



Insight Connector

Version 3.1

Installation and Configuration Guide

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Technical Support

The Bynari Insight products can be purchased with one of the following technical support options included:

- Without Support –30 days of free product maintenance and upgrades.
- With Support – 1 year product maintenance, upgrades and unlimited email and telephone support.

Support is available to customers worldwide.

To contact technical support

Phone 1-214-350-5772 or email: support@bynari.net

For FAQs: <http://www.bynari.net/faq/>



Licensing

The Bynari Insight Connector utilizes a licensing key system that determines the number of licenses that have been purchased by the customer. When Outlook is started the licensing agent within the Insight Connector will contact your Insight Server (V4.2.3 and beyond) to validate and activate the user licenses. If the Connector does not find an Insight Server installed, it will contact the Bynari Key Server over the Internet to validate and activate the installed license. Activation will be attempted each time Outlook is started until activation of the license succeeds.

If you are validating with the Bynari Key Server, license activation may fail for the following reasons:

- The client systems are blocked from accessing the Internet or Internet access is temporarily unavailable.
- The license key entered during the installation of the Insight Connector is invalid.
- The number of client licenses has been exceeded. The Bynari Key Server tracks how many client systems have been activated using a given license. If the number of activated clients exceeds the total for the license the Insight Connector will inform you that additional licenses should be purchased.
- If you need to reinstall the Insight Connector software on a new system due to either hardware failure or system upgrade, contact Bynari's support staff to assist you with removing the existing client's registration.

If you experience problems with license activation please contact your reseller or Bynari support staff as noted in the beginning of this guide.

Important Notes:

- This documentation applies to the latest build of the Insight Connector available on the Bynari Website.
- Ensure that Outlook is setup as the default e-mail client. To verify this on the client go to Control Panel > Internet Options > Programs and make sure that Outlook is selected in the drop down box.
- Please note that the Insight Connector has been tested with our Insight Server only. We do not guarantee that any other mail servers will work with our Connector. If you are using another IMAP4 mail server with ACL and would like assistance, we will provide our best effort support at a rate of \$150 per hour. Thank you and enjoy.



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Insight Connector version 3.1

The Bynari Insight Connector acts as a MAPI transport provider for Microsoft Outlook. Using the Insight Connector, IMAP mailboxes can now operate as full Outlook information stores containing any kind of Outlook items such as Appointment, Contact, and Task items instead of limiting to messages only.

When Insight Connector is used in conjunction with our Linux based mail server, Insight Server, a powerful collaboration environment is created. Users are able to share mail folders, contacts, and calendaring information with other individuals or system wide. Public folders of each type can also be created and maintained by system administrators through the web admin interface. All of these functions are supported through the familiar Outlook interface eliminating any need for additional costly end user training.

Architecture

Messaging Application Programming Interface or MAPI has two major components. Applications such as Microsoft Outlook use the client side interface to contact the MAPI subsystem for all communications with the message store. There is also a service provider interface which is used by programs such as Insight Connector to provide the MAPI transport services for accessing the message store on the server.

Insight Connector acts as a transport agent that provides messaging services directly to the MAPI subsystem and stores this information on Insight Server via the IMAP protocol.

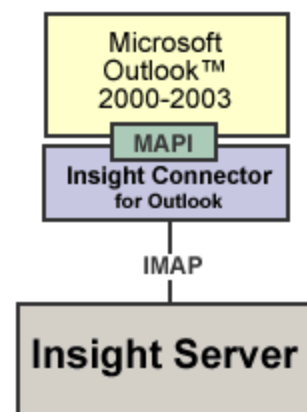


Figure 1 - MAPI Architecture

Features of Insight Connector 3.1

Insight Connector 3 features include the following:

- Native MAPI implementation
- Simple click-and-go installation and configuration
- Transparent server based licensing
- SSL secure connection support
- Mail, Calendar, Contacts, Journal, Notes and Task folder support
- Native Outlook calendar functions
- Free/Busy support
- Global Contact Lists
- Public Distribution Lists
- Outlook Rules Wizard
- New e-mail notification
- Read receipts
- IMAP folder subscriptions
- Shared public and private folders
- Shared folder access controls
- Header only download
- Offline support
- Grouping
- Multiple User accounts
- PDA support
- And more ...

Supported Platforms

Insight Connector 3.1 is compatible with the following software. If you are running versions that are not listed or software that is not supported, you need to upgrade to a supported version.

Supported Windows® Versions

Windows® 2000

Windows® XP

Windows® 2003

Supported Outlook® Versions

Outlook® 98

Outlook® 2000

Outlook® XP

Outlook® 2003

Supported Languages

- English
- French
- German
- Italian
- Spanish (Spain)
- Portuguese (Brazil)

Note: Other languages are provided and may be used but are not formally supported. Problems with translation, spelling, grammar and proper character encoding may be encountered.

Known Limitations

- MS Contact Manager is not compatible.
- Multiple accounts in the same profile are not fully supported. To use pop3 with Connector, please have pop3 account installed first.
- PDA synchronization is dependent on the hardware and the software provider.
- Outlook stationary is not supported.
- iCalendar meeting requests are not supported.
- Slashes in folder names are not allowed.
- GIMP is not compatible due to a DLL conflict.

Installation

Before you can install Insight Connector 3.1, you need to set the environment on your computer. This requires that you have the supported software with the latest updates installed on your computer.

Preparing Your System (Pre-Installation)

Before you begin:

- The Connector 3.x software must be installed by the Windows login user. Additionally, this user must have administrative rights to install the software. The users' rights can be changed to install Connector 3.x and then reset to the original rights.
- If you are using Outlook 2000, you may be required to insert your original Outlook installation media. Make sure that you have your original Outlook installation media or that the original software is available via a network share before you attempt to change your Outlook configuration.

Before you begin the installation procedure, you need to perform the following steps:

Step 1: Install Microsoft® Windows® and/or Microsoft® Outlook®

Insight Connector 3.x is compatible with the Microsoft® Windows® and Outlook® versions listed below. If you are running versions that are not listed you need to upgrade to a supported version.

Supported Windows® Versions

Windows® 2000

Windows® XP

Windows® 2003

Supported Outlook® Versions

Outlook® 98

Outlook® 2000

Outlook® XP

Outlook® 2003

Step 2: Install the Latest Updates for Microsoft Windows® and Outlook®

Go to the Microsoft® website or check with your IT Administrator to verify that you have installed the most current critical updates and Service Packs for both your Windows operating system and Outlook.

Step 3: Configure Outlook® for Corporate or Workgroup service

Note: This step only applies to Outlook 98 and 2000

To check which service is configured:

1. Open Outlook 98/2000.
2. Go to **Help** → **About Microsoft Outlook**.
3. Verify Outlook is configured for **'Corporate or Workgroup'** not **'Internet e-mail'** service. If Outlook is not configured correctly, you need to change the service configuration.



To change the service for which Outlook is configured:

1. Open Outlook 2000.
2. Go to **Tools** → **Options** → **Mail Delivery**.
3. Click **Reconfigure Mail Delivery**.
4. Select '**Corporate** or **Workgroup**'.
5. If you are instructed to restart Outlook go ahead and restart it. When Outlook starts a Wizard may appear to help you create a new profile or email account. Cancel out of the Wizard.
6. Close Outlook.

Step 4: Set Outlook as the default e-mail client

Outlook must be set as the default e-mail client for Windows.

To set Outlook as the default e-mail client:

1. Go to Start → Control Panel → Internet Options → Programs.
2. Select Microsoft Outlook from the drop-down menu in the E-mail program box.

Installing Insight Connector 3.1

These steps explain how to install and configure the Insight Connector 3.1 for Microsoft Outlook.

Note: The Bynari Insight Connector will only install on systems where the user has administrative rights. The users' rights can be changed to install the Bynari Insight-Connector and then reset to the original rights.

1. Verify that Microsoft Outlook is installed with all of the latest Service Packs and Critical updates; if it is not, install it at this time.

Note: If Outlook *has not been* previously installed, it is recommended that you do not create any user profiles at this time. If Outlook *has been* installed previously and a user profile has been created it is recommended that you create a completely new profile.

2. Ensure that Outlook and any other unnecessary programs are closed before installing the Insight Connector.
3. Locate and launch the executable file for the Insight Connector installer package as shown in Figure 2.

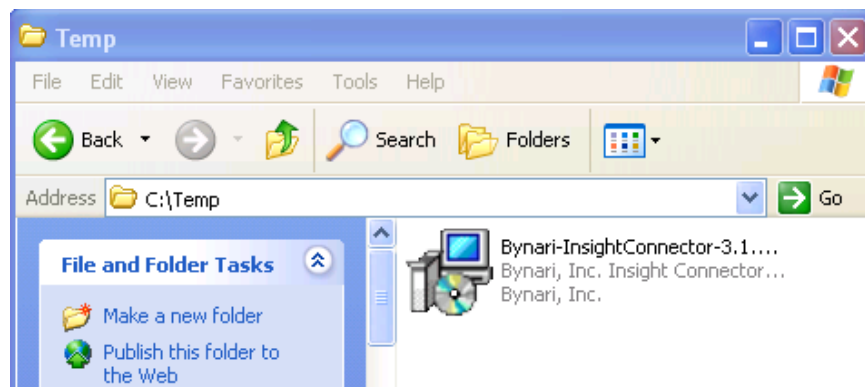


Figure 2 - Insight Connector Installer Package

4. After the setup initializes the “Welcome” dialogue box will appear, click “Next >”.
5. Read the license agreement and if you agree, select the radio button “I acept the license agreement” and click “Next >”.
6. The next dialogue box will ask for confirmation of the destination of the program files. At this time you may choose a different location other than default, browse to the directory and select “Next >”.
7. If you are upgrading from Insight Connector 3.x then you will see the dialog “Folder Exists” prompting you “Would you like to install anyway?”. Select “Yes” to continue.
8. In the next dialog choose whether you would like the Insight Connector toolbar visible or hidden. It is recommended that you do not hide the toolbar. However if you do, you can always



make it visible again. (Section titled Using Insight Connector of this document covers normal operations and describes how to change more settings) Click “Next >”.

9. Review configuration settings and select Install.

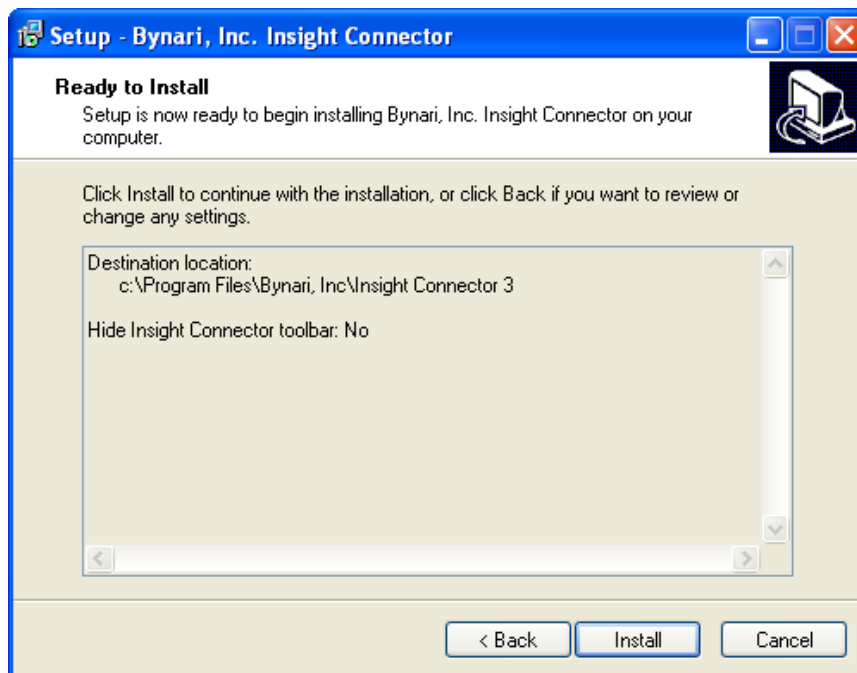


Figure 3 - Select Review Configuration settings

9. After the connector is successfully installed a final dialog will appear, click “Finish”. The installation portion of the connector is now complete. Now you will need to configure Outlook to take advantage of the Insight Connector.

Outlook and Insight Connector Configuration

This section describes how to configure Outlook to best use the Insight Connector.

It is considered best practice to create an additional profile in Outlook when installing the Insight Connector. As with any upgrade process you should also backup you existing Outlook PST to ensure that no data loss will be experienced due to the installation problems should they occur.

Note: When installing Insight Connector in addition to another POP3 account type, you must install the Insight Connector account type first. Installing a POP3 account type before the Connector account will result in an error during the installation process of the Connector.

While creating a profile using the steps below, Outlook will be using a wizard for most of the steps. Microsoft has developed the creation of profiles to be very user friendly, so only one window (even if there are many being used) will be active.

Follow the steps below for your specific version of Outlook;

For Outlook 98 and 2000:

Note: If you use Outlook 98 or Outlook 2000 ensure that it is configured to run in the "Corporate or Workgroup mode". To check this, start Outlook, and select "Options" from the Tools menu. The Options dialog box appears. Select the "Mail Services" tab and click the "Reconfigure Mail Support" button to open the E-mail Service Options dialog box. Check that the "Corporate or Workgroup" option is selected.

The MS Office installation CD-ROM might be required to complete Outlook mode switching.

1. For new installations of Outlook, double click the Outlook icon and the Add Profile Wizard will automatically start. For users with existing Outlook installations, open the Microsoft mail properties dialogue box by right-clicking the Outlook icon on the desktop and choosing "properties"
2. On the Services Tab at the bottom of the windows, select the button that says "Show Profiles".
3. Now select the "Add" button.
4. In the box titled Microsoft Outlook Setup Wizard, select the check box next to "Bynari Insight Connector 3.1:" and then click "Next".

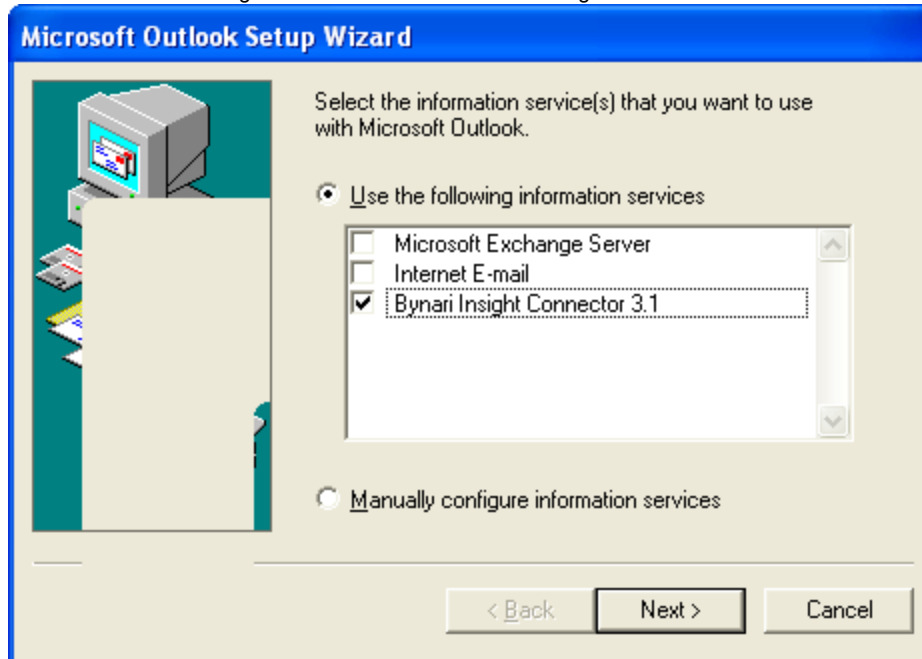


Figure 4 - Adding a new e-mail account to a profile

5. Now enter the name for your Insight Connector Profile and select Next.

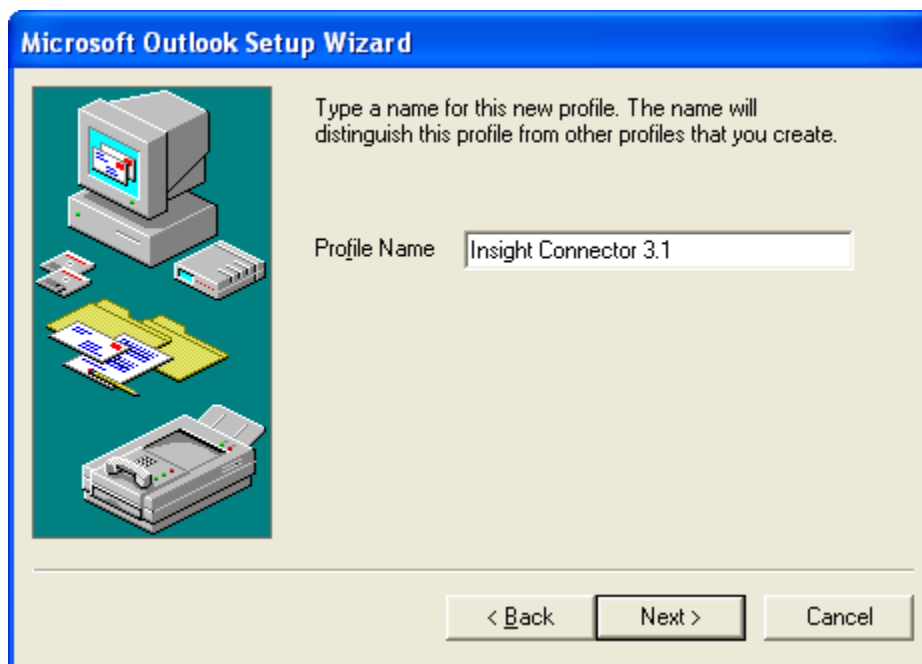


Figure 5 – Enter profile name for Outlook Setup Wizard

Outlook 2000 users should now skip ahead to the section titled: **“Insight Connector 3.1 Connection Properties”**

For Outlook 2002 and 2003:

1. Close Outlook
2. For new installations of Outlook, double click the Outlook icon and the Add Profile Wizard will automatically start. For users with existing Outlook installations, open the Microsoft mail properties dialogue box by right-clicking the Outlook icon on the desktop and choosing “properties”.
3. With the properties page open, select the “Show profiles” button.
4. Select “Add...” on the Mail Profiles dialog box and you will be prompted for a profile name and The Microsoft Outlook Setup Wizard will now run.
5. In the setup wizard select “Add new e-mail account” (Figure 6) and click “Next >”.

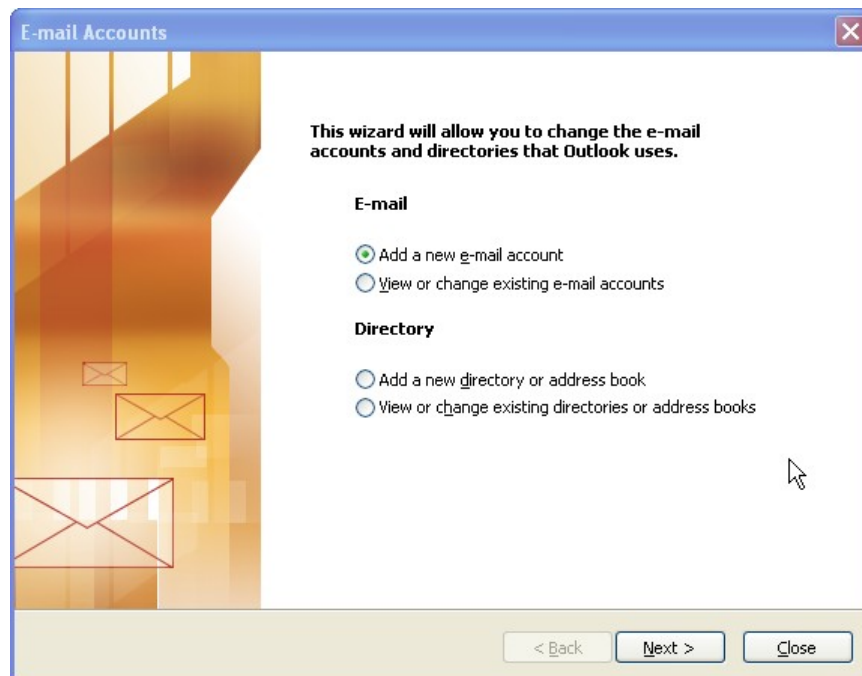


Figure 6 - Adding a new e-mail account to a profile

6. The next screen in the setup wizard is for choosing the new account type. Under Server Type click “Additional Server Types” and then select “Next >”.

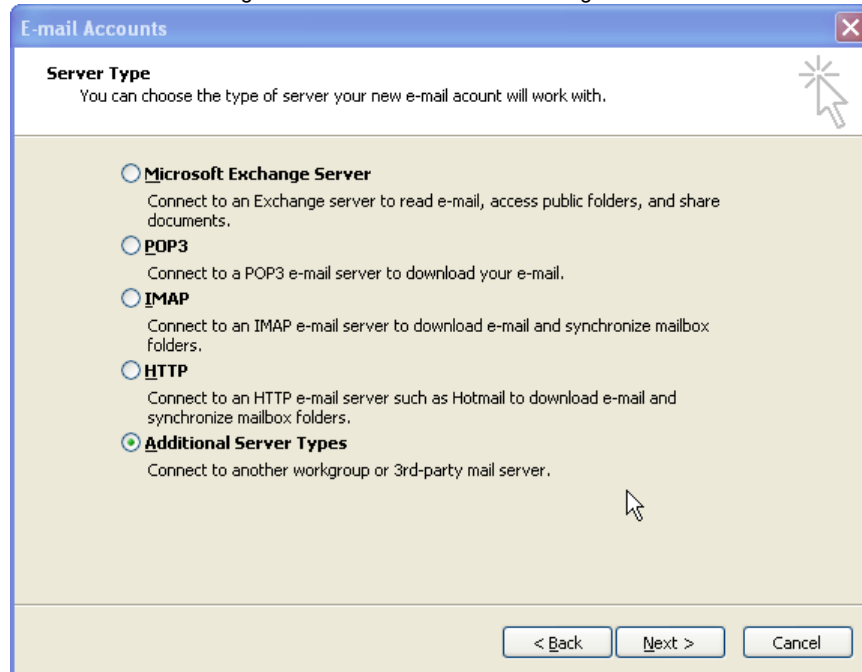


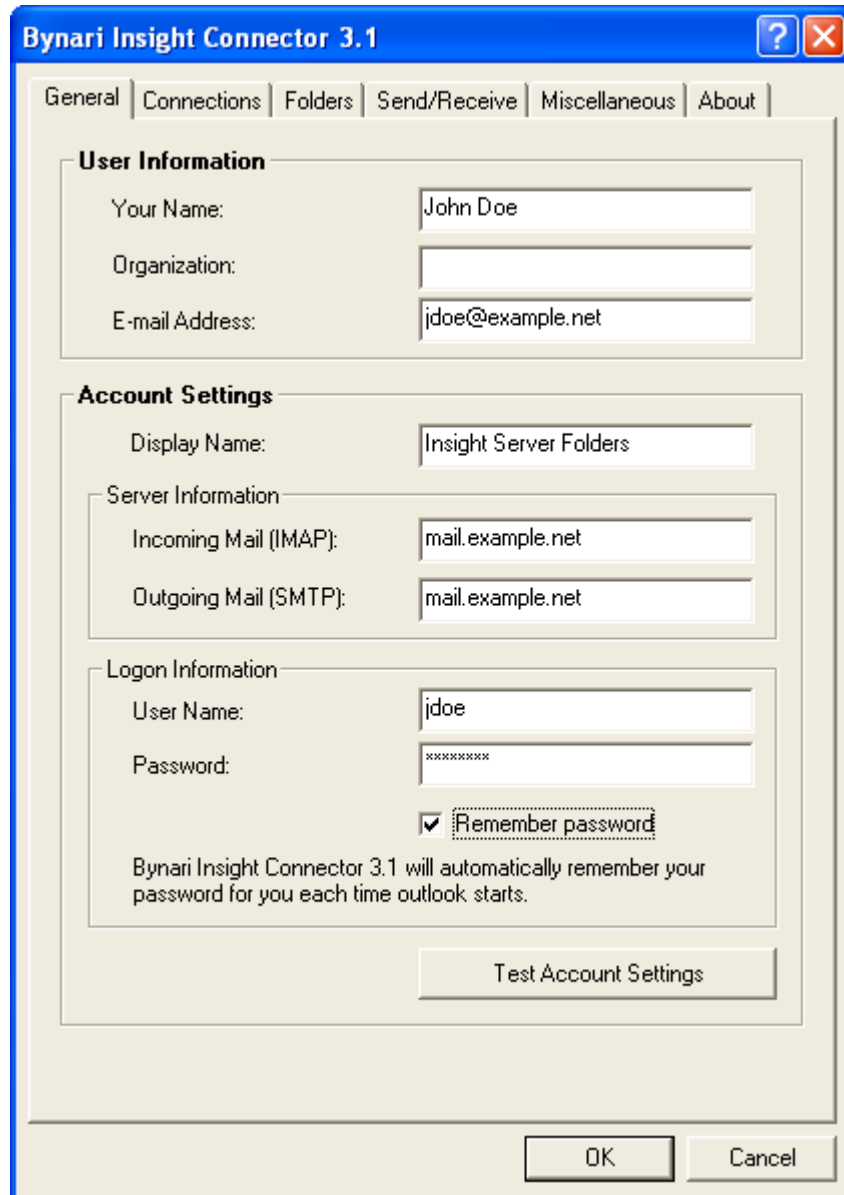
Figure 7 – Additional Server Types

7. In the dialog box titled "Additional Server Types" select the Bynari Insight Connector 3.1 and click "Next >".

Insight Connector 3.1 Properties

The following sections describe the configuration settings for Insight Connector 3.1 regardless of the version of Outlook installed. These properties not only define account information but also determine the connection type used to contact the Insight Server over the network.

This information should be provided by the Insight Server administrator.



The screenshot shows the 'General' tab of the 'Bynari Insight Connector 3.1' properties dialog. The dialog has a blue title bar with a question mark and a close button. Below the title bar are tabs for 'General', 'Connections', 'Folders', 'Send/Receive', 'Miscellaneous', and 'About'. The 'General' tab is selected and contains the following sections:

- User Information:**
 - Your Name: John Doe
 - Organization: (empty)
 - E-mail Address: jdoe@example.net
- Account Settings:**
 - Display Name: Insight Server Folders
 - Server Information:**
 - Incoming Mail (IMAP): mail.example.net
 - Outgoing Mail (SMTP): mail.example.net
 - Logon Information:**
 - User Name: jdoe
 - Password: (masked with asterisks)
 - Remember password

At the bottom of the 'Account Settings' section is a 'Test Account Settings' button. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Figure 8 - General tab properties

General

Under the general tab, you will find two sections: User Information and Account Settings. All of this information is required.

- a. User Information section describes the user, company, and user's email address.
- b. Account Settings provides Insight Connector with the server connection properties and account login information.
 - **Display Name:** Determines the root folder display in Outlook's folder view.
 - **Server Information:** Provides Insight Connector with both the IMAP and SMTP server addresses. This can either be the IP address or Fully Qualified Domain Name (FQDN) for the server. These entries generally are either the IP address or name of the Insight Server; however, this may vary depending on your environment. If you are unsure about these entries, contact your Systems Administrator.
 - **Logon Information:** Requires the user id and password for the account on the Insight Server.

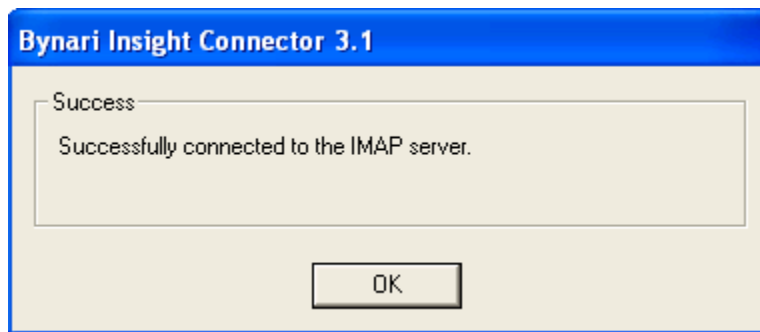


Figure 9 - Test Account Settings

Once the user id and password have been configured, select the "Test Account Settings" button. Upon success the above window is displayed as shown in Figure 9.

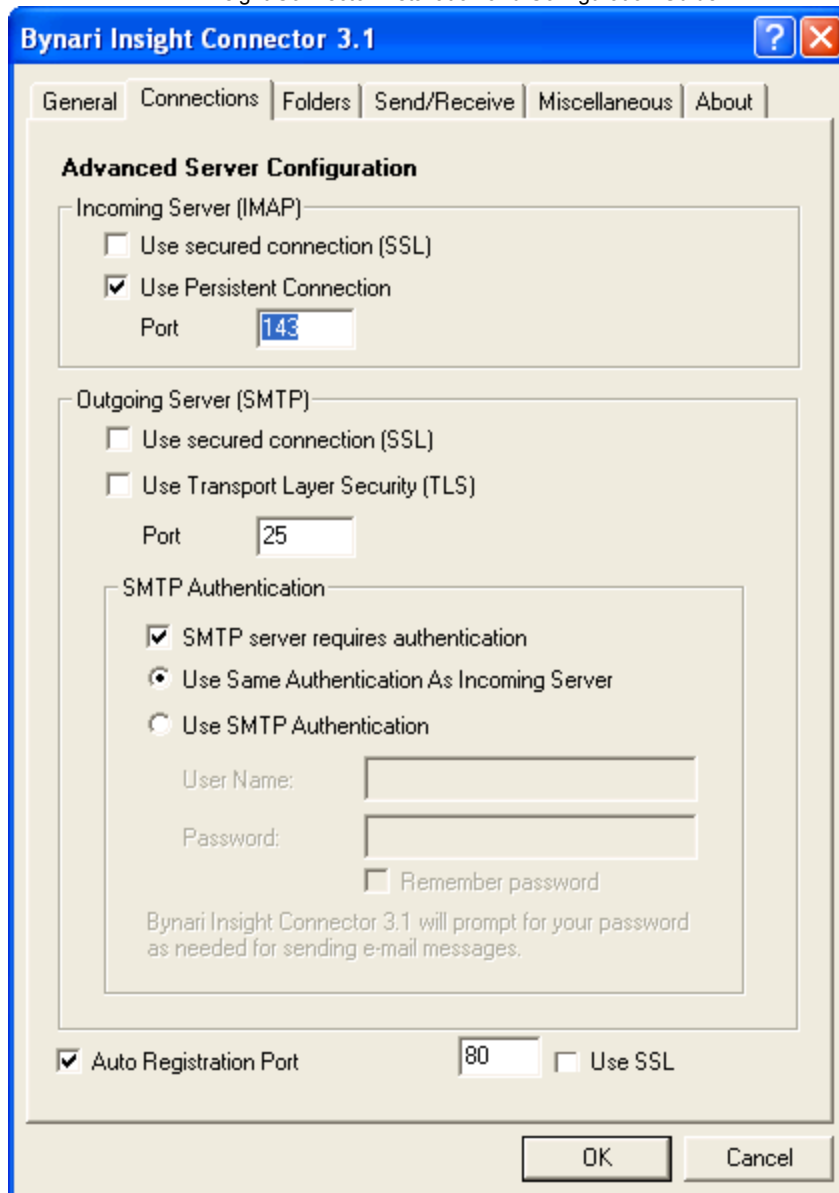


Figure 10 – Connection tab properties

Connections

The Connections tab allows the user to configure the properties used in connecting to the mail server(s). Server Port Numbers allow you to configure the port settings for the Incoming Server (IMAP), Outgoing Server (SMTP), and Registration Server (HTTP).

- **Incoming Server (IMAP)**

Sets the port configuration used by the Insight Connector for receiving e-mail via IMAP.



Use secured connection (SSL): Provides the option to enable Secure Sockets Layer (SSL) for the IMAP connection. Selecting the SSL option automatically updates the port to the default 993 that is used by Insight Server.

Use Persistent Connection: We recommend selecting Use Persistent Connection unless instructed otherwise by your System Administrator.

Outlook can be configured to connect to the Insight Server for each individual IMAP transaction or it can maintain a single persistent connection. A persistent connection maintains a constant conversation with the IMAP server. A persistent connection is the recommended option as it provides better performance because Outlook and the Server perform the authentication process only once.

If Persistent connection is not selected Outlook will need to authenticate with the Server each time it needs to submit an IMAP transaction to the Server. Since servers typically have a limited number of connections that they can service, a non-Persistent connection might be preferable in an environment when there is a large number of Outlook clients connecting to the Insight Server

Port: The Incoming Server port number.

- **Outgoing Server (SMTP)**

Sets the port configuration used by Insight Connector 3 for sending e-mail via SMTP. The following three options allow you to configure the exact level of security used by Insight Connector when sending e-mail.

Use secured connection (SSL): Insight Connector 3 must send e-mail via the SMTPS protocol. This option requires the listener to be enabled on the Insight Server and is the least used since the introduction of Transaction Layer Security.

Use Transaction Layer Security (TLS): TLS has the features of SSL encryption of both authentication and data sequences while still running over SMTP. TLS is enabled in Insight Server in the default configuration making it the preferred SSL encryption method.

Port: The Outgoing Server port number.

- **SMTP Authentication**

SMTP server requires Authentication: This is used when sending e-mail from a client using an IP address not specified by the \$mynetworks configuration parameter in the Postfix configuration of Insight Server. For example, if you want to connect to the Insight Server via a dial-up connection over the Internet. If you are not running on the local network that your Insight Server is on, you need to enable this option to send e-mail through Insight Server. For additional information please contact your Bynari Insight Server Administrator.

SMTP Authentication is plain text. To encrypt the user id & password authentication, enable Use Transaction Layer Security (TLS).

Use Same Authentication as Incoming Server: Your e-mail login and password that you entered while setting up your account is used to authenticate with the Insight Server when sending e-mail.

Use SMTP Authentication: SMTP Authentication is most often required when sending via SMTP to Insight Server from an external IP address. Enabling this parameter tells the client to authenticate with the server to relay messages to external domains. The default is to use the same user id and password used in re-



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trieving e-mail via IMAP. You can also specify a separate User id and password combination.

- **Auto Registration Port**

This option is enabled by default and allows IC3.1 to verify licensing via the local Insight Server. This is to avoid requiring each individual user to enter the license key upon deployment. Please contact your Insight Server administrator before modifying these entries.

Port: The port number can be modified to match the configuration of the Insight Server Apache service.

SSL: Provides the option to enable Secure Sockets Layer (SSL) for the license registration connection. This allows users to still use this feature in environments where administrators will only allow secure connections to the server.

Note: The “Auto Registration Port” feature should be disabled if you are not using Insight Server v4.2.3 or above. With this option disabled, IC3 will use the internet to register the license via Bynari’s license key server.

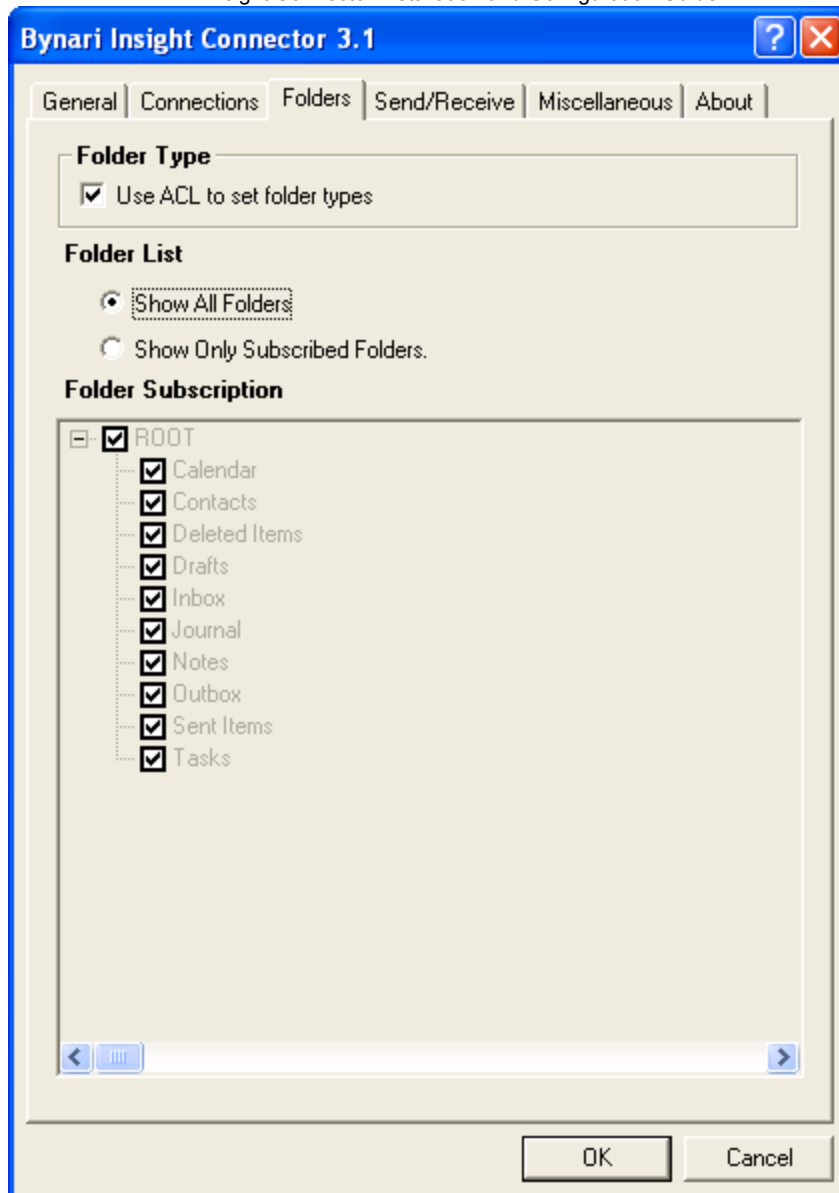


Figure 11 – Folder tab properties

Folders

The Folders tab allows the user to configure the default behavior of IMAP folder use by the Connector.

- **Folder Type**

This option is enabled by default and allows the Connector to use custom IMAP folder ACL's to specify the specialized folder types used by Outlook. These are Appointment, Contact, Task, Notes, and Mail. This option increases performance since the Connector no longer has to locate the hidden synchronization message to determine a given folder's type.

- **Folder List**

Show All Folders: This is enabled in the default of configuration of the “Folder List” which tells the connector to automatically subscribe to all folders found in IMAP.

Show Only Subscribed Folders: In larger environments, the default is not always desirable. This is especially the case when there is a large folder needed by most but not all users on a server.

Using this option allows the user to individually select only the specific folders they would like to see in Outlook.

Note: Be sure not to unsubscribe the default Outlook folders (i.e.: Calendar, Contacts, Deleted Items, Drafts, Journal, Sent Item, Notes, Outbox and Tasks). When these folders are not subscribed, Outlook will automatically recreate these folders on the IMAP server.

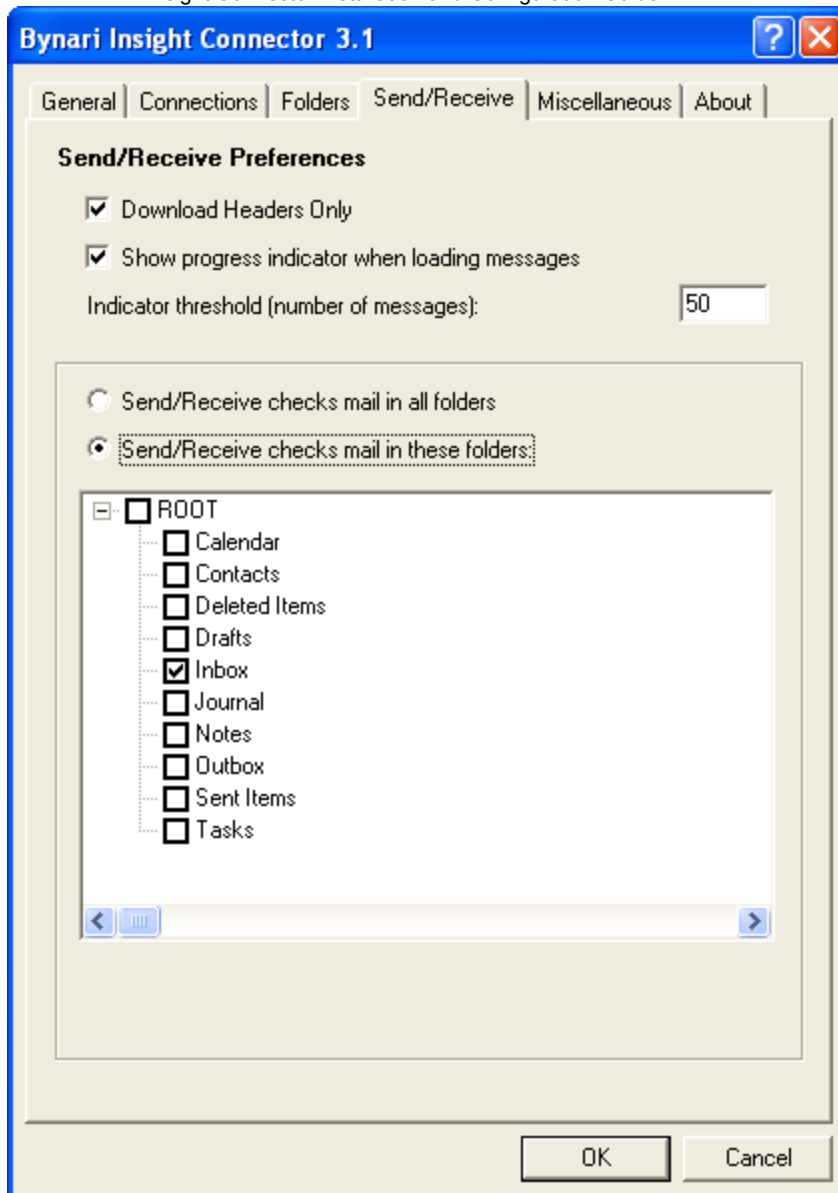


Figure 12 Send/Receive tab properties

Send/Receive

The Send/Receive tab allows the user to control the Connector's default behavior when sending and receiving messages to the IMAP folders.

- Download Headers Only:** This option is enabled by default for performance reasons. Downloading headers only allows the Connector to build the message list for Outlook more rapidly than if it had to download the complete message before providing this information to Outlook. Once the message is selected for viewing then the entire message is downloaded.



- **Show progress indicator when loading messages:** Allows you to configure the status indicator bar when sending and receiving email messages. The default is 50 messages. Any folder with less than 50 messages will not show the Insight Connector status indicator. The threshold can be changed to show the indicator for every folder with even just one message.
- **Indicator threshold (number of messages):** Allows a user to configure the folder list the Connector checks for new messages when the Send/ Receive button is selected. The radio button allows the user to either select specific folder (Inbox is the only one checked by default) or the entire folder list. The latter is usually not practical in larger environments where there are a large number of shared folders.
- **Send\Receive checks mail in all folders:** All folders are checked for new e-mail messages.
- **Send\Receive checks mail in these folders:** Only the selected folders are checked for e-mail.
- **Automatic Send/Receive period:** This checkbox is only viewable in Outlook 98 and 2000 versions. In Outlook 2002 (XP) and 2003, this is configured in its normal location in the Outlook configuration properties. The box to the right specifies the number of minutes between cycles.

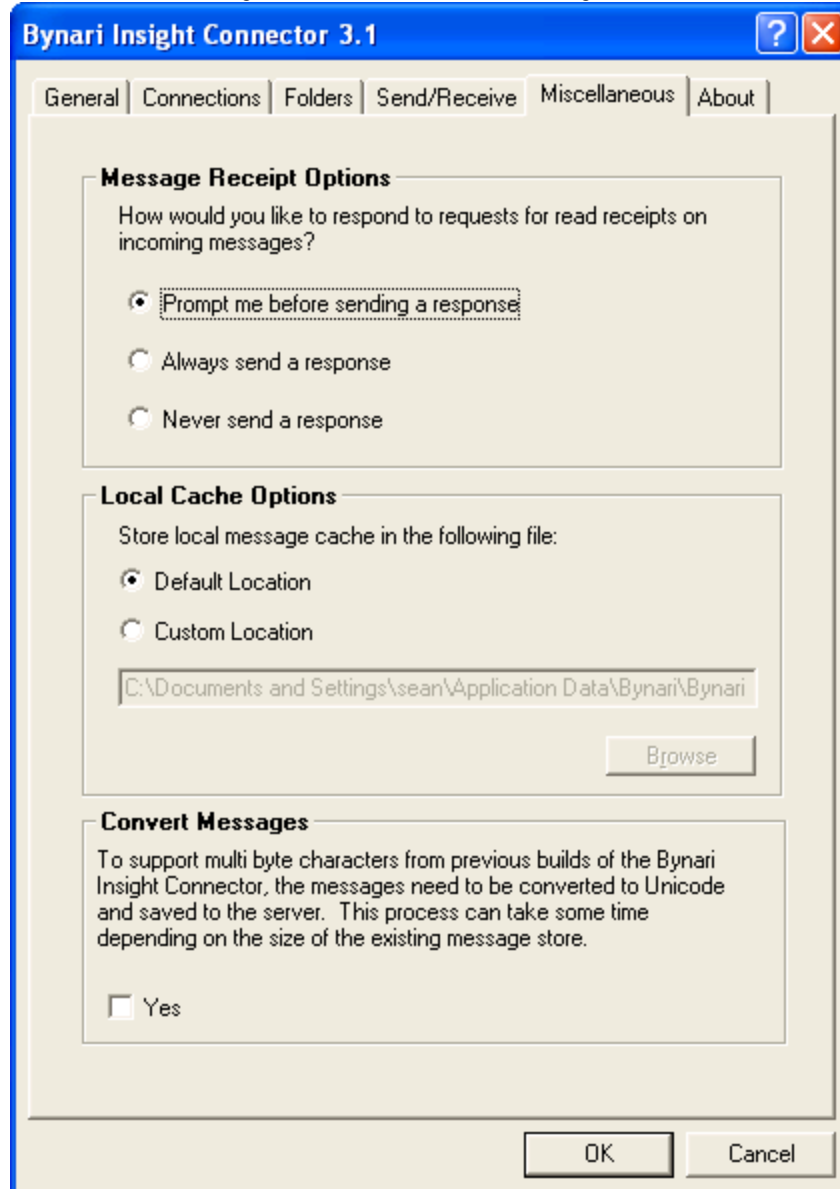


Figure 13 – Miscellaneous tab properties

Miscellaneous

The Miscellaneous tab has all remaining configuration entries for the Connector. These options are separated into two sections.

- **Message Receipt Options**

Prompt me before sending a response: You are notified when a read receipt is requested and you can determine whether to send it.

Always send a response: Send a read receipt whenever one is requested.



Never send a response: Never send a read receipt whenever one is requested

- **Local Cache Options**

Default Location: The default location of the local cache is C:\Documents and Settings\[window's user name]\application data\Bynari\Bynari Insight Connector 3.0\Accounts\[outlook profile name]\[email address]\. The name of the file is Localcache.db.

Custom Location: The second section is for changing the default location of the local cache. By selecting the second option of "Custom Location", a user or administrator can override the default location of the local cache used by the Connector.

- **Convert Messages**

Click this option only if you are using Multi-byte characters such as Hebrew, Chinese, Japanese, etc. If you are using Latin based language such as German, French, English, etc., you do not need to use this option.

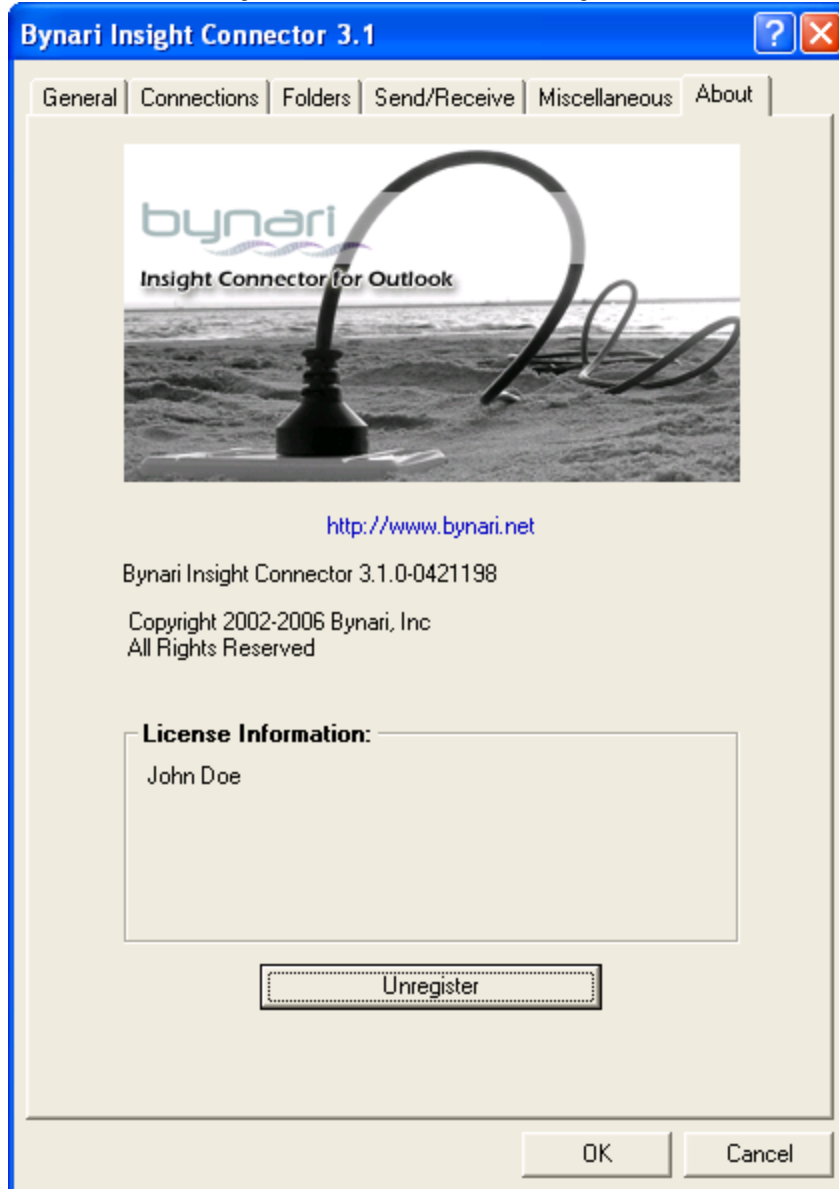


Figure 14 – About tab properties



About

The About tab provides Insight Connector binary version information as well as licensing and registration information. For additional information about registering the product, please go to the section titled "Registering the Insight Connector". The "Unregister" Button shown can be used to reset the Connector's key registration files.

Using Insight Connector 3.1

Insight Connector 3.1 provides Outlook with a MAPI transport service that makes connecting to an IMAP transparent to the end user. The following sections describe some of additional dialogs introduced by the Connector such as Folder permissions as well as documenting configuration changes needed for features such as Free/Busy.

Folder Refresh

To refresh the folder list within Outlook, simply press the “Refresh Folders” button on the Insight Connector toolbar. This is useful when a new folder is created on the server from another mail client, such as Insight WebClient, or if you have recently received permissions to view the contents of a shared folder.

Note: Restarting Outlook will automatically refresh the folder list.

Folder Sharing

Insight Connector allows Outlook users to share personal or public folders with other users that reside on the same mail server. Folders can include calendars, inbox, tasks, contacts, etc.

With Outlook open

1. Go → Folder List (Figure 15)



Figure 15 - Select 'Folder List'

2. Next, highlight the folder you would like to share (Figure 16) and select the “Folder” button on the Insight Connector toolbar.

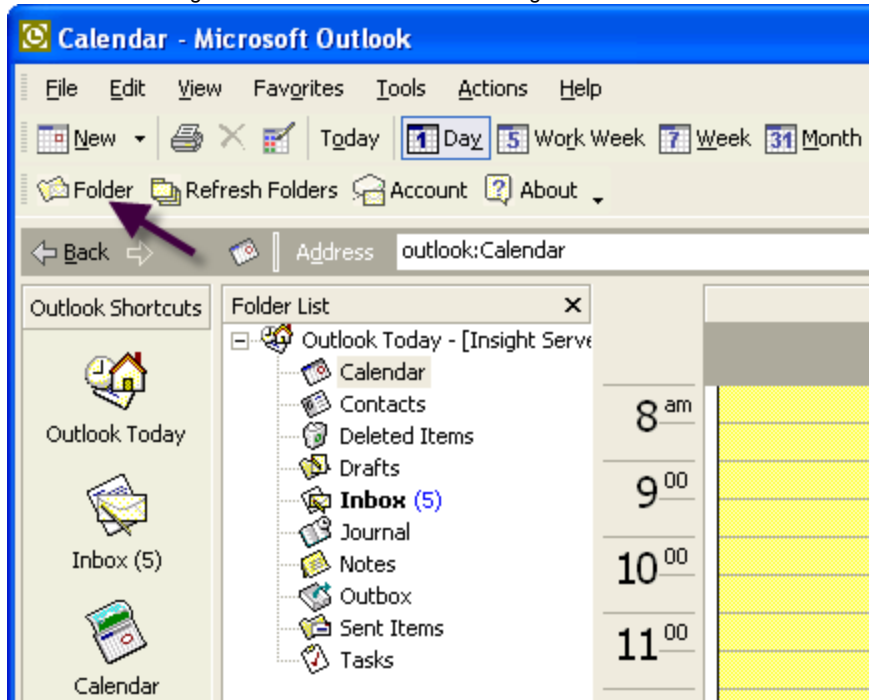


Figure 16 - Select 'Folder' for the folder properties

3. The folder permissions screen will appear as in Figure 17.

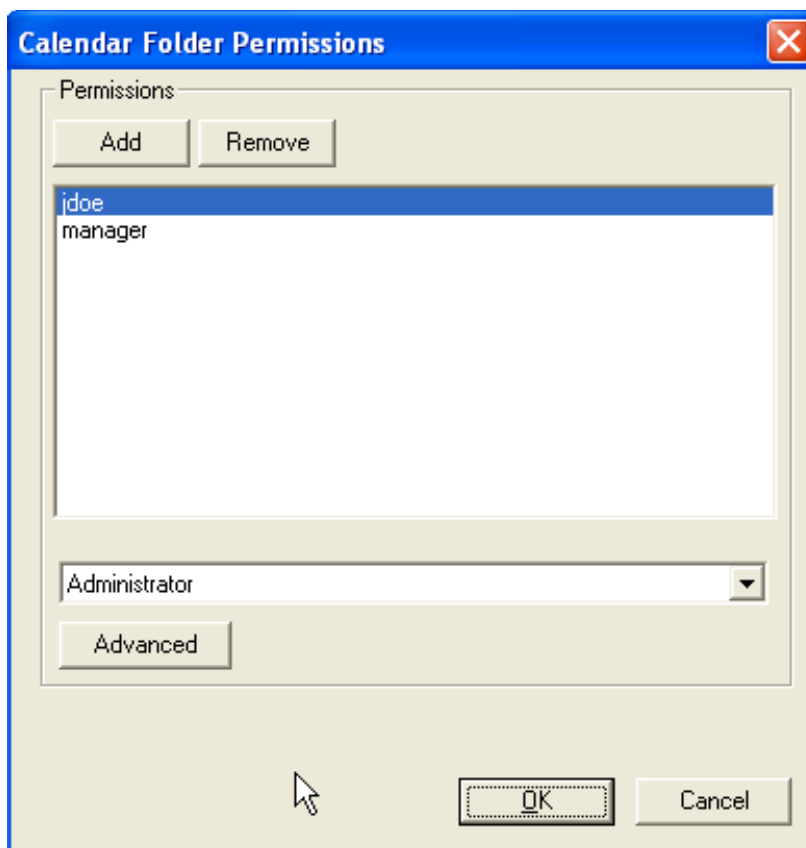


Figure 17 - Insight Connector Folder Options screen

4. Click 'add' to add users, enter the user name, using the email id on the Bynari server. The user id can be found on the user admin screen of the Bynari server (Figure 18). Now select the permissions for the person that will be viewing this folder. There are 4 standard pre-defined folder option permissions:
 - **Administrator** (Full rights)
 - **Guest** (Lookup, Read, Set Seen Flag rights)
 - **Power User** (All rights except for 'Administrator').
 - **User** (All rights except for 'Create', 'Delete', and 'Administrator')

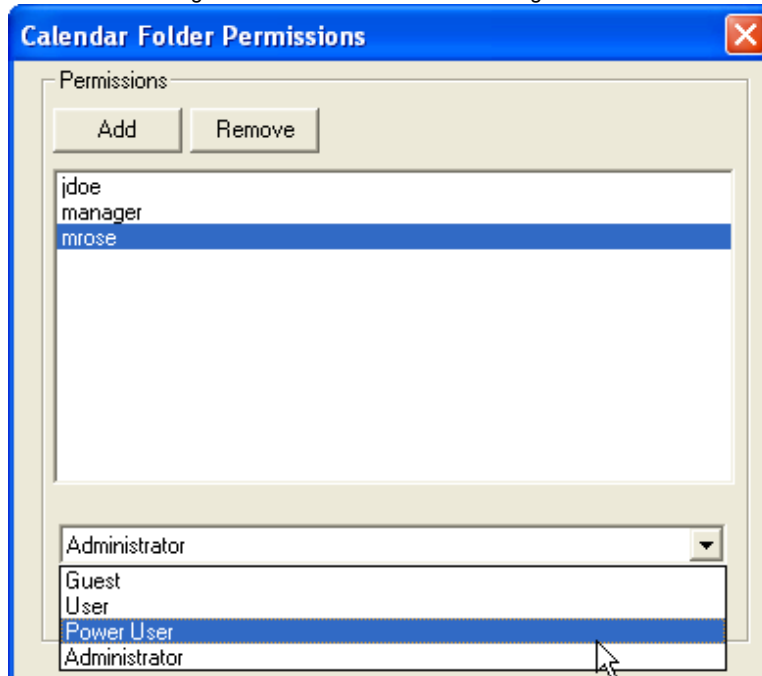


Figure 18 - Pre-defined folder permissions

5. You can also set up customized folder permissions, by clicking the 'Advanced' button. You will find all the Access Control List (ACL) permissions (Figure 19).

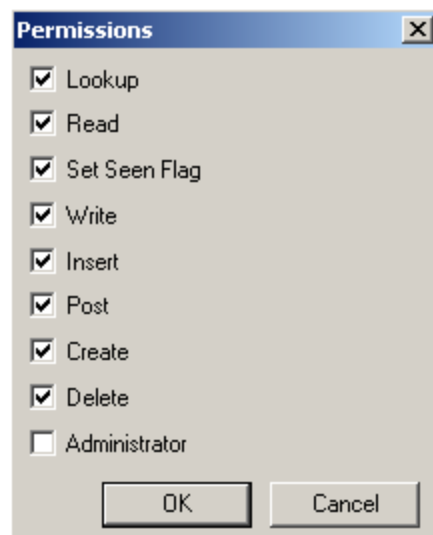


Figure - 19 Advanced Permission

6. Put a check mark next to the permission you would like to assign to a user and click OK. Table 1 shows a list of all the permissions available.

Note: If a user does not have 'Delete' rights, and tries to edit a shared file/contact, that user will receive an error upon synchronization saying he does not have delete rights to that folder. This is because when you edit a document or contact,

the old file has to be deleted before the new one can be uploaded. This is an RFC ACL standard.

Table 1 Access Control List Permissions

Permissions	Description
<i>Lookup</i>	The user may see that the mailbox exists.
<i>Read</i>	The user may read the mailbox. The user may select the mailbox, fetch data, perform searches, and copy messages from the mailbox.
<i>Insert</i>	The user may insert new messages into the mailbox
<i>Set Seen Flag</i>	Keep per-user seen state. The "Seen" and "Recent" flags are preserved for the user.
<i>Write</i>	The user may modify flags and keywords other than "Seen" and "Deleted" (which are controlled by other sets of rights).
<i>Post</i>	The user may send mail to the submission address for the mailbox. This right differs from the "Insert" right in that the delivery system inserts trace information into submitted messages.
<i>Create</i>	The user may create new sub-mailboxes of the mailbox, or delete or rename the current mailbox.
<i>Delete</i>	The user may store the "Deleted" flag and perform expunges.
<i>Administrator</i>	The user may change the ACL on the mailbox.

7. Repeat steps 1-6 as necessary to add other users to whom you wish to share a folder.
8. Select OK on the Insight Connector Folder options dialog box to accept the newly defined permissions.

Viewing Shared Folders

Other users' shared folders will appear under 'Other Users' in the folder list (Figure 20).

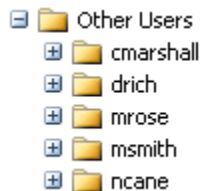


Figure 20 "Other Users" shared folder list

Public folders created on InsightServer will show up under 'Shared Folders' in Outlook (Figure 21).

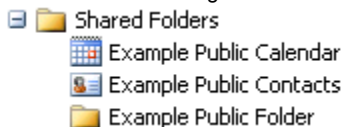


Figure 21 “Shared Folders” public folder list

Note: Beginning with Insight Connector 3.0.7 private events (appointments, contacts, and tasks) are stored on the server. Only the folder owner will see private events, no matter the folder permission given to other users.

In order to utilize this functionality safely, be sure to update all clients to v3.0.7 or above to ensure that private events are not inadvertently seen by other users.

Also if you are using Insight WebClient, please upgrade to version 4.2.2 or better, which also supports private events.

Older versions of Insight Connector (3.0.6 or older) or Insight WebClient (4.2.1 or older) cannot distinguish an event from being private and will display them all.

Free/Busy Configuration

Outlook allows users to share free/busy information from their Calendars with other users on their mail server. With the Microsoft Office Internet Free/Busy Service, users can publish their free/busy times to a shared Internet location. Members of the service can view each other's free/busy information and can help control which members have access to their information.

To configure Free/Busy:

1. Select Tools-> Options-> Calendar Options. Under Advanced options, deselect the **When sending meeting requests over the Internet, use iCalendar format** option
2. Select → Free/Busy Options (Figure 22).

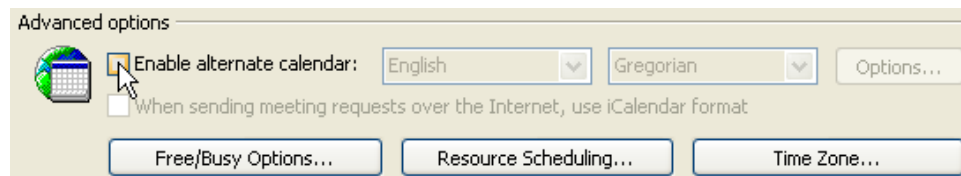


Figure 22 Uncheck "When sending meeting..."

3. Enter the following information as shown in Figure 23.

-Options: You can choose how often and for how long free/busy information are valid. We recommend 2 months of Free/Busy information and 1-5 minute automatic updates.

-Publish at my location: This option must be checked. Enter the FTP address as well as the username and password (Outlook 98 and 2000 only). In the figure showing Free/Busy Options, a sample path name is shown. Insert your information in place of the variables. Outlook 98/2000 Example:

```
ftp://jdoe.mypassw0rd@mail.example.net/freebusy/%NAME%.vcf
```

Outlook 2002/2003 Example:

```
ftp://mail.example.net/freebusy/%NAME%.vcf
```

-Search Location: Enter in the URL for the free/busy times of the shared Internet location. In the figure showing Free/Busy Options, a sample path name is shown. Insert your information in place of the variables. Example:

```
http://mail.example.net /freebusy/%NAME%.vcf
```

Note: Both of the above URL locations consist of the server's IP address or Fully Qualified Domain Name. For additional details please contact your Insight Server Administrator.

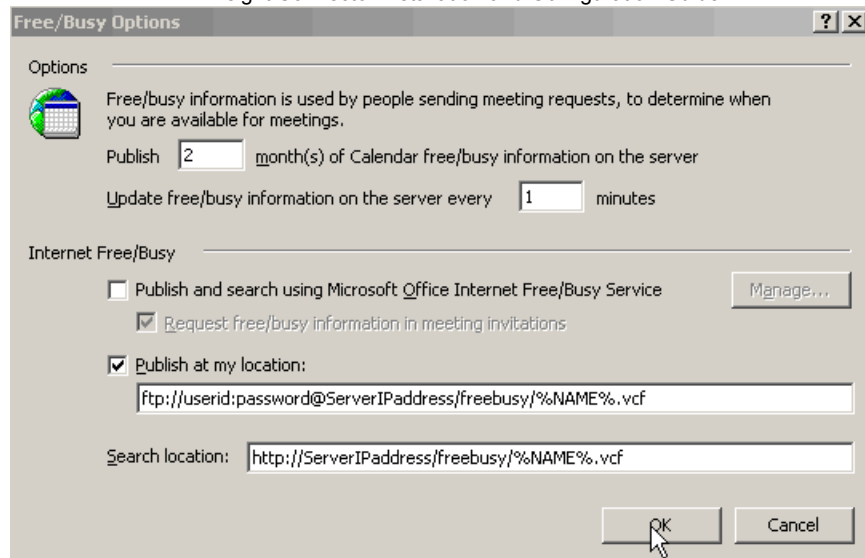


Figure 23 Free/Busy Options

4. Click “OK” on the Free/Busy options dialog box to apply the settings.

Show / Hide Toolbar

In Outlook you have the option to show or hide the Insight Connector toolbar initially set during the installation. Change this setting by selecting from the menu bar, View > Toolbars > Insight Connector. This will place a check mark next to the name to show that it is enabled.

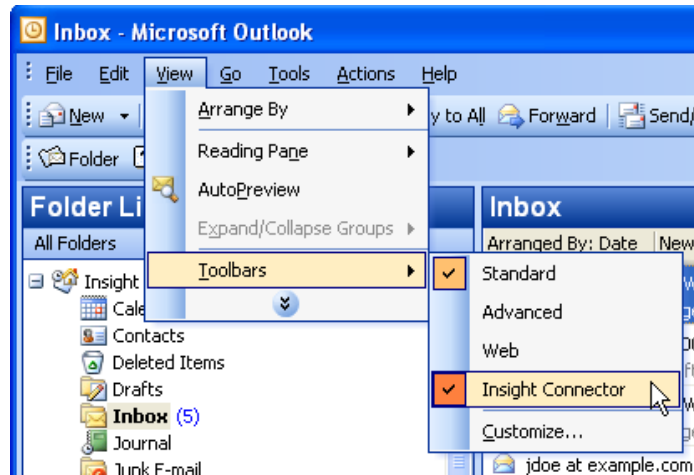


Figure 24 Show/Hide Insight Connector Toolbar

If you have hidden the Insight Connector toolbar at the time of installation, you can show the toolbar by following the above steps.

Registering the Insight Connector

Insight Connector should automatically register when entering the license key as described in section 1. If the product fails to register, manual validation may be required.

Normally the license key is passed via the Internet, through port 80, to the Bynari Key Validation Servers. The key is then checked, and if valid the product is registered, (You can ping <http://register.bynari.net> to check for connectivity).

Note: If the workstation resides behind a firewall and port 80 is blocked, port 3080 can be configured for automatic registration and validation of the license key.

To manually validate a license key:

1. Ensure that the License Key dialogue box is opened. This is opened during the installation or by clicking “About” (from the Insight Connector toolbar) → click “Register”.
2. Ensure that you have your license key entered in the top field (as in section 1).

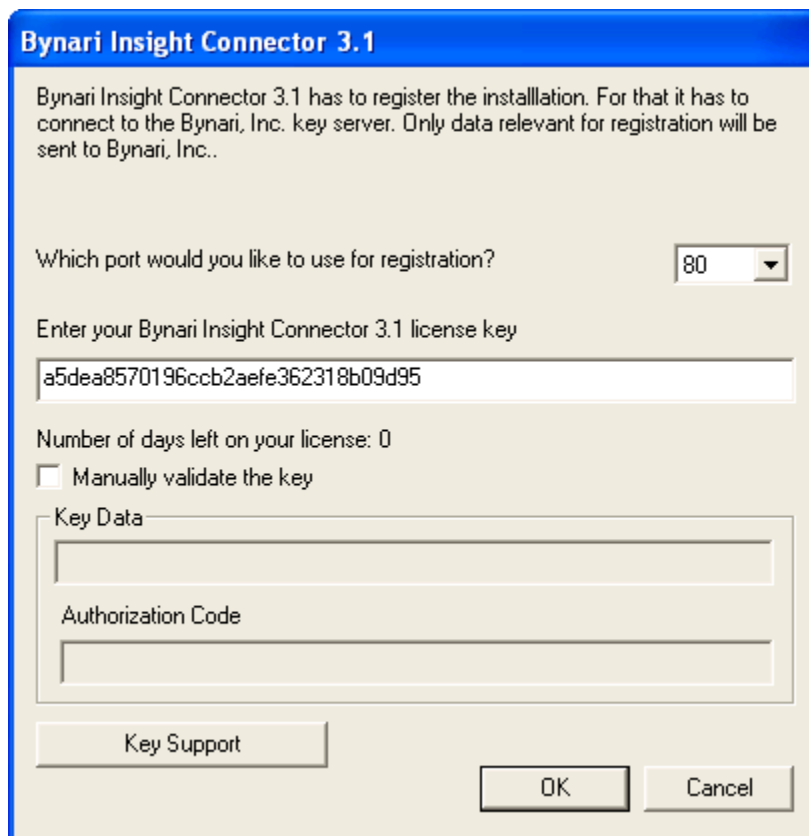


Figure 25 - Key Support button

3. Click the “Key Support” button (Figure 26).

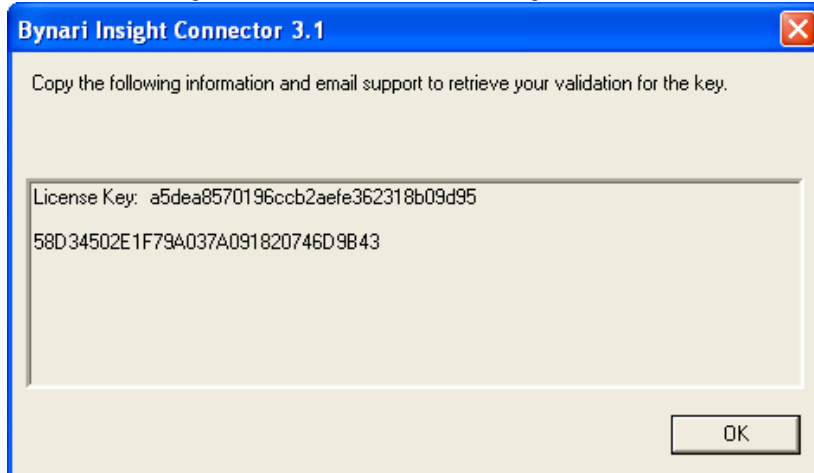


Figure 26 - Key Support button

4. Copy and paste the contents of the dialogue box that opens into an e-mail and send to Bynari, Inc. Support (The e-mail address can be found at www.bynari.net).
5. A Bynari representative will contact you as soon as possible and provide validation information. Select the checkbox titled "Manually validate the key" and enter the information provided into the "Key Data" and "Authorization Code" fields (Figure 27).

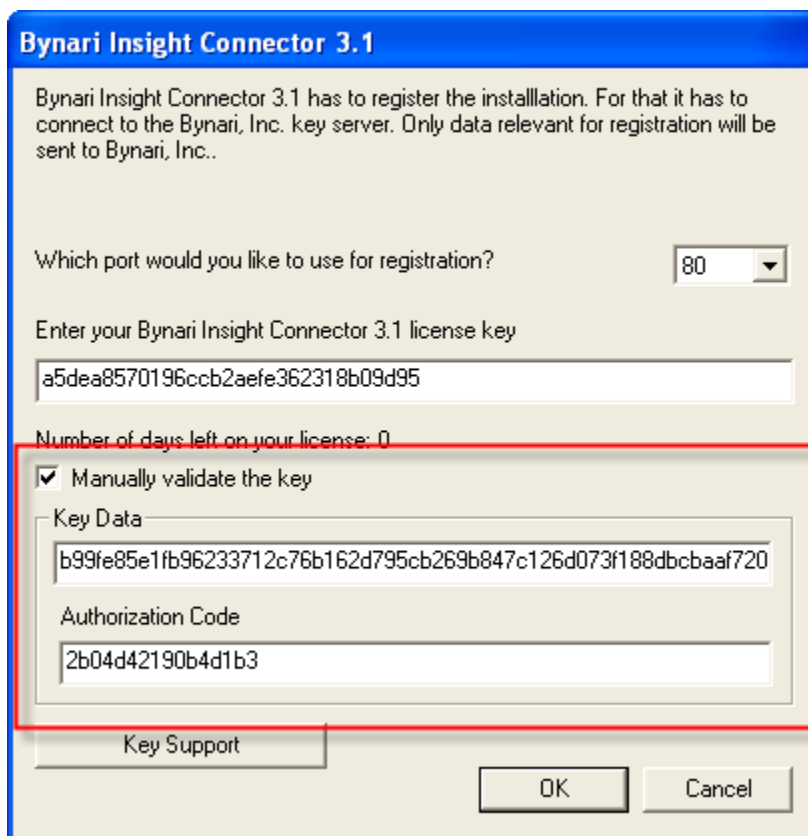


Figure 27 Manually entering the information

6. Click "OK" to complete the registration process.

Reporting Problems

When reporting problems, be sure to include the following information:

- Microsoft Windows version number and patch level.
 - Right-mouse click the **My Computer** icon on the Desktop and select **Properties**. The Windows version and patch level will be listed under **System:** in the **General** tab dialog.
- Microsoft Outlook version and patch level.
 - Right-mouse click **Help** in Outlook and select **About Microsoft Outlook**. The Outlook version and patch level will be listed.
- The full version number of the Insight Connector.
 - In Outlook select **Inbox** from the Folder List then click **About** in the Connector toolbar. The connector version and build number (3.0.7-xxxx) will be listed.