



4TEAM FOR MICROSOFT® OUTLOOK® SERVER EDITION

4Team Server VERSION 1.00

Installation & Configuration Guide

INTRODUCTION

4Team Server is designed to provide server-based collaboration among the users of 4Team Folders. It allows them to send and retrieve updates that are made in 4Team Folders through their network using the web services in addition to e-mail messages that are currently used in 4Team for Microsoft Outlook.

This document describes the following topics:

- 4Team Server for Microsoft Outlook
 - System and hardware requirements
 - Installation instructions
 - Step-by-step configuration
 - Activation
- [4Team for Microsoft Outlook](#) for use with 4Team Server
 - System and hardware requirements
 - Configuration instructions

Important Note:

For successful installation and use of 4Team Server we recommend reading the following document carefully and information available at <http://server.4team.biz>. Using professional help of Server Administrator is preferable. We also suggest consulting with our Online Support specialists that are available via Live Help on our corporate website at: <http://www.4team.biz>.

If you decide that our solution will work for you and you need to use the services of a professional server Administrator, please order the professional installation at: <http://server.4team.biz>.

Please also read [MySQL usage Notice](#).

4Team Server

System Requirements

Microsoft Windows 2000 Professional or any Server edition or
Microsoft Windows XP Professional or
Microsoft Windows 2003 any Server edition
Microsoft Internet Information Services 5.0 or higher with World Wide Web Services configured
MySQL version 4.0.24 (installed on any computer, refer to MySQL Classic requirements by visiting this link:
<http://dev.mysql.com/doc/mysql/en/installing.html>)
MyODBC version 3.51.04 (installed on 4Team Server computer)
SMTP server (optional)
POP3 server (optional)

Hardware Requirements

The Server hardware requirements highly depend on the number of users of the 4Team for Microsoft Outlook system. The minimum requirements are:

Computer and processor: PC with a 133-MHz processor required; 500-MHz or faster processor recommended.
Memory: 128 MB of RAM required; 256 MB or more recommended.
Hard disk: 100 Mb minimum, 2 GB of available hard-disk space recommended.
Network: 10 Mb/s network adapter

MySQL Database Server Installation & Configuration

Download MySQL version 4.0.24:
<http://mirrors.cloud9.net/pub/mysql/Downloads/MySQL-4.0/mysql-4.0.24-win.zip>
Extract this .zip file and run setup.exe there. Install the product with default options. It is highly recommended that you restart your computer after installation in order to avoid connection problems.

Security Note

Initially, the main MySQL database username is "root" and its password is blank. If you want to change the password, open Command Prompt (Start->Run, type "cmd.exe" and press Enter), in Command Prompt type "C:\MySql\bin\mysql.exe -u root", press Enter and issue the following commands (executing each by typing it and pressing Enter key):

```
update mysql.user set Password=PASSWORD('your_new_root_password') where  
user='root';  
flush privileges;  
quit
```

Do not forget to substitute the string "your_new_root_password" with your new password.

Remember your MySQL username ("root") and your MySQL password when you are configuring 4Team Server.

MyODBC Driver Installation

MyODBC driver installation is required on the computer where 4Team Server will be installed.

It is recommended that you use MyODBC Connector ver. 3.51.04 (currently higher versions have serious problems and can't be used). Download it from this link:
<http://downloads.mysql.com/archives/myodbc-3.51/MyODBC-3.51.04.exe>

Run the downloaded file and install with default options.

MySQL Classic usage notice.

MySQL powerful database along with 4Team Server allows working with hundreds of teams and thousands of users. This database requires a license which must be obtained from MySQL AB separately from 4Team Server.

If you already have a commercial license of MySQL Classic or MySQL Pro and plan to use 4Team Server with this license please disregard this notice.

For more details about MySQL Server licensing please [click here](#) or go to:
<http://www.mysql.com/company/legal/licensing/>.

If you are satisfied with the MySQL Database and the trial version of 4Team Server, you will need to buy or obtain a commercial license of MySQL Classic.

How to get MySQL for Free or for a small price:

- If you are a non-profit or Educational organization, you can obtain a FREE MySQL license by contacting MySQL directly by phone or online by [clicking here](#) or at:
<http://www.mysql.com/company/contact/?topic=sales&subj=MySQL%20Online%20Shop%20Question>.
- Using your ISP or hosting provider (most providers allows using MySQL for free or for very small price). Additional access to the server resources is required if you are planning to use your 4Team Server for more than one team. Please contact our support for additional information.
- You can freely use your existing MySQL database, if you already have a commercial license of MySQL Classic or MySQL Pro and plan to use 4Team Server with this license on the same server.

4Team Server Installation

Download the 4Team Server installation file at: <http://server.4team.biz>.

Run this file and follow the installation wizard instructions.

During the installation, a message may appear asking to enable the parent path support in IIS Default Web Site. The answer "Yes" in this case is recommended. This option is required for 4Team for MS Outlook Server to run successfully.

Note: If you don't want to enable this option for all Default Web Site virtual directories, you must enable the parent path support for 4Team virtual directory manually in IIS.

4Team Server Configuration

1. After the installation is complete, open your internet browser and type the **4Team Server Administration Link**: <http://localhost/4team/setup/>

Note: localhost should work in most cases, but only when running this link from the same machine where 4Team Server is installed. If you want to access 4Team Server Administration from other computers, you must use the server IP address or domain name instead of localhost.

2. On the **4Team Server Connection Settings** page, you have to provide your MySQL server connection settings (refer to "MySQL Server Installation & Configuration" for details). Use the "Test Connection" button to make sure your settings are correct and you have access to the MySQL database from your server. You must also create your login information to Administration Area of the server. Enter any Login name and Password. Remember them, as they will be used to log in to Administration. Click "Update".

3. If the MySQL database connection is established successfully, you will be asked for Login Information again. Enter the Login name and Password you've assigned previously and click "Log In".

4. The "Activation" page requires activating your copy of 4Team Server. Please refer to "4Team Server Activation" for detailed information.

Note: for Beta version of the server activation is not required, the server will be working as 4Team Server until 1st of July, 2005. After that, it will require activation.

Configuring Team Account to Use with Your Team in 4Team for Microsoft Outlook

1. Log in to **4Team Server Administration** and go to "Team Accounts".
2. To add a new team account, click the "Create new team account" link.
3. To create a new team account, you need to type its name in the Account Name field. The account must have at least one team member, so please enter his/her name and e-mail address.
This person will be one of the Team Administrators in the team. It is recommended that this person should be the first to set up the 4Team for MS Outlook application and configure the connection with 4Team Server there. Please note, that an e-mail address is used as the member's identification, so it has to be the same as in 4Team for MS Outlook.
4. Click "Create" when you've entered all the required information. A Team Account will be created and will appear on the left-hand side of the screen in the list of accounts.

Configuring Existing Team Account to Allow E-mail Synchronization Mode

4Team Server allows synchronization by e-mail when members can't access it directly. In that case members have to enable checkbox "Currently can't access server, use e-mails instead" in the 4Team Server settings window (refer to "Enabling Synchronization by E-mail When Working in 4Team Server Configured Environment"). In order to make this functionality work, 4Team Server needs to be properly configured.

Firstly, it needs SMTP server information to send e-mails with updates to such members. To configure SMTP server, follow these steps:

1. Log in to **4Team Server Administration** and go to "Outgoing Mail Server" page.
2. Enter your SMTP server settings and log in information.
3. Click "Submit".

NOTE: make sure that these settings are correct and that current computer has privileges to use this SMTP server.

Each Team Account needs to have access to POP3 type e-mail account where e-mails with synchronization information are received and stored. This has to be separate e-mail account that is not used by any user or other service. It is recommended to create special account for each Team Account on your e-mail server.

To configure POP3 e-mail account in Team Account, follow these steps:

1. Log in to **4Team Server Administration** and find the required Team Account in the left-hand side of the screen in the list of accounts.
2. Open sub-menu of the account, and click on "Team E-mail Account" page.
3. Enter Team E-mail Account POP3 account server settings and log in information.
4. Click "Submit".

4Team Server Activation

1. Log in to 4Team Server Administration and go to the "Activation" page.
2. Select the "4Team Server" checkbox and click "Activate".
3. Select a type of activation.

Online (via Internet)

If your server has access to the Internet, it is recommended that you activate your copy Online (via Internet). Just type in your Invoice Number received when you purchase 4Team Server from the 4Team Corporation web site and click "Activate".

By phone or e-mail

This activation type doesn't require the server to be connected to the Internet. Use Installation ID listed on this page and contact the 4Team Corporation sales department to receive an Activation Code. You will have to provide your Invoice Number received when you purchase 4Team Server from the 4Team Corporation web site. Enter the Activation Code on this page and click "Activate".

Contact 4Team Corporation Sales:

- By phone: +1 (954) 7968161
- By email at: sales@4team.biz
- By LiveHelp: available at <http://www.4team.biz> or <http://server.4team.biz>.

4TEAM FOR MICROSOFT OUTLOOK

Configuring 4Team for Microsoft Outlook to Use With 4Team Server

Before configuring 4Team for use with 4Team Server, you need to know these settings:

- 4Team Server Address (Link)
- Team Account ID

4Team Server Address (or Link) is the main link that is used by 4Team to access 4Team Server. By default it is

[http://\[server name or ip\]/4team/](http://[server name or ip]/4team/)

where [server name or ip] is the internal or external domain name or IP of your machine where 4Team Server is installed. But it can be configured manually to use the company domain name or any other IIS virtual directory.

Team Account ID can be found in 4Team Server Administration on the "Team Accounts" page in the "Team ID" column.

If you already have 4Team for Microsoft Outlook installed on your system, move to step 3.

1. Run the installation of 4Team on the first member's computer (it can be any computer, including the one where 4Team Server is installed). Follow the installation wizard instructions.
2. Open Microsoft Outlook. 4Team configuration wizard will start. Follow the wizard instructions and set up Team Folders. Select the "Administrator" type installation for the first user. Make sure to enter the same e-mail address of the user as it was entered in 4Team Server while configuring the Team Account. When the configuration wizard is complete, you will be asked to restart Microsoft Outlook.
3. Go to the "4Team Folders" menu, and select "Advanced Options...". In the Advanced Options window go to the "4Team Server" tab.
4. In the "4Team Server" tab, enable the "Use 4Team Server" checkbox. Fill in the required information:
Server – 4Team Server Address (Link) (by default "[http://\[server name or ip\]/4team/](http://[server name or ip]/4team/)")
Team ID – Team Account ID (can be found from the list of Team Accounts on 4Team Server)
Member ID – member's e-mail address used in that Team Account
Click "OK"
5. It is highly recommended that you synchronize all the existing information of your Team Folders with the configured 4Team Server Team Account. Click "OK" in the next window to start the synchronization process.
Note: If you click "Cancel", all the information that you currently have in Team Folders, including the Team Member list, projects and items inside the projects will not be accessible to other users.
6. When the synchronization process is complete, click "Summary" to review the synchronization results, then click "OK".

Note: Each member has to complete these steps in order to configure 4Team for Microsoft Outlook to work with configured Team Account on 4Team Server.

Enabling Synchronization by E-mail When Working in 4Team Server Configured Environment

When 4Team Server is not accessible by any of the members of Team Account, e-mail synchronization can be enabled.

NOTE: 4Team Server has to be configured in order to this functionality to work correctly. Please refer to "Configuring Existing Team Account to Allow E-mail Synchronization Mode".

To enable e-mail synchronization:

1. Go to the "4Team Folders" menu, and select "Advanced Options...". In the "Advanced Options" window go to the "4Team Server" tab.
2. In the "4Team Server" tab find the checkbox "Currently can't access server, use e-mails instead", and enable it.
3. Type in the Team E-mail Account Address (the one configured with this Team Account on 4Team Server) into "E-mail" field and click on "Apply" button again.
4. Click "OK".