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Mail Archive Search for IBM Lotus Notes Installation Guide

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This manual supports all releases of the Archive Operating System (AOS) until further notice.

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Installing User Interface Elements and Required External Files for IBM Lotus Notes

This database contains Lotus Notes design elements and external DLL files required to search your mail archive appliance from within Lotus Notes. This chapter includes procedural steps on how to install the user interface elements and required external files needed to search your mail archive appliance using Lotus Notes.

The blue, underlined text represent hypertext links in the online version of this manual, which is stored within the database. To view the online version of this manual and make use of these links, open the database using your Lotus Notes client and these instructions will appear with the active links.

The user interface consists of design elements to be copied into your users' mail templates. This will only add functionality. It does not alter or overwrite your mail database design. It only adds a **Search Mail Archive** action in the **Action** menu when a user is in their mail database, plus the necessary forms and script libraries behind the functionality.

The external DLL files and related installation files are not copied into each user's mail file. They are stored here, in this database. When a user tries to search the mail archive appliance, the functionality tries to use the external files and, if they are not found, asks the user if they would like to install the required files.

Installation of these external DLL files requires administrator access to the user's machine. If your users do not have administrative access to their machines, then you will need to find some other way to for them to install these files. Contact Technical Support for your mail archive appliance for assistance, if necessary.

Installing User Interface Elements

To install user interface design elements into Lotus Notes:

1. Make sure that each user has an account set up on the mail archive appliance.
2. Copy (not replicate) this database to your mail server.

   To do this automatically:

   a. Click here and type in the name of your server.
   b. If the database does not open automatically, then open it manually.
   c. Proceed to step 3.

   To do this manually:

Do not copy this file using your operating system (OS) because the Replica ID and Access Control List (ACL) will not change, potentially causing problems later.

a. From the menu at the top of the Lotus Notes client, select **File > Application >New Copy**.
b. In the **Server** field, select the server to copy this database to.
c. Make sure the **File name** field is `MArchSrch.nsf` (no subdirectories).

   While the user interface is added to each users' email database designs, there are also required DLLs that are stored centrally within this database. This setting is important because this file allows users to access the required external DLL files they need to install. For more information, see Installing Required External Files on page 6.
d. Make sure to copy **Application design and documents**.
e. Deselect **Access Control List**.
f. Click **OK** to start copying the database.
g. If the database does not open automatically, then open it manually.
h. Proceed to step 3.

3. Set this database's Access Control List so that only you and other administrators can see this database. The following permissions should also be applied:
   - All mail servers should have at least read access or else any future updates might not replicate.
   - Administrators should have access to update the design of this database.
   - Anonymous access should be No Access (to prevent web access).
4. Sign this database.

   If you have access to an ID that can read all mail in your domain (i.e., has read access to all mail databases on your Domino servers), then you can:

   a. Switch to that ID if you are not using it already.
   b. Sign this database design with the ID.

   Alternatively, you can use the Lotus Notes Administrator client to sign this database with your ID or the server's ID by completing the following steps:

   a. Open the Lotus Notes Administrator client.
   b. From the menu, select **File > Open Server** and open the server containing your copy of this database.
   c. Select the **Files** tab.
   d. Navigate to and right-click on your copy of this database, then select **Sign**.
   e. Select which ID to sign it with. If all email databases are on this server, or the server is a member of a group that has access to all email databases (e.g., **LocalDomainServers**) then you might want to sign it using the server's ID.
   f. Make sure **All Design Documents** is selected.

g. Click **OK**.

5. If other users of this functionality have different home mail servers, create a replica of this database on all users' home mail servers.

Each server must have the `MArchSrch.nsf` file in their root data directory. This file is important because it allows these users to access the required external DLL files they need to install. For more information, see Installing Required External Files on page 6.

6. Install the search functionality from this database into your mail template database. If your organization uses more than one mail template, repeat this process as necessary.

   a. Locate the template that your users' mail databases inherit their design from. Be sure to remember the file path of the database.

   b. Click here to install the search functionality from this database. When asked, type in the server and file path of the mail database template.

If your template file has an NTF file extension, it will not be visible in the list of databases and you will have to type the file name in the field at the bottom of the dialog box.

7. Refresh your mail databases.

   If your server's DESIGN task runs regularly (usually once a night), you can wait for it to finish automatically.

   You can also refresh the design of all databases in the mail subdirectory, you can use the following console command:

   ```
   load design -d mail
   ```

8. (Optional) Before notifying users about any search functionality, wait until the design changes to your users' mail databases have been replicated.

   If your users access their email directly from the server, as opposed to local replicas or replicas on a different server, this step does not apply.

Make sure that you notify your users about the **Search Mail Archive** feature that appears in the **Actions** menu of Lotus Notes. They *must* be connected to your network in order to use this functionality. Also, users will need to know the username and password for their accounts on the mail archive appliance when initially accessing this functionality.

Installing Required External Files

To download and install the required external files on a user's machine, use either of the following methods:

- On the user's machine, click here.

  Or,

- Open a mail database containing the user interface installed in Installing User Interface Elements on page 3. If a prompt to install does not automatically appear, select **Actions > Install/Reinstall Required External Files**.

Within the new window that appears, double-click the file named `Setup.exe`.

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