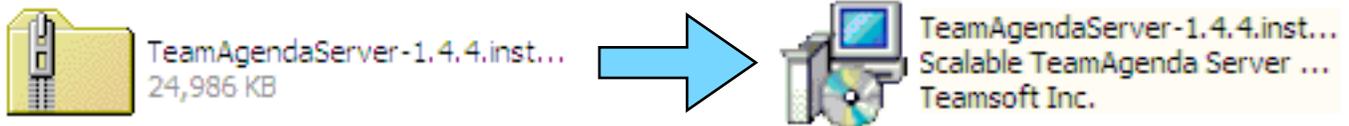


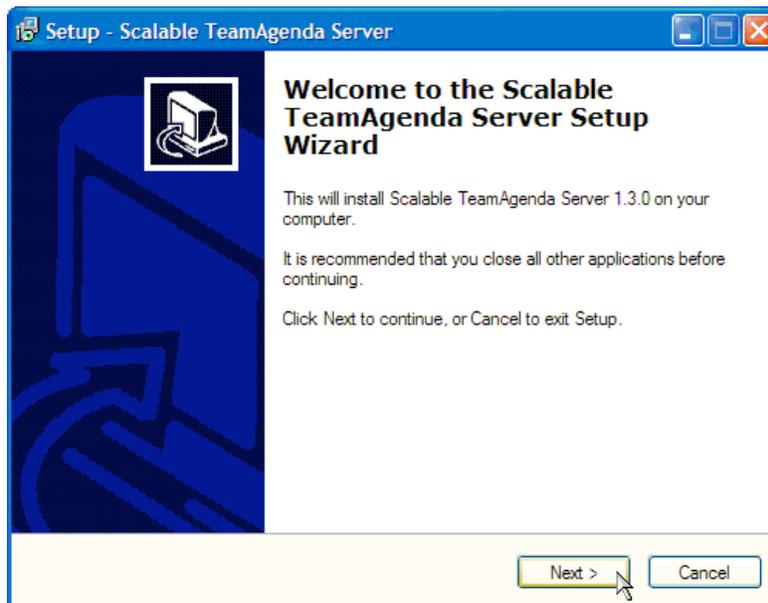
## Update guide for Microsoft Windows

This document is about updating a previous installation of STS. To update from TeamAgenda Server release 3 or TeamAgenda Server release 4 please refer to the Installation Guide document.

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

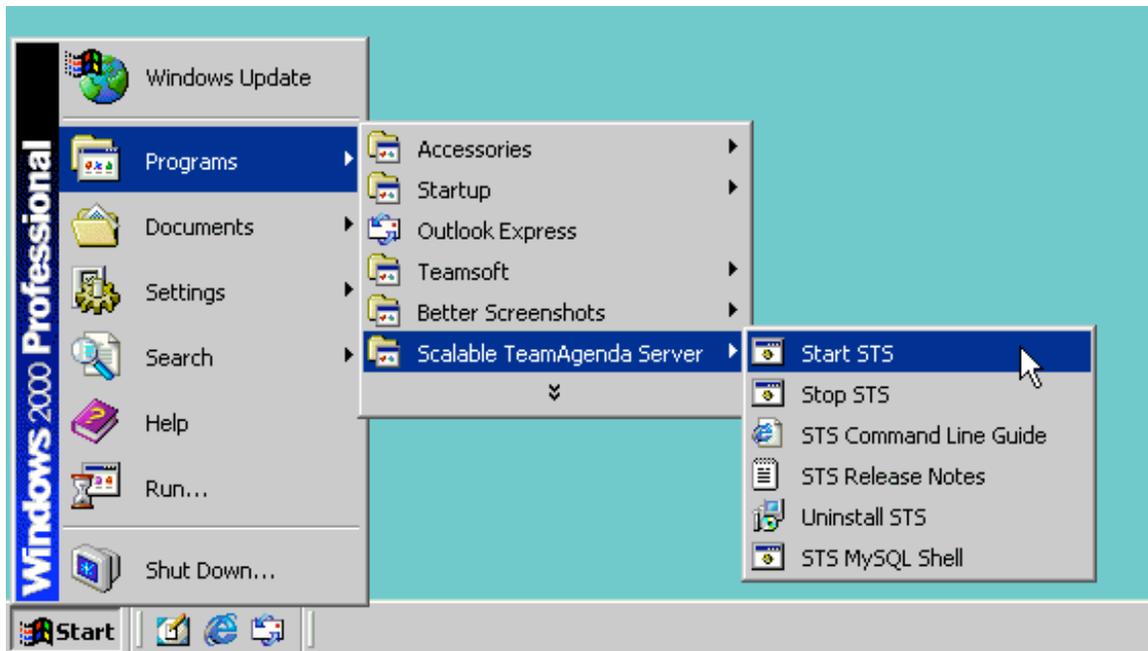


2. Follow instruction on the screen and process the update

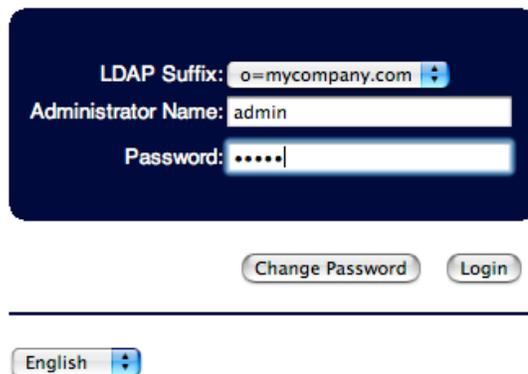


3. After the update have successfully completed, start up STS and verify that the activation key is still valid.

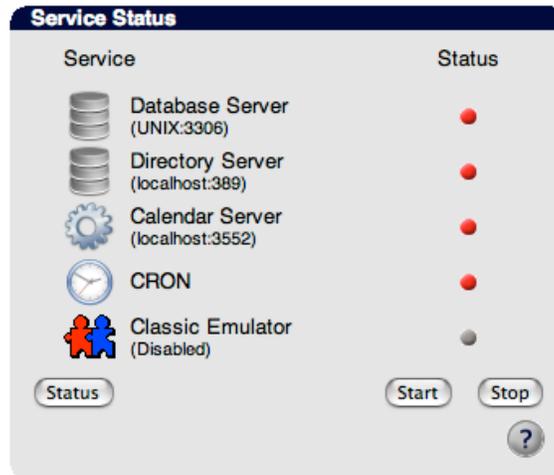
3.1 Select “Start STS” shortcuts in programs menu. This will open a web browser at the login page to administer your server installation.



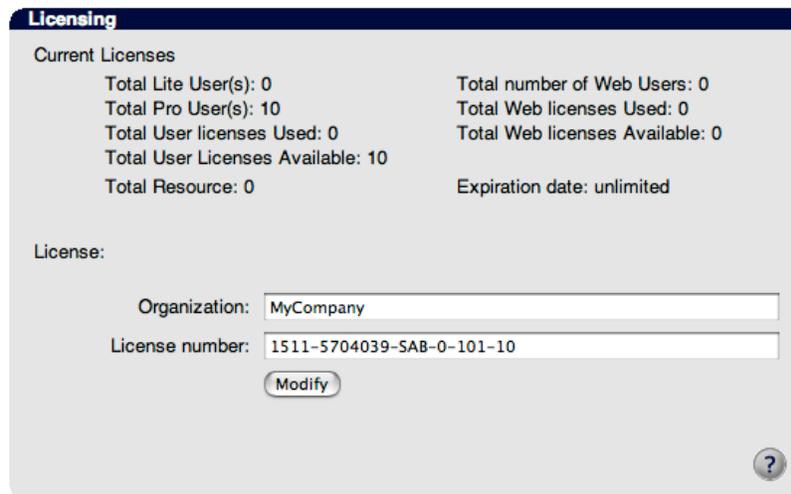
3.2 Login using the default username (**admin**) and the server administration password.

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 this are three input fields: 'Administrator Name:' with the value 'admin', and 'Password:' with five dots. At the bottom, there are two buttons: 'Change Password' and 'Login'. Below the buttons, there is a horizontal line and a dropdown menu for 'English'.

**3.3** Click the start button and wait until the screen display all green dots. If not all components or services are started please goto the trouble shooting section at the end of this document.

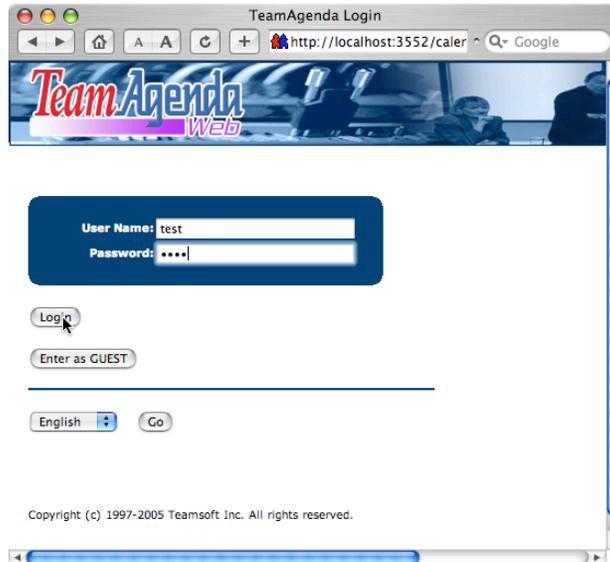


**3.4** Click on the tab named "Licensing". Verify the license validity.



#### 4. Doing a connection test

**4.1** To test the server update, 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.



## 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 want to change the primary suffix name. Can I?

**R.** Yes. You have to contact Teamssoft service to change suffix name without erasing databases.

**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.



Scalable TeamAgenda Server

## 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.