



Information Services
and Technology

Oracle Connector for Outlook (OCFO)

Migrating to Microsoft Outlook
with Oracle Connector

Why are you here?

- You are considering migrating from your existing e-mail program to Microsoft Outlook with Oracle Connector
- You are an administrator whose users are about migrate from their existing e-mail client to Microsoft Outlook with Oracle Connector
- You are hopelessly lost

What can I expect to learn?

- Benefits and detriments of OCFO
- The ways in which OCFO differs from Eudora and Outlook
- The proper way to install and configure OCFO within the MIT environment
- How to migrate your messages and address book from Eudora and Outlook into OCFO

What is OCFO?

OCFO is a Microsoft Outlook Professional add-in that enables Outlook to access and display a TechTime calendar through its calendaring interface. OCFO tricks Outlook into thinking that it is working in an Exchange Server Environment.

Major Benefits

- Allows users to access their TechTime Calendar through the Outlook Interface
- Allows users to centrally store Tasks, Notes, Sent Items, and E-mail Drafts
- Supports synchronization with Windows CE based PDAs through ActiveSync
- Fully integrated personal information management
- Enhanced e-mail and calendaring functionality

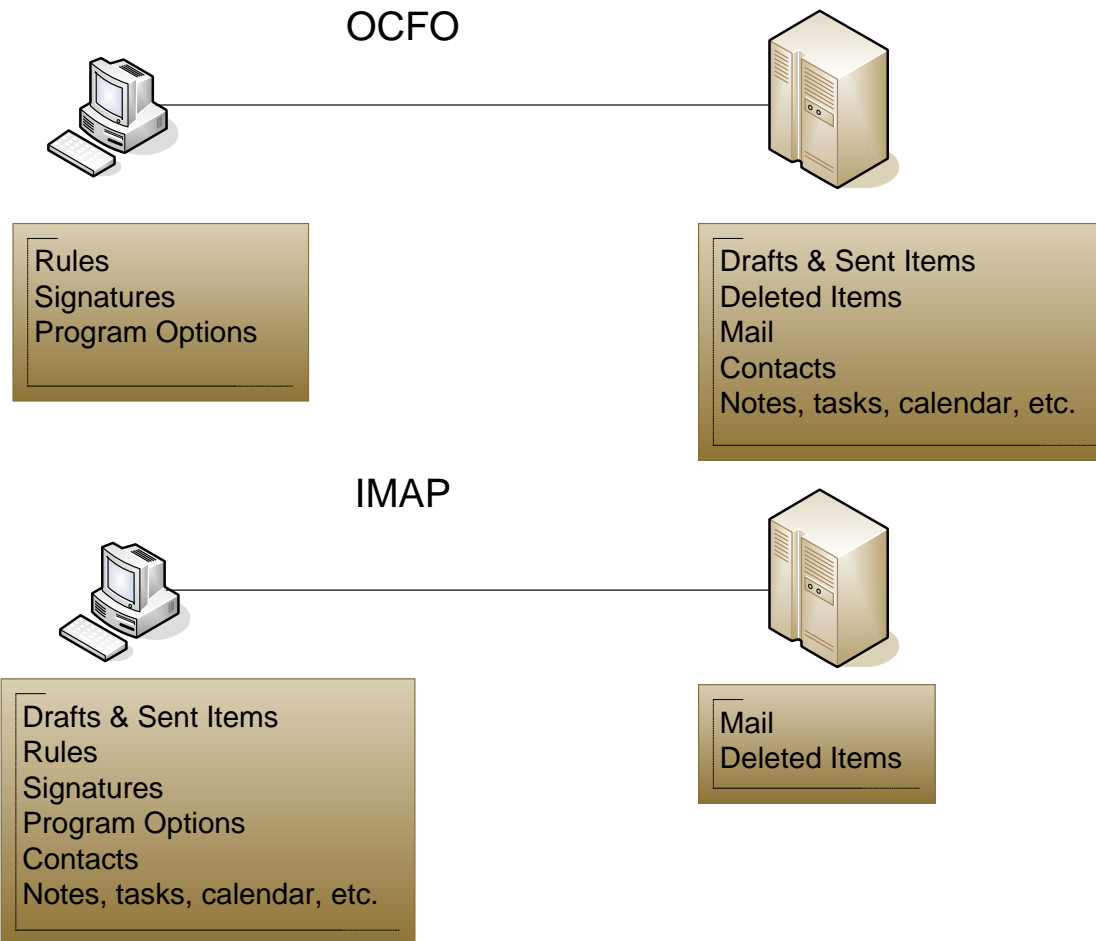
Major Detriments

- Complex, non-intuitive installation (40+ steps)
- Changing configuration settings can drastically affect performance
- Slow or unreliable networks can affect performance

How do Outlook IMAP and OCFO Differ?

- IMAP is e-mail only; OCFO is a complete PIM solution
- IMAP provides auto-preview functionality; OCFO does not
- IMAP is treated as a “foreign” account; OCFO is fully integrated
- OCFO e-mail and PIM data can be synchronized to a Windows CE PDA
- IMAP related data is stored locally; most OCFO data is stored on the server
- IMAP accounts cannot utilize search folders; OCFO accounts can

Where is my data?

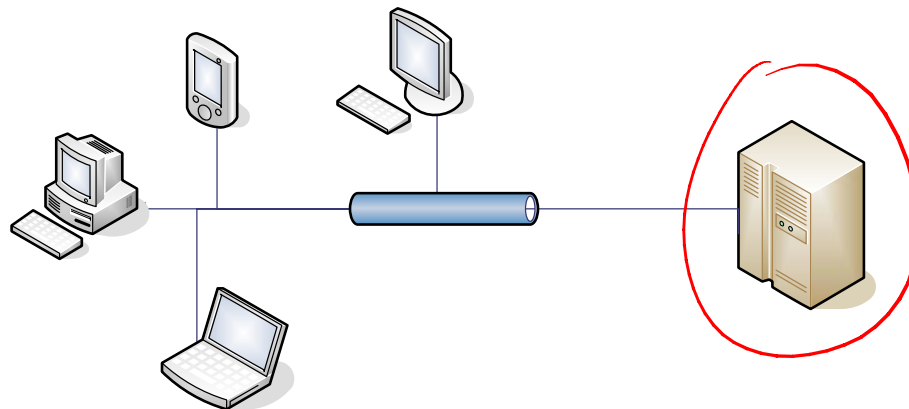


How do Eudora and OCFO differ?

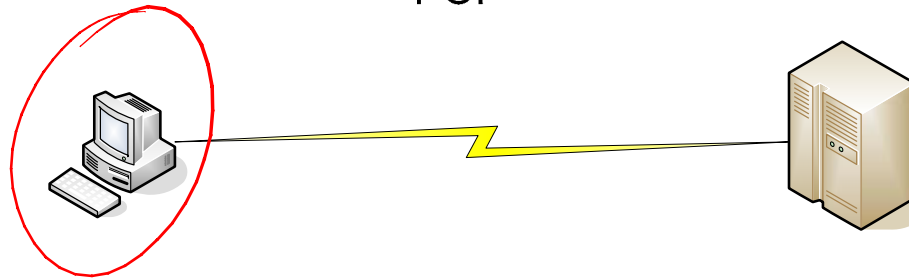
- Eudora is e-mail only; OCFO is a complete PIM solution
- POP/IMAP information is stored locally; most OCFO data is stored on the server
- Eudora POP clients cannot directly access their Spamscreen folder
- Eudora users can perform advanced Boolean searches; OCFO can do standard string searches
- Eudora POP users do not have quotas; OCFO users have quotas and must archive data locally or delete data from the server to remain under quota (250 MB)
- Eudora has seven labels; OCFO has an infinite number of possible categories and a seven flag labeling scheme

Where is my data?

OCFO (IMAP)



POP



Eudora User Cheat Sheet

Where can I find...

“Out” mailbox? → Sent Items on Server (OR DRAFTS ON SERVER)

“Trash” mailbox? → Deleted Items on Server

Directory Services? → Ctrl - Shift - B

Personalities? → Accounts

Filters? → NOW CALLED RULES

Status Bar? → Bottom right of Window

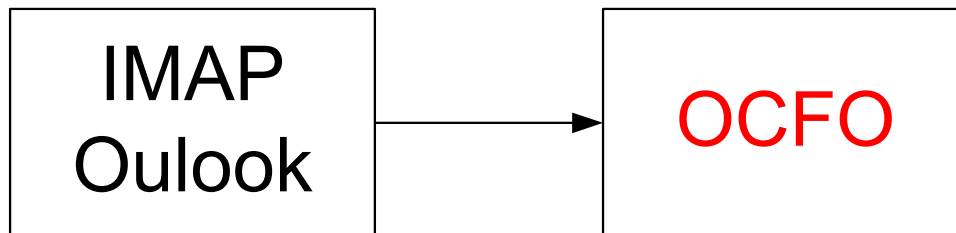
Overarching Methodology

- Set Expectations
- Backup your data files (i.e. eudora user folder, outlook pst file, etc)
- Identify the appropriate migration path from your existing client to OCFO
- Install Microsoft Outlook Professional
- Install and configure OCFO, following the MIT IS&T instructions carefully
- Migrate the data from your previous client into your OCFO profile

Migration Paths



Preserves messages, address book, but not filters or Eudora specific message characteristics (such as labels)



Preserves address book, rules, categories, flag labels

Eudora Migration Gotchas

- Does not migrate filters
- Does not migrate labels
- Nicknames that do not have a first and last name specified will wind up listed by their e-mail address with a twist
- Messages will export from Outlook Express directly into the OCFO Inbox

Thanks!

Bryant Christian Vernon

Product Release Coordinator

Software Release Team

bcvernon@mit.edu

<http://web.mit.edu/swrt/releases/ocfo/docs/>