

Version

1.0

ADVANSYS FORMATIV™ EXPRESS

GroupWise® Customization Made Easy!

Personal Microsoft®
Outlook® Migration Applet
Guide

ADVANSYS FORMATIV™

Personal Microsoft® Outlook® Migration Guide

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Table of Contents

Part 1	
System Requirements	1
Support	2
Part 2	
Installing Formativ Express	1
Installing the Applet	2
Part 3	
Outlook Security Update	1
What it Does	2
Integration with GroupWise	2
Operation	2
Email Migration	3
Contact Migration	4
Appointment Migration	4
Task Migration	5
Journal Migration	5
Notes Migration	6



Formativ[™] Express Personal Outlook Migration Overview

*The Advansys Formativ Express Personal Microsoft Outlook Migration solution is a **free** tool from Advansys designed to make migration easy from your Microsoft Outlook 2000 (and above) calendar, contacts, journals and email to Novell GroupWise.*

The Personal Microsoft Outlook Migration solution is a Formativ applet designed to migrate your Outlook 2000 and above calendar, contacts, journals and email into your Novell GroupWise 6.02 or above account. The solution is free and is not a time limited version. It is designed for use with Formativ Express, the free Formativ solutions engine. It also works with Formativ Runtime, Developer and Admin.

System Requirements

Formativ Express and the Personal Microsoft Outlook Migration applet have the following minimum system requirements:

- Advansys Formativ Express 1.6 or greater (*the applet will also work with Formativ Runtime, Developer or Admin*).
- Novell GroupWise 6.02 32-bit Windows Client or higher,
- Microsoft Windows 98, or
- Microsoft Windows ME, or

- Microsoft Windows 2000, or
- Microsoft Windows XP and
- Microsoft Internet Explorer 5.5 and higher, and
- Microsoft Windows Script 5.5 and higher.
- Microsoft Outlook 2000 and higher (the solution may work with earlier versions of Outlook, but has not been tested).
- Adobe Acrobat viewer to read the documentation. Download a free copy of the viewer from <http://www.adobe.com/products/acrobat/readstep2.html>.

Note

Microsoft Windows 95 and NT 4.0 Workstation are **not** supported.

Support

This applet is not officially supported by Advansys. However, feel free to post any questions or problems in our free, moderated support forums at:

<http://advansys.atinfopop.com/4/OpenTopic?a=frm&s=7534089931&f=6494075512>



Installation and Registration

How to install and configure the Personal Outlook Migration solution

Installation is a simple two-step process. You must first install a copy of Formativ Express, then the migration applet. If you already have a copy of Formativ Runtime, Developer or Admin, you need only to install the applet.

Installing Formativ Express

The Personal Outlook Migration applet requires you have Formativ Express, Formativ Runtime, Formativ Admin or Formativ Developer already installed.

If you don't already have Formativ Runtime, Developer or Admin installed, and you only wish to run the migration applet, download and install Formativ Express. Formativ Express is a free, non-time limited version of Formativ. Its only limitation is it only runs special Express applets. It will not run applets you create yourself, or you download from GroupWise Cool Solutions.

Download a copy of Formativ Express from:

http://www.advansyscorp.com/formativ_download.htm

Installing the Applet

After successfully installing Formativ Express, run the supplied installation program. Once the installation is complete, restart GroupWise if running. You should see a new Outlook icon on the GroupWise toolbar. You are now ready to migrate your Outlook data to GroupWise. See Part 3 below for details.



Migrating your Outlook data to GroupWise

Once installed, the Personal Outlook Migration applet is ready to for use. Read on to see how easy it is to import your Outlook data into your GroupWise account.

Outlook Security Update

The Microsoft Outlook Security features help guard against viruses that are spread via attachments to e-mail messages. The security features are installed by default with Microsoft Outlook 2002, which means that a standard installation will contain the locked-down settings established by Outlook.

The security features limit certain functionality with Outlook. Including controlled access to the Outlook automation code. One such side affect is that a warning dialog will appear periodically as the personal migration applet accesses your Outlook data during the migration.

There are several approaches you can take to stop this warning from appearing during the migration process. You can disable the warning message from appearing for the expected duration of the migration, disable the warning completely, or use a third party utility to dismiss the dialog for you.

Please see the following links for more information. These links are provided for your information only. Advansys offers no warrantees over the information and products referenced below.

- <http://www.microsoft.com/office/ork/xp/four/outg03.htm>
- <http://www.express-soft.com/mailmate/clickyes.html>

Personal Outlook Migration

What it Does

The applet migrates Microsoft Outlook Email, Appointments, Contacts, Journal entries, Tasks and Notes into GroupWise. It also includes an undo facility, which let you easily remove the imported items from GroupWise.

Note

The applet was developed and tested using Microsoft Outlook 2000. It may work with earlier versions, but has not been tested.

Integration with GroupWise

The applet adds a new button to the main GroupWise toolbar. Press the button to start the migration process.

Operation

The applet lets you specify the types of Outlook data to import. You can choose from Email, Contacts, Tasks, Notes, Journal items and Appointments. Check each message type you wish to import into your GroupWise account.

The applet performs a read-only migration. Your original Outlook message stores are not changed in any way during the migration process.

If you have more than one Outlook message store defined, the available message stores are displayed. You may choose to import items from all available message

stores, or from selected message stores. Place a check mark next to each message store you wish to import.

You must also specify a data range between which you wish to import data from Outlook. The data range selected is used to determine which Outlook items should be imported (except Contacts).

The applet creates a folder in GroupWise called 'Outlook Migration'. The Outlook folder structure within each selected message store is duplicated under this folder. The folder structure is populated with the corresponding items from Outlook during the migration process. Depending on the item type, items in the folder structure will be either migrated items, or links to migrated items located elsewhere in the GroupWise account. For example, migrated email is created within the folder structure. Migrated calendar items are created on your GroupWise calendar, and linked items are created in the appropriate folders under the 'Outlook Migration' folder. See each message types' section below for more details.

Outlook categories will be maintained for GroupWise 6.5 or later.

Any Outlook fields not supported in GroupWise will be inserted into the body of the message in the imported GroupWise item.

The applet lets you undo the migration process if desired. To undo a migration, execute the applet and press the Undo button. The undo process deletes imported items from your GroupWise account and places them in the GroupWise trash.

Note

The applet will duplicate data in GroupWise if you run it twice with the same date range supplied. If you inadvertently import data you didn't mean to, we recommend you use the **Undo** feature to remove all imported data and start over.

Email Migration

- Migrated email will be found within the folder structure created under the 'Outlook Migration' folder in GroupWise. After the migration you may wish move migrated messages to another location in your account.

- Plain text and HTML messages will be migrated. In GroupWise 6.5, HTML messages will be add as an attachment to the mail.
- Attachments (file or message type) are supported.
- Message received date and attachments (file and message type) will be maintained.
- Deleted messages will be ignored.
- Outlook categories are maintained when using GroupWise 6.5 or later.

Contact Migration

- All Contacts are imported into dynamically created address books in GroupWise. The applet uses the name of the enclosing Outlook folder to derive a unique name for each imported Outlook contacts folder.
- Outlook contacts that do not have full name and email address values are assumed to be organizations, and will be migrated as GroupWise organization entries.
- You may wish to move migrated contacts to a centralized address book after performing a migration.
- Only unique Contacts will be imported into GroupWise.
- Outlook Distribution Lists and Groups are not supported.
- Outlook Categories are maintained when using GroupWise 6.5 or later.

Appointment Migration

- Migrated appointments appear in two locations in your GroupWise account. New appointments are physically added to your GroupWise calendar. Links to these items will also be created within the appropriate location under the 'Outlook Migration' folder structure GroupWise.
- Deleting the linked items under the 'Outlook Migration' folder structure will not delete the newly created appointments from your calendar.

- Starts date, end date, subject, location, body and alarm time are supported.
- GroupWise only allows alarms to be set up to 99 hours before an appointment. Any Outlook appointments with alarms more than 99 hours before the appointment will be reset to 99 hours.
- Recurring Outlook Appointments are added as single GroupWise appointments.
- All day events are supported.
- Attachments (file or message type) are supported.
- Outlook Categories are maintained when using GroupWise 6.5 or later.

Task Migration

- Migrated tasks appear in two locations in your GroupWise account. New tasks are physically added to your GroupWise calendar. Links to these items will also be created within the appropriate location under the 'Outlook Migration' folder structure GroupWise.
- Deleting the linked items under the 'Outlook Migration' folder structure will not delete the newly created tasks from your calendar.
- Start date, due date, subject, priority, body are supported.
- Completion status is maintained
- Attachments (file or message type) are supported.
- Outlook Categories are maintained when using GroupWise 6.5 or later.

Journal Migration

- Migrated journal items will be found within the folder structure created under the 'Outlook Migration' folder in GroupWise.
- Journal items are imported into GroupWise as email messages.

- Summary information regarding the journal item is shown the body of the created email item. The original Outlook item is attached to the email message as a MSG file. You need to have the Outlook MSG viewer installed to see the contents of MSG files.

Notes Migration

- Migrated notes appear in two locations in your GroupWise account. New notes are physically added to your GroupWise calendar. Links to these items will also be created within the appropriate location under the 'Outlook Migration' folder structure GroupWise.
- Deleting the linked items under the 'Outlook Migration' folder structure will not delete the newly created notes from your calendar.

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