Ad Hoc Transfer Plug-in for Outlook Installation Guide

In This Document

Installing the Ad Hoc Transfer Plug-in for Outlook

You can download the installation file from the MOVEit DMZ Support site. Run the installer program on the computer of each user for whom you want to provide Ad Hoc Transfer capability via Microsoft Outlook.

⚠️ On Windows Vista and Windows 7, the installer must be run as Administrator.

📝 You can use the "silent" (unattended) install process to automate the installations. See *Silent Install for the Ad Hoc Transfer Plugin for Outlook* (on page 3) in this guide for more information.

System Requirements
- Microsoft Outlook 2010 or 2007
- Supported Operating Systems:
  - Windows XP SP3 or later (32-bit only)
  - Windows Vista SP1 or later (32-bit only)
  - Windows 7 (32-bit and 64-bit)
- Microsoft .NET Framework 3.5 or later (Windows XP only)

📝 The installer prompts you to download .NET Framework 3.5 from the web and install it if it is not already installed on Windows. You can also manually install it.

- Microsoft Visual Studio 2010 Tools for Office Runtime (VSTOR 2010) Redistributable (all OS)

> The installer automatically installs the redistributable during the plug-in installation. You do not need to download anything from Microsoft.

- Microsoft Visual Studio 2010 Tools for the Microsoft Office System (version 4.0 Runtime) Language Packs (non-English OS)

> The installer automatically installs the redistributable during the plug-in installation. You do not need to download anything from Microsoft.

- English, German, French, and Spanish language support

Recipients can view messages and download files using a web browser supported by the parent Ad Hoc Transfer server.

Installation

To install Ad Hoc Transfer Plug-in for Outlook on an end user computer:

1   Close the Microsoft Outlook application.
2   Run the Ad Hoc Transfer Plug-in for Outlook installation file.
3   On the installation Welcome screen, click **Next** to continue. The License Agreement dialog appears.

> Instead of the Welcome screen, Windows XP users who do not have Microsoft .NET Framework 3.5 installed see a message that Windows is missing an installation requirement. If the computer has an Internet connection, click **Install** to download and install .NET Framework 3.5. After the system reboots, the Ad Hoc Transfer plug-in installation continues automatically.
> Alternatively, you can manually choose the appropriate language and download the .NET Framework 3.5 installer from the *Microsoft Download Center* (*http://www.microsoft.com/downloads/en/details.aspx?FamilyId=333325fd-ae52-4e35-b531-508d977d32a6*), then install it before continuing the Outlook plug-in installation.

4   Read the license agreement. If you agree with its terms, select **I accept the terms in the license agreement** and click **Next**. The Destination folder screen opens.
5   Specify a new path or click **Next** to use the default path:

- **32-bit**: `\Program Files\Ipswitch\Ad Hoc Transfer Plug-in for Outlook`

- **64-bit**: `\Program Files (x86)\Ipswitch\Ad Hoc Transfer Plug-in for Outlook`

   The Connection information screen opens.

6   Enter the server and account information:

- **Server**. The IP address or fully qualified server name of the server where MOVEit DMZ is installed, for example: `host1.domain.com`

- **This server requires an encrypted connection (SSL)**. By default, this option is selected, which means the server will require a secure SSL connection (HTTPS). Clear the selection if you want to use an unsecure connection (HTTP).

- **Port**. The port used to connect to Ad Hoc Transfer. For secure SSL connections, the default port is 443. For unsecure connections, the default port is 80. To set a custom SSL or HTTP port, select **Use Custom Port**, then click **Custom Port** and enter the new port number.

- **User name**. The user's Ad Hoc Transfer user name. This is the same as the MOVEit DMZ user name.

- **Password**. The user's Ad Hoc Transfer password. This is the same as the MOVEit DMZ password.

7   Click **Next**. The **Ready to Install the Program** screen opens.

8   Click **Install** to complete the installation.

> If you install the Ad Hoc Transfer Plug-in for Outlook without entering valid connection information, you can enter the correct connection information once the installation is finished. Click the **Cannot connect to server** error notification to view the configuration dialog.

When you have successfully installed the plug-in, compose a new message in Microsoft Outlook, then click the **MOVEit Send** tab on the ribbon and select **Send through MOVEit**, which invokes the Ad Hoc Transfer plug-in. Attach files to the mail message and send them to recipients via Ad Hoc Transfer. The process is the same as sending an email message with attachments, except that attached files will now be uploaded to the file transfer server. Recipients will receive a message with a link to connect to the file transfer server and download the files you've sent.

Silent Install for Ad Hoc Transfer Plug-in for Outlook

To automate installation of Ad Hoc Transfer Plug-in for Outlook, you can use silent install. This silent install uses the Microsoft Windows Installer and command line options to execute the installation.

> You must first manually install Microsoft redistributable packages if they are not already installed on the user's machine, otherwise the plug-in will not install properly.

You can also silently install the Ad Hoc Transfer Plug-in for Outlook remotely via Active Directory Group Policy. See *Remotely Deploying the Ad Hoc Transfer Plug-in for Outlook* (on page 6) for more information.

Requirements

Before installing the Ad Hoc Transfer Plug-in for Outlook:

1 Ensure that the end user's computer meets the requirements in *Installing the Ad Hoc Transfer Plug-in for Outlook* (on page 1).

2 (Windows XP only) If Microsoft .NET Framework 3.5 or later is not already installed, choose the appropriate language for the system and download *Microsoft .NET Framework 3.5* (*http://www.microsoft.com/downloads/en/details.aspx?FamilyId=333325fd-ae52-4e35-b531-508d977d32a6*) from the Microsoft Download Center, then install it.

> .NET Framework installation requires a system reboot.

3 (All OS) If not already installed, choose the appropriate architecture and language for the system and download the *Microsoft Visual Studio 2010 Tools for Office Runtime (VSTOR 2010) Redistributable* (*http://www.microsoft.com/downloads/en/details.aspx?FamilyID=06c32242-2289-4471-93aa-ce96aa5cbc36*) from the Microsoft Download Center. Use these commands for silent installations:

- **32-bit:** `vstor40_x86.exe /q`

- **64-bit:** `vstor40_x64.exe /q`

4 (Non-English OS) If not already installed, download and install the appropriate *Microsoft Visual Studio 2010 Tools for the Microsoft Office System (Version 4.0 Runtime) Language Pack* (*http://www.microsoft.com/downloads/en/details.aspx?FamilyID=9daf1ab1-f4ab-4663-a069-228504f0fc0a*) for your OS. Use these commands for silent installations:

- **32-bit:** `vstor40_LP_x86_<lang>.exe` /q

- **64-bit:** `vstor40_LP_x64_<lang>.exe /q`

5 Ensure Outlook is closed on the computer.

Installing Ad Hoc Transfer Plug-in for Outlook

Use this syntax to run the installer:

```
msiexec /i [path+executable].msi /q CONNECTION_HOSTNAME="[Ad Hoc
Transfer server address]" CONNECTION_SECURE="TRUE" CONNECTION_USER="[Ad
Hoc Transfer username]" CONNECTION_PASS="[Ad Hoc Transfer password]"
CONNECTION_PORT="443" DRIVER_NAME="xftDMZDriver.dll"
```

> You must include the `DRIVER_NAME` property for all silent installs or the plug-in will not install properly.

> If a requirement is not met during installation, the installer exits and writes a message to the install log indicating the which requirement was not met.

The "/i" option indicates install. To uninstall, use the option "/x."

✅ On Windows Vista and Windows 7 systems, you must run the install command from the Administrator account.

The install properties are as follows (follow each option with an equals sign and enclose each of the values in quotes):

Property	Description
INSTALLDIR	(Optional) Use this property to specify the install path. The default path is: **32-bit**: `\Program Files\Ipswitch\Ad Hoc Transfer Plug-in for Outlook` **64-bit**: `\Program Files (x86)\Ipswitch\Ad Hoc Transfer Plug-in for Outlook` Use this command last.
CONNECTION_HOSTNAME	The address of the server where MOVEit DMZ is installed.
CONNECTION_SECURE	Specify `TRUE` to use a secure SSL connection (HTTPS) or `FALSE` to use an unsecure connection (HTTP). The default is `TRUE`.
CONNECTION_USER	The user's Ad Hoc Transfer user name. This is the same as the MOVEit DMZ user name.
CONNECTION_PASS	The user's Ad Hoc Transfer password. This is the same as the MOVEit DMZ password.
CONNECTION_PORT	The port used to connect to Ad Hoc Transfer. For secure SSL connections, this is typically 443. For unsecure connections, this is typically 80. The default is 443.
LOG_NAME	(Optional) Changes the name of the install log. The default is: `OUTLOOK_PLUGIN.log`
LOG_PATH	(Optional) Changes the path where the install log is written. The default path is: **Windows XP**: `\Documents and Settings\[Username]\Application Data` **Windows Vista/7**: `\Users\[Username]\AppData\Roaming`
-lv	(Optional) To enable verbose logging by Windows Installer, add the following to the command line: `-lv c:\install.log` (or whatever log path and name you have set)
DRIVER_NAME	You must include `DRIVER_NAME="xftDMZDriver.dll"` in the silent install command. This indicates the Ad Hoc Transfer plug-in version.

Remotely Deploying the Ad Hoc Transfer Plug-in for Outlook

Administrators can remotely deploy the Ad Hoc Transfer Plug-in for Outlook to a large number of machines via Active Directory Group Policy by assigning a user logon script to a Group Policy Object. After installing the plug-in, each user must enter credentials for the Ad Hoc Transfer Plug-in for Outlook to authenticate to MOVEit DMZ.

> ⑪ On Windows XP, the user account that runs the Ad Hoc Transfer Plug-in for Outlook installer the must be a member of the Administrators group.
>
> ⑪ On Windows Vista and Windows 7, the Ad Hoc Transfer Plug-in for Outlook installer must be run as Administrator.

Requirements

- **Domain controller.** A Microsoft Windows Server 2003 or 2008 Active Directory domain controller.
- **Client computers.** Each users' computer must meet the same requirements as a silent installation. See *Silent Install for the Ad Hoc Transfer Plug-in for Outlook* (on page 3) for more information.

Remote Deployment via Group Policy

> ✅ Always test the remote deployment on non-production computers before installing the plug-in on your users' computers.

To install the Ad Hoc Transfer Plug-in for Outlook via Active Directory Group Policy:

1 Configure a Group Policy Object that contains all users for whom you plan to install the Ad Hoc Transfer Plug-in for Outlook. See Microsoft Windows Server documentation for information about configuring Group Policy Objects in Active Directory.

2 Create a new user logon script in any language supported by the users' computers that calls this command to run the installer:

```
msiexec /i \\[sharename]\[sharepath]\[executable].msi /q
DRIVER_NAME="xftDMZDriver.dll" CONNECTION_HOSTNAME="[Ad Hoc
Transfer server address]" CONNECTION_SECURE="TRUE"
CONNECTION_PORT="443"
```

> ✅ You cannot use the CONNECTION_USER and CONNECTION_PASS properties. Users must enter their credentials for the Ad Hoc Transfer Plug-in for Outlook to authenticate to MOVEit DMZ after logging onto Windows. See *Silent Install for the Ad Hoc Transfer Plug-in for Outlook* (on page 3) for the complete list of install properties and their usage.

⚠️ You must include the DRIVER_NAME property for all silent installs or the plug-in will not install properly.

3 Ensure that each requirement is met on all users' computers before running the Microsoft Windows Installer (.msi) to install the Outlook plug-in.

- Each end user's computer must meet the requirements in *Installing the Ad Hoc Transfer Plug-in for Outlook* (on page 1).

- (Windows XP only) If Microsoft .NET Framework 3.5 or later is not already installed, choose the appropriate language for the system and download *Microsoft .NET Framework 3.5* (*http://www.microsoft.com/downloads/en/details.aspx?FamilyId=333325fd-ae52-4e35-b531-508d977d32a6*) from the Microsoft Download Center. Note that Microsoft .NET Framework installation **requires** a system reboot.

- (All OS) If not already installed, choose the appropriate architecture and language for the system and download the *Microsoft Visual Studio 2010 Tools for Office Runtime (VSTOR 2010) Redistributable* (*http://www.microsoft.com/downloads/en/details.aspx?FamilyID=06c32242-2289-4471-93aa-ce96aa5cbc36*) from the Microsoft Download Center. Use these commands for silent installations:

  - **32-bit:** `vstor40_x86.exe /q`

  - **64-bit:** `vstor40_x64.exe /q`

- (Non-English OS) If not already installed, download and install the appropriate *Microsoft Visual Studio 2010 Tools for the Microsoft Office System (Version 4.0 Runtime) Language Pack* (*http://www.microsoft.com/downloads/en/details.aspx?FamilyID=9daf1ab1-f4ab-4663-a069-228504f0fc0a*) for your OS. Use these commands for silent installations:

  - **32-bit:** `vstor40_LP_x86_<lang>.exe /q`

  - **64-bit:** `vstor40_LP_x64_<lang>.exe /q`

⚠️ You must install all requirements before running the Outlook plug-in installer, otherwise the plug-in will not install properly.

4 Use the Group Policy Management Console to assign the user logon script for the Outlook plug-in installation to the Group Policy Object. For information on assigning user logon scripts, see:

- **Windows 2003:** *Using Startup, Shutdown, Logon, and Logoff Scripts* (*http://technet.microsoft.com/en-us/library/cc775970(WS.10).aspx*)

- **Windows 2008:** *Using Startup, Shutdown, Logon, and Logoff Scripts* (*http://technet.microsoft.com/en-us/library/cc730773(WS.10).aspx*)

- **Windows 2008 R2:** *Using Startup, Shutdown, Logon, and Logoff Scripts* (*http://technet.microsoft.com/en-us/library/cc730773.aspx*)

5   After installing the Ad Hoc Transfer Plug-in for Outlook, notify users that they must enter their authentication credentials in the MOVEit Connector Configuration dialog after logging onto Windows.

User Education Examples

You can educate users about entering their usernames and passwords a couple of ways.

To enter your Ad Hoc Transfer username and password:

1   When you log onto Windows, an error notification will appear next to the MOVEit Connector icon.
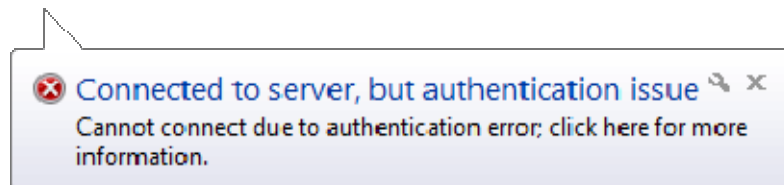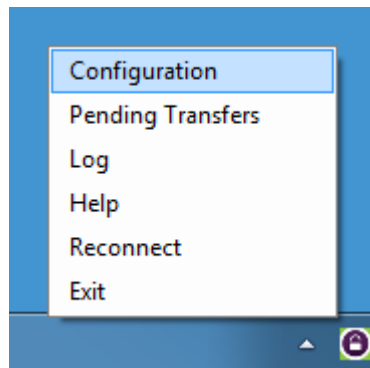

2   Click the notification to open the MOVEit Connector Configuration dialog.

3   Enter your Ad Hoc Transfer username and password to authenticate to the server.

4   Click **OK** to save settings.

-OR-

To enter your Ad Hoc Transfer username and password:

1   Right-click the MOVEit Connector icon and select **Configuration**.

2   Enter your Ad Hoc Transfer username and password to authenticate to the server.

3   Click **OK** to save settings.

Upgrading the Ad Hoc Transfer Plug-in for Outlook

> ⚠   Ipswitch no longer supports the Ad Hoc Transfer Plug-in for Outlook on Windows Server 2003 or 2008. Do not upgrade to the Ad Hoc Transfer Plug-in for Outlook V2.0 on those operating systems.

Standard Upgrade

If you have a previous version of the Ad Hoc Transfer Plug-in for Outlook installed on a system with Outlook 2007, you can upgrade to the Ad Hoc Transfer Plug-in for Outlook V2.0 by running the installer. It retains the previous configuration settings so that the plug-in can use them to connect to the MOVEit DMZ server.

See *Installing the Ad Hoc Transfer Plug-in for Outlook* (on page 1) for installation requirements and information.

Silent Upgrade

Before silently upgrading to the Ad Hoc Transfer Plug-in for Outlook V2.0, you must first uninstall the previous version using command line options to execute the uninstall. The installer can use the previous configuration settings during installation so that the plug-in can use them to connect to the MOVEit DMZ server.

> ⚠️ Ensure that you meet all requirements before attempting a silent install, or you will break the plug-in installation. See *"Silent" install for the Ad Hoc Transfer Plug-in for Outlook* (on page 3) for information about installing the requirements and configuring the silent installation.

To silently upgrade the Ad Hoc Transfer Plug-in for Outlook:

1 Ensure Outlook is closed on the computer.
2 Silently uninstall the version 1.5 of the plug-in. When you run the installer, you must use this syntax:

```
msiexec /x {D05A1A4A-82E2-4C04-8566-FB792A663C8E} /q
```

> 📝 If you did not install the plug-in silently on Windows Vista or 7, an Administrator must either uninstall from the command line without using the quiet (/q) parameter or uninstall the plug-in from **Programs and Features**.

3 Once the uninstall is complete, you can install the Ad Hoc Transfer Plug-in for Outlook V2.0 using this syntax:

```
msiexec /i [path+executable].msi /q DRIVER_NAME="xftDMZDriver.dll"
[optional connection properties]
```

> 📝 The previous connection configuration information is saved on the computer after uninstalling the plug-in. You do not need to enter connection properties again.

> ✅ On Windows Vista and Windows 7 systems, you must run all installer commands from the Administrator account.

Remote Upgrade using Active Directory Group Policy

Since remote installation uses silent installation via the Windows Installer, you must uninstall the previous version of the plug-in before installing Ad Hoc Transfer Plug-in for Outlook V2.0.

(See Silent Upgrade above for more information.) Once the previous version is uninstalled, you can remotely upgrade the Ad Hoc Transfer Plug-in for Outlook the same way you remote install it. See *Remotely Deploying the Ad Hoc Transfer Plug-in for Outlook* (on page 6) for more information.

Upgrading the Ad Hoc Transfer Plug-in for Outlook on Outlook 2003

If you installed a previous version of the Ad Hoc Transfer Plug-in for Outlook on a system with Outlook 2003, you must upgrade to Outlook 2007/2010 because Outlook 2003 is no longer supported. Before you upgrade Outlook, uninstall the previous version of Ad Hoc Transfer Plug-in for Outlook. Once Outlook is upgraded, you can install the Ad Hoc Transfer Plug-in for Outlook V2.0.

Upgrading Outlook 2007 to Outlook 2010

If you have the Ad Hoc Transfer Plug-in for Outlook V2.0 installed on a system with Outlook 2007, you can upgrade to Outlook 2010 without reinstalling the plug-in.

If you have a previous version of the Ad Hoc Transfer Plug-in for Outlook installed on a system with Outlook 2007, you must upgrade the plug-in to Ad Hoc Transfer Plug-in for Outlook V2.0 before upgrading to Outlook 2010.