

Toltec™
LDAP Address Book
User Manual

Document Version 1.0.1en

Toltec™ LDAP Address Book - User Manual (v1.0.1)

LICENSE AGREEMENT

Please read this entire agreement. If you do not agree to the terms of this agreement or intend to use the software in a country, territory, state or province where the law conflicts with or weakens any part of the agreement, promptly return your distribution materials to the place you obtained them for a full refund or delete your trial package.

RADLEY NETWORK TECHNOLOGIES CC END-USER LICENSE AGREEMENT:

This End-User License Agreement ("EULA") is a legal agreement between you ("Customer" or "Sub Licensee") and Radley Network Technologies CC ("Licensee") for the Toltec LDAP Address Book product(s) you are installing which include(s) computer software, "online" or electronic documentation, and may include associated media and printed materials ("SOFTWARE PRODUCT" or "SOFTWARE").

By installing, copying, or otherwise using the SOFTWARE PRODUCT, you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, promptly return the entire unused SOFTWARE PRODUCT, including all subscription UPDATES that you may have received as part of the SOFTWARE PRODUCT, to the place from which you obtained it for a full refund and/or delete all files related to your trial demonstration version of the SOFTWARE PRODUCT.

This agreement is governed by the laws of the Republic of South Africa.

RADLEY NETWORK TECHNOLOGIES CC SOFTWARE LICENSE:

This SOFTWARE PRODUCT is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The SOFTWARE PRODUCT is licensed, not sold. The SOFTWARE PRODUCT consists of product documentation, a Toltec LDAP Address Book application and one or more license keys collectively referred to herein as "SOFTWARE". All rights not expressly granted are reserved by Radley Network Technologies CC.

You may not reverse-engineer, de-compile, or disassemble the SOFTWARE PRODUCT, except and only to the extent that such activity is expressly permitted by applicable law, notwithstanding this limitation.

GRANT OF LICENSE:

Radley Network Technologies CC grants to you as an individual, a personal, nonexclusive, non-transferable license to install and execute a single instance of the SOFTWARE on a single computer or on multiple computers provided that there is no chance of concurrently running two or more distinct instances of the SOFTWARE simultaneously for the purposes of evaluating the performance of the SOFTWARE PRODUCT for a period of no more than 30 days. If after that time continued use of the SOFTWARE PRODUCT is desired then the SOFTWARE PRODUCT must be purchased from Radley Network Technologies CC. If you are an entity Radley Network Technologies CC grants you the right to appoint an individual within your organization to use and administer the SOFTWARE subject to the same restrictions enforced on individual users.

SUPPORT:

Radley Network Technologies CC or its authorized agent will provide e-mail support for the SOFTWARE during the first 60 days after the purchase of the SOFTWARE. Support includes configuration assistance, how-to, problem determinations, reasonable problem resolutions

Toltec™ LDAP Address Book - User Manual (v1.0.1)

and automatic provisioning of software program temporary fixes.

Additional support and maintenance packages can be purchased from Radley Network Technologies CC.

DISCLAIMER OF WARRANTY:

NO WARRANTIES. THIS SOFTWARE IS PROVIDED BY RADLEY NETWORK TECHNOLOGIES CC, ITS AGENTS OR SUPPLIERS "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE RADLEY NETWORK TECHNOLOGIES CC, ITS AGENTS OR SUPPLIERS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

No oral or written information given by Radley Network Technologies CC, its agents or suppliers shall, in any way, create a warranty.

CUSTOMER REMEDIES.

RADLEY NETWORK TECHNOLOGIES CC ENTIRE LIABILITY AND YOUR EXCLUSIVE REMEDY SHALL NOT EXCEED THE PRICE PAID FOR THE SOFTWARE. NO LIABILITY FOR CONSEQUENTIAL DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL RADLEY NETWORK TECHNOLOGIES CC BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR ANY OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OF OR INABILITY TO USE THIS SOFTWARE PRODUCT, EVEN IF RADLEY NETWORK TECHNOLOGIES CC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

This product includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit (<http://www.openssl.org/>)

This product includes cryptographic software written by Eric Young (eay@cryptsoft.com).

This product includes software written by Tim Hudson (tjh@cryptsoft.com).

Portions of this software are Copyright (c) 1993 - 2003, Chad Z. Hower (Kudzu) and the Indy Pit Crew - <http://www.nevrona.com/Indy/>

Toltec™ LDAP Address Book - User Manual (v1.0.1)

Table of Contents

1. Welcome.....	5
2. Manual Conventions.....	6
3. Requirements.....	6
3.1 System Requirements.....	6
3.2 Supported LDAP Servers.....	6
4. Setting up the Toltec™ LDAP Address Book.....	7
4.1 Activate the Licensing of the Toltec™ LDAP Address Book.....	7
4.2 Adding a Toltec™ LDAP Address Book to a Profile (MS Outlook 2000).....	8
4.3 Adding a Toltec™ LDAP Address Book to a Profile (MS Outlook 2003).....	10
4.4 Changing the settings of the Toltec™ LDAP Address Book (MS Outlook 2000).....	14
4.5 Changing the settings of the Toltec™ LDAP Address Book (MS Outlook 2003).....	21

Copyright © 2004 by Radley Network Technologies CC. All rights reserved. Microsoft, Windows and Microsoft Outlook are registered trademarks of Microsoft Corporation. Other products and company names mentioned herein may be the trademarks of their respective owners.

Toltec™ LDAP Address Book - User Manual (v1.0.1)

1. Welcome

Welcome to the world of the Toltec™ LDAP Address Book. We trust that you will enjoy the simplicity of the usage of the product while achieving great results.

The manual will assist to configure the Toltec™ LDAP Address Book.



**Please note that this is a
READ ONLY BROWSABLE GLOBAL ADDRESS BOOK!**

The Toltec™ LDAP Address Book is an Outlook address book provider that provides a Global Address List from a LDAP server. The user will be able to lookup and browse all the entries in the GAL. It also provides instantaneous lookups of names in new messages when using the “Check Name” feature.

The user will be able to browse contact names, email addresses, telephone numbers and more. All entries can be save to the local address book in Outlook 2000/XP/2003.

The Toltec™ LDAP Address Book also caches the GAL entries to a local file. This provides off-line access to the GAL when the computer is not connected to the server or the server is unavailable.



The Toltec™ Address Book was developed for use with the OpenLDAP server in Kolab, but with a changeable schema it can be used to work with other LDAP servers as well.

Features:-

- Browsable Global Address Book
- Offline Access
- Instant LDAP Lookups
- User Names, Email Addresses, Phone Numbers, etc.
- Changeable LDAP Schema

2.Manual Conventions

The manual conventions explained below will assist you while working through the Toltec™ LDAP Address Book manual.

- i)  **Notes:-**
This icon will indicate important notes which should be taken into consideration when configuring the Toltec™ LDAP Address Book.
- ii)  **Warning:-**
Attend to these points with great care, otherwise troubleshooting could occur.

3.Requirements

3.1 System Requirements

The system requirements for the Toltec™ LDAP Address Book are as follows:-

- Microsoft Windows 98SE/NT4SP6/ME/2000/XP/2003
- Microsoft Outlook 98/2000/XP/32003

3.2 Supported LDAP Servers

The Toltec™ LDAP Address Book was developed using the OpenLDAP Server. It should work seamlessly with other LDAP Servers, as well. Should you experience any problems, please contact our support team at support@radleys.co.za.

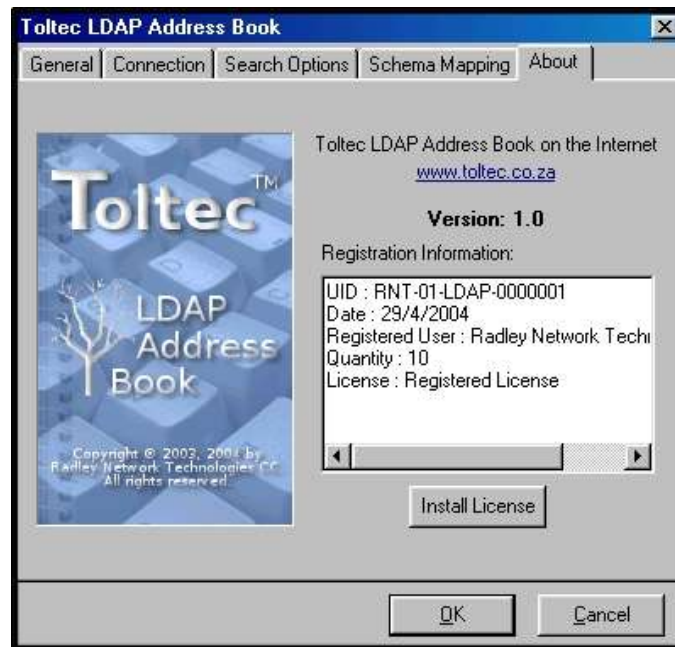
Toltec™ LDAP Address Book - User Manual (v1.0.1)

4.Setting up the Toltec™ LDAP Address Book

4.1 Activate the Licensing of the Toltec™ LDAP Address Book



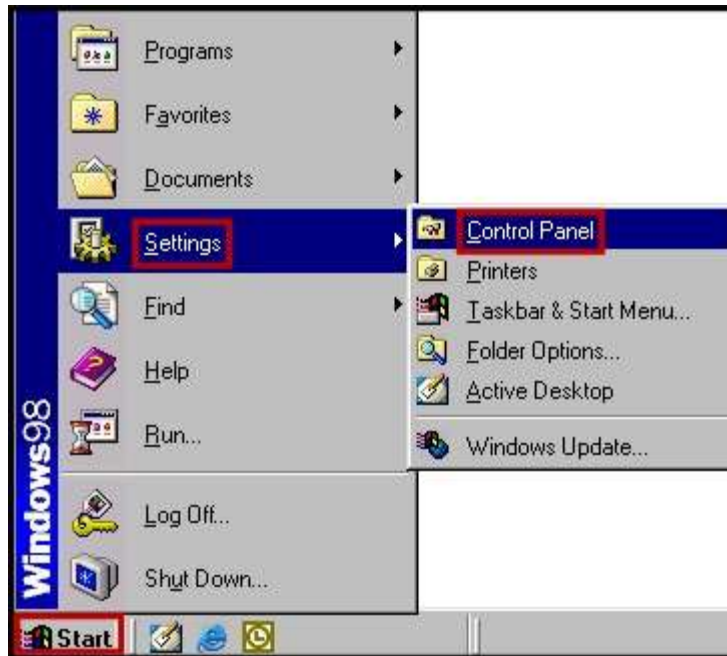
Refer to point 4.4 of the Toltec™ LDAP Address Book manual and follow the steps to point 4.4.5. to install the Toltec™ LDAP Address Book license key.



Toltec™ LDAP Address Book - User Manual (v1.0.1)

4.2 Adding a Toltec™ LDAP Address Book to a Profile (MS Outlook 2000)

Path: Start | Settings | Control Panel



To start the setting up of the Toltec™ LDAP Address Book,

- click on “**Start**”,
- scroll up to “**Settings**”, and
- select “**Control Panel**”,

as shown in Illustration 1 (left).

Illustration 1

- The “**Control Panel**” Window will open up (as shown in Illustration 2, below).
- Double click on the “**Mail Control Panel Applet**”.

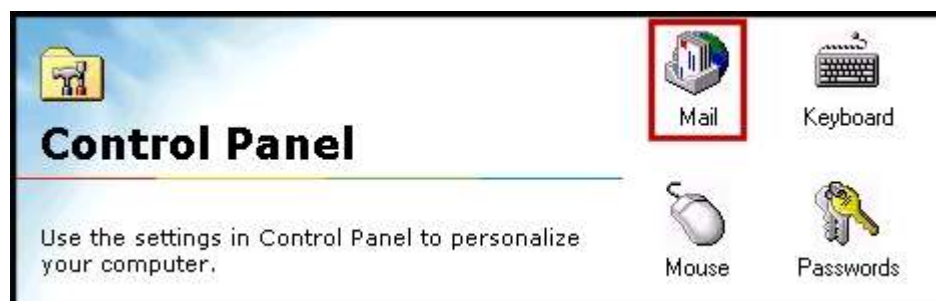


Illustration 2

Toltec™ LDAP Address Book - User Manual (v1.0.1)



Illustration 3

- The “**Properties**” window will open up.
- Select the “**Services**” tab.
- Click on the “**Add**” button (as shown in Illustration 3, left).

- Select the “**Toltec LDAP Address Book**” option.
- Click on the “**OK**” button (as shown in Illustration 4, right).

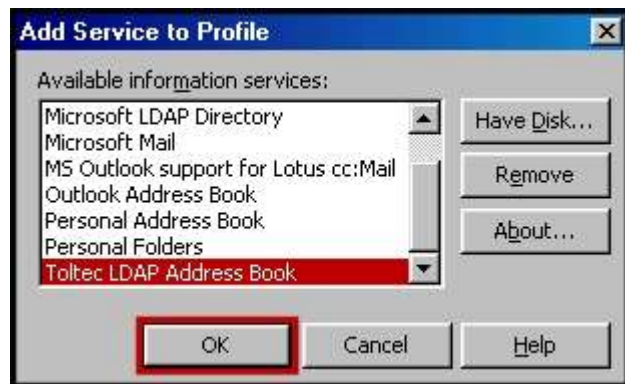


Illustration 4

The Toltec™ LDAP Address Book has now been added to your profile.

Toltec™ LDAP Address Book - User Manual (v1.0.1)

4.3 Adding a Toltec™ LDAP Address Book to a Profile (MS Outlook 2003)

Path: Start | Control Panel



To start the setting up of the Toltec™ LDAP Address Book,

→ click on “**Start**”,
→ select “**Control Panel**”,

as shown in Illustration 5 (left).

Illustration 5

→ The “**Control Panel**” Window will open up (as shown in Illustration 6, below).

→ Double click on the “**Mail Control Panel Applet**”.

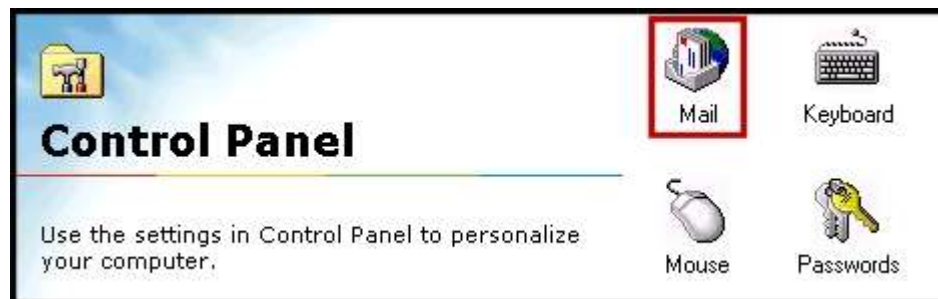


Illustration 6

Toltec™ LDAP Address Book - User Manual (v1.0.1)



The "Mail Setup" Window will open up.

→ Click on the "E-mail Accounts"

button, as shown in Illustration 7, left.

Illustration 7

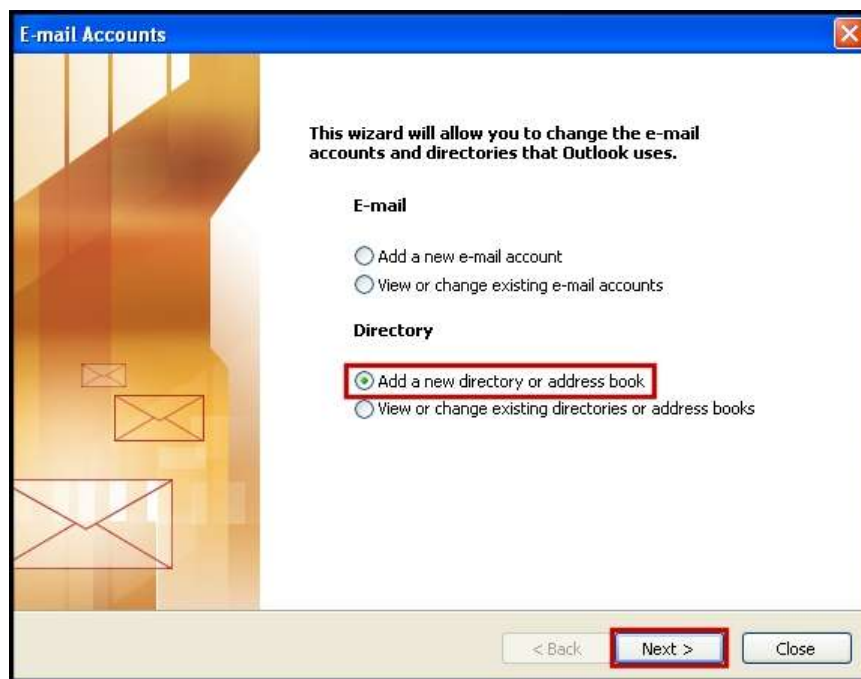


Illustration 8

The "E-mail Accounts" Wizard will open up. Select the "Add a new directory or address book" and click on "Next" to continue. (Illustration 8, above)

Toltec™ LDAP Address Book - User Manual (v1.0.1)

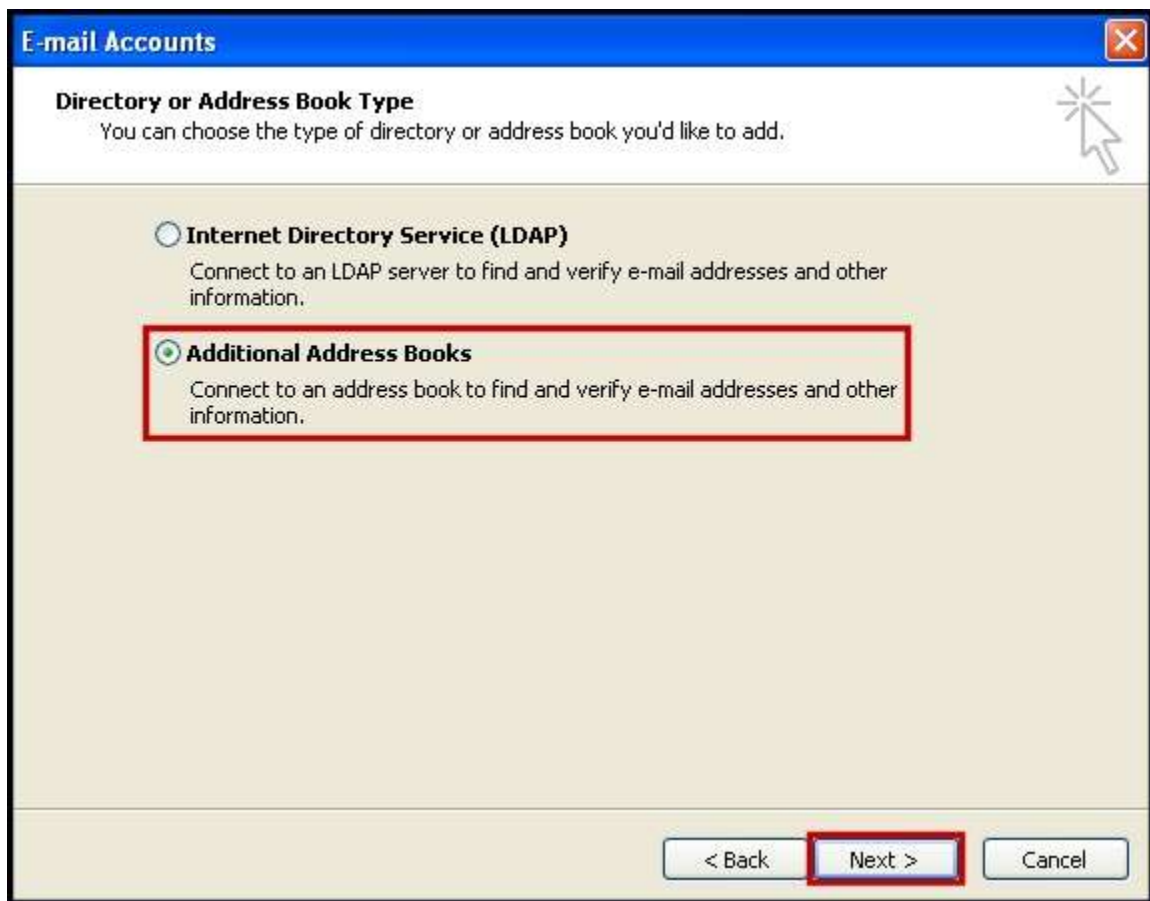



Illustration 9

In the next window of the “E-mail Accounts” Wizard,

- select the “**Additional Address Books**” option, as shown in Illustration 9, above.
- Click on the “**Next**” button to continue.

 **Please be sure to select the “*ADDITIONAL ADDRESS BOOK*” option, otherwise the Microsoft LDAP Address Book will be added and not the Toltec™ LDAP Address Book.**

Toltec™ LDAP Address Book - User Manual (v1.0.1)

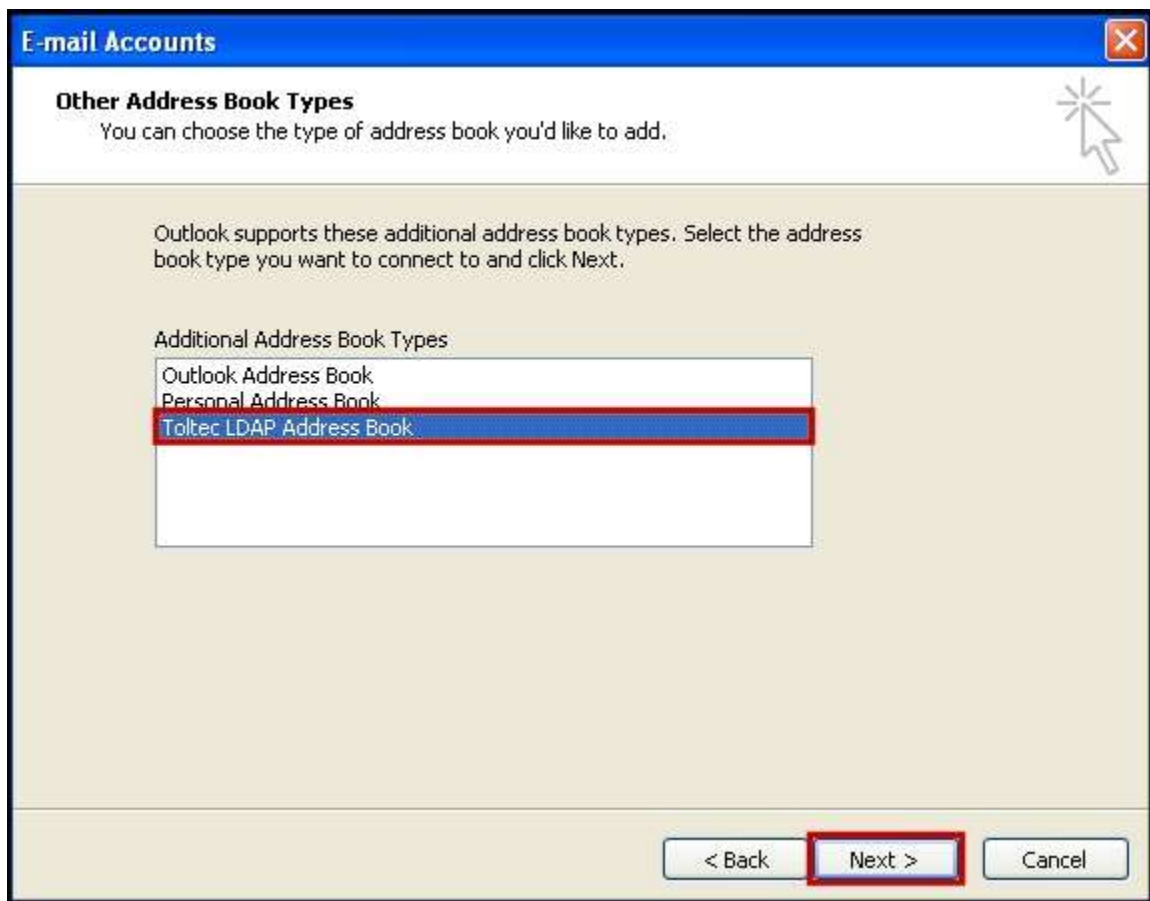


Illustration 10

In the next window of the “E-mail Accounts” Wizard,

- select the “**Toltec LDAP Address Book**” option in the menu, as shown in Illustration 10, above.
- Click on the “**Next**” button to finish.

The Toltec™ LDAP Address Book has now been added to your profile.

Toltec™ LDAP Address Book - User Manual (v1.0.1)

4.4 Changing the settings of the Toltec™ LDAP Address Book (MS Outlook 2000)

Path: Microsoft Outlook | Tools | Services

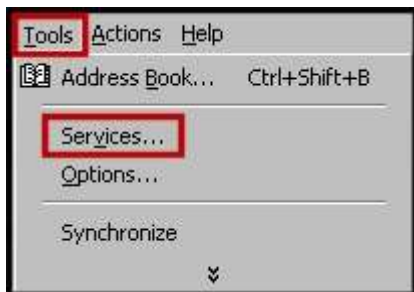


Illustration 11

- Open **Microsoft Outlook**.
- Click on “**Tools**” on the menu bar.
- Click on “**Services**” in the drop down menu (as shown in Illustration 11, left).

- Select the “**Services**” tab.
- Double click on the “**Toltec LDAP Address Book**” option, as listed in the menu (shown in Illustration 12, right).



Illustration 12

Toltec™ LDAP Address Book - User Manual (v1.0.1)

4.4.1 Settings in the “General” Tab (Illustration 13)

→ Display Name

The name typed in will be displayed in Outlook.

→ Show Names By

- 1) First Name: The entries in the address book will be sorted by the users' first names **e.g. John Smith**;
- 2) Last Name: The entries in the address book will be sorted by the users' last names **e.g. Smith, John**;
- 3) Common Name: The entries in the address book will be sorted by common names **e.g. Kolab Server**.

→ Comment

Store notes in the comment box **e.g. regarding the configuration**.



Illustration 13

Click on the “**Connection**” tab to continue.

Toltec™ LDAP Address Book - User Manual (v1.0.1)

4.4.2 Settings in the “Connection” Tab (Illustration 14)

- 1) Server Name: : Enter the LDAP server's IP Address or FQDN that you want to connect to.
- 2) Use Secure Socket Layer (SSL): : When selecting this check box, the connection to the LDAP server is encrypted with SSL.
- 3) Use LDAP version 3: : Select this check box to use version 3 of the Toltec™ LDAP Address Book, else it will default to using version 2.

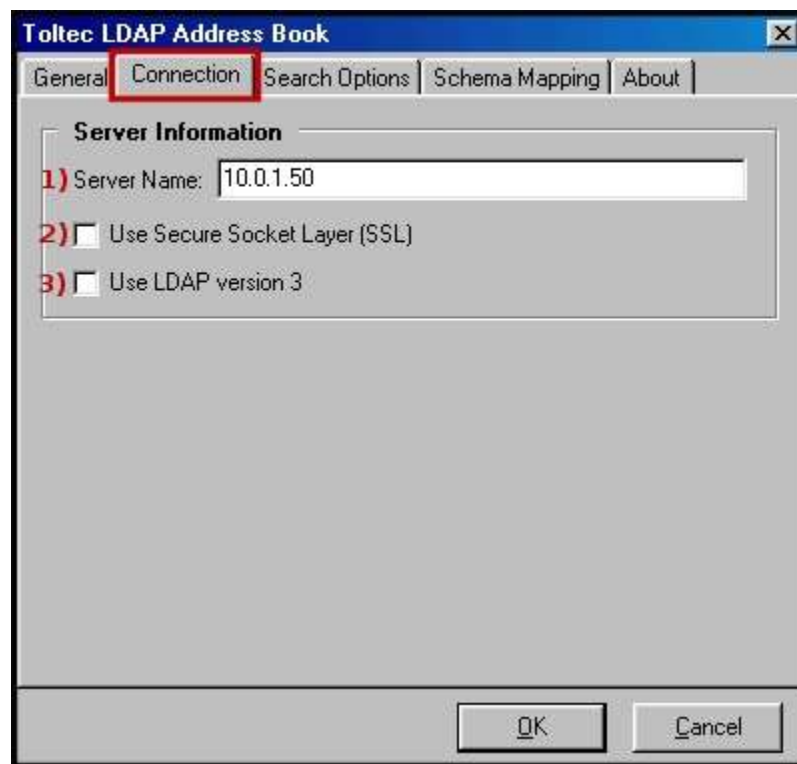


Illustration 14

Click on the “**Search Options**” tab to continue.

Toltec™ LDAP Address Book - User Manual (v1.0.1)

4.4.3 Settings in the “Search Options” Tab (Illustration 15)

1) Search Options:

- ➔ Search DN: This is the Base Search string for the LDAP Server.
- ➔ Search String: The Search String used to find the entries in the LDAP Server.

2) Search Limits:

Set the number of seconds for the Search Timeout, to the maximum of 60 seconds.

3) Cache File:

When MS Outlook is started, a search is run on the LDAP server for results and written to the Cache File.

e.g. Should the LDAP Server be offline, or, your computer not connected to the network, all entries will be loaded from the Cache file, and thereby accessible.

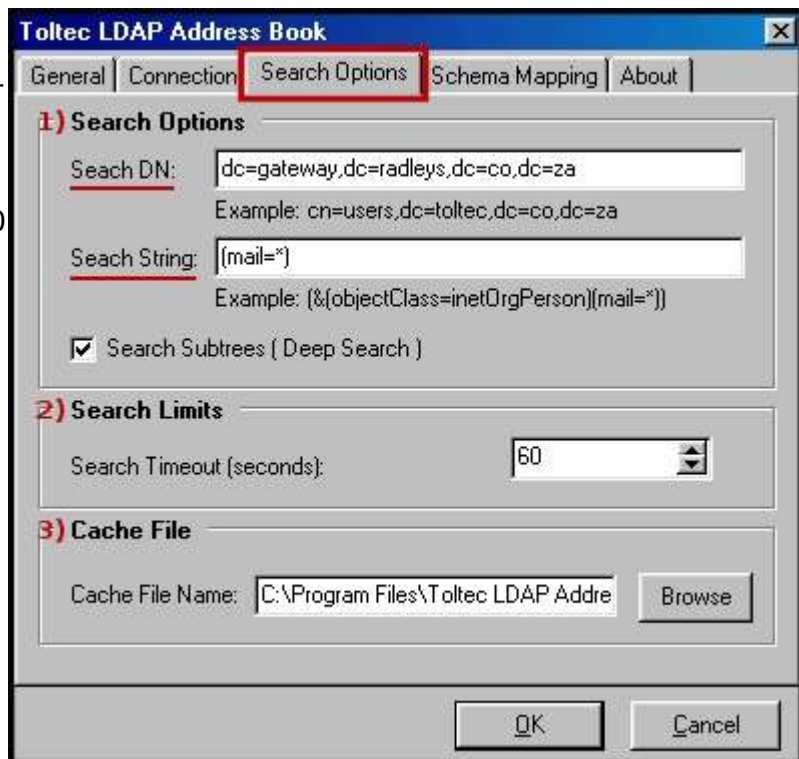


Illustration 15

Click on the “**Schema Mapping**” tab to continue.

Toltec™ LDAP Address Book - User Manual (v1.0.1)

4.4.4 Settings in the “Schema Mapping” Tab (Illustration 16)

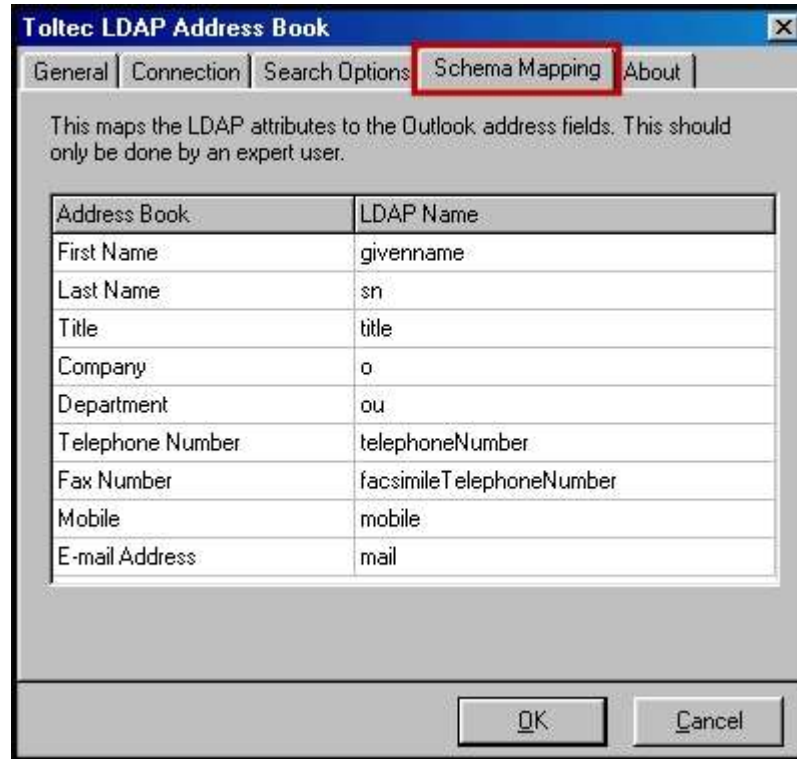


Illustration 16

The “**Schema Mapping**” window maps the LDAP attributes to the Outlook Address fields.

Click on the “**About**” tab to continue.

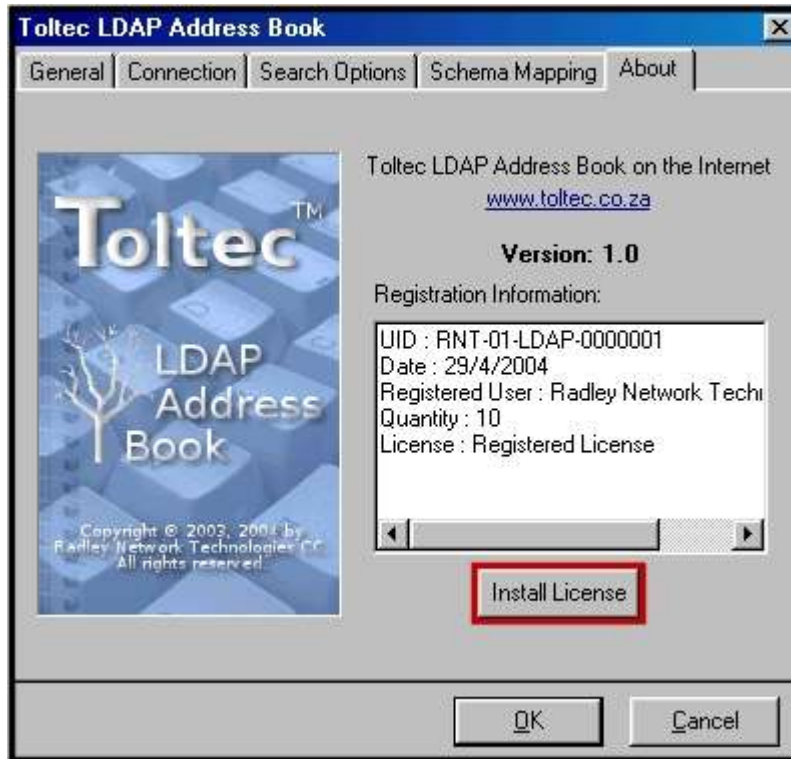


WARNING

This should only be configured by an EXPERT USER!

Toltec™ LDAP Address Book - User Manual (v1.0.1)

4.4.5 Settings in the “About” Tab (Illustration 17 & 18)



The “**About**” window allows you to install your Toltec™ LDAP Address Book license.

→ Click on the “**Install License**” button (as shown in Illustration 17, left).

Illustration 17



Illustration 18

Toltec™ LDAP Address Book - User Manual (v1.0.1)

- Select the **(*key) Toltec License Key File** (as per Illustration 18, on the previous page),
- Click on the **“Open”** button,
- Click on the **“OK”** button to finish.



Please be sure that you install a **Toltec™ LDAP Address Book** key, as a Toltec™ Connector key will not work.

Toltec™ LDAP Address Book - User Manual (v1.0.1)

4.5 Changing the settings of the Toltec™ LDAP Address Book (MS Outlook 2003)

Path: Microsoft Outlook | Tools | E-mail Accounts

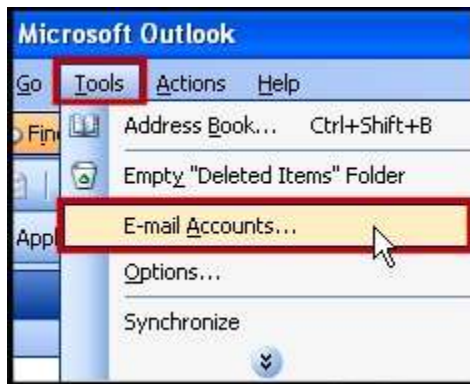


Illustration 19

- Open **Microsoft Outlook**.
- Click on “**Tools**” on the menu bar.
- Click on “**Services**” in the drop down menu (as shown in Illustration 17, left).

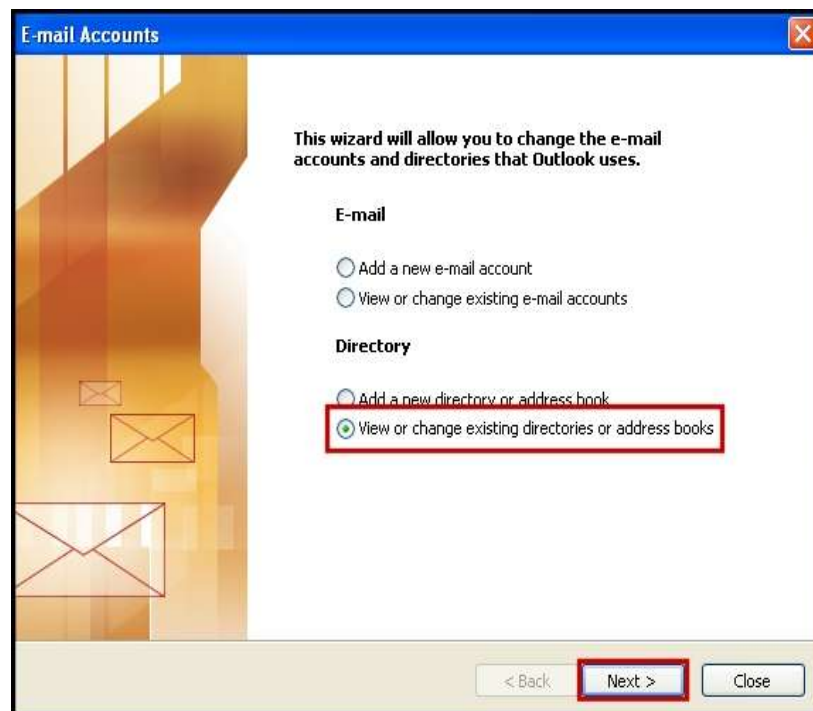


Illustration 20

The “E-mail Accounts” window will open up (Illustration 18, above).

Toltec™ LDAP Address Book - User Manual (v1.0.1)

- Select the “**View or change existing directories or address books**” option.
- Click on the “**Next**” button to continue.

The “E-mail Accounts – Directories and Address Books” window will open up, as shown in Illustration 19, below.

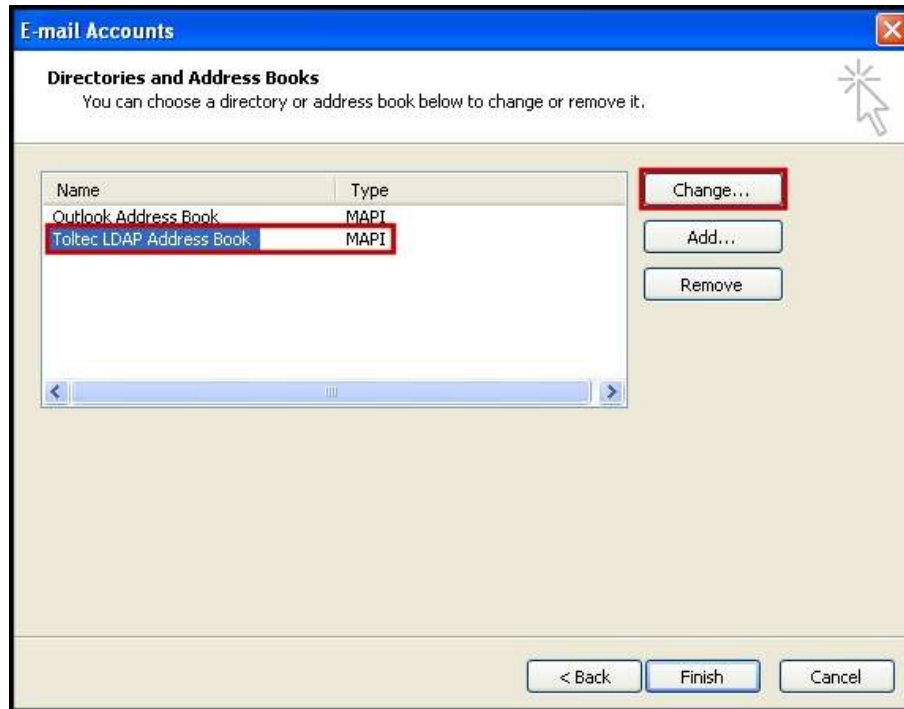


Illustration 21

- Select on the Toltec LDAP Address Book options and
- click on the “Change...” button.



To change the settings for the Toltec™ LDAP Address book, please refer to point 4.4.1 of the manual, and change the settings under the following points:-

Toltec™ LDAP Address Book - User Manual (v1.0.1)

- 4.4.1 Settings in the “General” tab;
- 4.4.2 Settings in the “Connection” tab;
- 4.4.3 Settings in the “Search Options” tab;
- 4.4.4 Settings in the “Schema Mapping” tab.