

## Outlook Setup and Configuration

This configuration will keep all mail on the server. There are no local folders created. They can be created later and housed on the users U: drive. Free/Busy time is configured for the Calendaring portion of Outlook.

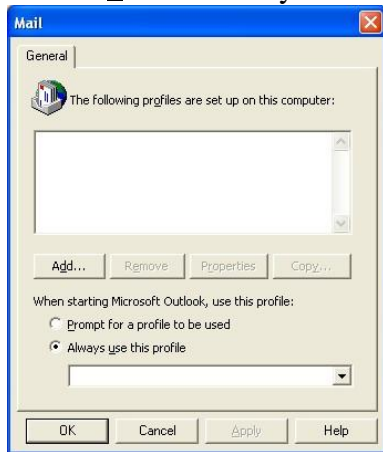
Note: The Web Publishing Wizard and the Communicate Pro Mapi connector must be installed. Contact Technical Services for information on these files.

1. Open the Windows Control Panel and double click the Mail icon.

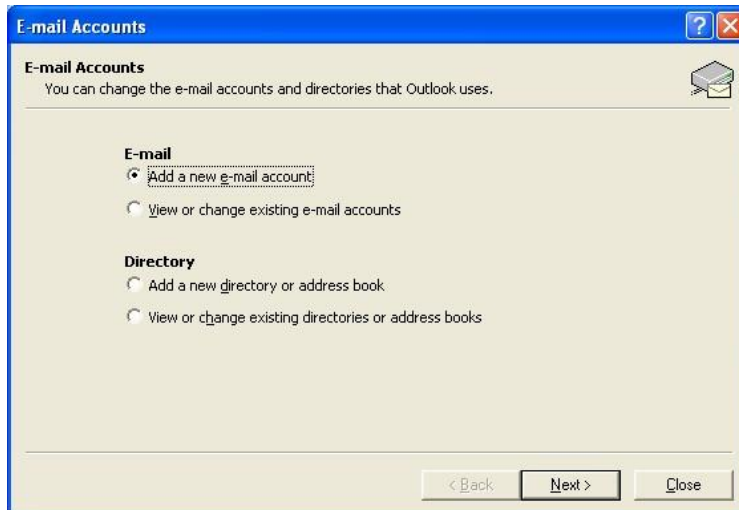


Mail..lnk

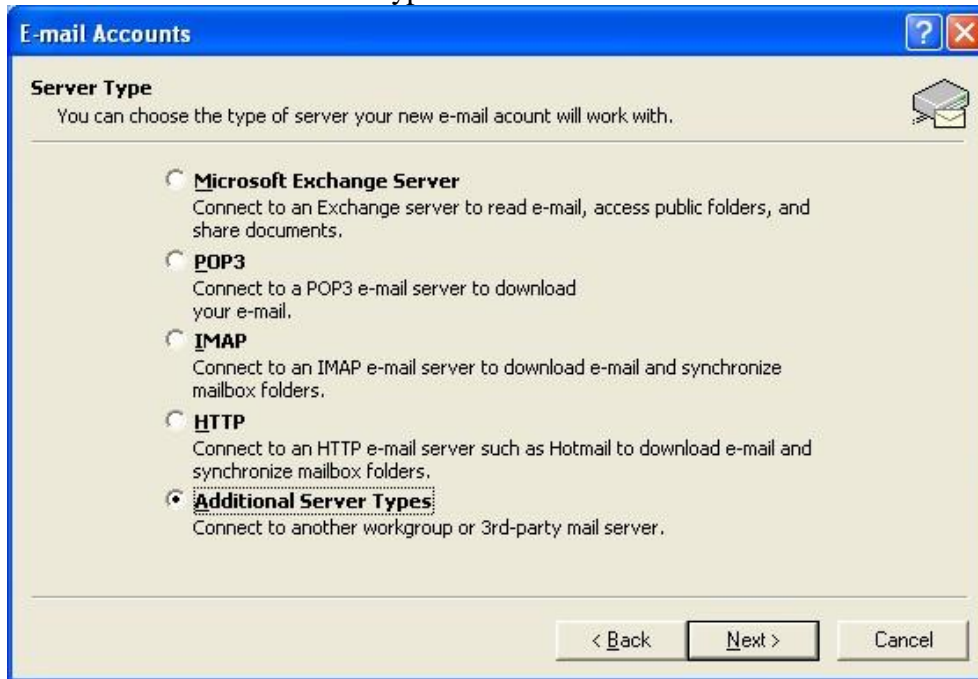
2. Click Add and name your new profile (example: “WWCC”).



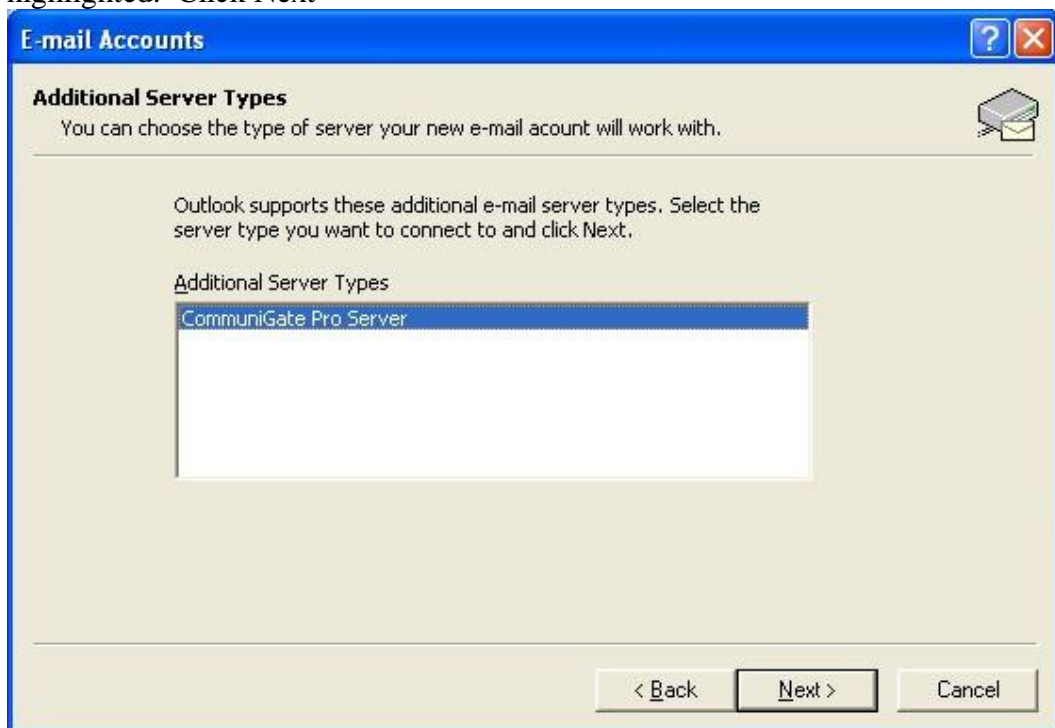
3. Make sure the “Add a new e-mail account” button is selected and click Next.



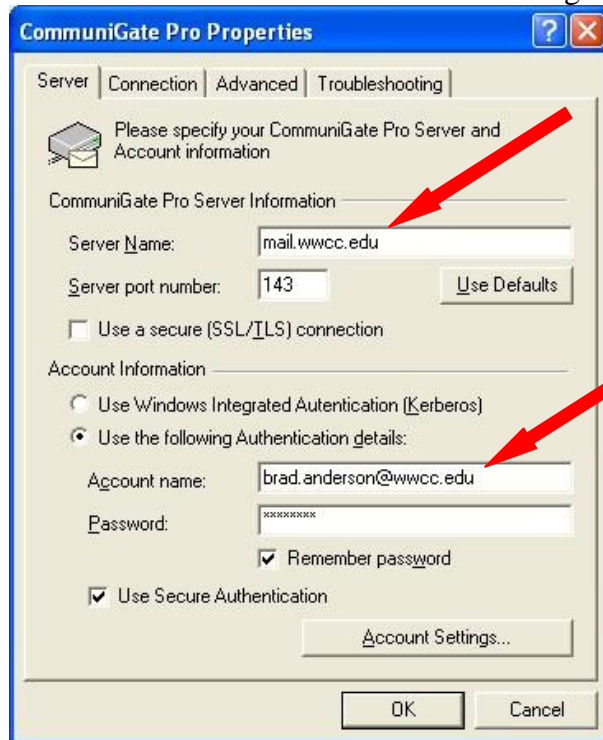
4. Click the “Additional Server types” button and click next.



5. Under “Additional Server Types” CommuniGate Pro Server should be highlighted. Click Next

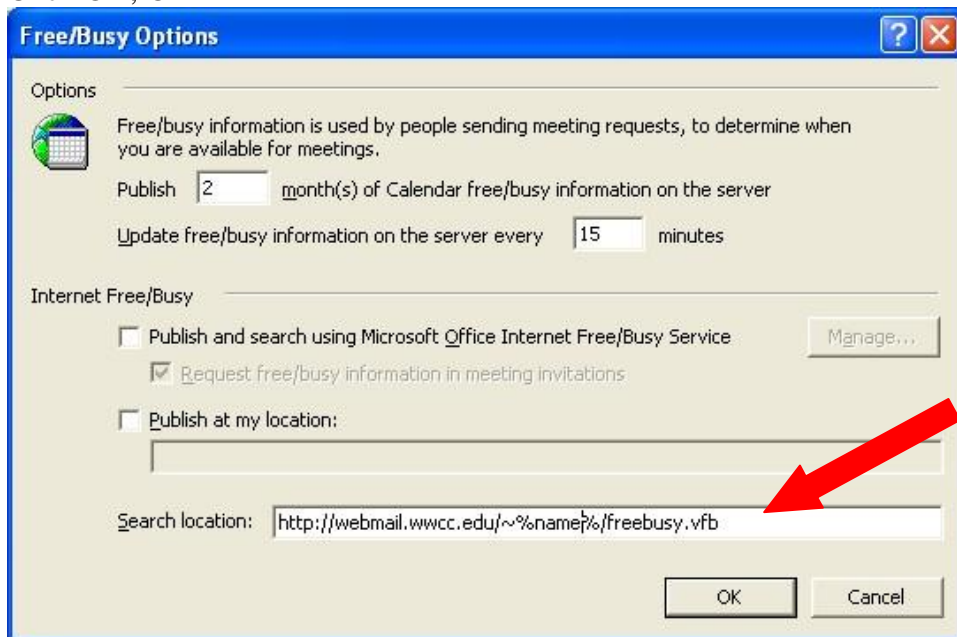


6. In the CommuniGate Pro Properties window key in Server name, Account Name (be sure to add the @**wwcc.edu**) and Password. (Account name and password are user specific.) The remember password box can be unchecked later. Under the Connection tab make sure the Connect using LAN is checked. Click OK



7. At the Profile window, click OK.
8. **Open** Outlook. It may take a few seconds to receive the information from the server. After Outlook opens, click View, click Folder List. In the left pane, the user's folders on the mail server will display.
9. To setup Free/Busy time for the Calendar: Open the Options dialog box from Tools on the menu bar. Under Calendar, click Calendar Options then at the bottom of the window click Free/Busy options.

10. In the Search location text box key in <http://webmail.wvcc.edu/~%name%/freebusy.vfb>  
Click OK, OK



## LDAP

11. LDAP Directory setup. Tools > E-Mail Accounts > click the radio button for “Add a new directory or address book”, click Next.
12. Click the radio button for “Internet Directory Service (LDAP)”, click Next. Key in ‘**mail.wvcc.edu**’ for the Server Name and click the more settings button in the lower right of the window. Change the name from mail.wvcc.edu to WVCC Employees.
13. Click the SEARCH tab. Change the LDAP Time out to 05 from 60. Under Search base, enter “top”. Click OK and Finish.  
(Alternate: ou=people,o=wvcc.edu,o=isp)
14. Click the radio button for “Internet Directory Service (LDAP)”, click Next. Key in ‘**ldap.wvcc.ctc.edu**’ for the Server Name and click the more settings button in the lower right of the window.
15. Change the name to Students. Click the SEARCH tab. Under Search base, enter “**ou=people,o=wallawalla.cc,o=isp**”. Click OK and Finish.
16. Close Outlook and re-open for the changes to take effect.

This will complete the basic Outlook setup. Inbox and Calendar sharing can be setup on an individual basis.

Further information: <http://www.stalker.com/CommuniGatePro/MAPI.html>

## To share Calendar or other folders

### Sharer (They owner of the folder)

1. Open Outlook. Make sure you are in folder view.
2. Right click the folder you want to share (Calendar, Inbox, Contacts, etc). Select **Properties**.
3. Click the **Permissions** tab then click **Add**
4. Enter the user name (ex: fred.smith) of the person(s) you want to have access to your folder(s)
5. Click OK

### Sharee

1. Right click (users) **Outlook Today**. (ex: Outlook Today – [fred.smith@wwcc.edu])
2. Select **Properties** for Outlook Today.
3. Click the **Advanced** button in the lower right of the Properties window.
4. Select the **Advanced** tab
5. Add the **user name** of the sharer (ex: **fred.smith** )
6. Click OK
7. There will be a new “CommuniGatePro Shared folder” in the folder list.
8. Close Outlook and re-open. The user name will show on the shared folders.

## Signature files

- Open Outlook. Click TOOLS > OPTIONS on the menu bar. Click the Mail Format tab and the Signature button at the bottom of the window. Select NEW, select “Start with a blank signature” and name your signature file. Click Next.
- Enter the information you would like to display and click Next. And then OK.
- vCARD- User Information for the vCard should in your Contacts folder. Click TOOLS > OPTIONS on the menu bar. Click the Mail Format tab and the Signature button at the bottom of the window. Select the Signature file and click the EDIT button. Click the New vCard from Contact button.
- Select the proper directory (Contacts) and the correct user (probably you). If you are in the correct directory and don't see the proper information, click the Advanced button at the bottom left and select Find. Enter part or all of the name

and press ENTER. Select the correct user and click the ADD button. This will add a vCard to the email.

## **AutoArchive**

Turn off the auto archive by clicking TOOLS on the menu bar, click OPTIONS, then click the OTHER tab, click the AUTO ARCHIVE button and uncheck "Run Auto Archive". The other options should grey out.

FYI

To check the archive status or change the status of each folder, right click the folder, select PROPERTIES and click the AUTOARCHIVE tab. You can set specific archive rules and location for the folder.

## **BCC**

Click the New message button to open the editor. On the same line as Send there is an OPTIONS button and a ▼ drop down arrow. Click the arrow and then click the BCC. This will put the BCC line in the editor. It will stay until the process is reversed.