



AppleShare IP 6.2 Getting Started

Includes preparation, installation, and setup information



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Apple Computer, Inc.

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Welcome to AppleShare IP 6.2

This book explains how to install and set up AppleShare IP 6.2 and Mac OS 8.6 system software. A separate book, *Mac OS 8.6 Installation Manual*, provides additional information on Mac OS 8.6. See that book if you need more help installing the Mac OS.

AppleShare IP is a general purpose suite of server software that provides a variety of network services. AppleShare IP provides file sharing, World Wide Web, mail, and print services to clients on local area networks (LANs), intranets, and the Internet. With AppleShare IP, your server can handle a large number of clients, and you can control security, define the type of access for clients, and monitor your server's activity.

New key features in AppleShare IP 6.2 include Mac OS 8.6 compatibility, ability to share users and groups information between servers, option to automatically create user home directories, Sherlock indexing capabilities, automatic hiding of non-accessible share points, automatic mail database verification, support for Realtime Blackhole List anti-spam, support for remote POP account download, a queue setting to place new print jobs on hold, and secure print queues for Windows clients.

AppleShare IP Software Components

Here is a brief description of the AppleShare IP suite of products and where to find help for using them. (To learn how to access Help onscreen, see "Using the Onscreen Help" on page 7.)

- The AppleShare IP Web & File Server program allows your computer to host a Web site and provides three types of file sharing services: AppleShare File Sharing (using the Apple Filing Protocol, or AFP) via TCP/IP or AppleTalk networks, Windows File Sharing (using the SMB/CIFS protocol via TCP/IP), and File Transfer Protocol (FTP). You manage Web and file services on your server using the Web & File Admin program.

Help is available onscreen in Tips and AppleShare IP Help.

- The AppleShare IP Mail Server program provides integrated mail storage and mail forwarding services over TCP/IP and AppleTalk networks, including support for Internet Message Access Protocol (IMAPv4), Post Office Protocol (POP), and Simple Mail Transfer Protocol (SMTP). You manage mail services on your server using the Mail Admin program.
Help is available onscreen in Tips and AppleShare IP Help.
- The AppleShare IP Print Server program manages communication with the printers on your AppleTalk or TCP/IP network by allowing the server to act as a repository for print jobs. You can also set up secure print queues to control who can print. You manage print services on your server using the Print Admin program.
Help is available onscreen in Tips and AppleShare IP Help.
- AppleShare Client 3.8.3, while not required, provides the best AppleShare file sharing performance when installed on Mac OS client computers.
Instructions and system requirements are available in the AppleShare Client 3.8 User's Manual (inside the AppleShare Client folder) on your AppleShare IP CD-ROM disc.
- AppleShare IP Remote Administration allows you to remotely manage many AppleShare IP services from any computer connected to your network using any standard Web browser.
Help is available onscreen in AppleShare IP Remote Help.
- TCP Filter software allows you to define filters that allow or deny access to an AppleShare IP server from specified IP addresses or domain names. You can apply filters to individual protocols (such as IMAP or FTP) or create global filters that can be applied to all TCP/IP services on your server computer.
Help is available onscreen in Tips and AppleShare IP Help.
- MacDNS software provides Domain Name System (DNS) service for your network. You may need DNS software in order to communicate with the Internet and to allow users to enter names instead of numeric IP addresses when, for example, sending e-mail.
Help is available in the MacDNS Administrator's Guide file inside the MacDNS folder in the AppleShare IP 6.2 folder on your server's hard disk (after you've installed AppleShare IP).

AppleShare IP also comes with additional software to help you run your servers more effectively and efficiently. See the folders and files on your AppleShare IP CD. For more information on third-party software products, visit the AppleShare IP Web site:

<http://www.apple.com/appleshareip/>

After You Read This Manual

After you use this book to install and set up AppleShare IP 6.2, see the *AppleShare Client 3.8 User's Manual* in the AppleShare Client folder on your AppleShare IP CD (or in the Client Software 3.8.3 folder on your server's hard disk) for instructions on installing the client software. Once you've installed and set up the appropriate software on your server and client computers, you can refer to the onscreen documentation for information about using the software.

Using the Onscreen Help

Learning About the Mac OS

What's New

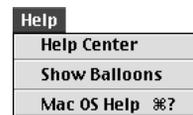
After you install your Mac OS 8.6 software, you can learn about new features and changes in the Mac OS in the "What's New in Mac OS" file in the Mac OS Read Me Files folder on your hard disk.



What's New in Mac OS

Getting Help

The Help menu is your main source of "how to" information about the Mac OS. After you install your Mac OS software, switch to the Finder, then choose Mac OS Help from the Help menu.



If you have questions about compatibility or other late-breaking news about your software, refer to the Read Me documents in the Mac OS Read Me Files folder on your hard disk and the Mac OS CD-ROM disc.

For the latest information about the Mac OS, including troubleshooting and compatibility tips, visit the Mac OS Web site:

<http://www.apple.com/macos/>

Learning About AppleShare IP

Your main sources of information about AppleShare IP are Tips, AppleShare IP Help, and AppleShare IP Remote Help.

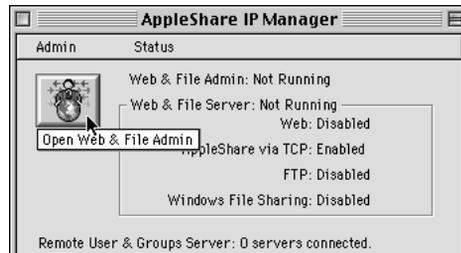
After you install your AppleShare IP software, you'll also find Read Me files and other onscreen documents in the AppleShare IP folder. These documents contain late-breaking news on AppleShare IP or instructions on how to use other software that comes with AppleShare IP.

For product updates and other information, visit the AppleShare IP Web site:

<http://www.apple.com/appleshareip/>

Tips

Tips unobtrusively remind you about the function of the AppleShare IP administration program buttons. To use Tips, position the pointer over a button in the window of an AppleShare IP program. The tip appears below the button.



AppleShare IP Help

AppleShare IP Help provides instructions and troubleshooting information for all of the administration programs except AppleShare IP Remote Administration. To open AppleShare IP Help while you are using an administration program, choose AppleShare IP Help from the Help menu. This opens AppleShare IP Help in the Apple Help Viewer. You can also open AppleShare IP Help by double-clicking its icon in the AppleShare IP 6.2 folder.

AppleShare IP Remote Help

AppleShare IP Remote Help provides instructions and troubleshooting information for all of the features of AppleShare IP Remote Administration, the application you use to administer your server from another computer. To access Help while you are using the Remote Administration application, click the Help link at the bottom of any Remote Administration page in your Web browser. You can also open AppleShare IP Remote Help by double-clicking its icon in the AppleShare IP 6.2 folder.

Installing Your Software

Whether you are upgrading from a previous version of AppleShare IP or installing it for the first time, you need to follow the instructions in this chapter.

This chapter tells you how to

- plan your AppleShare IP services
- prepare your computer's environment and software
- install Mac OS 8.6 and AppleShare IP

Note: Your server should already be set up and connected to your network. If your server or network is not set up, set it up before continuing with this chapter.

Planning Your AppleShare IP Services

Depending on the services you plan to provide to your users and on the way your network is set up, you'll need to answer the following questions before you install AppleShare IP.

- Will your clients be connecting to the AppleShare IP server via AppleTalk, TCP/IP, or both?
- What types of clients are on your network—Mac OS, Windows, UNIX®?
- What type of physical connection (for example, Ethernet or LocalTalk) does your AppleShare IP server have to your intranet or the Internet?
- What is your server's IP address, subnet mask, router address, and name server address?
- Does your network have a computer that provides Domain Name System (DNS) service, or will you install this service? (DNS software is required for AppleShare IP Mail service and provided in your AppleShare IP 6.2 folder.)

Your network administrator should be able to help you answer these questions. If you do not have a network administrator or if you need more assistance, see the TCP/IP Connections Tutorial and the Network Configuration Setup Guide in the Tutorials folder on your AppleShare IP CD. You may also want to consult an Internet service provider (ISP) to help you answer these questions before continuing with your AppleShare IP installation.

Preparing Your Computer's Environment

Before you install your AppleShare IP software, you need to prepare your computer and its environment by considering security issues, system (hardware and software) requirements, and facts about upgrading.

Security

AppleShare IP uses share points, user authentication, and access privileges to protect data from unauthorized access over a network. It also provides TCP Filter software that creates a software-based firewall to block server access from computers with IP addresses you define. However, someone with physical access to your computer can bypass these types of protection. (Access privileges, for example, allow or deny access over the network; they cannot prevent someone from opening a folder directly on the computer running AppleShare IP.)

Note: Not all AppleShare IP services support these security measures to the same extent. For more information, see AppleShare IP Help after you complete the instructions in this manual.

If you have any concerns about physical security—especially if you plan to store highly confidential information—consider putting your computer in a room with controlled access.

System Requirements

System requirements for client computers are listed in the AppleShare Client 3.8 User's Manual on your AppleShare IP CD.

To install the AppleShare IP software, you need the following hardware and software:

- **Hardware:** Any Power Macintosh computer, iMac, or Macintosh Server with a PowerPC™ G3, 604e, 604, or 601 microprocessor, or a 6500 series computer with a 603e microprocessor.

Your computer should be set up and connected to your network.

To use the AppleTalk multihoming feature of AppleShare IP, your computer must have a Peripheral Component Interface (PCI) expansion slot. Computers with a 601 processor and NuBus™ slots cannot use AppleTalk multihoming. On networks where AppleTalk services are heavily used, AppleTalk multihoming can significantly reduce traffic and increase the speed of the Web & File Server.

The AppleShare IP Print Server works only with AppleTalk-compatible LaserWriter printers, other PostScript™ printers that support the Apple LaserWriter 8 printer driver, and TCP-compatible printers that support the LPD/LPR protocol.

- **Disk space:** You need approximately 75 megabytes (MB) of disk space to install all of the AppleShare IP software.

- *Memory:* You need 64 MB of random-access memory (RAM) with virtual memory turned on to run all of the AppleShare IP server programs simultaneously. To run all of the AppleShare IP servers without turning on virtual memory, you need a minimum of 80 MB of RAM.
- *System software:* Mac OS 8.6, provided with your AppleShare IP software, is required. Installation instructions for Mac OS 8.6 are provided on page 13 of this book, and in the *Mac OS 8.6 Installation Manual* that came with your software.

If You Are Upgrading Your AppleShare Software

If you are upgrading from AppleShare 3 or later or from Macintosh file sharing, you need to be aware of the following information about preserving files and settings.

Users & Groups

If you are upgrading from AppleShare 3 or later or from Macintosh file sharing, the registered users and groups that you've created are retained when you install AppleShare IP.

Share Points and Access Privileges

If you have share points (shared folders) on another computer that you'd like to move to your AppleShare IP server, first follow the instructions in this manual to install and set up AppleShare IP on the new server. Then follow the instructions for moving share points in the Web & File section of AppleShare IP Help.

Some access privileges of share points you move may not exactly match the new access privileges in AppleShare IP. They are converted to the closest match that provides the most security. See the Users & Groups section of AppleShare IP Help.

Print Queues

If you're upgrading from AppleShare 3 or 4, you need to create new queues after you install AppleShare IP.

File Sharing and Networking Software Settings

If you are upgrading from AppleShare 3 or later, the settings in your File Sharing, AppleTalk, and TCP/IP control panels are retained. You do not need to reconfigure these control panels as described in the section "Creating Network Settings" on page 13. You do need to perform the other tasks in the section "Preparing Your Computer for AppleShare IP" on page 12 however.

The Mail Database

If you're upgrading your AppleShare IP 5 Mail Server, make sure your Mail Server users download all their mail before you upgrade. If you don't empty the database before installing the new Mail Server, you'll need to use the AppleShare IP Mail Tool 6 program (on the AppleShare IP CD) to update the previous mail database to the new version after you install the new software.

Preparing Your Computer for AppleShare IP

Once your environment is ready, you need to prepare your computer for running AppleShare IP by installing and configuring the appropriate software as follows:

- back up the necessary files
- install Mac OS 8.6
- set up your network identity
- set up AppleTalk
- set up TCP/IP
- set up TCP/IP and Remote Access (for modem access only)
- set up Energy Saver
- verify your computer's date, time, and time zone

Backing Up Necessary Files

Depending on the file sharing program and system software version you've been using, you may want to make backup copies of some files or record certain information before proceeding.

- If you're upgrading from a previous version of AppleShare or AppleShare IP, back up your System Folder using a backup application that can copy invisible files. This allows you to restore a copy of the previous Users & Groups Data File and the AppleShare PDS file (an invisible file installed on every volume), and makes it possible to switch back to your previous version of AppleShare if you desire.

When you make your backup copy, make sure that the AppleShare IP Web & File Server is running.

- If you're upgrading from Macintosh file sharing, you only need to make a backup copy of your Users & Groups Data File, located in the Preferences folder inside the System Folder on your startup disk.
- If you're using TCP for network communication, open the TCP/IP control panel or MacTCP control panel and write down your computer's IP address and the IP addresses of the subnet mask, routers, and name servers. You need to record this information before you upgrade your system software.

Installing Mac OS 8.6

Before you begin the installation, turn off disk-security software that provides password protection and At Ease software. Then follow these steps:

- 1** Insert the Mac OS 8.6 CD-ROM disc (which came with your AppleShare IP software) into your computer's CD-ROM drive.

- 2** Shut down your computer.

You need to do this to start up from the Mac OS CD.

- 3** Turn on your computer while holding down the C key on your keyboard.

Your computer starts up from the CD-ROM disc. Continue holding down the C key until you see the screen with the smiling face.

If your computer doesn't start up from the CD, see the section "You can't start up the computer using the Mac OS CD" in the Troubleshooting part of the *Mac OS 8.6 Installation Manual*. Then continue with the next step in this book.

- 4** Double-click the Mac OS Installer icon, then follow the instructions onscreen.

- 5** When you get to the Select Destination screen, click the Options button.

- 6** Select the checkbox next to Perform Clean Installation, then click OK.

- 7** Follow the remainder of the instructions onscreen to install Mac OS 8.6.

Important If you choose to perform a customized installation, make sure you select the Apple Remote Access and Internet Access options. (The Internet Access option is needed to access AppleShare IP Help and Remote Help, and to connect to the Internet.)

- 8** After the installation is complete, click Restart to restart your computer.

The Mac OS Setup Assistant opens.

- 9** Use the Mac OS Setup Assistant and Internet Setup Assistant to enter system settings for your computer. Or if you prefer, you can enter these settings without the help of the Assistants by following the instructions in "Creating Network Settings," next.

- 10** Because you performed a clean installation, you need to drag any third-party software extensions and fonts from your Previous System Folder to your new System Folder, or reinstall the third-party software.

For more information and troubleshooting help, see your *Mac OS 8.6 Installation Manual*.

Creating Network Settings

Setting Your Network Identity

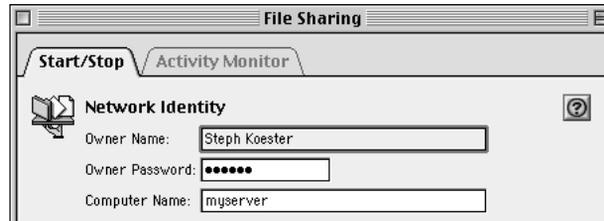
You need to set your network identity and password in the File Sharing control panel before you can log on to the servers and make yourself the default owner of shared disks.

Note: If you used the Mac OS Setup Assistant after installing Mac OS 8.6, you can skip ahead to “Setting Up Energy Saver” on page 23.

Important After you’ve installed AppleShare IP, you won’t be able to change your network identity in the File Sharing control panel. You can change these settings in AppleShare IP.

To set up the File Sharing control panel, follow these steps:

- 1 Open the File Sharing control panel.
- 2 Click the Start/Stop tab to see the Network Identity section.



- 3 Type your name in the Owner Name text box and press the Tab key.
You’ll use this name when you log on to administer an AppleShare IP server. It will also be the owner name for any items that you share. The name is not case-sensitive.
- 4 Type your password in the Owner Password text box and press Tab.
The password can be up to eight characters long and is case-sensitive. This is the default password you enter to use the AppleShare IP administration programs.
- 5 Type a name for your server in the Computer Name text box.
The name can be up to 31 characters long and can contain any character except a colon (:), equal sign (=), or Option-x (≈). This name will appear in the Chooser.
- 6 Close the File Sharing control panel.
Your changes are saved and take effect immediately.

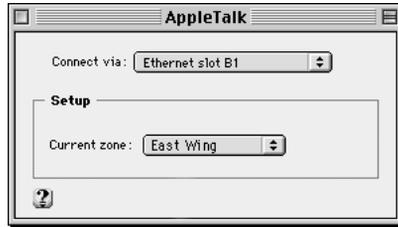
Setting Up AppleTalk

To provide file sharing, print, or mail services over AppleTalk, you need to set your AppleTalk network connection in the AppleTalk control panel.

Note: If you used the Mac OS Setup Assistant after installing Mac OS 8.6, you can skip ahead to “Setting Up Energy Saver” on page 23.

To set up your AppleTalk network connection, follow these steps:

- 1 Open the AppleTalk control panel.



- 2 Choose the network connection type that you want AppleTalk to use from the “Connect via” pop-up menu.

This setting determines the default port that your server will use to connect to your AppleTalk network.

If the default port becomes unavailable (for example, if your Ethernet cable becomes loose), AppleTalk will choose another available network connection type.

- 3 If your network allows you to designate a zone, choose the zone for your server from the “Current zone” pop-up menu.

Zones are groups of devices arranged according to logical categories, such as usage or geography. If your network has a router (a device used to connect networks), then it has zones. Your server will appear in this zone in the Chooser.

If your network does not have a router, all computers connected to the network are in the same zone, and you see “no zones available” instead of the pop-up menu.

- 4 Close the AppleTalk control panel and save your changes.

Your changes are saved and take effect immediately.

Setting Up TCP/IP

For users to share files over TCP, visit your Web site, print over TCP, or use TCP-based client mail or FTP applications, and for you to use the TCP Filter software and share users and groups between servers, you need to set your computer’s network connections in the TCP/IP control panel. However, you don’t need to follow the instructions in this section if

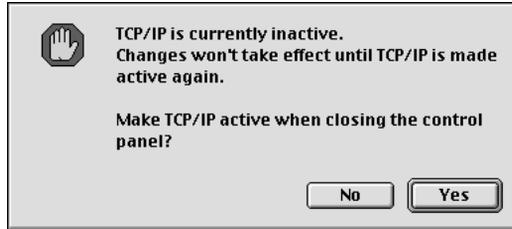
- you used the Internet Setup Assistant after installing Mac OS 8.6. Skip ahead to “Setting Up Energy Saver” on page 23.
- your Internet service provider gave you software that automatically configures your TCP/IP control panel. Skip ahead to “Setting Up Energy Saver” on page 23.

- you have already set up your TCP/IP control panel. If you will be running any AppleShare IP services with a modem (or “dial-up”) connection to the Internet, skip ahead to “Setting Up TCP/IP and Remote Access (for Modem Access Only)” on page 18. If you won’t be using a modem connection, skip ahead to “Setting Up Energy Saver” on page 23.

To set up the TCP/IP control panel, follow these steps:

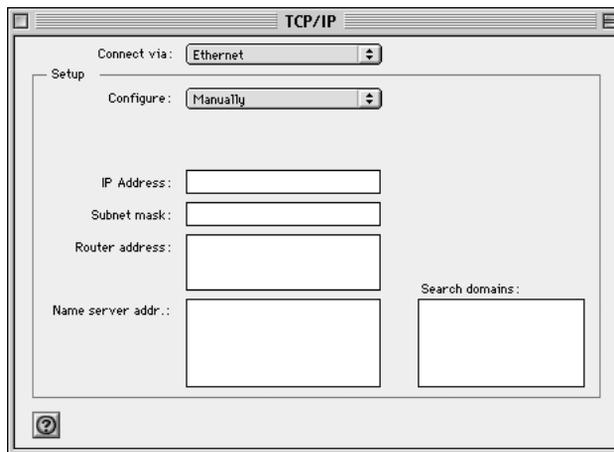
- 1 Open the TCP/IP control panel.

If TCP/IP is inactive, the following message appears.



- 2 Click Yes.
- 3 Choose User Mode from the Edit menu.
- 4 In the User Mode window, click Basic, if it’s not already chosen. Then click OK.

The TCP/IP window shows the basic TCP/IP options.



- 5 Choose the network connection you are using to connect over TCP/IP from the “Connect via” pop-up menu.

This setting determines the port that your server will use to connect to your TCP/IP network.

- 6 Choose Manually from the Configure pop-up menu.

- 7 Type the IP address for your AppleShare IP server in the IP Address text box.

An IP (Internet Protocol) address is a set of four numbers from 0 to 255, separated by dots (for example, 172.16.54.2). It identifies your server on the network. Your network administrator or Internet service provider should provide this address. For more information, see the TCP/IP Connections Tutorial in the Tutorials folder on your AppleShare IP CD.

Important Each computer has a unique IP address. Entering an incorrect address or the IP address of another computer can cause problems with your computer and with the network.

- 8 Type your network's subnet mask in the "Subnet mask" text box.

Like an IP address, a subnet mask is a set of four numbers from 0 to 255, separated by dots (for example, 255.255.255.0). Your network administrator or Internet service provider should provide you with this information.

- 9 If your network has a router, type its IP address in the "Router address" text box.

A router is a device that connects two or more networks and directs information along the most efficient or appropriate network path.

- 10 Type the IP address of your network's DNS server in the "Name server addr" text box.

A DNS server lets users identify computers by name instead of by IP address. If you specify more than one server, press Return after typing each server's address.

If no other computer on your network provides DNS service, you can install MacDNS, an implementation of DNS for the Mac OS. AppleShare IP Easy Setup (described in Chapter 2) will set up and start MacDNS on your server. If you plan to use MacDNS, type the IP address of the computer on which you will install MacDNS in the "Name Server Addr." text box.

Important For users to be able to identify computers by name, and for mail services to work properly, your network must have a domain name server.

- 11 Close the TCP/IP control panel and save the changes you have made.

Your changes take effect immediately.

Setting Up TCP/IP and Remote Access (for Modem Access Only)

If you will use this computer to run any of the AppleShare IP services with a modem (or “dial-up”) connection to the Internet, you need to set up the TCP/IP control panel and the Remote Access control panel.

Note: If your server uses a modem for TCP/IP connections, only AppleTalk-based services will be available on your local network unless you have an Internet router.

If you’re using a dial-up connection, you probably have an account with an Internet service provider (ISP) that assigned you one or more IP addresses. The way you set up TCP/IP and Remote Access depends on whether your Internet service provider assigned your server a static or dynamic IP address.

With static addressing, each computer on your network has a unique IP number. With dynamic addressing, an IP address is assigned to each computer each time it connects to your ISP. Using a dynamic IP address for your server has the following effects on the Web & File Server:

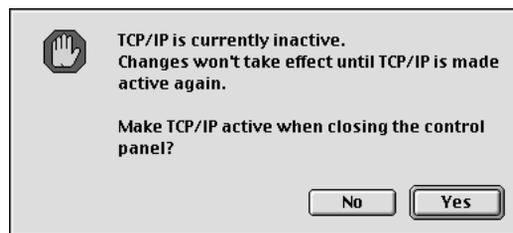
- Mac OS clients on your network will not be able to use TCP/IP to connect to the AppleShare IP Web & File Server. Instead, they will have to use AppleTalk.
- Windows clients will not be able to connect to the Web & File Server.
- Users will be unable to visit your Web site.
- Users will not be able to use FTP to connect to the AppleShare IP Web & File Server.

Because of the disadvantages of using dynamic addresses, it’s recommended that you obtain a static IP address for each computer on which you will install AppleShare IP services.

If your computer uses a modem to connect to your Internet service provider and has a static IP address, follow these steps to set up TCP/IP and Remote Access:

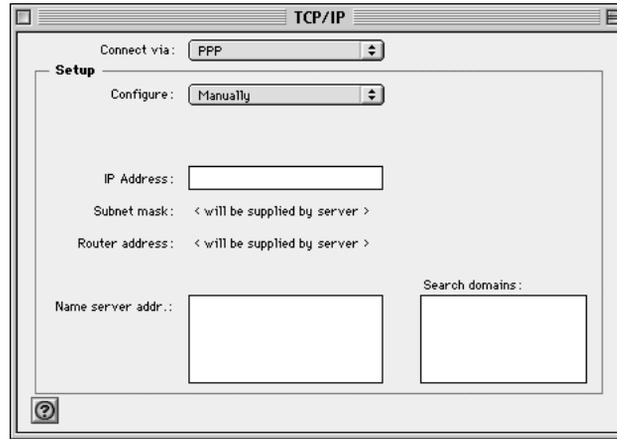
- 1 Open the TCP/IP control panel.

If TCP is inactive, a message appears.



- 2 Click Yes.
- 3 Choose User Mode from the Edit menu.

- 4 In the User Mode window, click Basic, if it's not already chosen. Then click OK.
The TCP/IP window shows the basic TCP/IP options.
- 5 Choose PPP from the “Connect via” pop-up menu.



PPP stands for “Point-to-Point Protocol,” the protocol used for remote access.

- 6 Choose Manually from the Configure pop-up menu.
- 7 Type your computer’s IP address in the IP Address text box, and the IP addresses of your ISP’s domain name server in the “Name server addr” text box.

Your ISP will provide the addresses. For information about these settings, see steps 7 and 10 in “Setting Up TCP/IP,” beginning on page 15.

- 8 Close the TCP/IP control panel and save the changes you have made.

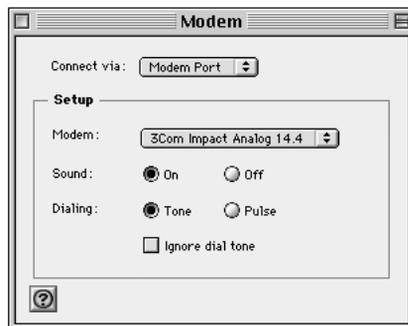
Your changes take effect immediately. Next you need to set up the Remote Access control panel.

- 9 Open the Remote Access control panel.
The Remote Access control panel appears.



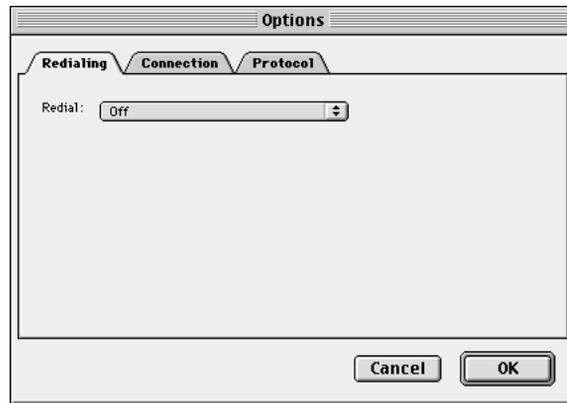
- 10 Click the Registered User button.
- 11 In the Name text box, type the name your ISP assigned to you.
- 12 In the Password text box, type the password your ISP assigned to you.
- 13 Click the Save password checkbox.
- 14 In the Number text box, type the phone number of your ISP.
- 15 Choose Modem from the Remote Access menu.

The Modem control panel appears.



- 16 Choose the port to which your modem is connected from the "Connect via" pop-up menu.

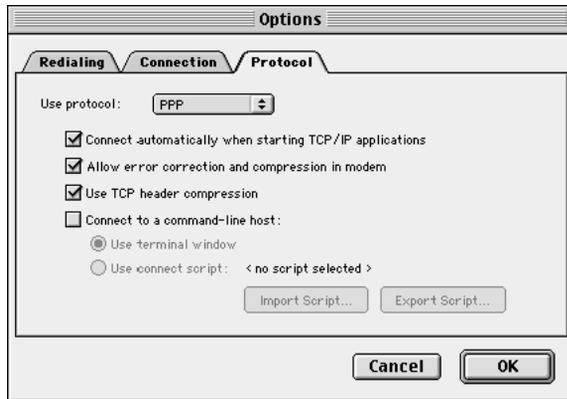
- 17** Choose the name of your modem from the Modem pop-up menu.
If you do not see your modem listed, you need to install your modem software. See the documentation that came with your modem.
- 18** If you want to hear the modem when it dials, click the On button next to Sound.
- 19** If the telephone line that your modem uses supports tone dialing, click Tone. Otherwise, click Pulse.
- 20** If the modem should not wait for a dial tone before it begins dialing, select “Ignore dial tone.”
- 21** Close the Modem window.
- 22** In the Remote Access window, click the Options button.
The Options window appears.



- 23** If you want the modem to redial automatically when it fails to connect, choose “Redial main number only” from the Redial pop-up menu.
Enter the number of times you want the modem to redial and the number of seconds to wait between attempts.

- 24 Click the Connection tab.

The following window appears.



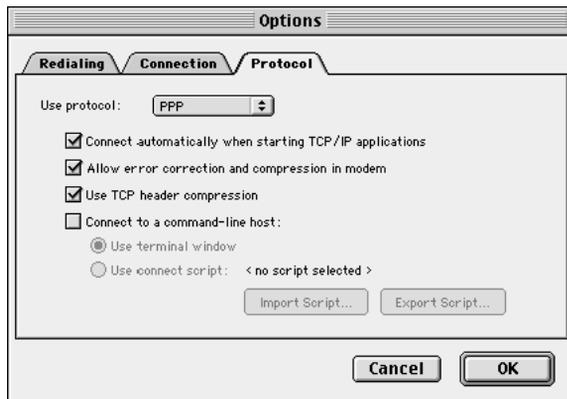
- 25 Select "Disconnect if idle."

To change the default of 10 minutes, type a different number in the text box.

Note: The Mail Server will disconnect as soon as it has completed checking for or sending mail.

- 26 Click the Protocol tab, then choose PPP from the pop-up menu.

The following window appears.



- 27 Select “Connect automatically when starting TCP/IP applications.”

Enabling this feature allows the Mail Server to maintain an open connection with the DNS server so that it can obtain DNS information as needed (to send outgoing mail or check for incoming mail).

To learn about the other items in this control panel, choose Show Balloons from the Help menu and point to the item you want to learn more about.

- 28 Click OK to close the Remote Access (or PPP) control panel.

Your changes are saved and take effect immediately.

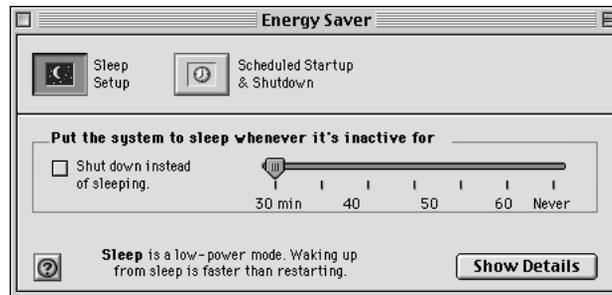
Setting Up Energy Saver

You need to set up your Energy Saver control panel so that your server doesn't go to sleep while it's in use and so that it restarts if there's a power outage.

Note: The Energy Saver control panel can be configured only on PCI-based computers. If your computer has NuBus slots, skip this section and go to “Verifying the Computer's Date, Time, and Time Zone” on page 24.

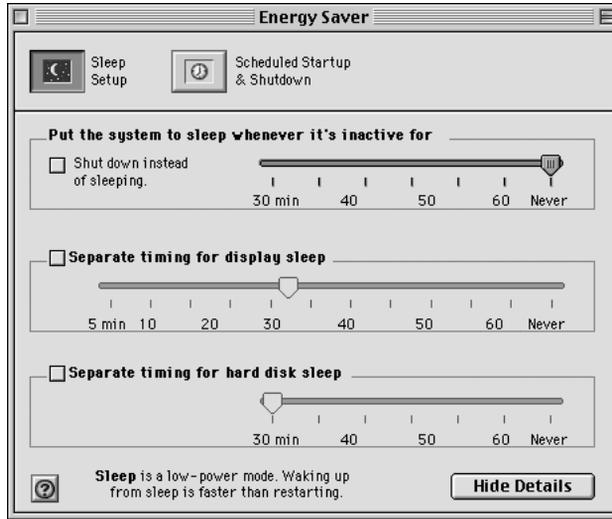
To configure the Energy Saver control panel for your server, follow these steps:

- 1 Open the Energy Saver control panel.



- 2 If necessary, *deselect* the “Shut down instead of sleeping” box so it is *not* checked.
- 3 Drag the system sleep control to “Never.”

- 4 Click the Show Details button and if necessary, *deselect* the “Separate timing for hard disk sleep” so it is *not* checked.



- 5 Choose Server Settings from the Preferences menu.



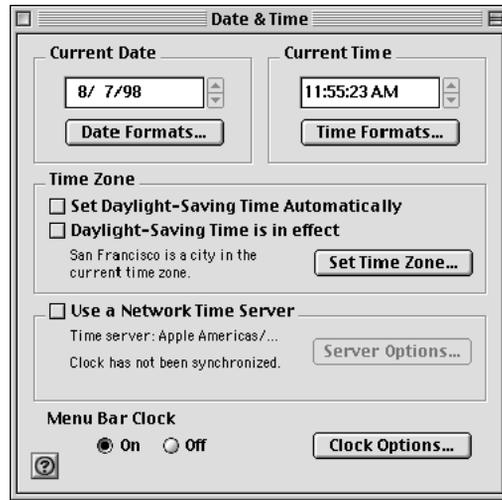
- 6 Select “Restart automatically after a power failure.”
- 7 Select “Never put the hard disk to sleep.”
- 8 Click OK.
- 9 Close the Energy Saver control panel.

Your changes are saved and take effect immediately.

Verifying the Computer's Date, Time, and Time Zone

Since the computer's internal date and time settings are the source for all date and time entries in your AppleShare IP server records, it's important to verify that the date, time, and time zone are correct in the Date & Time control panel.

- 1 Open the Date & Time control panel.



- 2 Click the Set Time Zone button.
The city list appears.
- 3 Choose a city in your time zone. Then click OK.
- 4 Make sure your computer's date, time, and daylight-saving time settings are correct for your location.
- 5 If you want this server's time to synchronize to a time server's time, select "Use a Network Time Server." Then click the Server Options button and select the server to synchronize to and other options.
- 6 Close the Date & Time control panel.

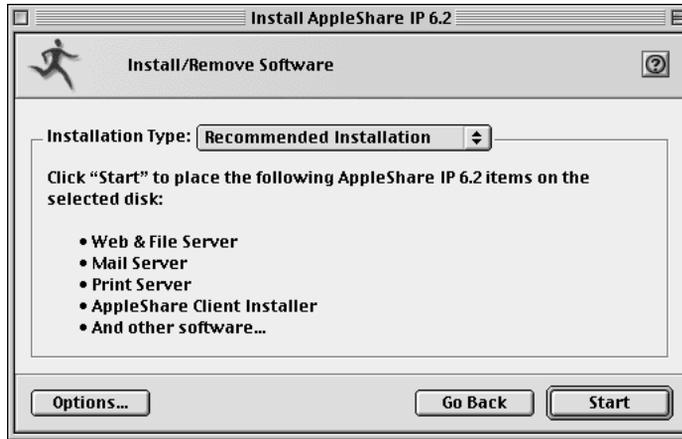
Installing AppleShare IP Software

There is one option for installing the AppleShare IP software; no custom installation or removal option is provided.

To install the recommended software, follow these steps:

- 1 Insert the AppleShare IP 6.2 CD-ROM disc into your computer's CD-ROM drive and double-click the AppleShare IP CD-ROM disc icon.
- 2 Double-click the icon labeled Apple SW Install.
- 3 In the Welcome dialog box, click Continue and follow the instructions onscreen.

- 4 When the following dialog box appears, click Start.



If other programs are open, click Continue to quit them and begin the installation.

Onscreen messages inform you of the progress of the installation. When the installation is complete, a message prompts you to restart your computer.

- 5 Click Restart.
Your computer restarts.
- 6 Remove the AppleShare IP CD-ROM disc from the CD-ROM drive and store it in a safe place.

Now that you've installed the AppleShare IP software, go to Chapter 2, "Setting Up AppleShare IP," on page 27.

Setting Up AppleShare IP

Whether you've just upgraded from a previous version of AppleShare or installed it for the first time, you need to follow the instructions in this chapter before you can use AppleShare IP.

This chapter tells you how to

- use AppleShare IP Easy Setup to set up and start your AppleShare IP servers
- use the AppleShare IP Manager and Web & File Admin programs to set up users and groups and do other required “first time” tasks
- get client users ready to use the services that AppleShare IP provides

Using AppleShare IP Easy Setup

You need to use the AppleShare IP Easy Setup program before you can use AppleShare IP. AppleShare IP Easy Setup asks a few questions about how you plan to use AppleShare IP and sets up your AppleShare IP servers accordingly.

To use AppleShare IP Easy Setup, follow these steps:

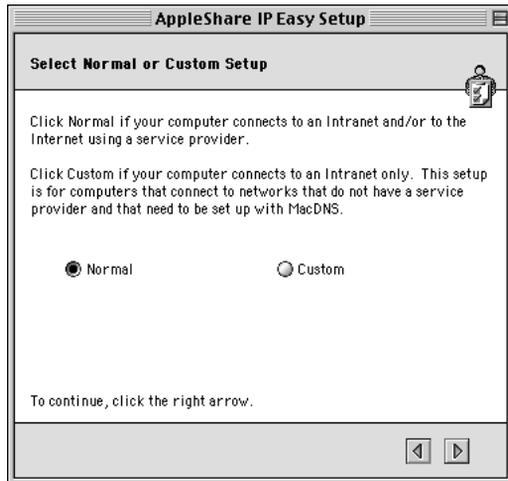
- 1 Double-click the Setup AppleShare IP icon on your desktop.



- 2 Click the right arrow in the lower-right corner of the window.

The screen that appears next depends on whether you've entered your computer's IP address in the TCP/IP control panel.

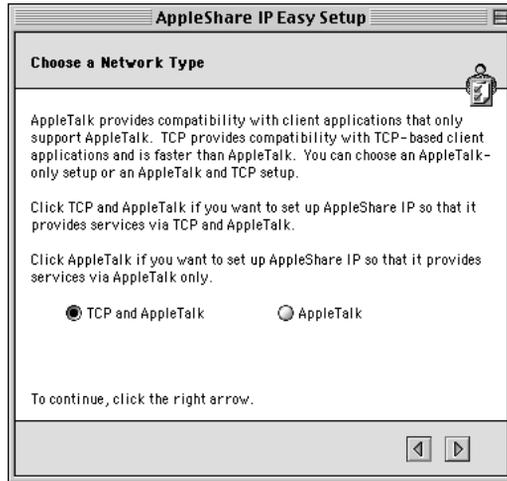
- 3 If you entered your computer's IP address in the TCP/IP control panel, click the button for a Normal or Custom setup. Then click the right arrow.



If DNS service is available on your network, make sure Normal is selected, then click the right arrow. Now skip ahead to "Normal Setup" on page 30.

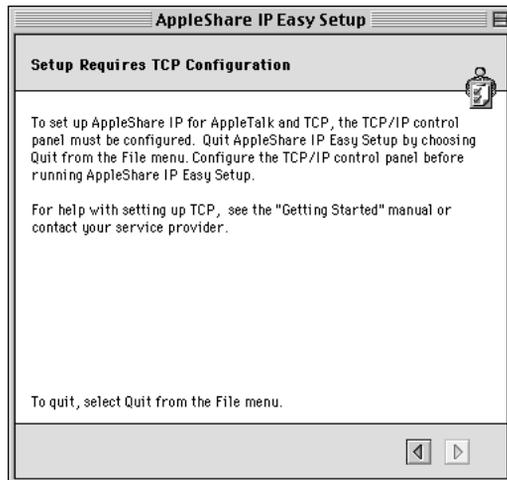
If DNS service is not available on your network, click Custom, then click the right arrow. Now skip ahead to “Custom Setup” on page 32.

- 4 If you did not enter an IP address for your computer in the TCP/IP control panel, select the networks over which you want to provide AppleShare IP services. Then click the right arrow.



If you will provide AppleShare IP services only over AppleTalk networks, click AppleTalk. Then skip ahead to “AppleTalk Setup” on page 38.

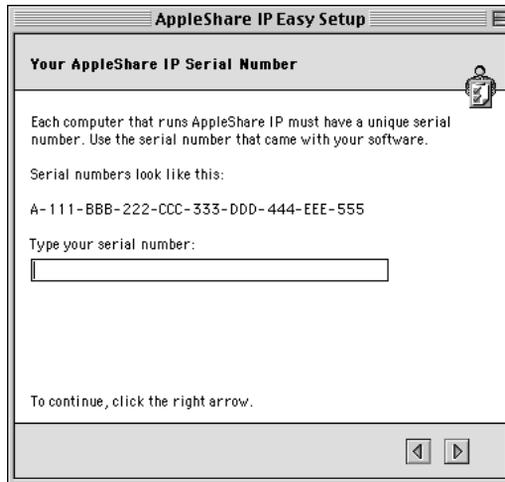
If you will provide AppleShare IP services over TCP/IP and AppleTalk networks, click “TCP/IP and AppleTalk.” Then click the right arrow. The following screen appears.



You need to set up your TCP/IP control panel before you can provide services over TCP/IP. See the instructions in “Setting Up TCP/IP” on page 15. Then return to “Using AppleShare IP Easy Setup” on page 27.

Normal Setup

You should use the Normal setup option if you already have a DNS server on your network. When you choose Normal, AppleShare IP Easy Setup displays the following screen.



- 1 Type the AppleShare IP 6.2 serial number in the text box, then click the right arrow.

Note: If you are upgrading from a previous version of AppleShare or AppleShare IP, your previous serial number appears in the window. You do not need to enter a new serial number.

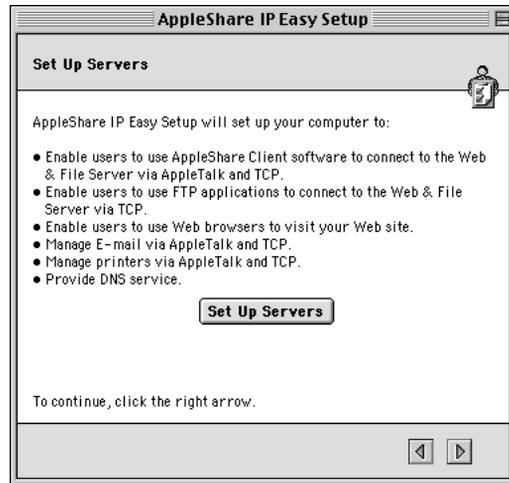
You can find your serial number on the label of your AppleShare IP CD holder or on the sheet you received when purchasing a new serial number. A serial number looks similar to this:

A-111-BBB-222-CCC-333-DDD-444-EEE-555

Be sure to store the serial number in a safe place. You may also want to keep a photocopy of the number in another location.

Important The serial number comes printed on a small adhesive label. Don't put the label on a CD-ROM disc or floppy disk. The label could come loose while inside a disk drive and damage the drive.

AppleShare IP Easy Setup displays the following window, summarizing the services that will be set up and the network protocols over which the services will be available.

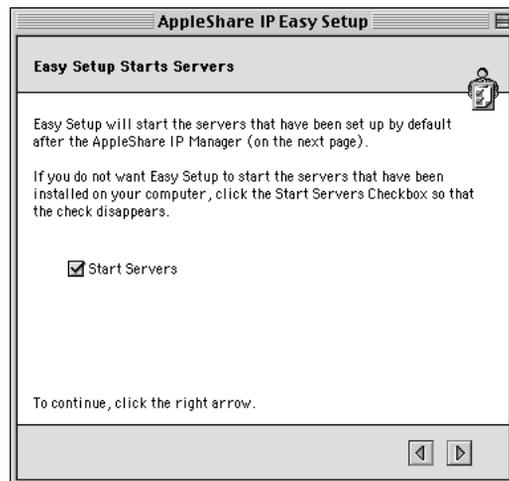


2 Click the Set Up Servers button.

When the server setup is complete, click OK.

3 Click the right arrow.

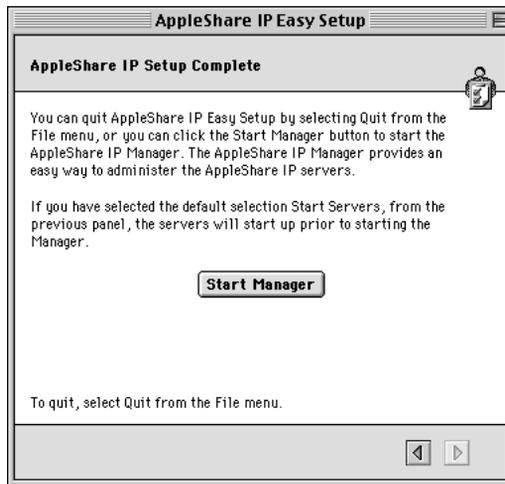
The following window appears.



By default, AppleShare IP Easy Setup will start the servers that are installed on your computer. If you don't want to start the servers now, deselect the checkbox.

- 4 Click the right arrow.

If the Start Servers box was checked, AppleShare IP Easy Setup starts the servers and displays a progress bar. The following window appears.



- 5 Click the Start Manager button.

The AppleShare IP Manager opens. The AppleShare IP Manager provides a convenient central point for administering the AppleShare IP server programs.

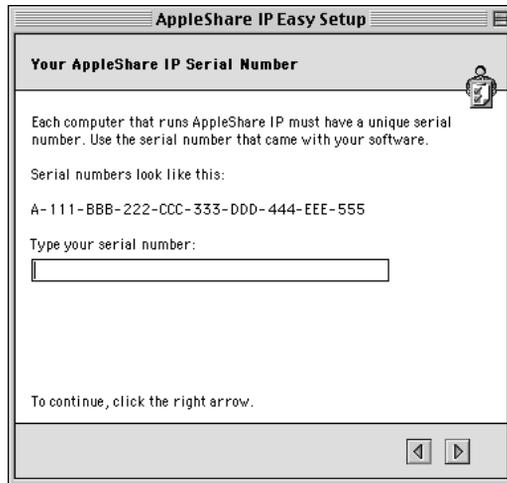
Now skip ahead to “Using AppleShare IP for the First Time” on page 41.

Custom Setup

You need to follow the Custom Setup procedure if DNS service is not available on your network. Custom Setup guides you through the process of setting up MacDNS, a domain name system program that comes with AppleShare IP.

Important If you use Custom Setup, you need to configure your MacDNS file after you’ve finished using Easy Setup. For instructions, see the MacDNS Administrator’s Guide in the MacDNS folder inside the AppleShare IP 6.2 folder on your startup disk.

After you choose the Custom Setup option, AppleShare IP Easy Setup displays the following window.



- 1 Type the AppleShare IP serial number in the text box, then click the right arrow.

Note: If you are upgrading from a previous version of AppleShare or AppleShare IP, your previous serial number appears in the window. You do not need to enter a new serial number.

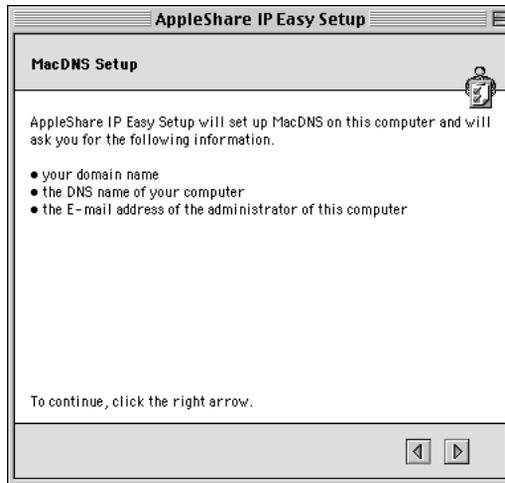
You can find your serial number on the label of your AppleShare IP CD holder or on the sheet you received when purchasing a new serial number. A serial number looks similar to this:

A-111-BBB-222-CCC-333-DDD-444-EEE-555

Be sure to store the serial number in a safe place. You may also want to keep a photocopy of the number in another location.

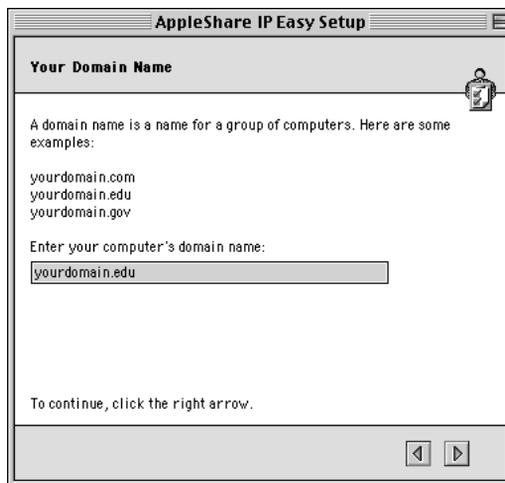
Important The serial number comes printed on a small adhesive label. Don't put the adhesive label on a CD-ROM disc or floppy disk. The label could come loose while inside a disk drive and damage the drive.

AppleShare IP Easy Setup displays the following window, summarizing the information that you need to provide.



- 2 Click the right arrow.

The following window appears.



- 3 Type your organization's domain name in the text box.

This is the name by which the computers on your network are known to the DNS service on your network—for example, "yourdomain.edu". Your network administrator (or Internet service provider) should provide you with this name.

Note: After you've finished setting up AppleShare IP, you can learn more about the DNS in AppleShare IP Help or in the MacDNS Administrator's Guide in the MacDNS folder inside the AppleShare IP 6.2 folder.

- 4 Click the right arrow button.

The following window appears.



- 5 Type your computer's DNS name in the text box.

The DNS name is the name that your DNS server associates with your computer's unique IP address when communication with that address is taking place. Users can connect to your server by entering an easy-to-remember name in place of an IP address.

A DNS name cannot contain spaces, punctuation, or Option-key characters. You may want to use a name that is similar to the computer name defined in the File Sharing control panel.

For example, if your computer's name is "Mt. Shasta," its DNS name can be "shasta" or "mtshasta", but it cannot be "Mt. Shasta" or "mt.shasta".

Note: If you will be turning on Windows file sharing service, the DNS name should contain fewer than 13 characters.

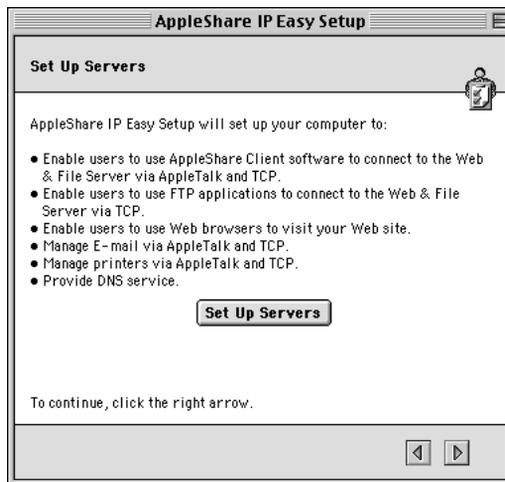
- 6 Click the right arrow.

The following window appears.



- 7 Type the e-mail address of the person who should receive mail if a problem arises.
- 8 Click the right arrow button.

The following window appears, summarizing the services that will be set up and the network protocols over which the services will be available.



- 9 Click the Set Up Servers button.
When the server setup is complete, click OK.
- 10 Click the right arrow.

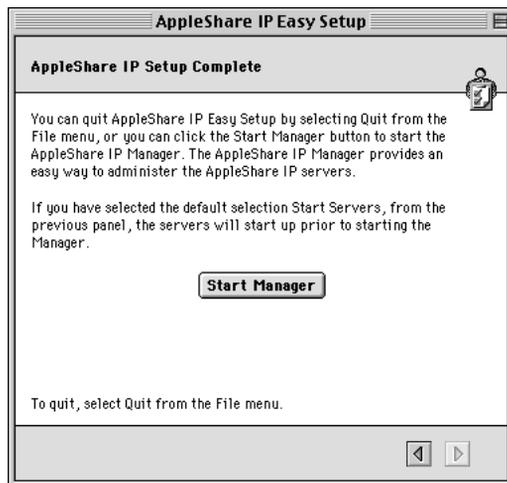
The following window appears.



By default, AppleShare IP Easy Setup will start the servers that are installed on your computer. If you don't want to start the servers now, deselect the checkbox.

- 11 Click the right arrow.

If Start Servers was checked, AppleShare IP Easy Setup starts the servers and displays a progress bar. The following window appears.



- 12 Click the Start Manager button.

The AppleShare IP Manager opens. The AppleShare IP Manager provides a convenient central point for administering the AppleShare IP server programs.

- 13 Complete your MacDNS setup by adding the required information about each server on your network to your MacDNS configuration file.

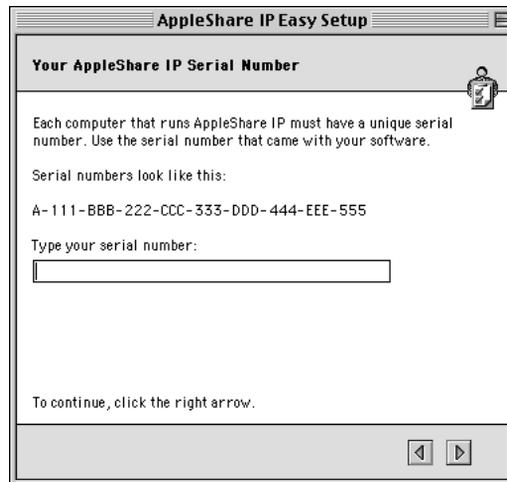
For instructions, see the MacDNS Administrator's Guide in the MacDNS folder inside the AppleShare IP 6.2 folder on your startup disk.

Note: Users will not be able to access AppleShare IP services by use of a domain name until you configure your DNS file.

- 14 After you've finished updating your MacDNS configuration file, go to "Using AppleShare IP for the First Time" on page 41.

AppleTalk Setup

You should choose AppleTalk if you plan to provide AppleShare IP services only over an AppleTalk network. After you choose AppleTalk, AppleShare IP Easy Setup displays the following window.



- 1 Type the AppleShare IP serial number in the text box, then click the right arrow.

Note: If you are upgrading from a previous version of AppleShare or AppleShare IP, your previous serial number appears in the window. You do not need to enter a new serial number.

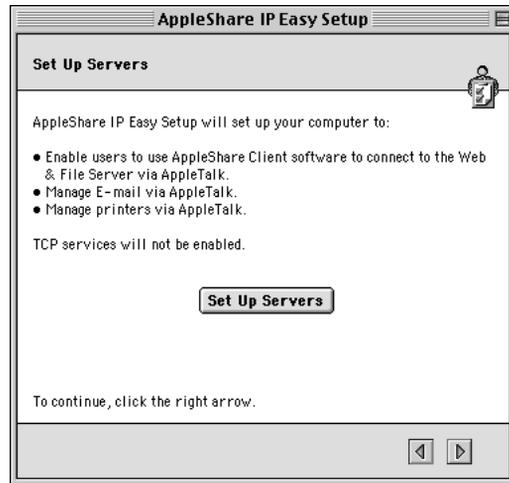
You can find your serial number on the label of your AppleShare IP CD holder or on the sheet you received when purchasing a new serial number. A serial number looks similar to this:

A-111-BBB-222-CCC-333-DDD-444-EEE-555

Be sure to store the serial number in a safe place. You may also want to keep a photocopy of the number in another location.

Important The serial number comes printed on a small adhesive label. Don't put the adhesive label on a CD-ROM disc or floppy disk. The label could come loose while inside a disk drive and damage the drive.

AppleShare IP Easy Setup displays the following window, summarizing the services that will be set up and the network protocol over which the services will be available.



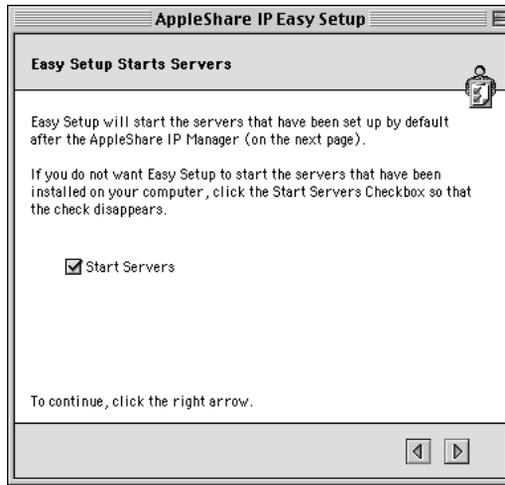
Note: If you performed a custom installation, this window will only show information for the servers that have been installed on this computer.

2 Click the Set Up Servers button.

When the server setup is complete, click OK.

3 Click the right arrow.

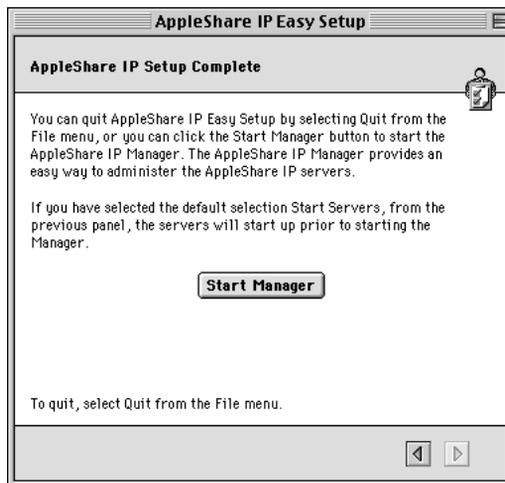
The following window appears.



By default, AppleShare IP Easy Setup will start the servers that are installed on your computer. If you don't want to start the servers now, deselect the checkbox.

- 4 Click the right arrow.

If the Start Servers checkbox was checked, AppleShare IP Easy Setup starts the servers and displays a progress bar. The following window appears.

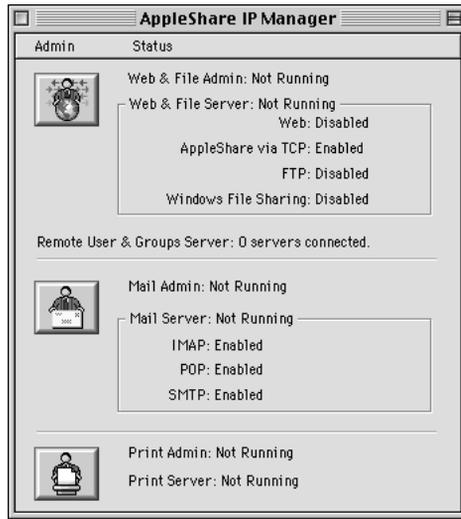


- 5 Click the Start Manager button.

The AppleShare IP Manager opens. The AppleShare IP Manager provides a convenient central point for administering the AppleShare IP server programs.

Using AppleShare IP for the First Time

If you clicked the Start Manager button at the conclusion of the AppleShare IP Easy Setup program, the AppleShare IP Manager window appears. (If you don't see this window, open the AppleShare IP Manager by double-clicking its icon in the AppleShare IP 6.2 folder.)



The AppleShare IP Manager window displays status information about the servers installed on your computer and provides an easy way to open server administration programs. To open an administration program, click a button along the left side of the window, or choose a command—for example, Open Web & File Admin—from the File menu.

In this section, you'll use the AppleShare IP Manager to access the administration programs and perform the following final setup tasks:

- set up shared users and groups by designating primary and secondary servers (if desired)
- register a user
- set up AppleShare file sharing and FTP services by creating a share point
- set up Web service by setting access privileges to the Web Folder
- turn on Windows file sharing (if you have Windows clients)
- turn on AppleShare IP Remote Administration
- set up mail service by turning on mail for registered users
- set up print service by creating a print queue

Note: This section takes you through the first-time setup tasks that are required to provide AppleShare IP services to your users. In some cases, more detailed information is available in AppleShare IP Help. After you complete the instructions in this manual, you may want to review these tasks in AppleShare IP Help.

Setting Up Shared Users and Groups

If you've installed AppleShare IP on multiple servers and you want to perform all users and groups administration on one server, you can set up servers to get the latest users and groups information from a primary server.

Note: To install the same AppleShare IP service (Web & File Server, Print Server, or Mail Server) on more than one computer, you need to purchase a copy of AppleShare IP for each computer. For more information, see your license agreement.

You can share users and groups information with a maximum of 11 servers (10 secondary servers and 1 primary server). Setting up shared users and groups is optional.

AppleShare IP uses industry-standard, high-security encryption methods to share users and groups information between servers.

How Users and Groups Information Is Shared

After you've set up primary and secondary servers, the secondary servers contact the primary server to update their users and groups information. Whenever a user tries to log on to a secondary server with a name or password that isn't found in the secondary server's registry, the secondary server contacts the primary server. If the name the user entered matches a name in the primary server's registry, the new name, password, and any group memberships for that user account are downloaded to the secondary server. The user is then able to log on.

The user will still be able to use his or her previous name and password to log on to a secondary server until the server's users and groups information expires (which happens every 12 hours by default) or is downloaded when you use the Download All feature on the secondary server. You may also want to use the Download All feature on a secondary server before you assign access privileges for share points. See AppleShare IP Help for more information.

Setting Up Secondary Servers

Before you begin, make sure you've installed AppleShare IP 6.2 on all servers. Then determine which server you want to use to administer your users and groups; this will be your primary server. The other servers will be secondary.

Follow these steps on each *secondary* server:

- 1** In the AppleShare IP Manager window, click the Web & File Admin button.
- 2** Choose Show Users & Groups List from the Users menu.
- 3** Double-click the name of the owner and make sure the name and password match the owner name and password on the primary server.

If you can't confirm the password by looking at the number of characters, you can enter a new password for the owner to use for the primary and secondary servers.

- 4 Save any changes you make and close the User window.
- 5 Choose Web & File Server Settings from the Server menu.
The Web & File Server Settings window appears.



- 6 Select “Get Users & Groups from another server.”

Important When you designate a secondary server to share users and groups, existing users and groups information on that server is deleted and replaced with the new information from the primary server. You cannot make changes to users and groups on a secondary server. (However, you can make server-specific user settings, such as privileges for File Server share points, on a secondary server.)

- 7 Type the primary server’s DNS name or IP address in the Server Address text box.
- 8 Type the number of hours in which you want the users and groups information on the secondary server to expire. (The default number of hours is 12.)

When users and groups information expires, users cannot log on to a secondary server using old settings. (The secondary server will contact the primary server for updated users and groups information.)

- 9 Click Save.
- 10 Repeat steps 1–9 on any other servers you want to designate as secondary servers.

Setting Up the Primary Server

For extra security, use TCP Filter software on the primary server to allow access only for the secondary servers on port 687 (the port used for sharing users and groups information). Block access to other computers on this port. For information on using TCP Filter software, see AppleShare IP Help.

When a secondary or primary server is set up properly, you'll see an indication that it is connected to a remote users and groups server in the AppleShare IP Manager main window.

Registering a User for the First Time

If this is the first time you've used a version of AppleShare on your computer, you need to register the users who will have access to your servers. Each registered user has a name and (optionally) a password that authenticates the user when he or she logs on.

Important If you've set up the primary and secondary servers to share users and groups, you must register users on the primary server.

In this section, you'll create just one user. After you've completed this chapter, refer to the instructions in AppleShare IP Help to register additional users and learn about creating groups, enabling guest access, and related tasks.

If you upgraded from a previous version of AppleShare or Macintosh file sharing, the users and groups you created are still available. You can skip this section and go to "Setting Up Share Points for the First Time" on page 47.

Note: You can create users through the Web & File Admin program or the Mail Admin program. This chapter shows you how to register users through the Web & File Admin program.

To register a user through the Web & File Admin program, follow these steps:

- 1 If Web & File Admin isn't already open, click the Web & File Admin button in the AppleShare IP Manager window.

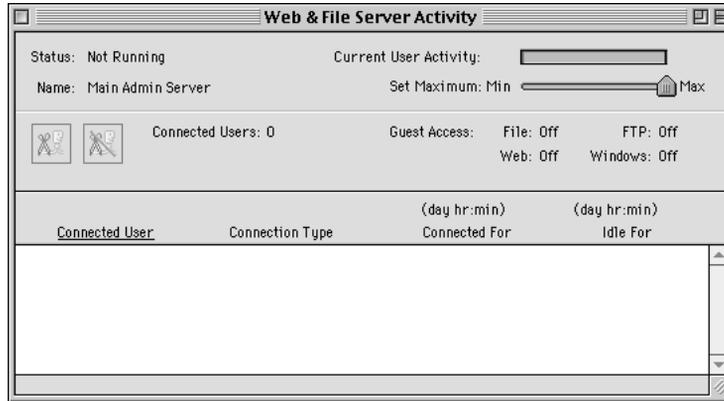
A dialog box appears. The Owner Name that you entered in the File Sharing control panel appears in the Administrator Name field.



- 2 Type in the Password text box the Owner Password that you entered in the File Sharing control panel.

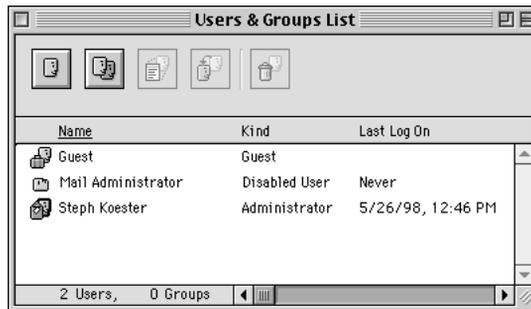
3 Click OK.

The Web & File Server Activity window appears.

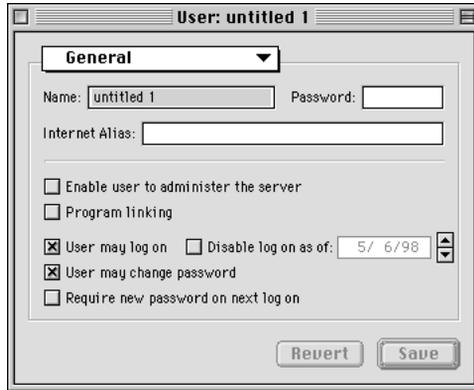


4 Choose Show Users & Groups List from the Users menu.

The Users & Groups List appears.



- 5 Click the New User button at the upper-left side of the window to create a new user.
A new user is added to the Users & Groups List, and a User window appears.



- 6 Type your new user's name in the Name text box.

The name can be up to 27 characters long and is not case-sensitive.

The name is also used by the Mail Server to identify the user when his or her e-mail application logs on to the Mail Server.

Important If this user will be connecting to the Web & File Server for Windows file sharing services, enter the name that the user enters to log on to his or her Windows computer.

- 7 To assign this user a password, type it in the Password text box.

Assigning a password is highly recommended, and required for some client e-mail and FTP applications. A password can be up to eight characters long and is case-sensitive. For each character that you type, a bullet appears, so it is important to record what you type. (Be sure to note whether the Caps Lock key is pressed.)

For increased security, use eight-character passwords with a combination of letters and numbers.

If this user will be using the Mail Server, don't use spaces and special characters. (Some client mail applications do not handle special characters or spaces.)

Important If this user will be connecting to the Web & File Server for Windows file sharing services, enter the password that the user enters to log on to his or her Windows computer.

- 8 To give this user an Internet alias when logging on to an AppleShare IP server, enter a name in the Internet Alias text box.

You need to assign an alias if this user will be using mail or FTP services and the user name contains spaces or special characters. The alias should contain only numbers and unaccented uppercase and lowercase letters.

The user enters this alias to connect to the Web & File Server. The Mail Server uses this alias to identify the user's mail application.

Note: If the user name does not include spaces or special characters, an Internet alias is not necessary.

- 9 Click Save.

The new user is created and appears in the Users & Groups List window.

Note: If the Owner Name of the computer includes spaces or special characters, you should assign yourself an Internet alias now. Double-click the name in the Users & Groups List window, enter an Internet alias using the guidelines in step 8, then click Save. You can use your Internet alias to log on to administer any AppleShare IP servers for which you are the administrator.

- 10 Complete the rest of this chapter, then go to the Users and Groups section in AppleShare IP Help to register your remaining users. (You can repeat steps 5–9 above to register all of your users now, but many options and tips for quickly and efficiently setting up large numbers of users and groups are described in AppleShare IP Help.)

Setting Up Share Points for the First Time

To make available AppleShare or Windows file sharing or FTP services, you need to specify a share point and assign it access privileges. A share point is a disk, CD-ROM disc, or folder that is made available to users on a network.

Important If you're planning to turn on FTP or Windows file sharing services, make sure the names of shared hard disks, folders, or files contain fewer than 13 characters and no spaces or Option-key characters. If you need to change the names of any share points in the Finder, do so now.

If you upgraded from AppleShare 3 or 4, or AppleShare IP 5 or 6, previous shared items are still being shared. Skip ahead to "Setting Up Remote Administration for the First Time" on page 54.

To create a share point, follow these steps:

- 1 Open the Web & File Admin program.

Click the Web & File Admin button in the AppleShare IP Manager. Enter your name and password in the dialog box, then click OK.

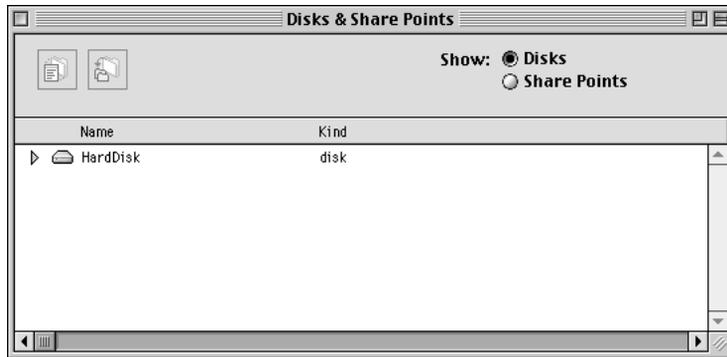
The Web & File Server Activity window appears.

- 2 If AppleShare IP Easy Setup didn't start the Web & File Server for you, choose Start Web & File Server from the Server menu.

A message indicates that the Web & File Server is starting up. When the status line in the upper-left corner of the Web & File Server Activity window indicates that the Web & File Server is running, go to step 3.

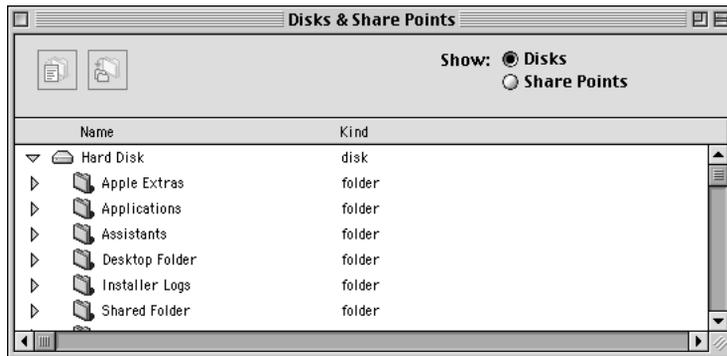
- 3 Choose Show Disks & Share Points from the Server menu.

The Disks & Share Points window appears.



The names of your hard disks and any CD-ROM discs appear in the Disks & Share Points window.

- 4 Click the triangle to the left of an item to display its contents.



- 5 Select the disk, CD-ROM disc, or folder that you wish to share.

If you select a disk, every folder on it (except the System Folder on a startup disk) will be available to users who log on to the Web & File Server after you complete the next two steps. If you select a folder, everything in the folder (including enclosed folders and their contents) will be shared.

6 Click the Privileges button.

The Privileges window for the selected disk or folder appears.



7 Click the button labeled “Make this a share point and set privileges.”

All of the folders that a share point contains are also shared. For security reasons, it’s often better to share folders instead of entire disks.

8 Choose the appropriate access privileges for the Everyone category.

As the owner of this computer, you are the default owner of all volumes and the folders they contain. By default the owner has Read and Write access privileges (meaning you can open or make changes to shared items).

The Everyone category includes everyone listed in the Users & Groups List (including the guest user). Following are brief descriptions of each privilege:

- *Read & Write*: Allows users in this category to see, open, and copy files and make changes to the contents of the share point (including creating, deleting, moving, and modifying files).
- *Read Only*: Allows users in this category to see, open, and copy files.
- *Write Only*: Allows users in this category to change the contents of the share point by moving files and folders into it, but not to see files or folders. A folder with the Write Only privilege is also known as a *drop box*.
- *None*: Users in this category have no access to the folder or files of this share point.

Later you can further restrict access to this share point by selecting a user or group that will have different privileges, or you can set different privileges for certain folders. You can learn more about access privileges and related topics in the Web & File section of AppleShare IP Help.

- 9 Click Save.

In the Disks & Share Points window, the icon for the disk, CD-ROM disc, or folder you've selected changes to indicate that the item is shared.

Now when anyone in the Users & Groups List logs on to the Web & File Server via TCP/IP or AppleTalk, he or she will be able to access this share point to the extent of the access privileges you've set.

- 10 If you wish, repeat steps 5–9 to create more share points.

You can also wait to create your remaining share points until you've completed the instructions in this manual.

- 11 Close the Disks & Share Points window.

You've completed your file sharing setup. To set up Web service, go to the next section.

Setting Up Web Service for the First Time

Web service and guest access to Web services is turned on by default. However, you need to define the access privileges you want users to have to the Web Folder. To make sure no one alters the contents of your Web site, you should assign Read Only access privileges to the Everyone category for the Web Folder share point.

Note: If you want to put your Web files in another folder, use a different home page name, or host multiple Web sites on your server, you need to perform additional steps. See the Web & File Server section of AppleShare IP Help for more information.

To set access privileges to the Web Folder, follow these steps:

- 1 Open the Web & File Admin program.

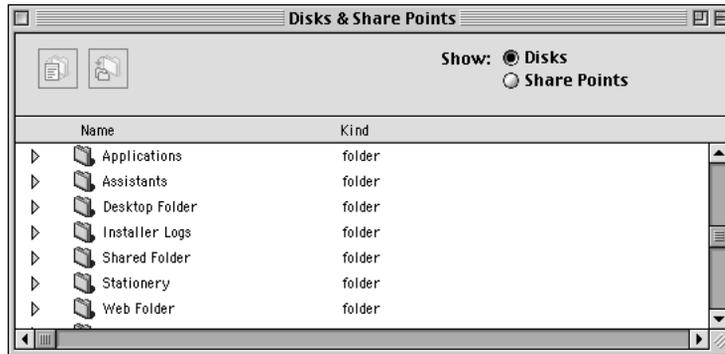
Click the Web & File Admin button in the AppleShare IP Manager. Enter your name and password in the Administer Web & File Server dialog box, then click OK.

The Web & File Server Activity window appears.

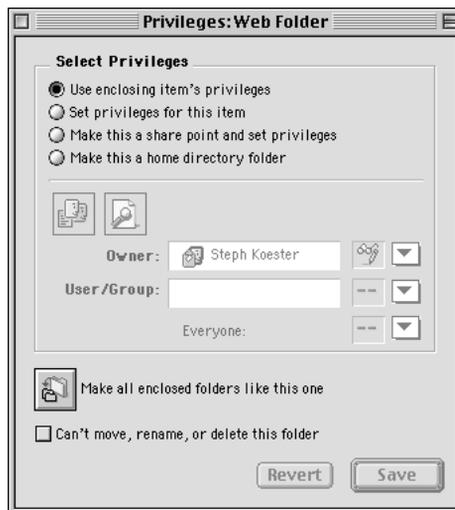
- 2 If AppleShare IP Easy Setup didn't start the Web & File Server for you, choose Start Web & File Server from the Server menu.

A message indicates that the Web & File Server is starting up. When the status line in the upper-left corner of the Web & File Server Activity window indicates that the Web & File Server is running, go to step 3.

- 3 Choose Show Disks & Share Points from the Server menu.
The Disks & Share Points window appears.
- 4 Select Web Folder at the root level of your AppleShare IP server's hard disk.



- 5 Click the Privileges button (or double-click the Web Folder).
The Privileges window for the Web Folder appears.



- 6 Click the button labeled "Set privileges for this item."
- 7 Choose Read Only from the Everyone pop-up menu, and make sure Read & Write is selected for the Owner category.

“Everyone” includes everyone listed in the Users & Groups List (including guest users). Choosing Read Only means any registered user or guest can view the contents of your Web Folder, but cannot change its contents. For descriptions of each privilege, see “Setting Up Share Points for the First Time” on page 47.

As the owner of this computer, you are the default owner of all volumes and the folders they contain. By default the owner has Read and Write access privileges (meaning you can open or make changes to shared items).

8 Click Save.

If you have a Mac OS–only network, skip ahead to “Setting Up Remote Administration for the First Time” on page 54. If there are any Windows clients on your network, continue to the next section.

Setting Up Windows File Sharing for the First Time

If any Windows or Windows NT computers will connect to your AppleShare IP server, you need to configure your Web & File Server for Windows file sharing and make sure the appropriate networking software is installed on your Windows clients.

In this section, you’ll set up a network in which all your Windows clients are on the same subnetwork (or subnet) as your AppleShare IP Web & File Server.

If your Windows clients are not on the same subnet as the Web & File Server, you should read this section, complete the instructions in the remainder of this manual, then set up your network for AppleShare IP Windows file sharing following the instructions in the Windows File Sharing section of the Web & File section in AppleShare IP Help.

Note: Windows file sharing requires TCP/IP. If you have not already set up your TCP/IP control panel, follow the instructions in “Setting Up TCP/IP” on page 15 before continuing with this section.

To set up Windows file sharing when your Windows clients are on the same subnet as the Web & File Server, follow these steps:

1 Open the Web & File Admin program.

Click the Web & File Admin button in the AppleShare IP Manager. Enter your name and password in the dialog box, then click OK.

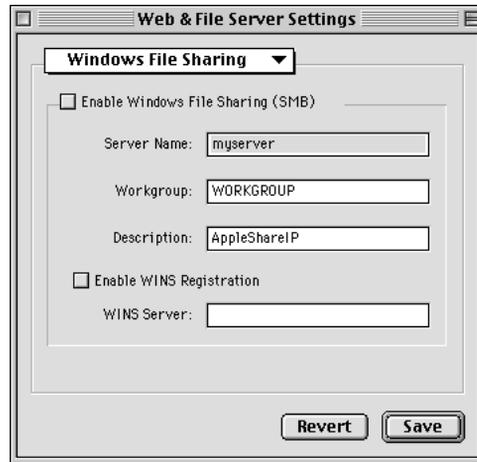
The Web & File Server Activity window appears.

2 Choose Web & File Server Settings from the Server menu.

The Web & File Server Settings window appears.

3 Choose Windows File Sharing from the Web & File Server Settings pop-up menu.

The Windows File Sharing panel appears.



4 Select the “Enable Windows File Sharing” checkbox.

5 If necessary, enter a new name for the Web & File Server in the Server Name text field.

By default, the Web & File Server assigns the AppleShare IP server’s unqualified DNS name (the name before the first dot) as the Windows file sharing server name. (For example, an AppleShare IP server with the DNS name “myserver.company.com” has “myserver” as the unqualified Windows server name.) Apple recommends you use the name provided because that makes it easier for some clients to connect to the Web & File Server.

If you decide to change the server name, it must be a valid Windows host name with 13 characters or fewer and no special characters or punctuation (such as `.\[:+ " | <> =,; *? or space`).

6 Type the workgroup name for your server in the Workgroup text field.

Windows computers use the workgroup name to describe their local group of computers on the network. Consult your Windows network administrator for the correct name.

7 If you like, type a description for the server in the Description text box.

You can enter up to 48 characters. Users see this information in their Network Neighborhood. You may want to enter your name and phone number so users know whom to contact for information.

8 Click Save.

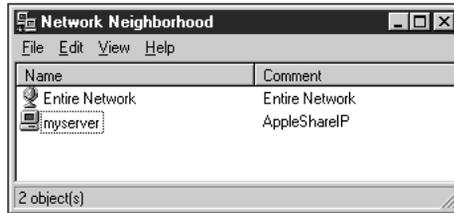
9 Close the Web & File Server settings dialog box.

10 Restart the Web & File Server.

If the server is running, choose Stop Web & File Server from the Server menu. After the server stops, choose Start Web & File Server from the Server menu.

- 11** Make sure you've created at least one share point with a valid Windows folder name. The name should have fewer than 13 characters and no special characters or punctuation. For instructions on creating a share point, see "Setting Up Share Points for the First Time" on page 47.
- 12** Make sure the following networking software is installed and configured on each of your Windows clients:
 - *Windows 98 or Windows 95 clients:* Client for Microsoft Networks, TCP/IP Protocol, and File and Print Sharing for Microsoft Networks
 - *Windows NT clients:* Workstation and TCP/IP Protocol softwareFor instructions on installing or configuring this software, see your Windows software documentation.
- 13** On a Windows computer on your network, connect to the Web & File Server using the Network Neighborhood.

Open the Network Neighborhood window. It may take an hour or more before the Web & File Server appears. Double-click the icon to connect to the server.



Users in a different workgroup need to double-click the Entire Network icon, double-click the correct workgroup icon, and double-click the Web & File Server icon.

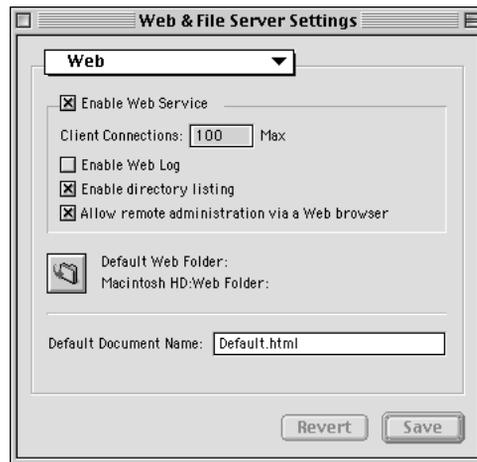
Setting Up Remote Administration for the First Time

AppleShare IP Remote Administration provides a secure way to perform many server administration tasks from any Macintosh or PC-compatible computer connected to your network using any standard Web browser.

To use Web browser-based remote administration in AppleShare IP, you need to set it up in the Web & File Admin program. You must be designated as an administrator in the program's Users & Group List.

Note: For extra security, you can use TCP Filter Admin to prevent access to the AppleShare IP Remote Admin application from any computer. See the TCP Filter Admin section of AppleShare IP Help for details.

- 1 Open the Web & File Admin program.
Click the Web & File Admin button in the AppleShare IP Manager. Enter your name and password, then click OK.
The Web & File Server Activity window appears.
- 2 Make sure the Web & File Server is running by checking the status line in the upper-left corner of the Web & File Server Activity window.
If it's not running, choose Start Web & File Server from the Server menu.
- 3 Choose Web & File Server Settings from the Server menu.
- 4 Choose Web from the pop-up menu.



- 5 Select Enable Web Service.
- 6 Select "Allow remote administration via a Web browser."
- 7 Click Save.

Your changes take effect immediately.

To administer AppleShare IP services, type the following Remote Admin URL in any industry-standard Web browser:

`http://<your Web server's DNS name or TCP/IP address>/admin`

After you've set up your services, you can learn more about using Remote Admin in AppleShare IP Remote Help.

Now go to the next section to set up the Mail Server.

Setting Up the Mail Server for the First Time

For users to send and receive e-mail messages via TCP or AppleTalk, you need to enable mail service for each user.

If you're upgrading from a previous version of the AppleShare Mail Server, your users and groups mail settings are still valid. You can skip this section and go to "Setting Up the Print Server for the First Time" on page 59.

Note: If you want to enable mail services for a large number of users, you can create a document containing the necessary users and groups information in any application that supports tab-delimited text files (such as a spreadsheet application), and import it. For instructions, see the Users and Groups section of AppleShare IP Help after completing the remaining instructions in this manual.

To set up mail for registered users, follow these steps:

- 1 Click the Mail Admin button in the AppleShare IP Manager window.

Enter your name and password. Then click OK.

The Mail Server Activity window appears.



- 2 Click the Users & Groups List button.
- 3 In the Users & Groups List window, double-click the name of a user for whom you want to enable mail.

The User window appears.

Note: If you're installing AppleShare IP for the first time and following the instructions in this manual, you may only have one registered user, besides yourself, in the Users & Groups List. After you've created your remaining users, don't forget to set up mail for them too.

- 4 If the user's name contains spaces or special characters, make sure there is a name in the Internet Alias text box.

For information on entering a valid Internet alias, see "Registering a User for the First Time" on page 44.

- 5 Choose Mail Settings from the pop-up menu in the User window.



The user's e-mail address appears below the pop-up menu. If the user has an Internet alias, the Mail Server uses it in the e-mail address.

Important This is the address that others should use to send mail to this user. Be sure to tell this user to enter this address as the return address when setting up his or her mail application.

Note: If the e-mail address shows the user's Internet alias followed by the Mail Server's IP address (for example, ethan1@172.16.54.2), then DNS service may not be set up on your network. You need to set up DNS service if your network is connected to the Internet or if you want your users to be able to send mail to domain names instead of IP addresses. To set up MacDNS, an implementation of DNS service that comes with AppleShare IP, follow the custom setup instructions in "Using AppleShare IP Easy Setup" on page 27.

- 6 Click the Enable button.

When mail is enabled, the user can connect to this computer for mail service.



Note: You only need to enter information in the Mail Account location text box if you're sharing users and groups and you want to run the Mail Server on a secondary server; see AppleShare IP Help for additional instructions. If left blank, mail will be stored on the primary server. For the easiest setup and maintenance, it's recommended that you run the Mail Server on the primary server unless there is not enough disk space for the expected mail load.

Important Be sure to tell the user to enter the account name and the password you assigned in the General panel when setting up his or her logon information in a mail application.

- 7 Click Save.

Mail is set up for this user. He or she can configure and use any client e-mail application that supports either the POP or IMAP protocol. For more information about these protocols or other mail settings, see the Mail Server section of AppleShare IP Help after you complete the remaining instructions in this manual.

- 8 If the Mail Server is not already running, choose Start Mail Server from the Mail Admin program's Server menu.

Additional Setup for Multiple Mail Servers

If you install the AppleShare IP Mail Server on more than one computer (which requires the purchase of an additional copy of AppleShare IP), you need to coordinate the flow of mail among all of the computers that provide mail service. Be sure to review mail service and mail forwarding in the Mail Server section of AppleShare IP Help after you've completed this chapter. You should also review your license agreement.

The Mail Server is now set up. Go to the next section to set up the Print Server.

Setting Up the Print Server for the First Time

The Print Server lets you set up queues. A queue contains a list of print jobs that are being stored on the Print Server. The queue also attaches printers to those jobs and sends the jobs through one at a time. If you set up queues for printing, users can continue to work while they are waiting for a document to print. If you attach multiple printers to a queue, several documents can print at the same time on different printers, which reduces the wait time for printing.

You need to create at least one print queue with one printer attached before you can use the Print Server. This section describes setting up an AppleTalk print queue. For instructions on connecting a printer over TCP/IP, see the Print Server section of AppleShare IP Help after you complete the remaining instructions in this manual.

To create a queue and attach a printer, follow these steps:

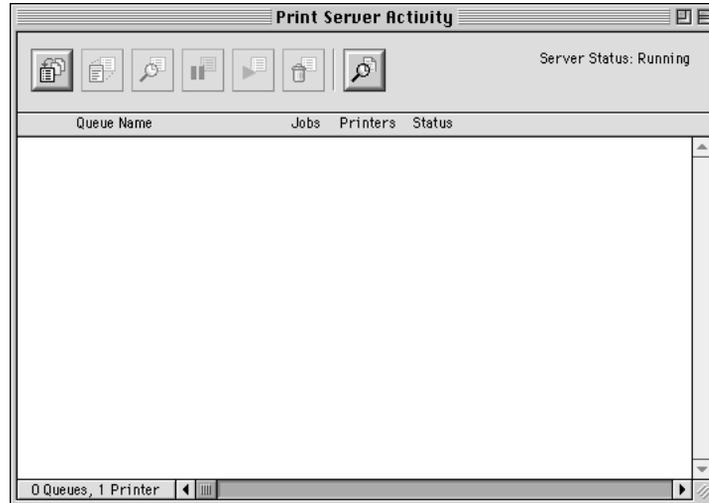
- 1 Make sure that any printers you'd like to attach to your print queue are connected to the network and turned on.

To check if a printer is connected correctly over AppleTalk, see if it is visible in the Chooser.

- 2 Click Print Admin in the AppleShare IP Manager window.

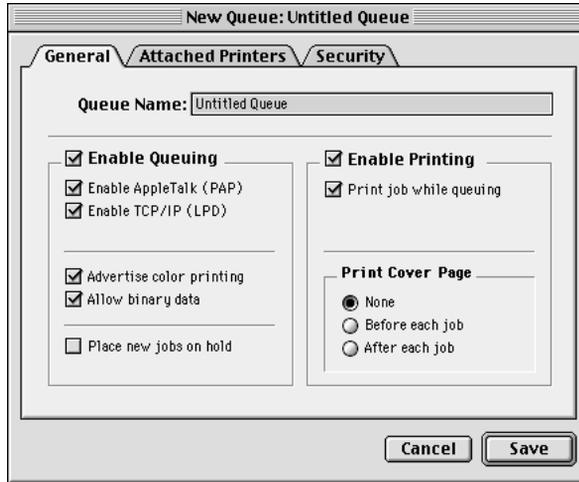
Enter your name and password, then click OK.

The Print Server Activity window appears.



- 3 If the Print Server is not already running, choose Start Print Server from the Server menu. The Server Status in the activity window shows Running.

- 4 Click the New Queue button at the top left of the Print Server Activity window.
The New Queue dialog box appears.



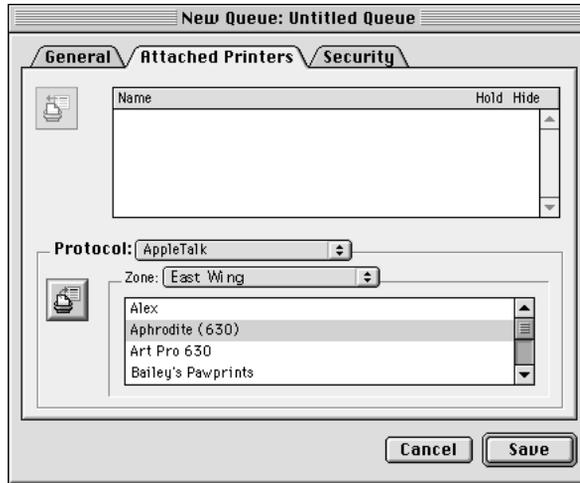
- 5 Type a name for the queue in the Queue Name text box.

The name identifies the print queue in the Print Server Activity window and (if this will be an AppleTalk print queue) in the Chooser.

The name can be up to 31 characters long and can contain any character except a colon (:), Option-X (≈), or an equal sign (=). The name cannot begin with a space character, and it must be different from the names of other printers or queues in the same zone.

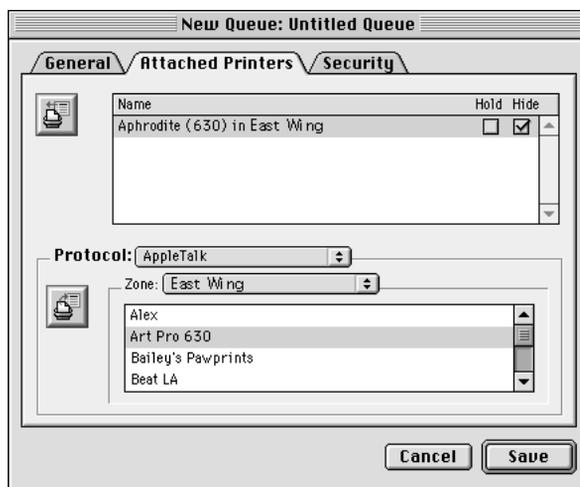
Note: If you decide to make the attached printer invisible in the Chooser (as described in step 9), the queue name can be the same as the name of the attached printer.

- 6 Click the Attached Printers tab.



A list of the printers in the chosen AppleTalk zone appears.

- 7 To attach a printer that's located in a different AppleTalk zone, choose a different zone from the Zone pop-up menu.
If your network does not have any zones, the pop-up menu is not available.
- 8 To attach a printer, select it, then click the Attach Printer button to the left of the printer list.
The attached printer and its AppleTalk zone appear in the Attached Printers list.
- 9 If you do not want users to be able to print directly on this printer, select the Hide checkbox to the right of the printer. The users will need to print through a queue.

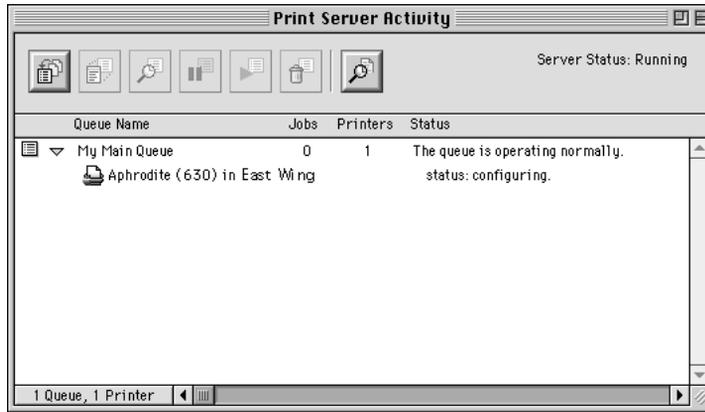


When the printer is hidden, only the queue will appear in the Chooser; it looks like any other printer name. When the printer is not hidden, both the queue and the printer appear in the Chooser, and users can choose either one.

Printing directly may be useful for applications that allow the feeding of individual sheets of paper, such as envelopes.

10 Click Save.

The queue appears in the Print Server Activity window. When the status line indicates that it is operating normally, the queue is ready to use.



If you want to attach a printer connected via TCP/IP or learn about other Print Server options, see the Print Server section in AppleShare IP Help after you complete the instructions in this manual.

The Print Server is now set up. Go to the next section for information on how to get client users ready to use AppleShare IP.

Getting Users Ready

Now that you've finished setting up your AppleShare IP services, Apple recommends that you upgrade your users' Macintosh computers to Mac OS 8.6 or later, which includes the AppleShare Client 3.8.3 software. If you do not upgrade the system software on users' computers, Apple recommends you install the AppleShare Client 3.8.3 software, provided on your AppleShare IP CD. These upgrades allow users to take full advantage of the features of AppleShare IP. At a minimum, AppleShare Client 3.8.3 users need to have system software 8.1 or later.

Note: Windows clients do not need additional installation or setup.

Upgrading Mac OS Clients

You can make the AppleShare Client 3.8.3 Installer available to Macintosh computers on your network via the Web & File Server. Follow these steps:

- 1 Make sure your client computers have system software 8.1 or later installed. If possible, install Mac OS 8.6 on all Mac OS client computers.

See an Apple-authorized dealer for information about purchasing this software, or visit The Apple Store Web site at

<http://store.apple.com>

Important Do not violate your license agreement by installing the Mac OS 8.6 software that comes with AppleShare IP 6.2 onto client computers.

To determine the number of client computers onto which you can install the AppleShare Client 3.8.3 software, see your license agreement.

- 2 Open the Web & File Admin program.

Open the AppleShare IP Manager and click the Web & File Admin button. Enter your name and password, then click OK.

- 3 If the Web & File Server is not running, choose Start Web & File Server from the Server menu.

To see if the Web & File Server is running, check the Status area in the AppleShare IP Manager window.

- 4 Make the Client Software 3.8.3 folder (on the server's hard disk) a share point, and assign at least Read Only access privileges to the Everyone category.

For instructions, see "Setting Up Share Points for the First Time" on page 47.

- 5 Provide users with the information they need to find the shared folder using the Chooser.

Users should open the Chooser and select the AppleShare icon, the zone in which the Web & File Server is located, and the name of the server and volume they need to access.

The server name is the computer name that you entered in the File Sharing control panel. The server zone is the zone you selected in the AppleTalk control panel. The volume they need to access is the shared Client Software 3.8.3 folder.

- 6 Tell users to open the Client Software 3.8.3 folder and install the software as instructed.

Users should refer to the *AppleShare Client 3.8 User's Manual* (in the Client Software 3.8.3 folder) for instructions on how to install and use the client software. The manual also has information about interpreting access privileges.

Mac OS Client Services

After Mac OS clients have upgraded their software, they can use AppleShare IP services as follows.

Using Web & File Services

To use AppleShare file sharing services, users select the AppleShare icon in the Chooser, then connect to the Web & File Server and access shared files (or volumes).

To use FTP services, client users need to enter an FTP address (for example, ftp://myserver.company.com) in an application that supports FTP. (The Web browsers that come with Mac OS 8.6—Microsoft Internet Explorer and Netscape Navigator™—both support FTP.)

To connect to your Web site, client users enter the Web server's universal resource locator (URL) into any industry-standard Web browser. The URL is as follows:

http://<DNS name>/

where “DNS name” is replaced by the domain name of your server (for example, “myserver.company.com”).

Alternatively, users can type in the IP address for the AppleShare IP Web & File Server, for example, 177.66.55.44.

Using Mail Service

To connect to the Mail Server, users can use any Internet client mail application that supports SMTP, POP, IMAP, Finger, or PASS protocols. The client's e-mail program needs to be configured with the account name, password, and e-mail address you assigned in the Mail Admin program. See “Setting Up the Mail Server for the First Time” on page 56.

Using Print Service

- To use the Print Server over AppleTalk, Mac OS client users need to have version 7 or 8 of the LaserWriter printer driver installed.
- To use the Print Server over TCP/IP, clients need to have LaserWriter 8.5 or later installed; this software is provided in Mac OS 8.1 or later.
- To use password-protected printing, clients need to have LaserWriter 8.6.1 installed.

It's best to upgrade all Mac OS clients on your network to use the same version of the printer driver.

To check the version number of the printer driver, select the LaserWriter icon in the Extensions folder (inside the System Folder) and choose Get Info from the File menu.

Windows Client Services

AppleShare IP provides file sharing (via AFP and SMB), FTP, Web, mail, and print services for Windows 95, Windows 98, and Windows NT users.

Note: As the AppleShare IP administrator, you should be aware of the differences between administering for Windows and Mac OS users to avoid file sharing problems. For Windows file sharing and naming guidelines, see the Windows File Sharing section in the Web & File Server section of AppleShare IP Help.

Windows File Sharing Service

Windows 95, Windows 98, and Windows NT computers have built-in support for the Windows file sharing protocol, SMB, supported by AppleShare IP.

Web and FTP Service

Windows 3.0 and later, Windows 95, Windows 98, and Windows NT users can connect to the Web & File Server via any standard Web browser or FTP application.

Mail Service

Windows 3.0 and later, Windows 95, Windows 98, and Windows NT users can use the Mail Server if they have installed a POP, IMAP, SMTP, Finger, or PASS-compliant client mail application.

Print Service

Windows 95 and Windows 98 users can use the Print Server if they have installed an AppleTalk-compatible printer driver or an LPR-compatible TCP/IP print driver. (Windows NT computers have built-in LPR support.)

Windows 95 and Windows 98 users can print using any AppleTalk-compatible print software, or TCP-compatible printers that support the LPD/LPR protocol.

Note: Windows 95, Windows 98, and Windows NT do not support password-protected printing.

For more information about administering AppleShare IP services or troubleshooting problems that may arise while using the software, see AppleShare IP Help.

Changing the Startup Disk

The AppleShare IP servers use several files located in the System Folder of your startup disk. If you change your startup disk after you install any of the AppleShare IP server programs, you need to install AppleShare IP on the new startup disk and copy certain files and folders from the old startup disk to the new startup disk.

This appendix provides instructions for two scenarios:

- adding a new disk, making it the startup disk, and keeping the old disk
- replacing the startup disk

Depending on whether you add or replace a startup disk and which AppleShare IP servers are installed on your computer, you may skip some of the steps in this appendix.

To change the startup disk, follow these steps:

- 1** Shut down your computer and connect the hard disk you want to use as the current startup disk.
See the manual that came with your computer for detailed instructions.
- 2** Restart your computer.
- 3** Make sure that the new hard disk has a different name from the startup disk.
- 4** Install Mac OS 8.6 and the AppleShare IP 6.2 software on the new hard disk.
For instructions, see Chapter 1, “Installing Your Software,” on page 9.
- 5** Copy the Users & Groups Data File from the Preferences folder inside the System Folder on your startup disk to the same location on the new hard disk.
- 6** If your computer is being used to run the Web & File Server, copy the AppleShare IP Preferences folder from the Preferences folder inside the System Folder on your startup disk to the same location on the new hard disk.
- 7** If you are replacing your startup disk and if your computer is providing Web service, copy the default Web folder (defined in the Web & File Server Settings window) from your startup disk to the new hard disk.

This step is not necessary if you are adding a new startup disk and you plan to use both hard disks.

- 8** If you are replacing your startup disk and if your computer is being used to share data, use the Web & File Admin program's Duplicate Folder command to copy shared folders from the startup disk to the new hard disk.

Do not use the Finder to copy the folders because the folders' access privileges will not be retained. For information about the Duplicate Folder command, see the Web & File Server section of AppleShare IP Help.

- 9** If you are replacing your startup disk and your computer is being used to run the Mail Server, copy the AppleShare IP Mail Folder from your startup disk to the new hard disk.

This step is not necessary if the AppleShare IP Mail Folder is not on your startup disk.

- 10** If you are replacing your startup disk and if your computer is being used to run the Print Server, copy the Print Server Preferences folder from the Preferences folder inside the System Folder on your startup disk to the same location on the new hard disk.

If you have set up the Print Server to use a different folder, copy that folder instead.

- 11** Open the Startup Disk control panel and click the icon of the disk you want to use as the startup disk.

- 12** Choose Restart from the Special menu.

The disk that you selected in step 11 becomes the startup disk. After the computer has restarted, start the AppleShare IP Manager from the new startup disk.

- 13** If you are replacing your startup disk and if your computer is being used to run the Mail Server, use the Mail Admin program to change the mail storage volume.

This step is not necessary if the AppleShare IP Mail Folder is not on your startup disk. For information on determining the location of the AppleShare IP Mail Folder, see the Mail Server section of AppleShare IP Help.

- 14** If you are replacing your startup disk and if your computer is being used to run the Print Server, use the Print Admin program to change the folder in which jobs are stored.

For information on determining the folder that the Print Server is using to store jobs, see the Print Server section of AppleShare IP Help.

- 15** If your computer is being used to run the Web & File Server, start the Web & File Server and verify that all services are working as expected.

Verify that folders are being shared correctly. If Web service is enabled, use the Web & File Admin program to verify and set the location of the default Web folder and default document file (defined in the Web & File Server Settings window). If FTP service is enabled, verify that it is working correctly.

- 16** If your computer is being used to run the Mail Server, start the Mail Server.
Verify that the Mail Server is using the correct mail database by checking the Mail Server log. For information, see the Mail Server section of AppleShare IP Help.
- 17** If your computer is being used to run the Print Server, start the Print Server.
Verify that the Print Server is working correctly by checking the Print Server log. For information, see the Print Server section of AppleShare IP Help.
- 18** If you are replacing your startup disk, stop each AppleShare IP server and shut down your computer. Remove the former startup disk (making sure that the SCSI chain is terminated correctly) and restart your computer.

Repeat steps 15–17 to verify that the servers are working correctly.

