Oracle® Calendar
Resource Kit,
Release 2 (9.0.4.2)
Part No.  B10894-06

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Oracle Calendar Resource Kit, Release 2 (9.0.4.2)
Part No. B10894-06

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Primary Author: Tanya Correia
Contributing Author: Steve Carbone, Michel Rouse, Stephen Schleifer, David Wood

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## Contents

### Preface

- Documentation Accessibility .......................................................... vii
- Related Documentation ................................................................................ vii

### 1 Welcome to the Oracle Calendar Resource Kit

#### Key features

- Personal time management ................................................................. 1-1
- Group and resource scheduling ........................................................ 1-2
- Real-time scheduling .................................................................................. 1-3
- Recurring meetings ..................................................................................... 1-3
- Access rights ........................................................................................... 1-3
- Designate rights ......................................................................................... 1-3
- Synchronization ......................................................................................... 1-3
- Multi-platform support ............................................................................... 1-3
- Cross-application scheduling .................................................................... 1-4

#### Oracle Calendar clients

- Oracle Connector for Outlook ................................................................. 1-4
- Oracle Calendar Web client ........................................................................ 1-4
- Oracle Calendar desktop client ................................................................. 1-4
- Oracle Calendar Sync .................................................................................. 1-5
- Which Calendar client should I use? ......................................................... 1-5

### 2 Oracle Connector for Outlook

#### Installation instructions

- System requirements .................................................................................. 2-2
- Preinstallation Requirements for Oracle Connector for Outlook .................. 2-3
- Installing Oracle Connector for Outlook .................................................. 2-3
- Disabling Outlook Add-ins .......................................................................... 2-3
- Upgrading Microsoft Outlook ...................................................................... 2-4

#### Configuring Oracle Connector for Outlook

- Managing your profiles using Outlook 98/2000 ......................................... 2-4
  - Creating a new profile ........................................................................... 2-4
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Part No. B10894-06

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- Documentation Accessibility
- Related Documentation

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**Related Documentation**

- Oracle Connector for Outlook Online Help
- Oracle Calendar Web Client Online Help
- Oracle Calendar Desktop Client for Windows Online Help
- Oracle Calendar Desktop Client for Macintosh Online Help
- Oracle Calendar Desktop Client for Linux Online Help
- Oracle Calendar Desktop Client for Solaris Online Help
- Oracle Calendar Sync for Palm (Windows) Online Help
- Oracle Calendar Sync for Palm (Macintosh) Online Help
- Oracle Calendar Sync for Pocket PC (Windows) Online Help
Welcome to the Oracle Calendar Resource Kit

Oracle Calendar is a feature-rich and intuitive time management solution that enables you to keep track of your schedule from anywhere, anytime. In addition to full integration with Microsoft Outlook, Oracle Calendar provides you with all the benefits of Oracle Collaboration Suite and an unbreakable software infrastructure.

This Resource Kit provides installation instructions, frequently asked questions and basic troubleshooting procedures for the Oracle Calendar clients and Oracle Sync Server. For detailed instructions on using Oracle Calendar, see the online help packaged with each Calendar client.

This chapter contains the following topics:

- Key features
- Oracle Calendar clients

**Key features**

This section describes the key features offered by Oracle Calendar and includes the following topics:

- Personal time management
- Group and resource scheduling
- Real-time scheduling
- Recurring meetings
- Access rights
- Designate rights
- Synchronization
- Multi-platform support
- Cross-application scheduling

**Personal time management**

**Agenda views**

Oracle Calendar offers several agenda views to facilitate navigation of information. The Oracle Calendar desktop client also offers an “In-Tray” view, which enables you to view, accept and reject new meetings and events. Oracle Connector for Outlook also
Key features

supports the use of the Microsoft “Outlook Today” view, giving you an overview of the day’s meetings, events and tasks, as well as quick access to new e-mails, voice mails and faxes.

**Task management**
You can manage and sort all your tasks by priority and completion status, set Reminders, add text details and attach documents to a task.

**Notes and events**
You can set daily notes and events to keep track of everything from colleagues who are out of the office, to statutory holidays, or even a family member’s birthday.

**Configurable alerts**
Oracle Calendar enables you to set reminders for agenda entries, as well as notifications of newly created, modified, and deleted entries in your agenda through e-mail, wireless and voice clients.

**Address Book**
The Oracle Calendar desktop client and Oracle Connector for Outlook Address Book provides you with an overview of all your contacts’ information, sorted by Business, Personal, or any other category you’d like to specify. You can also add notes to contacts if you want to be reminded of birthdays or other special events.

**Group and resource scheduling**
You can schedule meetings and events with other Calendar users, regardless of the platform or calendar client they are using.

Administrators can designate any shared property as a resource, available for all connected users to book on a first-come-first-serve basis. You can perform a search for a resource based on a set of parameters (i.e. location, size, resource type etc.) and "invite" the resource as you would any other user, thereby booking the resource and making it unavailable for other users to book during that time.

Oracle Calendar also supports the booking of resources that require approval from an administrator. If you book a resource that requires approval, an e-mail will be sent to the resource’s administrator who will then approve or reject your request.

**Conflict checking**
Oracle Calendar’s time-saving conflict checking and resolution capabilities are able to ease the process of scheduling meetings and decreases the likelihood of absent invitees. When scheduling a meeting using the Oracle Calendar Web client or desktop client, all you have to do is select the Check Conflicts button to get a display of any incompatibilities with invitees or resources. If a conflict is found, you can use the Suggest date and time feature to have the system suggest a series of available times for all parties, so that you don’t have to manually resolve the conflict by reviewing everyone’s availability to reschedule the meeting. The AutoPick feature included with Oracle Connector for Outlook offers similar functionality.

**Group view**
Before you create a meeting, you can use the Group View to quickly check what date and time best suits the schedules of the invitees, as well as verify that a particular meeting room will be available for your desired time slot. You can also view everyone’s agendas in a combined view that displays the time of the included users
and resources, with unavailable time marked in red and mutually free time clearly indicated.

**Real-time scheduling**
Oracle Calendar’s real-time technology ensures all connected users are able to check the availability of other users with complete accuracy. This is because all requests are accessed directly from the calendar server, and do not require users to “publish” their information (i.e. accept/decline meetings) before their true availability is displayed. For example, Bob does not have access to his Calendar for a few hours because he’s on a plane and during this time Allison and Peter attempt to schedule him for two separate meetings. Peter will never schedule Bob at the same time as Allison, because as soon as she creates her meeting invitation, Peter will see it when he opens Bob’s agenda, even though Bob hasn’t responded to Allison’s invitation.

**Recurring meetings**
When creating a meeting, or modifying an existing meeting, you can choose to have the meeting recur using any number of intervals, including daily, weekly, bi-weekly, monthly or yearly. You can also set the meeting to recur on specific days by using the date editor.

**Access rights**
You can control how much of your agenda can be accessed by other users. For example, you can grant access rights to John Smith to view all your agenda entries marked as Normal and at the same time, you can grant access rights to Jane Doe to view all your agenda entries marked as Normal and Personal. You do not have to grant access rights on a per user basis. You can choose to grant all users the same access rights.

**Designate rights**
You can grant designate rights to other users allowing them to create, modify, and reply to calendar events on your behalf. When granting designate rights, you can choose which type of calendar entries a particular designate has permission to create and modify. For example, you can grant John Smith rights to modify your meetings, notes, day events and tasks and grant Jane Doe rights to only modify your tasks.

**Synchronization**
Oracle Calendar provides two ways to synchronize your calendar and contact data. The first is Oracle Calendar Sync, a desktop-to-cradle solution that enables synchronization between the Oracle Calendar desktop client and Palm and Pocket PC devices. The second synchronization option is Oracle Sync Server, a solution that employs the SyncML protocol to synchronize application data such as calendar and contacts over the Internet. Oracle Sync Server synchronizes calendar data between all Oracle Calendar server and any SyncML-enabled device.

**Multi-platform support**
With a wide variety of access options both online and offline, including a Web client, Connector for Outlook, desktop clients for Windows, Macintosh, Linux and Solaris and integration with wireless and synchronization applications, you can maintain constant control over your calendar from anywhere, anytime.
**Cross-application scheduling**

Oracle Calendar’s time management functionalities are integrated with other Oracle Collaboration Suite applications. For example, you can schedule and join a Web conference directly from Oracle Connector for Outlook and the Oracle Calendar Web client.

**Oracle Calendar clients**

Oracle Calendar is comprised of the calendar server, Oracle Sync Server and the following clients:

- Oracle Connector for Outlook
- Oracle Calendar Web client
- Oracle Calendar desktop client
- Oracle Calendar Sync

If you are not sure which Calendar client best suits your needs, see the Calendar client comparison table in Which Calendar client should I use?

**Oracle Connector for Outlook**

Oracle Connector for Outlook brings the Microsoft Outlook desktop client together with the powerful Oracle Collaboration Suite back end, offering the integrated e-mail, contact and task functionality that Outlook users are familiar with, and adds real-time calendaring, fax and voice mail, as well as access to Oracle Collaboration Suite’s other features such as wireless & voice, file services, Web conferencing and search capabilities.

See Oracle Connector for Outlook for more information about the product, system requirements, installation instructions, frequently asked questions and troubleshooting information.

**Oracle Calendar Web client**

The Web client provides you with all the tools you need to effectively manage your time in an application you can access from anywhere through the Internet. Mobile users can use the Web client’s intuitive interface to schedule meetings with other users, check for conflicts, book resources, create notes and manage tasks. Agendas can also be published for people without a calendar account, offering added functionalities such as sending a schedule to a partner or publishing resource availability for all employees.

See Oracle Calendar Web client for more information about the product, system requirements, installation instructions, frequently asked questions and troubleshooting information.

**Oracle Calendar desktop client**

Oracle Calendar desktop client is an intuitive, full-featured thick client providing the quickest, most complete access to your calendar data, with extensive personal information management functionalities and unparalleled group and resource scheduling capabilities. With support for the latest Windows and Mac platforms, as well as Linux and Solaris, Oracle Calendar desktop client fits into any heterogeneous environment enabling users on different operating systems to schedule with each other seamlessly.
See Oracle Calendar desktop client for more information about the desktop client, system requirements, installation instructions, frequently asked questions and troubleshooting information.

**Oracle Calendar Sync**

Oracle Calendar includes Oracle Calendar Sync for Palm (for Windows and Macintosh) and Pocket PC. Oracle Calendar Sync enables you to synchronize your Oracle Calendar data with your PDA. You can synchronize meetings, daily notes, day events, contacts and tasks with your handheld, and updates can be uploaded back to Oracle Calendar through the device’s synchronization process. Oracle Calendar Sync takes PDA functionality beyond personal information management, by allowing you to access information such as meeting attendees/resources and attendee status.

See Oracle Calendar Sync for more information about Oracle Calendar Sync, system requirements, installation instructions, frequently asked questions and troubleshooting information.

**Which Calendar client should I use?**

Not sure which Oracle Calendar client is right for you? The following table highlights important similarities and differences between Oracle Connector for Outlook, the Oracle Calendar Web client and the Oracle Calendar desktop client.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Oracle Calendar Web client</th>
<th>Oracle Calendar desktop client</th>
<th>Oracle Connector for Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Real-time access to information</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Group scheduling</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Create appointments and meeting</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Create day events</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Create tasks</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Create contacts</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Display free/busy time</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Suggest common free time when inviting attendees</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Open another user’s Agenda</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Act as a designate in another user’s Agenda</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Resource scheduling</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Support for resources requiring approval</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Access and manage journals and sticky notes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Add personal notes to calendar entries created by other users</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Schedule Web conferences</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Mail**
Table 1–1 (Cont.) Feature comparison between Oracle Calendar clients

<table>
<thead>
<tr>
<th>Feature</th>
<th>Oracle Calendar Web client</th>
<th>Oracle Calendar desktop client</th>
<th>Oracle Connector for Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access and manage mail including server-side rules and an Out-of-Office assistant</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Reminders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send e-mail reminders</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Send wireless reminders</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Tasks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set task categories</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Set priorities for tasks</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manage tasks as a designate user</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Categories</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set meeting and event categories</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Set contact categories</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>User preferences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enable automatic sign-in</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Global calendar access</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Other features</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text searching</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Work offline</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Share contacts</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Oracle Sync Server

Oracle Sync Server offers direct two-way synchronization with the Oracle Calendar server over any standard Hypertext Transfer Protocol (HTTP) connection, opening up the calendar infrastructure to any SyncML-compliant device or application with Internet access.

See Oracle Sync Server for more information on Oracle Sync Server, device-specific considerations and instructions on how to configure your SyncML-enabled device.
Oracle Connector for Outlook is a calendaring and messaging service provider that extends and improves Outlook’s functionality with real-time calendaring, advanced group and resource scheduling capabilities and unified messaging functionality by providing one central Inbox for your e-mail, voice mail and fax messages.

A key advantage to using Oracle Connector for Outlook is that you can continue to use the familiar Outlook interface on your desktop while accessing Oracle’s calendar server and e-mail server instead of Microsoft Exchange Server.

The Oracle Calendar server stores all users’ calendars together in a single database. Each time you look at another user’s free/busy time, you are viewing up-to-the-minute information about their schedules, including unconfirmed meetings. Similarly, each time you open a meeting in your Calendar folder, you are getting the latest version directly from Oracle’s calendar server, instead of opening a copy of an e-mail describing a meeting that may have been moved or changed without your knowledge.

Calendaring with Microsoft Exchange Server, by contrast, is message-based: all meetings are created, stored, forwarded and retrieved as e-mail messages. There are a number of limitations with this method. For example, between the time you create the meeting and the time your co-worker accepts it, nobody else can know when that meeting exists by looking at your co-worker’s calendar. In fact, nobody else can tell that the meeting exists at all, because it doesn’t exist in your co-worker’s Calendar folder until he or she accepts it.

- Installation instructions
- Configuring Oracle Connector for Outlook
- Troubleshooting and FAQS

### Installation instructions

This section contains the following topics.

- System requirements
- Preinstallation Requirements for Oracle Connector for Outlook
- Disabling Outlook Add-ins
- Installing Oracle Connector for Outlook
- Upgrading Microsoft Outlook
## System requirements

### Table 2–1 Oracle Connector for Outlook System Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating system</td>
<td>Windows NT 4.0</td>
</tr>
<tr>
<td></td>
<td>Windows 98</td>
</tr>
<tr>
<td></td>
<td>Windows 2000</td>
</tr>
<tr>
<td></td>
<td>Windows XP Professional SP2</td>
</tr>
<tr>
<td>Administrative privileges are required to install Oracle Connector for Outlook on Windows NT, 2000, and XP.</td>
<td></td>
</tr>
<tr>
<td>Disk space</td>
<td>Free disk space equivalent to the approximate size of the user’s IMAP4 mailbox</td>
</tr>
<tr>
<td>RAM</td>
<td>Refer to the RAM requirements of your Microsoft Outlook client.</td>
</tr>
<tr>
<td>Outlook</td>
<td>Outlook 98</td>
</tr>
<tr>
<td></td>
<td>Outlook 2000</td>
</tr>
<tr>
<td></td>
<td>Outlook 2002</td>
</tr>
<tr>
<td></td>
<td>Outlook 2003</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: Native Language version or Multilingual User Interface Pack (MUI) is required for non-English version localization (see supported languages)</td>
</tr>
<tr>
<td>Calendar server</td>
<td>Oracle Calendar server 5.5</td>
</tr>
<tr>
<td></td>
<td>Oracle Calendar server 9.0.4 (required for most of the new Oracle Calendar functionality)</td>
</tr>
<tr>
<td>E-mail servers</td>
<td>SMTP server for outgoing mail included with Oracle Connector for Outlook</td>
</tr>
<tr>
<td></td>
<td>Oracle IMAP4 Server 9.0.3 and above</td>
</tr>
<tr>
<td></td>
<td>Other e-mail servers whose implementations are based upon the open standards of SMTP and the IMAP4 reference implementations Cyrus and University of Washington.</td>
</tr>
<tr>
<td>Conduits for PDA synchronization</td>
<td>PocketMirror 2.04 or 3.0 (3.0 recommended)</td>
</tr>
<tr>
<td></td>
<td>PocketJournal</td>
</tr>
<tr>
<td></td>
<td>Desktop To Go 2.5</td>
</tr>
<tr>
<td></td>
<td>Desktop To Go 2.509 (for Outlook 2002 only)</td>
</tr>
<tr>
<td></td>
<td>PSIWIN 2.3 or 2.31</td>
</tr>
<tr>
<td></td>
<td>ActiveSync 3.0, 3.1, or 3.5. Note: Oracle Collaboration Suite Release 2 Patch Set 1 (9.0.4.2.0) supports ActiveSync versions up to 3.7.1</td>
</tr>
<tr>
<td></td>
<td>HotSync Manager 4.0 (for Windows XP only)</td>
</tr>
</tbody>
</table>
Preinstallation Requirements for Oracle Connector for Outlook

- A supported Outlook version must be installed on a supported platform.
- To install Oracle Connector for Outlook on Windows NT, 2000, and XP, you must have administrative privileges.
- Outlook 98 and Outlook 2000 must be installed in Corporate/Workgroup mode. Verify the Outlook configuration by selecting Options from the Tools menu, then select Mail Services, and click Reconfigure Mail Support.
- To avoid losing information, Oracle Corporation recommends that you synchronize your offline folders before upgrading.

Installing Oracle Connector for Outlook

In most cases, Oracle Connector for Outlook will be installed and configured for you using a silent installation. If you have not already run this process, visit itweb.oraclecorp.com Web page for details. If the silent installation process fails on your machine or if your machine has a non-standard or custom build, you will have to manually install and configure Oracle Connector for Outlook.

To manually install Oracle Connector for Outlook:
1. Exit all Windows applications before installing Oracle Connector for Outlook.
2. If you are upgrading from a previous version and want to add or change the languages installed, run con_outlook_904x.exe followed by the switch /Lang. Otherwise, just double-click the con_outlook_904x.exe file. Follow the on-screen installation instructions.

Note: To avoid conflict between POP3 and IMAP4 protocols, do not set up Microsoft’s Internet Mail or Exchange service providers in the same profile as Oracle Connector for Outlook.

Disabling Outlook Add-ins

It is recommended that you disable Outlook Add-ins that are specific to Microsoft Exchange to avoid conflicts with Add-ins installed with Oracle Connector for Outlook. For details, see the Configuring Add-ins section of the Oracle Connector for Outlook online help.

Table 2–1 (Cont.) Oracle Connector for Outlook System Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devices</td>
<td>The following devices have been certified with Oracle Connector for Outlook. Similar devices may work but the end-user experience may vary.</td>
</tr>
<tr>
<td></td>
<td>Pocket PC</td>
</tr>
<tr>
<td></td>
<td>• Compaq iPAQ Pocket PC 2002 - Model 3870</td>
</tr>
<tr>
<td></td>
<td>• Compaq iPAQ Pocket PC 2002 - Model 3970</td>
</tr>
<tr>
<td></td>
<td>• HP iPAQ Pocket PC 2003 - Model h1945</td>
</tr>
<tr>
<td></td>
<td>Palm</td>
</tr>
<tr>
<td></td>
<td>• Palm III (3Com)</td>
</tr>
<tr>
<td></td>
<td>• Palm V Handheld</td>
</tr>
<tr>
<td></td>
<td>Blackberry 6710 - Wireless Handheld</td>
</tr>
</tbody>
</table>
Upgrading Microsoft Outlook

If you upgrade your Outlook installation, you must reinstall Oracle Connector for Outlook after the upgrade. See Installing Oracle Connector for Outlook for installation instructions.

Configuring Oracle Connector for Outlook

This section contains the following topics:

- Managing your profiles using Outlook 98/2000
- Managing your profiles using Outlook 2002/2003
- Connecting to the calendar server
- Connecting to the IMAP mail server
- Connecting to the SMTP mail server

Managing your profiles using Outlook 98/2000

This section contains the following topics:

- Creating a new profile
- Adding Oracle Connector for Outlook to an existing profile

Creating a new profile

When creating a new profile using the Oracle Connector for Outlook service, you will need to provide a variety of information to connect to your mail and calendar servers.

1. Close Outlook.
2. From the Windows Start button, select Settings.
3. Select Control Panel from the pop-up list, and double-click the Mail icon.
4. Click Show Profiles.
5. Click Add.
6. Select the Use the following information services option and select the Oracle Connector for Outlook check box.
7. Enter a name for the profile in the Profile Name field and click Next.

The Setup Wizard opens:

- On the first screen of the Oracle Connector for Outlook setup wizard, select the Corporate option to connect to your organization’s calendar server over a LAN or VPN connection. Select the ASP option if your calendar and mail services are provided by a third-party reseller. Select the I do not have an Oracle Calendar account yet check box to skip configuring your calendar server connection and move on to your e-mail server connections. Click Next to proceed.

- If you selected the Corporate option, you will have to provide the network name or address of your server, followed by a comma, followed by the node-ID or alias of your calendar server node, in the Server name field. If you are using a master node configuration, enter the master node server name only. A node-ID is not required. Specify the user name and password of your calendar account in the other boxes of this screen. In a master node configuration, your user name must be
your user ID. Consult your system administrator for the necessary information. Click Next to proceed.

- If you selected the ASP option, you will have to provide the Domain ID used by your service provider to identify your company, as well as the host name or names of your provider’s calendar domain service hosts. Your service provider contact should be able to provide you with this information. Enter the user name and password for your calendar account in the other boxes on this screen. Click Next to proceed.

- Configure your IMAP4 server connection for incoming mail. If you do not have an account or wish to skip this step, select the I do not have an IMAP4 account yet check box. Otherwise, enter the host name of your IMAP4 server in the Server name field. You can select the Use same settings as my Oracle Calendar Server check box if your mail and calendar accounts have the same user name and password. Click Next to proceed.

- If you did not select the Use same settings as my Oracle Calendar Server check box, you will have to enter the user name and password for your incoming e-mail account. Click Next to proceed.

- Configure your SMTP server connection for outgoing mail. If you do not have an account or wish to skip this step, select the I do not have an SMTP account yet check box. Otherwise, enter the host name of your SMTP server in the Server name field. If your outgoing e-mail server requires a user name and password, select the The server requires authentication check box. You can select the Use same settings as my IMAP4 server check box if your outgoing and incoming e-mail accounts have the same user name and password. Click Next to proceed.

- If you specified that your SMTP server requires authentication and not to use the same settings as your IMAP4 server, you will have to provide the user name and password for your SMTP server. Click Next to proceed.

- Enter the name and e-mail address that you want displayed in your outgoing e-mail. Click Next to proceed.

- If you want to enable the offline capabilities of Oracle Connector for Outlook, select the I will use this computer while not connected to the network check box. Select the Choose a connection type next time you log on using this profile check box to select at startup whether you want Outlook to connect to your mail and calendar servers or to work offline. Click Next to proceed.

- Confirm that all the information you have entered is correct, and click Next to proceed.

- Specify the location of your personal folder file, or choose a new location if you do not yet have a personal folders file. Click Next to proceed, and click Finish to complete your Oracle Connector for Outlook setup.

**Adding Oracle Connector for Outlook to an existing profile**

When adding Oracle Connector for Outlook to an existing profile, the setup wizard is not available. Instead, you will enter the information outlined earlier directly in the Oracle Connector for Outlook Profile Settings dialog box.

1. Close Outlook.
2. From the Windows Start button, select Settings.
3. Select Control Panel from the pop-up list, and double-click the Mail icon.
4. Click Show Profiles.
5. Select the appropriate profile and click **Properties**.

6. Select **Oracle Connector for Outlook** and click **Properties**. The Oracle Connector for Outlook Profile Settings dialog box opens.


**Managing your profiles using Outlook 2002/2003**

This section contains the following topics:

- Creating a new profile
- Adding Oracle Connector for Outlook to an existing profile

**Creating a new profile**

When you create a new profile using the Oracle Connector for Outlook service, you must use the Oracle Connector for Outlook Profile Settings dialog box to enter a variety of information to connect to your mail and calendar servers.

1. Close Outlook.

2. From the Windows **Start** button, select **Settings**.

3. Select **Control Panel** from the pop-up list, and double-click the **Mail** icon.

4. Click **Show Profiles**.

5. Click **Add**.

6. Enter a name for the profile you are creating and click **OK**.

7. Select the **Add a new e-mail account** option.

8. Select the **Additional Server Types** option.

9. Select **Oracle Connector for Outlook** from the **Additional Server Types** list and click Next.

10. Enter the following information in the Oracle Connector for Outlook Profile Settings dialog box:

    - If you do not have an Oracle Calendar account yet, select the **I do not have an Oracle Calendar account yet** check box on the **Calendar** tab to skip configuring your calendar server connection.

    - On the **Calendar** tab, enter the name or address of your server followed by a comma, followed by the node-ID or alias of your calendar server node, in the **Server name** field. If you are using a master node configuration, enter the master node server name only. A node-ID is not required. Specify the account name and password of your calendar account in the other boxes on **Calendar** tab. In a master node configuration, your user name must be your user ID.

    - If you do not have an IMAP4 account yet, select the **I do not have an IMAP4 account yet** check box on the **IMAP4** tab to skip configuring your IMAP4 server connection.

    - On the **IMAP4** tab, enter the host name of your IMAP4 server in the **Server name** field. You can select the **Use same settings as my Oracle Calendar server** check box if your mail and calendar accounts have the same account name and password. If they are not the same, enter your account name and password for the IMAP4 server.
If you do not have an SMTP account yet, select the **I do not have an SMTP account yet** check box on the **SMTP** tab to skip configuring your SMTP server connection.

On the **SMTP** tab, enter the host name of the SMTP server in the **Server name** field. If your outgoing e-mail server requires a user name and password, select the **The server requires authentication** check box. Click **Settings**. You can select the **Use same settings as my incoming mail server** check box if your outgoing and incoming e-mail accounts have the same account name and password. If they are not the same, enter your SMTP account name and password.

If you want to enable the offline capabilities of Oracle Connector for Outlook, select the **Enable offline use** check box on the **Startup** tab. Select the **Choose a connection type** check box to select at startup whether you want Outlook to connect to your mail and calendar servers or to work offline.

Click **OK** to create your profile.

### Adding Oracle Connector for Outlook to an existing profile

The procedure for adding Oracle Connector for Outlook to an existing profile is very similar to creating a new profile. The only difference is that you must select an existing profile in the Oracle Connector for Outlook Profile Settings dialog box instead of adding a new one.

1. Close Outlook.
2. From the Windows **Start** button, select **Settings**.
3. Select **Control Panel** from the pop-up list, and double-click the **Mail** icon.
4. Click **Show Profiles**.
5. Select the appropriate profile and click **Properties**.
6. Click **E-mail Accounts**.
7. Select the **View or change existing e-mail accounts** option.
8. Click **Next**.
9. Select **Oracle Connector for Outlook** and click **Change**. The Oracle Connector for Outlook Profile Settings dialog box opens.
10. Follow step 10 in the **Creating a new profile** section.

### Connecting to the calendar server

The calendar server provides Oracle Connector for Outlook with your calendar, tasks, contacts, notes and journals.

**To configure a calendar server connection:**

1. Select the Calendar tab on the Oracle Connector for Outlook Profile Settings dialog box.
2. Enter the following information:
   - You can select the **I do not have an Oracle Calendar account yet** check box to use Oracle Connector for Outlook for mail only.
   - You can specify your calendar server using either a Calendar Domain Service host name and Domain ID (for installations using a third-party service...
provider) or a host name and Node-ID (for corporate installations). If you are using a master node configuration, enter the master node server name only. A node-ID is not required. Consult your system administrator for the necessary information.

- To use the third-party service provider (ASP) sign-in mode, click the This server Requires a Domain Service check box. Click Settings to specify a Domain ID and a list of Calendar Domain Service hosts.
- Clear the This server Requires a Domain Service check box to use the corporate sign-in mode. Specify your server host name and node-ID, separated by a comma, in the Server name field.
- Click the Save this password in your password list check box to avoid having to provide your calendar server password each time you connect.
- The Advanced button provides the ability to specify a port for your calendar server if required, and your preferred display format for the names of calendar server users. For details, see the Choosing a name format section of the Oracle Connector for Outlook online help.

**Connecting to the IMAP mail server**

The IMAP server receives and stores your incoming mail.

**To configure an IMAP server connection:**

1. Select the IMAP4 tab on the Oracle Connector for Outlook Profile Settings dialog box.
2. Enter the following information:
   - You can select the I do not have an IMAP4 account yet check box to use Oracle Connector for Outlook without the ability to access incoming mail.
   - Specify the IMAP server name in the Server Name field.
   - Specify your account name and password in the fields provided. Click the Use same settings as my Oracle Calendar Server check box to use the same user name and password you provided for your calendar server. Click the Save this password in your password list check box to avoid having to provide the password each time you connect.
   - Click Advanced to provide a port number for the IMAP server or specify a Secure Sockets Layer (SSL) connection.

---

**Note:** If you specify that the server requires an SSL connection, the port is changed to the default SSL port.

If Transport Layer Security (TLS) is set up on your IMAP server, Oracle Connector for Outlook will take advantage of it automatically unless you specify an SSL connection. If you do, Oracle Connector for Outlook will use SSL instead of TLS.

**Connecting to the SMTP mail server**

The SMTP server sends your outgoing mail.
To configure an SMTP server connection:

1. Select the SMTP tab on the Oracle Connector for Outlook Profile Settings dialog box.

2. Enter the following information:

   - You can select the **I do not have an SMTP account yet** check box to use Oracle Connector for Outlook without the ability to send outgoing mail.
   - Specify the SMTP server name in the **Server Name** field.
   - If your SMTP server requires a user name and password, select the **The server requires authentication** check box. Click **Settings** to specify your user name and password. You can click the **Use same settings as my incoming mail server** check box to automatically use the same account name and password you provided for your IMAP server. Select the **Save this password in your password list** check box to avoid having to provide the password each time you connect.
   - Enter your display name and e-mail address. You may also specify an organization and a reply-to address you would like to include in your outgoing mail. These two fields are optional, and will not be prompted for if left blank.
   - Click **Advanced** to provide a port number for the SMTP server, specify a Secure Sockets Layer (SSL) connection, and configure how often the SMTP server will automatically attempt to resend undelivered messages for you.

---

**Note:** If you specify that the server requires an SSL connection, the port is changed to the default SSL port.

---

If Transport Layer Security (TLS) is set up on your SMTP server, Oracle Connector for Outlook will take advantage of it automatically unless you specify an SSL connection. If you do, Oracle Connector for Outlook will use SSL instead of TLS.

Oracle Connector for Outlook includes a number of other configuration options. See the Oracle Connector for Outlook online help for more information.

**Troubleshooting and FAQs**

For troubleshooting information and answers to frequently asked questions, see the following Web site:

http://www.oracle.com/technology/products/cs/user_info/ocalendar/ocfo_index.html
The Oracle Calendar Web client provides you with all the tools you need to effectively manage your time, in an application you can access from anywhere through the Internet. Using the Web client’s intuitive interface, you can schedule meetings with other users, schedule and join Web conferences, check for conflicts, book resources, assign designate rights, create notes and manage tasks. Agendas can also be published for people without a calendar account, offering added functionalities such as sending a schedule to a partner or publishing resource availability for all employees. The Web client connects directly to the calendar server so all your changes are updated in real time.

The Oracle Calendar Web client is closely integrated with Oracle Collaboration Suite, further extending the collaborative corporate environment. With Single Sign On, you only need to authenticate once to access your calendar, e-mail, files, wireless preferences and other Oracle Collaboration Suite applications.

The Oracle Calendar Web client works across multiple browsers and platforms.

This chapter contains the following topics:

- System requirements
- Installing the Oracle Calendar Web client
- Troubleshooting and FAQS

### System requirements

**Supported browsers:**

- Internet Explorer 5.x, 6.x (Windows)
- Internet Explorer 5.x (Macintosh)
- Netscape 6.x, 7.x (Linux, Macintosh, Windows)
- Mozilla (Linux, Macintosh, Windows)
- Safari (Macintosh)

### Installing the Oracle Calendar Web client

The Oracle Calendar Web client is installed during the Oracle Collaboration Suite installation process. Your calendar administrator will provide you with the Oracle Calendar Web client URL.
Troubleshooting and FAQS

For troubleshooting information and answers to frequently asked questions, see the following Web site:

http://www.oracle.com/technology/products/cs/user_info/ocalendar/web_index.html
Using the Oracle Calendar desktop client, you can create and manage meetings, daily notes, day events, and tasks. If you have been granted designate rights by another user, you can create Agenda entries on that user’s behalf. You can easily compare schedules or verify other users’ availability using a convenient combined group view, and check scheduling conflicts before creating meetings. The Oracle Calendar desktop client includes an online Address Book enabling you to keep track of your contacts and classify them according to configurable categories.

The Oracle Calendar desktop client is available for Windows, Macintosh, Linux and Solaris.

This chapter contains the following topics:

- Installation instructions for Windows
- Installation instructions for Macintosh
- Installation instructions for Linux
- Troubleshooting and FAQs

**Installation instructions for Windows**

This section contains the following topics:

- System requirements
- Installing the Oracle Calendar desktop client for Windows
System requirements

Table 4–1  Oracle Calendar desktop client for Windows system requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating system</td>
<td>Windows 98</td>
</tr>
<tr>
<td></td>
<td>Windows ME</td>
</tr>
<tr>
<td></td>
<td>Windows NT</td>
</tr>
<tr>
<td></td>
<td>Windows 2000</td>
</tr>
<tr>
<td></td>
<td>Windows XP Home</td>
</tr>
<tr>
<td></td>
<td>Windows XP Professional</td>
</tr>
<tr>
<td>If you are installing Oracle Calendar desktop client for Windows on a Windows NT computer, you must install Microsoft Windows Service Pack 6 or later. Administrative privileges are required to install Oracle Calendar desktop client for Windows on Windows NT, 2000, and XP.</td>
<td></td>
</tr>
<tr>
<td>Disk space</td>
<td>25 MB</td>
</tr>
<tr>
<td>RAM</td>
<td>20 MB minimum</td>
</tr>
<tr>
<td>Calendar server</td>
<td>Oracle CorporateTime server 5.4</td>
</tr>
<tr>
<td></td>
<td>Oracle Calendar server 5.5</td>
</tr>
<tr>
<td></td>
<td>Oracle Calendar server 9.0.4.x</td>
</tr>
</tbody>
</table>

Installing the Oracle Calendar desktop client for Windows

1. Log in with administrative privileges if you are installing on Windows NT, 2000, or XP.
2. Run the self-extracting executable cal_win_904x.exe and follow the on-screen instructions.

Installation instructions for Macintosh

This section contains the following topics:

- System requirements
- Installing the Oracle Calendar desktop client for Macintosh

System requirements

Table 4–2  Oracle Calendar desktop client for Macintosh System Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating system</td>
<td>Mac OS 9.x (with CarbonLib 1.6), Mac OS X 10.1.4 to 10.3</td>
</tr>
<tr>
<td>Disk space</td>
<td>20 MB minimum</td>
</tr>
<tr>
<td>RAM</td>
<td>12 MB</td>
</tr>
<tr>
<td>Calendar server</td>
<td>Oracle CorporateTime server 5.4</td>
</tr>
<tr>
<td></td>
<td>Oracle Calendar server 5.5</td>
</tr>
<tr>
<td></td>
<td>Oracle Calendar server 9.0.4.x</td>
</tr>
</tbody>
</table>
Installation instructions for Linux

Installing the Oracle Calendar desktop client for Macintosh

Mac OS 9.x
This section describes how to install Oracle Calendar desktop client for Macintosh for Mac OS 9.x.

1. Verify that you have administrative privileges.
2. Ensure that the CarbonLib file is installed in the Extensions folder of your active System Folder to run the installer.
3. Double-click cal_mac_OS9_904x.hqx and follow the on-screen instructions.

The installer extracts the application and copies the Readme.htm file into the destination folder you have selected. It also extracts all shared libraries to the Extensions folder and Oracle Calendar Help to the Help folder of your active System Folder.

If your CarbonLib file is prior to version 1.6, it is updated. Restart the computer for the new file version to take effect.

Mac OS X
This section describes how to install Oracle Calendar desktop client for Macintosh for Mac OS X.

1. Verify that you have administrative privileges.
2. Double-click cal_mac_OSX_904x.hqx and follow the on-screen instructions.

The installer extracts the application and copies the Readme.htm file into a destination folder you select. It also extracts all shared libraries to the /Library/CFMSupport/ folder and the Oracle Calendar Help folder to the /Library/Documentation/Help/ folder.

Installation instructions for Linux
This section contains the following topics:

- System requirements
- Installing the Oracle Calendar desktop client for Linux

System requirements

| Table 4–3  Oracle Calendar desktop client for Linux system requirements |
|-----------------|------------------|
| Requirement     | Value            |
| Operating system|                  |
| Red Hat Linux 7.x, to 9.0 |
| SuSE Linux 7.1  |
| Linux x86 with kernel 2.4.x or later |
| Disk space      | 33 MB            |
| RAM              | 15 to 20 MB      |
| Calendar server |                  |
| Oracle CorporateTime server 5.4 |
| Oracle Calendar server 5.5 |
| Oracle Calendar server 9.0.4.x |
Installing the Oracle Calendar desktop client for Linux

This section describes how to install Oracle Calendar desktop client for Linux.

1. Unpack the distribution archive in a temporary directory. /tmp is the sample directory used in the following instructions.
   
   ```
   cd /tmp
   gtar zxvf /tmp/cal_linux_904x.tar.gz
   ```

2. Change to the OracleCalendar_inst directory.
   
   ```
   cd OracleCalendar_inst
   ```

3. To install using a full graphical interface, run gui_install.sh. To install using a text mode interface, run text_install.sh. You will be prompted for installation and shortcut directories.

System Requirements

### Table 4–4 Oracle Calendar desktop client for Solaris system requirements

| Requirement          | Value                                                                 |
|----------------------|                                                                     |
| Operating system     | Solaris 8, 9 (SPARC only)                                          |
|                      | Netscape Navigator or Netscape Communicator release 4.0 or later is required to use the Oracle Calendar desktop client online Help. The directory that contains the Netscape executable must be set in your path. |
| Disk space           | 40 MB                                                                |
| RAM                  | 20 to 25 MB                                                          |
| Calendar server      | Oracle CorporateTime server 5.4                                      |
|                      | Oracle Calendar server 5.5                                           |
|                      | Oracle Calendar server 9.0.4.x                                       |

Installing Oracle Calendar desktop client for Solaris

This section describes how to install the Oracle Calendar desktop client for Solaris.

1. Untar the distribution archive into a temporary directory. /tmp is the sample directory used in the following commands.
   
   ```
   cd /tmp
   gtar zxvf /tmp/cal_sun_os_904x.tar.gz
   ```

2. Change to the OracleCalendar_inst directory.
   
   ```
   cd OracleCalendar_inst
   ```

3. To install using a full graphical interface, run gui_install.sh. To install using a text mode interface, run text_install.sh. You will be prompted for installation and shortcut directories.

Troubleshooting and FAQs

For troubleshooting information and answers to frequently asked questions, see the following Web site:
http://www.oracle.com/technology/products/cs/user_info/ocalendar/desktop_index.html
Oracle Sync Server takes advantage of the OMA-DS (Open Mobile Alliance - Data Synchronization) protocol (formerly known as the SyncML protocol) to deliver true remote synchronization of data with a wide range of OMA-DS-enabled devices. This alternative to the Desktop-to-PDA synchronization allows you the freedom to be anywhere while having the most up-to-the-second information.

Oracle Sync Server offers direct two-way synchronization with Oracle Calendar server over any standard Hypertext Transfer Protocol (HTTP) connection. This means that you have access to the calendar infrastructure from a variety of OMA-DS-compliant devices with Internet access. With Oracle Sync Server you are no longer tied to your desktop for synchronization.

Information related to Oracle Sync Server is maintained online, so that as new devices become available for use with Oracle Sync Server, Oracle is able to post useful information related to these devices to our customers. For more on Oracle Sync Server, and setting up your mobile device, consult the following online pages:

**Oracle Sync Server - Getting Started**
This is the main online resource for Oracle Sync Server Release 2 (9.0.4.2.x or later). This page contains the essential links for for setting up your device for use with Oracle Sync Server, including specific limitations, patches, configuration and synchronization information for all supported devices.


**Supported Devices**
This section lists the OMA-DS-compliant devices that are supported for use with Oracle Sync Server.

http://www.oracle.com/technology/products/cs/user_info/ocalendar/html/sync_server.htm#supporteddevices

**Backing up your Palm data**
This section describes the procedure for backing up your Palm device locally using HotSync.


**Understanding how devices handle different types of data**
This section explains how alarms, access levels, task priorities, and long descriptions are synchronized between various devices and Oracle Sync Server.
Customizing Synchronization
This section describes how to customize the way your supported device synchronizes information.

Safely resetting data on your device
This section explains how to safely reset your device to clean corrupt information resulting from technical difficulties or problems encountered when synchronizing in different time zones or after a Daylight Savings clock change.

Device-specific considerations
This section describes issues encountered by Oracle Sync Server due to the synchronization behavior of supported devices.

Configuring devices for Oracle Sync Server
This section describes the step-by-step procedures for configuring supported mobile devices.

Troubleshooting and FAQs
For common questions and answers relating to the Oracle Sync Server, see the following Web site:
Oracle Calendar Sync synchronizes Oracle Calendar data with PDA devices using either Palm OS for Windows and Macintosh, or Windows CE. This enables you to download meetings, contacts, daily notes, day events, holidays and tasks to your handheld, and updates can be uploaded back to Oracle Calendar through the device’s synchronization process. This takes Personal Digital Assistant functionality one step further, allowing direct synchronization with the data on the server rather than the data on the desktop.

Oracle Calendar Sync replaces the desktop application with a conduit directly linked to the calendar store. Oracle Calendar Sync’s Preferences menu enables you to customize the amount of information that is synchronized, as well as download attendee lists and meeting details.

This chapter contains the following topics:

- Installation instructions for Oracle Calendar Sync for Palm (Windows)
- Installation instructions for Oracle Calendar Sync for Palm (Macintosh)
- Installation instructions for Oracle Calendar Sync for Pocket PC
- Troubleshooting and FAQs

Installation instructions for Oracle Calendar Sync for Palm (Windows)

This section contains the following topics:

- System requirements
- Installing Oracle Calendar Sync for Palm (Windows)

System requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating system</td>
<td>Windows 98</td>
</tr>
<tr>
<td></td>
<td>Windows 2000</td>
</tr>
<tr>
<td></td>
<td>Windows ME</td>
</tr>
<tr>
<td></td>
<td>Windows XP</td>
</tr>
<tr>
<td></td>
<td>Windows NT 4.0</td>
</tr>
<tr>
<td>Disk space</td>
<td>75 MB</td>
</tr>
<tr>
<td>RAM</td>
<td>64 MB</td>
</tr>
</tbody>
</table>
Installing Oracle Calendar Sync for Palm (Windows)

If you have a previous version of Oracle Calendar Sync (CorporateSync) installed, Oracle Corporation recommends that you perform a synchronization before you install Oracle Calendar Sync for Palm for Windows.

1. Ensure HotSync is installed on your computer.
2. Run the `cal_syncpalm_win_904x.exe` setup program provided with the distribution package and follow the on-screen InstallShield instructions.
3. Choose an installation type. If you choose Custom, there is no difference between This feature will be installed on local hard drive and This feature, and all subfeatures, will be installed on your local hard drive. Select the conduits you want to install.
4. Enter your user information, including user name, password, calendar server, and node ID.
5. Follow the rest of the on-screen instructions to complete the installation.
6. Ensure that your device is in its cradle, then perform a synchronization. The first time you do this after installation, a full synchronization will take place.

Installation instructions for Oracle Calendar Sync for Palm (Macintosh)

This section contains the following topics:

- System requirements
- Installing Oracle Calendar Sync for Palm (Macintosh)

System requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating system</td>
<td>Mac OS 9 or Mac OS X 10.1.4 to 10.2.6. Note: Oracle Collaboration Suite Release 2 Patch Set 1 (9.0.4.2.0) supports Mac OS 9.22 to OS 10.3.</td>
</tr>
<tr>
<td>Disk space</td>
<td>15 MB. If the Oracle Calendar desktop client for Macintosh is already installed, only 5 MB of disk space is required.</td>
</tr>
<tr>
<td>RAM</td>
<td>8 MB (64 MB is recommended)</td>
</tr>
</tbody>
</table>
Installing Oracle Calendar Sync for Palm (Macintosh)

1. Double-click the `cal_syncpalm_macOS9_904.hqx` (`cal_syncpalm_macOSX_904.hqx` if you are using Mac OS X) file. This creates the Oracle Calendar Sync installer.

2. Double-click **Oracle Calendar Sync Install**. The installer checks for existing Sync files and installs the program. Depending on your setup, this may take several minutes. Some error messages may be generated and saved to the install log; you can ignore these messages.

3. Copy **Oracle Calendar Sync.prc** from the `/Applications/Palm/Add-on/` directory to the `/Users/`<user>/Documents/Palm/Users/`<user>/Files to Install/` directory. `<user>` is the name of the relevant Mac user.

   If you have recently installed Palm Desktop and the Files to Install folder does not exist, create this folder manually.

   **Note:** The installer will move the Datebook and ToDo conduits to a folder entitled Disabled Conduits.

4. Turn on the Palm organizer and place it in its cradle.

5. Press the **HotSync** button on the front of the Palm organizer cradle. The Oracle Calendar Sync application will be installed on your Palm organizer.

   **Note:** You may get error messages in the HotSync log saying that Oracle Calendar Sync cannot be located. Ignore these messages.

6. If the HotSync Manager is running, the installer will ask if you want to close it. Click **Yes** to exit the HotSync Manager.

7. Click the **HotSync** icon in your HotSync folder and select **HotSync Manager**.

8. From the HotSync menu, choose **Conduit Settings**. A list of synchronizable items appears. Choose how you want Oracle Calendar Events and Tasks to be synchronized by double-clicking each item. A dialog box appears with the following choices:

   - **Synchronize the files**: Synchronizes all information that exists on both your Palm organizer and in Oracle Calendar
   - **Macintosh overwrites hand-held**: Information in your Oracle Calendar Agenda overwrites Events, Tasks, or Addresses on the Palm organizer
   - **Do Nothing**: The specified Entry type is not synchronized

---

### Table 6–2 (Cont.) Oracle Calendar Sync for Palm for Macintosh system requirement

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar server</td>
<td>- Oracle CorporateTime Server 5.4</td>
</tr>
<tr>
<td></td>
<td>- Oracle Calendar server 5.5</td>
</tr>
<tr>
<td></td>
<td>- Oracle Calendar server 9.0.4.x</td>
</tr>
<tr>
<td>Palm</td>
<td>Palm Desktop version 4.0</td>
</tr>
<tr>
<td>Device</td>
<td>Any Palm compatible device running Palm OS 3.3 to 3.5x, Palm OS 4 or Palm OS 5</td>
</tr>
</tbody>
</table>
9. Select a user name from the top of the Conduit Settings dialog box. If there is only one user name, it is selected automatically.

10. Open Oracle Calendar Sync on your Palm organizer and enter your Oracle Calendar user name, password, server and node ID. If you do not know this information, ask your Network Administrator.

Oracle Calendar Sync is now installed but no Entry information has been synchronized.

### Installation instructions for Oracle Calendar Sync for Pocket PC

This section contains the following topics:

- System requirements
- Installing Oracle Calendar Sync for Pocket PC

### System requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating system</td>
<td>Windows 98</td>
</tr>
<tr>
<td></td>
<td>Windows 2000</td>
</tr>
<tr>
<td></td>
<td>Windows ME</td>
</tr>
<tr>
<td></td>
<td>Windows XP</td>
</tr>
<tr>
<td></td>
<td>Windows NT 4.0</td>
</tr>
<tr>
<td>Disk space</td>
<td>75 MB</td>
</tr>
<tr>
<td>RAM</td>
<td>64 MB</td>
</tr>
<tr>
<td>Calendar server</td>
<td>CorporateTime server 5.4</td>
</tr>
<tr>
<td></td>
<td>Oracle Calendar server 5.5</td>
</tr>
<tr>
<td></td>
<td>Oracle Calendar server 9.0.4</td>
</tr>
<tr>
<td>Pocket PC</td>
<td>Pocket PC (Windows CE 3.0) with MIPS, SH3, ARM or XScale processor</td>
</tr>
<tr>
<td>ActiveSync</td>
<td>Version 3.0 to 3.7, as appropriate for your device.</td>
</tr>
<tr>
<td></td>
<td>If you are running an older version of Microsoft ActiveSync, check your manufacturer’s site for updates.</td>
</tr>
<tr>
<td>Device</td>
<td>HPC 2000</td>
</tr>
<tr>
<td></td>
<td>Compaq iPAQ</td>
</tr>
<tr>
<td></td>
<td>HP iPAQ H1910</td>
</tr>
<tr>
<td></td>
<td>HP Jornada 500 series</td>
</tr>
<tr>
<td></td>
<td>HP Jornada 700 series</td>
</tr>
<tr>
<td></td>
<td>Handheld PC</td>
</tr>
<tr>
<td></td>
<td>Pocket PC 2002</td>
</tr>
</tbody>
</table>

### Installing Oracle Calendar Sync for Pocket PC

If you have a previous version of Oracle Calendar Sync (CorporateSync) installed, Oracle Corporation recommends that you perform a synchronization before you install Oracle Calendar Sync for Pocket PC.
1. Ensure that ActiveSync is installed on your computer.

2. Run the cal_syncppc_win_904x.exe setup program provided with the distribution package and follow the on-screen InstallShield instructions.

3. Choose an installation type. If you choose Custom, there is no difference between This feature will be installed on local hard drive and This feature, and all subfeatures, will be installed on your local hard drive. Select the conduits you want to install.

4. Ensure that you install Oracle Calendar Sync Helper files when prompted by the application. Your device must be connected to install these files.

Note: To connect at a later time and install the files, from the Windows Start button, select Programs, then select Oracle Calendar Sync for Pocket PC, and Install Device Files.

5. Enter your user information, including user name, password, calendar server, and node ID.

6. Follow the rest of the on-screen instructions to complete the installation.

7. Remove your device from its cradle.

8. If you are upgrading from a previous version, from the File menu, select Delete Partnership.

9. Return your device to the cradle. The ActiveSync Partnership Wizard starts.

10. Follow the on-screen instructions to create a new ActiveSync Partnership. Select Oracle Calendar as your plug-in for Calendar, Tasks and Contacts.

11. Open Microsoft ActiveSync if it does not open automatically.

12. Click Sync if synchronization is not automatically initiated. The first time you synchronize, a full synchronization will occur.

Troubleshooting and FAQs

For troubleshooting information and answers to frequently asked questions, see the following Web site:

http://www.oracle.com/technology/products/cs/user_info/ocalendar/sync_client_index.html