

## Practical Examples

# Using Outlook 2007 to download all email to Softalk Share Server inboxes

This document explains how to use a single copy of Outlook 2007, installed on the server, to provide server-side delivery of users' email straight into their Outlook inbox.

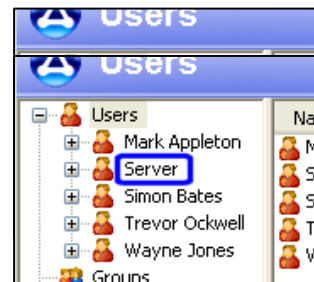
The server may be a Windows Server, Windows XP or Vista computer. There is a separate document that covers how to do this using Outlook 2000, 2002 or 2003.

It is assumed that the Softalk Share server software has been installed on the server computer and that the client software has already been installed on each client computer.

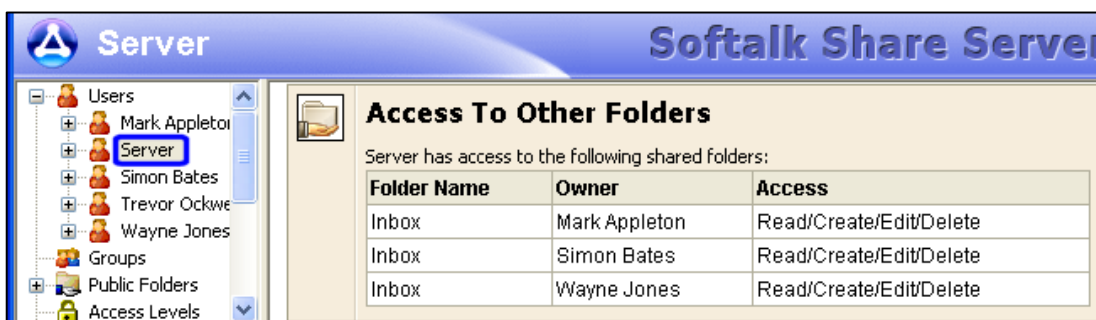
Server-side delivery of email is achieved by using Outlook rules to look at incoming emails and move each email to the relevant user's inbox according to the account used to receive the email. All delivery of email is handled by the one server computer, logged into a special "server" Softalk Share Server user.

The first step is to create the "server" user in the Softalk Share Server administrator.

Once you have created the "Server" user, give it permissions to have access to all the users' inboxes that you want it to collect mail for.



The example below shows we have given the "Server" user Read/Create/Edit/Delete access to Mark's, Simon's and Wayne's inbox.



## Softalk Share Server

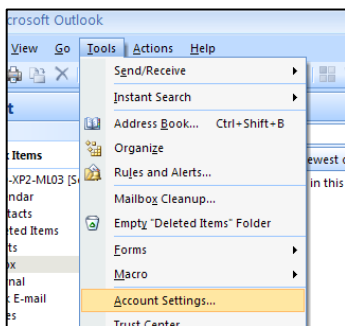
You must now install the Softalk Share Server client software on the server computer (running Outlook 2007) and give it the credentials of the user "Server" that you created above.

You will also need to configure email accounts to collect mail for each user within Outlook 2007 on the server computer.

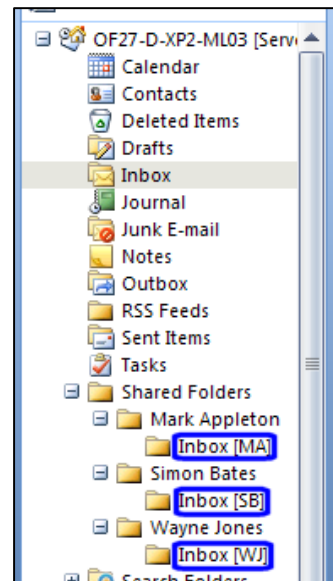
As shown in the adjacent picture, the "Server" user has access in Outlook to the inboxes of Mark, Simon and Wayne.

On receiving a message through one of its email accounts, Outlook will identify the intended recipient user and move the message to the corresponding Inbox folder.

Outlook 2007 provides this feature when it collects email for any specific account.

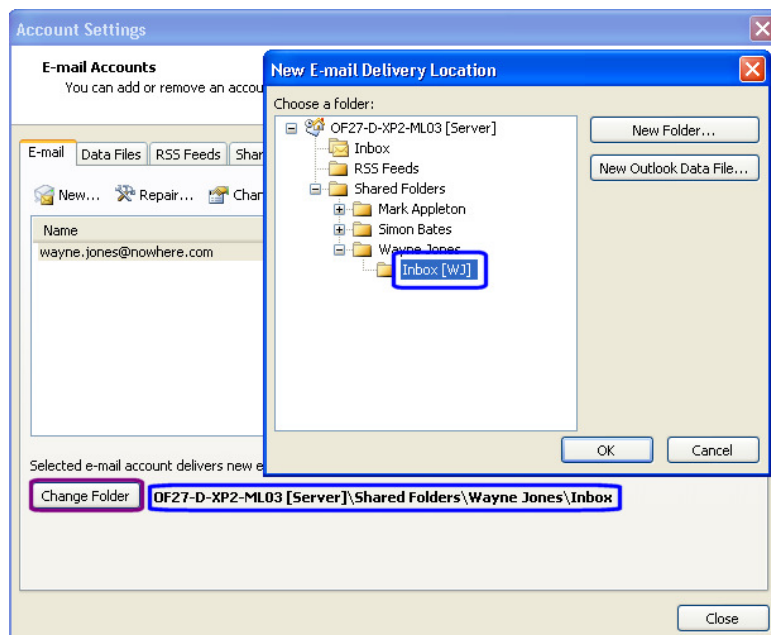


To set up accounts in Outlook 2007 click on "Account Settings..." in the Tools menu.



Now, set up an email account for each person, as you would normally, but choose a different folder by clicking on the "Change Folder" button.

Select the corresponding user's inbox for the email account you have just created. When you have clicked OK



## Softalk Share Server

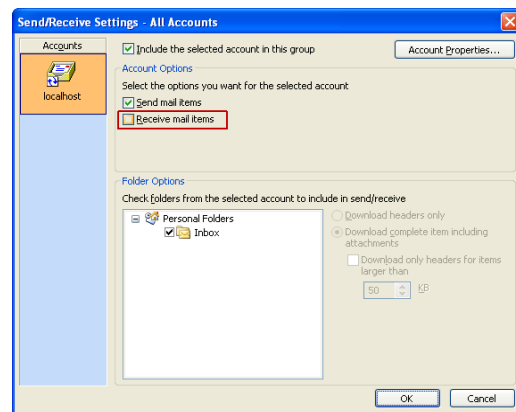
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the path next to the "Change Folder" button will reflect the new folder you have chosen. You will need to follow this routine for each email account you create.

From now on, Outlook 2007 on the server computer will receive everyone's email and deliver it to each user's inbox in Softalk Share Server.

You will need to do this for each user.

However, when each user sends a message, it should still be sent directly from that user's Outlook, rather than being routed through the "Server" Outlook. So each user should have an email account configured to send messages, but not receive. This can be achieved in Outlook 2007 by configuring the email account as normal, however once the account is configured, select Tools | Options from the Outlook menu, then select the Mail Setup tab and press the Send/Receive... button. Select All Accounts from the list of accounts and press the Edit button. Then, in the Send/Receive Settings dialog box, ensure that the Receive mail items check box is unchecked.



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For Outlook 2000, 2002(XP) and 2003, please see the Practical Example document named "Using Outlook 2000, 2002 and 2003 to download all email to Softalk Share Server inboxes"

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## 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.*