

Install Help Contents

Use the mouse to point to green underlined text. When the mouse pointer changes to a hand icon, click the mouse button.

If you are using the keyboard, press TAB until the green underlined text is highlighted, and then press ENTER.

Select the type of Install for which you want information:

Standalone Install

Installs on a single computer for one user.

Server Install

Installs on a network file server; users then connect to the network and install product files on their hard disks using Node Install.

Node Install

Installs files on a network node for one user. A network node is one computer among many connected by a network.

Network Distribution Install

Installs compressed files on a network file server so that network users can run a Standalone Install from install source on the network.

Standalone Install

Installs on a single computer for one user.

Welcome to the Organizer Scheduling Agent Install Program

Enter your name and company name.

Install Options & Organizer Scheduling Agent Directory

Select the type of installation and the location of Lotus Organizer Scheduling Agent 2.1 directory on your hard disk.

Customize

Select only the features you want to install.

Begin Copying Files

Copy files to your hard disk.

Server Install

Installs on a network file server; users then connect to the network and install product files on their hard disks using Node Install.

Welcome to the Organizer Scheduling Agent Install Program

Enter your name and company name, and specify that you are installing on a network file server.

Server Install or Network Distribution

Specify how you want to install Lotus Organizer Scheduling Agent 2.1 on your server.

Install Options & Organizer Scheduling Agent Directory

Select the type of installation.

Customize

Select only the features you want to install.

Begin Copying Files

Copy files to the server.

Node Install

Installs files on a network node for one user.

Welcome to the Organizer Scheduling Agent Install Program

Enter your name.

Personal Directory and Node Install Options

Specify the location of the product files on your hard disk.

Location of Lotus Shared Tools Directory on Server

Specify the file server on which the shared tools are located.

Begin Copying Files

Copy files to your hard disk.

Network Distribution Install

Installs compressed files on a network file server so that network users can run a Standalone Install from install source on the network.

Welcome to the Organizer Scheduling Agent Install Program

Enter your name and company name and specify that you are installing on a network file server.

Server Install or Network Distribution

Select how you want to install on your server.

Specify Distribution Directory

Specify the drive and directory where you want to copy the compressed files.

Begin Copying Files

Copy files to the server.

Update AUTOEXEC.BAT

To run Lotus Organizer Scheduling Agent 2.1 properly, Install needs to modify your AUTOEXEC.BAT file.

If your PC has both DOS and OS/2, and you are using the Boot Manager, Install may not locate the correct autoexec.bat file. Have Install make a copy of AUTOEXEC.BAT and then make changes manually to the appropriate AUTOEXEC.BAT file. Do not have Install automatically update AUTOEXEC.BAT.

To allow Install to modify your AUTOEXEC.BAT file

1. Click Yes.

Install saves your existing AUTOEXEC.BAT file as AUTOEXEC.LTS.

To create a file that contains the changes

1. Click Make Copy.

Install creates a file named AUTOEXEC.LTS that contains the changes to make in your AUTOEXEC.BAT. You can review the changes using an ASCII text editor and copy them to your AUTOEXEC.BAT file using Edit Copy.

To make the changes to your AUTOEXEC.BAT file yourself

1. Click No.
2. When you exit Install after it completes, copy your existing AUTOEXEC.BAT file to AUTOEXEC.OLD.
3. Start Windows Notepad or another ASCII text editor.
4. Choose File Open and choose AUTOEXEC.BAT.
5. Add the Lotus Notes or cc:Mail program directory to your path.

For example, if your path is PATH C:\DOS;C:\;C:\WINDOWS;C:\AMIPRO, add your Notes program directory so that your path is PATH C:\DOS;C:\;C:\WINDOWS;C:\AMIPRO;C:\NOTES

For example, if your path is PATH C:\DOS;C:\;C:\WINDOWS;C:\AMIPRO, add your cc:Mail program directory so that your path is PATH C:\DOS;C:\;C:\WINDOWS;C:\AMIPRO;C:\CCMAIL

6. Add the DOS SHARE utility to your AUTOEXEC.BAT file.

For example, add the DOS SHARE command as shown in this sample AUTOEXEC.BAT file

```
@ECHO OFF
C:\WINDOWS\SMARTDRV.EXE
PATH C:\DOS;C:\;C:\WINDOWS;C:\AMIPRO;C:\NOTES
SET COMSPEC=C:\DOS\COMMAND.COM
SET MOUSE=C:\WINDOWS
C:\WINDOWS\MOUSE.COM
SHARE
```

7. Choose File Save.

Begin Copying Files

To begin copying files to your hard disk, click Yes.

Specify Distribution Directory

Specify the drive and directory where you want to copy the compressed Lotus Organizer Scheduling Agent 2.1 files. Users will run Install from this drive and directory.

1. Select a drive.

Install tells you if the drive you select has sufficient space.

2. Enter the directory where you want to copy the files.
3. Click Next.

Confirm Names

Be sure you entered your name and your company name correctly.

To continue Install

1. Click Yes.

To correct the names

1. Click No.

Install returns to the Welcome to the Organizer Scheduling Agent Install Program dialog box. You can correct the names there.

Server Install or Network Distribution

Specify how you want to install Lotus Organizer Scheduling Agent 2.1 on your server.

1. Select the type of installation.

If you want users to run Node Install, which leaves most Lotus Organizer Scheduling Agent 2.1 files on the server and does not copy them to the user's hard disk, select Server Installation.

If you want users to run a complete Install and copy all Lotus Organizer Scheduling Agent 2.1 program files to their hard disk, select Network Distribution.

2. Click Next.

Exit Install

You chose to exit Install before the installation was complete. Install has not copied the files necessary to run Lotus Organizer Scheduling Agent 2.1 to your hard disk or server.

To continue Install

1. Click No.

Install returns to the previous dialog box.

To exit Install

1. Click Yes.

You must run Install again to be able to run Lotus Organizer Scheduling Agent 2.1.

Node Options

Choose whether you want to install on your hard disk the features your network administrator has made available.

1. To install the features on your hard disk, select the "Install features on hard disk" check box.
2. Click Next.

Personal Directory

Specify where you want to install the personal Lotus files on your hard disk. Personal Lotus files include configuration files for your Lotus applications.

1. Select the drive where you want to put your personal directory.
Install tells you how much space is available on that drive.
2. Enter the directory where you want to put the personal files in the Personal directory text box.
3. Click Next.

Personal Directory and Node Install Options

Specify where you want to install the personal Lotus files on your hard disk. Personal Lotus files include configuration files for your Lotus applications. Choose whether you want to install on your hard disk the features your network administrator has made available.

1. Select the drive where you want to put your personal directory.
Install tells you how much space is available on that drive.
2. Enter the directory where you want to put the personal files.
3. To install the features your network administrator has made available, select the "Copy features to hard disk" check box.
4. Click Next.

Location of Lotus Shared Tools Directory on Server

Select the network drive where your network administrator put the Lotus Shared Tools directory. The Lotus Shared Tools directory contains files for tools shared by your Lotus applications, such as Spell Checker.

1. Select the drive on the server that contains the Lotus Shared Tools directory.
2. Click Next.

Node User Feature Access

Select the features that you want to allow your node users to copy from the server to their own hard disks.

1. To allow node users to install a feature, select the check box for that feature.
2. Click Next.

Change Path

Choose a new location for the directory.

1. Select the drive where you want to copy files.
Install tells you how much space is available on that drive.
2. Enter the directory where you want to copy files.
3. Click OK.

Consolidate Lotus Shared Tools Directory

There are Lotus shared tools on your hard drive in directories other than the Lotus Shared Tools directory. Install needs to move all the Lotus shared tools on your hard drive to one directory named LOTUSAPP.

Specify the drive and directory where you want to copy the Lotus Shared Tools.

1. Select a drive.

Install tells you how much space is available on that drive.

2. Enter the directory where you want to copy the Lotus shared tools.

Lotus strongly recommends that you put the Lotus Shared Tools directory (LOTUSAPP) in your Windows directory. Do not put the Lotus Shared Tools directory in any application's directory because if you later delete that application, you will no longer be able to run your Lotus applications.

3. Click Next.

Customize

Select the features you want to install.

1. To select the section you want to customize, click the tab for that section.
By default, all features in the section are selected.
2. Deselect the check box next to the features you don't want to install.
The description text box contains a description of the currently selected feature.
3. (Optional, for Standalone Install only) To change the drive or directory where you want to install, click Change Path.
4. Click Next.

Paradox Network Information

You can have access to Paradox tables on a network.

1. Select the "Access Paradox tables on the network" check box if you plan to access Paradox tables on a network.
2. If you will be accessing shared Paradox tables on a network, select the "Share tables with other users" check box.
3. If you will be accessing shared Paradox tables on a network, enter the drive and path of PARADOX.NET (for example, P:\PDOXDATA) in the text box.
4. Click OK.

Select Program Group

Select the Windows program group where you want Install to place Lotus Organizer Scheduling Agent 2.1 application icon.

1. To place the application icon in an existing program group, select the program group from the list box.
2. To create a new program group, enter the name for the new program group in the Name text box.
3. Click Next.

Specify Lotus Shared Tools Directory

Specify the drive and directory where you want to copy the Lotus shared tools.

1. Select a drive.

Install tells you how much space is available on that drive.

2. Enter the directory where you want to copy the Lotus shared tools.

Lotus strongly recommends that you put the Lotus Shared Tools directory (LOTUSAPP) in your Windows directory. Do not put the Lotus Shared Tools directory in any application's directory because if you later delete that application, you will no longer be able to run your Lotus applications.

3. Click Next.

Specify Lotus Shared Tools Directory

Specify the drive and directory where you want to copy the Lotus shared tools.

1. Select a drive.

Install tells you how much space is available on that drive.

2. Enter the directory where you want to copy the Lotus shared tools.

Lotus strongly recommends that you put the Lotus Shared Tools directory (LOTUSAPP) in your Windows directory. Do not put the Lotus Shared Tools directory in any application's directory because if you later delete that application, you will no longer be able to run your Lotus applications.

3. Click Next.

SQL Server Name

1. Enter the name of the network file server where SQL Server is installed.
2. Click Next.

Personal Directory

Specify where you want to put Lotus Organizer Scheduling Agent 2.1 files that Node Install copies to your hard disk.

1. To change the drive where Install copies Lotus Organizer Scheduling Agent 2.1 files, select a drive from the Drive drop-down box.
2. To change Lotus Organizer Scheduling Agent 2.1 directory, enter the name in the directory text box.
3. Click Next.

Organizer Scheduling Agent Directory

Specify where you want to put Lotus Organizer Scheduling Agent 2.1 files on your hard disk.

1. To change the drive where Install copies Lotus Organizer Scheduling Agent 2.1 files, select a drive from the Drive drop-down box.
2. To change Lotus Organizer Scheduling Agent 2.1 directory, enter the name in the directory text box.
3. Click Next.

Organizer Scheduling Agent and Shared Tools Directories

Specify where you want to put Lotus Organizer Scheduling Agent 2.1 files and the Lotus shared tools that Install copies to your hard disk.

1. To change the drive where Install copies Lotus Organizer Scheduling Agent 2.1 files, select a drive from the Drive drop-down box.
2. To change Lotus Organizer Scheduling Agent 2.1 directory, enter the name in the directory text box.
3. Select the drive where you want to put the Lotus Shared Tools directory.

Install tells you how much space is available on that drive.

4. Enter the directory where you want to put the Lotus shared tools.

Lotus strongly recommends that you put the Lotus Shared Tools directory (LOTUSAPP) in your Windows directory. Do not put the Lotus Shared Tools directory in any application's directory because if you later delete that application, you will no longer be able to run your Lotus applications.

5. Click Next.

Install Options & Directories

Select the type of installation and specify where you want to put Lotus Organizer Scheduling Agent 2.1 files and the Lotus shared tools that Install copies to your hard disk.

1. Choose the type of installation: All features or Customize features.

NOTE: If you choose Customize features and later decide that you want to add a feature you did not install, you must run Install again.

2. To change the drive where Install copies Lotus Organizer Scheduling Agent 2.1 files, select a drive from the Drive drop-down box.
3. To change Lotus Organizer Scheduling Agent 2.1 directory, enter the name in the directory text box.
4. Select the drive where you want to put the Lotus Shared Tools directory.

Install tells you how much space is available on that drive.

NOTE: This option is not available for a PIM (stand-alone) installation.

5. Enter the directory in which you want to copy the Lotus Shared Tools.

Lotus strongly recommends that you put the Lotus Shared Tools directory (LOTUSAPP) in your Windows directory. Do not put the Lotus Shared Tools directory in any application's directory because if you later delete that application, you will no longer be able to run your Lotus applications.

NOTE: This option is not available for a PIM (stand-alone) installation.

6. Click Next.

Install Options & Organizer Scheduling Agent Directory

Select the type of installation and specify where you want to put Lotus Organizer Scheduling Agent 2.1 files that Install copies to your hard disk.

1. Select the type of scheduling agent.
2. To change the drive where Install copies Lotus Organizer Scheduling Agent 2.1 files, select a drive from the Drive drop-down box.
3. To change Lotus Organizer Scheduling Agent 2.1 directory, enter the name in the directory text box.
4. Click Next.

Install Options & Organizer Scheduling Agent Directory

Select the type of installation and specify where you want to put Lotus Organizer Scheduling Agent 2.1 files that Install copies to your hard disk.

1. Select the type of installation: All features or Customize features.

NOTE: If you select Customize features and later decide that you want to add a feature you did not install, you must run Install again.

2. To change the drive where Install copies Lotus Organizer Scheduling Agent 2.1 files, select a drive from the Drive drop-down box.
3. To change Lotus Organizer Scheduling Agent 2.1 directory, enter the name in the directory text box.
4. Click Next.

Welcome to the Organizer Scheduling Agent Install Program

Names you enter in this dialog box become permanent and visible parts of your original copy of Lotus Organizer Scheduling Agent 2.1.

1. Enter your name.

2. Enter your company name.

If you do not have a company name, type your name a second time.

Limit names to 30 characters each.

3. If you are a network administrator installing Lotus Organizer Scheduling Agent 2.1 on a network server, select the "Install on a file server" check box. Installing on a file server means either users can run the program from the server (file server install), or they can install a standalone copy of the program from the server (distribution install). You make this choice later in the Install program.

When you select this check box, the name you entered in the "Your name" text box is dimmed.

4. Click Next.

You will see these names every time you start Lotus Organizer Scheduling Agent 2.1, so be careful to type the names correctly. You cannot change them once they are recorded.

Welcome to the Organizer Scheduling Agent Install Program

The name you enter in this dialog box becomes a permanent and visible part of your original copy of Lotus Organizer Scheduling Agent 2.1.

1. Enter your name.
2. Click Next.

You will see this name every time you start Lotus Organizer Scheduling Agent 2.1, so be careful to type it correctly. You cannot change it once it is recorded.

Welcome to the Organizer Scheduling Agent Install Program

Names you enter in this dialog box become permanent and visible parts of your original copy of Lotus Organizer Scheduling Agent 2.1.

1. Enter your name.

2. Enter your company name.

If you do not have a company name, type your name a second time.

Limit names to 30 characters each.

3. Click Next.

You will see these names every time you start Lotus Organizer Scheduling Agent 2.1, so be careful to type the names correctly. You cannot change them once they are recorded.

cc:Mail Windows Agent Install

You need to tell the Organizer Scheduling Agent Install Program how to configure the cc:Mail scheduling agent for Windows.

The cc:Mail scheduling agent for Windows requires VIM DLL files version 2.07 or later in order to run. (The cc:Mail client software does not need to be installed.) You can obtain the cc:Mail VIM DLL files from the cc:Mail Bulletin Board System (BBS), CompuServe, or cc:Mail Technical Support.

NOTE: The cc:Mail program directory that contains the VIM DLL files must appear first in the PATH statement in the AUTOEXEC.BAT file on the workstation where you are installing the scheduling agent.

1. Select the type of network you are running from the Network list box.

NOTE: Select MS-Net Compatible for Banyan VINES and DEC PATHWORKS version 4.1 networks. Select LAN Manager for DEC PATHWORKS version 5.0.

2. Enter a name for the agent.
3. Enter a full path for the cc:Mail post office the agent will service in the P.O. Path text box.
4. Enter a full path for the agent log files in the Log Files Path text box.
5. Enter a value of at least 1 (for one second) in the Poll time field.

Poll time is defined as the time the agent waits before looking for new meeting notices. The recommended setting is 60 seconds (every minute), but can be as few as 0 (process all current messages and pause).

6. Click Next.

Lotus Notes Windows Agent Install

You need to tell the Organizer Scheduling Agent Install Program how to configure the Lotus Notes scheduling agent for Windows.

The Lotus Notes scheduling agent for Windows requires that the Notes client or server software has already been installed on the workstation where you are installing the scheduling agent. If the Notes software has not been installed, the scheduling agent will not run.

NOTE: The Lotus Notes scheduling agent for Windows requires VIM DLL files version 2.07 or later in order to run. The Notes program directory that contains the VIM DLL files must appear first in the PATH statement in the AUTOEXEC.BAT file on the workstation where you are installing the scheduling agent.

1. Select the type of network you are running from the Network list box.

NOTE: Select MS-Net Compatible for Banyan VINES and DEC PATHWORKS version 4.1 networks. Select LAN Manager for DEC PATHWORKS version 5.0.

2. Enter a name for the agent.
3. Enter a full path for the agent log files in the Log Files Path text box.
4. Enter a value of at least 1 (for one second) in the Poll time field.

Poll time is defined as the time the agent waits before looking for new meeting notices. The recommended setting is 60 seconds (every minute), but can be as few as 0 (process all current messages and pause).

5. Specify whether to install the Lotus Notes agent for Windows as a stand-alone task or an add-in task on a Notes server.

NOTE: The add-in server task should only be installed on a Notes server machine.

6. Click Next.

