

OLfolders PE
Microsoft Office Outlook networks



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Table of contents

1	Introduction	3
2	Installation of OLfolders PE.....	4
2.1	System requirements (PC)	4
3	Preparation for installation	5
3.1	Network	5
3.2	TCP/IP port and firewall.....	5
4	Initial installation of OLfolders PE (QuickStart)	6
4.1	Network structure	6
4.1.1	Server/client network (server/client structure).....	6
4.1.2	Peer-to-Peer network topology (client/client structure).....	8
4.2	Before you start the OLfolders PE server.....	8
4.2.1	Installation	10
4.2.2	Configuring the server	10
4.2.3	File Management	11
4.2.4	Client Installation.....	12
5	OLfolders PE help topics and tips.....	15
5.1	Activating the test version by license code.....	15
5.2	Updating OLfolders PE	16
5.3	Uninstalling OLfolders PE.....	16
6	Questions and answers	17
6.1	Questions about Microsoft Outlook.....	17
6.2	Support and customer service hotline	17

1 Introduction

Welcome to the installation of OLfolders PE for small Microsoft Outlook networks.

OLfolders PE is a flexible and cost-efficient alternative to Microsoft Exchange or Lotus Domino server network solution, and permits simultaneous access by all users to a central Microsoft Outlook structure.

Tip for initial installation

Once you have checked the installation requirements indicated in => chapter [2 Installation of OLfolders PE](#) and chapter [3 Preparation for installation](#), follow the QuickStart method described in => chapter [4 Initial installation of OLfolders PE \(QuickStart\)](#) . Then you can configure all the other functions as required via our detailed user manual.

Demo and test version of OLfolders PE

There is only one download for OLfolders PE, the same file is used as evaluation version and as retail version. The difference between both modes is made up by entering a license code.

In any case, OLfolders PE comes with a built in 30 days license code for one user. After installation, you can test the version for 30 days. If you like to test with more than one user, you can order a cost free license code at our order page at www.olfolders.com.

After purchase, you will receive a permanent license code. Please enter the code at the server application in help/licenses/modify and re-start the server. You can enter all license codes in a block the same way you receive it in your registration email.

Updating of OLfolders PE

If you wish to perform an update to the latest OLfolders PE release, please go to chapter [5.2 Updating OLfolders PE](#).

Uninstalling OLfolders PE

To uninstall OLfolders PE, please proceed to => chapter [5.3 Uninstalling OLfolders PE](#)

This user manual is designed to help both Microsoft Outlook users and professionals working in this area to get started quickly.

Our customers are small and mid-sized enterprises (SMEs) as well as households that rely on cost-efficient, fast and easy-to-maintain IT solutions.

And now, good luck with the installation and use of OLfolders.

Your QUESTER team

2 Installation of OLfolders PE

OLfolders needs on all computers an installed version of Windows and Outlook as well as a TCP/IP network.

You may have connection problems if you have installed a firewall, if you start the server the first time, please note that the firewall may display a warning message and asks if you want to block OLfolders Server from communication with the network. Please do not block the server, otherwise you must afterwards find out how to unblock it – this may be quite different in each firewall application.

2.1 System requirements (PC)

Workstation or equipment configuration of each workstation within your MS Outlook network:

- IBM PC or 100%-compatible PC with a network card
- Pentium Processor min. 250 MHz
- 32 MB RAM system memory, min. 10 MB hard disk space for the configuration of OLfolders PE and
- Sufficient hard disk space for the OLfoldersServer PC for storing Microsoft Outlook data (e-mail, contacts, etc.)

Microsoft Windows versions

- MS Windows 95/98
- MS Windows NT 4.0. Workstation / Server
- MS Windows 2000 Professional
- MS Windows 2000 Server
- MS Windows XP
- MS Windows Vista
- MS Windows 7

Microsoft Outlook Versions:

- Microsoft Outlook 97
- Microsoft Outlook 98
- Microsoft Outlook 2000
- Microsoft Outlook 2002
- Microsoft Outlook 2003
- Microsoft Outlook 2007
- Microsoft Outlook 2010

Note

- Support as server MS Outlook with Unicode .PST file (30 GB)

Workstation - Generally

- OLfolders works with all versions of Outlook and Windows even mixed.
- During installation please choose a Windows user accounts with sufficient rights or start the installation by right click/run as Administrator. It is also possible to register all DLL's using a batch file afterwards.

32 and 64-bit version of OLfolders

Please install the 64-bit version of OLfolders only if you are using Microsoft Office in 64-bit version (at least Office 2010). If you try to install with the wrong bit version, the setup application will display error code 3.

Note on Outlook 2010

In Outlook 2010 you start the connection using the ribbon bar: **Quester**. The rest of the process is identical.

3 Preparation for installation

3.1 Network

The OLfolders installation requires a configured and working TCP/IP network. TCP/IP is the protocol used for internet. If are using e-mail or www; you already have a TCP/IP network installed.

3.2 TCP/IP port and firewall

TCP/IP uses “ports” to control the communication within the network. Ports are numbers between 1 and 65535, for example WWW uses port 80; E-Mail uses ports 25 and 110. OLfolders requires port 6002. Since there is no global registration point for ports, using port 6002 may cause conflicts, if a different program also wants to use port 6002.

If a firewall is configured in your network it's possible that port 6002 is blocked, preventing communication between OLfolders Server and Client. Each computer in your network should be able to communicate on port 20002, however this port should be blocked to the internet, except you plan to access your data via internet.

In case, Port 6002 can not be used in your network because either it is blocked or different application is also using 6002, you can change the port to any number required.

If no connection can be established to the server, either any firewall is blocking OLWServer.exe or Outlook.exe from communicating or any firewall is blocking the port 20002. In this case, it is possible to change the port to any number between 1 and 65535 (usually the first 256 ports are used for other communications, such as SMTP, POP3, WWW, and FTP).

4 Initial installation of OLfolders PE (QuickStart)

A QuickStart installation is performed in the following steps:

(a) Server:

- Server installation
- Configuring Microsoft Outlook at the server
- Configuring a user (client) in OLfolders PE

Any computer can act as a server; no special requirements are needed for a computer to be a server. OLfolders also allows each computer to act as a server and as a client, so each client can see each ones data (Peer-to-Peer structure).

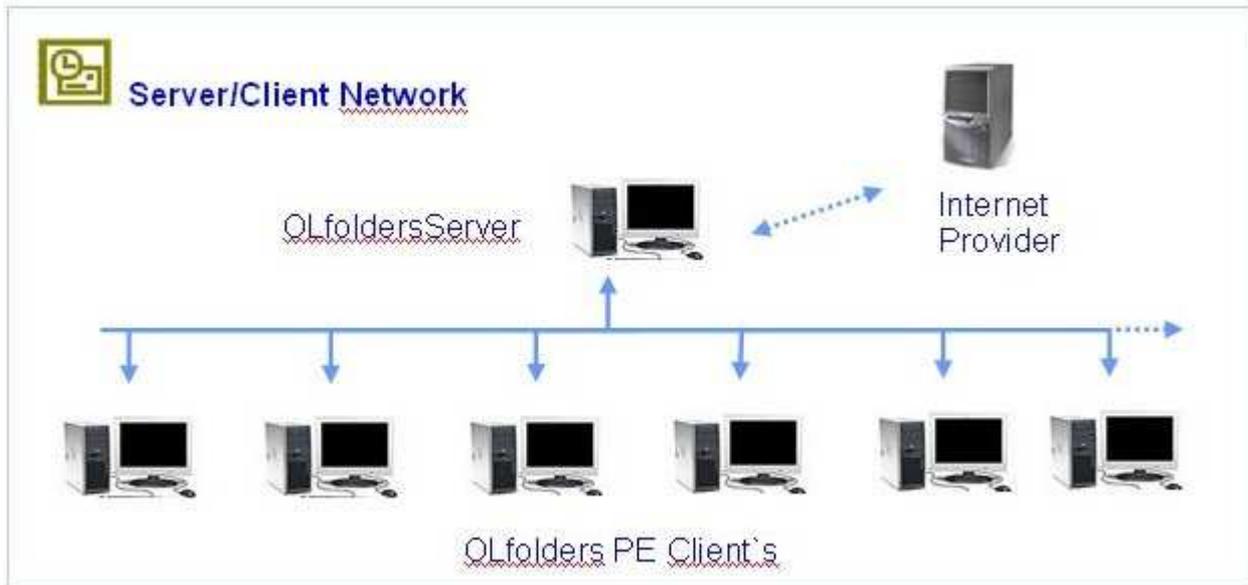
By default, the OLfolders server shares all data files in all profiles. All files which can be viewed by Outlook in any profile can also be viewed via OLfolders PE at any client. In order to hide certain profiles or files, open the user to which the files should be hidden, then click on the button Profiles and deselect "show all profiles", next the files which can be viewed can be selected.

4.1 Network structure

You can install the server and the client part of OLfolders PE on any computer, depending on what you want to archive. Most users like to have one computer as a server sharing the data and all other computers accessing this file (client/server structure). However you can also install the server at more than one computer so that everyone is accessing the data of anyone else (Peer-to-Peer structure).

Note: The term 'server' does not imply a domain controller such as an NT or Windows 2000 server, but the OLfolders server.exe program.

4.1.1 Server/client network (server/client structure)



Within a client/server structure, all the data is located centrally on the server, with all clients accessing it. Since OLfolders PE does not use a domain controller or similar services, any computer can be used as the “server”.

Within a Peer-to-Peer network (everyone with everyone), the data is not stored in a central location, but distributed over workstations, with user 'A' accessing the data of user 'B' and vice versa.

With OLfolders a peer-to-peer network is installed in exactly the same way as for a server/client structure, we shall not go into any further detail regarding the peer-to-peer variant in this section.

The Microsoft Outlook program installed centrally on the server permits all clients to access the data stored there (contacts, appointments, e-mails, etc.) as a public folder. Each client also possesses a local data file, which is used to manage contacts and appointments. This data file is used for sending and receiving e-mails. Concurrently, this public folder allows each client to view centrally received e-mails and, if necessary, to edit them.

It is possible to configure Outlook on the server to receive general e-mails such as (info@..., webmaster@..., support@..), which cannot be assigned to one client. These are available to each client within the public folder.

Additional servers can be installed on the workstations in order to allow a manager’s appointments to be processed by the secretary.

Note:

The term ‘server’ does not imply a domain controller such as an NT or Windows 2000 server, but the OLfolders server.exe program.

The OLfolders server is installed on the computer that is to be accessed which is centrally available as a server. In this case, the local .pst file becomes the Public Folder. The client no longer has to be installed, since the central Microsoft Outlook program can access its own PST file and is already connected via the personal folder.

Tip:

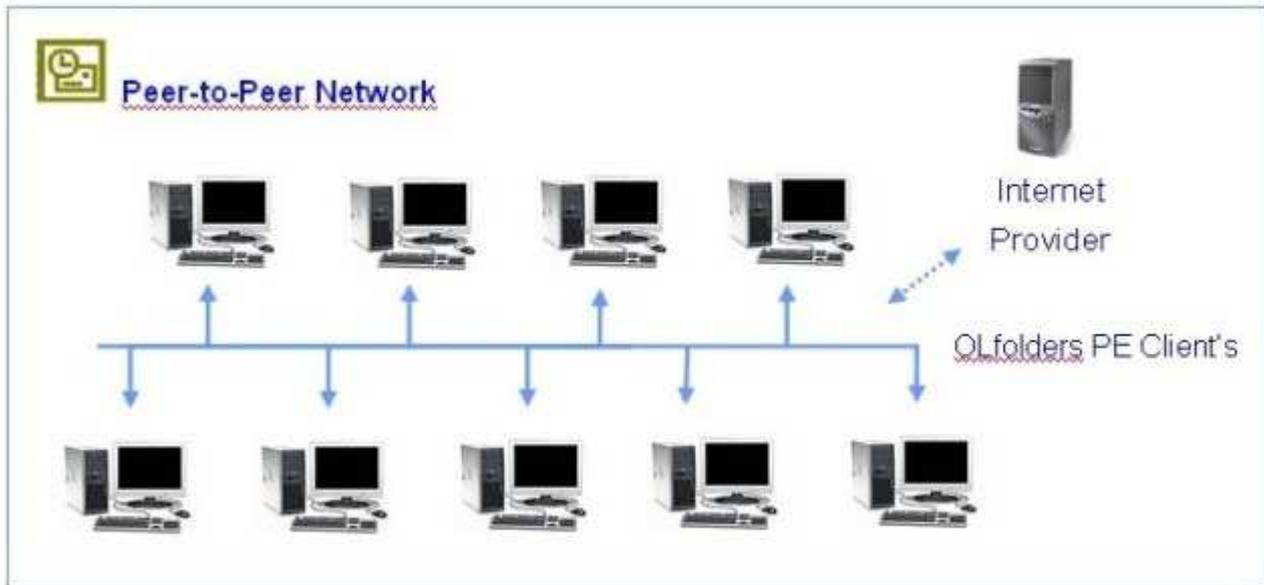
Install the server, not the client, on the PC that you wish to access.

Install the client, not the server, on those PCs that will access a central Microsoft Outlook program.

(b) Client:

- Installation of the clients using setup
- Configure a connection in Microsoft Outlook
- As an option, we advise configuring the following functions (as described starting in chapter 4.0) after first completing a QuickStart installation:
 - Assignment of rights for Microsoft Outlook folder
 - Configuration of a number of profiles within the server Outlook
 - Start the server as a service under Windows NT.
 - Email server
 - Email forwarding

4.1.2 Peer-to-Peer network topology (client/client structure)



OLfolders Peer-to-Peer network operates exactly the same way as a server/client structure, nothing more will be said about the installation of a peer-to-peer variant.

OLfolders does not require a domain controller like NT or W2k server. For this reason, a secretary's PC can be the server just like an old Windows 98 system is typically used as a print server.

A further variant within a small network involves each user receiving his own local profile, while also being able to see the profile of his employees and/or colleagues in order to coordinate his contacts and appointments with them. With this option a client and a server must be installed on each network PC concurrently, since this is the only way the server is able to access the client's profile.

The drawback of this option is that each PC must be online within the network.

For this reason, we recommend that one random PC should act as the server, on which an additional Microsoft Outlook data file .pst is installed, which all users can access via the network. The PC remains ON all the time and is accessible to all other users within the network.

4.2 Before you start the OLfolders PE server

Microsoft Outlook should be installed and configured on each computer.

Important: Please install OLfolders PE *after first* having installed and configured Microsoft Outlook on your network PCs or the server program will not start.

Important: If you start OLfolders PE, it may rise an error message saying that no standard email client exist. In this case, start Internet explorer, then click on Options/Programs and select Outlook as the mail client.

In detail:

- Microsoft Outlook be installed and must start correctly on the server and each work station. At the server it must also be the standard email client (Internet explorer/Options/Programs)
If running a new installation of Microsoft Office, please start Outlook in order to finish the Office installation.
- All computers must have a network adapter and the TCP/IP protocol.
- RPC or DCOM must be installed (this is ensured by the installation of Microsoft Office). For Windows 95/98, eventually DCOM 98 must be installed. Please search at www.microsoft.com for DCOM95 or DCOM98, usually the first link contains the download.
- Version of Outlook should be equal or similar, because some combinations do not work correctly. Especially Outlook 98/2000 in internet mode is not compatible to all other Outlook version or even the same version in workgroup mode.
- If you are using Microsoft Outlook 2000, we recommend you select the workgroup mode, although OLfolders can also be operated in Internet mode. Internet mode may communicate only with other

Outlook 2000/Internet mode.

Important: Outlook 98 and Outlook 2000 can be configured to internet mode and workgroup mode. The internet mode is something special and using different format for some data. We recommend using the workgroup mode. If you love the internet mode and do not want to turn into workgroup mode, you should have Outlook 98/2000 on all workstations.

4.2.1 Installation

The installation program permits the following types of installation:

- Full
- Custom, client
- Custom, server

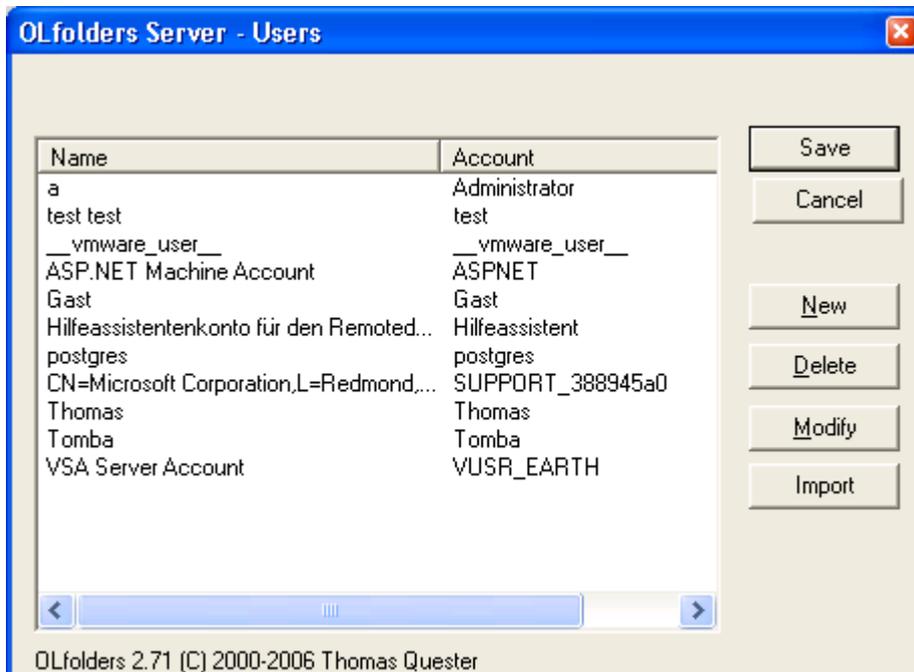
We recommend selecting the 'Full' installation option; the only difference is an additional 2 MB (approx.) space on the hard drive is used up.

Installation: For each PC, simply keep clicking on > next until the installation has finished...

4.2.2 Configuring the server

The server is ready to run after installation. The only information it needs is at least one user account. You can import the accounts from Windows, this works for all Windows from NT 4.0 until the latest version (this function is not supported in Windows 95/98/ME).

In order to open the server main window, please right click on the icon  in the notification area ("traybar"). Select display, then you can open File/Users.

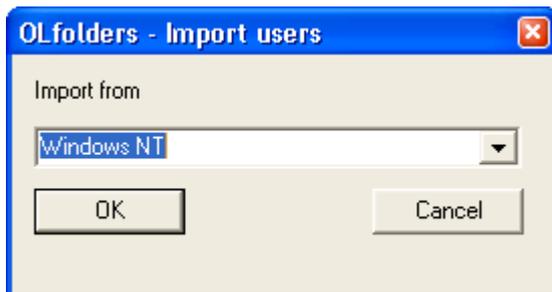


From Windows NT and higher, it is possible to import Windows users into OLfolders.

- Click on **Import**
- Select **Windows NT** and
- Click on **OK**

This will import all user accounts. Some users may be imported who are not used for OLfolders. These can be deleted in a follow on step.

Since Windows does not allow passwords to be exported, all users are imported without their passwords.



It is possible to create new users manually using the following screen:

- Click on **User**

- Click on **New**
- Now enter the user data:



Tip: Please write down the user data. During the client installation, you will need the fields Login and Password.

Login Name	Display Name	Password

Note: The user name/password apply only to OLfolders, they do not need to match user accounts in Windows.

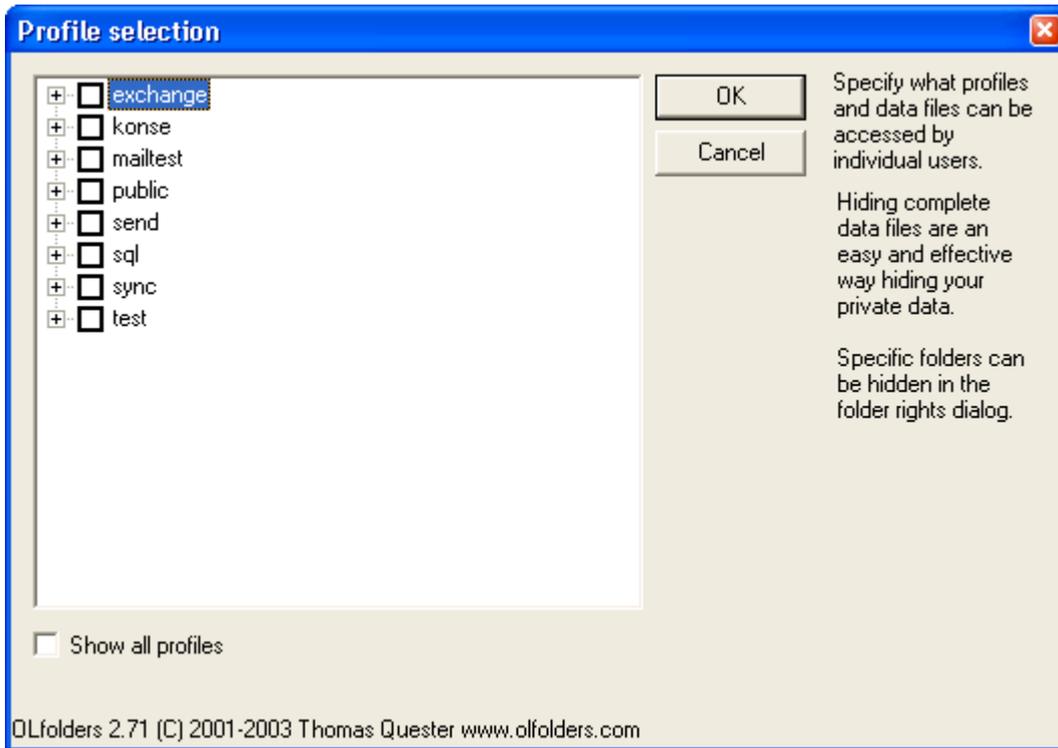
The name entered in the 'Display name' field appears later in the server window of OLfolders.

4.2.3 File Management

OLfolders does not have a file management, you can not set up which files are shared in which ones are not shared. The complete MAPI subsystem has only one profile management. OLfolders PE is working with all files, which are available to Outlook. If you want to share a new file, simply open or create it with Outlook or with control panel/mail.

There is no way that any MAPI program can access files without having a MAPI profile (control panel mail) this is the way it works, there is no way to change this, it is like we can not write a program which is accessing a different file system other than what you can see in the Windows Explorer.

By default, all profiles and data files are shared for this user. If you want to hide certain files, please click on > Profiles and Rights.



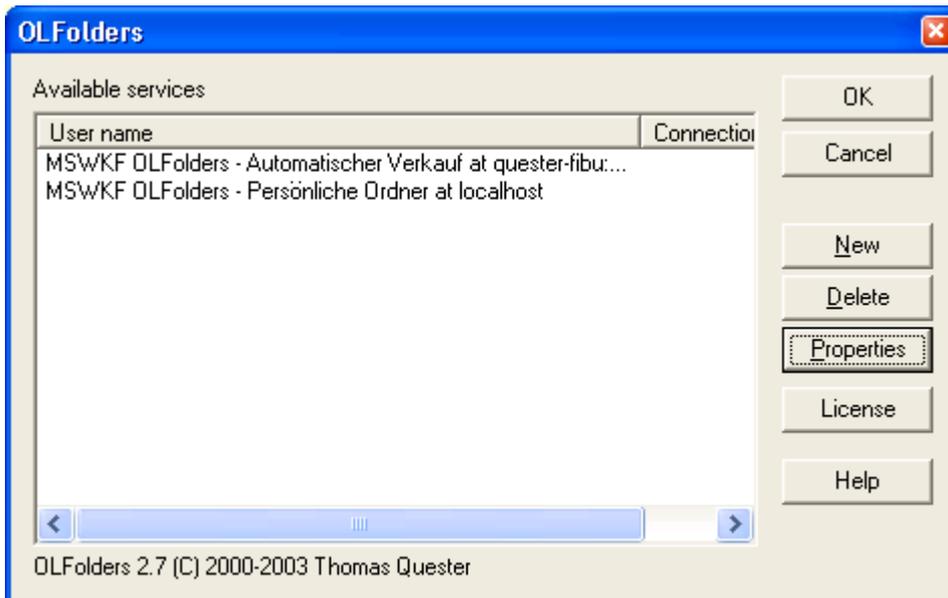
4.2.4 Client Installation

Start Microsoft Outlook on the client PC. If OLfolders is already installed, the Tools menu will contain menu option 'Install OLfolders'. This menu item may not be visible until the menus are completely opened.

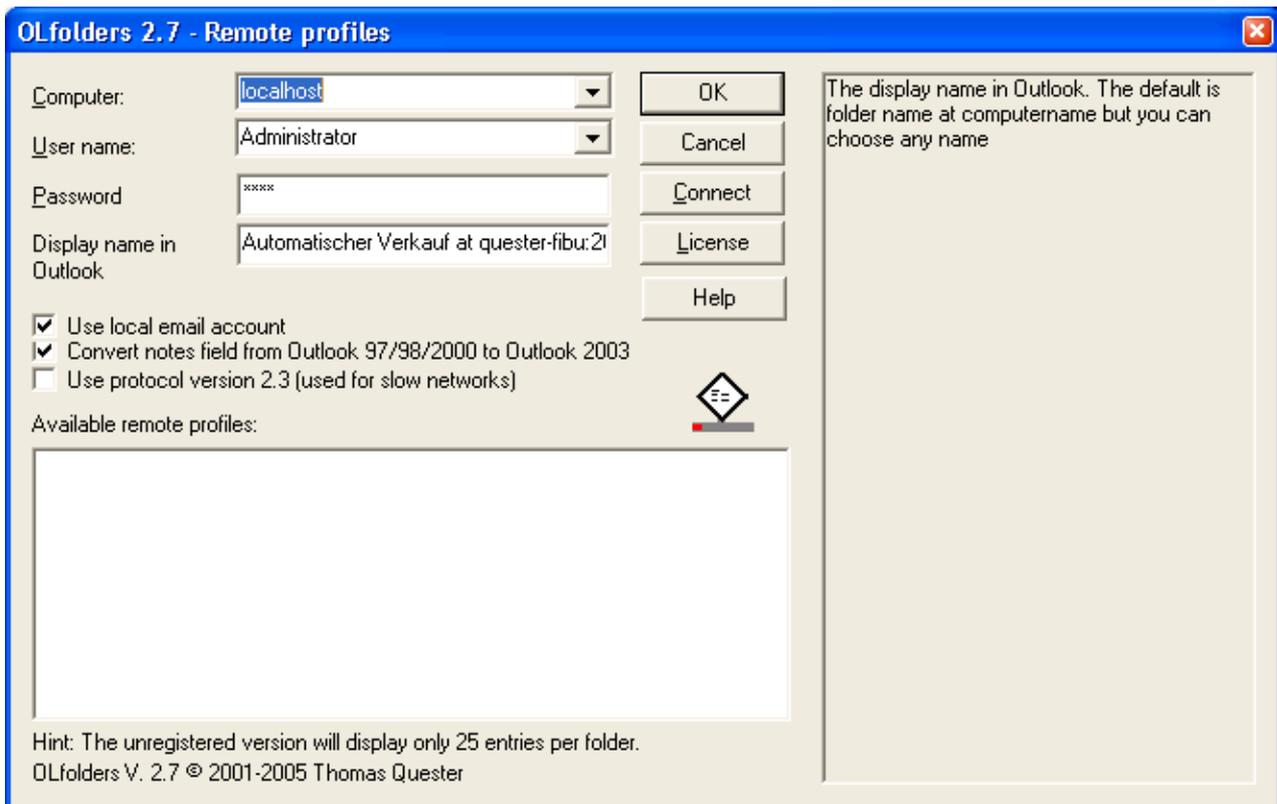
It is also possible to install OLfolders using:

- Outlook 97, 98 or 2000: Click on Tools Services/Add/OLfolders
- Outlook XP: Click on Tools/Data File Management/Add
- Clicking on Tools/Install OLfolders displays the following dialog box:

Clicking on => New opens the following dialog box:



Clicking on => Connect opens the following dialog box:



The 'Computer' combo box finds all the servers available within the network when you click on . Depending on the network configuration, this can take a few minutes. Once you have selected a server, you can select the user.

If your server works on a different port than the default port, you can enter the port numbers separated by a colon. It is also possible to enter the port in the "Advanced" field.

Tip: Enter the computer name or IP address manually, because the network search can take some time.

If the server and port is entered correctly, the User Name combo box will contain all users configured at the server.

Important: After entering the computer name and port, please drop down the User name combo box in order to verify that connection to the server is OK. If "can not connect to the server" appears, either a wrong computer name or port is entered, OLFolders is not running at the other computer or the port is blocked. In this case, you can not proceed with the client installation but need to check the network connection and firewalls.

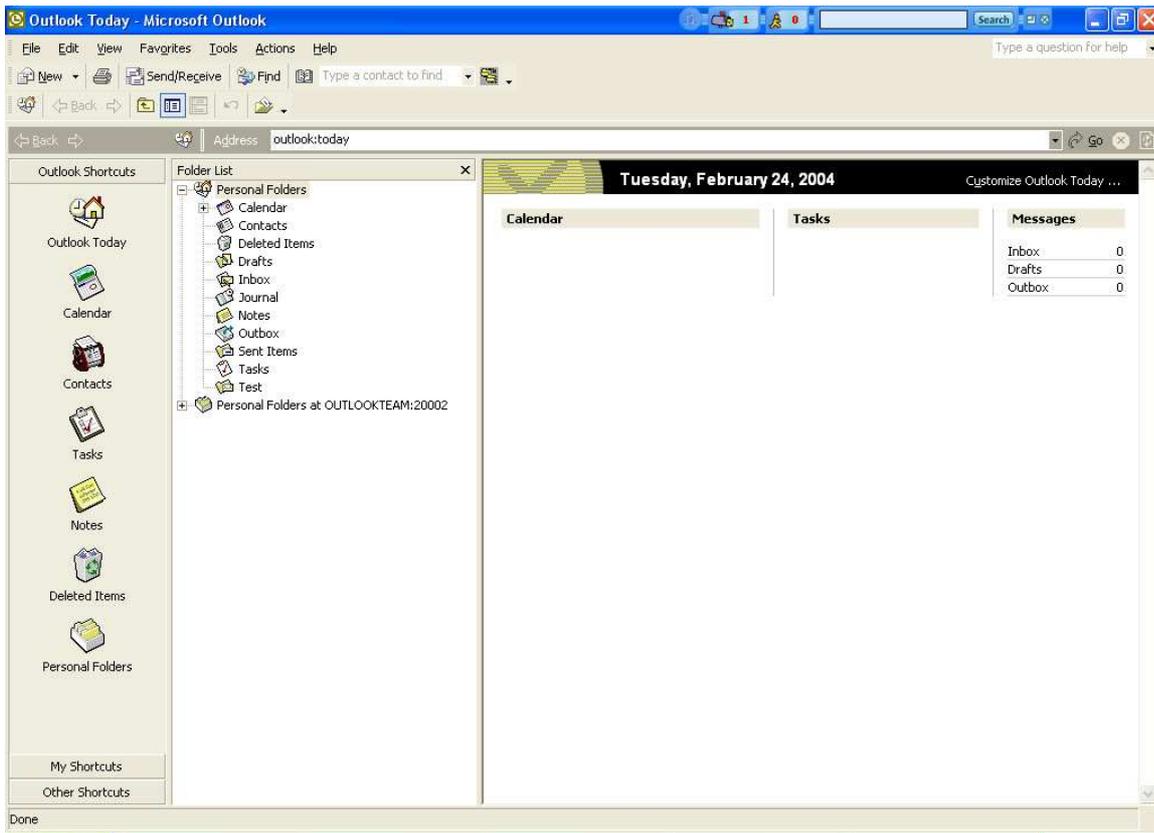
Next enter the password and click on => Connect. The box "Available remote profiles" now show profiles from the server computer.

Important: If this field is empty, please restart the client setup dialog. If still no profiles appear either no profile exist on the server, all profiles are hidden. Please check the user account at the server and click on > Profiles.

Open one of the profiles and select a data file, the dialog can now be closed by with OK. Click => OK again to return to Outlook.

You now should see two entries in the folder list:

User Manual



If the folder list is not visible, click on View/Folder list.

Outlook 2003 has a different tree view. Please click on the item labeled “Folder list” below the tree in order to display the “traditional” Outlook folders list.

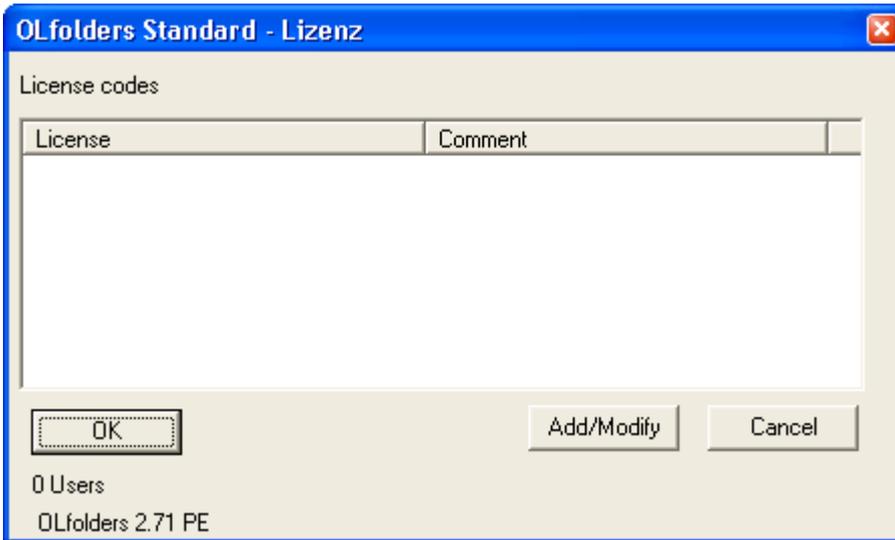
5 OLfolders PE help topics and tips

This chapter deals with various topics in conjunction with and/or as a supplement to the installation of OLfolders for Microsoft Outlook.

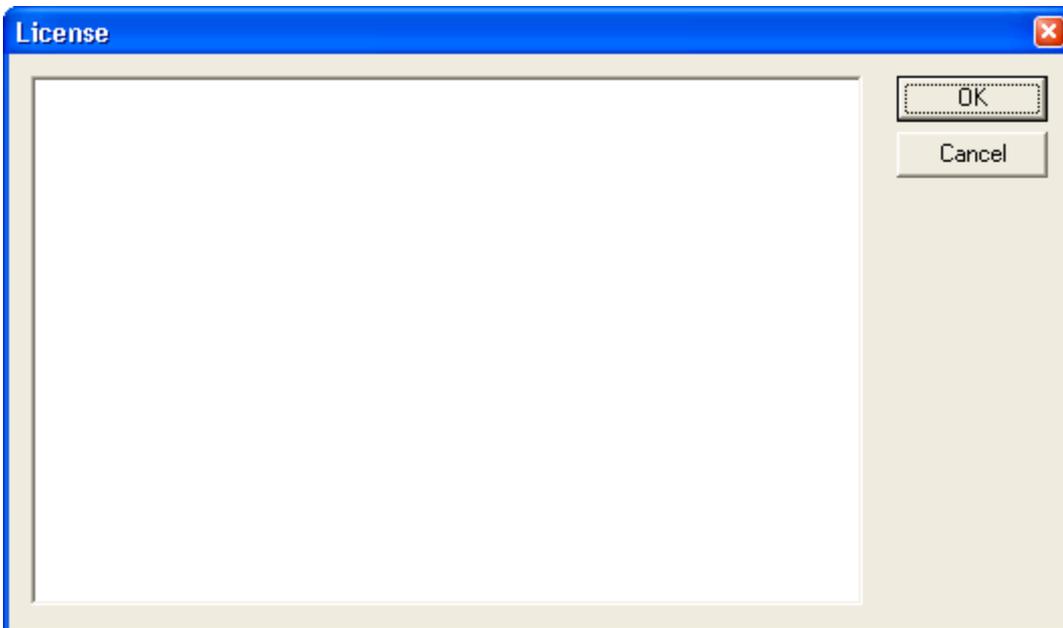
5.1 Activating the test version by license code

The unlicensed full version available via download or the full version ordered under evaluation license via the order page can be activated here on procuring the product by entering the assigned license code, enabling the product to be used in full immediately without having to re-install it. You will be sent the license code automatically by e-mail within a few minutes after procuring OLfolders.

Click on help/licenses in order to bring up the license dialog.



Now click on Add/Modify in order to get the license dialog



Some characters look very similar. For this reason, when printing out your license numbers, please use the Courier New character set. Only by using this character set it is possible to clearly distinguish between the following characters:

- Lowercase L ---l
- Number 1 - 1
- Uppercase I - I

An error message will be generated if you enter an incorrect license code. However, you will receive no

additional messages if the license code you entered is correct.

Confirm your entry by clicking on => OK or =>close for MS XP. Now close Microsoft Outlook and re-open it and you will see all the entries in the Public Folders.

5.2 Updating OLfolders PE

If you wish to perform a product update to the latest OLfolders release, please follow exactly the same procedure as for a new installation and simply install the new version without any differences on each server and client PC within your network. This update installation procedure has no effect whatsoever on your Microsoft Outlook data, which are retained without any changes.

5.3 Uninstalling OLfolders PE

To uninstall OLfolders, please proceed as follows:

(a) Uninstalling the client:

All the user data and connections are retained if OLfolders is uninstalled. As a rule, uninstall programs do not delete data created by the user. If you no longer wish to use OLfolders, prior to uninstalling the program, please remove all connections in Outlook via => Tools/Install OLfolders. On the client, now select => START/FIND/Files or Folders to search for and delete the file => extend.dat.

If Outlook was started, it will not have been possible to remove the DLLs. The following DLLs will still be located in your Windows directory and, in this case, have to be deleted manually.

- OLWConfig.dll
- wkslib.dll
- mswkf32.dll

As a rule, these entries will be located in directory: => c:\winnt or c:\windows

(b) Uninstalling the server

Delete the Outlook Folder under => C:/Programs. To uninstall the OLfolders server complete, delete:

1. Quester
2. OLfolders

6 Questions and answers

This chapter provides both tips on how to obtain answers to questions related to Microsoft Outlook and answers on how to solve problems frequently encountered during the installation and operation of OLfolders.

6.1 Questions about Microsoft Outlook

We are pleased to broaden the Microsoft Outlook knowledge you have in connection with the installation of OLfolders. Quite frequently, it is possible to answer general or specific questions you may have about Microsoft Outlook directly for you within the Microsoft environment and with proven expertise.

Tip: If you have general or special questions concerning Microsoft Outlook, we have a good tip for you – simply ask an MVP = Microsoft Most Valuable Professional (recommended by Microsoft for providing special cost-free assistance and represented in newsgroups and/or with their own web sites).

Simply visit the newsgroup websites of Microsoft and MVP assistance:

Clicking on: <http://support.microsoft.com/?LN=en-us&x=9&y=10>

Clicking on: <http://support.microsoft.com/newsgroups/default.aspx>

Clicking on: <http://technet.microsoft.com/en-us/default.aspx>

Clicking on: <http://www.microsoft.com/communities/newsgroups/en-us/>

You may also read Microsoft Newsgroups with Outlook Express. Create a new account of type news and enter the following address: news.microsoft.com

and/or:

Clicking on <http://mvp.support.microsoft.com/?LN=en-us&x=10&y=11>

Clicking on mvpqa@microsoft.com to request information on MVP's via e-mail.

We believe this presents an excellent opportunity for conversing within the Microsoft Outlook environment, besides being an enjoyable way of taking part in this community.

6.2 Support and customer service hotline

We are available to help you with advice and support via our customer service hotline. This service provides tips on general questions relating to OLfolders, in addition to supplying answers on how to solve any problems you encounter either during installation or when working with OLfolders. At this point, we would like to request that you use our e-mail support address whenever you require support and only contact us by phone in case of real emergencies. Our support is available via a free customer service hotline. We can only provide this service, however, if the level of input on our part remains within reasonable limits. We appreciate your understanding

FAQ: <http://www.olfolders.de/Lang/English/OLfolders/faq2.htm>

MS Article: <http://www.olfolders.de/Lang/English/links.htm>

Product Support: http://www.olfolders.de/Lang/English/product_support.htm

Support/customer service: support@olfolders.de

Support und customer service hotline: Phone: +49(0)40-987 668-56

Do you have anything positive or negative you would like to tell us about this User Manual? Please send us your comments to the above e-mail address.

Your QUESTER team

2/4/2011