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.


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 Techtime calendar, do the following.

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

   ![InstallShield Self-extracting EXE](image)

   **InstallShield Self-extracting EXE**

   This will install Oracle Connector for Outlook. Do you wish to continue?

   ![Yes No](image)

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

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

   ![Welcome](image)

   **Welcome**

   Welcome to the Oracle Connector for Outlook Setup program. This program will install Oracle Connector for Outlook on your computer.

   It is strongly recommended that you exit all Windows programs before running this Setup program.

   Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program.

   WARNING: This program is protected by copyright law and international treaties.

   Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.

   ![Next Cancel](image)

   **Result:** The "User Information" dialog appears.

3. Click Next.
   Result: The "User Information" dialog appears.
4. As seen below, enter:
   - Your Name
   - Company Name

5. Click Next.
   Result: The "Choose Destination Location" dialog appears
6. Accept the default location and click **Next**.
   *Result:* The "Additional Languages" dialog appears.

![Additional Languages dialog](image1)

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.

![Start Copying Files dialog](image2)
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.

![Oracle Calendar Server Configuration](image)

**Calendar Configuration**

Select the type of configuration to connect you to the Oracle Calendar Server.

- **Corporate**
  Allows you to connect to Oracle Calendar through a Calendar Server, on your LAN.

- **ASP**
  Allows you to connect to Oracle Calendar through Calendar Domain Service, administered by your provider.

- **I do not yet have an Oracle Calendar Account**

![Back Next Cancel]

11. Select **Corporate** as the calendar configuration type and click **Next**.
*Result:* The "Oracle Calendar Server Configuration" dialog appears.

12. As seen below, enter:
   - Server name - calendar.mit.edu
   - Account name, e.g. jdoe (same as your Kerberos principal)

![Oracle Calendar Server Configuration](image)

**Calendar Account**

Type the information needed to connect you to your Oracle Calendar Account.

- Server name: calendar.mit.edu
- Account name: jdoe
- Password:

![Back Next Cancel]

**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:
   - 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:

- 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:

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

![Corporate Time Off-line Folders dialog]

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.

![Start Configuring the Oracle Connector for Outlook dialog]
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.

![Mail Setup - Oracle Connector for Outlook dialog](image)

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

![E-mail Accounts dialog](image)
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.

```
Oracle Connector for Outlook

Calendar IMAP4 SMTP Startup Other

[Image of Oracle Connector for Outlook dialog]
```

29. Uncheck the **Save this password in your password list** checkbox and then select the **IMAP4** tab.
   *Result:* The "IMAP4" tab dialog appears.

```
Oracle Connector for Outlook

Calendar IMAP4 SMTP Startup Other

[Image of Oracle Connector for Outlook dialog]
```
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.

![Synchronize dialog](image)

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.

![E-mail Accounts dialog](image)

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

![Mail Setup dialog](image)
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.

![Advanced Options dialog]

44. Click the **Add-In Manager...** button.
    *Result:* The "Add-In Manager" dialog opens.

![Add-In Manager dialog]

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: