

# Outlook Connector Installation & Configuration

[groupwaresolution.net](http://groupwaresolution.net) Hosted MS Exchange Alternative On Linux

## DOWNLOAD

Please download the connector installer msi file and save it to your computer. The installer can be downloaded from following link

### [Download Installer](#)

Please Note that the installer version available on the above link will always be in coherence with the server version running. So in case server is upgraded you will just need to download and upgrade your existing installation.

## PREREQUISITES:

Please ensure that following requisites are met before you do installation:

1. You have Windows XP Professional with SP3 with Outlook 2003 or Outlook 2007(SP2)
2. You have Windows Vista Business with SP1 and Outlook 2007 (SP2)
3. You have Windows 7 with all latest service pack installed with Outlook 2007

Connector is compatible and tested to work with above OS/Platform.

## INSTALLATION

Double Click to start Installation. Once installation has finished you will be required to create a new profile and add account to that profile. Skip Create profile at the end of installation and click on Finish to finish the installation. Then comes the procedure for creating a profile and adding account to it which is explained below for Outlook 2003 and Outlook 2007.

### Outlook 2003 (Refer Image in Figure 1)

- Go to Start-> Control Panel -> Mail applet.
- Select 'Show Profiles...' -> 'Add...' , add a name for your new profile, select 'Ok'.
- From the 'E-mail' section, choose 'Add a new e-mail account'.
- In the 'E-mail Accounts' dialog, 'Server Type' section choose 'Additional Server Types'.
- In 'E-mail Accounts' dialog, 'Additional Server Types' section choose 'Axigen Mail Server'.
- Leave the IMAP Port Setting unchanged as defaults should be OK. No SMTP Ports configuration is needed as Connector doesn't need one and this is a feature very special to connector. Check use SSL if you want to.
- Fill in the 'Account Name (email address)' and 'Password' fields with the account name and password provided by your administrator.
- Check Use Secure Authentication if you want to. Check **Remember Password** in case no one else other than you is accessing accounts from same machine.
- The the Check box - **Used cached working** mode under "**Synchronization Settings**".
- From the drop down menu select **Download the entire message** and then change the synchronization time to **60 minutes or more**. Setting it lower will not help in any manner and on the contrary will cause performance issues on busy use. If you need to then do it at your own risk and your account will not be supported by our support team. Don't worry this setting in no way will have any effect on real time data flow. Please remember that the general perception of setting timings lower means faster doesn't apply on Connector. So please shun the general perceptions while you worked with Outdated POP protocol or Plain IMAP. So please understand this very well in case you are going to set anything below 120 minutes.
- Select path for the local pst file if you want to change from the default value. Generally not needed to change the default path. Please note that if you are recreating a new settings and a pst file already exists then the same will be overwritten and initialized.

- Click “**Check Account**” button to see if all authentication details are correct. It will show login successful if it is. If it shows Failed then correct your username and password. Username is always the full email address.
- Click OK once everything above is done and finished. Please note that there are some tweaking actions needed once first sync is completed so as to ensure that Outlook works in optimal way with connector installed.

**Start Outlook 2003 and select the Profile that you had created in configuration above and connect.**

Allow the account to Sync completely if this is first login after account creation. This will take some time depending on existing data on server on your account. Please note that during this stage outlook will respond a bit slow to your actions but it is still faster than normal IMAP under similar circumstances. Preferred that you allow completion of first synchronization before you start using. Also please note that you cannot use any pre-existing profile from POP/IMAP as connector works as MAPI connector for all MS Exchange Like Functioning. Additionally, so as to ensure that you have a setup running fast please refer the section for optimization which is by and large based on tests and all recommendations including the one's from Microsoft with regard to disabling Inbound/ Outbound Virus Scanner, unneeded Ad Ins and extensions from Outlook. By default Outlook installs many things which are never going to be needed so it is best to Deactivate them. Unnecessary Add Ons/Plugins only cause problems.

**Note:** Please allow first sync to finish completely before starting to work with Outlook. This is because during the **FIRST SYNC** Outlook will tend to be slow as there's lot of data that's being downloaded from server. So please do not start working immediately after connecting for first time with Outlook Connector. This is just an advise for faster completion of synchronization.

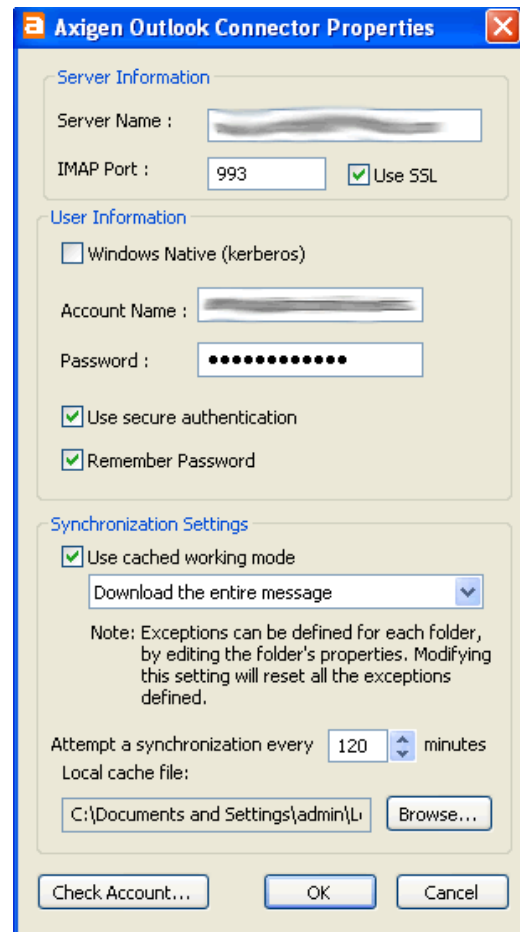


Figure 1: Account Configuration

### Outlook 2007 (Refer Image in Figure 1)

- Go to Start-> Control Panel -> Mail applet.
- Select 'Show Profiles...' -> 'Add...' , add a name for your new profile, select 'Ok'.
- In 'Add New E-mail Account' dialog, 'Auto Account Setup' section select 'Manually configure server settings or additional server types'
- In 'Choose E-mail Service' section, select 'Other'
- In 'Other' section choose 'Axigen Mail Server'.
- Fill in the 'Server Name' edit control with the IP or server name of the Mail Server. If you do not have the required information, please contact your system administrator/service provider for more details.
- Leave the IMAP Port Setting unchanged as defaults should be OK. No SMTP Ports configuration is needed as Connector doesn't need one and this is a feature very special to connector. Check use SSL if you want to.
- Fill in the 'Account Name (email address)' and 'Password' fields with the account name and password provided by your administrator.
- Check Use Secure Authentication if you want to. Check **Remember Password** in case no one else other than you is accessing accounts from same machine.
- Check the Check box - **Used cached working mode** under “**Synchronization Settings**”.
- From the drop down menu select **Download the entire message** and then change the synchronization time to **60 minutes or more**. Setting it lower will not help in any manner and on the contrary will cause performance issues on busy use. If you need to then do it at your own risk and your account will not be supported by our support team. Don't worry this setting in no way will have any effect on real time data flow. Please remember that the general perception of setting timings lower means faster doesn't apply on Connector. So please shun the general perceptions while you worked with Outdated POP protocol or Plain IMAP. So please understand this very well in case you are going to set anything below 60 minutes.
- Select path for the local pst file if you want to change from the default value. Generally not needed to change the default path. Please note that if you are recreating a new settings and a pst file already exists then the same will be overwritten and initialized.
- Click “**Check Account**” button to see if all authentication details are correct. It will show login successful if it is. If it shows Failed then correct your username and password. Username is always the full email address.
- Click OK once everything above is done and finished. Please note that there are some tweaking actions needed once first sync is completed so as to ensure that Outlook works in optimal way with connector installed.

### Start Outlook and select the Profile that you had created in 1.1 above.

Allow the account to Sync completely if this is first login after account creation. This will take some time depending on existing data on server on your account. Please note that during this stage outlook will respond a bit slow to your actions but it is still faster than normal IMAP under similar circumstances. Preferred that you allow completion of first synchronization before you start using. Also please note that you cannot use any pre-existing profile from POP/IMAP as connector works as MAPI connector for all MS Exchange Like Functioning. Additionally, so as to ensure that you have a setup running fast please refer the section for optimization which is by and large based on tests and all recommendations including the one's from Microsoft with regard to disabling Inbound/ Outbound Virus Scanner, unneeded Ad Ins and extensions from Outlook. By default Outlook installs many things which are never going to be needed so it is best to Deactivate them. Unnecessary Add Ons/Plugins only cause problems.

**Note:** Please allow first sync to finish completely before starting to work with Outlook. This is because during the FIRST SYNC Outlook will tend to be slow as there's lot of data that's being downloaded from server. So please do not start working immediately after connecting for first time

with Outlook Connector. This is just an advise for faster completion of synchronization.

### Per Folder Synchronization Policy Setup

All folders on your account would follow the default synchronization policy set during account setup in previous section. However to ensure that things work faster trouble free please change the Synchronization policy of following folders in your account (after the first synchronization is complete) by

Right Click On Folder > Properties > Synchronization (and override default synchronization policy) and then select following (please note that this has to be done folder by folder)

**Deleted Items** : Download Headers only

**Sent Items** : Download Header + Body Save after each step. Having set these, Restart Outlook.

**Outbox** : Disable Automatic background downloads

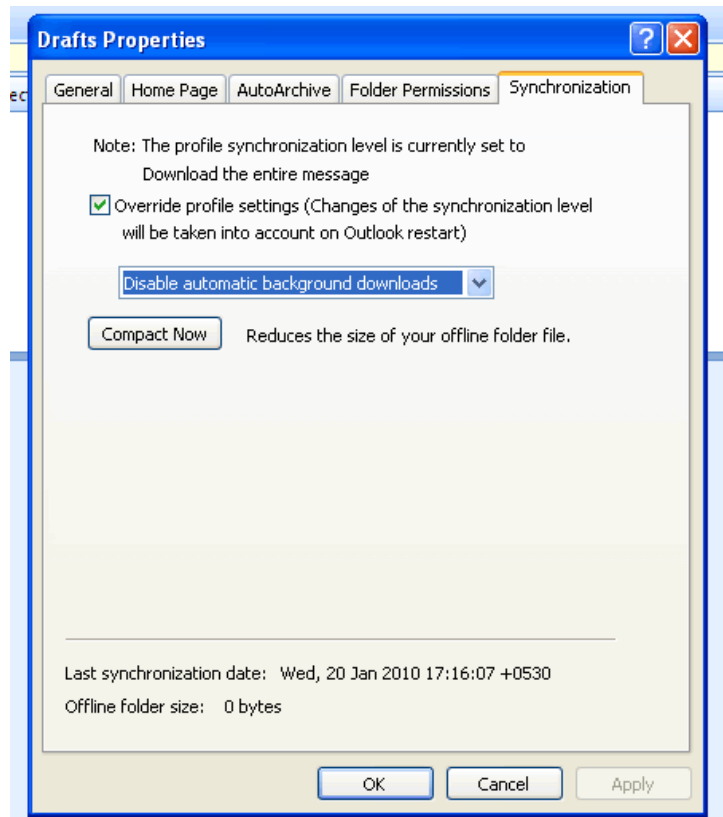
**Drafts** : Disable Automatic background downloads

These settings would ensure that Message Delete/Move/Copy and Trash Empty would work faster, faster even than normal IMAP Mode under similar settings.

*Disable Automatic Background Download: This means that synchronization will only occur when you migrate to the folder manually. Otherwise it will not sync in background like for other cases.*

**After any change to Synchronization Policy you will need to restart Outlook for changes to take effect.**

Screen-shot of where the sync policy can be set is as shown for Drafts Folder for example. Please note that the check-box to override default setting of Download complete message is checked and then required policy selected from the drop down menu as shown in screen-shot -->:



**Please Note:** For All Shared folders of other users that you open, the default Synchronization Policy is “Disable Automatic Background Download”. You can change these on per folder basis to whatever suits you and your setup/requirement. Also when sharing folders do not do Global Sharing but just do per folder sharing to minimize the amount of Bandwidth needed in such case. Global sharing would need maximum bandwidth.