

## OCS 2007 Installation Read Me Document

All Software is located at <http://wiki.uky.edu/ocs/Client%20Software/Forms/AllItems.aspx>

### Installing Microsoft Office Communicator 2007

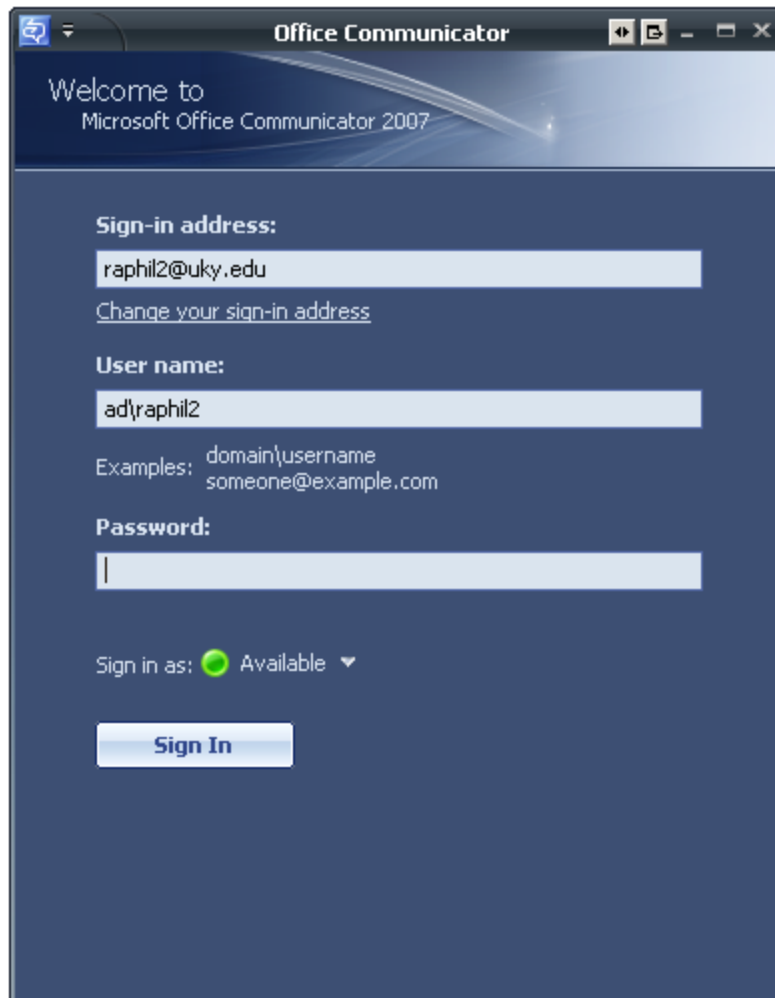
Install file is "Office Communicator 2007 Cleint.msi"

1. Copy install file to your PC – Remember this location
2. Run the file from either the Run Command or by double clicking on the file.
  - Remember to use the file from the location you saved it to.
  - This file is compatible with Windows XP and Windows Vista
3. Start the Program
4. Enter your Sign-in Address (see Figure 1)
  - It is your userid@uky.edu (NOT YOUR EMAIL ADDRESS)



Figure

- If your PC is on AD or MC domains and you are logged in then the communicator will not require a userid or password.
- If your PC is NOT on AD or MC domains they when you try to sign in you will be presented a prompt for credentials (You can enter your credentials in two different ways to pay attention to the help text on the client)



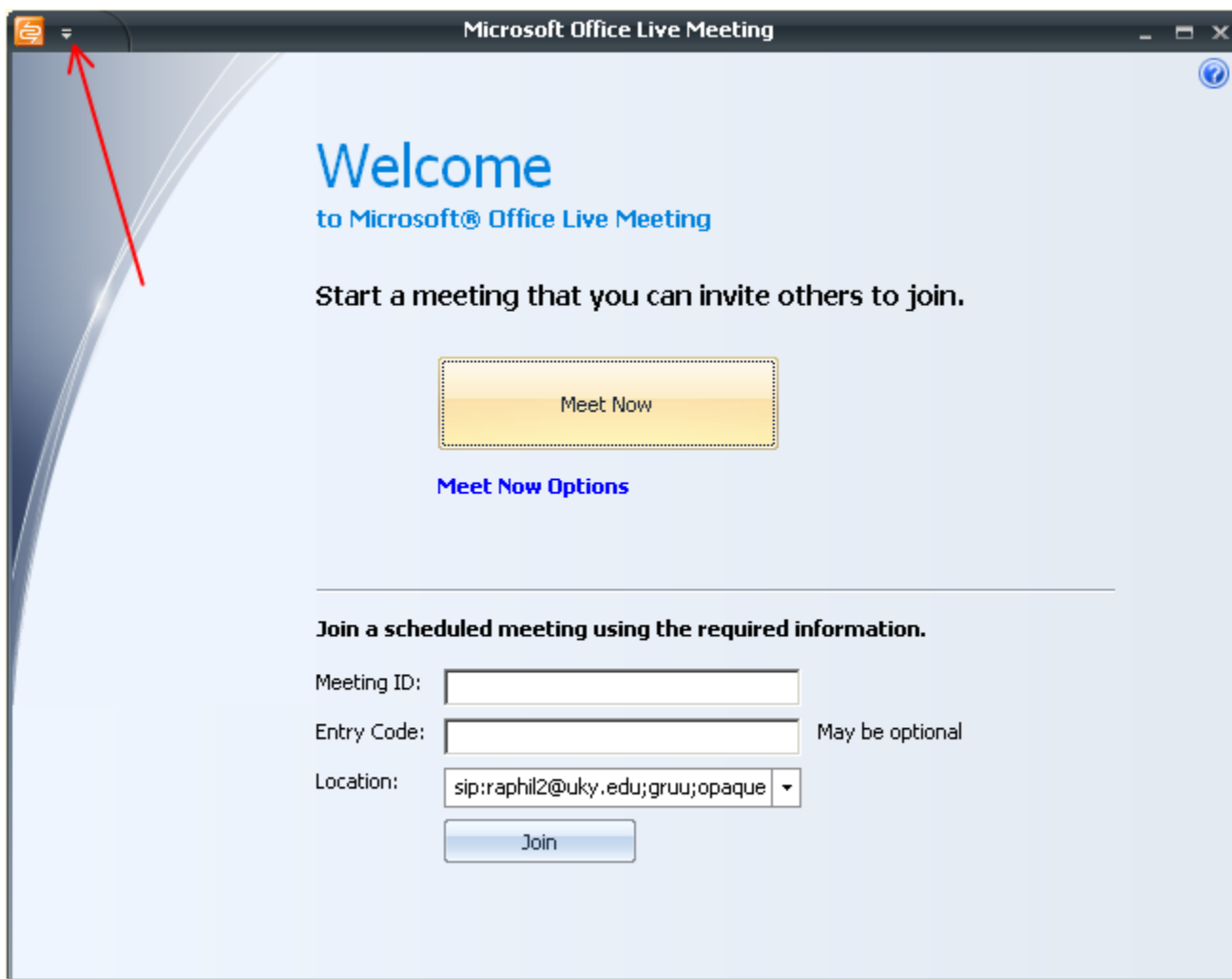
The image shows a screenshot of the Microsoft Office Communicator 2007 sign-in window. The window title is "Office Communicator". The main heading is "Welcome to Microsoft Office Communicator 2007". Below this, there are three input fields: "Sign-in address:" with the value "raphil2@uky.edu", "User name:" with the value "ad\raphil2", and "Password:". Below the password field, there is a "Sign in as:" dropdown menu showing a green circle and the text "Available". At the bottom, there is a "Sign In" button.

5. There are quick guides located with the software in PDF form in case you want more info.

## Installing Microsoft Office Live Meeting 2007 (Client)

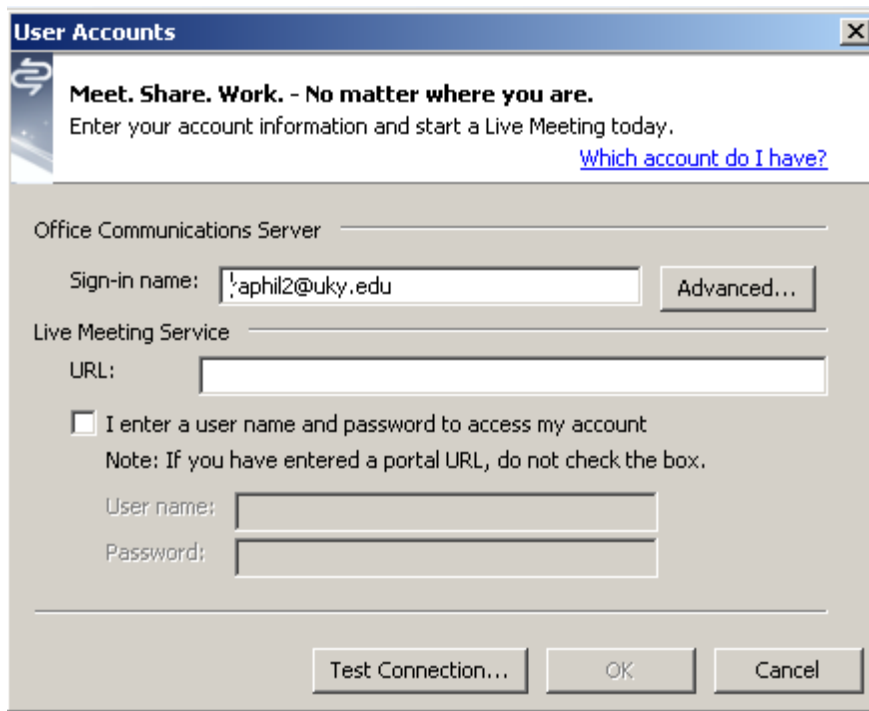
Install file is “Live Meeting Client.exe”

1. Copy install file to your PC – Remember this location
  - Run the file from either the Run Command or by double clicking on the file.
  - Remember to use the file from the location you saved it to.
2. This file is compatible with Windows XP and Windows Vista
3. Start the Program
4. Open the “Open User Accounts” Menu item (see Figure 2)



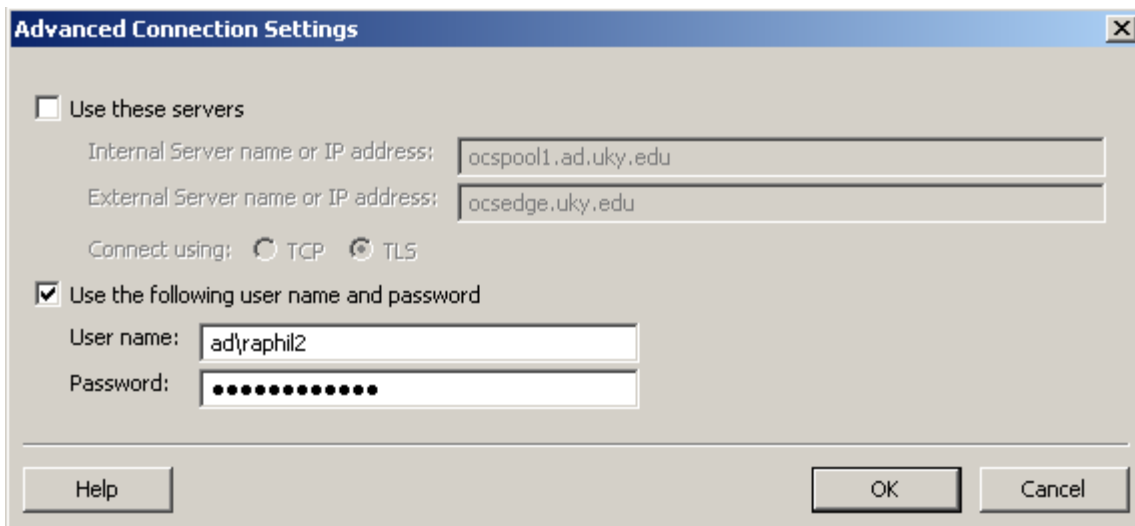
Figure

5. Click the Test Connection... Button (see figure 3)



Figure

- If your PC is on AD or MC domains and you are logged in then the tests will pass without further setup.
- If your PC is NOT on AD or MC domains then you need to click the advanced button and enter your AD or MC Credentials (see figure 4)
  - The test will pass after you enter this information



Figure

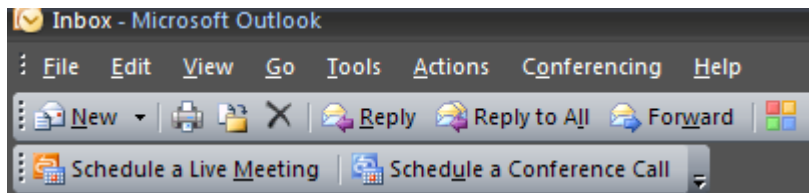
6. There are quick guides located with the software in PDF form in case you want more info.

## Installing Microsoft Live Meeting 2007 Add-In for Outlook

Install file is "Live Meeting Add-In for Outlook.exe"

\*\*\*\* This Program is Used by Outlook to Schedule Live Meetings \*\*\*\*

1. Copy install file to your PC – Remember this location
  - o Run the file from either the Run Command or by double clicking on the file.
  - o Remember to use the file from the location you saved it to.
2. This file is compatible with Windows XP and Windows Vista and Outlook 2003 and Outlook 2007
3. Close Outlook
4. Start the Setup Program
5. After program completes restart Outlook
6. You will get a message that the Add-In was installed and you must restart Outlook.
7. Restart Outlook
8. You should see two new toolbar items and you should have a conferencing menu (see figure 5)



Figure

9. Click on Conferencing->User Accounts from the menu. (see figure 6)



Figure

10. Click the Test Connection... Button (see figure 6)
  - If your PC is on AD or MC domains and you are logged in then the tests will pass without further setup.
  - If your PC is NOT on AD or MC domains then you need to click the advanced button and enter your AD or MC Credentials (see figure 7)
    - The test will pass after you enter this information

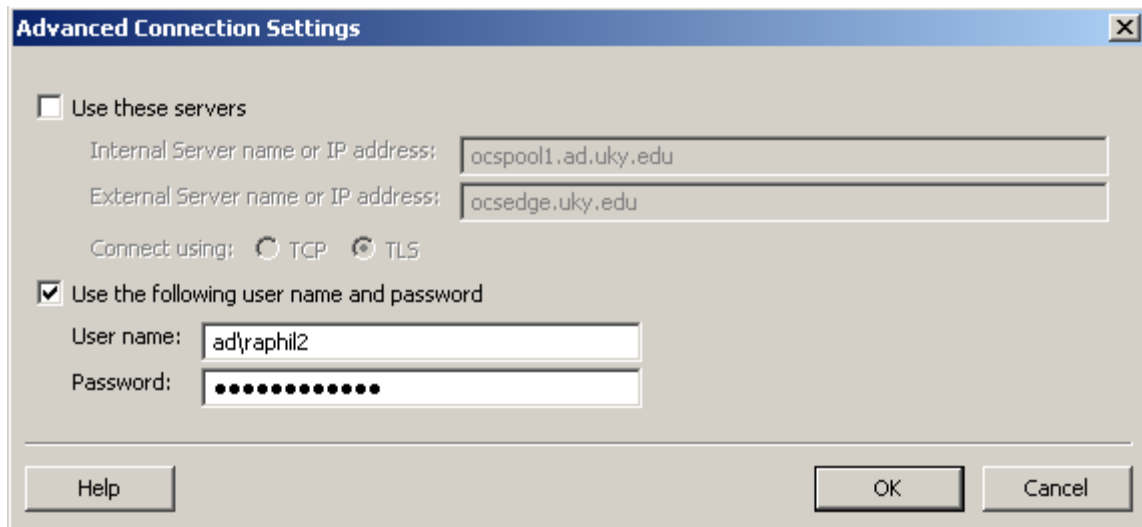


Figure 7

11. You should now be able to schedule Live Meetings using email as the delivery method.
12. There are NO quick guides for this feature. Please use the Help Screens/buttons to obtain more information or you can always ask the UK helpdesk.

## SPECIAL FEATURES OF OCS

- You can access OCS using your client from home or the office (NO VPN REQUIRED). Your client should be able to use Automatic settings regardless of your location.
- You can be logged into multiple locations at the same time. They will all present you with conversations and the one you respond from becomes the one used to continue the conversation.
- UK is federated with Microsoft.com, Kizan.com, Kctcs.edu and Enabelingteccorp.com. If you have individuals with those email domains and they have OCS you can share OCS presence and secure communications.
- You can request that your conversations be archived (IM and Call Logs only). No user will be archived unless a request has been made.
- Some Users will have Enterprise Voice Over IP (VOIP). OCS is currently being evaluated as a product to deliver VOIP Services.
- You can access Presence, IM and call control from <http://communicator.uky.edu> using most web browsers. Just log in with your normal AD or MC credentials
- There is a Windows Mobile 5/6 client available. It will do IM and Presence Only. It is on the Installation File Site.
- Currently you would point your servers on the mobile client to:
  - Internal = ocspool1.ad.uky.edu
  - External=ocsedge.uky.edu

## MAC USERS

There is a Beta Client for Communications Use Only

It is found at the Install Files Location and is called "MAC\_Messenger700\_EN\_Beta1.dmg"

Install it with normal MAC installation procedures

\*\*\*\*\* THERE IS NO MAC SUPPORT FOR THE BETA OR LIVE MEETING \*\*\*\*\*

We have tested newer MACS running a dual boot to windows or Parallels and it has been confirmed to work but requires exact setup for your particular hardware. Not recommended.

## VIRTUAL MACHINES/SERVERS

\*\*\*\*\* OCS is not supported on any level when being used with any type of Virtual Machine \*\*\*\*\*