

Use an Exchange server Public Folders Group Calendar to share private Outlook schedules in real time!



The '3 clicks system' to perfect calendar overview

Current version: 1.30, last version change: 09/26/05



International distributors
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Exchange GroupCalendar Administrator Guide

Installing and configuring Exchange GroupCalendar step by step

Note: you can call us to guide you thru the installation step by step, free of charge. From the USA 011 - 31 - 186 669 194.
We can even use your terminal server to install it for you over the Internet...for free!

- A** - Create a new account, f.i. 'GCADMIN', in the Active Directory and make sure it gets an inbox in Exchange server.
Don't use the administrator account or copy an exiting account, it won't work.
The only proper method is to create a clean new user.
- B** - Now the 'GCADMIN' account must be granted full access to the Exchange server and it must be member of the local machine administrators group.

Make sure the GCADMIN account is [member of the groups](#) "Exchange Domain Servers" and "Administrators"
Check to make sure it is not member of "Enterprise Admins" or "Domain Admins".

note: Microsoft has two good articles on the Exchange permissions part. For Exchange 2000 : KB [262054](#) ; for Exchange 2003 : KB [821897](#)

C - The new (gcadmin) account should be able to access everything on your Exchange server:

- Open the Exchange System Manager.
- Navigate through the server tree until you reach your server. For example, you might need to click through an administrative group and a server group.
- Browse further down to the Mailbox store and Public folder store
- Right click the mailbox store.
- Click Properties
- Click the Security tab.
- In the Name dialog box, click Add and then select the new account (f.i. GCADMIN) from the list that appears.
- Select Full Control for the permission level.
- Set the same permissions on the 'Public Folder Store' and (up the tree) also on the Server node.
- Click Okay and wait at least 20 minutes for the permissions to be applied internally. Exchange caches permissions for at least 15 minutes so get a coffee now. If you don't wait and continue directly... it will not work. It's even better to **reboot** Exchange Server, especially in multi server environments with multiple AD controllers.
- You can test if the permissions have been applied by logging on to a workstation with the gcadmin account; open outlook and try to open another users calendar also try to create a new public folder. If that works, the gcadmin account has the required permissions.

D - Run ExchGC_COM+.MSI from the zip file you **downloaded** from this website.
(logged on as the Administrator)

E - Open: Start menu - Settings - Control Panel - Administrative Tools - Component services.
(logged on as the Administrator)

- **Open:** Computers - My computer - **Com+ applications**
- Right-click 'ExchGC'. Select Properties - **Identity** - tick 'This User'
- Browse for the *gcadmin* account you created, enter the password and press OK.
- NOTE: You should not start it manually. In fact if you do you will not be able to use step#3 of the configuration tool. The component will start spinning and stop spinning automatically in response to events in user calendars.

F - Now run Exchange GroupCalendar Setup.exe (logged on as administrator) and **log off** from the Exchange server.
Do not configure anything yet. **Close the GroupCalendar Administration tool without using it.**

G - Log back on to the Exchange server (if possible after rebooting first) **with the new account (GCADMIN)** you created.
Start gcadmin.exe from c:\Exchange GroupCalendar. If you get an 'access denied' error; log back on as administrator and give the gadmin account full control permissions on the 'c:\exchange groupcalendar' directory and make sure that it propagates that to all files in the directory.

Configuration; short version for a quick test:

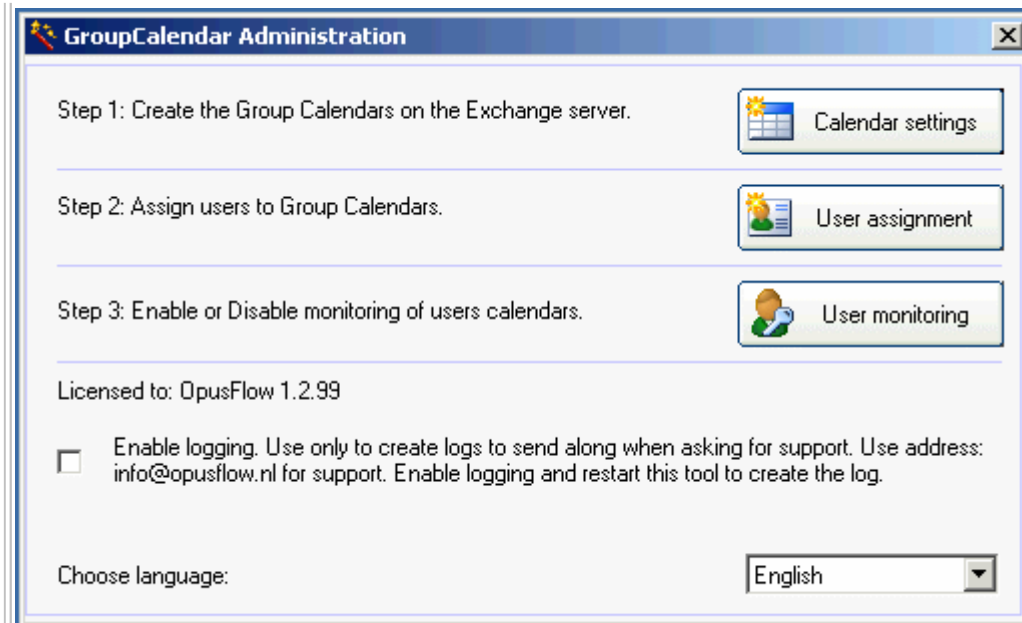
- **LOG ON AS GCADMIN!**
- In Step one, click both buttons on the left, type a name in the field on the right and click the Add button.
- In Step two, click an Organizational unit, select a user and click the Connect calendar button.
- In Step three, click an Organizational unit, select a user and click the Share calendar button.
- Test it by creating an item in the outlook calendar of that user and look in the public folders to see the item in the groupcalendar.

Configuration; detailed version:

LOG ON AS GCADMIN!

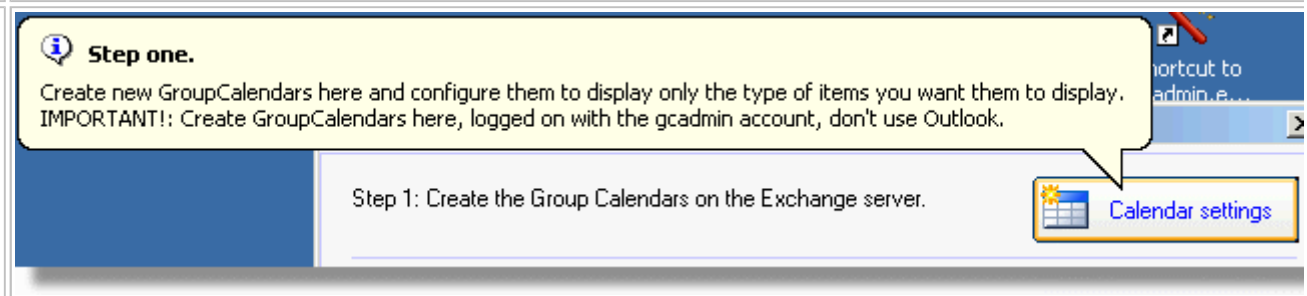
Important:

Logging should not be enabled in a production setting. The checkbox should be enabled only to create detailed logs to send along with a support call.



Click the first button (step 1) to create the Group Calendars on your Exchange server.

(you must be logged on to Exchange server as gadmin when you do this!)



The Calendar definition form will open.

Hold your mouse over the buttons or bold labels for an explanation of the functionality.

Calendar definition

Public Folders Root Folder name

Note: Check the Outlook Folderlist for the exact name of your Public Folders root. Change the name if it differs from the picture.

Current Public Folders Root name:

Corrected Public Folders Root name:

Click me
Click this button at least once to check if your public folders root name is correct

Check PF Root

GroupCalendars Root Folder name

The GroupCalendars will all be listed under one Public Folder. Accept the Current name or enter a new name and press the Create button. Root name here. This will create the folder you specify.

Current calendars Root folder:

New Root folder name:

GroupCalendars

Check / Create Root folder

Currently defined GroupCalendars

test1

General Settings **Override Settings** **Close**

Add

Open Outlook on a workstation to check for the 'Public Folders' entry in the Outlook folder list. There's a 99% chance that this setting is already correct. If not, change the name and press the 'Check PF Root' button.

An error after pressing 'Check PF Root' while you are sure that the name is correct might

Current Public Folders Root name: **Public Folders**

Corrected Public Folders Root name: Public Folders

Check PF Root

mean:

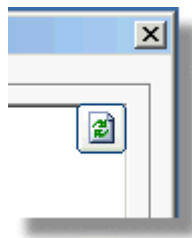
- insufficient access rights. (check step C instructions)
- No local public folders store on the server.
- Not logged on as 'gadmin'

Now create the Root folder. This is the place in Outlook where all Group Calendars will be listed. You can accept the default name 'Group Calendars' or change the default. Do not use the name of an already existing folder created with Outlook. You must create a new folder with this gadmin tool.

The 'Create Root folder' button must be pressed at least once, even if you don't change the name of the Root. An error message will indicate insufficient access rights. In that case repeat step C.

| | |
|--|-----------------------|
| Current calendars Root folder: | GroupCalendars |
| New Root folder name: | GroupCalendars |
| <input checked="" type="checkbox"/> Check / Create Root folder | |

An almost unlimited number of Group Calendars can now be created. Press the 'Refresh' button to see the calendars already created.



Create new Group Calendars by typing the name in the box and clicking the 'Add' button.

If they fail to show up in the list that says

| | |
|----------|--------------------------------------|
| Vacation | <input type="button" value="+ Add"/> |
|----------|--------------------------------------|

'currently defined GroupCalendars'
try to create another GroupCalendar root name
on the left hand bottom.

Use the Exchange/Outlook security to deny
your users access to some of the Group
Calendars you define here. By default everyone
will be able to view the information in the
Group Calendars.



The 'General Settings' button enables you to
configure what type of items should be
displayed in the Group Calendars.

This collection of setting applies to all your
GroupCalendars but can be overruled with
specific settings per calendar and per rule.

(example: You can disable the display of "Free Time" items in the general settings. If you have a "vacations" groupcalendar you might want to show only "free time" items there so in the Override setting of the "Vacations" calendar you would tick the "Show Free time" option and leave all other settings intact as specified in "General Settings".)

There are a lot of options you can use to make sure that every groupcalendar only shows the desired information. Combine this with the permissions you can set on every Public Folder from within Outlook and you have all the tools to make sure that every user only gets the information they need.

(With regards to setting permissions on calendars; nobody **needs** access but gcadmin. A users' calendar items can be visible in a GroupCalendar while that GroupCalendar remains invisible to that user!)

The settings are grouped by the property that leads the action. The first form holds the Miscellaneous Rules, the actions based on the *Private* property and actions based on the *Category* property of an appointment.

General

GENERAL SETTINGS Settings

Miscellaneous rules

| | |
|--|-------------------------------------|
| Hide appointments with @@@ in body | <input checked="" type="checkbox"/> |
| Show Free time | <input checked="" type="checkbox"/> |
| Show Tentative time | <input checked="" type="checkbox"/> |
| Show Out of Office | <input checked="" type="checkbox"/> |
| Show ONLY Out of Office items | <input type="checkbox"/> |
| Remove all label color from appointments | <input type="checkbox"/> |
| Consolidate identical appointments | <input checked="" type="checkbox"/> |

Private appointment rules

Hide private appointments ☐

☒ For private appointments Replace Subject with:

☒ For private appointments Replace Body with:

Category rules

☐ Show only appointments with category

☐ Ignore appointments with category:

☐ Change label color


General


Category

Color

Hoover the mouse over a bolded label to learn how the options works.


Press the "NEXT" button

ue appointments with  in Body ☒

 **Show ONLY Out of Office items**
Show ONLY calendar items in the GroupCalendar that are marked as Out of Office and nothing else!

Show Out of Office ☒

Show ONLY Out of Office items ☐

 Next

The second form of the *General Settings* - settings handles the rules based on the *Subject* and *Body* property of an appointment.

General Settings

General Settings

Body rules

☐ Hide body text (regardless of other settings)

Subject rules

☐ Replace subject if subject contains

General list

Add Edit Delete

☐ Replace body if subject contains

General list

Add Edit Delete

☐ Hide appointments if subject contains

☐ Show appointments only if subject contains:

☐ Change label color if subject contains:

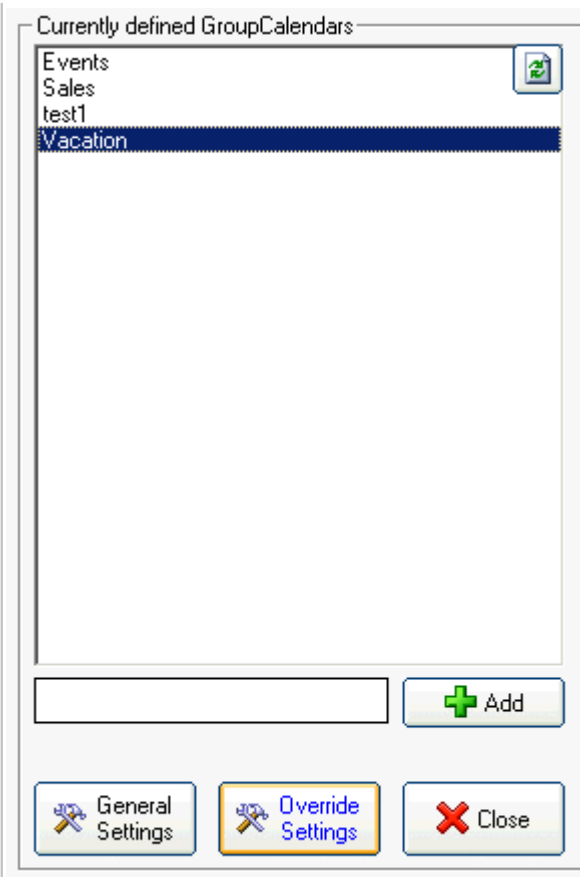
General keyword Color

+

close the General Settings form.

close the General Settings form.

Back in the calendar Definition (step #1) you can now select one of the GroupCalendars you defined earlier and click the Override Settings button.



Here we selected the **Vacation** groupcalendar we defined earlier.

While configuring the specific rules for this calendar we can still see what the General Settings are. The dark grey boxes on the left show the general setting and the dark grey option on the right shows the effective setting for this Vacation calendar.

Vacation Settings

Miscellaneous rules

| | General | Override | Specific | Effective |
|--|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Hide appointments with @@@ in body | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Show Free time | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Show Tentative time | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Show Out of Office | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Show ONLY Out of Office items | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Remove all label color from appointments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Private appointment rules

| | General | Override | Specific | Effective |
|--|-----------------------------------|--|--------------------------|--------------------------|
| Hide private appointments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> For private appointments Replace Subject with: | <input type="checkbox"/> Override | <input type="checkbox"/> Use specific subject: | ... | |
| <input checked="" type="checkbox"/> For private appointments Replace Body with: | <input type="checkbox"/> Override | <input type="checkbox"/> Use specific body: | ... | |

Category rules

| | | | | |
|---|-----------------------------------|--|---|--|
| <input type="checkbox"/> Show only appointments with category | <input type="checkbox"/> Override | <input type="checkbox"/> Only specific categories: | Specific Categories | |
| <input type="checkbox"/> Ignore appointments with category: | <input type="checkbox"/> Override | <input type="checkbox"/> Ignore specific categories: | | |
| <input type="checkbox"/> Change label color | <input type="checkbox"/> Override | <input type="checkbox"/> Use specific categories: | <div> <div>General</div> <div>Specific</div> </div> <div> <div>Category</div> <div>Color</div> <div>+</div> <div>Category</div> <div>Color</div> <div>+</div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> | |

The effective setting has status ON so for this calendar the appointments with @@@ in the body will not be visible.

If the general settings change, that change will also effect the settings for this option in this Specific calendar.

| | General | Override | Specific | Effective |
|------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Hide appointments with @@@ in body | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

The Override option has status ON. Because Specific is OFF the Effective result is OFF. This calendar will not hide appointments with @@@ in the body.

| | General | Override | Specific | Effective |
|------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Hide appointments with @@@ in body | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The Override option has status ON and the Specific option is ON. The Effective result is that the option is turned ON for this calendar.

If the general settings change, that change will not effect the settings for this option in this Specific calendar.

| | General | Override | Specific | Effective |
|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Hide appointments with @@@ in body | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

The dark-grey option is not ticked. This means that the general setting for this option has status OFF

☐ **Change label color**

☐ Override
 ☐ Use specific categories:

General

Category

Color

+

Specific

Category

Color

The Override option has status ON but the Specific option is OFF so the result is still that this option is OFF.

☒ **Change label color**

☒ Override
 ☐ Use specific categories:

General

Category

Color

+

Specific

Category

Color

After ticking the Specific option box the rule is ON. Now appointments with Holiday or Vacation as a category will be displayed with a specific color in this specific GroupCalendar.

☒ **Change label color**

☒ Override
 ☒ Use specific categories:

General

Category

Color

+

Specific

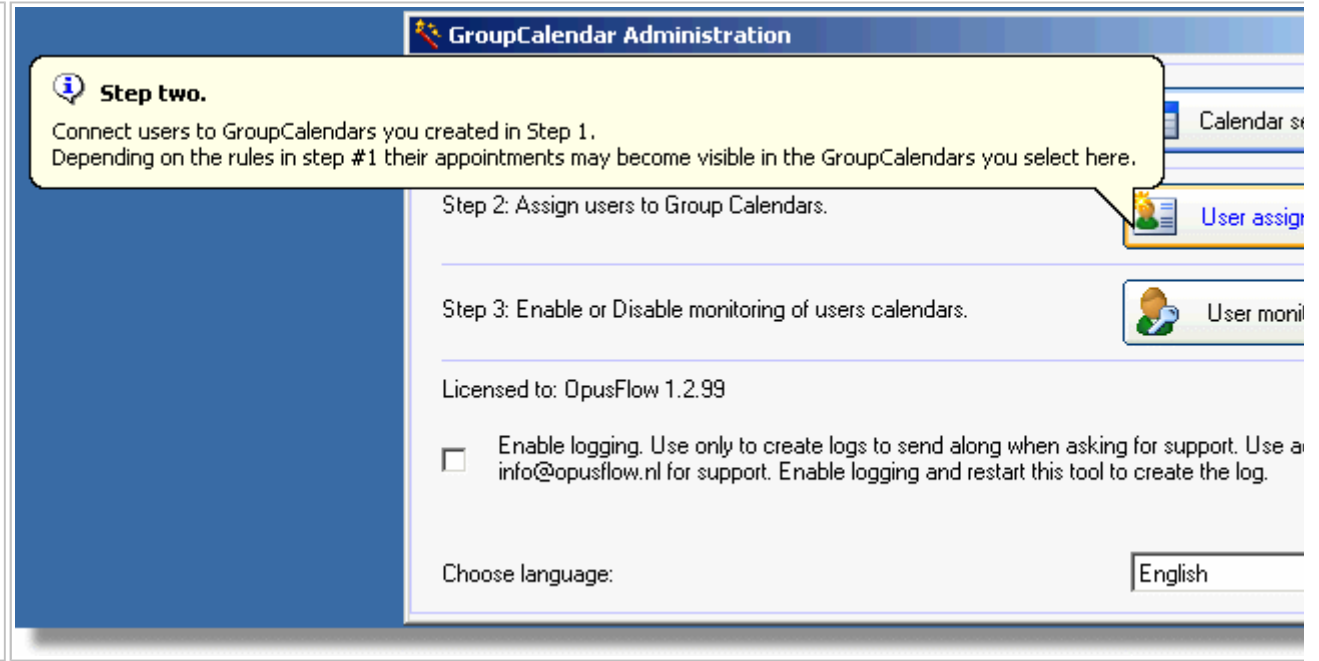
Category

Color

Close the configuration and return to the

opening screen.

Press button # 2 to assign users to GroupCalendars.

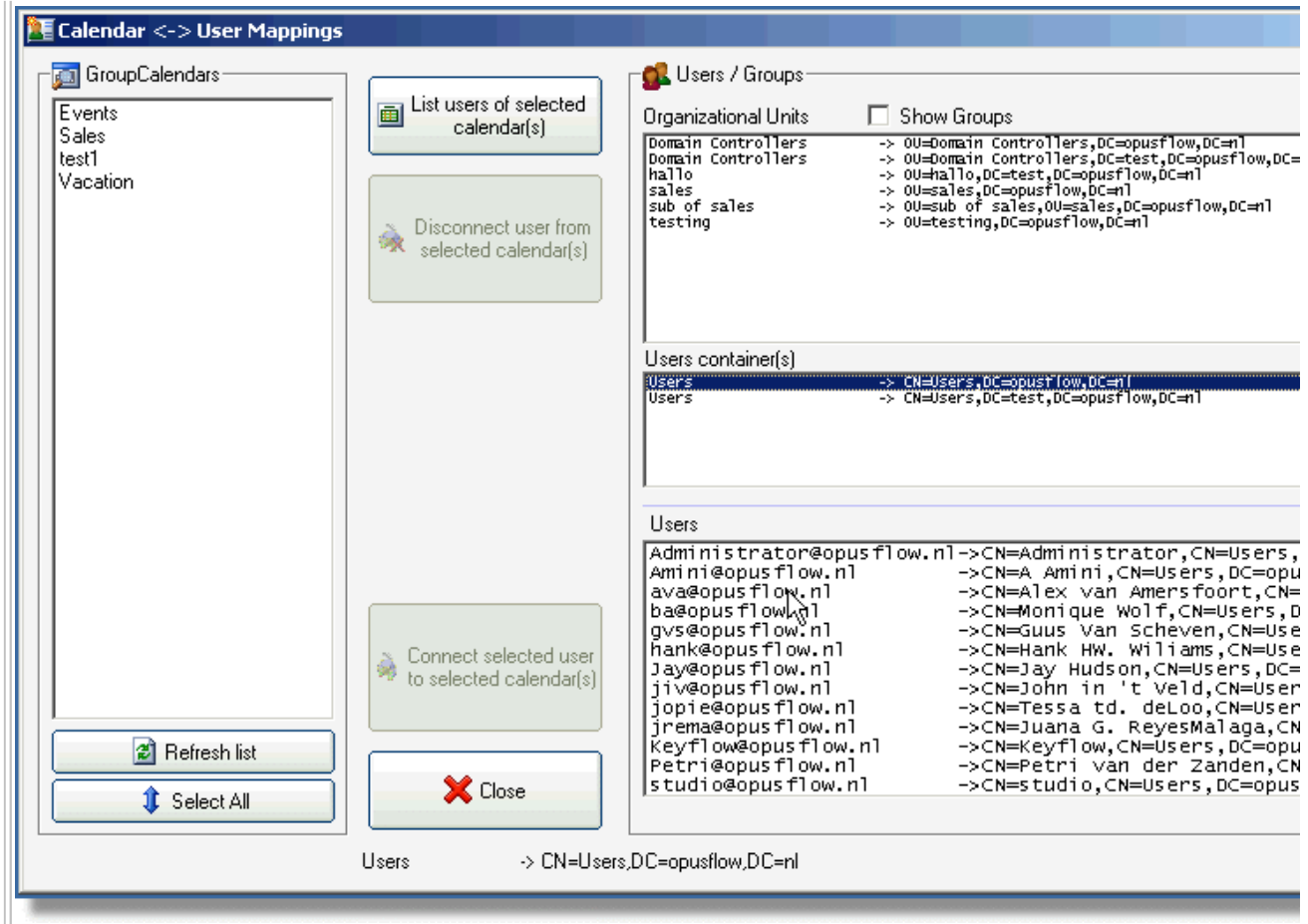


The Calendar/User Mappings form opens up. This tool enables you to determine who's appointments will be included in a specific Group Calendar.

On the left you see all Group Calendar names.

On the right are the Groups in your Active

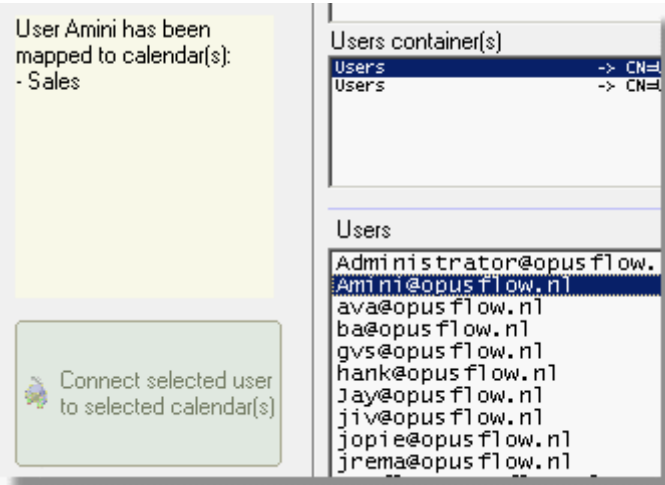
Directory and once a Group has been selected the users will be shown in the list below.



Select one of the users (here 'Amini' has been selected) and look below the 'disconnect' button to see his current mappings. Here it says 'Amini has been mapped to calendar: Sales '

The mapping information can also be found in the active

directory user field 'Description'. If the Description field already contains information the calendar mapping information is added to that existing description.

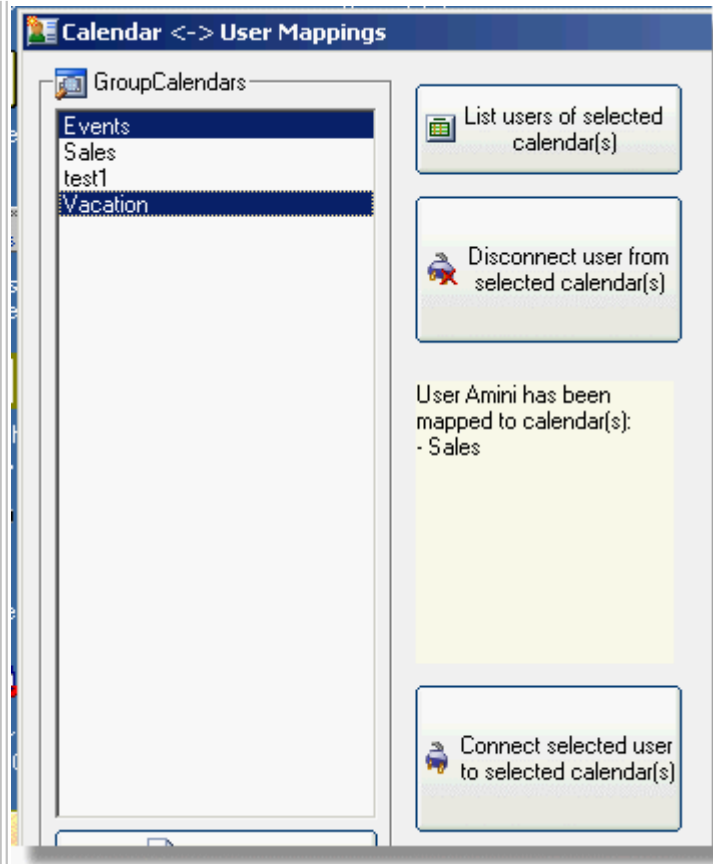


Select one or more of the Group Calendars in the list on the left and notice that the connect/disconnect buttons are activated. By pressing the appropriate button you can connect or disconnect one or more users to one or more groupcalendars.

The other button "List users of selected calendar(s)" will produce a printable report of the user mappings. Click that button after selecting the GroupCalendars you are interested in.

After completion of this step you have your GroupCalendars ready to display only what you want, the users are set up to share their calendar info in the appropriate public

calendars and only one thing remains; start the actual sharing of information in step #3

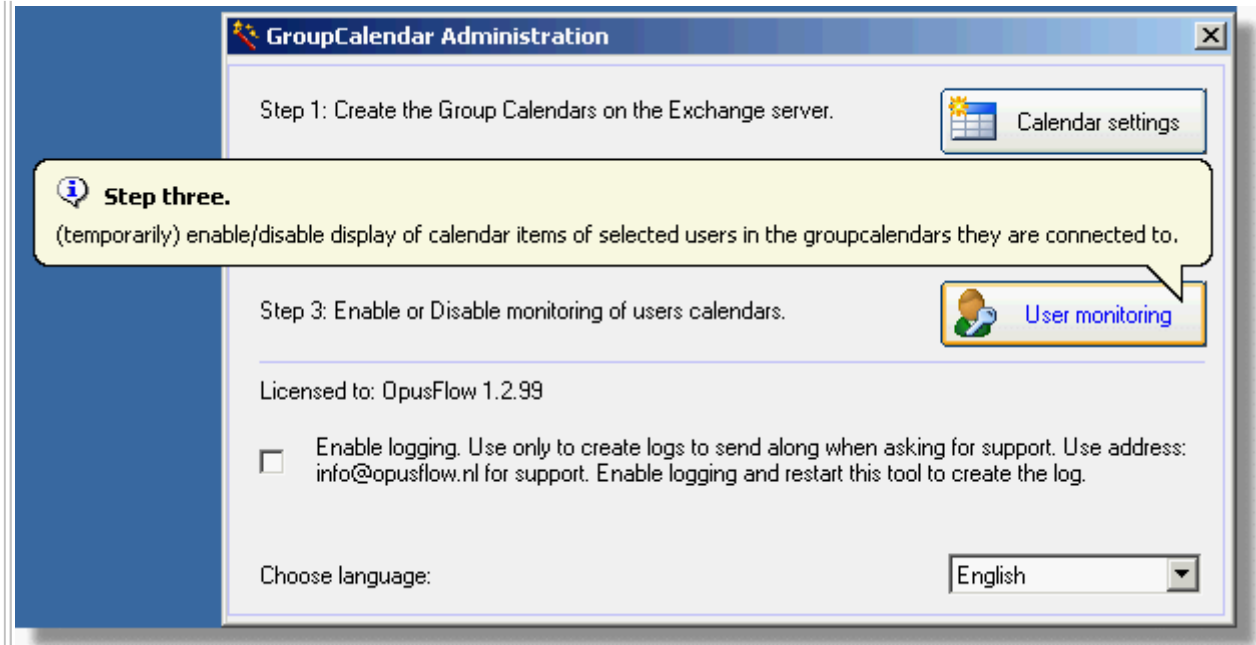


close the calendar / user mapping form and proceed to step three

close the calendar / user mapping form and proceed to step two

You are back at the administration tool.

Press button # 3 to open the switch form.

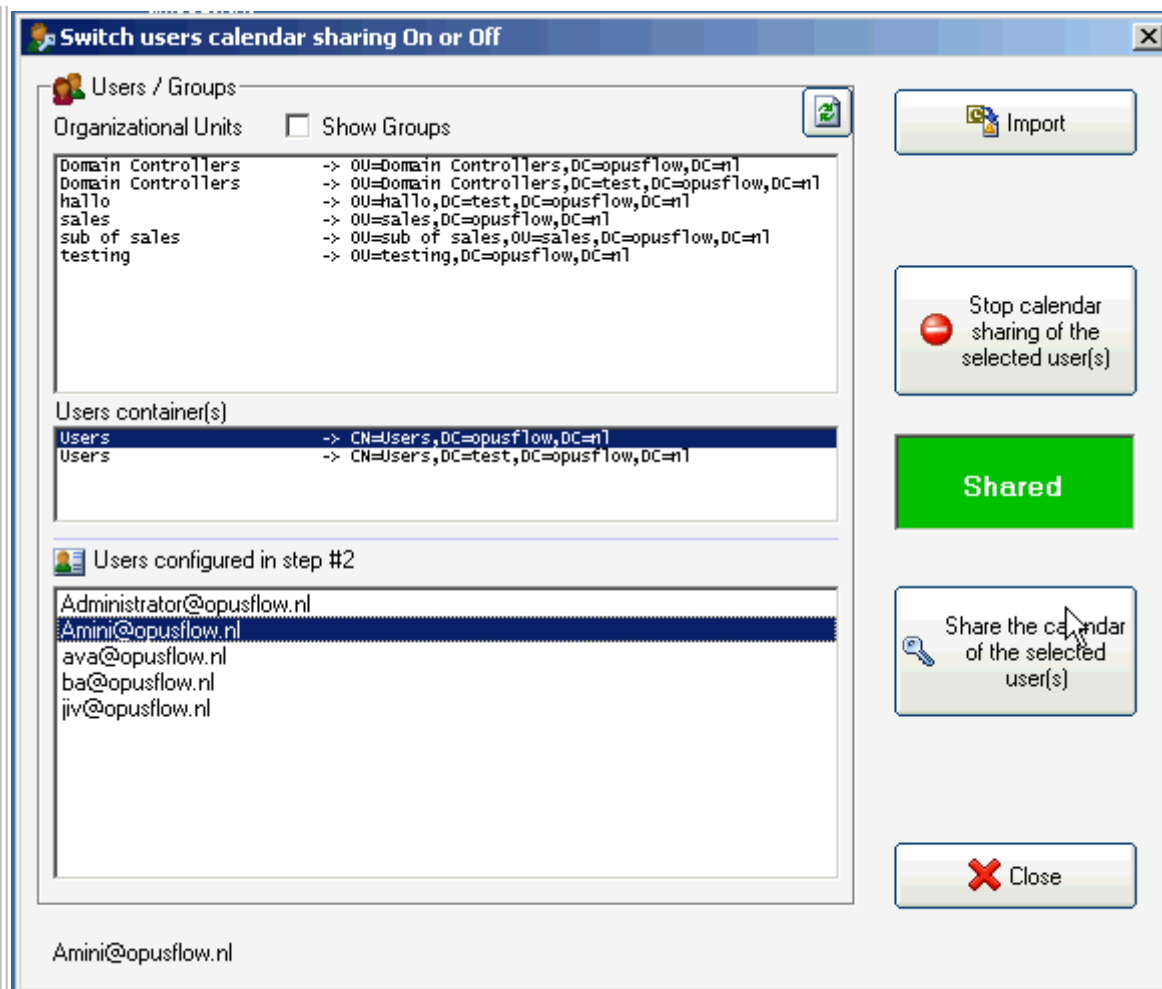


From here you enable or disable the calendar sharing for selected users.

In step #2 users are mapped to one or more calendars. However until you switch them ON they will not participate and their calendar information will not be visible in the GroupCalendars they have been mapped to.

Only the users that you configured in step #2 with a GroupCalendar mapping will be visible in the list and can be switched ON.

Make sure that before you remove users from all groupcalendars in step #2 you first unshare their calendar here.



Select a group from the list to see the users you want to enable or disable calendar sharing for. If this user is currently switched off, you will see a red box. Press the 'Key' button to switch calendar sharing ON for this user.

If this fails; Check the **primary** smtp email address of the user. Make sure the **Exchange Alias** 'exchange general' tab in the active directory) is the same as the primary email address. (only the part before the @). So email address <mailto:jack@opusflow.nl> would give alias 'jack'

Also confirm that you have the com+ component installed and configured to run with the gcadm and password. (**identity** tab)

If you are working on users in a child domain you might have to give them a **secondary** smtp address with the same namespace as the exchange server top level. (example: The exchange server is in opus.com and the users in child.opus.com. Give those users user@opus.com as a secondary email address.

After these steps you are ready for testing. Simply create a new appointment in the personal calendar (*) of one of the users and if it complies to the rules you set up in the calendar configuration of step#1 you should now see it appear in the groupcalendars.

() A common mistake is that people create items in a calendar folder that is part of a PST file and not in their Exchange Inbox.*

Read the [user experience](#) to learn what you can expect from the Exchange GroupCalendar software.

To export existing appointments from your users' personal calendars into the Group Calendar you first select the users and click the import button. You will have to do this only once when you start using the software.

It will not create duplicate items if you use the option later again to fill up a newly created groupcalendar folder with existing appointments.

If you like the software you can order a license [here](#). No need to uninstall the demo version, we will send you a license after purchase to turn the demo version into a full version.

If it's not what you are looking for let us know. We welcome all suggestions; in fact the current functionality of the software was created based purely on user feedback and suggestions.

To uninstall the software you must first stop sharing for all users in step #3. After that you select all users and calendars in step #2 and disconnect everyone. Now you can uninstall the software from control panel - add/remove programs. This will remove the com+ component and executable.

