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 TechTimeTM 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

User Information		
User information	Please ente you work. N <u>a</u> me: <u>C</u> ompany:	r your name and the name of the company for whom John Doe MIT
		< <u>B</u> ack <u>N</u> ext > Cancel

Result: The "Choose Destination Location" dialog appears

Choose Destination Lo	cation 🗧	<
	Setup will install Oracle Connector for Outlook in the following folder. To install to this folder, click Next. To install to a different folder, click Browse and select another folder. You can choose not to install Oracle Connector for Outlook by clicking Cancel to exit Setup.	
æ 9	Destination Folder C:\\Oracle\Outlook Connector Browse	
	< <u>B</u> ack <u>N</u> ext > Cancel	

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

Additional Languages		×
	Add other languages Install additional languages by selecting from the list below. Use the CTRL key to select more than one language.	
	Chinese (Simplified) Chinese (Traditional) Czech Danish Dutch Finnish French German Greek Hungarian Italian	
	< <u>B</u> ack <u>N</u> ext > Cance	1

 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.



Result: The "Profiles" dialog appears.

Profiles	×
<image/> Select profile Consigure a message service you need to use a profile. Select a profile from the list below or create a new one. Image: Consigure a message service you need to use a profile. Celect a profile from the list below or create a new one. Image: Celect a profile Image: Celect a profile	

9. Select **Create a new profile** and click **Next**. *Result:* The "New Profile" dialog appears.

New Profile		×
	Create New Profile Type a name for the new profile. This profile's name will distinguish it from the other profiles that you create.	
	Profile name : Oracle Connector for Outlook	
	< <u>B</u> ack <u>N</u> ext > Cancel	

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

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

Oracle Calendar Server Configuration		
	Calendar Configuration Select the type of configuration to connect you to the Oracle Calendar Server. © Corporate Allows you to connect to Oracle Calendar through a Calendar Server, on your LAN. © ASP Allows you to connect to Oracle Calendar through Calendar Domain Service, administered by your provider. © 1 do not yet have an Oracle Calendar Account	
	< <u>B</u> ack <u>N</u> ext> Cancel	

- 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)

Oracle Calendar Server	r Configuration	×
	Calendar Account Type the information needed to connect you to your Oracle Calendar Account. Server name : calendar.mit.edu,13 Account name : jdoe Password :	
	< <u>B</u> ack <u>N</u> ext > Cancel	



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.

E-mail Configuration	
	IMAP4 Configuration Select the configuration for your incoming mail server. This must be an IMAP4 mail server. Image: I do not yet have an IMAP4 account Incoming mail server : po14.mit.edu Image: I do set the set tings as my Oracle Calendar server
	< <u>B</u> ack <u>N</u> ext > Cancel

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)
 - 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
	< <u>B</u> ack <u>N</u> ext > Cancel

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.	
	< <u>B</u> ack <u>N</u> ext > 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.

Setup Complete	
	Setup has finished installing the Oracle Connector for Outlook on your computer.
	Click Finish to complete Setup.
	< Back Finish

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.

Mail 🔀
General
The following profiles are set up on this computer:
Oracle Connector for Outlook
Aga Remove Properties Copy
When starting Microsoft Office Outlook, use this profile:
<u>Prompt for a profile</u>
OK Cancel Apply

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.

E-mail Accounts		X
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses.	
	E-mail	
	O Add a new <u>e</u> -mail account	
	Wew or change existing e-mail accounts	
	Directory	
	O Add a new directory or address book	
	O View or change existing directories or address books	
	< Back Next >	;e

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

E-mail Accounts				
E-mail Accounts You can select an	account and change its settings or r	emove it.		ž
Outlook processes e-ma	ail for these accounts in the following	order:		
Name	Туре		hange	
Oracle Connector for	Outlook MAPI (Default)		<u>A</u> dd	
			Remove	
			Set as Default	
			Move <u>Up</u>	
			Move <u>D</u> own	
Deliver <u>n</u> ew e-mail to the following location:				
Oracle - John Doe	New Qutlook	Data File		
		< <u>B</u> ack	Finish	Cancel

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.

(Oracle Connector for Outlook 🛛 ? 🔀			
1	Calendar IMAP4 SMTP Startup Other			
	The information below will be used to connect to your Oracle Calendar Account.			
	User information			
	I do not have an Oracle Calendar account yet			
	This server requires a Domain Service Settings			
	Server Name: calendar.mit.edu,13			
	Agcount Name: jdoe			
	Password:			
	Save this password in your password list			
	Ad <u>v</u> anced			
	OK Cancel 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.

Oracle Calendar Advanced 🛛 ? 🔀
Server Information
Address Book User Display: Smith, John N
OK Cancel Default

- 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.

Oracle Connector for Outlook	×		
Calendar IMAP4 SMTP Startup Other			
The information below will enable you to receive e-mail.			
Incoming E-mail (IMAP4)			
I do not have an IMAP4 account yet			
Server Name: po14.mit.edu			
☑ Use same settings as my Oracle Calendar server			
Account Name: jdoe			
Password:			
Save this pass <u>w</u> ord in your password list			
Local Mailbox Cache			
Enable mailbox caching			
AUgaiteu			
OK Cancel Apply			

33. Click the **Advanced...** button.

Result: The "IMAP4 Advanced" dialog appears.

IMAP4 Advanced	? 🗙
Server Information	
Server <u>P</u> ort:	993
The server requires a secure connection (SSL)	
OK Cancel Defau	lt

- 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.

Oracle Connector for O	utlook 🛛 🛛 🔀		
Calendar IMAP4 SMTP	Startup Other		
The information below will enable you to send e-mail.			
Outgoing E-mail (SMTP)			
I do not have an SMTP	account yet		
<u>S</u> erver Name:	outgoing.mit.edu		
The server requires authentication Settings			
E-mail Sender			
<u>D</u> isplay Name:	John Doe		
<u>E</u> -mail Address:	jdoe@mit.edu		
<u>R</u> eply Address:			
Organization:			
Ad <u>v</u> anced			
OK Cancel Apply			

36. Click the Advanced... button.

Result: The "SMTP Advanced" dialog opens.

SMTP Advanced	?×
Server Information	
Server Port:	465
The server requires a secure connection (SSL)	
Retry sending unsent e-mail messages <u>e</u> very minutes and stop <u>a</u> fter 3 📚 attempts	2
OK Cancel Default	

- 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.

Oracle Connector for Outlook	? 🗙
Calendar IMAP4 SMTP Startup Other	
The information below will allow you to work offline.	
Offline Settings	-
✓ Enable offline use	
At Startup	-
Choose a connection type	
 Connect to the <u>n</u>etwork 	
◯ <u>W</u> ork offline	
Offline Folders Settings	
OK Cancel Apply	y

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

Synchronize	? 🗙
Settings	
When leaving an online session, synchronize folders	
O Automatically	
⊖ <u>P</u> rompt	
When online, automatically synchronize offline folders	
every 60 🗢 minutes	
OK Cancel	

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.

E-mail Accounts		
E-mail Accounts You can select an	account and change its settings or remo	ove it.
Outlook processes e-ma	il for these accounts in the following ord	ler:
Name	Туре	hange
Oracle Connector for	Outlook MAPI (Default)	Add
		Remove
		Set as Default
		Move Up
		Move Down
Deliver new e-mail to th	e following location:	
Oracle - John Doe	New Outlook Da	ta File
		< Back Finish Cancel

42. Click Finish.

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

Mail Setup - Oracle Connector for Outlook			
E-mail Acc	counts		
2	Setup e-mail accounts and directories.	E-mail Accounts	
Data Files			
1	Change settings for the files Outlook uses to store e-mail messages and documents.	Data <u>F</u> iles	
Profiles -			
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles	
		⊆lose	

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.

Oracle Connector for Outlook				
ORACLE'				
COLLABORATIONSuite				
You can connect using the network or work offline.				
Connect Work offline Cancel				

44. Click the **Connect** button.

Result: The "Calendar" dialog appears.

Calendar						
ORACLE						
COLLABORATIONSuite						
Please verify that the information for your Oracle Calendar account is correct.						
User information						
<u>S</u> erver Name:	calendar.mit.edu, 13					
A <u>c</u> count Name:	jdoe					
Password:						
Save this pass <u>w</u> ord in your password list						
OK Cancel						

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.

Options					? 🗙
Preferences	s	Mail Setup	Mail Format	Spelling	Security
Other	Other Delegates Orade Connector		nector		
General ─	Empty 1 Make O Calenda	the Deleted Ite utlook the defa ar.	ems folder upon ex ault program for E	iting -mail, Contacts,	and
AutoArchive Ma ar	anages m chive file	Na <u>vig</u> atio nailbox size by and by deletir	on Pane Options deleting old items ng expired items.	or moving them	Options to an chive
Reading Pan Cu Person Name	e — ustomize es	options for the	e Reading Pane.	Reading	Pane
		iisplay Messeni	ger Status in the F	From field	Арріу

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

Advanced Options				
General settings				
Startup in this folder: Inbox Browse				
✓ Warn <u>b</u> efore permanently deleting items				
When selecting text, automatically select entire word				
Provide feedback with sound				
Use Unicode Message Format when saving messages				
Enable logging (troubleshooting)				
Allow script in shared folders				
Allow script in Public Folders				
Appearance options				
Date Navigator: Font 8 pt. Tahoma				
When viewing Notes, show time and date				
Task working hours per day: 8				
Task working hours per week: 40				
Reminder Options Add-In Manager				
Custom Forms COM Add-Ins				
Service Options				
OK Cancel				

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

Add-In Manager	×
Exchange Scan Google Desktop Search Outlook Addin Orade Connector Exchange Extensions property pages Fax Server Extension	Install
ОК	

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!