

Toltec Connector™ + Kolab HOWTO

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v1.0, 5 February 2004

This document is a step by step HOWTO to configure the Toltec Connector to work with the Kolab server. It is not however limited to this, this document can also be useful to configure the Toltec Connector with other Cyrus IMAP servers.

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1. Introduction

1.1. Overview

This document is a step by step HOWTO to configure the Toltec Connector to work with the Kolab server. It is not however limited to this, this document can also be used to configure the Toltec Connector with other Cyrus IMAP servers.

To take full advantage of the Toltec Connector and Kolab you will need to configure the following:

- **Personal Message Store** or PST file. This is mapped with the Toltec Connector to the IMAP4 server.
- **Internet E-mail Account** to download new mail from the server via POP3 and upload new messages via the SMTP server.

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- **Outlook Address Book** to include the contact information into the address book used for messages.
- **Outlook Options** to enable Microsoft Outlook to use open formats.
- Optional – **Microsoft LDAP Address Book** to include the “enterprise” address book from the Kolab LDAP server.

1.2. Copyright and Trademarks

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Of course, we are open to all type of suggestions and corrections on the content of this document.

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1.3. Acknowledgement

This is to acknowledge the great work done by the Kolab Project (<http://kolab.kde.org/>) and Project Cyrus (<http://asg.web.cmu.edu/cyrus/>).

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2. Hints on installing the Kolab Server

There are a number of different ways to install the Kolab server. The easiest we have found is using the 'ombtool' available from <http://www.zfos.org>. You need to download the source or binary distribution, read the very simple and easy README file and build the Kolab server.

For a HOWTO on using the ombtool from ZFOS you can go to <http://www.codefusion.co.za/kolab.html>



Tip: The latest versions of the Kolab server will always appear first under the SRC download section before it is compiled into the BIN directory. Have a look there first.

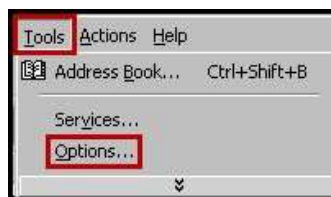
The Kolab project has an excellent mailing list should you run into trouble with the Kolab server. The mailing list can be found at <https://mail.kde.org/mailman/listinfo/kroupware>.

3. Outlook Options

This setting enables you to send meeting requests over the Internet in iCalendar, which makes it possible for other users to read the request.

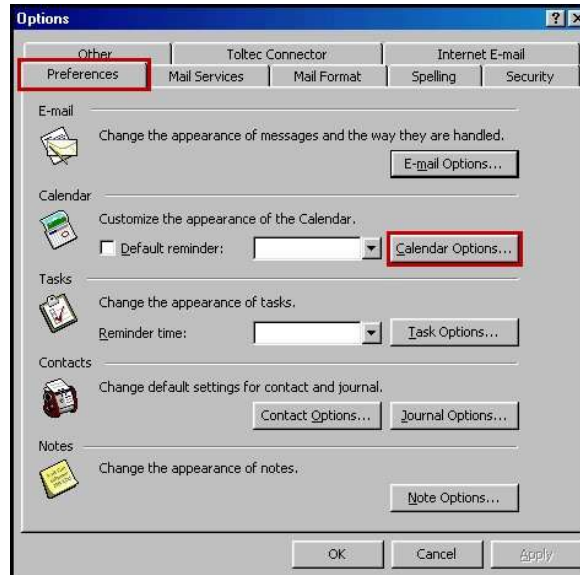
Path: Outlook | Tools | Options | Preferences | Calendar Options

- In the Outlook Menubar, click on “Tools” and scroll down to “Options”.

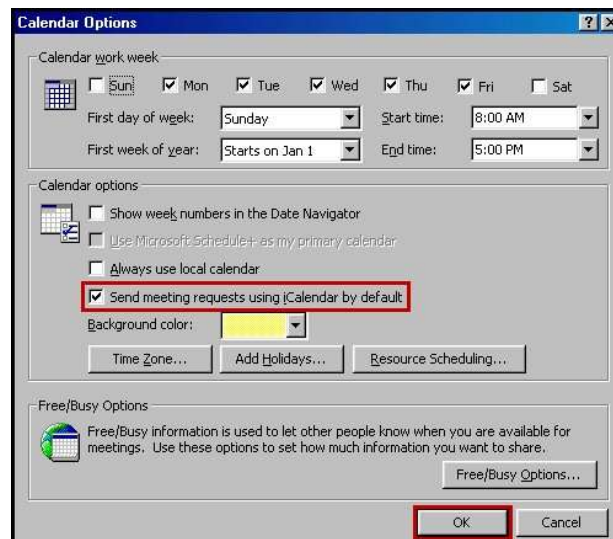


- Click on the “Preferences” tab.
- Click on the “Calendar Options” button.

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- In the “Calendar Options” window, tick the “Send meeting requests using iCalendar by default” box.



- Click on the “OK” button to finish.

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4. Installing the Toltec Connector™

- Download the latest version of the Toltec™ Connector from <http://www.toltec.co.za/downloads.php> .
- Have you registered key ready or obtain an evaluation key from <http://www.toltec.co.za/trial.php> .
- Close Microsoft Outlook.
- Execute the Toltec™ Connector setup program and follow the instructions.

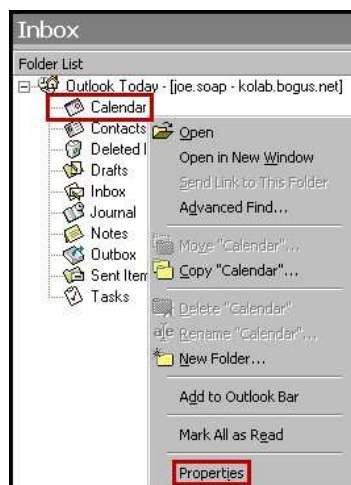
Path: Outlook | Help | About Toltec Connector

- Start Microsoft Outlook.
- Go to the menu option Help | About Toltec Connector and load the license key.
- This should now display the license information in the Registered Information box.

5. Configuring Toltec Connector™ in Outlook

Path: Outlook | Calendar (e.g) | Properties | Toltec Synchronization Tab

- Open Microsoft Outlook. Click on the Calendar folder (the example that we will be using, as any of the Outlook folders can be synchronized) in the Outlook menu bar.
- Right click on the Calendar Folder and a menu will appear. Select the “Properties” menu item.



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- Click on the “Toltec Synchronization” tab. Tick the “Synchronize this Folder” button, as no synchronization will take place if this option is not selected.



- The “**Synchronize when**” gives you the following options:-
 - a) “**The folder is selected**”

The synchronization will take place when the chosen folder has been selected.
 - b) “**Outlook is started**”

The synchronization will automatically take place when Outlook is started.
 - c) “**Manually only**”

The synchronization will only take place when applied manually.

 - Select the “Synchronize Now” button in the Folder's Properties or
 - Click the synchronization button on the Outlook Toolbar.
 - d) “**Every ... minutes**”

The synchronization will automatically take place every chosen amount of minutes. This option needs to be specified by the user.



You will only be able to share folders which have been synchronized at least once, otherwise the option will be grayed out.

6. Configuring Outlook to Work with Kolab

6.1. Internet E-mail Account (Outlook)

In order to download the “incoming mail” from the server, you will need to add an “Internet E-mail” account in Microsoft Outlook. Then you will need to setup the incoming mail to use POP3 from the Kolab server and outgoing mail should be pointed to the SMTP of the Kolab server.



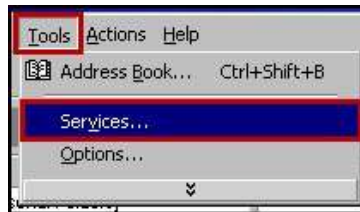
The POP3 Service is disabled, by default, by the Kolab Server.

Enable the service via the Web Interface.

Microsoft Outlook 2000

Path: Outlook | Tools | Services

- In Outlook, click on Tools on the Menubar.
- Scroll down and click on Services.



- Click on the “Add” button.

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- In the pop-up Window, select “Internet E-mail” and click “OK”.

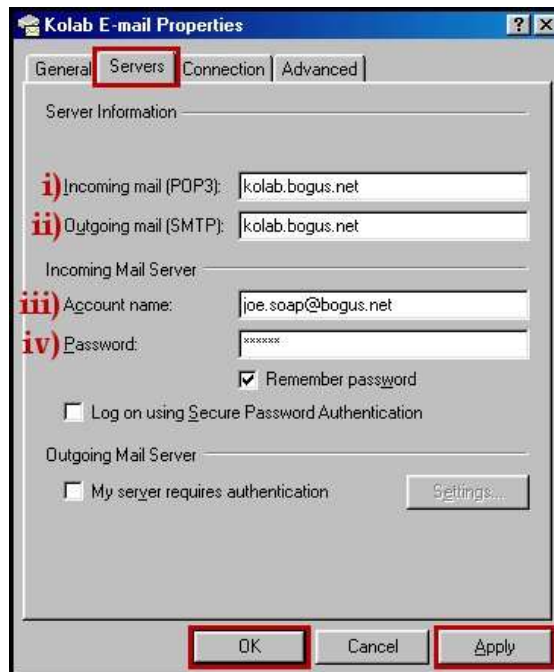


- The next Window will deal with the Kolab E-mail properties. Click on the “General” tab and complete the following:-
 - i) Type the name of the server.
 - ii) Enter the User Name (Joe Soap will be our example).
 - iii) Enter the User's E-mail Address (e.g. joe.soap@bogus.net).
- After completing all the relevant information, click on the “Apply” button.

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- Click on the “Servers” tab in the Kolab E-mail Properties Window.



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- Complete the following information:-
 - i) Enter the address for the incoming mail.
 - ii) Enter the address for the outgoing mail.
 - iii) Enter the User's account name (e.g. joe.soap@bogus.net).
 - iv) Enter the User's password.



[Point no. (iii)] The Kolab Server uses the user's e-mail address as the user ID. Be sure to enter the e-mail address and not the user ID.

- Click on the “Apply” button.
- Click on the “OK” button to finish.

6.2. Microsoft Outlook Address Book

Microsoft Outlook 2000

Path: Outlook | Tools | Services

- In the Outlook Menubar, click on “Tools” and select the “Services” tab.



- Click on the “Add” button.
- Select “Outlook Address Book” and click “OK”.

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6.3. Microsoft LDAP Address Book

Microsoft Outlook 2000

Path: Outlook | Tools | Services

- In the Outlook Menubar, click on “Tools” and select the “Services” tab.



- Click on the “Add” button.
- Select “Microsoft LDAP Directory”, and click “OK”.

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- “LDAP Directory Service” will pop-up.
- Complete the following information:-
 - i) Type in the Directory Service Account name, or a fully qualified domain name.
 - ii) Type in the Server Host name.
 - iii) Enter the Search Base information.
 - dc= (server) e.g. kolab
 - dc= (domain name) e.g. bogus
 - dc= (extention) e.g. net



The Base Domain Name is the full hostname assigned to the Kolab Server.

- Click on the “Apply” button and then “OK” to finish.

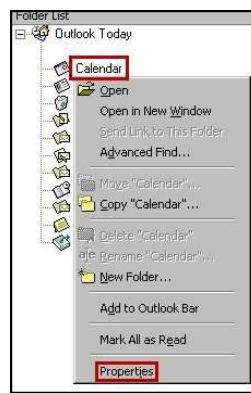


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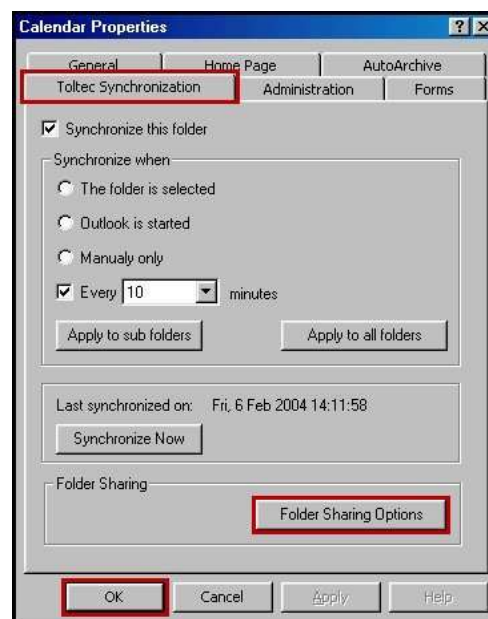
7. Folder Sharing

Path: Outlook | Folder (e.g. Calendar) | Properties | Toltec Synchronization Tab

- Select Microsoft Outlook. Click on the required folder in the Outlook menu bar (we will use the “Calendar” folder as an example.)
- Right click on the Calendar Folder and a menu will appear. Select the “Properties” menu item.

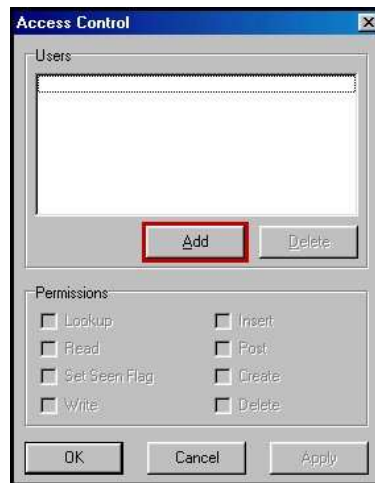


- A new window will open up. Click on the “Toltec Synchronization” tab.



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- Tick the “Synchronize this Folder box”, as no synchronization will take place if this option is not selected.
- Click on the “Folder Sharing Options” button. A new window will be displayed on your screen.



- In order to share folders with another user, the user you would like to share the folder with should be added. Click on the “Add” button to continue.
- Enter the new user's e-mail address and click on the “OK” button.

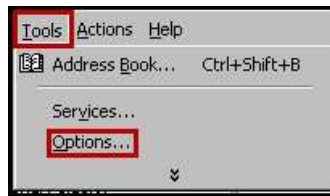


- Select (tick) all the permissions that is allowed for the specified user and click the “Apply” button.
- Upon selecting a user, all the permissions dedicated to the user can be viewed and modified.
- When a user has been added for sharing, autoload into your message store will occur.

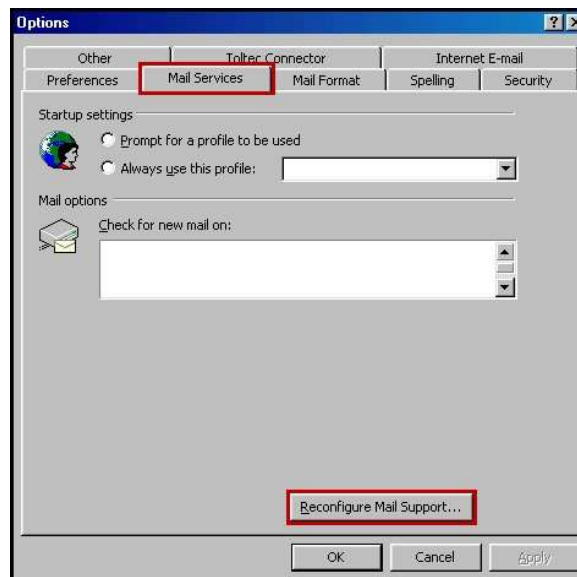
8. Switching Outlook 2000 to Corporate Workgroup Mode

Path: Outlook | Tools | Options

- Open Outlook.
- Click on Tools on the Menubar.
- Scroll down and select Options.



- In the Options dialog box, select the Mail Services Tab.
- Click on the Reconfigure Mail Support button.
- Select the “Corporate or Workgroup Mode” radio button.



- Select the “Corporate or Workgroup Mode” radio button.

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- Click on the “Next” button to finish.