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?

OCFO

- Rules
- Signatures
- Program Options

IMAP

- Drafts & Sent Items
- Rules
- Signatures
- Program Options
- Contacts
- Notes, tasks, calendar, etc.

- Mail
- Deleted Items

- Drafts & Sent Items
- Mail
- Contacts
- Notes, tasks, calendar, etc.

- Deleted Items
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

**Eudora** → **Outlook Express** → **OCFO**

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

**IMAP Outlook** → **OCFO**

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!

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