

SharePoint and Outlook uploader tool

Installation guide



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1. Installation summary

1.1 Compatibility

- In terms of compatibility this has been fully tested with Windows 2000/Windows XP and Office System 2003. In addition we have performed less stringent testing with Office XP and encountered no problems. It may also work with Office 2000 but this hasn't been tested and we have no plans to support this.

1.2 Requirements

- You need .NET 1.1 on both the server and the client to use it – if you haven't got this you can get it from [Windows update](#) or from this [Microsoft download site](#). As SharePoint 2003 requires this you shouldn't need to do anything on the server for this.
- You must have the SharePoint 2003 'NavInfo' Web Service for this application installed on the SharePoint server before you can use the client. To do that, log in to the server and run setup.exe in the 'Server' folder on the CD. Follow the on-screen instructions to install it.
- On the client, you must have Outlook XP or Outlook 2003 installed.
- As a minimum, you need to have Windows SharePoint Services installed on your server. For improved functionality, you must have SharePoint Portal Server installed and correctly indexing your team sites. Search, and some non-search functionality of the tool uses SPS search (e.g. find top level sites you have access to) so it's important this is working properly.

The tool will operate with reduced functionality with just Windows SharePoint Services. Instead of having four views (MySite, My Links, Top Level Sites and Portal), you will have just one view for a WSS site showing the subsites and document libraries in that site. In addition, no search functionality is available when just using WSS.

1.3 Installation instructions

- If you have a previous version of either the server or client software installed, remove it before installation of the new version. Note: The new version of the server component is backwards compatible and old client versions should work without issues. (This isn't a 'feature' - if there are issues with backwards compatibility, we won't be aiming to fix them).
- Extract the server installation files into a temporary location on your SharePoint server from 'SPSServerInstall.zip' that you downloaded from the website. Run the extracted 'setup.exe' on your SharePoint server. This installs the 'NavStructure' web service.
- After installing the NavStructure web service on the server, administrators may wish to tweak the web service by altering some settings stored in the file 'C:\Program

Files\Common Files\Microsoft Shared\web server extensions\60\ISAPI\web.config'. The sample file 'web_NavInfo_example.config' in the same folder demonstrates the available settings.

- Copy the client installation files extracted from 'SPSUpload.zip' onto each client machine you want to install the tool on. On each client machine, run setup.exe and follow the on-screen instructions.
- If you have Outlook open you need to restart it before it takes effect. First time around you'll have to specify your SPS portal or WSS site – type the URL of your SharePoint Portal or WSS site, e.g. <http://portal/>, and click 'Add' for each site or portal you want to work with.
- You then have an extra button on your Outlook toolbar (SPS Upload). Click on this and it opens a dialog that allows different views of SPS. The first time you load it the view will be of your MySite, if you are using a portal. If you are using WSS it will display the site you selected. *If you choose a portal and don't have a MySite yet than this may display an error at this point.*
- Drag and drop files onto document libraries or folders to upload them. **NOTE: You can only upload to document libraries and folders.**