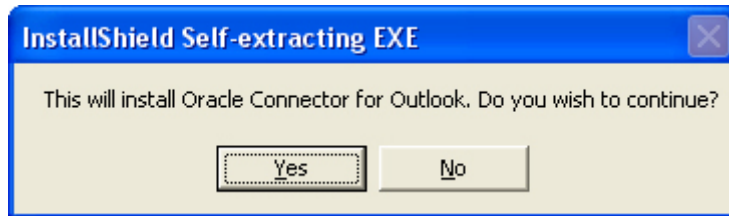


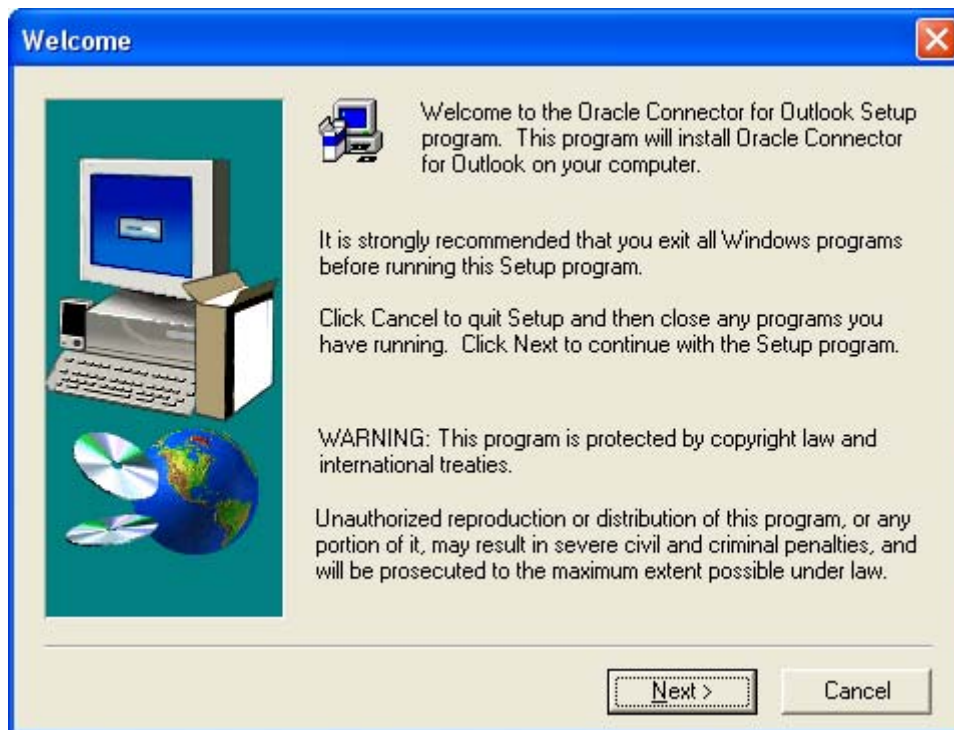
Install and Configure Oracle Outlook Connector

To install and configure Oracle Outlook Connector for Outlook to send and receive e-mail and to access your TechTime™ calendar, do the following.

1. Run the Oracle Connector for Outlook installer.
Result: You are asked whether you want to install the Oracle Connector.

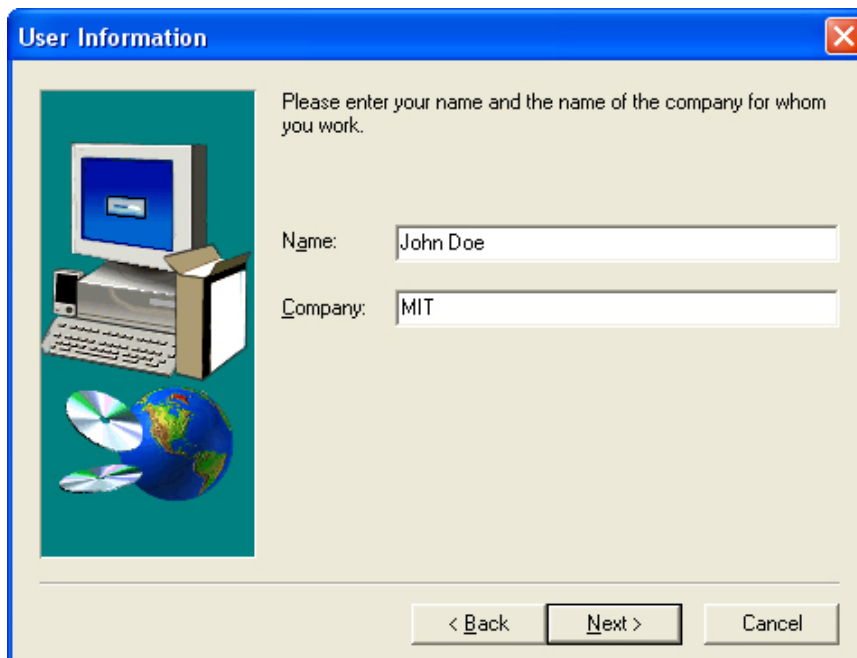


2. Choose **Yes**.
Result: You are presented with a "Welcome" dialog.

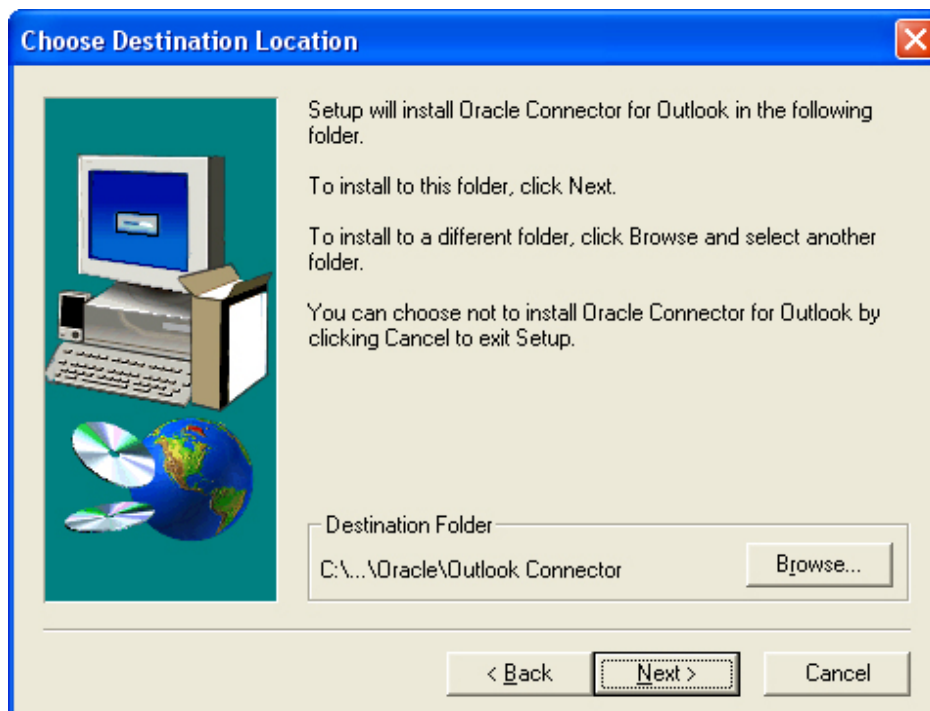


3. Click **Next**.
Result: The "User Information" dialog appears.

4. As seen below, enter:
 - o Your Name
 - o Company Name



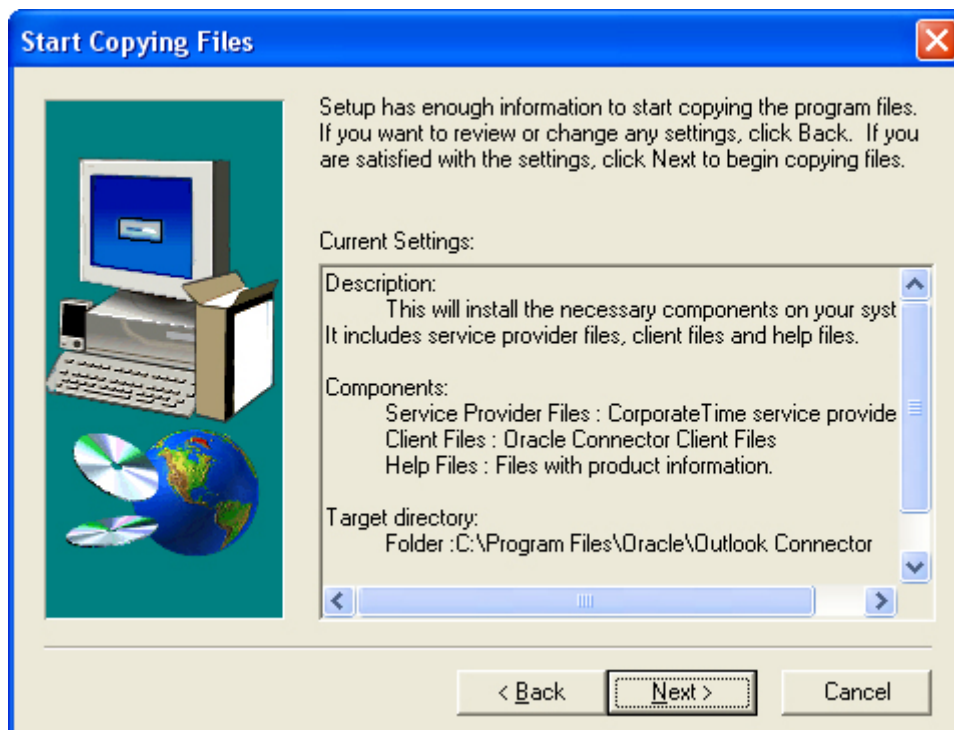
5. Click **Next**.
Result: The "Choose Destination Location" dialog appears



6. Accept the default location and click **Next**.
Result: The "Additional Languages" dialog appears.



7. Although MIT IS&T does not support any additional languages, you may select any additional languages you may need. Click **Next**.
Result: The "Start Copying Files" dialog appears.



8. Click **Next**.

Result: The "Profiles" dialog appears.



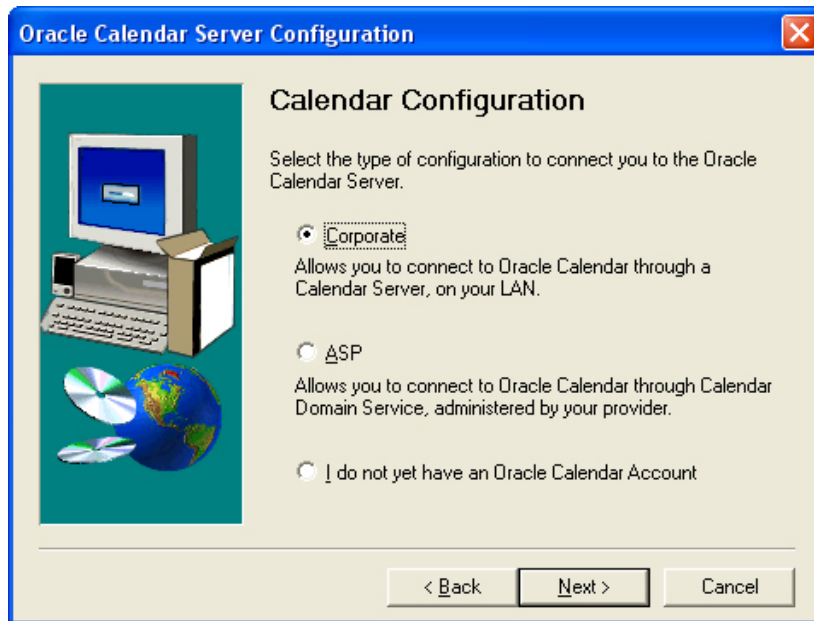
9. Select **Create a new profile** and click **Next**.

Result: The "New Profile" dialog appears.



10. Accept the default profile name of **Oracle Connector for Outlook** and click **Next**.

Result: The "Oracle Calendar Server Configuration" dialog appears.

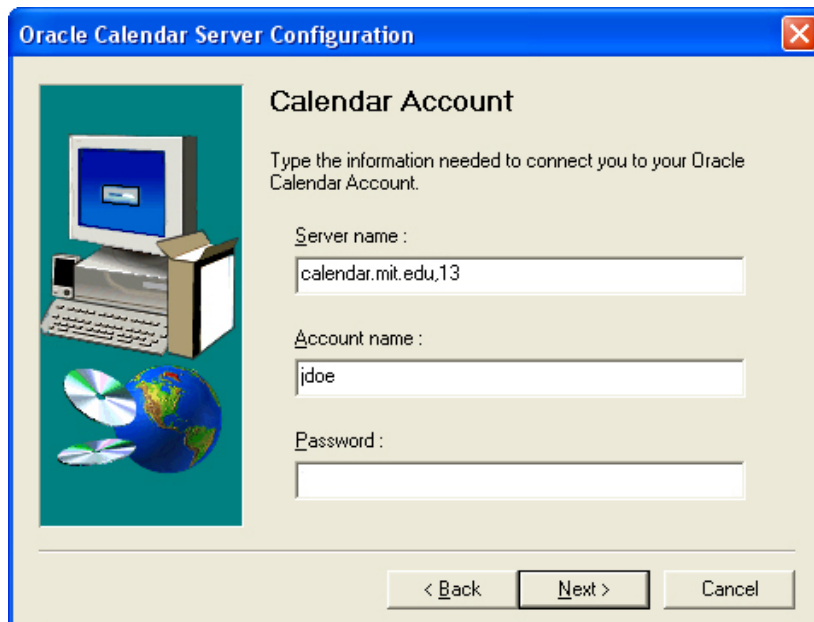


11. Select **Corporate** as the calendar configuration type and click **Next**.

Result: The "Oracle Calendar Server Configuration" dialog appears.

12. As seen below, enter:

- o Server name - calendar.mit.edu,13
- o Account name, e.g. jdoe (same as your Kerberos principal)



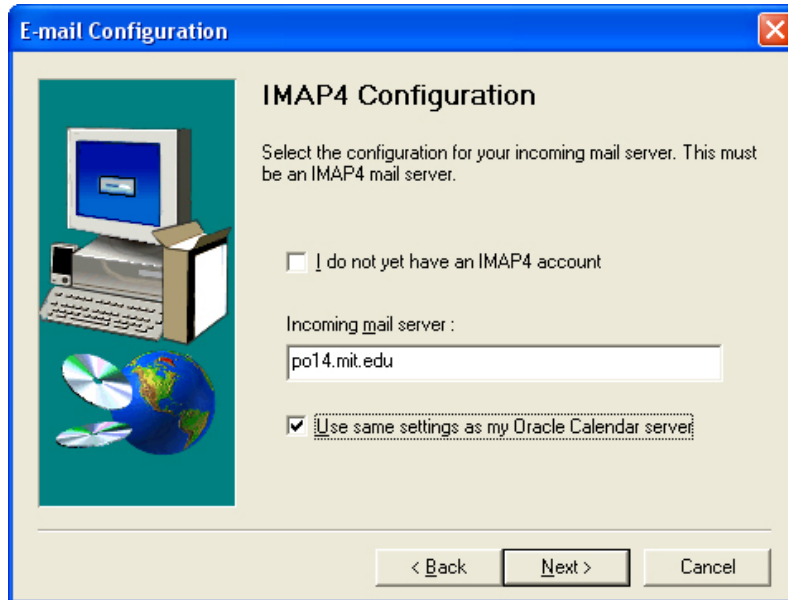
Note: For security reasons, it is suggested that you do not enter your password at this time. Once you are finished installing and configuring Oracle Connector for Outlook, Outlook will prompt you to enter your password prior to sending/receiving e-mail when you launch Outlook.

13. Click **Next**.

Result: The "E-mail Configuration" dialog appears.

14. As seen below, enter:

- o Incoming mail server (IMAP) - If you don't know this, you can [find out](#).

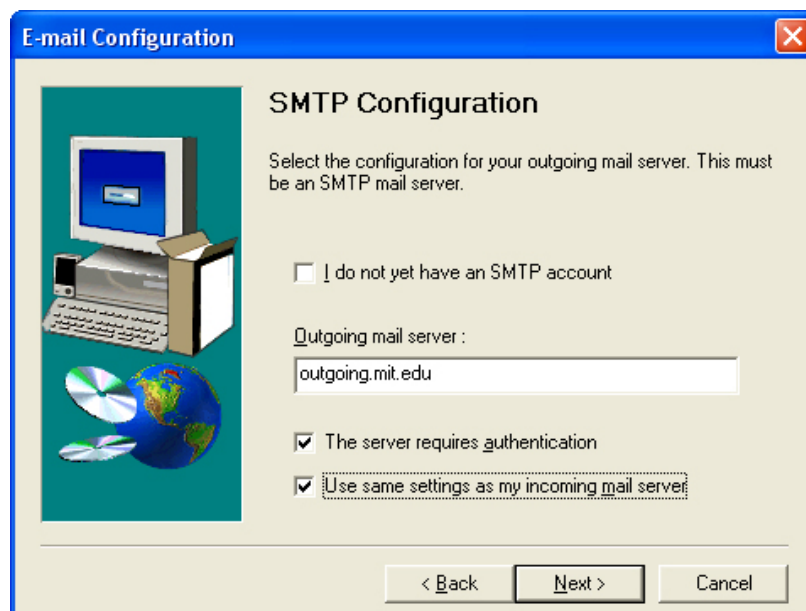


15. Click the checkbox for **Use same settings as my Oracle Calendar server** and click **Next**.

Result: The "E-mail Configuration" dialog appears.

16. As seen below, enter:

- o Outgoing mail server (SMTP) - outgoing.mit.edu



17. Click the checkbox for both **The server requires authentication** and **Use the same settings as my incoming mail server** and click **Next**.

Result: The "E-mail Configuration" dialog appears.

18. As seen below, enter:

- o Display name, e.g. John Doe (your name)
- o E-mail Address, e.g. jdoe@mit.edu (the default value is your Windows username @ your computer's hostname and should be changed to your MIT e-mail address)



E-mail Configuration

E-mail Sender Information

Type the name and e-mail address that you would like to appear in the From field of outgoing messages.


Display name :
John Doe

E-mail address :
jdoe@mit.edu

< Back Next > Cancel

19. Click **Next**.

Result: The "Corporate Time Off-line Folders" dialog appears



CorporateTime Off-line Folders

Off-line Folders

Specify whether you will use this computer off-line. This option is most useful for users who travel with their computers.

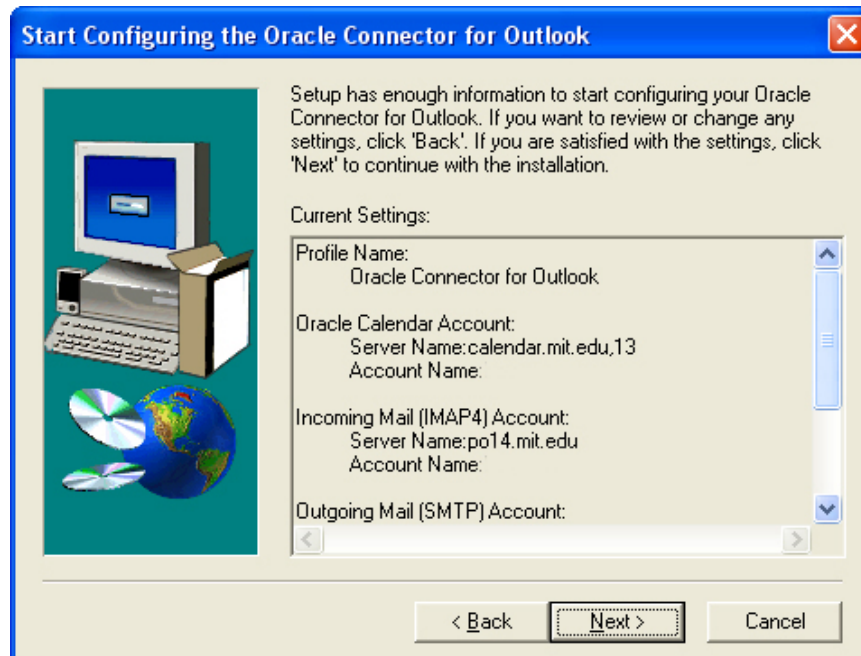
I will use this computer while not connected to the network.

Choose a connection type next time you log on using this profile.

< Back Next > Cancel

20. Click the checkbox for **I will use this computer while not connected to the network** if you ever intend to use your computer while disconnected from the network. Click the checkbox for **Choose a connection type next time you log on using this profile** if you want to choose whether to work offline or online each time you start Outlook. Click **Next**.

Result: The "Start Configuring the Oracle Connector for Outlook" dialog will appear.



21. Click **Next**.

Result: The setup will commence and when it is finished the "Setup Complete" dialog will appear.



22. Click **Finish**.

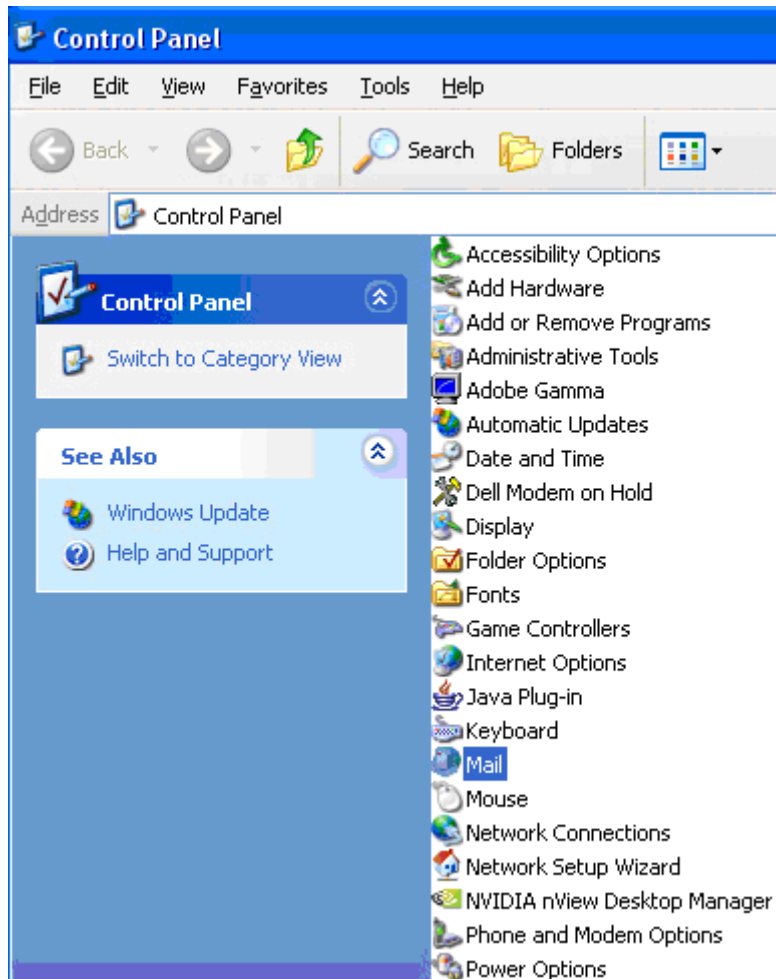
Result: The installation of the Oracle Connector for Outlook binaries and the initial configuration of the Oracle Connector for Outlook has finished.



Note: It is important to complete the configuration of the Oracle Connector for Outlook via the Mail Control panel in order to properly configure Oracle Connector for Outlook.

23. Open the Windows Control Panel

Result: The "Control Panel" window appears.



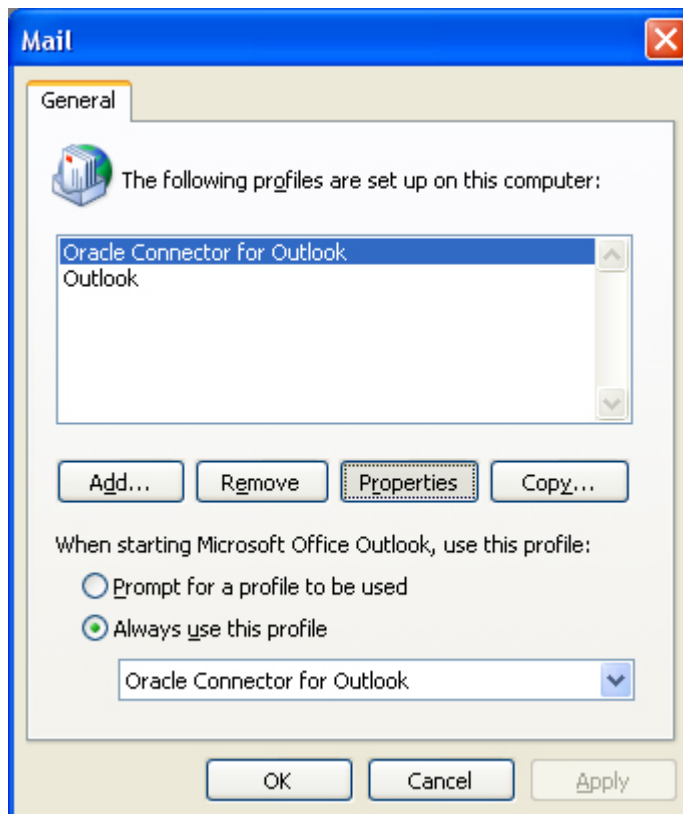
24. Open the **Mail** control panel.

Result: The "Mail Setup - Oracle Connector for Outlook" dialog appears.

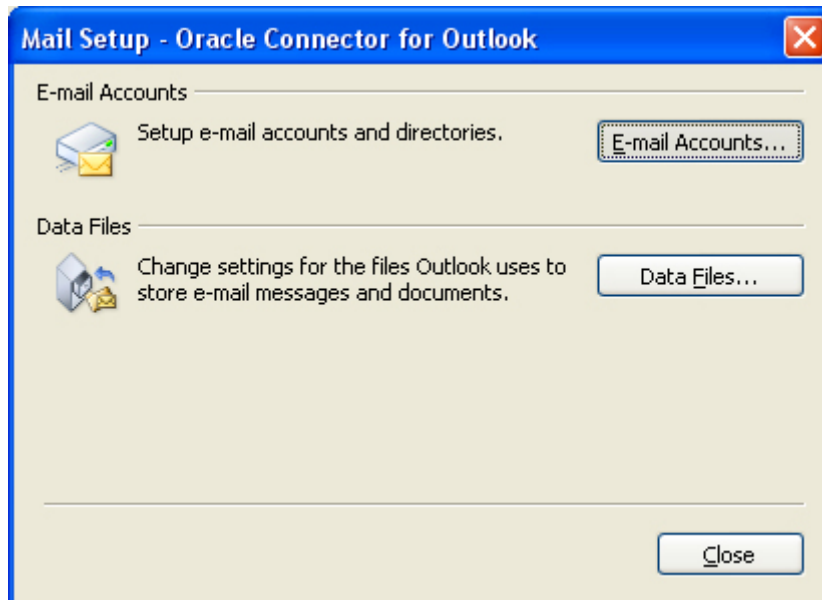


25. Select **Show Profiles...**

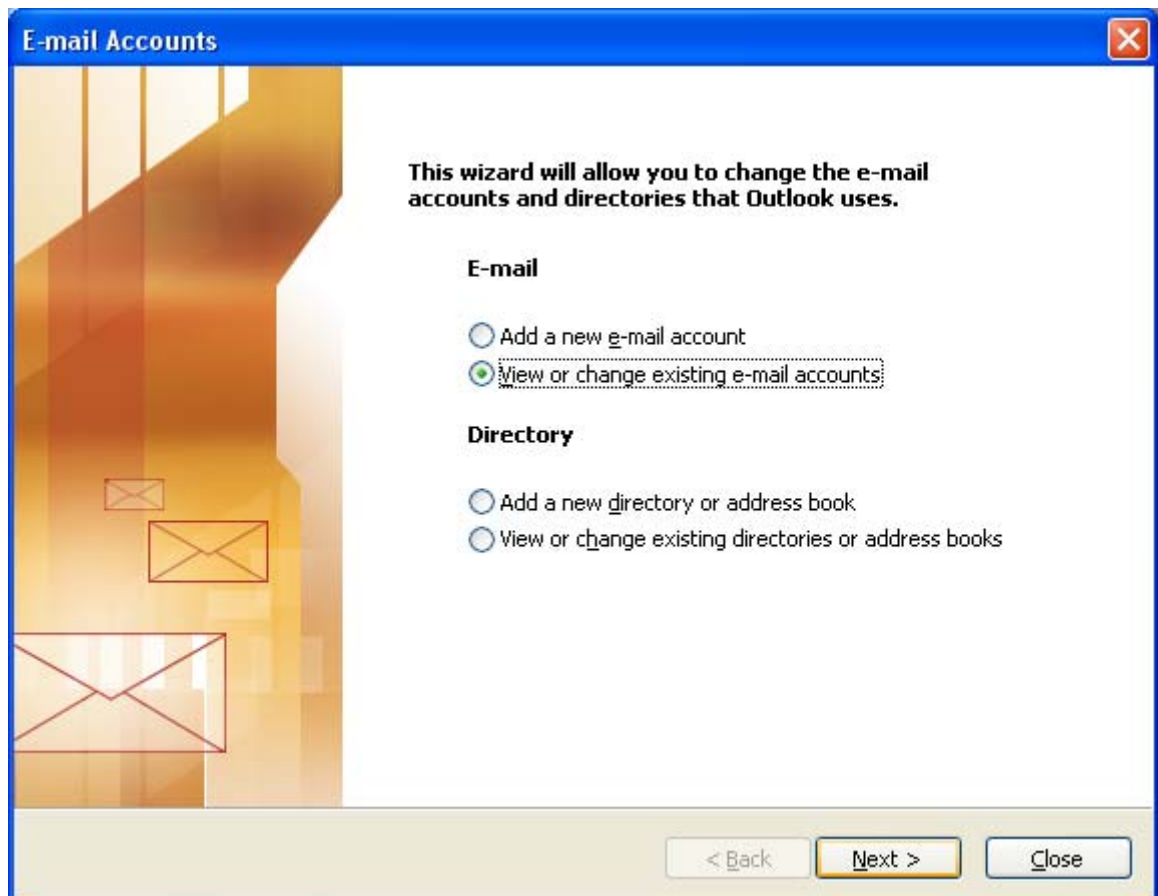
Result: The "Mail" dialog appears.



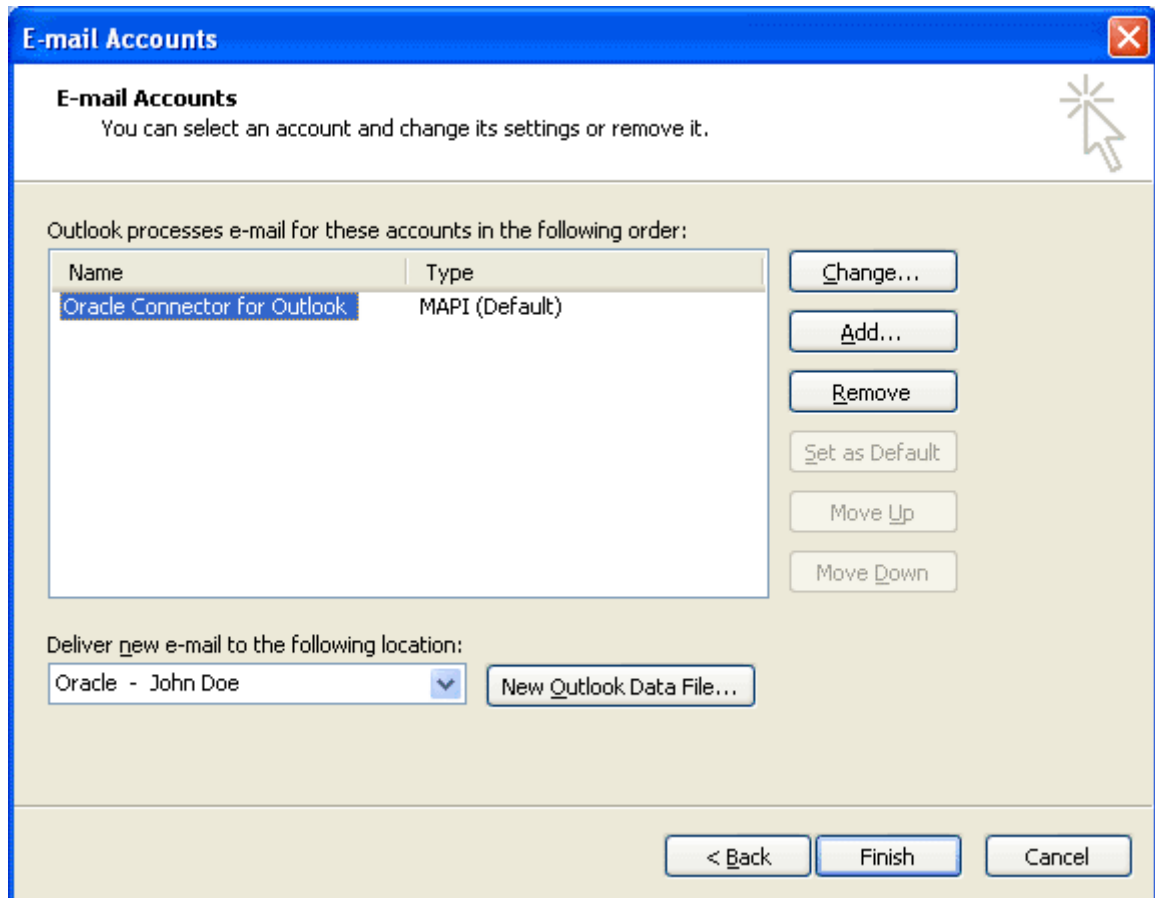
26. Select **Oracle Connector for Outlook** and click the **Properties** button.
Result: The "Mail Setup - Oracle Connector for Outlook" dialog appears.



27. Click the **E-mail Accounts...** button.
Result: The "E-mail Accounts" dialog appears.



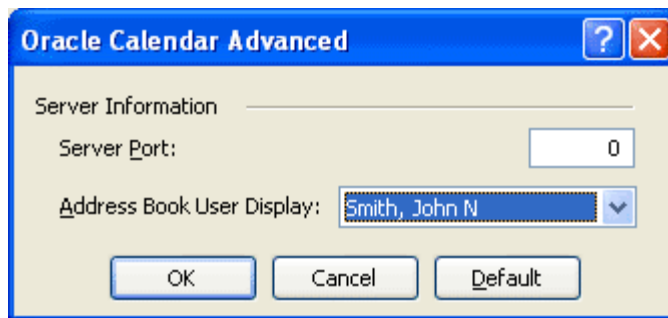
28. Select **View or change existing e-mail accounts** and click **Next**.
Result: The "E-mail Accounts" dialog appears.



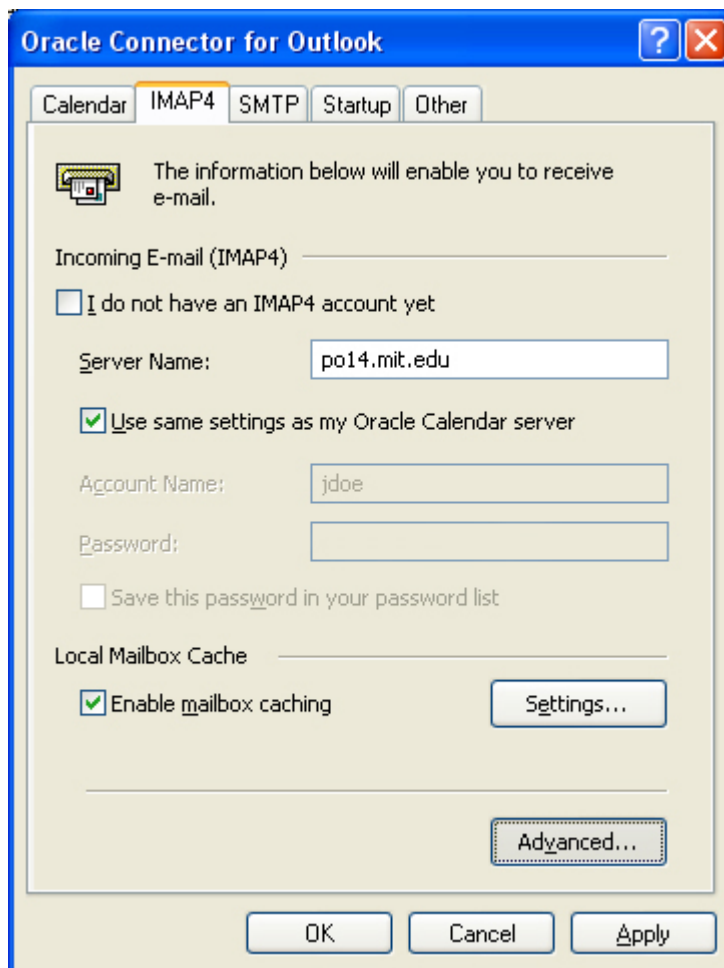
29. Select "Oracle Connector for Outlook" and then click the **Change...** button.
Result: The "Oracle Connector for Outlook" dialog appears and displays the "Calendar" tab.

The screenshot shows the "Oracle Connector for Outlook" dialog box with the "Calendar" tab selected. The dialog has a blue title bar with a question mark and a close button. Below the title bar are tabs for "Calendar", "IMAP4", "SMTP", "Startup", and "Other". The main area contains a calendar icon and the text: "The information below will be used to connect to your Oracle Calendar Account." Below this is a "User information" section with a horizontal line. There are three checkboxes: "I do not have an Oracle Calendar account yet", "This server requires a Domain Service" (with a "Settings..." button), and "Save this password in your password list". There are three text input fields: "Server Name:" (containing "calendar.mit.edu,13"), "Account Name:" (containing "jdoe"), and "Password:". At the bottom right of the main area is an "Advanced..." button. At the very bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

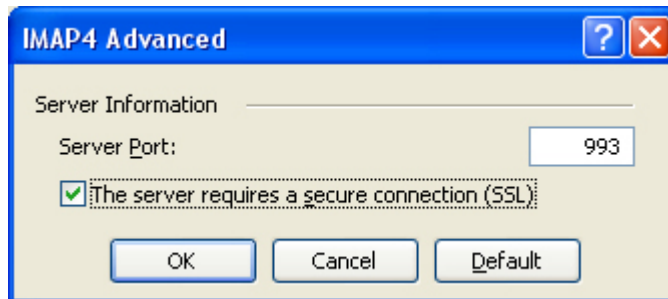
30. Uncheck the **Save this password in your password list** checkbox and then click the **Advanced...** button.
Result: The "Oracle Calendar Advanced" dialog appears.



31. Select **Smith, John N** from the **Address Book User Display** drop down menu and then click the **OK** button.
Result: The "Oracle Connector for Outlook" dialog appears and displays the "Calendar" tab.
32. Select the **IMAP4** tab.
Result: The "IMAP4" tab dialog appears.

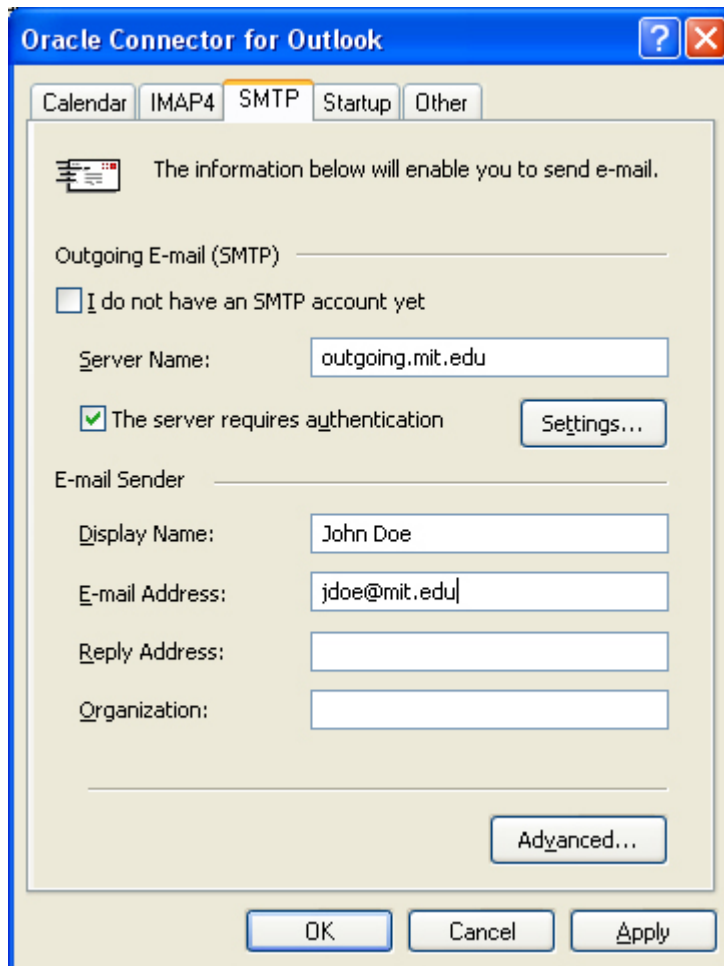


33. Click the **Advanced...** button.
Result: The "IMAP4 Advanced" dialog appears.

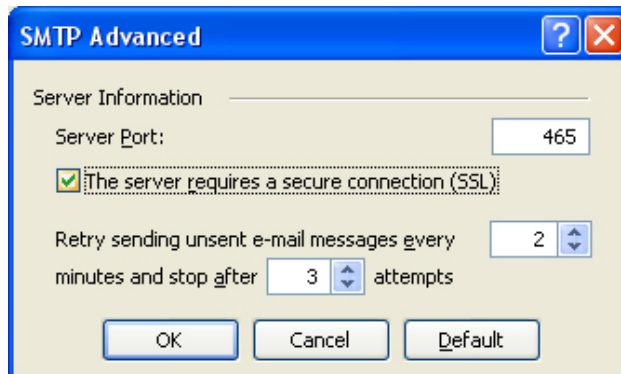


34. Check **The server requires a secure connection (SSL)** checkbox which will automatically change the server port from 143 to **993**. Then click **Ok**.
Result: You return to the "IMAP4 " tab.

35. Select the **SMTP** tab.
Result: The "SMTP" tab dialog appears.

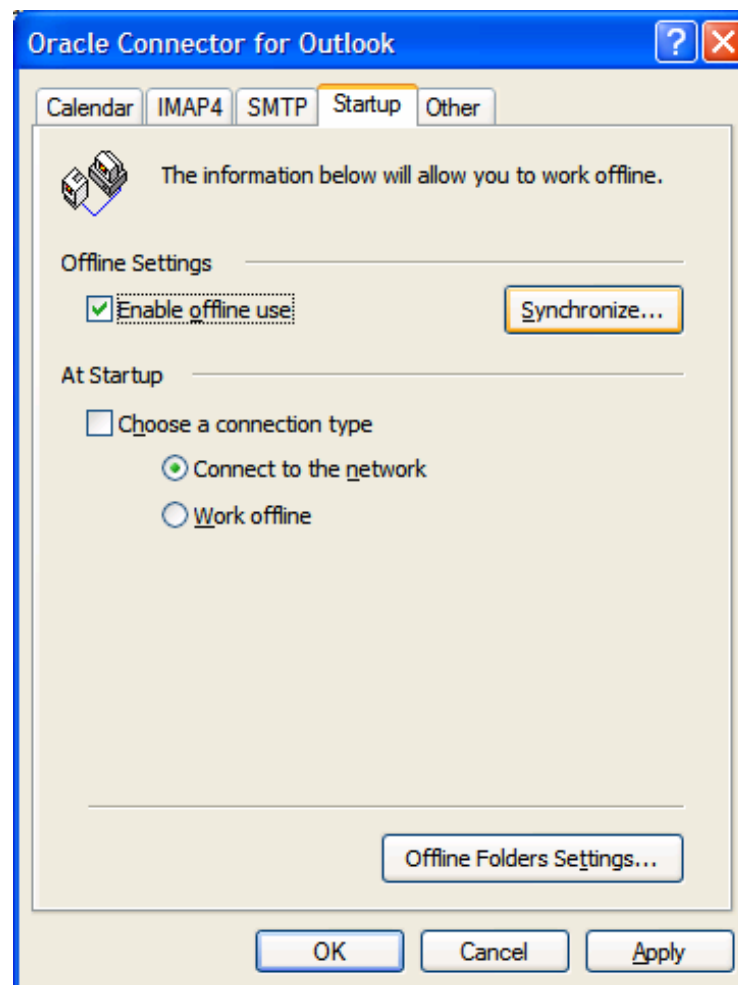


36. Click the **Advanced...** button.
Result: The "SMTP Advanced" dialog opens.

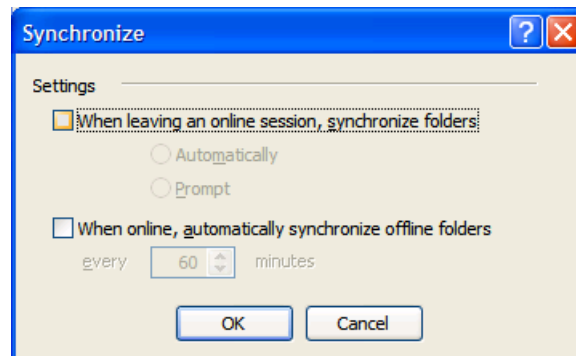


37. Check **The server requires a secure connection (SSL)** checkbox which will automatically change the Server Port from 25 to **465**. Click **OK**.
Result: You will return to the "SMTP" tab dialog.

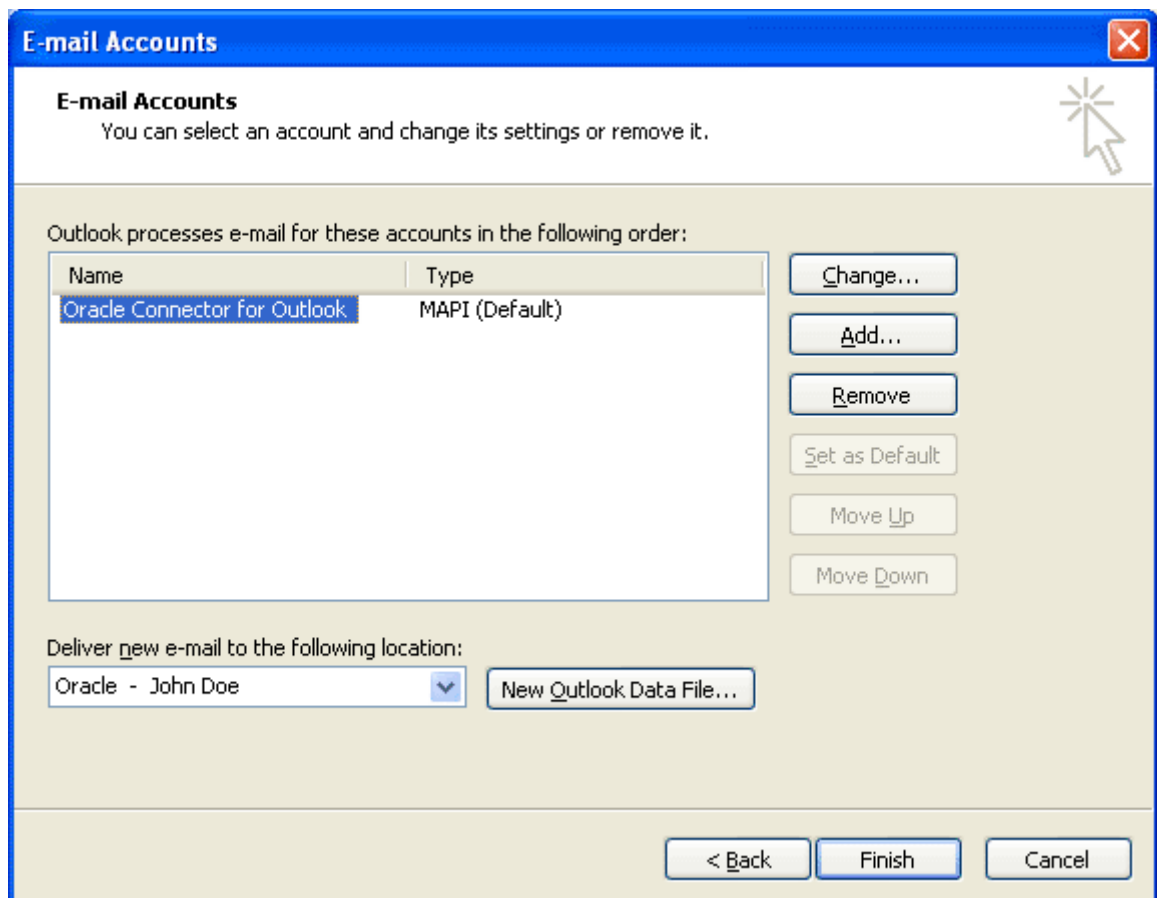
38. Select the **STARTUP** tab.
Result: The "Startup" tab dialog appears.



39. Click the **Synchronize...** button.
Result: The "Synchronize" dialog opens.

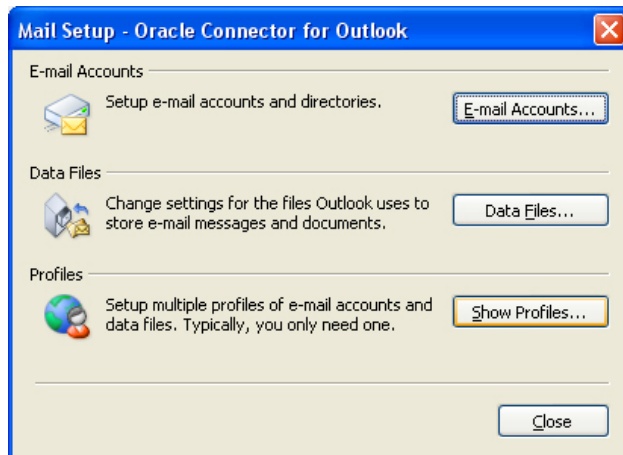


40. Uncheck **When leaving an online session, synchronize folders** checkbox.
Click **OK**.
Result: You will return to the "Startup" tab dialog.
41. Click **OK**.
Result: You will return to the "E-mail Accounts" dialog.



42. Click **Finish**.

Result: You will return to the "Mail Setup - Oracle Connector for Outlook" dialog.



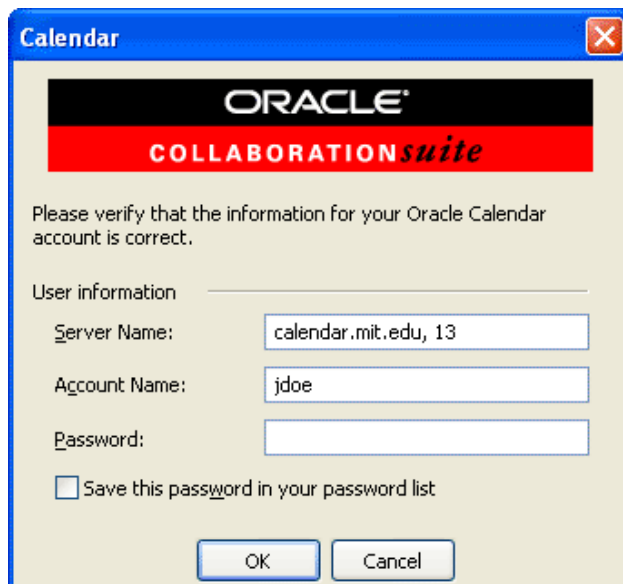
43. Click **Close**. Close the Control Panel and Start Outlook 2003.

Result: If you selected to choose a connection type at startup, then the "Oracle Connector for Outlook" dialog will appear.



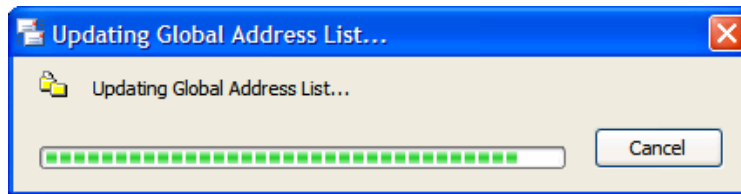
44. Click the **Connect** button.

Result: The "Calendar" dialog appears.



45. Enter your password and then click **OK**.

Result: Users will experience a "global update" as calendar information is downloaded from the calendar.mit.edu server. This update may take a few moments.

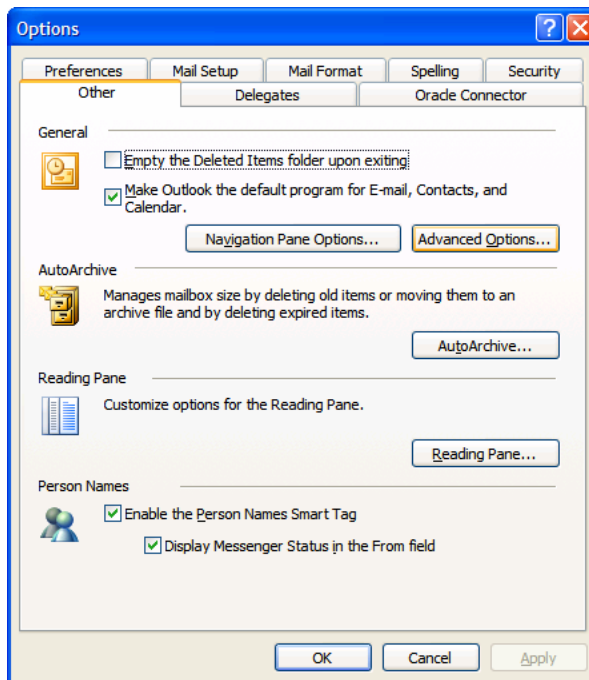


46. Select the Tools menu and select **Options...**

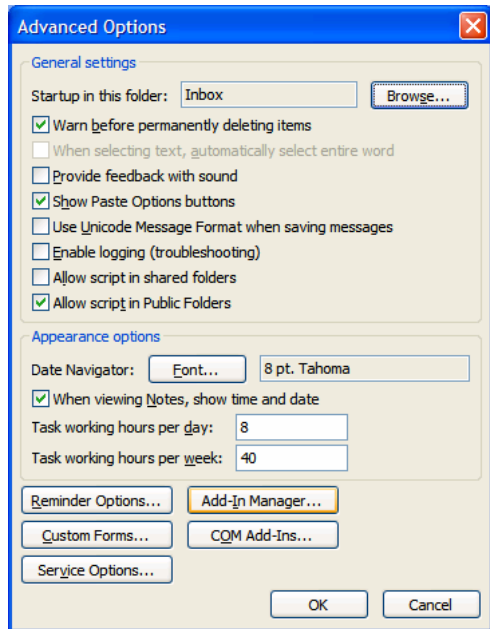
Result: The Options menu appears.

Select the **OTHER** tab.

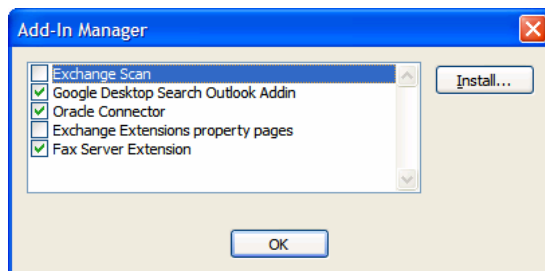
Result: The "Other" tab dialog appears.



47. Click the **Advanced Options...** button.
Result: The "Advanced Options" dialog opens.



48. Click the **Add-In Manager...** button.
Result: The "Add-In Manager" dialog opens.



49. Uncheck **Exchange Scan** and **Exchange Extensions property pages** checkboxes. Click **OK**.
Result: You will return to the "Advanced Options" dialog.
50. Click **OK**.
Result: You will return to the "Options" dialog.
51. Click **OK**.
Result: Congratulations, you are ready to use Outlook!