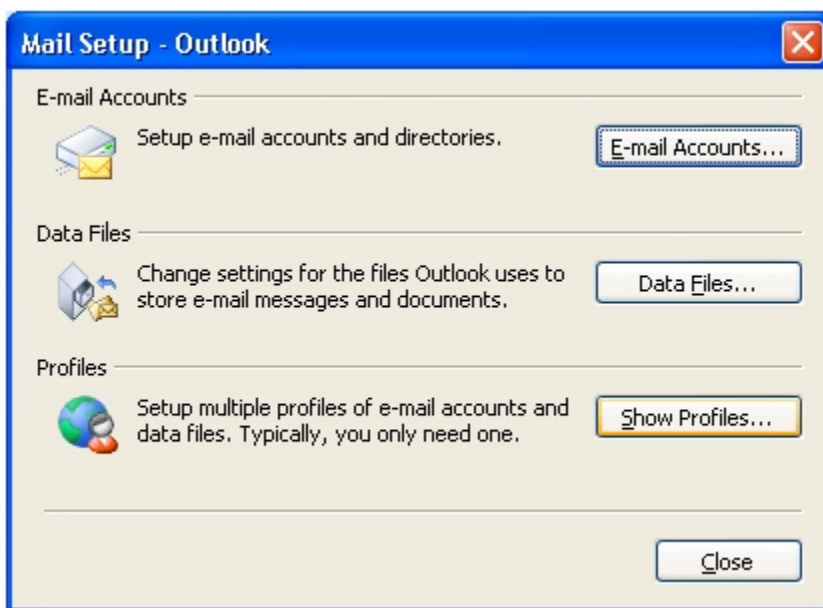
Once the **conversations** MAPI connector is installed successfully, you can create a new Outlook profile for users with their names as registered in **conversations**.

The following description applies to Windows® 2003.

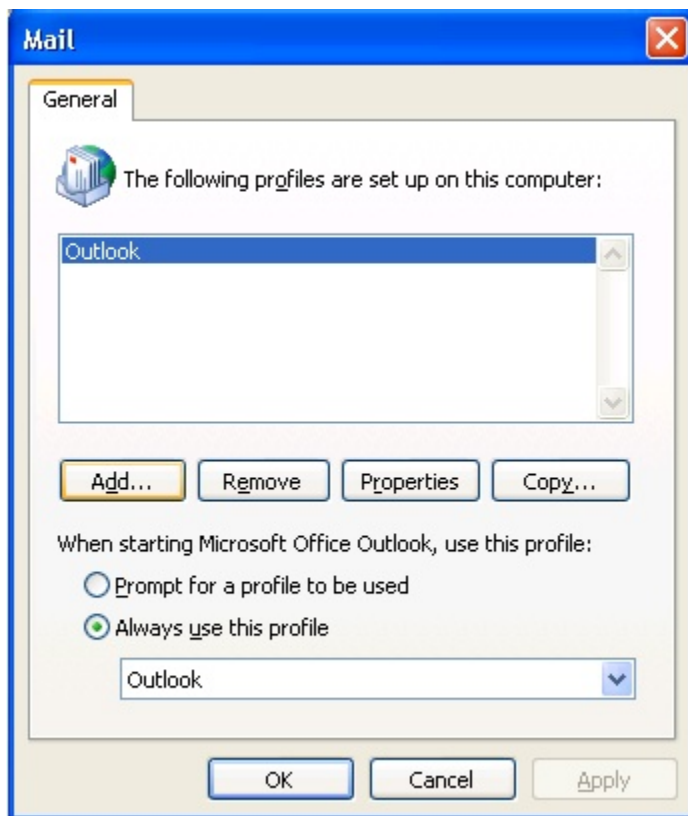
Once the **conversations** MAPI connector is installed successfully, you can create a new Outlook profile for the user with their name as registered in **conversations**.

- In the control panel, click `Mail`.

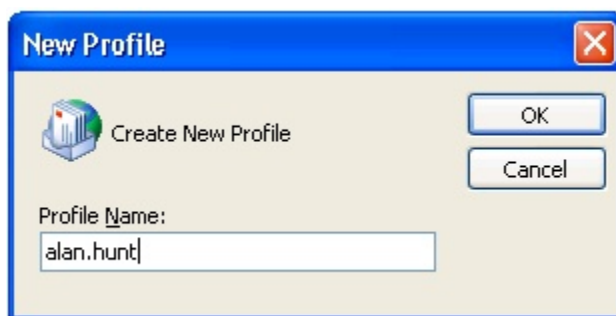
The `Mail Setup` screen will display.



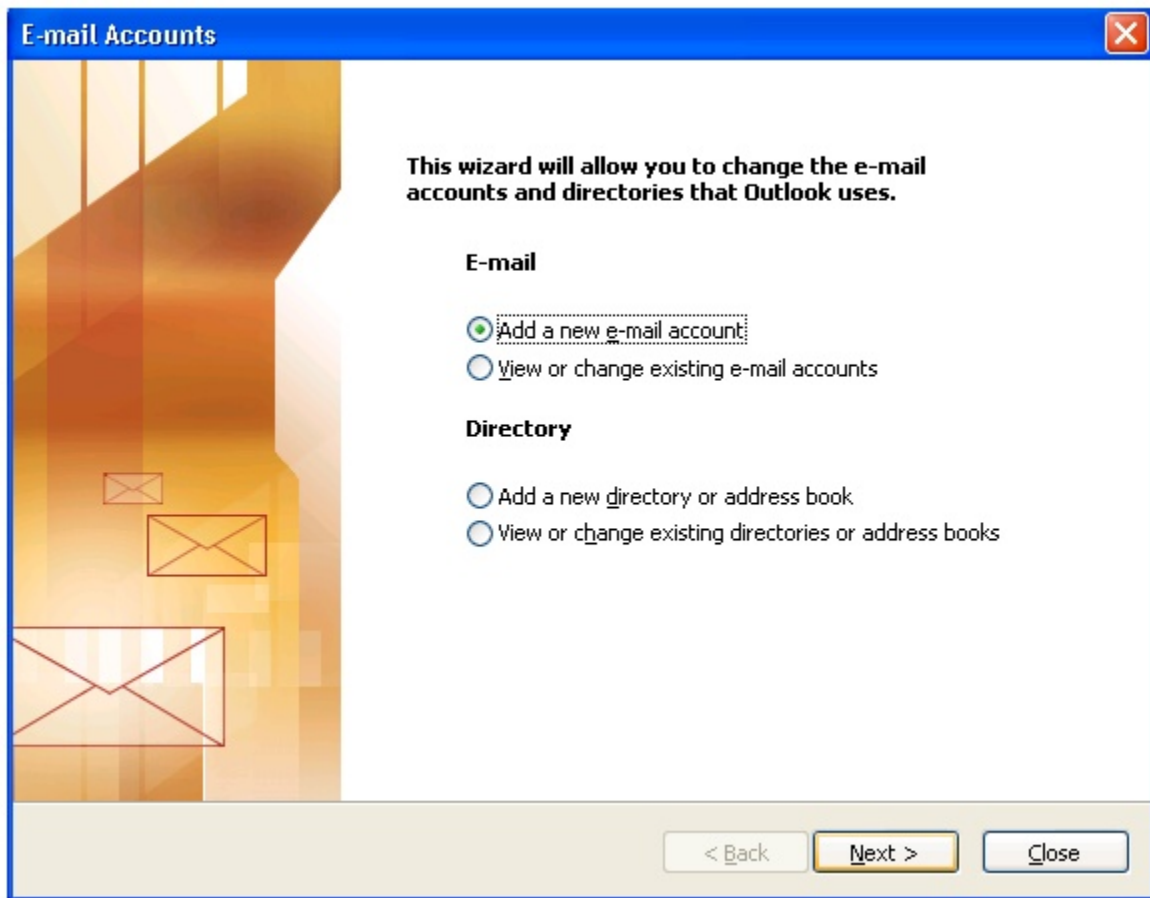
- Click `Show Profiles...`



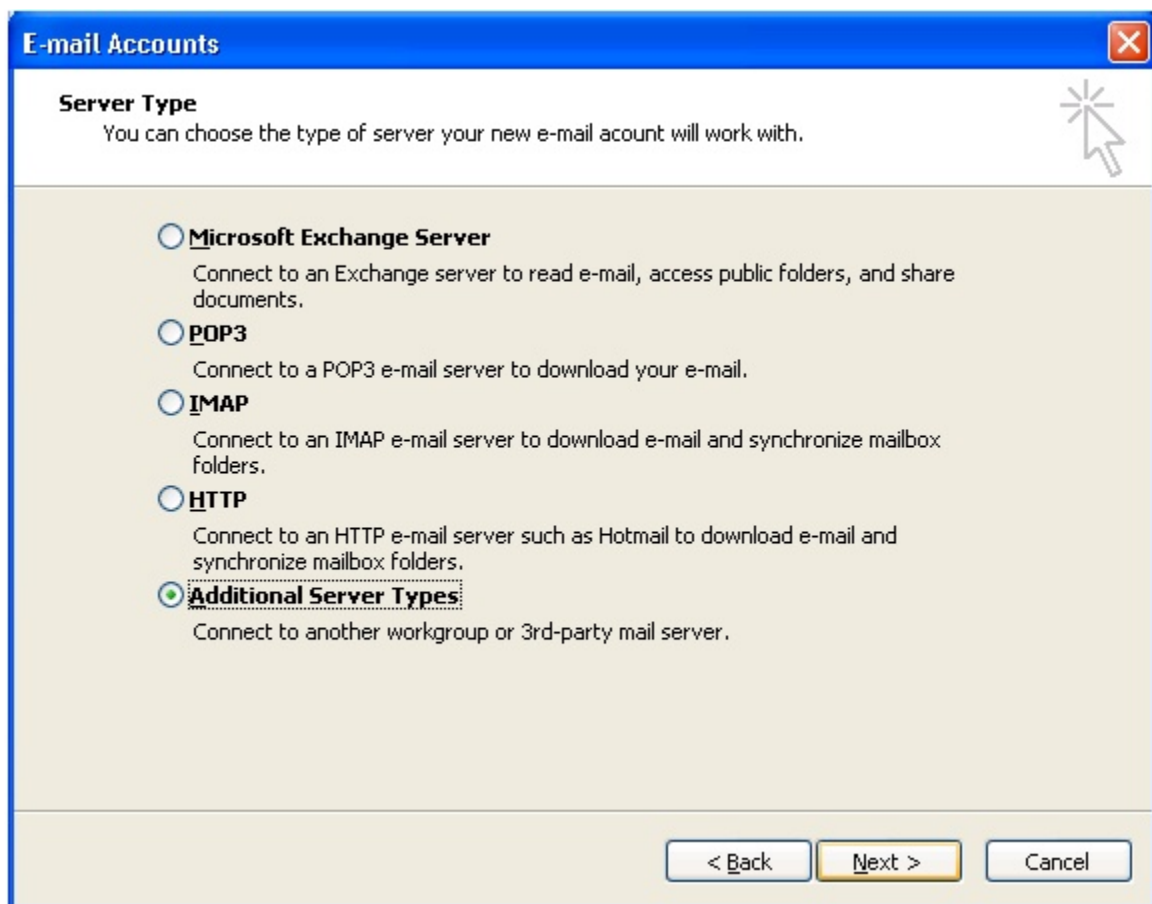
- Click Add . . .



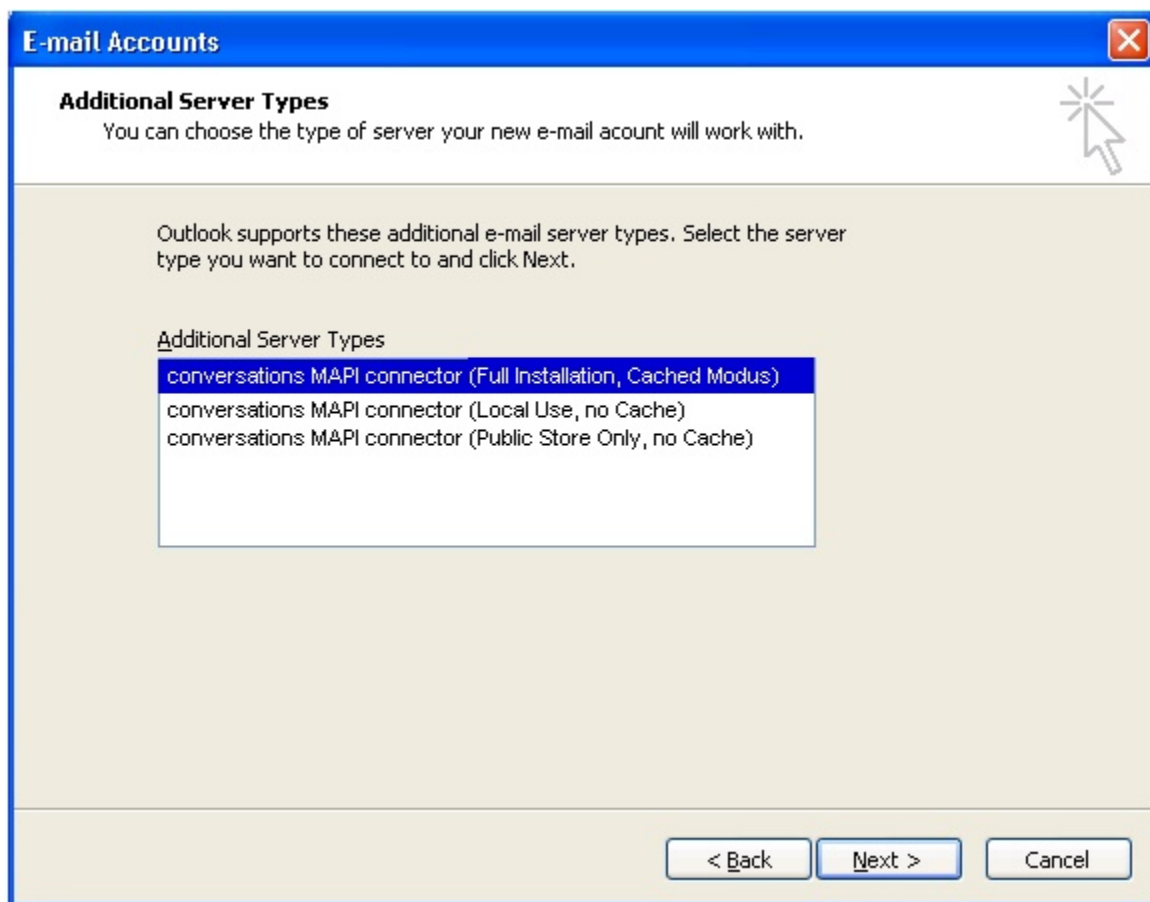
- Enter the user name in Profile Name (This must be identical to the one entered with the administration program in the Name field).
- Click Next .



- Select Add a new e-mail account and click Next.



- Select Additional Server Types and click Next.



You have to select the type of MAPI-Connector:

- **conversations MAPI connector (Full Installation, Cached Mode)**
- **conversations MAPI connector (Local Use, no Cache)**
- **conversations MAPI connector (Public Store Only, no Cache)**

**Usually you will select:**

**conversations MAPI connector (Full Installation, Cached Mode),**

This is the standard version with all functions of the MAPI connector.

On the local computer all server data is cached. Thus the user can continue to work even if there is no connection to the server, e.g. during travels (mobile use). As soon as a connection to the server is available the data will be synchronized. In cache mode the usual functionality is available.

**Benefit:** Faster access to messages and attachments is guaranteed because the user

works with a local copy.

Make shure that sufficient free disc space is available on the local computer.

#### **conversations MAPI connector (Local Use, no Cache)**

No local copy is stored with this type of MAPI connector. Thus working in Outlook is possible only if there is a connection to the **conversations** server.

#### **conversations MAPI connector (Public Store Only, no Cache)**

Users can only access the Public Store. They do not have any private mailbox, folder etc. No copy is kept locally.

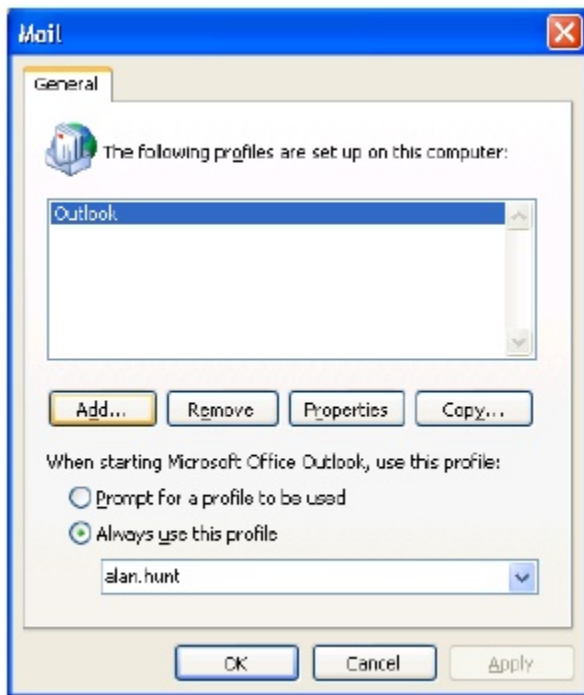
- Select the appropriate type of **conversations** MAPI connector (we recommend the full installation) and click `Next`.



- In the `User` field enter the user name (this must be identical to the one entered in the administration program in the `Name` field)
- In the `Server` field enter the **conversations** server name.

#### **If a user password exists:**

- Enter this password.
- Click `OK`.



From the list When starting Microsoft Office Outlook, use this profile: select the option Always use this profile. In the pull-down menu select the new profile.

- Close the window with OK.
- Restart Outlook.

The new profile will be used automatically. The user can use all **conversations** functions.

## 4. Using Rights Management

If you have installed the `conversations-rightsmgmt`, users can access the rights management in Outlook. They can assign access rights to their own folders for other users or groups.

### How to open the conversations rights management:

- Highlight the folder, to which you want to assign rights.
- In the menu `Edit` select `conversations permissions`

The handling of the **conversations** rights management is described in the user's documentation: "**conversations** User Manual", Part B, Chapter 1, "Using the Rights Management".



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