

Version 4.5.1.0 Upgrade Installation Guide

OfficeCalendar for Microsoft® Outlook™

Sharing Microsoft Outlook Calendar and Contacts without Exchange Server

"Sharing Microsoft Outlook Calendar and Contacts without Exchange Server"

Copyright Lookout Software, LLC. 2003 – 2008. All rights reserved. Microsoft, Outlook, and Exchange Server are trademarks or registered trademarks of Microsoft Corporation. Last update May 13, 2008.

<http://www.officecalendar.com>

Table of Contents

OfficeCalendar Version 4.5.1.0 Upgrade Overview.....	3
Installing the OfficeCalendar Version 4.5.1.0 Server Upgrade	4
Ensure that the OfficeCalendar Client Installation Folder is shared on your network	11
Configuring your organization's OfficeCalendar Online account.....	12
Installing the OfficeCalendar Version 4.5.1.0 Client Upgrade	14
Additional Version 4.5.1.0 Upgrade Resources.....	19

OfficeCalendar Version 4.5.1.0 Upgrade Overview

OfficeCalendar Clients lower in version number than 4.5.1.0 are not interoperable with the OfficeCalendar Version 4.5.1.0 Server, and vice-versa. However, trying to synchronize a Version 1x – 4.0.0.0 Client with the Version 4.5.1.0 Server, and vice-versa, will not harm OfficeCalendar in any way. If there is a version mismatch between the OfficeCalendar Client and Server software, the end-user will receive a message telling them of the version mismatch and to contact their OfficeCalendar Administrator.

Thus, to avoid confusion among end-users, we suggest that you notify all OfficeCalendar users of the day and approximate time you'll be performing the upgrade. Also, because both the OfficeCalendar Server and Client software need to be upgraded, we recommend that you perform the upgrade when you have the time to upgrade both the Server software and all Outlook Clients using OfficeCalendar with the OfficeCalendar Version 4.5.1.0 Client upgrade.

Both the OfficeCalendar Server and Client upgrades are easy to perform and install quickly. When performed properly, it is estimated that the typical OfficeCalendar Server upgrade will take less than 5 minutes, while each OfficeCalendar Client upgrade will take approximately 1 minute.

"Sharing Microsoft Outlook Calendar and Contacts without Exchange Server"

Copyright Lookout Software, LLC. 2003 – 2008. All rights reserved. Microsoft, Outlook, and Exchange Server are trademarks or registered trademarks of Microsoft Corporation. Last update May 13, 2008.

<http://www.officecalendar.com>

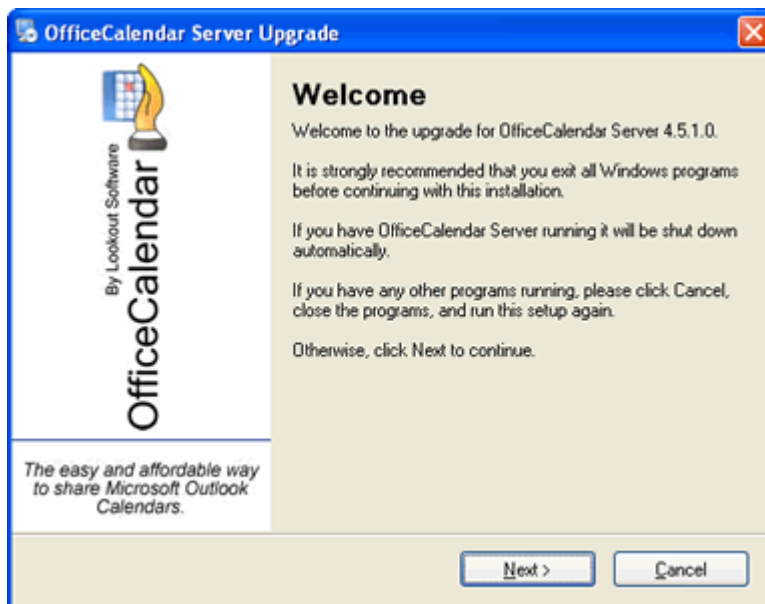
Installing the OfficeCalendar Version 4.5.1.0 Server Upgrade

1. If you have not done so already, download the OfficeCalendar Version 4.5.1.0 upgrade installer from our website at <http://www.officecalendar.com/purchase/login.aspx>. You'll need your customer login information to obtain the upgrade.
2. Double-click on the **ocupgrade4510.exe** file that you downloaded from our website.



ocupgrade4510.exe

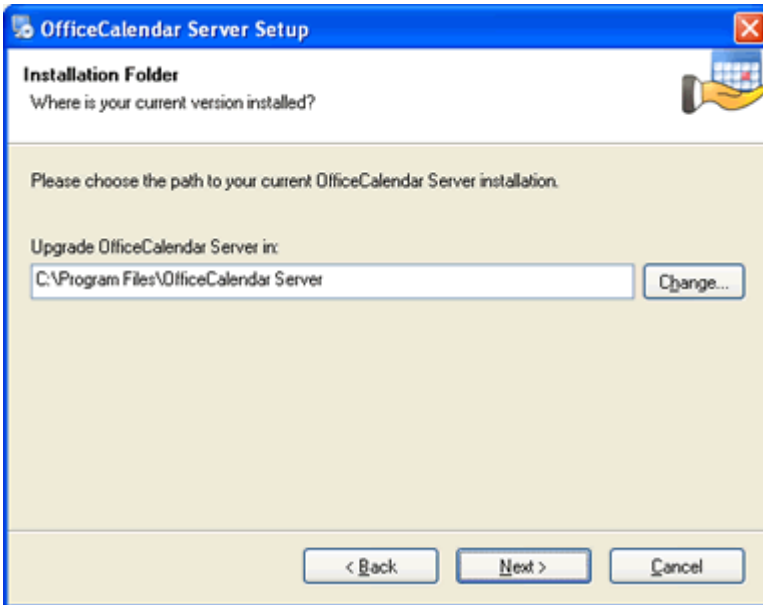
3. From the OfficeCalendar Server Upgrade **Welcome** screen; click **Next**.



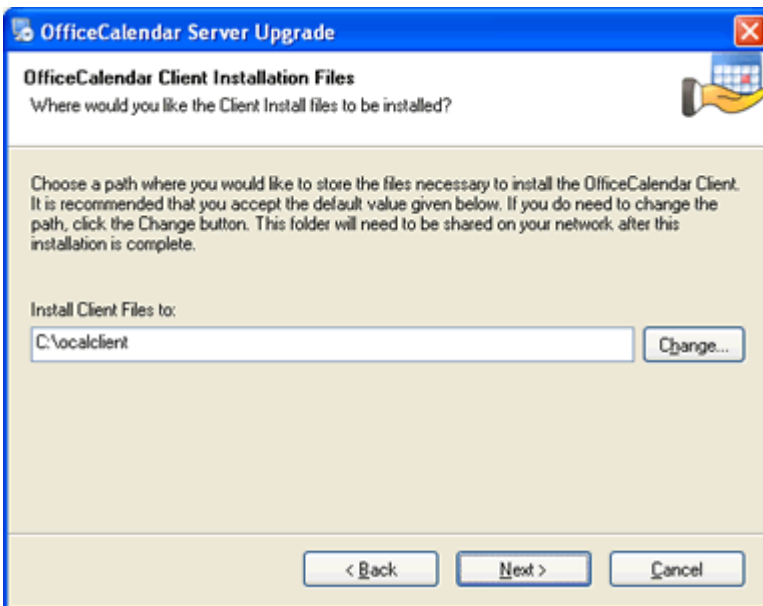
4. Select the folder where your current OfficeCalendar Server is installed, and click **Next**. *If your current OfficeCalendar Server is installed in the **C:\Program Files\OfficeCalendar Server** folder, the OfficeCalendar Server Upgrade installer will detect and apply it automatically for you.*

"Sharing Microsoft Outlook Calendar and Contacts without Exchange Server"
Copyright Lookout Software, LLC. 2003 – 2008. All rights reserved. Microsoft, Outlook, and Exchange Server are trademarks or registered trademarks of Microsoft Corporation. Last update May 13, 2008.

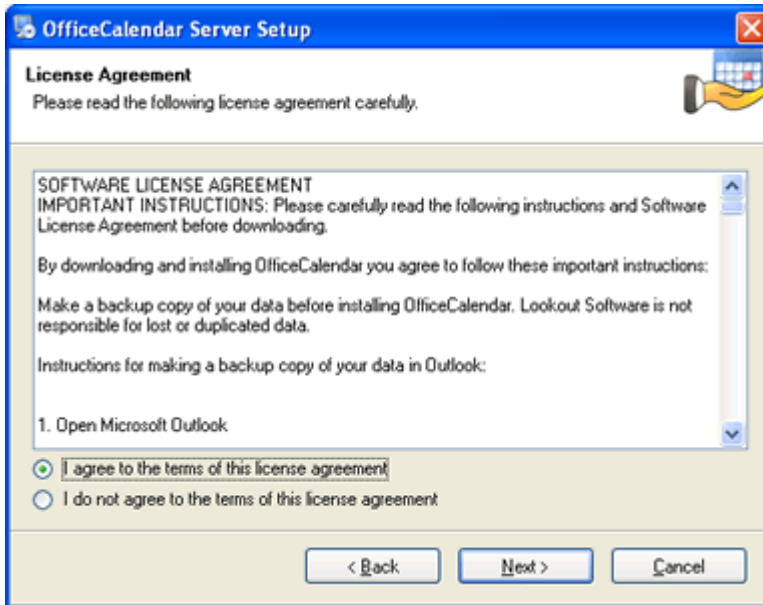
<http://www.officecalendar.com>



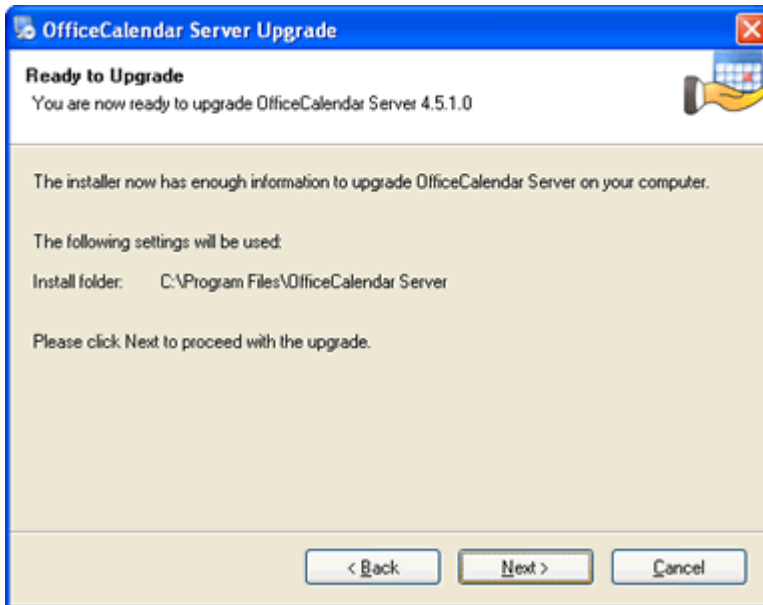
5. Select an installation folder for the OfficeCalendar Client installation files, and click **Next**. *For ease of support we recommend that you choose the default location of **C:\ocalclient**.*



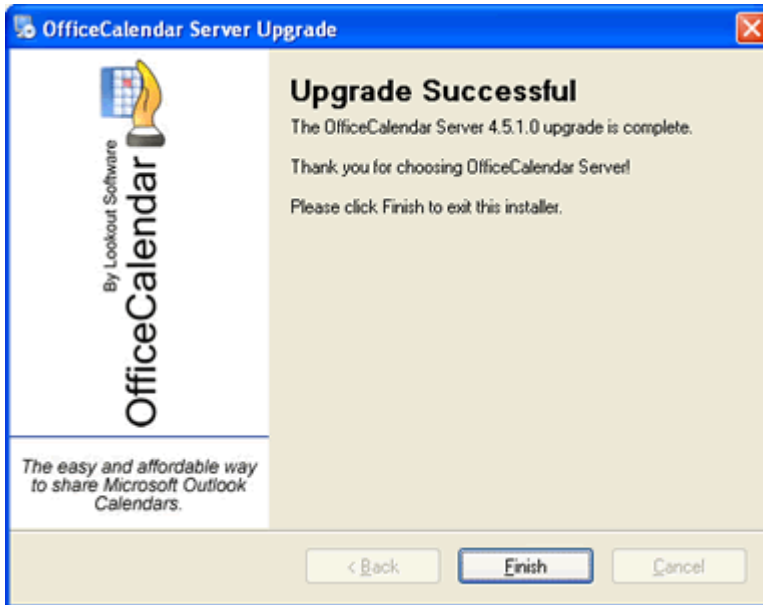
6. Please read the OfficeCalendar license agreement; click the **I agree to the terms of this license agreement** radio button; and click **Next**.



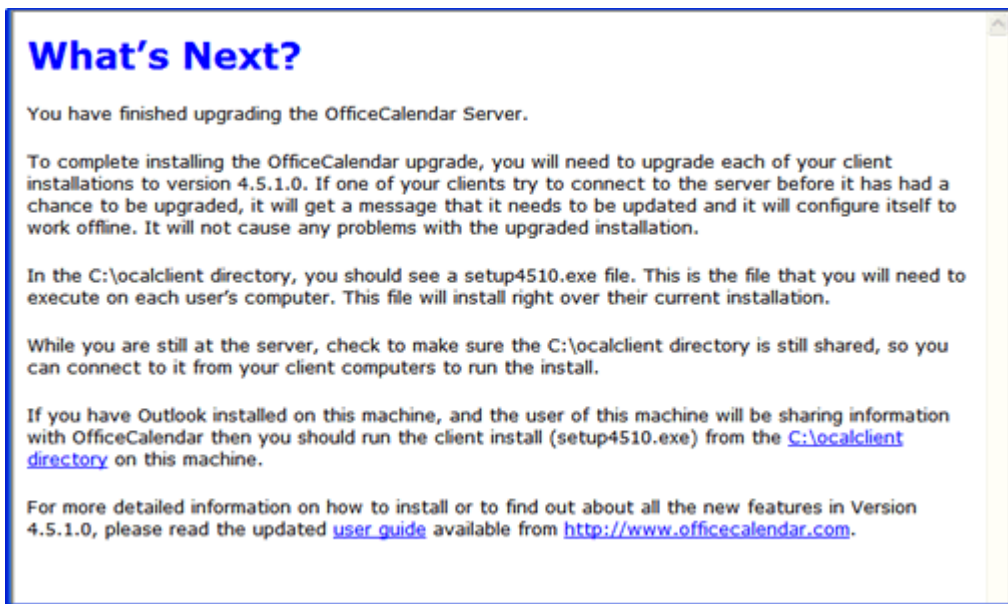
7. From the **Ready to Upgrade** dialog box; click **Next**.



8. Once the OfficeCalendar Server upgrade setup has successfully installed; click **Finish**.

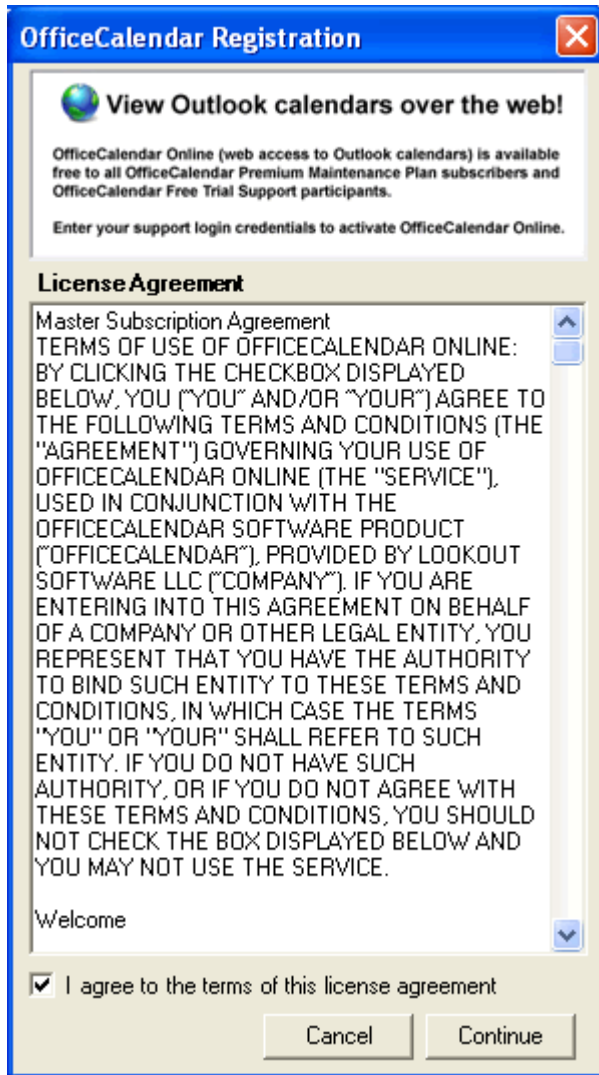


9. Just after you click **Finish** you'll see the **What's Next** screen appear. This screen briefly describes the steps you'll need to perform after installing the OfficeCalendar Server. Please take a minute to read through the **What's Next** screen text. When you are finished reading the text in the **What's Next** page, close the window. Your OfficeCalendar Server Version 4.5.1.0 upgrade is now complete.



10. Finally, before proceeding to the next step in the upgrade process, open the OfficeCalendar Administration Console by clicking on the **OfficeCalendar Admin** icon on the desktop in which the Server was installed.

11. You will now see the registration screens for OfficeCalendar Online once your OfficeCalendar Server upgrade is complete. Please read the OfficeCalendar Online license agreement; click **I agree to the terms of this license agreement** radio button. Then click **Continue**.



12. OfficeCalendar Online is an optional feature that allows OfficeCalendar users to access their Outlook shared calendars online while away from the office. OfficeCalendar Online is only available to OfficeCalendar customers that are currently subscribed to the OfficeCalendar Premium Maintenance & Upgrade Protection Plan. Please follow the steps for the option most appropriate for you:

- a) *If your organization is currently subscribed to the OfficeCalendar Premium Maintenance & Upgrade Protection Plan* (if you aren't sure what Maintenance & Support Plan you are currently subscribed to, log into your account at <http://www.officecalendar.com/purchase/login.aspx>), you can create your organization's OfficeCalendar Online account or sign into an existing

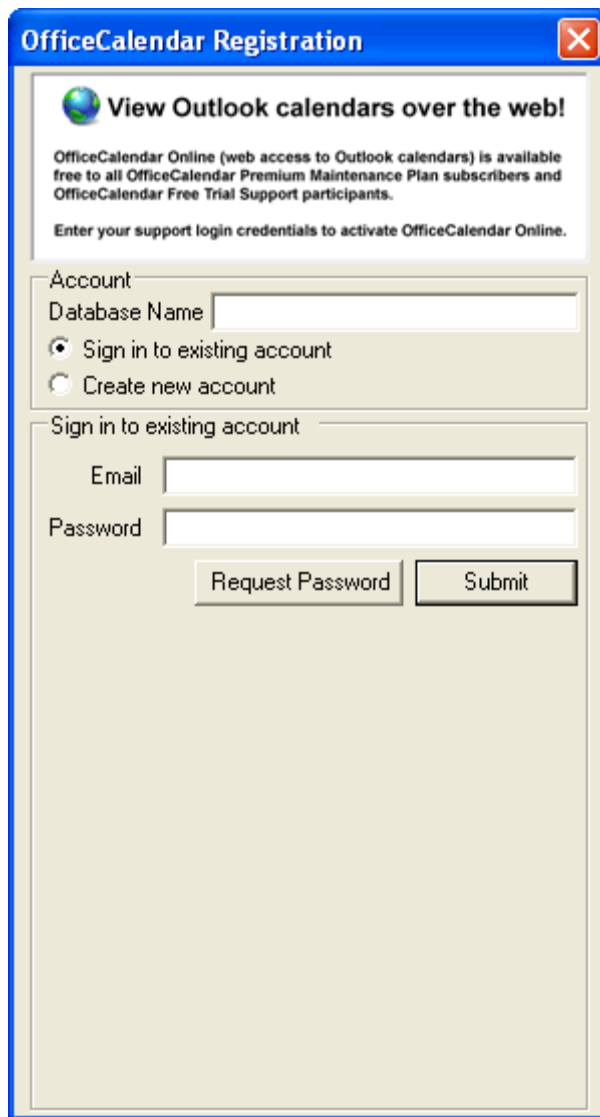
Sharing Microsoft Outlook Calendar and Contacts without Exchange Server
Copyright Lookout Software, LLC. 2003 – 2008. All rights reserved. Microsoft, Outlook, and Exchange Server are trademarks or registered trademarks of Microsoft Corporation. Last update May 13, 2008.

<http://www.officecalendar.com>

OfficeCalendar Online account and begin accessing your Outlook calendars via the web.

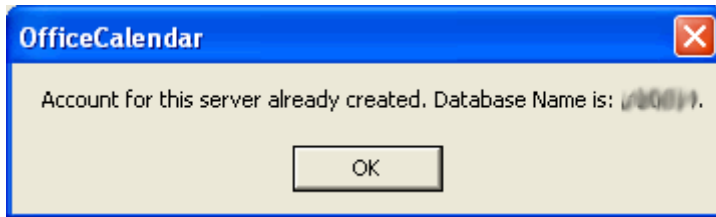
To sign into your existing OfficeCalendar Online account, enter your organization's account name, and the email address and password that belongs to your OfficeCalendar customer account (used to log into OfficeCalendar.com to access your information, buy additional licenses, access your support account, etc.).

To create your organization's OfficeCalendar Online account, specify a personalized database account name for your organization's OfficeCalendar Online account (for example, you may want to use your company name or an abbreviation of your company name), and enter in the email address and password that belongs to your OfficeCalendar customer account (used to log into OfficeCalendar.com to access your information, buy additional licenses, access your support account, etc.).

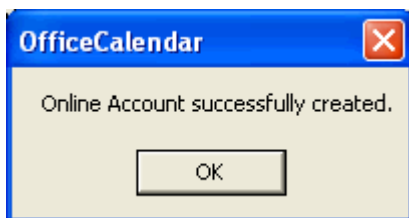


The image shows a Windows-style dialog box titled "OfficeCalendar Registration". At the top, there is a blue header bar with the title and a close button. Below the header, there is a globe icon and the text "View Outlook calendars over the web!". A paragraph of text explains that OfficeCalendar Online is available for free to premium subscribers and trial participants, and asks the user to enter their support login credentials. The form is divided into two sections. The first section, titled "Account", contains a "Database Name" text box and two radio buttons: "Sign in to existing account" (which is selected) and "Create new account". The second section, titled "Sign in to existing account", contains "Email" and "Password" text boxes. At the bottom of this section are two buttons: "Request Password" and "Submit".

If you signed into an existing account, you will see a popup notifying you that an account for your server has already been created. You will not lose any information that is already created in your OfficeCalendar Online account.



If you created a new account, you will see a popup notifying you that your organization's OfficeCalendar Online account has been created.



- b)** *If you do not wish to create an OfficeCalendar Online account at this time, or are not currently subscribed to the OfficeCalendar Premium Maintenance & Upgrade Protection Plan, please proceed to the next section.*

Ensure that the OfficeCalendar Client Installation Folder is shared on your network

Ensure that the **c:\ocalclient** folder on the computer where you installed the OfficeCalendar Server is shared on your network so that all workstations wishing to use OfficeCalendar can browse to it in order to install the OfficeCalendar client for Microsoft Outlook. All workstations needing to install the OfficeCalendar Client will need access to this shared folder.

During the initial installation of the OfficeCalendar Server, the OfficeCalendar installer copies the OfficeCalendar client installation files to a specified folder and attempts to create a network share on this specified folder. However, this may not work on some computers. The default location for the OfficeCalendar installation files is **c:\ocalclient**. You can quickly determine if this folder is shared to other network users by browsing to the **c:** folder (on the computer where you installed the OfficeCalendar Server) with Windows Explorer or My Computer. Locate the **ocalclient** folder - if it is shared to other network users the folder will have a hand just under the folder as shown in the illustration below.



If the OfficeCalendar installer was unable to create a share on your designated OfficeCalendar Server computer, you can easily create a share manually by following the instructions below.

To share the c:\ocalclient folder on your network:

1. Open Windows Explorer, and then locate the folder **c:\ocalclient**.
2. Right-click on the **c:\ocalclient** folder, and then click **Sharing and Security**.
3. Select the check box **Share this folder on the network**; and click **OK**.

You will now notice that **c:\ocalclient** folder now has a hand beneath it to indicate that it is shared on your network.



Quick Tip

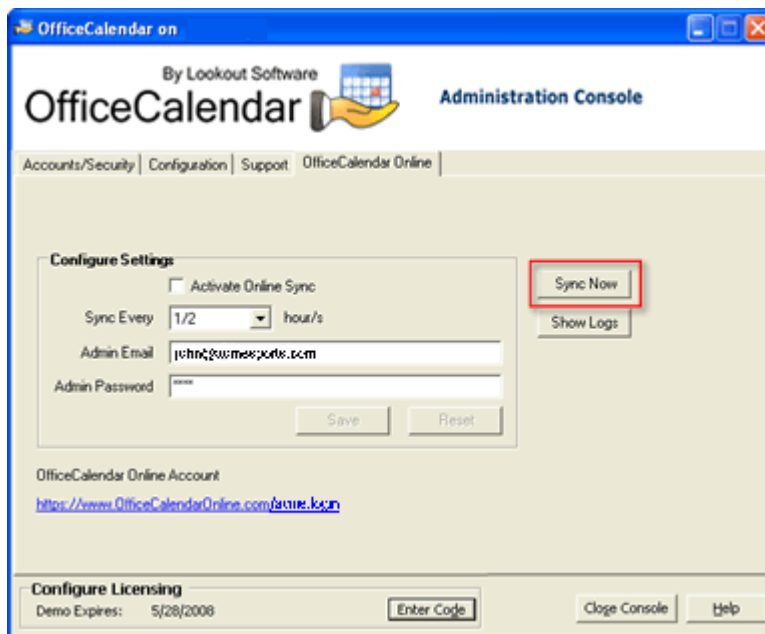
What if you can't share the ocalclient folder?

If, for some reason, a workstation cannot open the shared ocalclient folder there is a simple alternative to installing the OfficeCalendar client: simply copy the entire ocalclient folder to another drive on your network that is accessible to the workstation, and have the workstation install from this new accessible share.

Configuring your organization's OfficeCalendar Online account

If you created an OfficeCalendar Online account for your organization, you'll need to activate the OfficeCalendar Online sync process and configure the OfficeCalendar Online sync settings in the OfficeCalendar Administration Console.

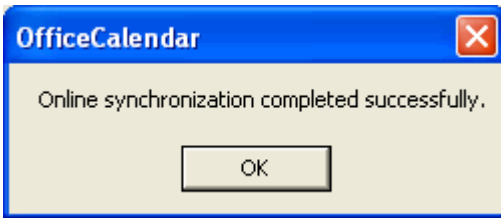
1. Open the OfficeCalendar Administration Console and click on the **OfficeCalendar Online** tab at the top.
2. Click the **Sync Now** button to synchronize all users' information to your organization's OfficeCalendar Online account.



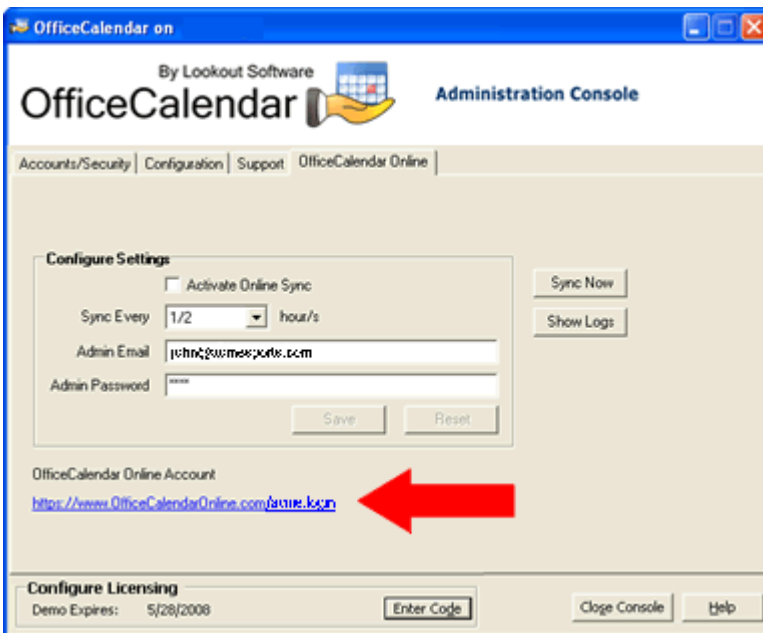
3. A popup dialog will appear notifying you that synchronization with your organization's OfficeCalendar Online account has occurred. Click **OK**.

"Sharing Microsoft Outlook Calendar and Contacts without Exchange Server"
Copyright Lookout Software, LLC. 2003 – 2008. All rights reserved. Microsoft, Outlook, and Exchange Server are trademarks or registered trademarks of Microsoft Corporation. Last update May 13, 2008.

<http://www.officecalendar.com>



4. You and all other users created in the OfficeCalendar Administration Console can now begin logging into their OfficeCalendar Online account to access their individual and shared Outlook calendars. You can find your unique login URL to your organization's OfficeCalendar Online account in the **OfficeCalendar Online** tab in the OfficeCalendar Administration Console.

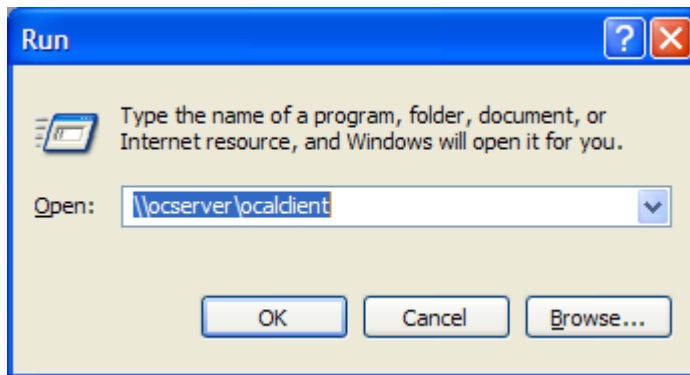


5. To log into your OfficeCalendar Online account, simply browse to your organization's OfficeCalendar Online login URL. Users can log in using the User Name and Password assigned to them in the OfficeCalendar Administration Console. For more information about using OfficeCalendar Online, please refer to the OfficeCalendar Installation and User Guide. You can download the user's guide at <http://officecalendar.fileburst.com/documents/ocuserguidev4.pdf> if you have not done so already.

NOTE: If a user logs into their OfficeCalendar Online account before upgrading and syncing their Outlook client information with the OfficeCalendar Server, their online calendar will at first appear blank. Once the user syncs their Outlook client with the OfficeCalendar Server, their Outlook calendar appointments will appear in OfficeCalendar Online.

Installing the OfficeCalendar Version 4.5.1.0 Client Upgrade

1. From each workstation where you are upgrading the OfficeCalendar Version 4.5.1.0 Client software, browse to the **ocalclient** folder on the computer where the OfficeCalendar Server is installed. The easiest way to do this is to click **Start | Run**; and type in **\\YourOfficeCalendarServer'sComputerName\ocalclient**; and click **OK**. In the example below, "**ocserver**" represents the OfficeCalendar Server's computer name.



Quick Tip

Don't know your OfficeCalendar Server's computer name?

If you do not know the name of the computer where your OfficeCalendar Server is running simply open the OfficeCalendar Server program on that computer. Open the OfficeCalendar Server program by right-clicking on the OfficeCalendar Server icon (shown below) in the task tray and selecting **Show Admin Console**. If the icon is not in the task tray, then the OfficeCalendar Server will need to be started.



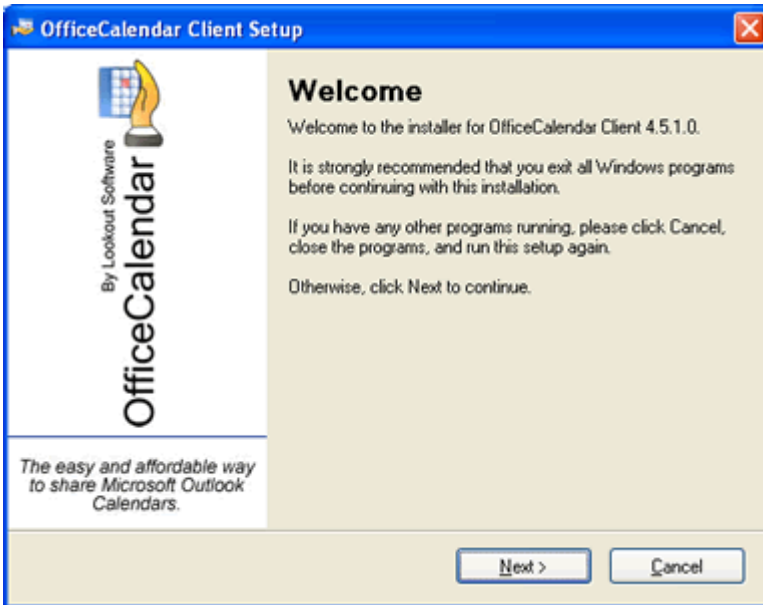
The OfficeCalendar Server's computer name is displayed at the top of the OfficeCalendar Server and Administration Console screen (highlighted below).



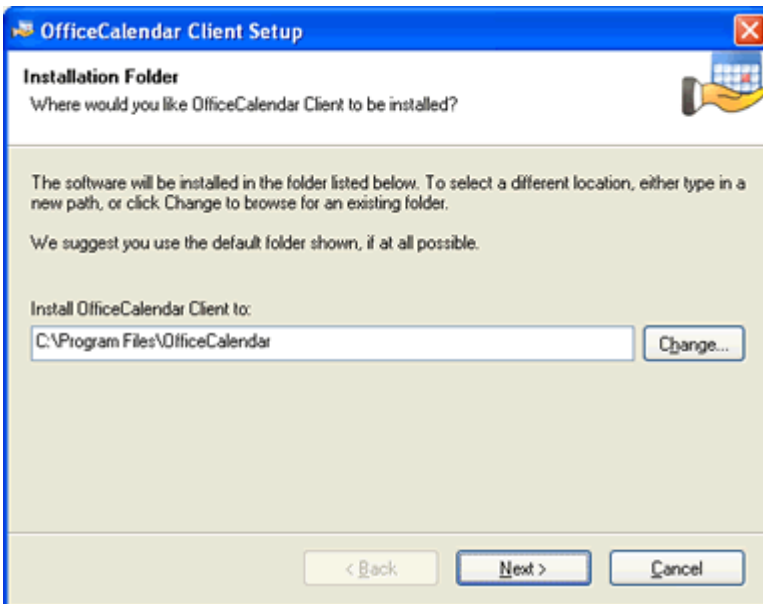
2. Double-click on the **setup4510.exe** icon (shown below).



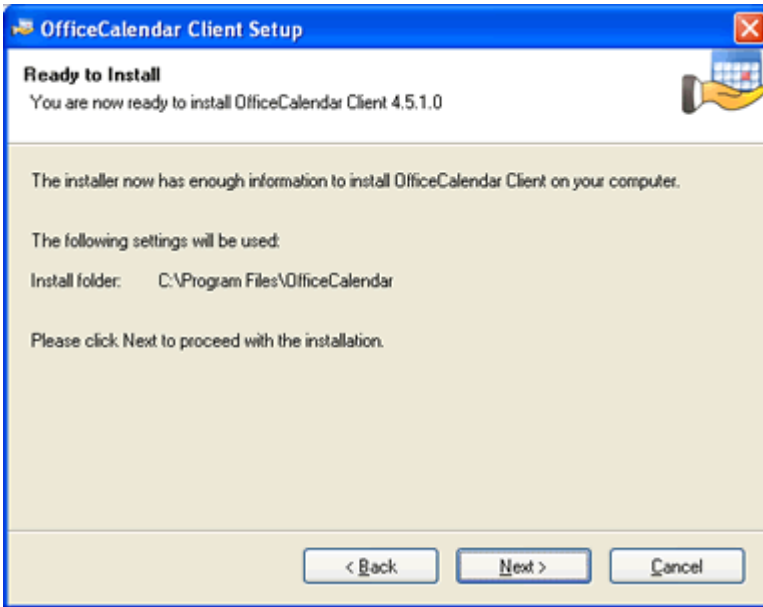
3. From the OfficeCalendar Client Setup **Welcome** screen, click **Next**.



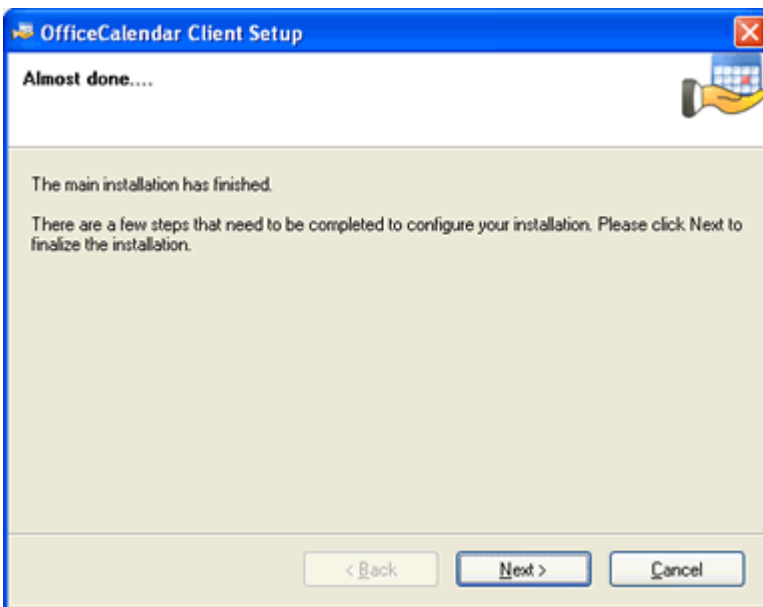
4. Select an installation folder for the OfficeCalendar Client installation (for ease of support we recommend that you choose the default location of C:\Program Files\OfficeCalendar); and click **Next**.



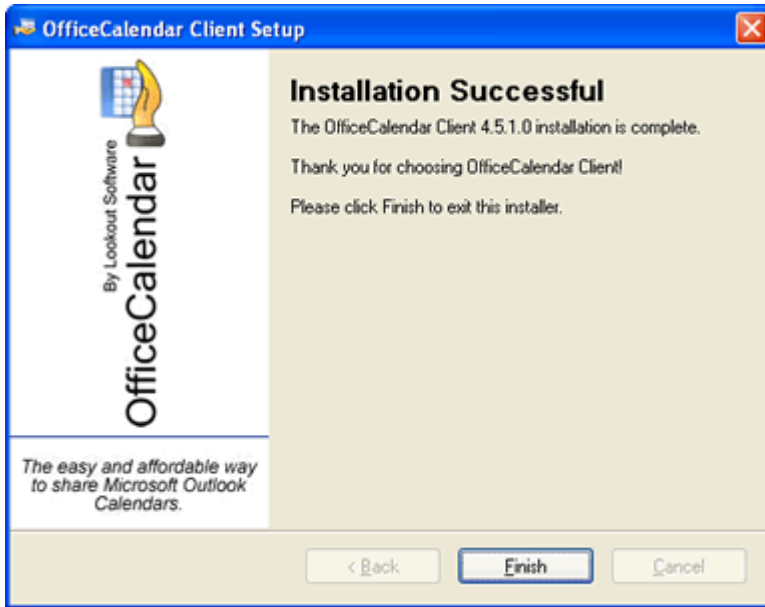
5. From the **Ready to Install** screen; click **Next**.



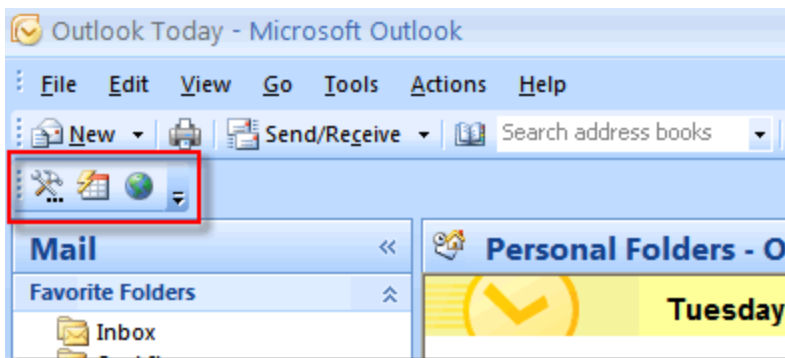
6. From the **Almost done...** screen, click **Next**.



7. Click **Finish** when the OfficeCalendar Client installation has successfully completed.



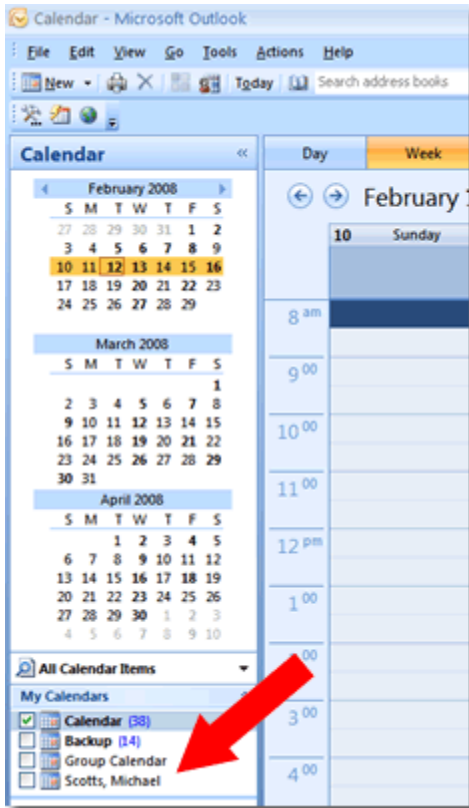
8. Open Microsoft Outlook on your computer.



Click on the **Synchronize OfficeCalendar** icon.



All other users' folders will remain in your folder list before and after the first synchronization.



9. Repeat steps 1-8 above with all of your OfficeCalendar Client computers until all have been upgraded.

Additional Version 4.5.1.0 Upgrade Resources

To learn about the new features in OfficeCalendar Version 4.5, please visit our website at http://www.officecalendar.com/products/whatsnew_v45.aspx. Also, please download the updated OfficeCalendar Installation and User's Guide for Version 4.5 from our website at <http://officecalendar.fileburst.com/documents/ocuserguidev4.pdf>.