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**Out'n About! for Outlook**  
Electronic In/Out Status Board

# **Terminal Server Citrix MetaFrame Installation Guide**

Version 3.x

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# Introduction

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## Welcome

Welcome to the Out'n About! for Outlook Citrix Installation Guide. This guide provides step-by-step instructions on how to install and configure the Out'n About! for Outlook Client software on a computer that is running Windows Server 2003 with Terminal Services enabled and Citrix MetaFrame Presentation Server 3.0.

This guide will also describe how to create an optional Group Policy Object (GPO) to pre-populate the Out'n About! for Outlook Server Address field for all users.

We want to thank Rob Ramos of the Batson-Cook Company for providing these easy to follow instructions.

# Installation

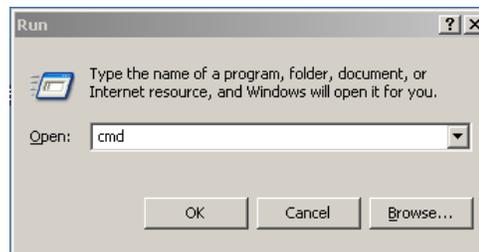
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## Citrix Installation

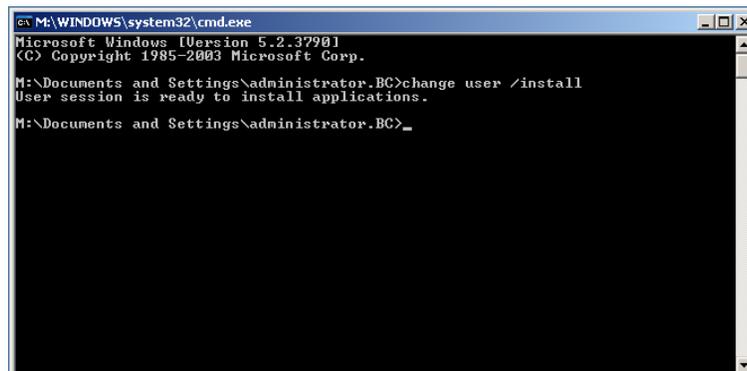
To install Out'n About! for Outlook on a computer that is running Windows 2000 or Windows Server 2003 Server with Terminal Services enabled and Citrix MetaFrame Presentation Server 3.0, follow these steps.

**Note:** Using Windows Server 2003, the EVERYONE user group must have read rights at the root to successfully start Outlook. Typically, the root drive is C:\. In the following example, the root drive is M:\.

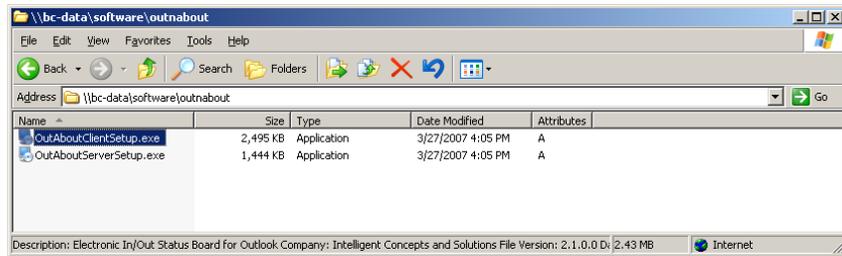
1. Log in as an administrator of the server where you will install the Out'n About! for Outlook Client software. This server should already have Microsoft Outlook properly installed and published to your users via Citrix Management Console. The Out'n About! for Outlook Server software should already be installed on another machine in your network.
2. Click Windows Start button and click Run. Enter **CMD** and click **OK**. This should open the DOS prompt.



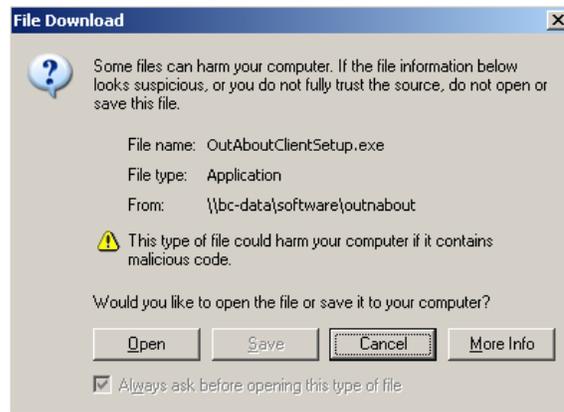
3. In order to install the software properly, you must put the server into install mode. At the DOS prompt type **CHANGE USER /INSTALL** and press **ENTER**. You should get a response saying, 'User Session is ready to install applications' as shown below.



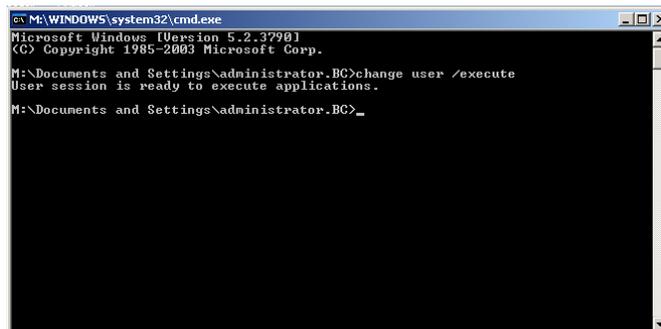
4. Locate the folder that contains the Out'n About! for Outlook Client software labeled **OutAboutClientSetup.exe**. **Double Click** on this file to begin installation.



5. Most Windows Server 2003 installations with Terminal Services enabled require user intervention when running an executable from a remote location. Verify this is the executable that you will be running and click **Open**.



6. At this point, follow the typical installation steps for the Out'n About! For Outlook Client software setup.
7. After completing installation, open another DOS prompt. At the DOS prompt, type in **CHANGE USER /EXECUTE**. The system should respond back with 'User session is ready to execute applications' as shown below. You can now close DOS prompt. At this point, the software is fully installed and ready to run. Users who launch Outlook from a Citrix session should now be prompted for access to the Out'n About! for Outlook Server.



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## Group Policy Object (GPO)

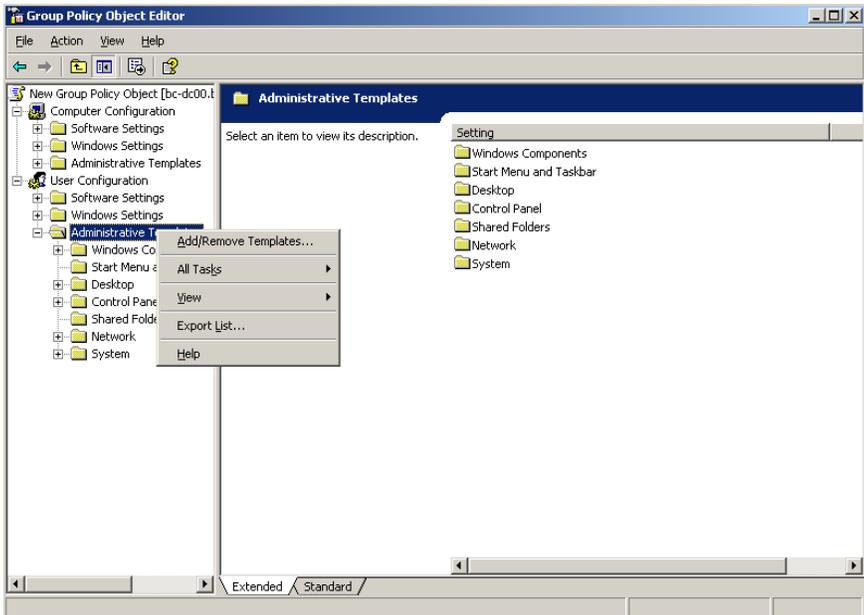
This section describes how to create an optional Group Policy Object (GPO) to pre-populate the Out'n About! for Outlook Server Address for all users.

These steps should pre-populate the Out'n About! for Outlook Server Address field without user intervention. Users will not have to know the server where the Out'n About! for Outlook Server service is running. You can apply this GPO across your Citrix Farm and/or Terminal Servers if the servers are located within an OU. It is assumed that the administrator is well versed in creating and deploying GPO in their Active Directory environment.

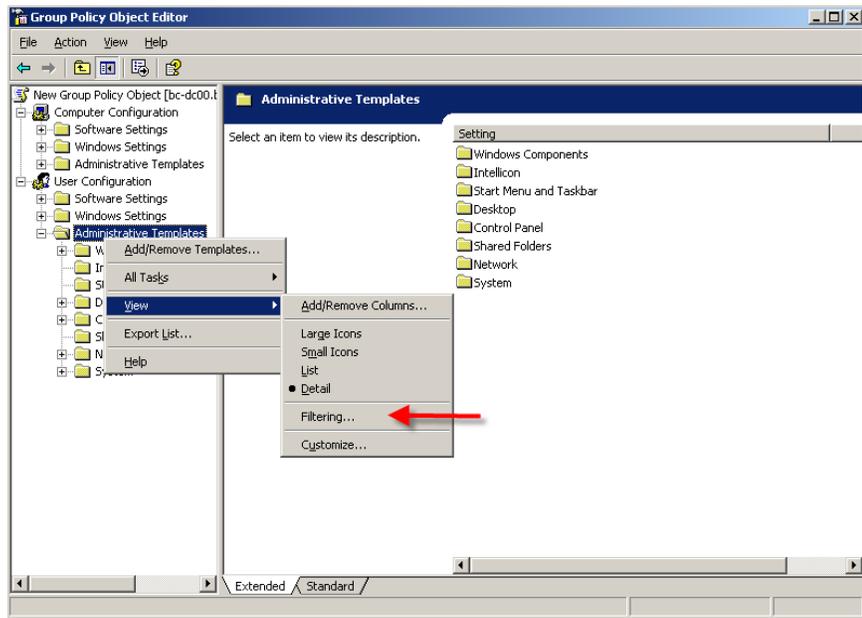
1. Create an administrative template file using notepad or a text editor containing the following text. Save it as INTELLICON.ADM

```
CLASS User
CATEGORY "Intellicon"
POLICY "Change Out'n About Default Server"
KEYNAME "Software\Intellicon\Out'n About! for Outlook"
PART "Server Address"
EDITTEXT
VALUENAME "DefaultServer"
END PART
END POLICY
END CATEGORY
```

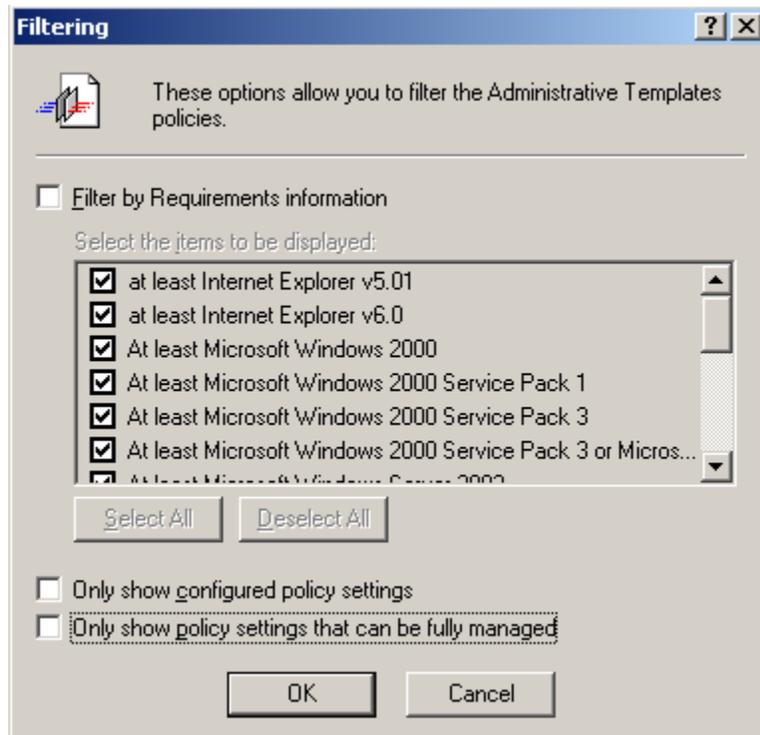
2. Create a GPO for the OU that your terminal servers are located. Add the template that was created in the last step to the GPO by right clicking 'Administrative Template' and left clicking 'Add/Remove Templates...'



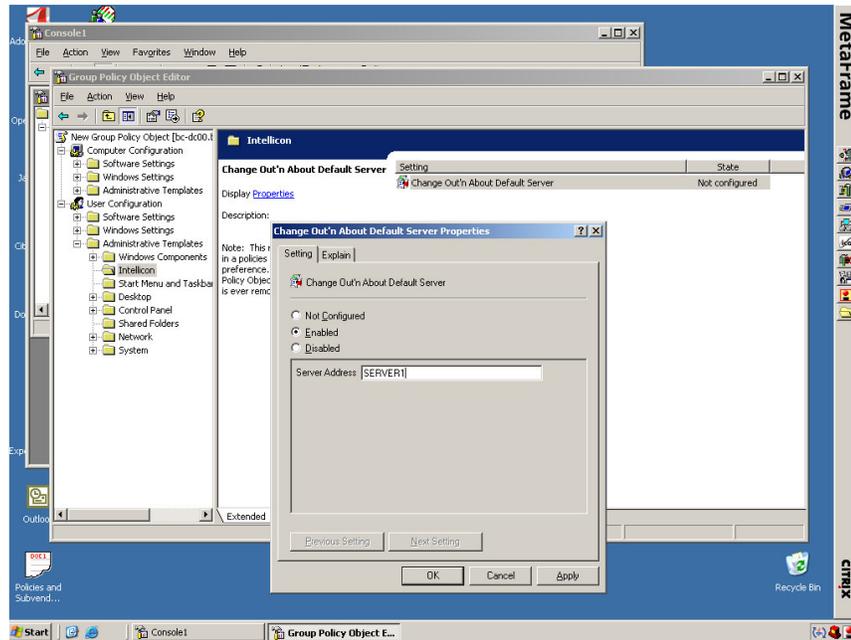
3. Once the Intellicon template is added, you must change the filtering options so that you can see it. Right click on 'Administrative Templates' and expand 'View', then left click on 'Filtering'.



4. Verify that 'Filter by Requirements information', 'Only show configured policy settings' and 'Only show policy settings that can be fully managed' are unchecked. Click OK.



- At this point you should be able to go through your GPO and find a setting 'User Configuration/Administrative Templates/Intellicon'. By default it is set to Not Configured, you can Enable this option and enter in the server address where the Out'n About! for Outlook Server service is located.



- Click OK and close the Group Policy Object Editor. This GPO should replicate to the servers in the OU and the server name should be pre-populated when the user is prompted.