



IPSWITCH™

Collaboration Suite

WorkgroupShare v2.0

Server Guide

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WorkgroupShare Server Guide v2.0

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Using WorkgroupShare Server

If selected as an installation option from the ICS installation wizard, WorkgroupShare server is installed onto a server computer. WorkgroupShare acts as the shared information server. Client computers must have TCP/IP access to the server computer.

WorkgroupShare incorporates the ability to share Outlook data, such as calendars, tasks, contacts, distribution lists, notes, and email among ICS users. In addition to sharing users' personal folders with other users, WorkgroupShare lets you define public shared folders, for example shared contact lists and holiday calendars, with other users.

With flexible access control lists, the WorkgroupShare administrator lets you define the data that each user can access.

Administering WorkgroupShare Server

WorkgroupShare Administrator lets you specify who can participate in information sharing and who has access to the specific shared information within your organization.

Chapter 1

In this Chapter

Summary Screen

Users

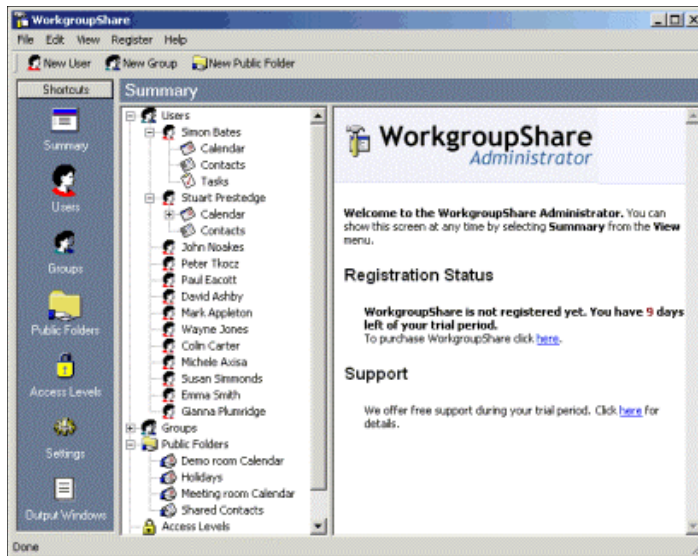
Groups

Public Folders

Access Rights

Settings

Output Window



The left-hand window of WorkgroupShare Administrator shows a tree list containing the currently defined list of users, groups and public folders.

Summary Screen

When you first run WorkgroupShare Administrator, the summary screen opens. This shows your registration status and provides links to the support pages of the WorkgroupShare Web site.

You can reach the summary screen at any time by pressing **Ctrl+S** or clicking **Summary** on the Shortcuts bar.

Users

When you install WorkgroupShare, the setup program automatically creates the first user, so when you run WorkgroupShare Administrator for the first time, one user will already exist.

Note: User accounts must be created before users install the WorkgroupShare client.

You can add users to WorkgroupShare three ways:

- WorkgroupShare Administrator
- Importing users from Ipswitch IMail Server
- Importing users from Active Directory

Adding Users with WorkgroupShare Administrator

To add a new user with WorkgroupShare Administrator:

- 1 Click the **New User** toolbar button at the top of WorkgroupShare Administrator. The New User dialog appears.
- 2 Enter the user's full name into **Name**.
- 3 The **Account Name** will be auto-generated by the wizard, but you can also enter a custom value.
- 4 Enter a **Password**.
- 5 Click **Finish** to complete the user addition.

If there are many users in your organization, you may prefer to import the users from Ipswitch IMail Server or the active directory, as described in the next section.

Importing Users from Ipswitch IMail Server

To import Ipswitch IMail Server users into WorkgroupShare, you must install the WorkgroupShare import utility from the Ipswitch Collaboration Suite installer. After the import utility installs, it launches automatically. Follow the on-screen instructions to import Ipswitch IMail users into WorkgroupShare.

Note: If you need to run the import utility again, it can be found in the Ipswitch IMail program directory. The utility is named **WGS_Import.exe**.

Importing Users from the Active Directory

To import users from the active directory:

- 1 Select **Edit > Synchronize Active Directory Users** from the WorkgroupShare Administrator menu. The Sync Active Directory wizard appears.
- 2 Select the users that you want to import from the active directory and click **Next**. The Summary page is shown, listing the users that will be imported.
- 3 To complete the process, click **Finish**.

The User Details View

After you have added a user, that user will appear in the left-hand list under the expanded **Users** entry. You can show the user's details in the right-hand window by selecting the user in the left-hand list.

i Folders and Access for Stuart Prestedge

Prestedge

This page lets you view the folders for Stuart Prestedge and lets you view which folders Stuart Prestedge has access to.

Stuart Prestedge has the following personal folders:	
Folder Name	Action
Calendar	Access Rights...
Contacts	Access Rights...
Tasks	Access Rights...

Grant other users access to this user's folders...

Stuart Prestedge has access to the following shared folders:		
Folder Name	Owner	Access
Tasks	Simon Bates	Read Access
Contacts	Simon Bates	Read Access
Calendar	Simon Bates	Read Access
Shared Contacts		Read Access

The view consists of two tables.

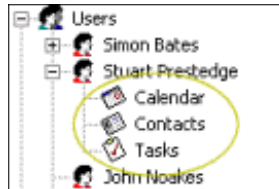
- **Personal Folders** that have been synchronized with the WorkgroupShare server.

Note: These folders will only appear after the user has installed the client software and has successfully synchronized.

- **Access To Other Folders** that the user has to other users' folders and public folders. For more information, see "Access Rights" on page 9.

Personal Folders

When a user synchronizes Outlook with the WorkgroupShare server, the user's selected personal folders will appear in WorkgroupShare Administrator under the corresponding user entry.



After these folders appear in WorkgroupShare Administrator, you may grant access to these folders for other users and groups. For more information, see “Granting Access to a Specific Folder” on page 9.

To add a personal folder for a user:

- 1 Right click on the user entry and select **New Folder** from the context menu. The New Folder wizard appears.
- 2 Enter a name for the folder in **Name**. This is the name of the folder that will appear in the user's Outlook folder list.
- 3 Select the folder type from **Type**.
- 4 Select the parent folder from **Parent**.
- 5 Click **Finish** to add the folder. The folder automatically appears in the associated user's folder list without explicitly specifying access. If you want other users to be able to see this personal folder you must grant them access through WorkgroupShare Administrator. For more information, see “Granting Access to a Specific Folder” on page 9.

Groups

Adding a Group

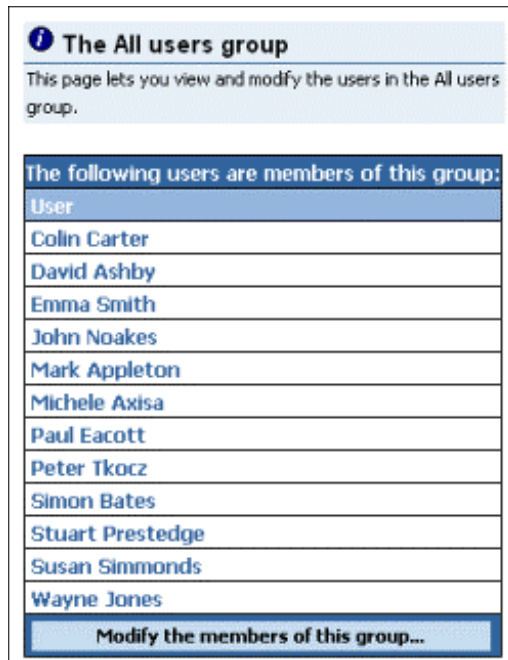
To add a new group:

- 1 Click the **New Group** toolbar button at the top of the WorkgroupShare Administrator window. The Details dialog box opens.
- 2 In **Name**, enter a name for the group.
- 3 Select a user that you want to add from the **User** list, then click **Add**. Repeat this process for each user that you want to add as a member of the group, then click **Next**.

- 4 In the **User/Groups** list, select the user/groups you want to provide access to the new group, then click **Add**. Each user is added with the default **Read** access. Repeat this process for each user/groups that you want to add as a member of the group.
- 5 To change the access level, select the user(s) or group(s) from the **Users/Groups** list, then select the appropriate access level in the **Access level** list.
- 6 Click **Finish** to save the new group.

The Group Details View

After you have added a group, that group will appear in the left-hand list under the expanded **Groups** entry. You can show the group's details in the right-hand window by selecting the group in the left-hand list.



Adding or Removing Members from a Group

To add or remove members to and from a group:

- 1 Click **Modify the members of this group**. The Group property sheet appears showing the Details page.
- 2 To remove users, select the appropriate members from the **Users** list, then click **Remove**.

- 3 To add a user to the group, select the appropriate user from the **User** list, then click **Add**.

Public Folders

Public folders are folders that are created in WorkgroupShare Administrator and are made available to selected users and groups. An example of a public folder is a shared contacts folder, which gives all specified users access to the organization-wide list of contacts. Another example is a meeting room calendar, which lets all staff know when a meeting room is available or in use. When you create a public folder and give at least read access to a user, the folder will appear in the user's Outlook the next time they synchronize.

Adding a Public Folder

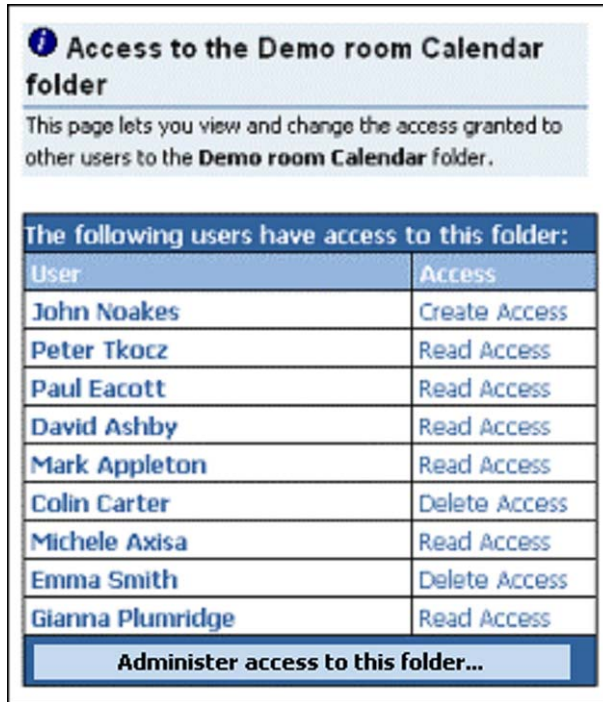
To add a public folder:

- 1 Click the **New Public Folder** button in the toolbar at the top of the WorkgroupShare Administrator window. The New Folder wizard appears.
- 2 Enter a name for the public folder in **Name**. This is the name of the public folder that will appear in each granted user's Outlook folder list.
- 3 Select the folder type from **Type**.
- 4 If this folder is intended to be a sub folder of an existing public folder, select the parent folder from **Parent**, then click **Next**.
- 5 Select the users and groups that should have access to the new public folder, then click **Finish** to add the public folder.

The next step is to grant access to the public folder. For more information, see “Granting Access to a Specific Folder” on page 9.

The Public Folder Details View

After you have added a public folder, that folder will appear in the left-hand list under the expanded **Public Folders** entry. You can show the public folder's details in the right-hand window by selecting the public folder in the left-hand list.



Access to the Demo room Calendar folder

This page lets you view and change the access granted to other users to the **Demo room Calendar** folder.

The following users have access to this folder:

User	Access
John Noakes	Create Access
Peter Tkocz	Read Access
Paul Eacott	Read Access
David Ashby	Read Access
Mark Appleton	Read Access
Colin Carter	Delete Access
Michele Axisa	Read Access
Emma Smith	Delete Access
Gianna Plumridge	Read Access

[Administer access to this folder...](#)

The view consists of one table which shows a list of users that have access to the folder. If you granted a group of users access to the folder, the members of the group are shown individually in this table. The access of each user is shown in the Access column. The access shown is the highest level access that the user has been granted. For example, if the user is part of a group which has been granted read access and the user has also individually been granted delete access, then the user will be shown with delete access.

Access Rights

Granting Access to all the Folders of a User

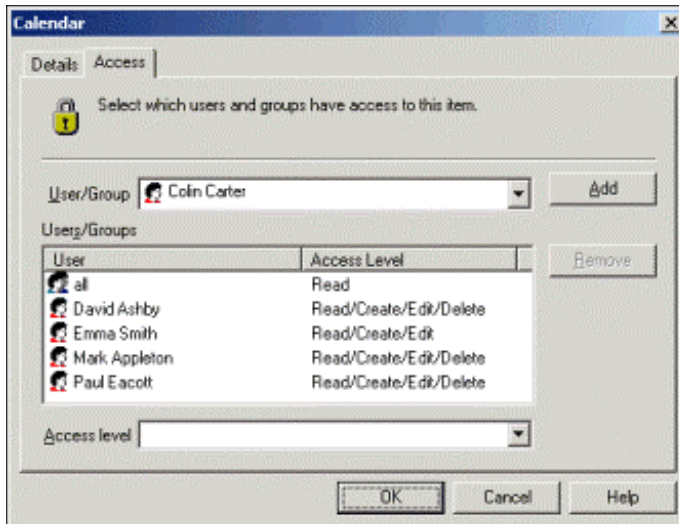
To grant access to all the folders belonging to a particular user:

- 1 Select the appropriate user in the left-hand pane of the WorkgroupShare Administrator window. The User Details view is shown in the right-hand window.
- 2 Click **Administer access to this user's folders**. The Access dialog box opens.
- 3 In the **User/Groups** list, select the user/groups you want to provide access to the folders, then click **Add**. The new user or group displays in the **Users/Groups** list. Each user is added with the default **Read** access. Repeat this process for each user or group that you want to provide access to the folders.
- 4 To change the access level, select the user(s) or group(s) from the **Users/Groups** list, then select the appropriate access level in the **Access level** list.
- 5 Click **OK**. The specified user or group will have the appropriate access to all of the target user's folders.

Granting Access to a Specific Folder

To grant access to a user's folder or to a public folder:

- 1 Select a user folder or a public folder in the left-hand pane of the WorkgroupShare Administrator window, then click **Administer access to this folder** in the right-hand pane. The Access dialog box opens.



- 2 In the **User/Groups** list, select the user/groups you want to provide access to the new folder, then click **Add**. The new user or group displays in the **Users/Groups** list. Each user is added with the default **Read** access. Repeat this process for each user or group that you want to provide access to the folder.
- 3 To change the access level, select the user(s) or group(s) from the **Users/Groups** list, then select the appropriate access level in the **Access level** list.
- 4 Click **OK** to make the change.

Granting Access to a Group of Users

To grant specific people access to all the folders of each member of a group:

- 1 Right click on the group and select **Properties** from the context menu. The Group property sheet opens.
- 2 Select the **Access** tab.
- 3 In the **User/Groups** list, select the user/groups you want to provide access to all the folders of each member of this group, then click **Add**. The new user or group displays in the **Users/Groups** list. Each user is added with the default **Read** access. Repeat this process for each user or group that you want to provide access to the group member folders.
- 4 To change the access level, select the user(s) or group(s) from the **Users/Groups** list, then select the appropriate access level in the **Access level** list.
- 5 Click **OK** to make the change.

The Grant Access Wizard

The Grant Access wizard lets you grant access to one or more personal or public folders for a user or group of users.





































To use the Grant Access Wizard:

- 1 Click the **Grant Access** button in the WorkgroupShare Administrator toolbar or select **Edit > Grant Access Wizard** to open the wizard. The Grant Access Wizard page opens.
- 2 Click **Next**. The Access For dialog appears. This dialog lets you specify the user or group to grant access to:
 - If you want to grant access for a specific user, select the **User** radio button and select the specific user from the drop down list.
 - If you want to grant access for a group of users, select the **Group** radio button and select the appropriate group from the corresponding drop down list.

- 3 Click **Next**. The Access Level dialog appears.
- 4 Select the radio button corresponding to the appropriate access level you want to assign to the group or user folder, then click **Next**. The Access To dialog appears. This dialog lets you specify the folder or group of folders you want to grant access to. If you select the:
 - **Personal folder belonging to** radio button, select a user from the adjacent list box. The folder list is populated. Select a specific folder from the **Folder** list box or you can select **All folders**, thus providing access to all the selected user's folders.
 - **Public folder** radio button, you can select a specific public folder from the adjacent list box.
 - **Group** radio button, you can select a specific group from the adjacent list box. Doing this will enable the previously selected user or group to have the selected access to all the folders of all the people in this group.
- 5 Click **Next**. The summary page appears.
- 6 Review your choices. If they are correct, click **Finish** to grant the access.

The Access Levels View

The Access Levels View provides an overall view of the access granted to users. To view the Access Levels View, click **Access Levels** in the Shortcuts bar or from the left-hand list in WorkgroupShare Administrator.

Name	Access To	Access Level
 Stuart Prestedge	 Shared Contacts	Read Access
 Simon Bates	 Calendar (Stuart Prestedge)	Delete Access
 Stuart Prestedge	 Simon Bates	Read Access
 John Noakes	 Calendar (Stuart Prestedge)	Read Access
 David Ashby	 Calendar (Stuart Prestedge)	Read Access
 Colin Carter	 Calendar (Stuart Prestedge)	Create Access
 Emma Smith	 Calendar (Stuart Prestedge)	Delete Access
 Gianna Plumridge	 Calendar (Stuart Prestedge)	Delete Access
 All users	 Calendar (Stuart Prestedge)	Read Access
 John Noakes	 Demo room Calendar	Create Access
 David Ashby	 Demo room Calendar	Read Access
 Mark Appleton	 Demo room Calendar	Read Access
 Colin Carter	 Demo room Calendar	Delete Access
 Emma Smith	 Demo room Calendar	Delete Access
 Gianna Plumridge	 Demo room Calendar	Read Access
 Peter Thocz	 Demo room Calendar	Read Access
 Paul Eacott	 Demo room Calendar	Read Access
 Michele Axisa	 Demo room Calendar	Read Access

The Access Levels view shows an entry for every access record that has been granted. Each entry specifies:

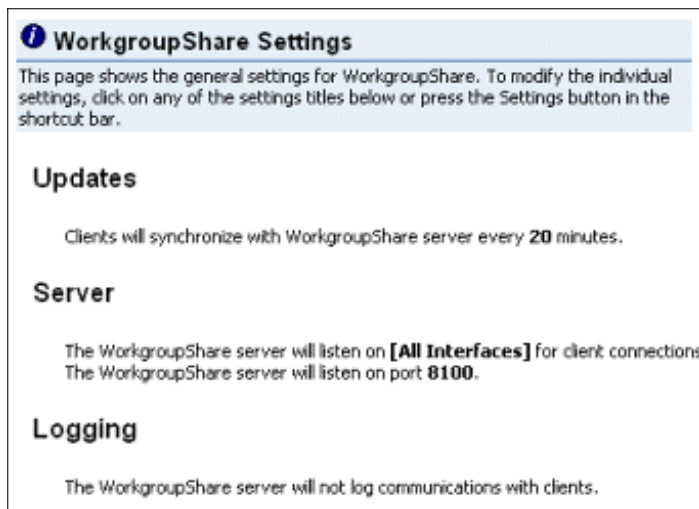
- the person or group for which access has been granted (in the **Name** column)
- the folder, user, or group to which the access has been granted (in the **Access To** column)
- the level of access granted (in the **Access Level** column)

When viewing a user in the Access Levels view, the access level shown is the highest access level assigned specifically to that user. If a user has Read access and is a member of a group with Delete access, the user is shown in the Access Levels view with Read access. To view the user's highest access level regardless of whether it is assigned directly or through membership in a group, see the User Details View.

Note: The Access Levels View is useful for withdrawing access that you have granted. To withdraw access, select the relevant access entry and press the Delete key. The WorkgroupShare Administrator will ask you to confirm that you want to delete the selected item(s).

Settings

To modify WorkgroupShare settings, click **Settings** in the Shortcuts bar or select **Settings** in the left-hand pane of the WorkgroupShare Administrator window. The WorkgroupShare Settings are shown in the right-hand pane.



WorkgroupShare Settings

This page shows the general settings for WorkgroupShare. To modify the individual settings, click on any of the settings titles below or press the Settings button in the shortcut bar.

Updates

Clients will synchronize with WorkgroupShare server every **20** minutes.

Server

The WorkgroupShare server will listen on **[All Interfaces]** for client connections
The WorkgroupShare server will listen on port **8100**.

Logging

The WorkgroupShare server will not log communications with clients.

The WorkgroupShare Settings show:

- how frequently clients will connect to the server to synchronize
- the interface and port on which the server is listening
- whether or not the server is configured to log all communications with the clients

Client Update Frequency

You can change how frequently clients connect to the server to synchronize. You entered an update frequency during the install process, but you can change it at any time on the **Updates** tab.

To change this setting, right click **Settings** and select **Properties** from the context menu. The Settings property sheet opens showing the **Updates** tab.

The default frequency is 20 minutes, but you can click the **Update Frequency** arrow to select the preferred update frequency.

Server Settings

You can select the interface (IP address) and the port on which the server listens for incoming client connections on the **Server** tab.

By default, the server listens on all interfaces; however, if the server computer is has more than one IP address, then you can listen on a specific interface rather than all interfaces. In the **Interface** list, select the preferred interface option.

You may want to change this from [**All Interfaces**] if the server computer is connected to both the LAN and directly to the Internet (on different interfaces) and you only want the server to listen on the local interface.

The server listens on default port 8100. However, you can change the default port to another port by changing the port number in the **Unsecure Port** list.

Note: If you change either the Interface or the Port setting, you must re-run the client setup program on each client computer so they will recognize the new settings.

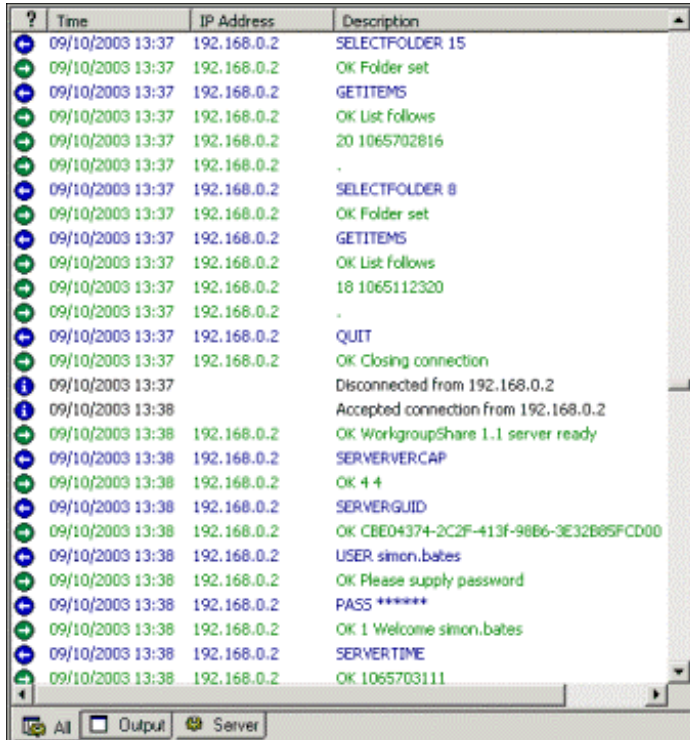
Logging

From the **Logging** tab, you can configure WorkgroupShare to log every transaction with each client to a log file.

Select the **Log Communications** check box, then click **OK** to save your changes. The log file is written to `C:\Program Files\Ipswitch\Collaboration Suite\WorkgroupShare\Data\Logs`.

Output Window

If you want to see the activity taking place on the server between each of the client computers, then click the **Output Windows** button in the Shortcuts bar. The Output Window displays in the right-hand window.



Three tabs display below the Output Window: **All**, **Output** and **Server**.

- The **Output** tab displays all the connection and disconnection activity, so that you can view when a client started and stopped synchronizing.
- The **Server** tab displays the communication activity between the server and the clients.
- The **All** tab displays a combination of both views.

If you want to save the information from any of the Output Window tabs to a text file, right click inside the window and select **Output to file...** from the context menu.

Client Installation Options

Chapter 2

Standard Installation

The WorkgroupShare client software must be installed on each computer that runs Microsoft Outlook and will share or view shared information using WorkgroupShare.

The server installation program outputs a folder with the client installation; by default, this folder is located at:

```
C:\Program Files\Ipswitch\Collaboration Suite\WorkgroupShare\ClientSetup\
```

For the most efficient client install process, we recommend that you share this folder across your network.

For more information on installing the WorkgroupShare client, see the Ipswitch Collaboration Suite WorkgroupShare Client Guide.

Unattended Installation

Larger organizations who want to roll out many clients may find it useful to take advantage of the unattended installation capability of the ClientSetup.exe program.

In order to run the ClientSetup.exe program in an unattended (silent) mode, you should invoke the ClientSetup.exe program, passing a command line argument which will be the name of the unattended setup file. The Unattended setup file contains all the information the ClientSetup.exe program needs in order to successfully complete the installation. For example, if you invoke the client setup program as follows:

```
\\server\Program Files\Ipswitch\Collaboration Suite\workgroupshare\clientsetup\clientsetup.exe "c:\temp\unattendedsetup.dat"
```

In this Chapter

Standard Installation

Unattended Installation

then the ClientSetup.exe program reads the contents of the unattendedsetup.dat file, does not show a user interface, and silently installs the client program. The format of the unattended setup configuration file is shown in the example file below:

```

////////////////////////////////////
//
// Filename:      UnattendedClientSetup.dat
//
// Description:  This file contains the settings to be
//               used for a client
//               using unattended setup of the
//               WorkgroupShare client software.
//
////////////////////////////////////
// The following settings are used always
//
// This is the folder where the client program
// files are installed.
program-folder: C:\Program Files\Ipswitch\Collaboration
Suite\WorkgroupShare Client
// This is the database ID of the user being installed
// on this client computer.
user-id: 1
// This is the login name of the user being installed
// on this client computer.
login-name: fred.smith
// This is the password of the user being installed on
// this client computer.
password: pwd

////////////////////////////////////
// The following settings are only used when there is
// no ClientSettings.dat file
//
// This is the computer name or IP address of the
// server computer.
server: 192.168.0.1
// This is the port that the WorkgroupShare server
// is listening on the server computer.
port: 8100

```

You also need to create a separate file for each user, since you must specify a separate user-id: field and a different login-name and password: field for every user. The user-id information for a particular user is the value of the ID field for that user's record in the Users table in the WorkgroupShare database. The same record holds the login-name and password values.

Provided that each client runs the ClientSetup.exe program from the \\server\Program Files\Ipswitch\Collaboration Suite\workgroupshare\clientsetup folder, your configuration file does not need to contain a **server:** or a **port:** field, since this information is contained in the clientsettings.dat file, located in this folder. If you run the remote clientsetup.exe file, you need to include the **server:** and **port:** fields, in order to provide ClientSetup.exe with this information.

The clientsetup.exe filename command line is entered into the users startup scripts so that the WorkgroupShare client is automatically installed the next time the user starts their computer.

