



Information Services
and Technology

**Oracle Connector for Outlook Clinic
Version 9.0426**

Required Information:

1. Your name: _____.
2. Your Kerberos Principle (username/e-mail): _____.
3. Your e-mail address: _____.
4. Your post office server po____.mit.edu (i.e. po10.mit.edu). If you don't know it, then you can look it up: <http://web.mit.edu/ist/topics/email/query.html>
5. Your outgoing (smtp) e-mail server: outgoing.mit.edu.
6. Your calendar server: calendar.mit.edu,13.
7. Your company: Massachusetts Institute of Technology / _____.

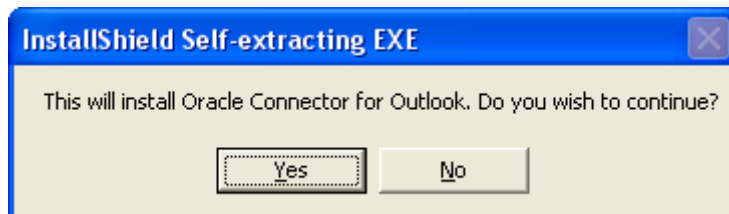
Before we can begin, please:

- obtain valid personal certificates (<https://ca.mit.edu/> & <http://web.mit.edu/is/topics/certificates/>)
- register your laptop and wireless card for DHCP (<http://web.mit.edu/ist/services/network/dhcp/dhcp.html>)
- completely uninstall OCFO from your computers if you installed it but failed to get it working properly
- activate your TechTime account (<http://calendar.mit.edu/register>)
- ensure that you have a fully functional installation of Microsoft Outlook Professional 2003
- Migrate Eudora messages and addresses into Outlook Express (<http://itinfo.mit.edu/article.php?id=7022>)

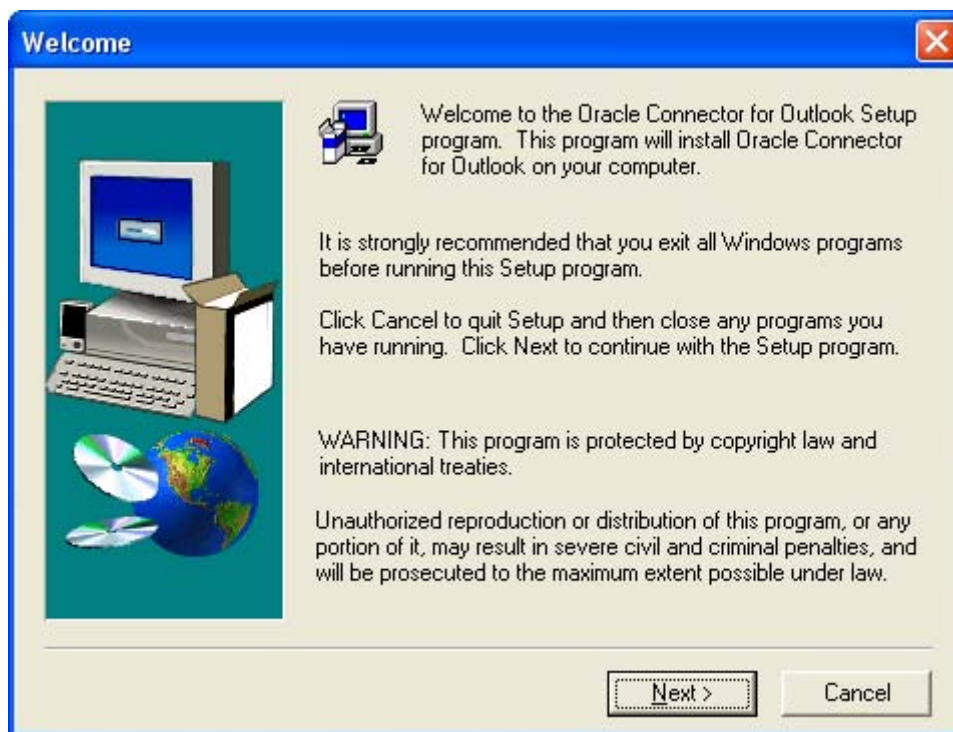
Install and Configure Oracle Outlook Connector

To install and configure Oracle Outlook Connector for Outlook to send and receive e-mail and to access your Techttime calendar, do the following.

1. Run the Oracle Connector for Outlook installer.
Result: You are asked whether you want to install the Oracle Connector.

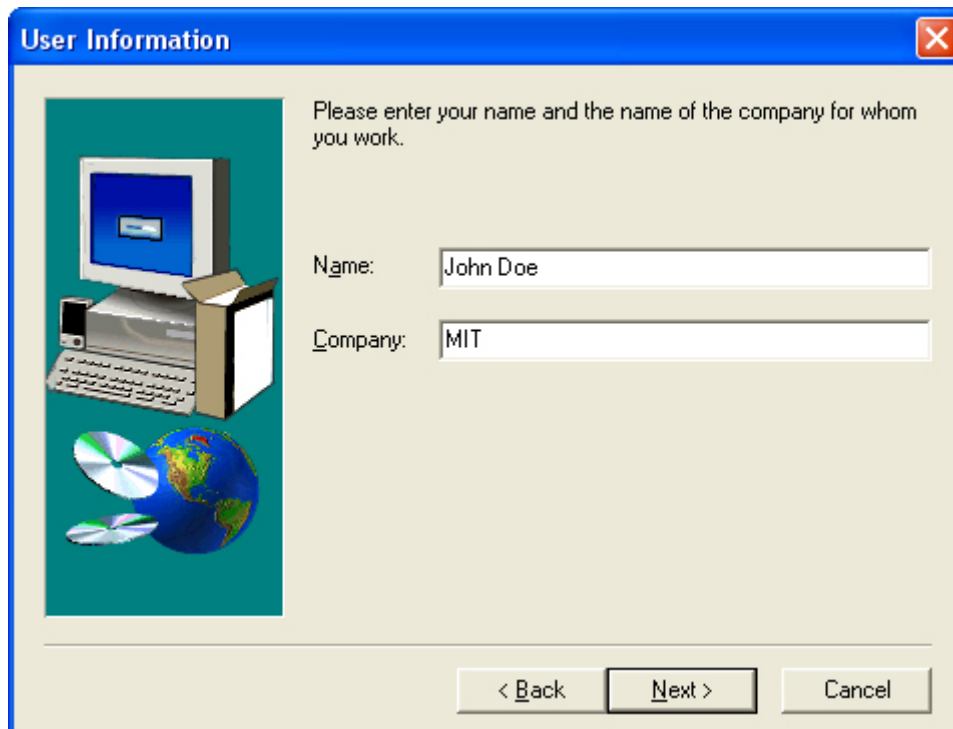


2. Choose **Yes**.
Result: You are presented with a "Welcome" dialog.



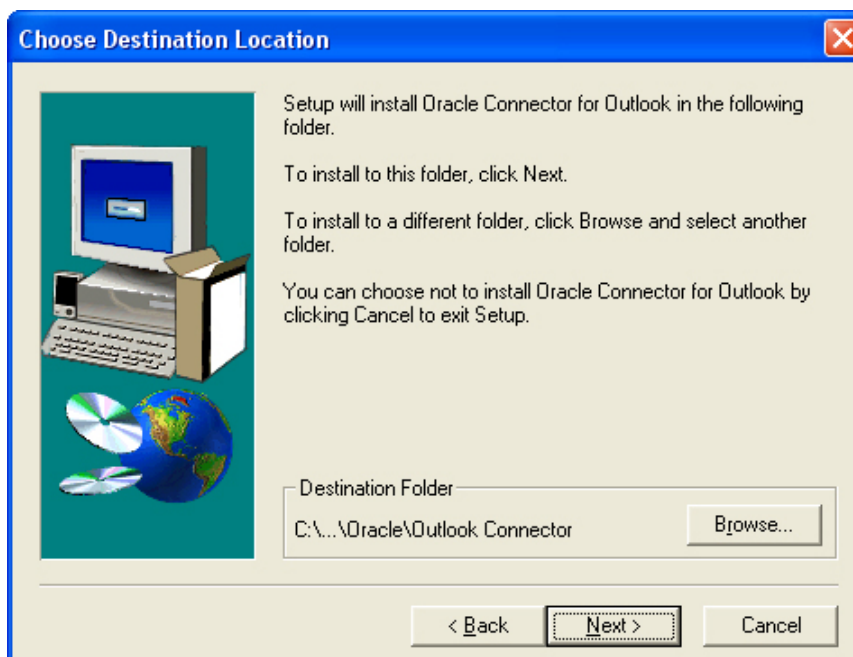
3. Click **Next**.
Result: The "User Information" dialog appears.

4. As seen below, enter:
 - o Your Name
 - o Company Name



The "User Information" dialog box has a blue title bar with a close button. On the left is a graphic of a computer monitor, keyboard, mouse, and CD-ROMs. The main text reads: "Please enter your name and the name of the company for whom you work." Below this are two text input fields: "Name:" with the value "John Doe" and "Company:" with the value "MIT". At the bottom are three buttons: "< Back", "Next >", and "Cancel".

5. Click **Next**.
Result: The "Choose Destination Location" dialog appears

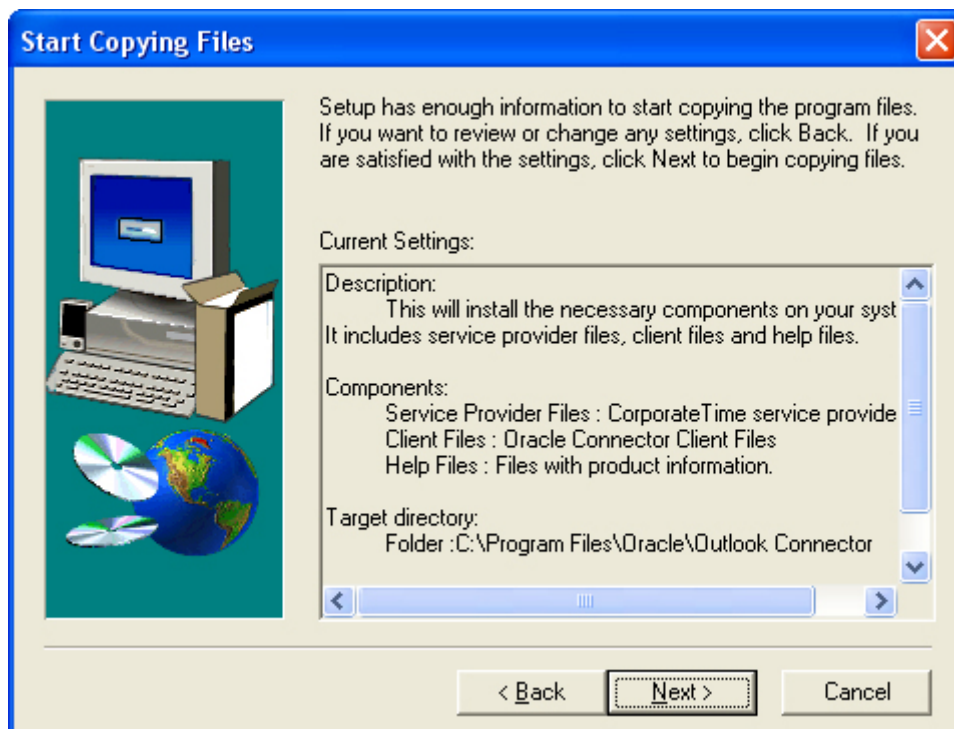


The "Choose Destination Location" dialog box has a blue title bar with a close button. On the left is the same graphic as the previous dialog. The main text reads: "Setup will install Oracle Connector for Outlook in the following folder. To install to this folder, click Next. To install to a different folder, click Browse and select another folder. You can choose not to install Oracle Connector for Outlook by clicking Cancel to exit Setup." Below this is a text box containing "Destination Folder" and "C:\... \Oracle\Outlook Connector" with a "Browse..." button to its right. At the bottom are three buttons: "< Back", "Next >", and "Cancel".

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



7. 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.



8. Click **Next**.
Result: The "Profiles" dialog appears.

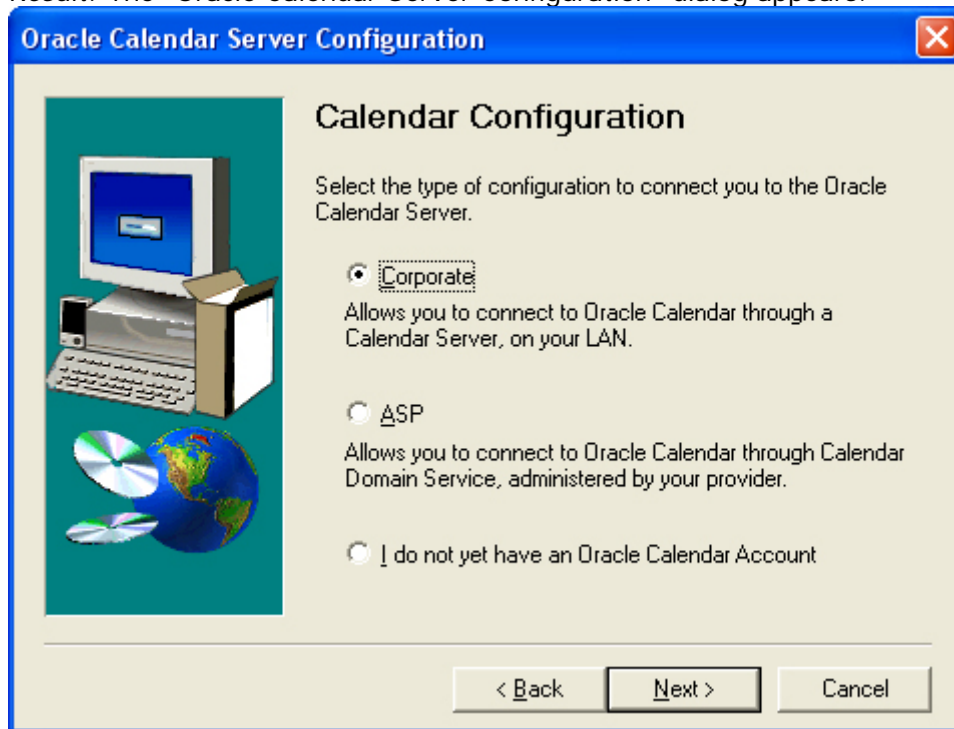


9. Select **Create a new profile** and click **Next**.
Result: The "New Profile" dialog appears.



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

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

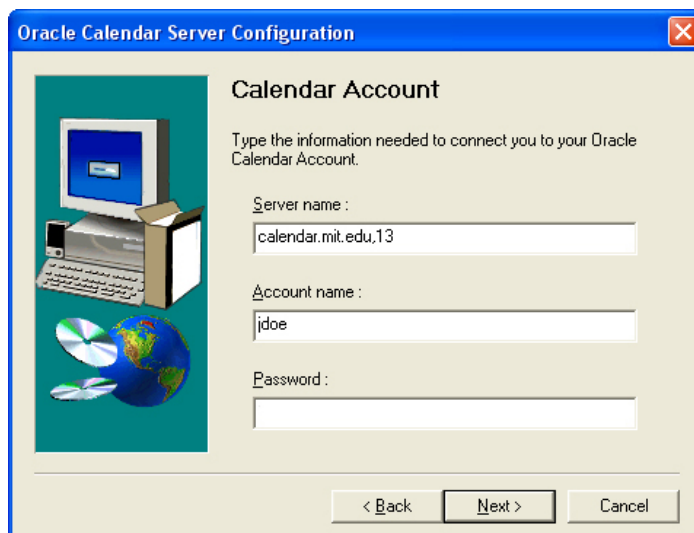


11. Select **Corporate** as the calendar configuration type and click **Next**.

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)



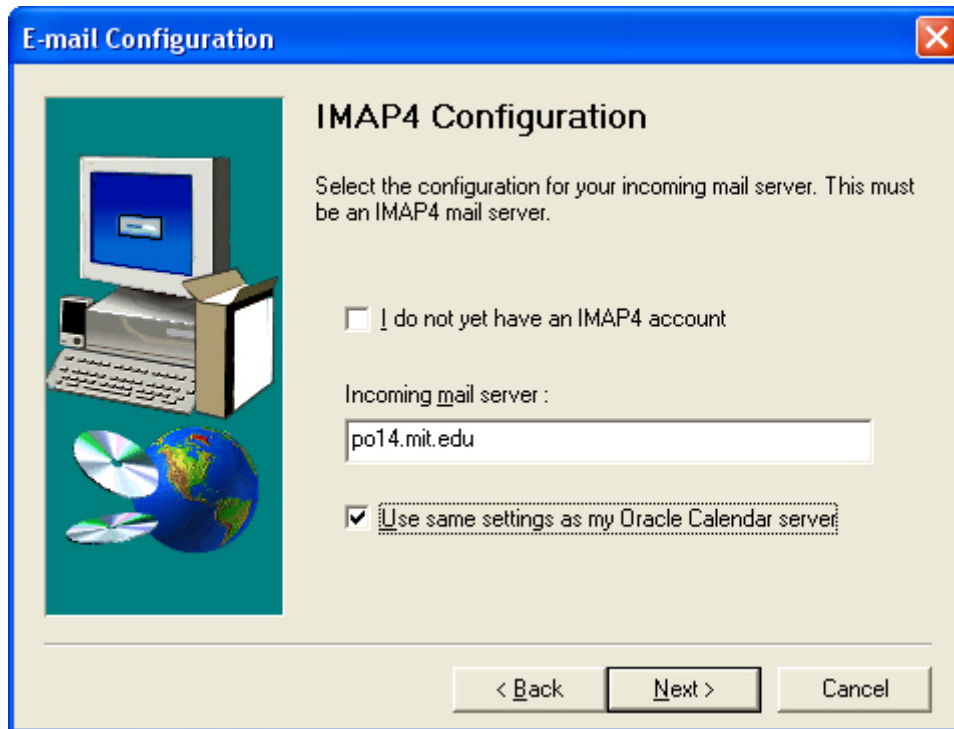
Note: For security reasons, it is suggested that you do not enter your password at this time. Once you are finished installing and configuring Oracle Connector for Outlook, Outlook will prompt you to enter your password prior to sending/receiving e-mail when you launch Outlook.

13. Click **Next**.

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](#).

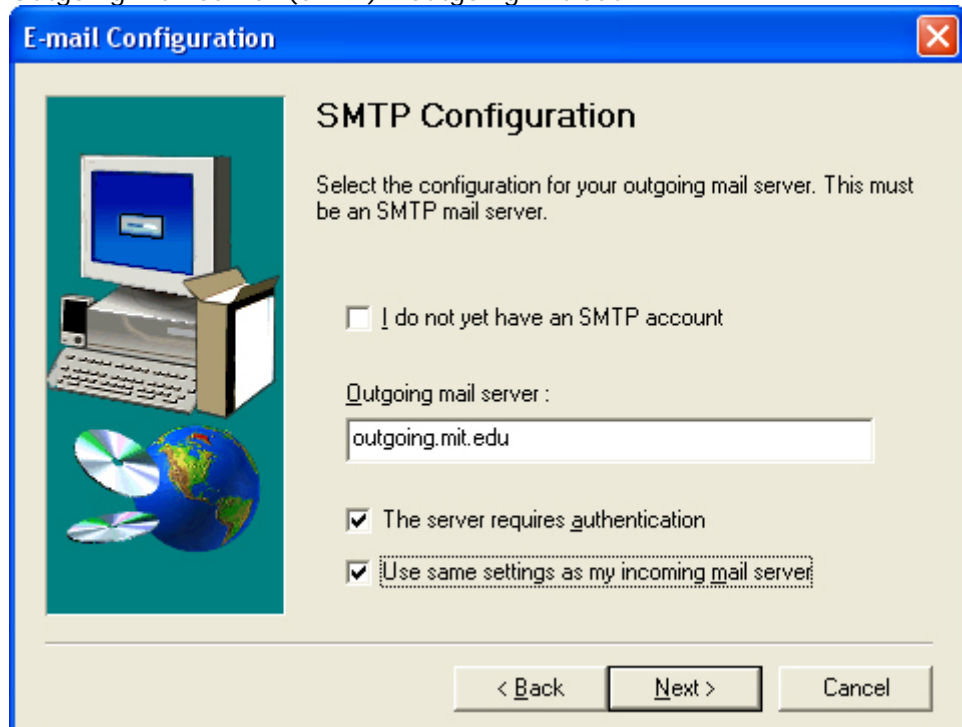


15. Click the checkbox for **Use same settings as my Oracle Calendar server** and click **Next**.

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.

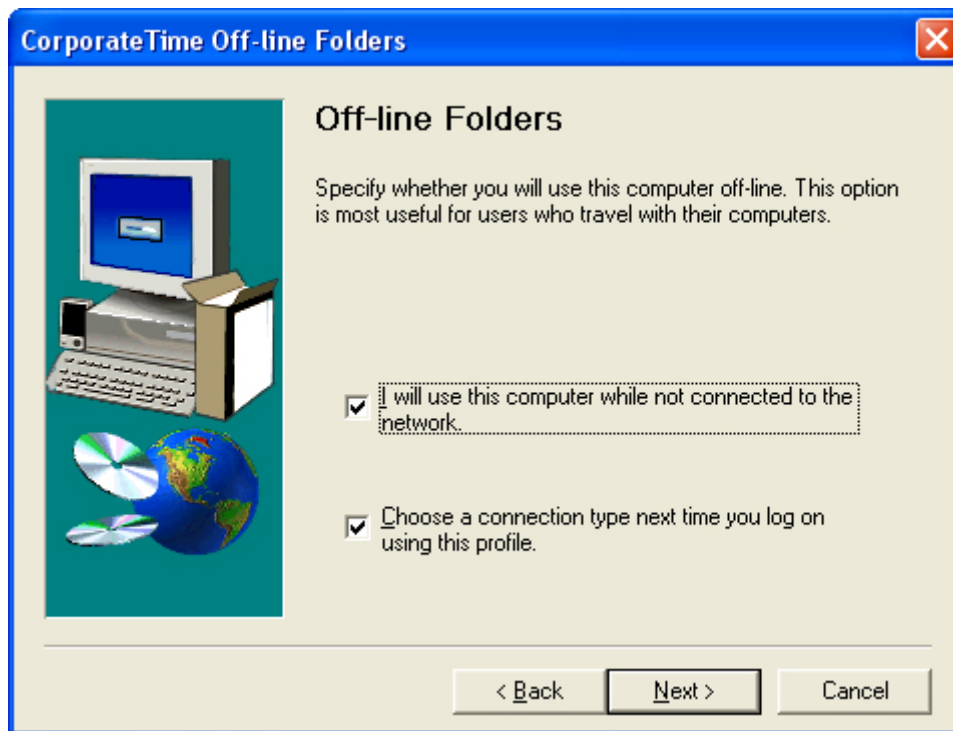
18. As seen below, enter:

- o Display name, e.g. John Doe (your name)
- o 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)



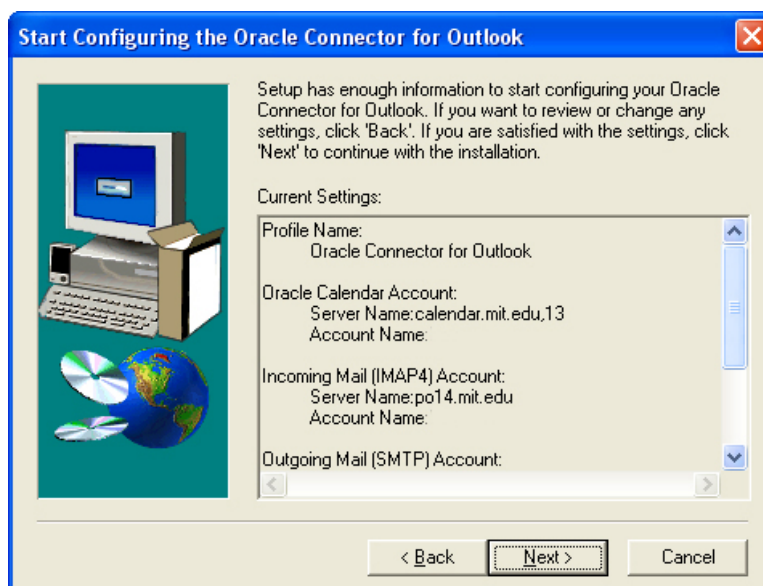
19. Click **Next**.

Result: The "Corporate Time Off-line Folders" dialog appears



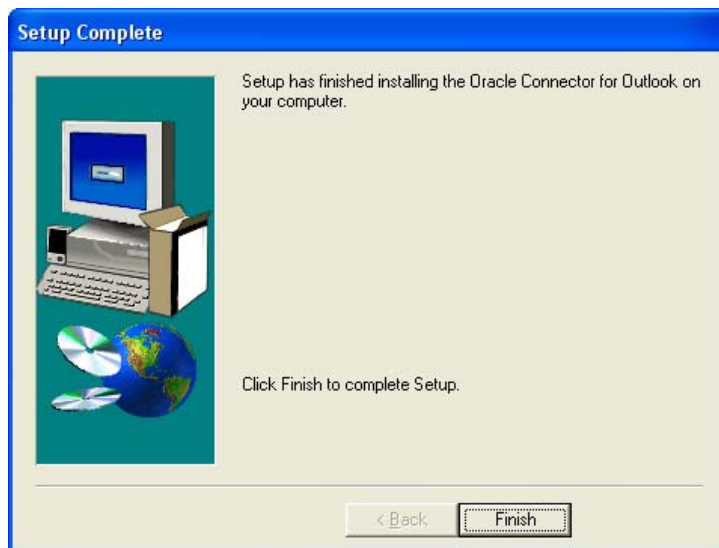
20. Click the checkbox for **I will use this computer while not connected to the network** if you ever intend to use your computer while disconnected from the network. Click the checkbox for **Choose a connection type next time you log on using this profile** if you want to choose whether to work offline 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.

22. Click **Finish**.

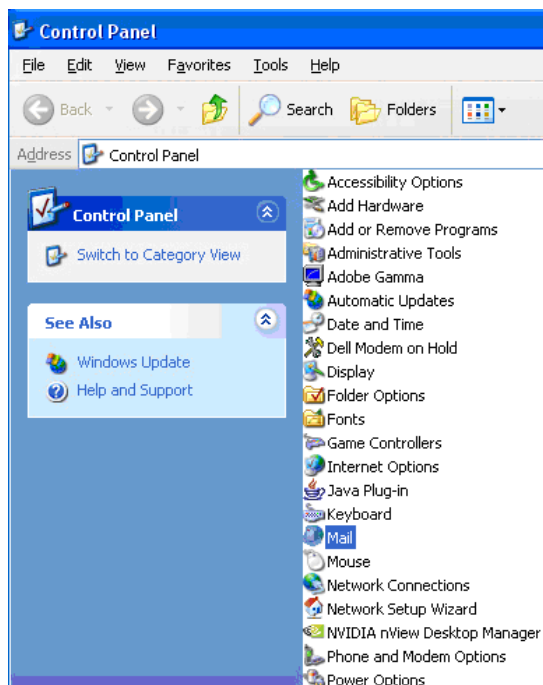
Result: The installation of the Oracle Connector for Outlook binaries and the initial configuration of the Oracle Connector for Outlook has finished.



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.

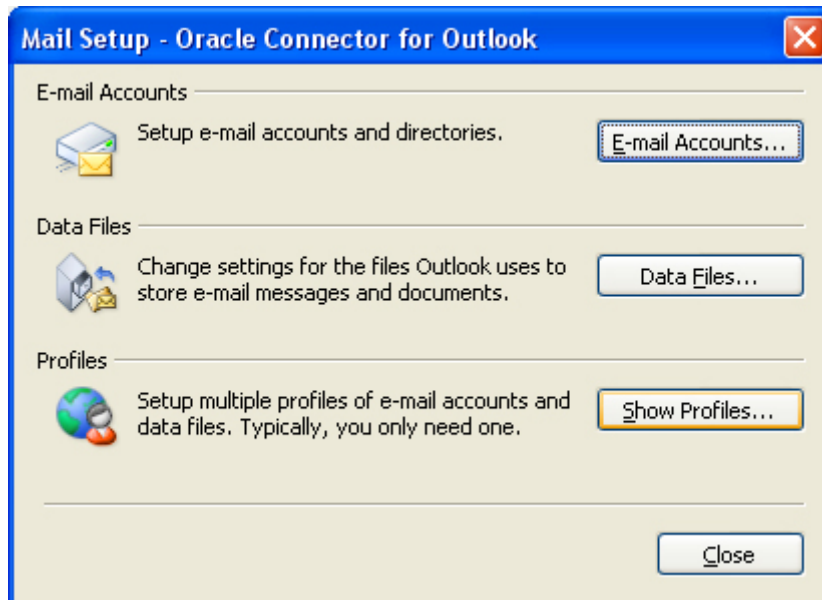
23. Open the Windows Control Panel

Result: The "Control Panel" window appears.



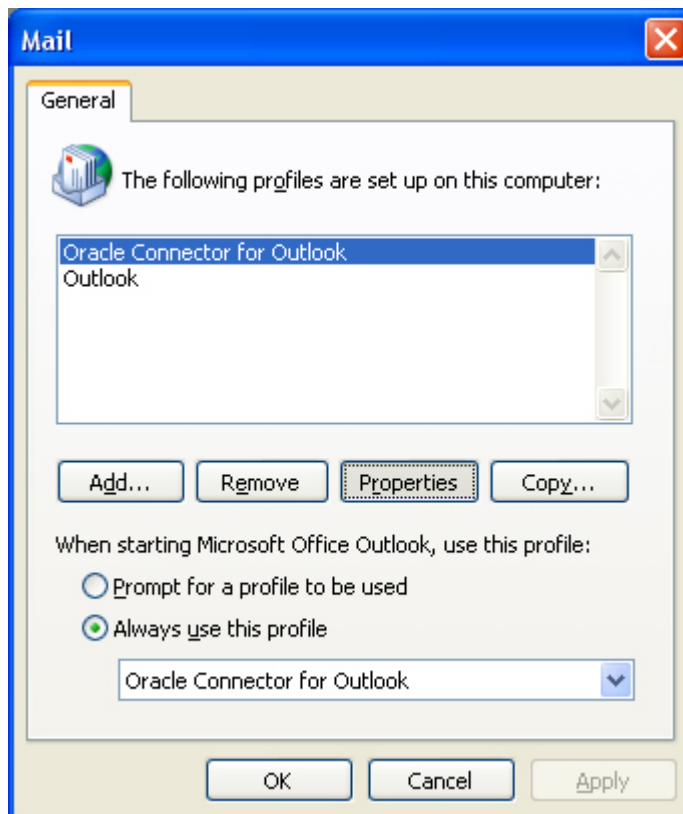
24. Open the **Mail** control panel.

Result: The "Mail Setup - Oracle Connector for Outlook" dialog appears.

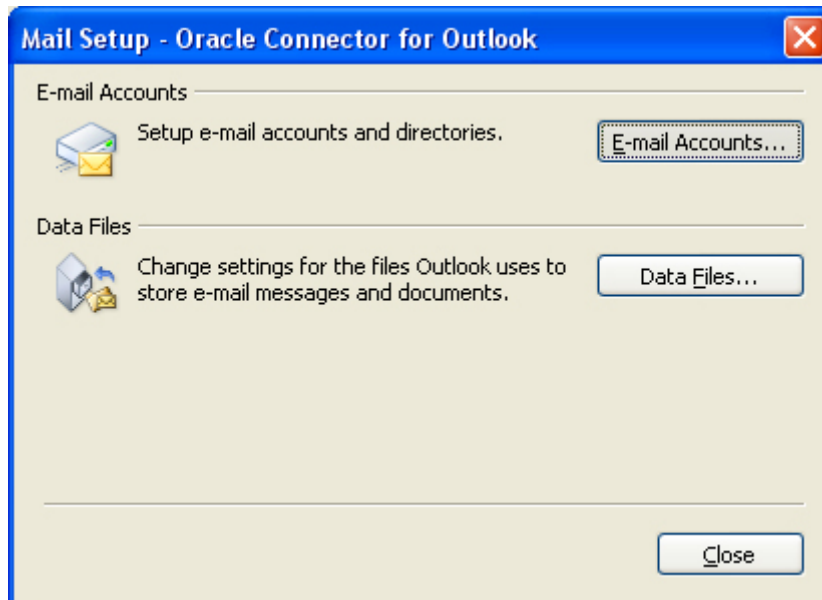


25. Select **Show Profiles...**

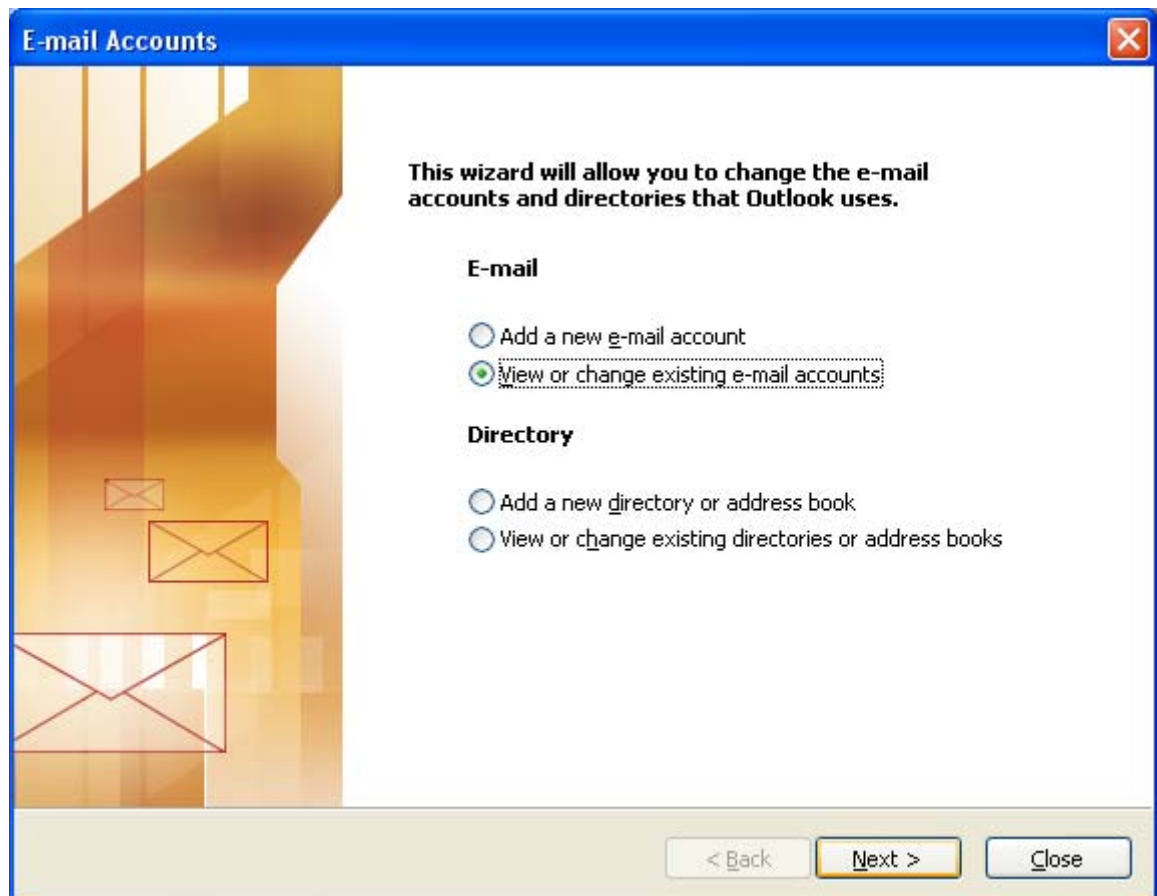
Result: The "Mail" dialog appears.



26. Select **Oracle Connector for Outlook** and click the **Properties** button.
Result: The "Mail Setup - Oracle Connector for Outlook" dialog appears.

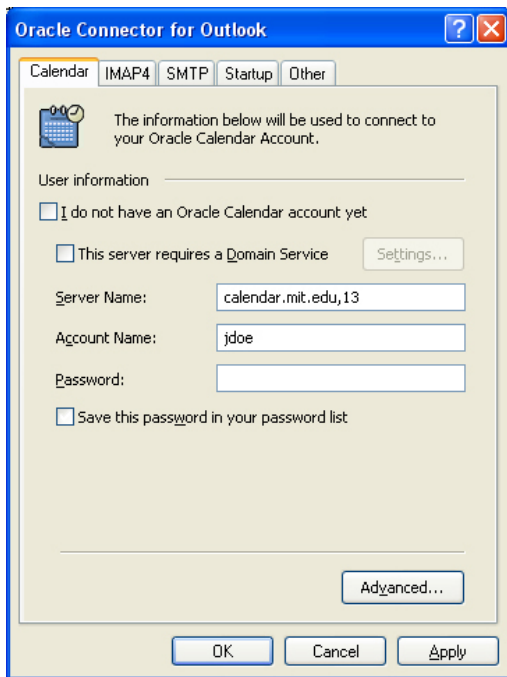


27. Click the **E-mail Accounts...** button.
Result: The "E-mail Accounts" dialog appears.



28. Select **View or change existing e-mail accounts** and click **Next**.

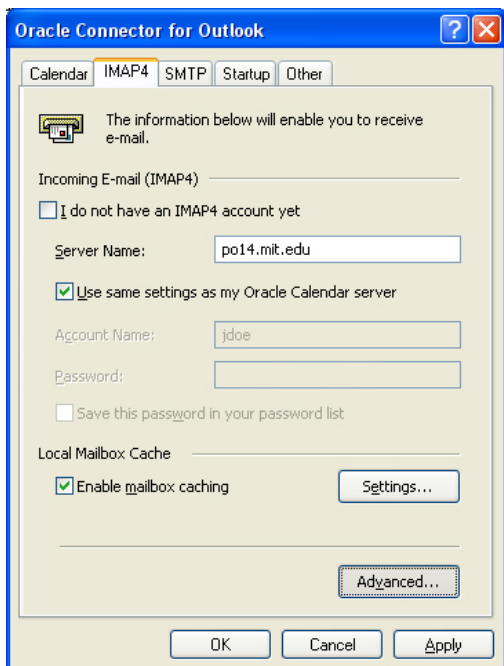
Result: The "Oracle Connector for Outlook" dialog appears and displays the "Calendar" tab.



The screenshot shows the "Oracle Connector for Outlook" dialog box with the "Calendar" tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar are tabs for "Calendar", "IMAP4", "SMTP", "Startup", and "Other". The "Calendar" tab is active, showing a calendar icon and the text: "The information below will be used to connect to your Oracle Calendar Account." Under "User information", there is a checkbox for "I do not have an Oracle Calendar account yet" which is unchecked. Below it is another checkbox "This server requires a Domain Service" which is also unchecked, with a "Settings..." button to its right. The "Server Name:" field contains "calendar.mit.edu,13". The "Account Name:" field contains "jdoe". The "Password:" field is empty. There is a checkbox "Save this password in your password list" which is unchecked. At the bottom right of the main area is an "Advanced..." button. At the very bottom are "OK", "Cancel", and "Apply" buttons.

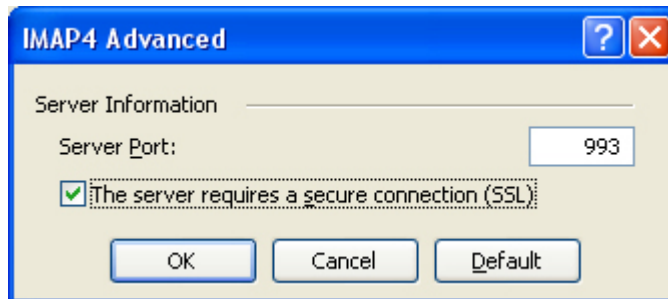
29. Uncheck the **Save this password in your password list** checkbox and then select the **IMAP4** tab.

Result: The "IMAP4" tab dialog appears.



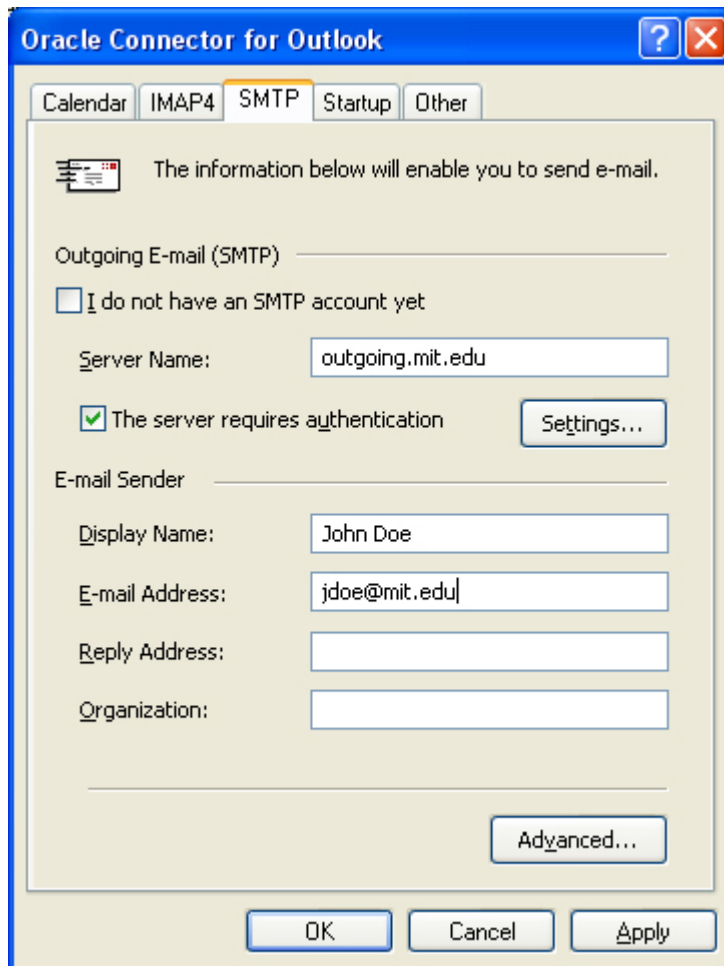
The screenshot shows the "Oracle Connector for Outlook" dialog box with the "IMAP4" tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar are tabs for "Calendar", "IMAP4", "SMTP", "Startup", and "Other". The "IMAP4" tab is active, showing an email icon and the text: "The information below will enable you to receive e-mail." Under "Incoming E-mail (IMAP4)", there is a checkbox for "I do not have an IMAP4 account yet" which is unchecked. The "Server Name:" field contains "po14.mit.edu". There is a checked checkbox "Use same settings as my Oracle Calendar server". The "Account Name:" field contains "jdoe". The "Password:" field is empty. There is a checkbox "Save this password in your password list" which is unchecked. Under "Local Mailbox Cache", there is a checked checkbox "Enable mailbox caching" with a "Settings..." button to its right. At the bottom right of the main area is an "Advanced..." button. At the very bottom are "OK", "Cancel", and "Apply" buttons.

30. Click the **Advanced...** button.
Result: The "IMAP4 Advanced" dialog appears.



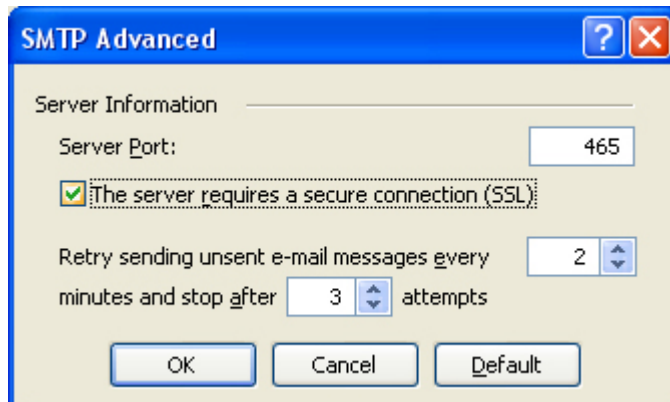
31. Check **The server requires a secure connection (SSL)** checkbox which will automatically change the server port from 143 to **993**. Then click **Ok**.
Result: You return to the "IMAP4 " tab.

32. Select the **SMTP** tab.
Result: The "SMTP" tab dialog appears.



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

Result: The "SMTP Advanced" dialog opens.

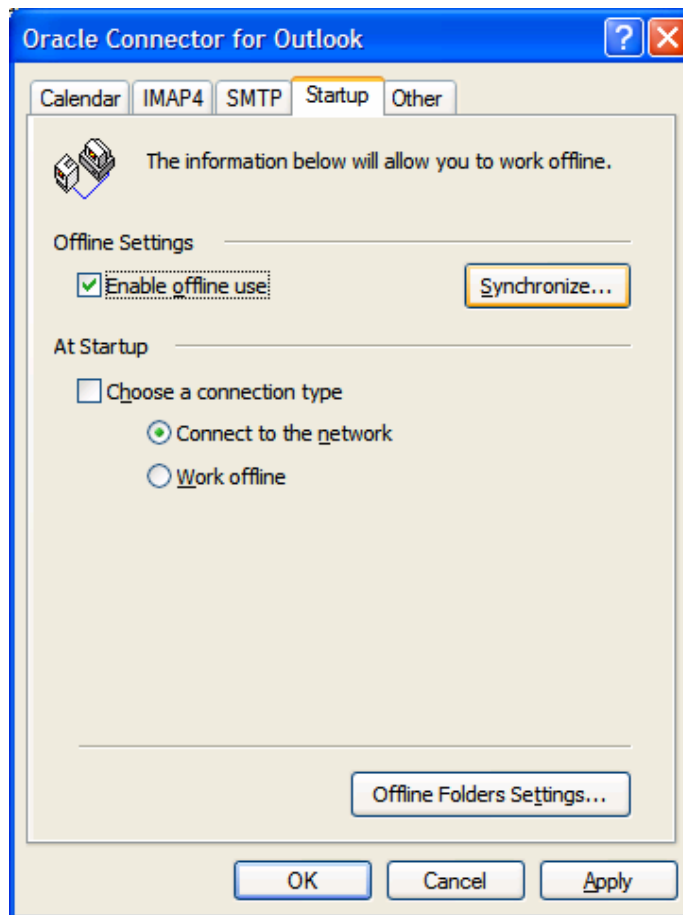


34. Check **The server requires a secure connection (SSL)** checkbox which will automatically change the Server Port from 25 to **465**. Click **OK**.

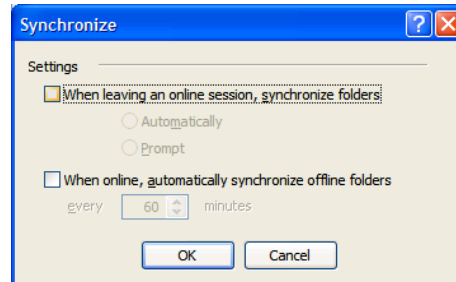
Result: You will return to the "SMTP" tab dialog.

35. Select the **STARTUP** tab.

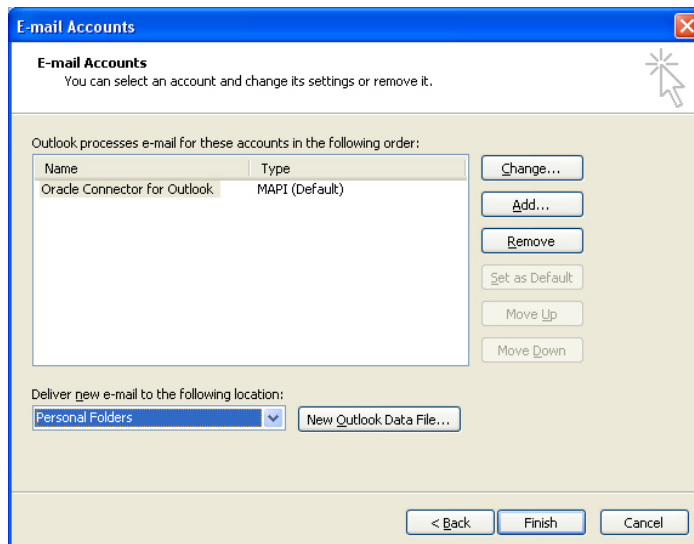
Result: The "Startup" tab dialog appears.



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



37. Uncheck **When leaving an online session, synchronize folders** checkbox.
 Click **OK**.
Result: You will return to the "Startup" tab dialog.
38. Click **OK**.
Result: You will return to the "E-mail Accounts" dialog.



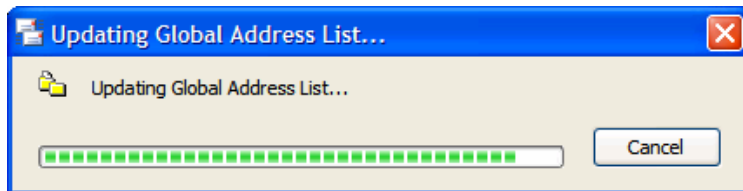
39. Click **Finish**.
Result: You will return to the "Mail Setup - Oracle Connector for Outlook" dialog.



40. Click **Close**.

Result: Windows closes and you are now ready to launch Outlook!

41. Close the Control Panel and Start Outlook 2003. You will experience a "global update" where calendar information is being accessed from the calendar.mit.edu server. This may take a few moments.

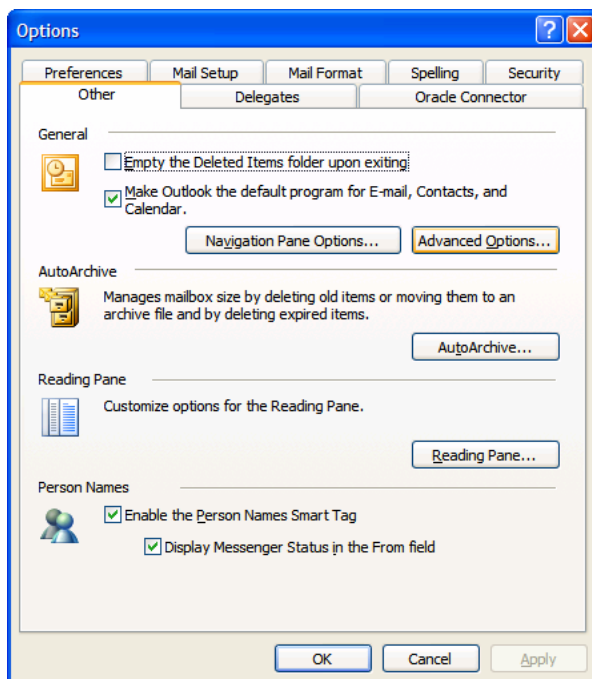


42. Select the Tools menu and select **Options...**

Result: The Options menu appears.

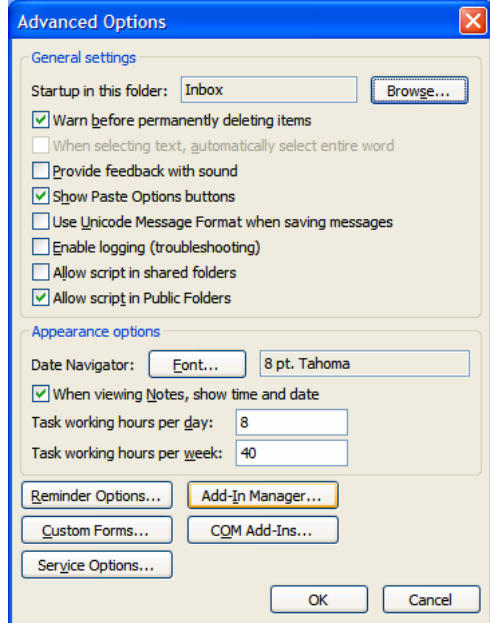
Select the **OTHER** tab.

Result: The "Other" tab dialog appears.



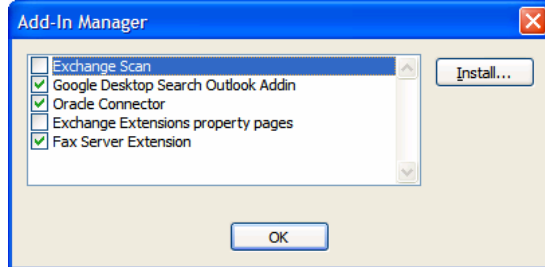
43. Click the **Advanced Options...** button.

Result: The "Advanced Options" dialog opens.



44. Click the **Add-In Manager...** button.

Result: The "Add-In Manager" dialog opens.



45. Uncheck **Exchange Scan** and **Exchange Extensions property pages** checkboxes. Click **OK**.

Result: You will return to the "Advanced Options" dialog.

46. Click **OK**.

Result: You will return to the "Options" dialog.

47. Click **OK**.

Result: You are ready to use Outlook!

OPTIONAL:

Some users like having their address books listed by the last name instead of the first name. In order to list it by the last name, exit out of Outlook, open the mail control panel, navigate to the properties window for the OCFO profile, select the calendar tab, click the **Advanced...** button, and select **Smith, John N** from the **Address Book User Display** drop down menu:

