Version 9.0.0.x Upgrade Installation Guide
OfficeCalendar for Microsoft® Outlook™
Sharing Microsoft Outlook Calendar and Contacts without Exchange Server

http://www.officecalendar.com

By Lookout Software
OfficeCalendar

OfficeCalendar Version 9.0 Upgrade Overview

OfficeCalendar Clients that have a different version number than 9.0.0.x and OfficeCalendar Version 9.0.0.x Server are not interoperable. However, trying to synchronize a Version 1x – 8.0.0.x Client with the Version 9.0.0.x 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 9.0.0.x 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.

Installing the OfficeCalendar Version 9.0.0.x Server Upgrade

1. If you have not done so already, download the OfficeCalendar Version 9.0.0.x 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 **ocupgrade900x.exe** file that you downloaded from our website.

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.*

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**.

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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 9.0.0.x upgrade is now complete.

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.

ocalclient

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.


ocalclient

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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.

Installing the OfficeCalendar Version 9.0.0.x Client Upgrade

1. From each workstation where you are upgrading the OfficeCalendar Version 9.0.0.x 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.

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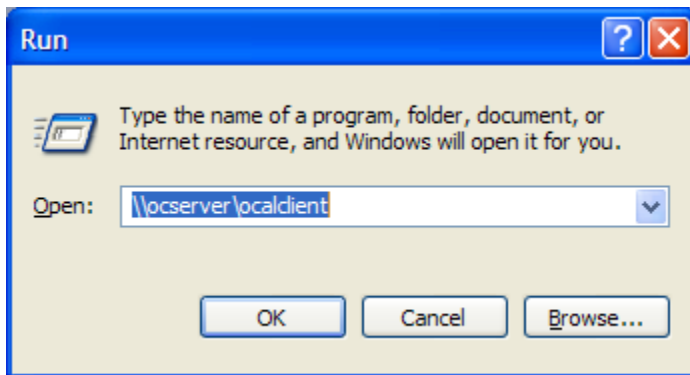
Quick Tip

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 Administration Console screen (highlighted below).
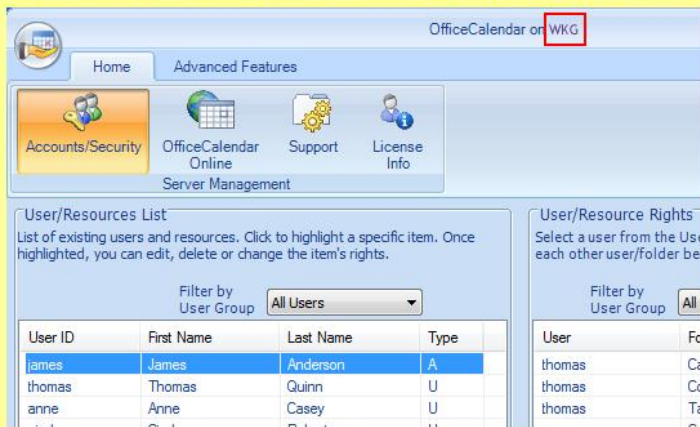
2. Double-click on the **setup900x.exe** icon.

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. You should see the OfficeCalendar toolbar and the OfficeCalendar drop-down menu option in your Microsoft Outlook toolbar. *This new menu option was added in OfficeCalendar Version 5 to configure email folder sharing. For more information about configuring and sharing Outlook email folders, please refer to the OfficeCalendar Installation and User's Guide.*
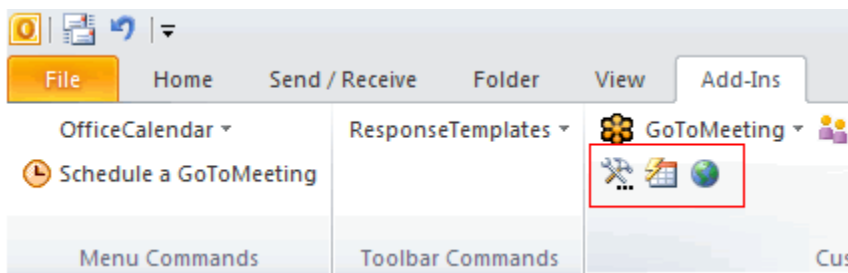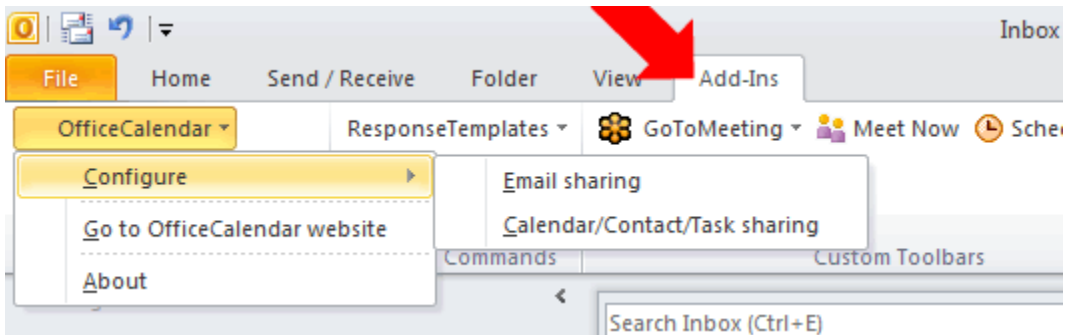
Outlook Version 2000 – 2007…
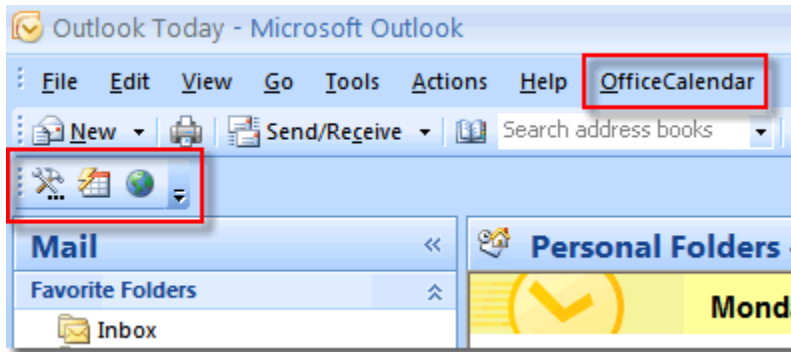
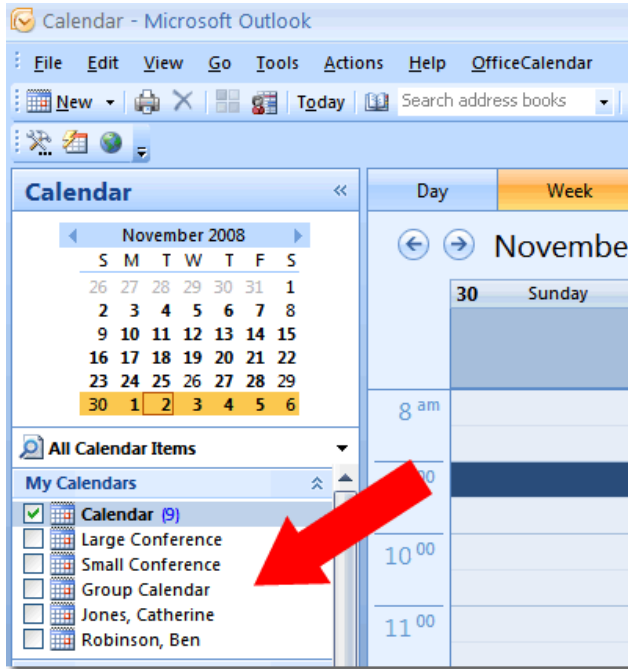Click on the **Synchronize OfficeCalendar** icon.

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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 9.0.0.x Upgrade Resources

Please be sure to download the updated OfficeCalendar Installation and User's Guide for Version 9 from our website at
http://officecalendar.fileburst.com/documents/ocuserguidev9.pdf.

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