IBM Lotus Domino: Domino Access for Microsoft Outlook

The intent of this exercise is to help you experience the setup of Domino Access for Outlook (DAO) and provide a short tour of things to see on the Outlook client as it pertains to Domino support. MS Outlook XP (2002) has already been installed on the workstation to save time.

1. Load up the VMware image and log in
2. Install and setup Domino Access for Outlook
3. Launch MS Outlook client
4. Explore the Outlook client and Domino configuration

1. Load up the VMware image and log in

If you do not already have the Domino VM image running from a previous exercise, start it up by clicking the Revert button.

For the best experience, set the VM screen to full screen mode by hitting <ctrl><alt><enter>
- to leave full screen mode, hit <ctrl><alt>

Login to Windows as the user below. (Since you are running in a VM image, use <ctrl><alt><ins> to login instead of <ctrl><alt><del>.)
- user name: **sdean**
- password: **password**

2. Install and setup Domino Access for Outlook

- Launch "DAO Setup" using the desktop icon.
- click Next, check radio button to accept license terms, then continue clicking Next through the install screens taking the defaults.
- when prompted for user name and Domino server name enter the following:
     Your name: **Sara Dean**
     Domino server name: **Domino6/JKToys**
- when prompted for the Notes password enter **password**
- click Finish when prompted. It will then create a MAPI service. Click Finish again afterwards.

     Note: Beginning in Domino 6.5.1, the entire setup procedure for Domino support on an Outlook client is contained in this one setup.exe file which is about 29M in size. According to the draft Release Notes, the shipping code is supposed to contain this setup.exe file in the following Domino directory: c:\domino\data\domino\html\dao\setup.exe.

3. Launch MS Outlook client

- Launch MS Outlook using the desktop icon upon completion of the DAO Setup.

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- when asked which profile to use, select "sdean's mail on Domino6" and click OK.
- You will see a User Name dialog box asking for Name and Initials. Click OK to continue.
- on first launch, messages do not immediately appear in the Inbox. In a moment or two, an automatic replication process will kick off and pull down the mail file. Alternately, you can click on the "Send/Receive" button on the top button bar to kick off the replication manually.
     Note: It may appear these operations are not working at first …. Give it a minute.

4. Explore the Outlook client and Domino configuration

Take a self-guided tour by exploring the Inbox, Calendar, etc. To see the Domino related additions, click on Help\Domino Access for MS Outlook Help.

Other areas of interest:

Tools/Options/Domino Preferences – where the user can control Passwords, Out of Office agent, Replication settings, Preferences, and User security.

Return to windows desktop and right-click on the Microsoft Outlook icon and select Properties.   Select Show Profiles. Select "sdean's mail on Domino6" and click on Properies. <note: while following these steps, a Notes password pop will appear in the background. Simply enter **password** and click OK to clear it out.

- Select "Email Accounts" then "View or change exiting email accounts" then click Next.
- with "Domino Mail" highlighted, click Change to see the reference fields used.
- Click Cancel twice to back up to the Mail Setup dialog box.
- select "Data Files" then Settings for the highlighted data file. Note the file name is a .pst file in the \Program files\DominoForOutlook folder. If you were to use Windows Explorer and navigate to that folder, you will also find a file by the same name with an NSF extension.