

Practical Examples

Creating a Shared Company Contact List

This document explains how to create and share a public Contacts folder when using Outlook in conjunction with Softalk Share Server.

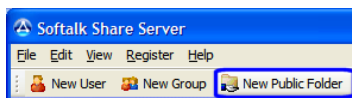
It is assumed that the server software and client software have already been installed.

Softalk Share Server can be installed in two ways on the client computers.

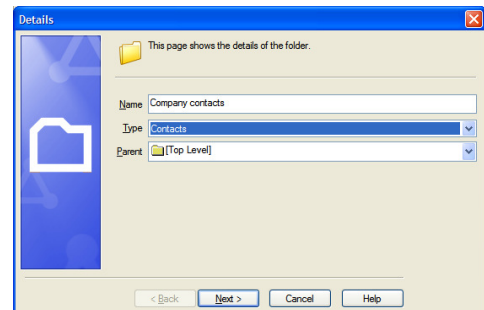
You can replace your existing PST with a Softalk Share Server store which means you will be able to see your own Personal folders, other user's Personal folders that have been shared to you and Public folders that have been shared to you.

You could instead have an additional "secondary" store alongside your existing PST store, which is used for sharing Public folders only. We will assume for the sake of this example that you have replaced your PST. The setting of permissions is identical. You will only see a difference within Outlook.

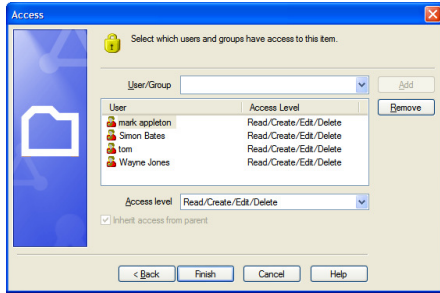
Open the Softalk Share Server administrator program and click the "New Public Folder" button in the Softalk Share Server administrator toolbar.



The page that pops up allows you to give your new public folder a name, in this case "Company contacts" and it also lets you choose the type of folder to create, in this case a contacts folder. If you have nested folders you can also choose which one this new folder should be underneath, by selecting the relevant folder from the Parent drop down list.



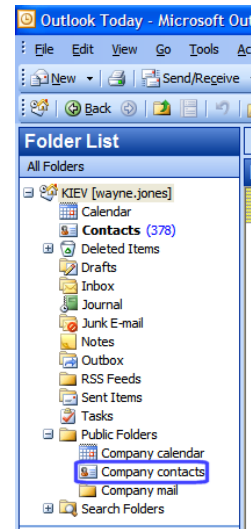
Softalk Share Server



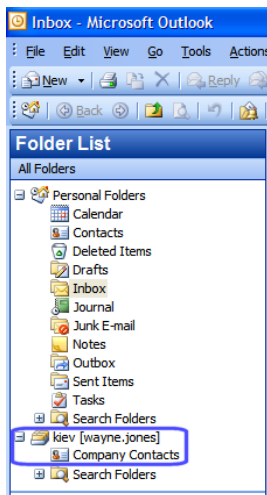
The next page allows you to set permissions for users to gain access.

In this example we have selected four users and given them all Read/Edit/Create/Delete permissions. Press Finish to complete the task.

In Outlook you will see the new public contacts folder under a folder called "Public Folders". Any public folders you create will be here. This is a normal Outlook folder and behaves as such. In this instance Wayne, Simon, Tom and Mark will be able to read, edit, create and delete contacts in the "Company contacts" public folder.



If you have installed the Softalk Share Server client as Public Folders only, you will see a slightly different view in Outlook, similar to the image on the left. Your PST is your main store with a secondary store underneath, in this case called:- KIEV [wayne.jones]

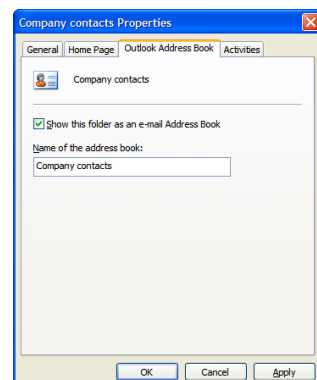


This new public contacts folder can now be included with the Outlook Address book so that when you write an email, Outlook will include this folder when it looks for addresses to try and auto-complete recipient addresses.

To do this, right click on the folder and select properties. Outlook 2000 - 2007 have a dialog similar to that shown in the picture to the left.

Select the Outlook Address Book tab and check the box to "Show this folder as an e-mail Address Book".

Outlook will now additionally use this folder to resolve email addresses.



Softalk Share Server

Definitions

personal folder - *your own Outlook folders such as Calendar, Contacts and Tasks. Outlook calls these "personal folders".*

public folder - *an Outlook folder created in Softalk Share Server which is not owned by a specific user.*

shared folder - *a personal or public folder that has been shared to a user or group of users.*