



Getting Started With AppleShare IP 6.3

Includes installation, setup, and configuration information

Apple Computer, Inc.

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Apple Computer, Inc.

1 Infinite Loop

Cupertino, CA 95014-2084

408-996-1010

<http://www.apple.com>

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Simultaneously published in the United States and Canada.



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Getting Started

Follow the instructions in this section to install AppleShare IP for the first time, or to upgrade an existing AppleShare server.

To set up your AppleShare IP server, follow these steps:

- 1** If you are upgrading AppleShare IP, back up your server (page 11).
- 2** If you are currently using AppleShare IP 5, make sure your mail server users download all their mail before you proceed. Otherwise, you'll need to update the mail database later.
- 3** If you need to, install Mac OS 9. Follow the instructions in the installation manual that came with Mac OS 9.
- 4** Set up the File Sharing, AppleTalk, and TCP/IP control panels (page 12).
- 5** Install AppleShare IP software on your server (page 12).
- 6** Use the AppleShare IP Easy Setup program (page 15).
- 7** If you are currently using AppleShare 3 or 4, you may need to transfer share points (page 37) and create new print queues (page 26).
- 8** If you are currently using AppleShare IP 5, you may need to update the mail database (page 38).
- 9** If you plan to use TCP/IP, set up (or arrange for) DNS service (page 27).
- 10** If you are installing AppleShare IP for the first time, configure the services you plan to use (page 16).
- 11** If you want to administer services remotely, install Mac OS Server Admin on an administration workstation (page 13).
- 12** If necessary, install AppleShare Client software (page 13).

For More Information

- *AppleShare IP Help*: Provides instructions and troubleshooting information for managing all AppleShare IP services. You can access AppleShare IP Help in several ways:
 - In the Finder, open the Help menu and choose Help Center, then select AppleShare IP Help.
 - In Mac OS Server Admin, click the button for the service you are administering and choose Help for that service.
 - In AppleShare IP Print Admin or TCP Filter Admin, open the Help menu and choose AppleShare IP Help.
- *AppleShare IP Help for Web-based Remote Admin*: Provides instructions and troubleshooting information for managing AppleShare IP services through a Web browser. To access Help while you are using Web-based Remote Admin, click the Help link at the bottom of any administration page in your Web browser.
- *Apple Support Web site*: Provides troubleshooting information, access to Apple's technical information library, information about support options, and access to the Tech Exchange, where you can participate in online discussions with other AppleShare IP users and Apple Support representatives:
www.info.apple.com/support/appleshareip/
- *Tips*: Provide quick, convenient descriptions of the function of each button in Mac OS Server Admin. To use tips, position the pointer over a button in the Mac OS Server Admin service window. The tip appears below the button.
- *Late-breaking news*: Provides last-minute information about your software (all the information formerly provided in the AppleShare IP Read Me file). Late-breaking news is located in AppleShare IP Help.
- *AppleShare IP Web site*: Provides information on third-party software products:
www.apple.com/appleshareip/
- *Telephone support*: In the United States, if you have questions about AppleShare IP that are not answered by any of the resources listed above, call AppleCare at 800-500-7078 during telephone support hours (Monday through Friday, 6:00 A.M. to 6:00 P.M. Pacific Standard Time). If you are outside of the United States, refer to the support information that came with your AppleShare IP software.

Installing Your Software

Minimum System Requirements

Server

- Any Power Macintosh computer with a PowerPC™ G4, G3, 604e, 604, or 601 microprocessor (includes iMac and Macintosh Server G3 computers), or a Power Macintosh 6500 series computer with a 603e microprocessor
- Mac OS 9 installed
- Ethernet networking and TCP/IP set up with a static IP address
- 75 megabytes (MB) of free hard disk space
- 64 MB of random-access memory (RAM) with virtual memory turned on; 80 MB of RAM with virtual memory turned off

Administration Workstation

You can administer AppleShare services from a remote computer using either Mac OS Server Admin (new with this release) or a Web browser. For more information on Mac OS Server Admin, see “Mac OS Server Admin” on page 30.

Minimum Requirements for Mac OS Server Admin

- Any Macintosh computer with Mac OS 8.6 or later installed
- Monitor with resolution of 800 x 600 or better
- Ethernet networking and TCP/IP set up
- 20 MB of free hard disk space
- 5 MB of RAM (you may need more RAM if you want to administer more than three servers at once)

Minimum Requirements for Web-Based Remote Administration

- Any computer that has Internet Explorer version 4.5 or later, or Netscape Communicator version 4.5 or later installed
- Ethernet networking and TCP/IP set up

Client Computer

- Any Macintosh computer with Mac OS 7.6 or later installed
- Any computer with Windows 95, Windows 98, or Windows NT installed

Getting the Most Performance From Your Server

Before you install AppleShare IP software, consider the following performance tips:

- Do not use an AppleShare IP server as a client workstation.
- Use the fastest network connection you have available.
- Use a static IP address for your AppleShare IP server.
- Install additional RAM to support the expected number of connected users and file transactions.
- Install additional hard disks to accommodate current storage needs and future growth.
- If you're not using a new computer for the server, consider reformatting the hard disk and reinstalling Mac OS system software. (Back up your data before you reformat the hard disk.)
- Consider using Mac OS Extended format for all shared drives. This will allow more efficient use of disk space.
- If you're using RAID software, create your RAID partitions before installing AppleShare IP. (Make sure you have at least SoftRAID 2.1.7 if you have decided to use Mac OS Extended format.)

Tip: Keep a standard Mac OS Extended format partition or volume for your system software, and set up share points on either a striped or mirrored volume (depending on whether your first priority is performance or redundancy). For more information on RAID arrays, consult your RAID documentation.

Protecting Your Server

AppleShare IP uses share points, user authentication, and access privileges to protect data from unauthorized access over a network. It also provides TCP Filter Admin software, which 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 this 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.)

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. If a safe place is not convenient, consider using a screen saver with password protection, or running the server without a display attached (“headless”). A video terminator and remote administration are required for headless operation.

Backing Up Files Before You Install

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 and the AppleShare PDS file (an invisible file installed on every shared volume). This allows you to restore a copy of the previous Users & Groups Data File and the AppleShare PDS file, and makes it possible to switch back to your previous version of AppleShare if you desire. You need to use a backup application (such as AppleShare IP First Aid) that can copy invisible files.
- *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.

What You Need Before You Install

Gathering Information

When you install and set up your software, you need to know the services you plan to provide to your users and the way your network is set up. Your network administrator should be able to help you answer the following questions. If you do not have a network administrator, you may need to consult an Internet service provider (ISP) before you continue with your AppleShare IP installation.

- Will your clients be connecting to the AppleShare IP server via AppleTalk, TCP, or both?

- What types of client computers are on your network—Mac OS, Windows, UNIX®?
- What types of physical connections (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? You must assign the server a static IP address.
- Does your network have a computer that provides Domain Name System (DNS) service, or will you install this service? (DNS service is required for AppleShare IP mail service.)

Setting Up Control Panels

You need to be sure the following control panels are set up properly. If you need instructions on how to set up any of the control panels, open the Help menu on your server and choose Mac Help.

- Enter an owner name and password in the Network Identity section of the File Sharing control panel. After you install AppleShare IP, you use the owner name and password to administer the server.
- Set up your AppleTalk network connection in the AppleTalk control panel.
- Set up the TCP/IP control panel. This is where you need to enter your server's static IP address, subnet mask, router address, and name server address.
- If you plan to use a modem to connect to the Internet, you also need to set up the Remote Access control panel for modem access.

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.

- Make sure the settings are accurate in the Date & Time control panel.

Installing AppleShare IP Software

To install the AppleShare IP software, follow these steps:

- 1** Insert the AppleShare IP 6.3 CD-ROM disc into your computer's CD-ROM drive and double-click the CD icon.
- 2** Double-click the Apple SW Install icon.
- 3** Follow the onscreen instructions.

After the software is installed, you need to set up and configure the services you need. Follow the instructions in Chapter 2, "Setting Up AppleShare IP Services," on page 15.

Installing Mac OS Server Admin on an Administration Workstation (Optional)

Mac OS Server Admin software is new with this version of AppleShare IP. (For more information, see page 30.) If you want to use Mac OS Server Admin to administer AppleShare IP services remotely, you can install it on any computer that meets the minimum system requirements for an administration workstation (see page 9).

You should set up and configure AppleShare IP services at the server (see page 15) before you install Mac OS Server Admin on an administration workstation.

To install Mac OS Server Admin on a workstation, follow these steps:

- 1 Insert the AppleShare IP 6.3 CD into the CD-ROM drive of the workstation.
- 2 Open the Mac OS Server Admin Install folder on the CD and double-click the Install Mac OS Server Admin icon.
- 3 Follow the onscreen instructions.

Installing AppleShare Client Software

Mac OS Clients

You do not need to install AppleShare Client software on computers that have Mac OS 9 installed. For best performance, upgrade all your client computers to Mac OS 9. See an Apple-authorized dealer for information about purchasing this software, or visit The Apple Store:

store.apple.com

Important The Mac OS 9 software that comes with your server software is licensed for use only on your server computer. Do not violate your license agreement by installing this software onto client computers.

If you do not upgrade the system software on users' computers to Mac OS 9, you should install AppleShare Client software so your users can take full advantage of AppleShare IP.

- *AppleShare Client 3.8.5:* For added enhancements, including much greater performance, Mac OS 8.6 or later is recommended. Mac OS 8.1 or later is required. You can install AppleShare Client 3.8.5 from the AppleShare IP CD or over a network.
- *AppleShare Client 3.8:* Mac OS 7.6 or later is required. You can download AppleShare Client 3.8 from the AppleShare IP Support Web site:
www.info.apple.com/support/appleshareip/

Note: The print driver installed with each version of the Mac OS provides slightly different functionality. To print over TCP/IP, you must use Mac OS 8.1 or later and you must set up your desktop printer with the Desktop Printer Utility (DPU). To use a printer that is password-protected, you must use Mac OS 8.6 or later. To ensure consistent print services, it's best to upgrade all Mac OS clients on your network to the same version of the Mac OS.

Installing AppleShare Client 3.8.5 Over a Network

If you make the AppleShare Client folder available on the network (by setting sharing privileges), you can perform the installation by logging on to the file server from a client computer.

Tip: You can use Apple Network Assistant software to update AppleShare Client software. See the documentation provided with Apple Network Assistant for instructions. See your Apple reseller for information about obtaining Apple Network Assistant.

To log on to a file server to install AppleShare Client, follow these steps:

- 1** At the client computer, choose the Chooser from the Apple (🍏) menu.
- 2** Select the AppleShare icon.
- 3** If your network is divided into zones, click the zone in which the file server is located in the AppleTalk Zones list.
- 4** Select the name of the file server that contains the AppleShare Client software, then click OK.
- 5** Select Guest to log on as a guest user or enter your name and password, then click OK.
- 6** Select the volume or share point that contains the AppleShare Client software, then click OK.
- 7** Double-click the selected volume icon; then open the AppleShare Client folder.
- 8** Double-click the Installer icon in the AppleShare Client folder.
- 9** Follow the onscreen instructions.

Check to be sure that the destination disk shown is where you want to install the client software.

Windows Clients

You do not need to install AppleShare Client software on Windows-based computers. You will need to make sure the appropriate Windows software is set up on each Windows client. (See “Setting Up Windows File Sharing” on page 22.)

Setting Up AppleShare IP Services

Setting Up Your Server to Run AppleShare IP

You need to run AppleShare IP Easy Setup to set up your server. Before you run Easy Setup, have your AppleShare IP serial number handy. 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. 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 or removable media disc. The label could come loose while inside a disc drive and damage the drive.

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

To use AppleShare IP Easy Setup, do this:

- 1 Double-click the AppleShare IP Setup icon on your desktop.
- 2 Follow the onscreen instructions.

Each panel in Easy Setup provides information about the choices available to you.

- 3 On the last panel, click the Administer Services button if you want to configure your AppleShare IP services now.

If you need to set up DNS service (page 27), transfer a share point (page 37), or update the mail database (page 38), you should do so before you configure services.

After the services start up, Mac OS Server Admin opens. The DNS name or IP address of the server should appear in the server log on window.

- 4 Enter the owner password for the server.

This is the password you entered in the Network Identity section of the File Sharing control panel (page 12).



- 5 Click Connect.

Follow the instructions in the next section for configuring AppleShare IP services.

Configuring Your AppleShare IP Services

Immediately after you run AppleShare IP Easy Setup, you need to complete a number of tasks to configure the services you want to use. To get services up and running you don't need to make many changes to the default settings.

At the very least you should

- register a user and create a group (page 17)
- create a share point (page 20)
- set access privileges to the Web folder (page 21)
- set up Windows file sharing (if you have Windows clients) (page 22)
- turn on mail for registered users (page 24)
- create a print queue (page 26)
- enable Web-based Remote Admin (page 27)
- tell your users how to use AppleShare IP services (You can print Appendix C, "Using AppleShare IP Services From a Client Computer," and give it to your users.)

To customize AppleShare IP services for your network, you should follow the instructions you'll find in AppleShare IP Help for these tasks:

- configuring file services
- setting up file transfer protocol (FTP) services
- configuring mail services
- configuring the print server

- configuring Web services
- setting up a TCP filter list
- setting access privileges
- configuring users and groups

To get the most from your AppleShare IP software, you should familiarize yourself with the settings available to you for each service. AppleShare IP Help has reference sections that provide details about the settings.

Registering Users and Creating Groups

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

Important If you plan to set up primary and secondary servers to share users and groups, you must register users on the primary server. You also need to follow the instructions in AppleShare IP Help for setting up a secondary server. This includes setting up ARA access and mail account location information on the primary server for all users.

If you upgraded from a previous version of AppleShare server software or Macintosh file sharing, the users and groups you created are still available.

Before You Register New Users

Before you register users and create groups, consider the following:

- Decide how users will access the server. Does everyone need an individual password, or can groups log on with a common password (for example, all teachers log on as “Teacher”)?
- Should you allow guest access to FTP, Web, or file services? This is the simplest, but least secure option.
- Choose a naming convention for user accounts. Will the name represent an individual (“Bob Smith”) or a generic user (“Student”)?
- If the user account name has spaces, remember that the Internet alias does not allow spaces. The Internet alias will be used for mail services.
- Decide whether a user or a group will need access privileges to a share point. Planning this ahead of time for all share points will save time.

For example, if all the sixth-grade teachers need to access the same folder, you might create a group called “Grade 6 Teachers” and give this group access privileges to the folder.

Built-in Users

When you open the Users & Groups List, you'll find these users listed:

- *Owner:* The owner is the user whose name has been entered in the File Sharing control panel of the server. (There is only one owner for a computer.) When the owner logs on to the server from a workstation, he or she has unrestricted access to everything on the server. (Other users only see the folders or disks that have been made share points.) The owner can open any folder when logged on from a client workstation, regardless of the access privileges that have been assigned to that folder. The owner can change privileges to any folder on the server.

The owner can log on with any user name and the owner password to see the access privileges a user has.

- *Guest:* If you want to give clients access to the server without requiring a name or password, you enable guest access. Unlike previous versions of AppleShare IP, in AppleShare IP 6.3 you must set up guest access for different services independently. You can allow guest access to the file server, Web services, file sharing for Windows clients (SMB), and FTP service, or any combination of these. If you allow guest access to the server, you can still restrict guests from certain areas by limiting the access privileges for folders.

Guest access must be turned on separately for each service.

- *Mail Administrator:* This user is enabled the first time mail services are turned on, but can't administer the server until the appropriate options have been turned on. Once the user is enabled, undeliverable mail is sent to the Mail Administrator. (The Internet alias for Mail Administrator is Postmaster.)

Registering a New User

The following instructions show you how to register one user. If you have a large number of users to enter, you can use the Duplicate feature or you can import user information from a text file. See AppleShare IP Help for instructions on duplicating users or importing user information.

To register a user, follow these steps:

- 1 Open Mac OS Server Admin (see page 31).
- 2 Press the Users & Groups button and choose Show Users & Groups List.
- 3 Click the New User button.
- 4 Type a name for the user account.

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.

If this user will connect to the file server for Windows file sharing services, enter the name that the user enters to log on to his or her Windows computer.

- 5 Type a password for the user.

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 also uses the mail server, don't use spaces and special characters. Some client mail applications do not handle special characters or spaces.

If this user will connect to the file server for Windows file sharing services, enter the password that the user enters to log on to his or her Windows computer.

- 6 Type an Internet alias, if needed.

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.

Note: For information about other user settings you can make, see AppleShare IP Help.

- 7 Click Save.

Note: If the name you use to log on to the server (the owner name you set up in the File Sharing control panel) includes spaces or special characters, you should assign yourself an Internet alias now.

Creating a Group

You can create groups of users who require the same access privileges to items on the server. You can then adjust access privileges for all members of the group at once.

You can also use group names as e-mail addresses. All users in the group (assuming they have mail enabled) will receive any e-mail message sent to the group address.

To create a group, follow these steps:

- 1 Open Mac OS Server Admin (see page 31).
- 2 Press the Users & Groups button and choose Show Users & Groups List.
- 3 Click the New Group button.
- 4 Enter the name of the group.

If you want users to be able to send mail to this group, don't use the space character or Option key characters.

- 5 Click the Users & Groups List button.

- 6 Drag users from the Users & Groups List window to the Group Members list in the group window.
- 7 Click Save.

Setting Up Shared Users and Groups

If you've installed AppleShare IP on multiple servers and you want to administer user and group information from one server, you can set up secondary servers to get the latest user and group information from a primary server.

Note: You need to purchase a copy of AppleShare IP for each computer on which you plan to install services (Web, file, print, and mail services). See your license agreement for more information.

You can share user and group information with up to 11 servers (one primary and ten secondary servers). AppleShare IP uses encryption to share user and group information among servers. See AppleShare IP Help for instructions on configuring users and groups on primary and secondary servers.

Creating Share Points

If you plan to provide AppleShare or Windows file sharing or FTP services, you need to set up 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 and folders 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 a previous version of AppleShare or Macintosh file sharing, the share points you created are still available.

For each share point you want to create, follow these steps:

- 1 Open Mac OS Server Admin.
- 2 If the file server is not running, press the File Services button and choose Start File Server.
To create share points and set privileges, the file server must be running. If you need to, wait for file services to start up before you continue.
- 3 Press the Privileges button and choose Set Privileges.
- 4 Locate the disk or item you want to share, then click Choose.

5 Select “Share this item and its contents.”

If “Share this item and its contents” is unavailable, the item may be inside a share point. Press the Privileges button and choose Show Disks & Shared Items to see if the item is already in a share point.

6 Set access privileges to the share point for the Everyone category.

As the owner of the server computer, you are the default owner of all volumes and the folders the volumes contain. By default, the owner has Read & Write access privileges.

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

- *Read & Write:* Allows users to see, open, and copy files and make changes to the contents of the share point (including creating, deleting, moving, and modifying files), or open shared applications.
- *Read Only:* Allows users to see, open, and copy files, or open shared applications.
- *Write Only:* Allows users 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*.

Note: You should not assign Write Only access privileges to a share point. Only folders inside a share point should be assigned Write Only access privileges. Otherwise users won't be able to see the name of the drop box.

- *None:* Users 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 Privileges section of AppleShare IP Help.

7 Close the Access Privileges window and click Save.

Setting Access Privileges to the Web Folder

To use Web services, you need to start file services and 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.

By default, the Web folder is named “Web Folder” and is located at the top level of your server's hard disk.

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

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

- 1 Open Mac OS Server Admin.
- 2 Press the Web Services button and choose Start Web Server.
If file services aren't running, click OK to start them.
- 3 Press the Privileges button and choose Set Privileges.
- 4 Locate the Web folder, then click Choose.
- 5 Click "Share this item and its contents."
- 6 Choose Read Only from the Everyone pop-up menu, and make sure Read & Write is selected for the Owner category.
- 7 Close the Access Privileges window and click Save.

Setting Up Windows File Sharing

If any Windows or Windows NT-based computers will connect to your AppleShare IP server, you need to configure file services for Windows file sharing and make sure the appropriate networking software is installed on Windows client computers.

This section describes how to set up a network in which all your Windows clients are on the same subnetwork (or subnet) as your AppleShare IP file server.

If your Windows clients are not on the same subnet as the file server, you need to follow the setup instructions in the File Services section of AppleShare IP Help.

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

- 1 Open Mac OS Server Admin.
- 2 Press the File Services button and choose Configure File Server.
- 3 Click the Windows tab.
- 4 Select the "Enable Windows file sharing (SMB)" checkbox.
- 5 If necessary, enter a name for the file server in the Server Name text field.

By default, the 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 file server.

If you decide to change the server name, it must be a valid Windows host name with 13 or fewer characters 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.

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

You can enter up to 43 characters. Users see this information in their Network Neighborhood (when they are in list view). You may want to enter your name and phone number so users know whom to contact for information.

- 8** Click Save.

- 9** Restart the file server.

If the server is running, press the File Services button and choose Stop File Server. After the server stops, choose Start File Server.

- 10** 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 "Creating Share Points" on page 20.

- 11** Make sure the following networking software is installed and configured on each of your Windows client computers:

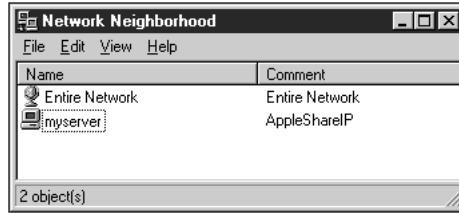
- *Windows 98 or Windows 95 clients:* Client for Microsoft Networks, TCP/IP Protocol, and File Sharing for Microsoft Networks
- *Windows NT clients:* Workstation and TCP/IP Protocol software

For instructions on installing or configuring this software, see your Windows software documentation.

- 12** On a Windows computer on your network, connect to the file server using the Network Neighborhood.

Open the Network Neighborhood window. Double-click the AppleShare IP server's icon to connect to the server.

Note: If you don't see the icon, try connecting to the server later. It may take a short while for the icon to appear after you've set up file sharing.



Users in a different workgroup need to double-click the Entire Network icon, double-click the correct workgroup icon, and double-click the file server icon.

Turning On Mail Services

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

Note: If you are sharing user and group information among servers, you must set up mail services for each user on the primary server.

If you're upgrading from a previous version of the AppleShare mail server, your previous user and group mail settings are still valid. You can skip this section and go to "Creating Print Queues" on page 26.

Note: If you want to enable mail services for a large number of users, you can create and import a document as long as it is in the correct format. For more information, see "Importing user information" in the Users & Groups section of AppleShare IP Help.

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

- 1 Open Mac OS Server Admin.
- 2 Press the Users & Groups button and choose Show Users & Groups List.
- 3 In the Users & Groups List window, double-click the name of a user for whom you want to enable mail.
- 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 Users and Creating Groups" on page 17.

- 5 Choose Mail Services 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 The address in the user window is the address that others should use to send mail to this user. Be sure to tell the 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 Domain Name System (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. See "Setting Up Domain Name System (DNS) Services" on page 27 for more information.

- 6 Click the Enable button.

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 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 AppleShare IP Help.

- 8 If the mail server is not already running, press the Mail Services button and choose Start Mail Server.

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. See AppleShare IP Help for information on mail service and mail forwarding.

Creating Print Queues

Print queues allow users to work while waiting for documents to print. 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 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 print services. You can set up print queues over AppleTalk or over TCP.

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

- 1 Make sure that any printers you want to attach to your print queue are connected to the network and turned on.
- 2 Open AppleShare IP Print Admin (see page 32).
- 3 If print services are not started, open the Server menu and choose Start Print Server.
- 4 Click the New Queue button at the top left of the Print Server Activity window.
- 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 in the Chooser.

Note: If you give the queue the same name as the name of an attached printer, the attached printer will not be visible to users in the Chooser.

- 6 Click the Attached Printers tab.
- 7 Choose a protocol from the Protocols pop-up menu.

You can set up an AppleTalk or a TCP print queue.

- 8 Locate an AppleTalk printer or enter TCP information.
 - To attach an AppleTalk 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.
 - To attach a TCP printer you must enter a DNS name or IP address, and the printer or queue name on the server providing LPD.
- 9 To attach a printer, select it, then click the Attach Printer button to the left of the printer list.
- 10 If you are setting up a print queue for an AppleTalk printer, select the Hide checkbox if you want to prevent users from printing directly on this printer.

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 is useful when you need to use the manual feed option for a printer.

- 11 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.

Enabling Web-Based Remote Admin

You can perform many server administration tasks from a Macintosh or Windows computer using a Web browser (Internet Explorer 4.5 or later, or Netscape Communicator 4.5 or later). Before you use Web-based Remote Admin, you should make sure it is enabled.

For extra security, you can use TCP Filter Admin to prevent access to the Web-based Remote Admin Web site from any computer. See the TCP Filtering section of AppleShare IP Help for more information.

To enable Web-based Remote Admin, do this:

- 1** Open Mac OS Server Admin.
- 2** If the Web server is not running, press the Web Services button and choose Start Web Server.
- 3** Press the Web Services button and choose Configure Web Server.
- 4** Click the General tab.
- 5** Select the “Allow administration via AppleShare IP Remote Admin” checkbox.
- 6** Click Save.

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

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

For example, if your Web server's DNS name is mycompany.com, type:

`http://mycompany.com/ .admin`

Setting Up Domain Name System (DNS) Services

When a site connects to the Internet, it receives a range of IP (or Internet Protocol) addresses from its Internet service provider. The site's administrator then assigns these addresses to the individual host computers at the site. Each Internet host computer has its own IP address, which is unique within the Internet.

However, numeric addresses are awkward to deal with. An easier way to identify hosts is to use a name and employ a mechanism to convert the host name to its corresponding address. A domain name system server provides such a mechanism. It receives queries about a particular host, locates information about that host, and sends that information back to the requester.

You can either contact a service provider to register your server's domain name, or you can set up your own domain name server. You can use any standard DNS server software on your network. If you don't have DNS server software, you can use MacDNS, an application that comes with AppleShare IP. (If you plan to use MacDNS, for best performance you should consider installing it on a computer other than the AppleShare IP server.)

MacDNS software is located in the MacDNS folder in the AppleShare IP folder on your server's desktop. Instructions for installing and setting up DNS are in the MacDNS Administrator's Guide, a PDF file located in the MacDNS folder. The guide also contains information about how the domain name system works, and the notation that's used for domain names and IP addresses.

About Administration Software

AppleShare IP comes with these tools to help you set up and manage a variety of services:

- AppleShare IP Easy Setup
- Mac OS Server Admin
- AppleShare IP Print Admin
- TCP Filter Admin
- AppleShare IP Advanced Setup
- AppleShare IP First Aid
- Web-based Remote Admin
- Control Strip

AppleShare IP Easy Setup

AppleShare IP Easy Setup sets up your server to run the AppleShare IP services you need, based on answers you supply. You must run this program before you configure the services you want to use. For information on using AppleShare IP Easy Setup, see “Setting Up Your Server to Run AppleShare IP” on page 15. You can also run this application if you need to make changes to your AppleShare IP serial number or network configuration.

Easy Setup does the following:

- checks to be sure the network types (AppleTalk, TCP) you choose are set up
- enables the server programs to be started
- starts up services (if you choose to do so)
- checks your serial number to make sure it's valid
- sets up MacDNS if you need it
- starts Mac OS Server Admin (if you choose to do so)

Mac OS Server Admin

Mac OS Server Admin replaces the AppleShare IP Manager software that was used with previous versions of AppleShare IP. The software consists of server and client models and an “agent.” Mac OS Server Admin Agent and the server modules are installed in the System Folder on your server. Mac OS Server Admin (which is the client software) and the client modules are installed in the Mac OS Server Admin folder in the AppleShare IP folder on your server. However, you can install the client software on any computer that meets the system requirements for an administration workstation (see page 9).

You use Mac OS Server Admin software to set up and manage

- users and groups
- file sharing and FTP services
- Web services
- mail services
- access privileges

Tip: You can administer up to ten AppleShare IP 6.3 servers from one administration workstation.

How Mac OS Server Admin Works

When you open Mac OS Server Admin and log on to an AppleShare IP server, the client software checks with the agent software (on the server) to make sure the client modules on the administration workstation match the version of the server modules. If the modules don’t match, Mac OS Server Admin copies the more recent versions from the server to the workstation.

The modules for the services you’ve installed on the server appear in the Mac OS Server Admin service window. The service window below shows the Server Info, Users & Groups, Privileges, File, Web, and Mail modules. The “network connection” symbol at the bottom of the Web and File icons shows that these services are running.



Starting Up Mac OS Server Admin Agent

Mac OS Server Admin will not be able to connect to your server unless Mac OS Server Admin Agent is running on your server. Mac OS Server Admin Agent is launched automatically when you use AppleShare IP Easy Setup. If for some reason it does not start up, or is shut down, you can start up Mac OS Server Admin Agent by following these steps:

- 1 Open the Extensions folder in the System Folder on your server.
- 2 Double-click the Mac OS Server Admin Agent icon.



Opening Mac OS Server Admin

To open Mac OS Server Admin, do this:

- 1 Open the Mac OS Server Admin folder and double-click the Mac OS Server Admin icon.
On the server, you can open the Apple menu and choose AppleShare IP Admin, then choose Mac OS Server Admin from the submenu.

- 2 Make sure the server address shown in the log on window is the correct address for your server. If it isn't, enter the IP address or DNS name of your server.

Tip: If you're using Mac OS 9 you can locate a server by clicking the Browse button.

- 3 Enter your user name and password.

You must be an AppleShare administrator to use Mac OS Server Admin.

If you need help using any module, press the appropriate button in the service window and choose Help for that module.



AppleShare IP Print Admin

You use AppleShare IP Print Admin for setting up and managing print services, including

- setting up AppleTalk and TCP print queues
- controlling access to printers
- monitoring printer activity

AppleShare IP Print Admin is located in the Print Server folder in the AppleShare IP folder on your server. You must use this software on the server.

Opening AppleShare IP Print Admin

To open AppleShare IP Print Admin, do this:

- 1 Open the Apple menu and choose AppleShare IP Admin, then choose AppleShare IP Print Admin from the submenu.
- 2 Enter your user name and password.

You must be an AppleShare administrator to use AppleShare IP Print Admin.

TCP Filter Admin

TCP Filter Admin software provides a type of “firewall” security for your AppleShare IP server. Conventional firewalls require expensive, complicated hardware devices, but TCP Filter Admin is software-based, easy to set up, and part of your AppleShare IP software. You must use this software on the server.

With the TCP Filter Admin software, you can restrict access to any TCP service (Web, file, mail, or print services) by blocking ranges of incoming IP addresses from accessing specific port numbers. For example, you can block a range of IP addresses from accessing your Web server or sending “spam” (bulk or junk mail) to your mail server. For more information, see TCP Filtering in AppleShare IP Help.

You can also use TCP Filter Admin with other TCP/IP-based applications on your AppleShare IP server if you know their port numbers. TCP Filter Admin does not block AppleTalk connections or incoming IP connections that don’t actually make a connection, such as Internet Control Message Protocol (ICMP) pings.

Opening TCP Filter Admin

To open TCP Filter Admin, do this:

- 1 Open the Apple menu and choose AppleShare IP Admin, then choose TCP Filter Admin from the submenu.
- 2 Enter your user name and password.

You must be an AppleShare administrator to use TCP Filter Admin.

AppleShare IP Advanced Setup

AppleShare IP Advanced Setup lets you set advanced options that aren't available in any of the other AppleShare IP administration programs, such as

- HTTP connections for Web services
- FTP timeout values for file services
- SMB port and timeout values for Windows file sharing

AppleShare IP Advanced Setup is located in the Web & File Server folder in the AppleShare IP folder on your server. You must use this software on the server.

Opening AppleShare IP Advanced Setup

To open AppleShare IP Advanced Setup, do this:

- 1 Open the Web & File Server folder in the AppleShare IP folder.
- 2 Double-click the AppleShare IP Advanced Setup icon.

AppleShare IP First Aid

AppleShare IP First Aid is a repair and backup utility for AppleShare data files. You use it to check the integrity of these files and to repair them should they become corrupted. You can also use AppleShare IP First Aid to back up and restore invisible and visible AppleShare data files.

AppleShare IP First Aid is located in the AppleShare IP folder on your server. You must use this software on the server.

Note: You should restart the server with extensions turned off before you open AppleShare IP First Aid.

Opening AppleShare IP First Aid

To open AppleShare IP First Aid, do this:

- 1 Press and hold down the Shift key as you restart the server.
- 2 Open the AppleShare IP First Aid folder in the AppleShare IP folder.
- 3 Double-click the AppleShare IP First Aid icon.

Web-Based Remote Admin

Web-based Remote Admin lets you manage many AppleShare IP services through a Web browser. You turn on access to Web-based Remote Admin through Mac OS Server Admin (See page 27).

Opening Web-Based Remote Admin

To open Web-based Remote Admin, do this:

- 1 Open your Web browser.

Apple recommends you use Internet Explorer 4.5 or later, or Netscape Communicator 4.5 or later. (Your Web browser must support Java™.)

- 2 Type this URL in the address field of your Web browser:

`http://<your web server's DNS name>/ .admin`

For example, if your Web server's DNS name is myserver.company.com, you'd type:

`http://myserver.company.com/ .admin`

- 3 Enter your user name and password.

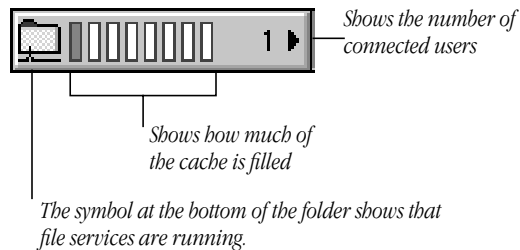
You must be an AppleShare administrator to use Web-based Remote Admin.

Control Strip

The Web & File portion of the Control Strip provides a fast way to

- check whether Web and file services are running
- reset the cache
- check how many users are connected
- check how much of your server's processing capacity is being used

To see the Web & File portion of the Control Strip, open the Control Strip on your server.



To reset the cache, do this:

- 1** Click the Web & File portion of the Control Strip.
- 2** Choose Reset Cache from the pop-up menu.

For more information about the Control Strip (including showing or hiding it), open Mac Help (available in the Help menu on any computer with Mac OS 9 installed) and type “Control Strip” in the Search field.

Administration Software You Might Need

There are a number of third-party software tools that are useful for troubleshooting problems or checking network performance. You can find out more about these tools on the AppleShare IP Web site:

www.apple.com/appleshareip/text/extensions.html

Some tools, such as “pinging” tools, check to see whether a network connection is working properly. So it’s a good idea to obtain these tools before you encounter a network connection problem.

Transferring Share Points and Updating the Mail Database

Transferring Share Points and Access Privileges

If you have an old server running AppleShare version 3 or 4, you can transfer shared folders to the new server while retaining access privileges and passwords..

Important The instructions below are for transferring share points and access privileges from one hard disk to another. If you move information from a hard disk with multiple partitions to a hard disk with a single partition, information about access privileges will be lost.

Important If you use the Finder to copy shared items, access privileges are not preserved.

Before transferring shared folders:

- 1 Install AppleShare IP 6.3 on the new computer following the instructions in this manual.
- 2 Connect a large-capacity external hard disk to the old computer.

To transfer a shared folder from an old server, follow these steps:

- 1 Make a backup copy of the old server's Users & Groups Data File (in the Preferences folder in the System Folder).

You need to back up the data file to a location that is accessible by the new computer. You can use removable media, you can back up the data file to another computer on your network, or you can use the external hard disk you connected.

- 2 On the old server, shut down the old AppleShare file server program, then start AppleShare Admin.
- 3 Use AppleShare Admin to copy the shared item on the old computer to the external hard disk.
- 4 Quit AppleShare Admin and shut down the computer.

- 5** Turn off and disconnect the external hard disk, then connect it to the new computer and start up the new computer.
- 6** On the new computer, drag the Users & Groups Data File (in the Preferences folder in the System Folder) to the Trash.
- 7** Drag the old computer's Users & Groups Data File (the one you backed up in step 1) to the System Folder on the new computer.
- 8** Open AppleShare IP Easy Setup (see page 15) and follow the instructions on the screen.
When you start file services, passwords and access privileges for the items you've moved will be active.

Updating the Mail Database

You only need to update the mail database if you are upgrading from AppleShare IP 5, and your mail server users did not download all their mail before you upgraded.

To update the database, follow these steps:

- 1** Open the Mail Server folder in the AppleShare IP folder on your server.
- 2** Double-click the AppleShare IP Mail Tool icon.
- 3** Enter your name and password.
- 4** Click the "Update, compress or repair a Mail Database" button.
- 5** Click Open and locate the mail database you want to update, then click Open.
- 6** Click Set and select a new location for the mail database, then click Save.
- 7** Click the Repair button.
- 8** Click Done.
- 9** Click Quit.

Changing the Startup Disk

AppleShare IP uses 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.

When you change the startup disk, you may plan to continue using the old disk, or you may remove the old disk from your system.

If You Plan to Continue Using the Old Disk

To change the startup disk if you plan to continue using the old disk, follow these steps:

- 1 Shut down your computer and connect the hard disk you want to use as the new 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 current startup disk.
- 4 Install Mac OS 9 and the AppleShare IP 6.3 software on the new hard disk.

For instructions, see “Installing AppleShare IP Software” on page 12.

- 5 Copy the Users & Groups Data File from the Preferences folder inside the System Folder on the current startup disk to the same location on the new hard disk.
- 6 If your computer is being used to run file services, copy the AppleShare IP Preferences folder from the Preferences folder inside the System Folder on the current startup disk to the same location on the new hard disk.
- 7 Open the Startup Disk control panel and click the icon of the disk you want to use as the startup disk.

- 8 Choose Restart from the Special menu.

The disk that you selected in the previous step becomes the startup disk. After the computer has restarted, run AppleShare IP Easy Setup on the new startup disk.

Note: If you previously had services set to start automatically at startup, they will not start until after you have run AppleShare IP Easy Setup, unless your Users & Groups Data File is already updated.

- 9 If your computer is being used to run Web or file services, start the services and verify that all services are working as expected.

Verify that folders are being shared correctly. If Web service is enabled, use Mac OS Server Admin (the Web services module) to verify and set the location of the default Web folder and default document file. If FTP service is enabled, verify that it is working correctly.

If You Don't Plan to Continue Using the Old Disk

To change the startup disk, follow these steps:

- 1 Shut down your computer and connect the hard disk you want to use as the new 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 current startup disk.
- 4 Install Mac OS 9 and the AppleShare IP 6.3 software on the new hard disk.

For instructions, see “Installing AppleShare IP Software” on page 12.

- 5 Copy the Users & Groups Data File from the Preferences folder inside the System Folder on the current startup disk to the same location on the new hard disk.
- 6 If your computer is being used to run file services, copy the AppleShare IP Preferences folder from the Preferences folder inside the System Folder on the current startup disk to the same location on the new hard disk.
- 7 If your computer is providing Web service, copy the default Web folder from the startup disk to the new hard disk.
- 8 If your computer is being used to share data, use the Mac OS Server Admin application's Copy Item command to copy shared folders from the startup disk to the new hard disk. The Copy Item command is available in the Privileges module.

Do not use the Finder to copy the folders because the folders' access privileges will not be retained. For information about copying shared items, see AppleShare IP Help.

- 9 If 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. For information on determining the location of the AppleShare IP Mail Folder, see the Mail Services section of AppleShare IP Help.

- 10 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 the previous step becomes the startup disk. After the computer has restarted, run AppleShare IP Easy Setup on the new startup disk.

Note: If you previously had services set to start automatically at startup, they will not start until after you have run AppleShare IP Easy Setup, unless your Users & Groups Data File is already updated.

- 13 If your computer is being used to run the mail server, use Mac OS Server Admin to change the mail storage volume.

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

- 14 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 Services section of AppleShare IP Help.

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

Verify that folders are being shared correctly. If Web service is enabled, use Mac OS Server Admin (the Web services module) to verify and set the location of the default Web folder and default document file. 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 Services 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 Services section of AppleShare IP Help.

- 18** Stop each AppleShare IP service and shut down your computer. Remove the former startup disk (if it uses a SCSI connection, make sure the SCSI chain is terminated correctly) and restart your computer.

Using AppleShare IP Services From a Client Computer

Using AppleShare IP Services From a Macintosh Computer

You can use AppleShare IP file sharing, FTP, Web, mail, and print services from any computer that has Mac OS 7.6 or later installed. (Older versions of the AppleShare client software will work, but many AppleShare features will not be available, such as IP.) For more information, see www.info.apple.com/support/appleshareip/.

Using File Services

To use AppleShare IP file sharing services, select the AppleShare icon in the Chooser, then connect to the file server. You can access shared files (or volumes).

Using FTP Services

To use FTP services, enter the Domain Name System (DNS) address of the FTP server (for example, `myserver.company.com`) in an application that supports FTP. If you use a Web browser to access an ftp server, you enter the following:

`ftp://<DNS address> (for example, ftp://myserver.company.com).`

Using Web Services

To connect to the server's Web site, enter the Web server's uniform resource locator (URL) into any standard Web browser. The URL is as follows:

`http://<DNS name>/`

"DNS name" is replaced by the DNS name of the server (for example, "myserver.company.com").

Alternatively, you can type the IP address of the server (for example, 192.168.55.44).

Using Mail Services

To connect to the mail server, you can use any Internet client mail application that supports SMTP, POP, IMAP, Finger, or PASS protocols. Your e-mail program needs to be configured with your account name, password, and e-mail address. Be sure to use the new password and e-mail address provided by your network administrator.

Using Print Services

- To use the print server over AppleTalk, you must have version 8 of the LaserWriter printer driver installed.
- To use the print server over TCP/IP, you must have LaserWriter 8.5 or later installed; this software is included with Mac OS 8.1 or later.
- To use a printer that is password-protected, you must have Mac OS 8.6 or later installed.

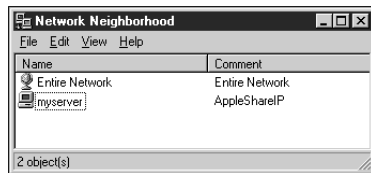
To check the version number of the printer driver, select the LaserWriter icon in the Extensions folder (inside the System Folder) and choose Get Info from the File menu.

Using AppleShare IP Services From a Windows Computer

You can use AppleShare IP file sharing, FTP, Web, mail, and print services from any computer that uses Windows 95, Windows 98, or Windows NT.

Using File Services

To connect to the file server, open the Network Neighborhood window. Double-click the AppleShare IP server's icon to connect to the AppleShare IP server. If you are in a different workgroup, you need to double-click the Entire Network icon, double-click the correct workgroup icon, and double-click the file server icon.



Using FTP Services

To use FTP services, enter the Domain Name System (DNS) address of the FTP server (for example, myserver.company.com) in an application that supports FTP. If you use a Web browser to access an ftp server, you enter the following:

`ftp://<DNS address> (for example, ftp://myserver.company.com).`

Using Web Services

To connect to the server's Web site, enter the Web server's uniform resource locator (URL) into any standard Web browser. The URL is as follows:

`http://<DNS name>/`

"DNS name" is replaced by the DNS name of the server (for example, "myserver.company.com").

Alternatively, you can type the IP address of the server (for example, 192.168.55.44).

Using Mail Services

To connect to the mail server, you can use any Internet client mail application that supports SMTP, POP, IMAP, Finger, or PASS protocols. Your e-mail program needs to be configured with your account name, password, and e-mail address. Be sure to use the new password and e-mail address provided by your network administrator.

Using Print Services

If your computer has Windows 95 or Windows 98, you can use the print server if you install an AppleTalk-compatible printer driver or an LPR-compatible TCP/IP print driver. (Windows NT computers have built-in AppleTalk and LPR printing support.)

If your computer has Windows 95 or Windows 98, you 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.

