

EmailSMS

Quick Start Guide

Lotus Notes EmailSMS Database –

Administrator Only

JULY 2004

Step 1: Lotus Notes Release 5.0.0 or Higher Required

- Ensure EmailSMS for Lotus Notes has Release 5.0.0 or higher running on the server and desktop.

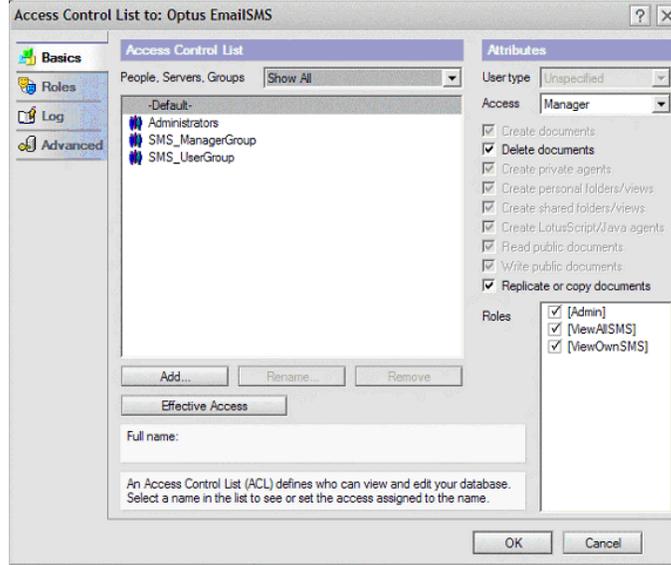
Step 2: Download EmailSMS Database for Lotus Notes

- Download the Optus EmailSMS database from the following location:
www.redcoal.com/download/emailsmsstart

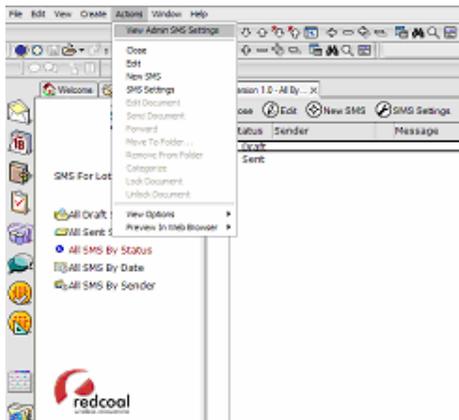
Step 3: Install the EmailSMS Database

Add the Optus EmailSMS database to Catalog.nsf and provide users with the relevant access as follows:

- The Access Control List (ACL) for the Optus EmailSMS database can be set up within the following roles:
 - [Admin] can view and access all administration tasks.
 - [ViewAllSMS] can view and access all tasks except perform administration tasks.
 - [ViewOwnSMS] can view only their SMS messages and access all except perform administration tasks.
- Suggested Group Strategy is to create groups in the database similar to the ones above and the assign these groups to a respective role.

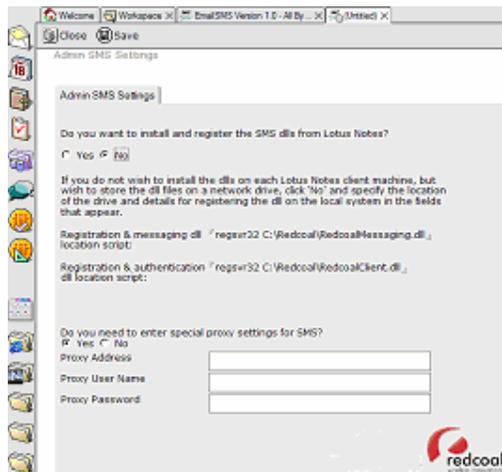


Once you open the SMS Admin Settings panel as an administrator of the database, you will see this action menu option.



Step 3: Install the EmailSMS DLL

- Next you need to decide if the dll files used by the application are to be:
 - installed on each user's machine and registered locally, or
 - will exist on a network path that all users have access to and are mapped to.
- For Local Install only:
 - If each desktop in your organization is locked down, then the administrator will need to log onto each user's machine and the user log for the dll install to complete setup correctly. First time access by the user opens the Optus EmailSMS database and a settings profile document will be automatically created.
 - When the system automatically installs, the dlls held in a hidden system document are detached to the user's local Notes directory and a Bat file is generated automatically with the user's directory information. Once this Bat file is run, the dlls are then automatically registered.
- For Non-Local Install only:
 - If a single instance of the dlls is to be installed on a fixed network drive, then the administrator must ensure to type the path of the two dll files as outlined in the screen shot below, replacing the 'C:\DirectoryPath\' with the respective network drive that all users of this database will be permanently mapped to on their machines. All other syntax must remain identical for registration to work.
 - Note: When using this option, the user will not be able to send SMS messages when not connected to their company's specific network



Note: In the screenshot above, there is provision to enter proxy information. This is not normally required and set to 'No'. The suggestion is to try sending SMS messages without entering proxy information first before adding these details to the settings. Most admin setting profiles typically follow the scenario as per the next screenshot which requires no editing.

