

Setting up the Kopano OL Extension

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The Kopano OL Extension (KOE) serves as an enhancement to the already included ActiveSync support of Microsoft Outlook 2013 and 2016 (Windows only, but for both 32bit and 64bit systems). KOE is available as an exe installer and can be installed before or after creating the actual ActiveSync account in Outlook. For GPO based deployments dedicated msi packages are available for 32bit and 64bit environments.

It has to be said that while syncing via ActiveSync works *ok* for moderately sized mailboxes, the protocol was not made to be used with lots and lots of folders or multiple gigabyte of synced data. Having also a bit of control on the server side, we have implemented the possibility to open folders from shared accounts through Z-Push, while this generally works problems can arise if working with multiple users in very busy folders. For future versions are are investigating possibilities to enforce certain maximum sizes for mailboxes and amounts of folders.

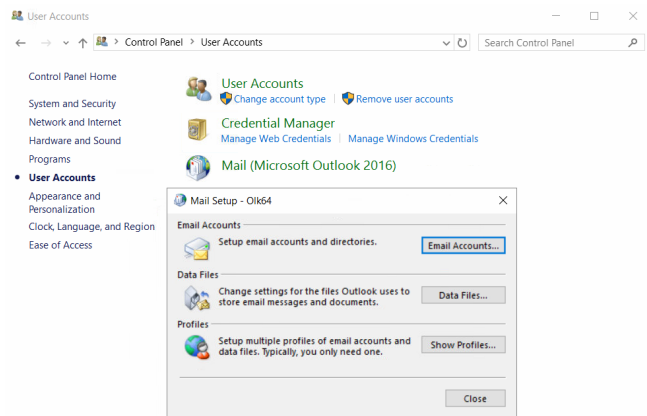
Do you have issues with KOE? Please check [Debugging the Kopano OL Extension](#)

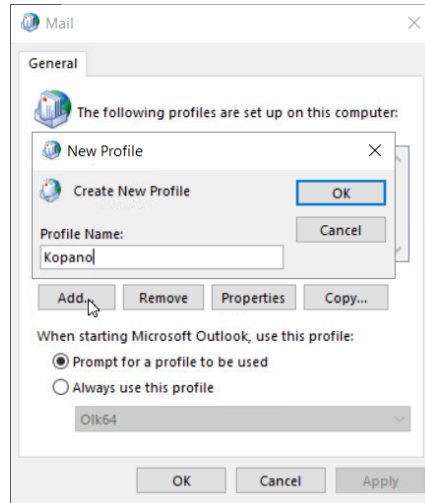
Requirements

- Z-Push 2.3.x is a requirement to use KOE
- To successfully synchronise the GAB the GAB-Sync script has to be run periodically (setup instructions in the [Z-Push Wiki](#)).

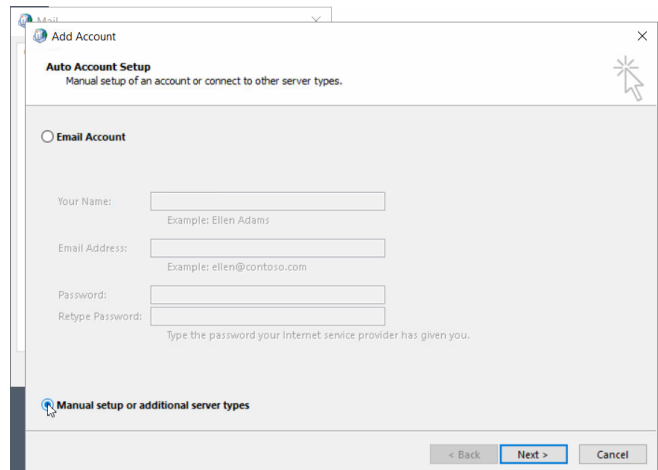
Creating a new profile

While creating a new profile is optional it always gives the advantage of starting with a clean environment. Technically it is possible to connect to multiple Z-Push enabled servers from within one Outlook profile and even mix it with other account types.

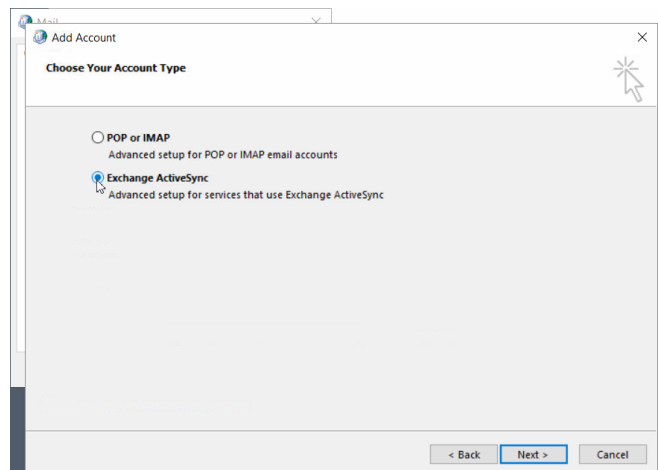




When it comes to the "Auto Account Setup" the "manual setup" method needs to be chosen



Afterwards "Exchange ActiveSync" can be selected as the account type (For Outlook 2013 this option was called "Outlook.com or Exchange compatible service")



Account details can be given on the next page. Users are able to either synchronise the whole mailbox or only one month of data for each folder.

All the data that is accessible in Outlook needs to be synced to the local disk first. To reduce the time needed for synchronisation it is recommended to limit the sync timeframe either in Outlook or through Z-Push.

Please make sure to have enough disk space to be able to sync the whole mailbox of a user.

After this step the account settings are tested and the account can be used.

Server Settings
Enter the information that is required to connect to an Exchange ActiveSync service.

User Information
Your Name: My Name
Email Address: testuser01@kopano.com

Server Information
Mail server: zpush.kopano.com

Logon Information
User Name: testuser01
Password: *****
 Remember password

Offline Settings
Mail to keep offline: 1 month

< Back Next > Cancel

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop Close

Tasks Errors

Tasks	Status
✓ Log onto Exchange ActiveSync mail server ...	Completed

Add Account

You're all set!

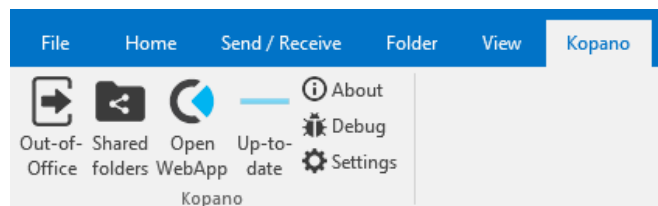
We have all the information we need to set up your account.

Add another account...

< Back Finish

Working with the Kopano OL Extension

Once installed KOE will add another tab to the Outlook Ribbon from which the user can control the extension.

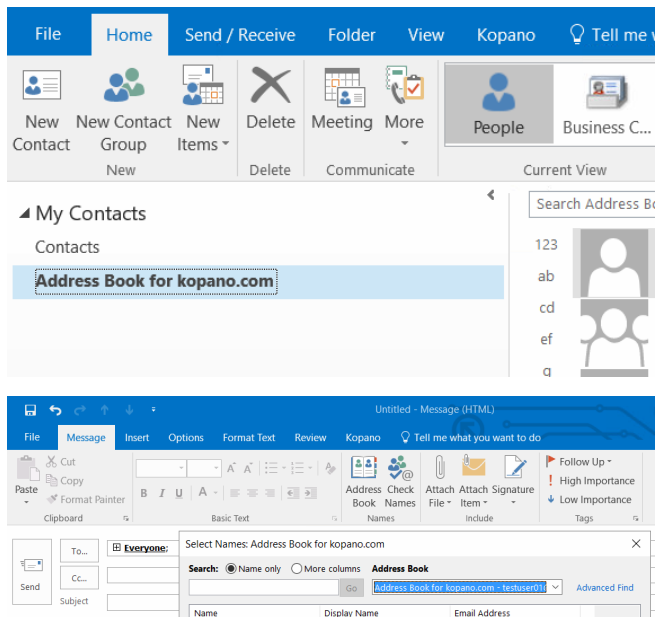


Working with contacts from the GAB

To be able to synchronize the GAB, the administrator of the server has to set this up in the first place. Please refer to <https://wiki.z-hub.io/display/ZP/Kopano+OL+Extension> for instructions on this.

The GAB will be displayed as an additional addressbook inside of

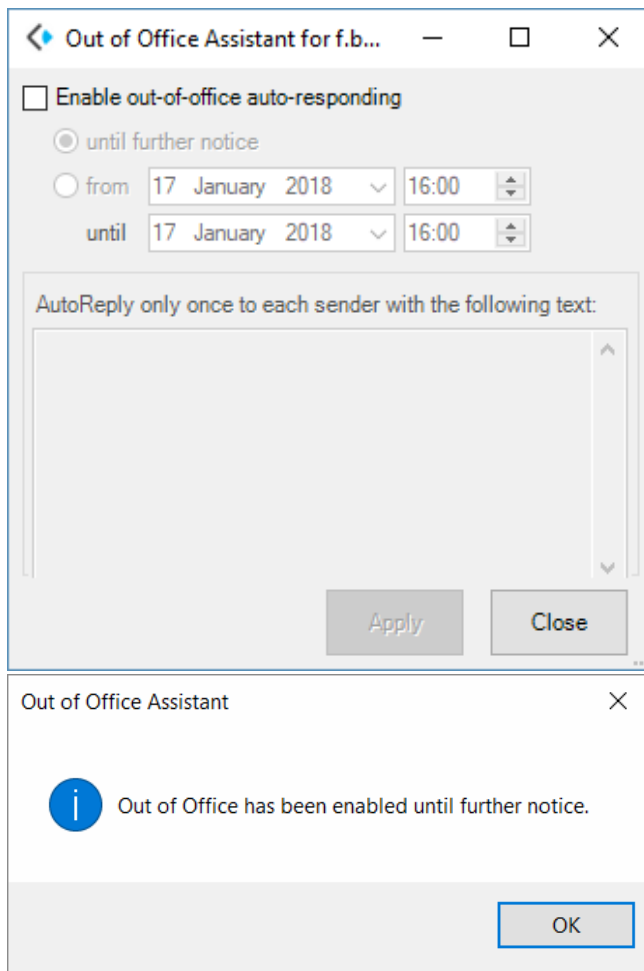
Outlook



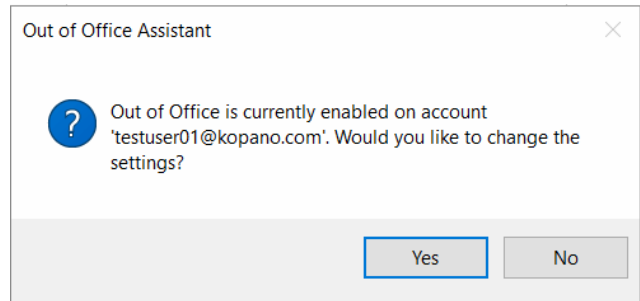
The address book folder will be auto selected to be listed when composing messages:

Setting out of office messages

In the Out of Office Assistant screen the user can enable his oof message. For convenience the previous oof message will also be fetched from the server, so that the user can easily adapt and reuse it.



KOE will at startup check if the oof message is active on the server and will ask the user if he wants to disable it.



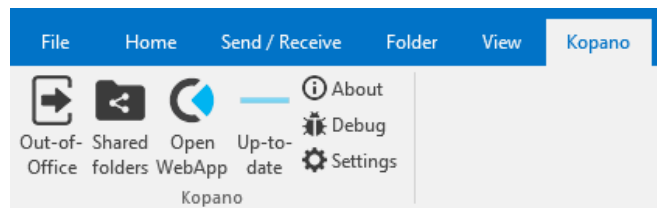
Opening and closing shared folders (such as calendars)

Important fact about shared folders in ActiveSync

Due to the way we achieve shared folder functionality in ActiveSync, everything you open this way will be treated by the client as your own data. Causing for example notifications on additionally opened calendars (see <https://jira.kopano.io/browse/KOE-12>) and displaying information from items marked as private by its owner (With the introduction of <https://jira.z-hub.io/browse/ZP-1063> in Z-Push 2.3.3 we therefore exclude the sync of private items in shared folders).

You can find some deeper technical information about the shared folder implementation over at the [Z-Push Wiki](#).

The shared folder functionality can be easily accessed through the option "Shared Folder".

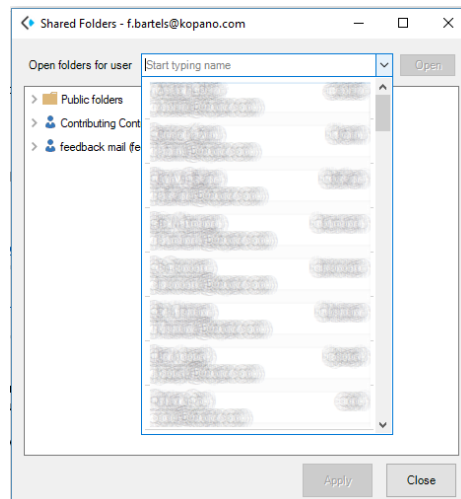


Once the user has clicked "Shared Folders" he will be presented with a dialogue allowing him to choose between opening a folder from the public store or searching for a specific user. To select a specific user the user can be selected from a dropdown listing all users in the GAB. The elements in the dropdown can be searched by typing into the field above it.

Important to know

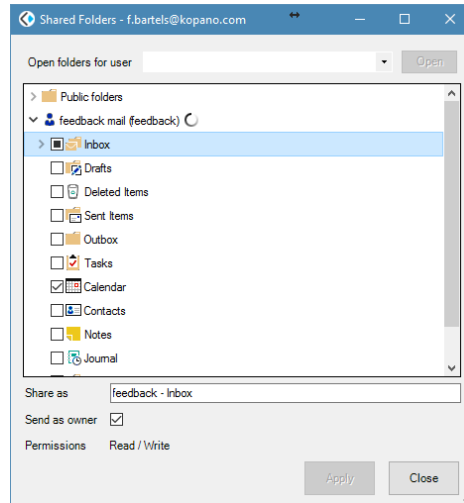
The lookup of usernames in this dialogue will only succeed once the GAB has been synced to the client.

To be able to list folders of the desired user, at least the "list folders" right has to be given for the root of the mailbox.

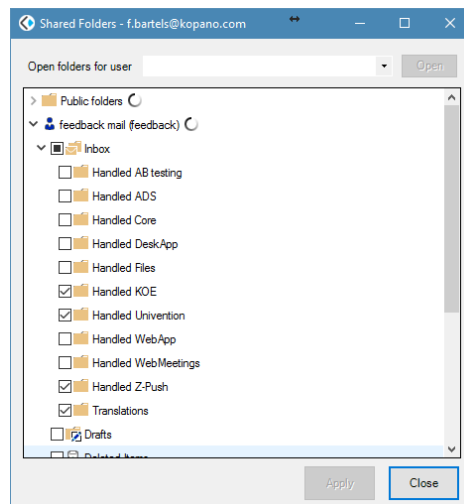


When opening a folder the user also has the possibility to give the folder an unique name. KOE will suggest a folder name following the schema "Username - Foldername".

Once the user has clicked "Open" the folder will be added to the sync profile in Z-Push and will start added to Outlook with the next synchronisation..



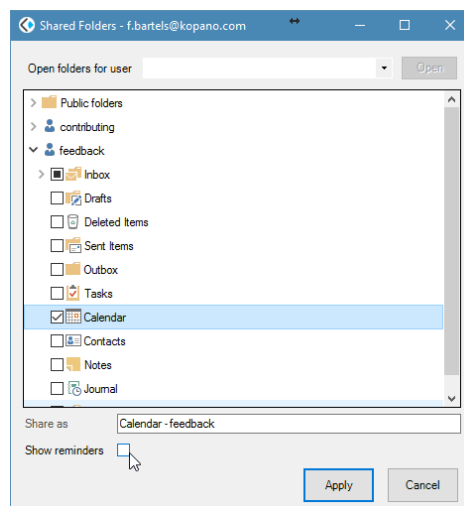
A once opened folder can be closed through the same menu option by simply deselecting the checkbox in front of the folder. If there are no other folders opened from that specific user, then the user will not be displayed in this dialogue anymore when it is opened the next time.



Managing appointment reminders

Starting with KOE 1.3 reminders any for shared folders are disabled by default. For this to work make sure, that you are using short folder-ids (which were introduced with Z-Push 2.3) this information can be obtained from z-push-admin,

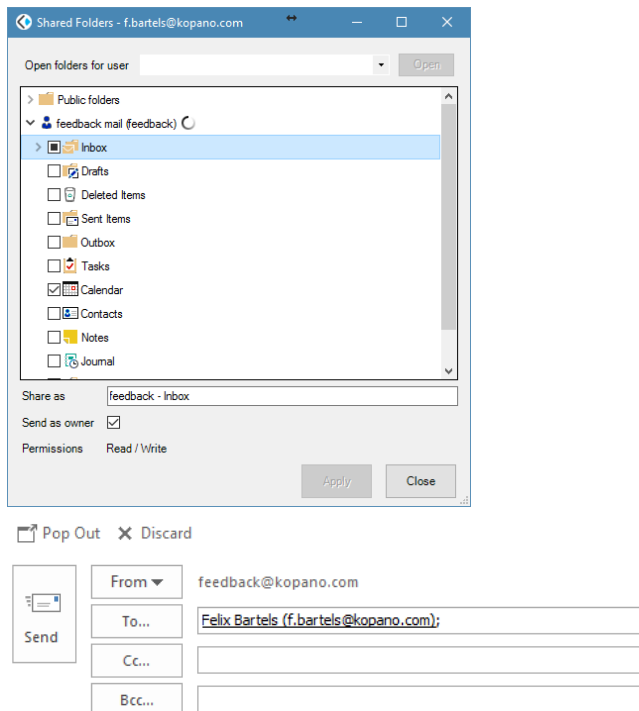
To enable appointment reminders the user has to click on the calendar in the shared folders menu and tick the checkbox "Show Reminders".



Using send-as and delegation functionality

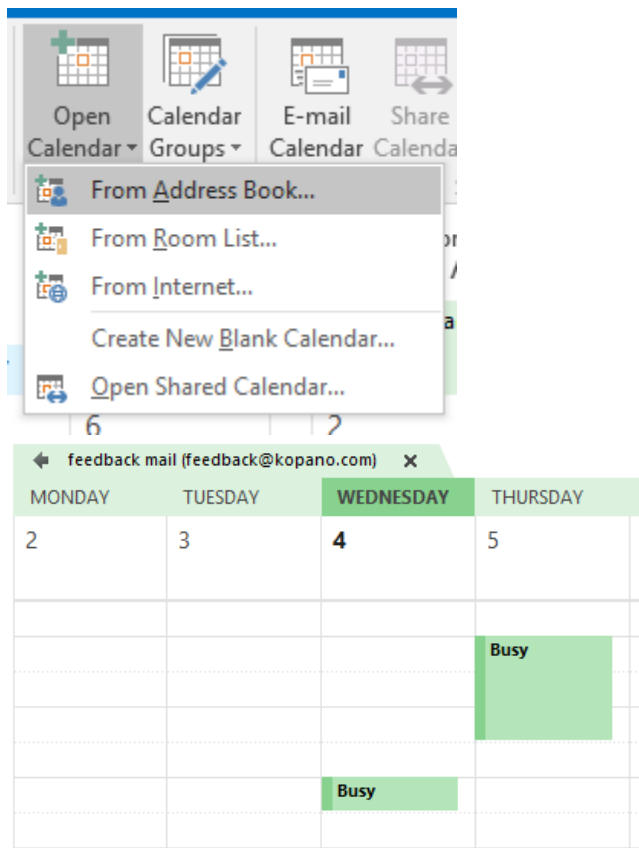
Since the release of version 1.1 of KOE it was already possible to manually add a differing *From* address and use this address to send

mails (given that the user has the correct permissions to do so). Starting with KOE 1.2 the *From* address is automatically set to the email of the shared folder, when replying from this folder (to mirror the behaviour of WebApp and Outlook in general). Optionally this can be deactivated from the shared folder dialogue.



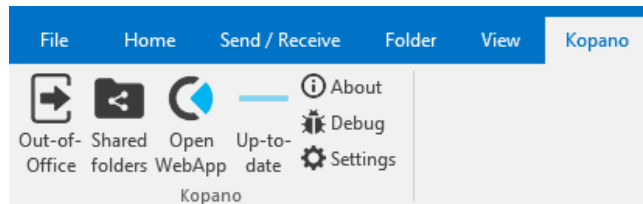
I can only see free/busy data in shared calendars / I get a message that the "calendar could not be updated"

When using the "Open Calendar" button Outlook will do an automatic fallback to display only the free/busy data of the requested user. If more detailed information should be shown the [Open Shared Folder](#) feature of KOE needs to be used.



Opening the Kopano WebApp from within KOE (for example to update permissions of a shared folder)

For smaller and less common tasks, like for example changing the permissions of a shared folder, the user can quickly open the WebApp from within KOE. To redirect the user to the correct WebApp KOE uses the same Autodiscovery DNS entry that is also used for Kopano DeskApp.



Influencing the naming of shared folders

Starting with version 1.5 the suggested displayname of shared folders can be influenced by the administrator. It can be set using the registry value 'Shared Folders\DefaultFolderNameFormat', or through the plugin debugger. The default value is '%foldername% - %username%' (same as it was in previous versions).

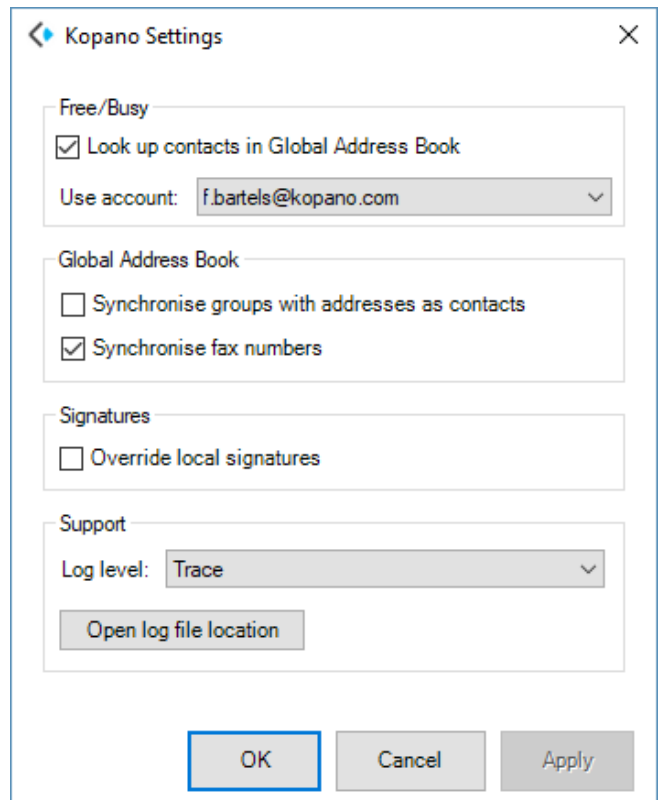
The available fields are the same as for signatures, and %foldername%.

The following fields are currently defined:

- firstname
- initials
- lastname
- displayname
- username
- title
- company
- office
- phone
- primary_email
- address
- city
- state
- zipcode
- country
- phone_business
- phone_fax
- phone_home
- phone_mobile
- phone_pager

Changing advanced settings

In the settings screen the user can select from which ActiveSync account he wants to retrieve the GAB (by default KOE will retrieve the GAB from the first ActiveSync account). This screen can also be used to change the Loglevel to aid debugging issues with a developer.



Additionally the **Plugin Debugger** (which can be found as *PluginDebugger.exe* in the installation directory of KOE) can be used to disable certain parts of KOE, such as the GAB or the shared folder feature.

This tool can also be used to define a custom location for the PST file to store the local copy of the GAB.

