

# OUT OF OFFICE MANAGER

## *Installation guide*

Out of Office Manager is an ASP solution to the business problem where users leave the office for a period of time and forget to set their Out Of Office on. Out of Office Manager solves this problem by providing a friendly web interface to allow designated staff to manage Out of Office in the event of the person's absence.

Dave Hope

11/03/2008

# OUT OF OFFICE MANAGER

## *Installation guide*

1	Requirements.....	2
2	Installation .....	3
2.1	Extract files .....	3
2.2	Application configuration .....	3
2.2.1	Example configuration .....	3
2.3	IIS configuration .....	3
2.4	Active Directory configuration .....	4
2.5	Exchange configuration .....	4

# 1 REQUIREMENTS

The requirements to use this software are:

- Windows 2003 Domain Controller
- Exchange 2003
- IIS
- ASP (Active Server Pages)

To perform the installation, you will need the following:

- Access to the exchange server (via System Manager)
- Access to active directory (via Active Directory Users & Computers)
- Access to IIS (via Inetmgr) and to the local file system

## 2 INSTALLATION

This section will guide you through the process of installing the out of office manager. An Installation service is available.

### 2.1 Extract files

Extract the installation zip file to a suitable location on the exchange server, for example:

```
G:\WebApps\OOO\
```

You should now grant the IIS\_WPG group Read & Execute permissions to this directory.

### 2.2 Application configuration

Now, edit Includes/Config.asp with your environment configuration.

<b>serverName</b>	The name of a domain controller to execute queries against.
<b>sAdminGroup</b>	The CN of a group with rights to set out of office & logon to mailboxes.
<b>sDomain</b>	The domain name of users.
<b>sMailboxServer</b>	The exchange server. If your DC is also the exchange server, leave as the default settings

#### 2.2.1 Example configuration

```
' Domain Controller Name
serverName      =      "london.nwtraders.msft"

' CN of group with admin rights to set out of office.
sAdminGroup     =      "OOO Admins"

' User Domain.
sDomain         =      "nwtraders"

' Exchange sever. If your exchange server is the DC, leave as is.
sMailboxServer  =      serverName
```

### 2.3 IIS configuration

Create a new Virtual Directory in IIS with the following settings:

<b>Alias</b>	OOO
<b>Path</b>	G:\WebApps\OOO. <i>This should be where you extracted the files to.</i>
<b>Permissions</b>	Read, Run Scripts (such as ASP)
<b>sMailboxServer</b>	The exchange server. If your DC is also the exchange server, leave as the default settings

## 2.4 Active Directory configuration

Create a new global security group, with the name you specified earlier for the value of **sAdminGroup**. Make this group a member of the “Account Operators” group.

Add people to the group that you want to have the ability to control out of office for your users.

## 2.5 Exchange configuration

You should now delegate control of your Administrative group in exchange with “Full Exchange Admin” rights to your **sAdminGroup** group.