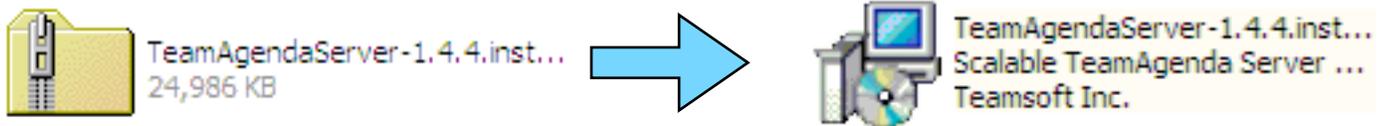
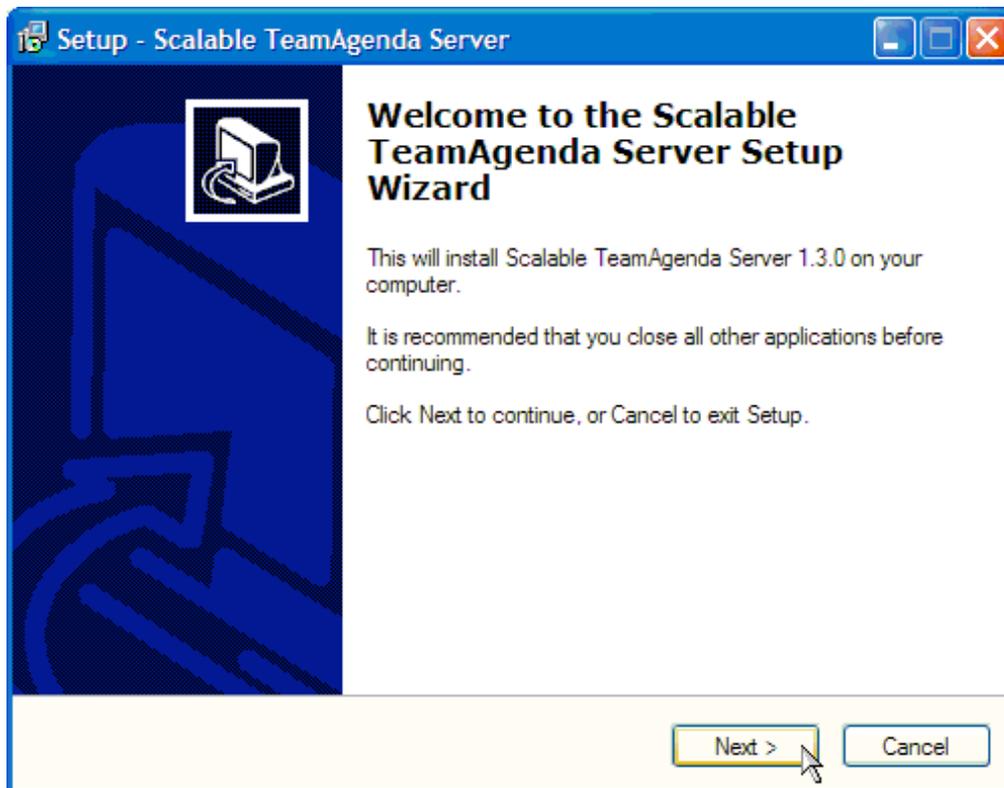


Installation guide for Microsoft Windows

1. Uncompress the ZIP archive and double click the installer named TeamAgendaServer-x.y.z.install.exe

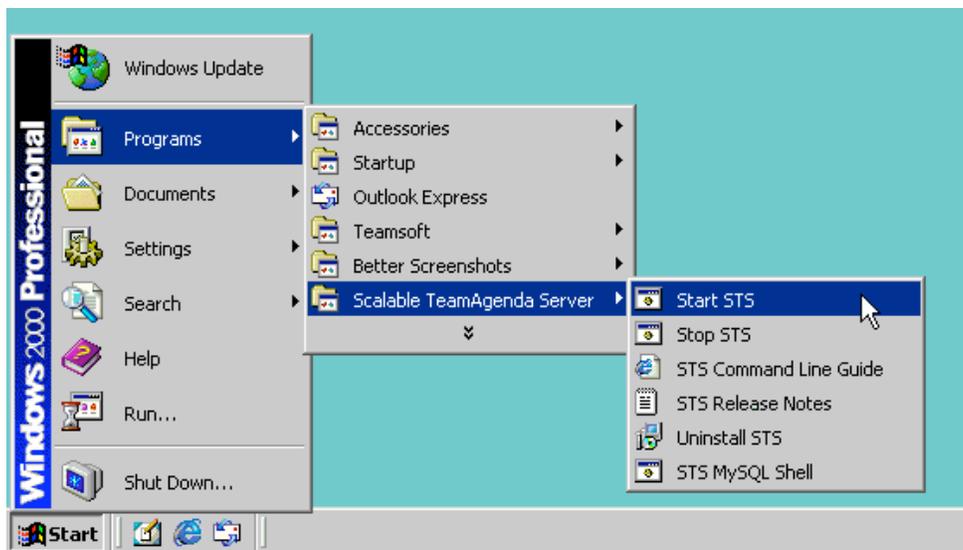


2. Follow instruction on the screen and process the installation

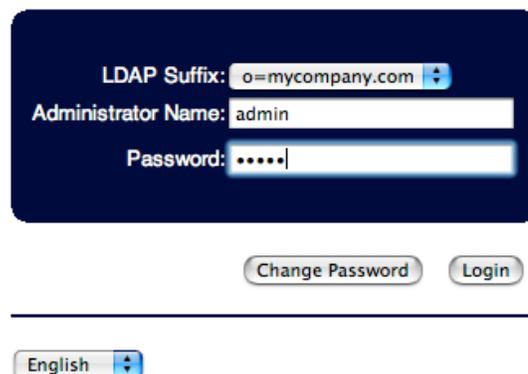


3. After the installation have successfully completed, you will have to **restart the computer**. Please do it, because you won't be able to start STS otherwise. Once the computer have reboot, some aspect of STS need to be configured in order to have a fully operational calendar server.

3.1 To administer your new server installation, select "Start STS" shortcuts in programs menu. This will open a web browser at the login page to administer your new server installation. All management aspect of STS is performed within a web browser, thus allowing you to manage it from remote location on a computer of your choice. This give you a great amount of flexibility.



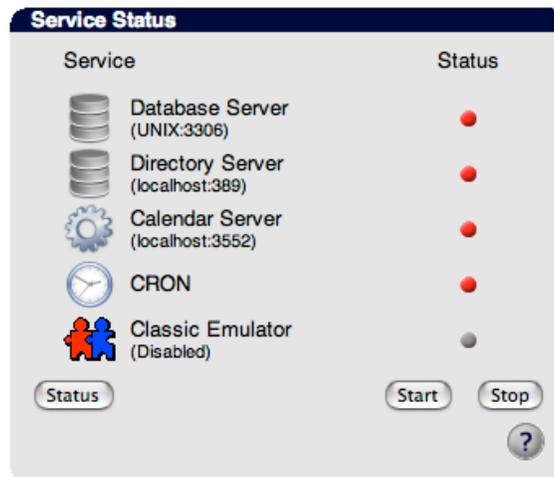
3.2 Login using the default username (**admin**) and password (**admin**). Do not forget to change password as soon as possible to prevent malicious usage of your calendaring software.

A screenshot of the STS login page. The page has a dark blue background. At the top, there is a dropdown menu for 'LDAP Suffix' with the value 'o=mycompany.com'. Below it are three input fields: 'Administrator Name' with the value 'admin', and 'Password' with a masked password '*****'. At the bottom, there are two buttons: 'Change Password' and 'Login'. Below the buttons, there is a language selection dropdown menu set to 'English'.

3.3 The first page displayed is the "service" page , allowing you to monitor the status and changing the running/stopped state of all softwares components involve in your calendar server.

By clicking on the button "**start**" you'll startup all softwares components, clicking on **stop**, stopped all software components, clicking on **status** will refresh the display of the software component status. You can stop/start each components individually by clicking on the red dots at the display. Dots are red when the particular component is stopped. It is green when the component is running and is gray when the component is disable.

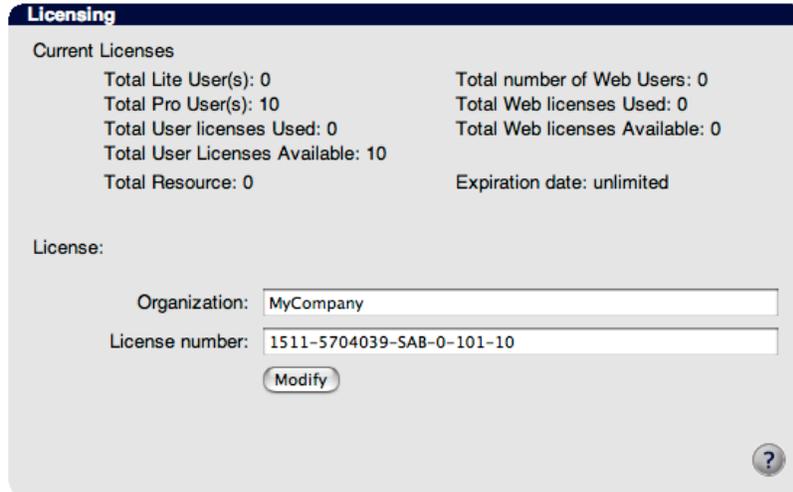
If not all components or services are started please goto the trouble shooting section at the end of this document.



Service	Status
 Database Server (UNIX:3306)	
 Directory Server (localhost:389)	
 Calendar Server (localhost:3552)	
 CRON	
 Classic Emulator (Disabled)	

Buttons: Status, Start, Stop, ?

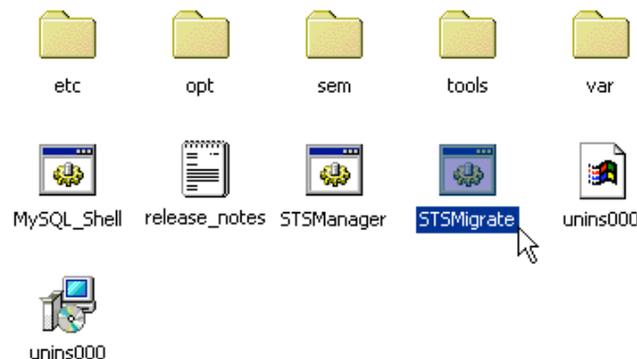
3.4 Activate the server software capability by writing the licensing information in the License tab. Click on the tab named "Licensing". Write down license information and then click on "modify"



3.5 If you are currently using TeamAgenda Server release 4.1 or less, you can now migrate existing user accounts in order to give all your current TeamAgenda users access to the new server.

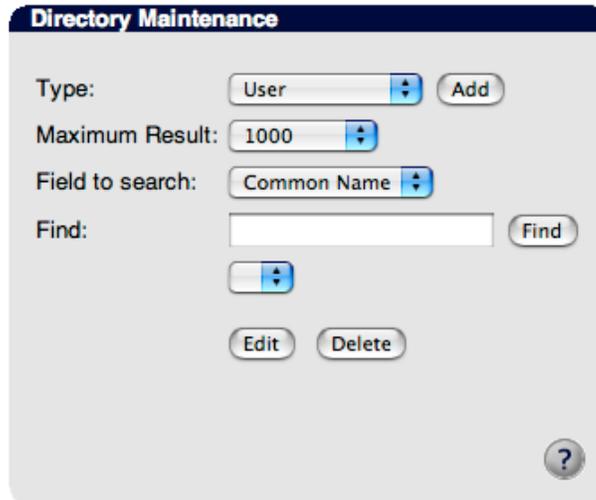
4. Migrating TeamAgenda Server release 3 or release 4, accounts and calendaring informations:

4.1 Simply drag and drop your current TeamAgenda server database onto the command named STSMigrate which is in STS installation directory. (TeamAgenda server database have the extension .tdb and can be found in the installation directory of TeamAgenda server release 3 or release 4)



5. Creating new user account

5.1 To create new user account all you have to do is to simply click on the tab named “Directory Maintenance”. Select “User” in Type menu and then click on the button “Add”.

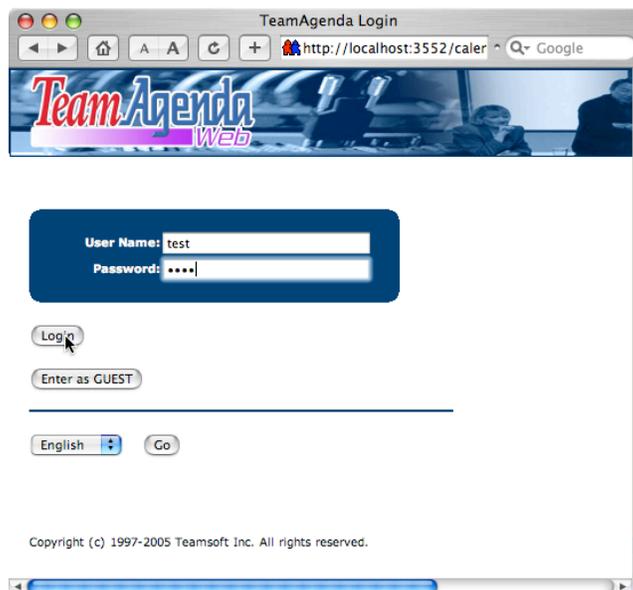


The screenshot shows a web interface titled "Directory Maintenance". It contains the following elements:

- Type:** A dropdown menu set to "User" and an "Add" button.
- Maximum Result:** A dropdown menu set to "1000".
- Field to search:** A dropdown menu set to "Common Name".
- Find:** A text input field and a "Find" button.
- Below the "Find" field, there is a small dropdown menu.
- At the bottom, there are "Edit" and "Delete" buttons.
- A help icon (question mark) is located in the bottom right corner.

6. Doing a connection test

6.1 To test the server installation, open up a new browser window and type the following URL; <http://localhost:3552/calendar/>. You should see the TeamAgenda Web login screen. Login using any valid account just migrated or created.



The screenshot shows a browser window titled "TeamAgenda Login" with the address bar containing "http://localhost:3552/calender". The page features the "TeamAgenda Web" logo at the top. Below the logo is a login form with the following elements:

- User Name:** A text input field containing "test".
- Password:** A text input field with masked characters "****".
- Login:** A button with a mouse cursor over it.
- Enter as GUEST:** A button.
- Language:** A dropdown menu set to "English" and a "Go" button.
- Copyright:** Text at the bottom reads "Copyright (c) 1997-2005 Teamsoft Inc. All rights reserved."

Important things to know

- The login passwords of migrated TeamAgenda users are set according to the following rules:

The password is set to the user protect password if there is one

or the password is set to the team join password if there is one

or the password is set to the super user (admin) password if there is one

or the password is set to “nopassword”, which is the default.

- The server will start automatically the next time your computer restart, don't worry about creating a shortcuts or start script for it.
- The STS Server can also be managed from the command line, using a sets of commands and options. Documentation are available under the name **STS Command Line guide**. The main command is named `stds.bat`.

Starting the server is: `stds.bat start`

Stopping the server is: `stds.bat stop`

Troubleshooting

Q. There is some services not starting (the dot does not turn green in the services Web Administration screen.)?

R. Click on tab “Log”, analyse error messages and/or warnings.

Q. I have made a mistake while setting the primary suffix name during the installation. How can I change it to something else?

R. From the command line, type in the following commands:

```
stds.bat clean --reset
```

```
stds.bat initialize
```

Q. Some services are still running (green dot) but Licensing or Directory Maintenance tab return an error about the database or directory server not running. What can I do?

R. If you are running STS on Windows, the easy method to fix this situation is to restart the operating system.

Requirements

Any computer running Windows 2000 or Windows XP or Windows 2003 with a least 512 MB of memory and 120MB of free hard disk space.