



# **iQ.Suite Clerk Outlook Add-In 1.0**

## **Installation**

**Document Version 1.0**

**iQ.Suite for Microsoft Exchange/SMTP**

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## 1 General

In iQ.Suite WebClient 6.1, the new feature **iQ.Suite Clerk Outlook Add-In** has been added.

The iQ.Suite WebClient setup has been extended in order to enable the installation of the iQ.Suite Clerk Outlook Add-In as a WebClient feature.

The following installation modes are possible:

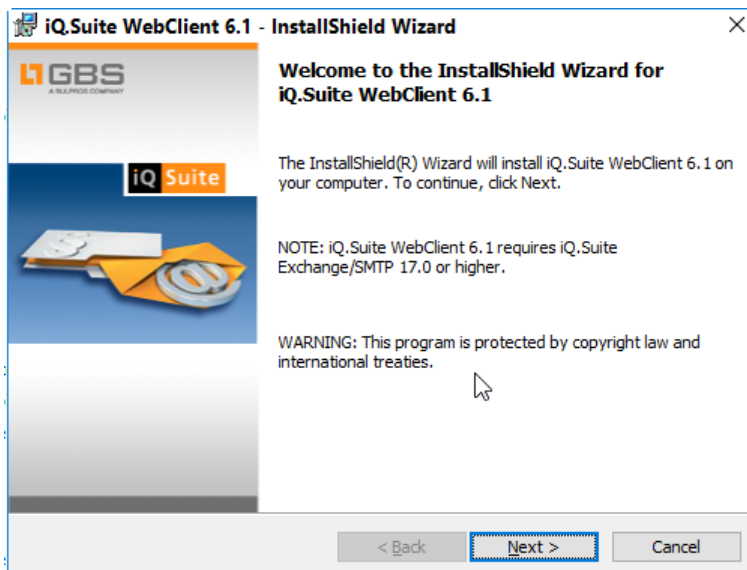
- Installation of iQ.Suite WebClient and iQ.Suite Clerk Outlook Add-In as web applications (WebApps) within the default website of IIS (Internet Information Services Manager). Refer to [2.1.1](#).
- Installation of iQ.Suite WebClient as a new website of IIS, Installation of iQ.Suite Clerk Outlook Add-In as web application (WebApp) within the new website. Refer to [2.1.2](#).

For the iQ.Suite Clerk Outlook Add-In to correctly work after installation, further actions must be executed after successful installation. Refer to [3](#).

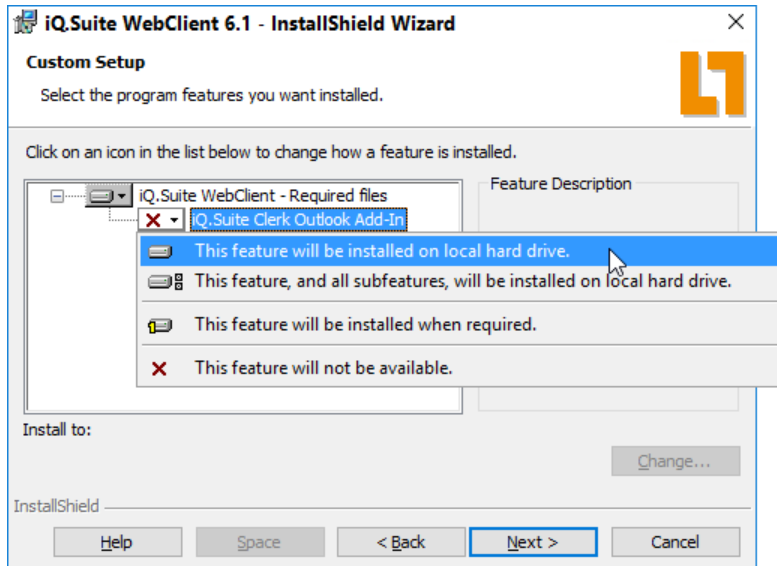
## 2 New Installation

Hereafter, the dialogs of a new installation are described and the used Installer properties are specified.

1. Start the WebClient setup: *iQ.Suite-<Version>.<Build-N°>-WebClient-<x>bit.exe*



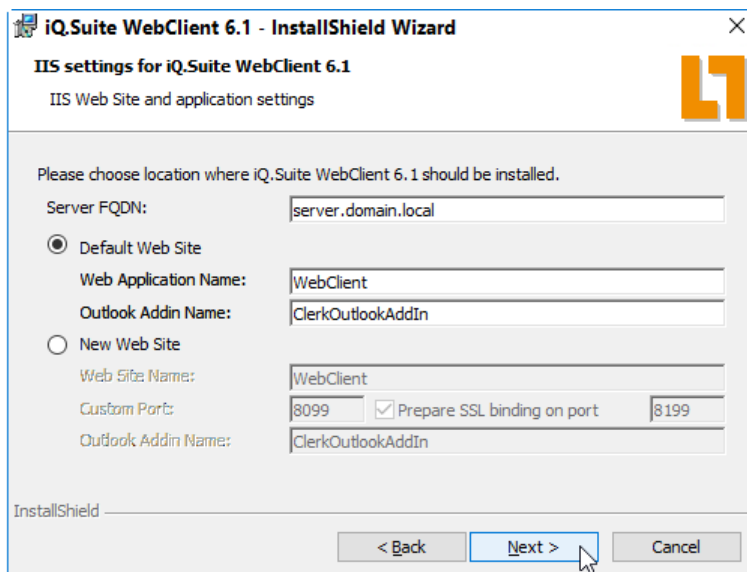
2. Click on NEXT and accept the license agreements.
3. Click on NEXT and select in the following dialog the iQ.Suite WebClient feature named **iQ.Suite Clerk Outlook Add-In**. This add-in is disabled by default.



## 2.1 Installation Options for Microsoft Internet Information Server

### 2.1.1 WebClient and Outlook Add-In as WebApps in the 'Default Web Site'

In order to install iQ.Suite WebClient and the iQ.Suite Clerk Outlook Add-In as web applications within the default website of the Microsoft Internet Information Server, select the 'Default Web Site' option in the following dialog:



In the **Server FQDN** field, you can edit the determined Fully Qualified Domain Name (FQDN) of the web server, e.g. if the web server is to be accessed from outside via another URL.

Furthermore, you can edit the name of the 'iQ.Suite WebClient' web application (**Web Application Name** field) and the name of the 'Clerk Outlook Add-In' web application (**Outlook Add-in Name** field).

After customization and successful installation, the WebClient is accessible via the following URLs:

**http://**<Server-FQDN>/<WebApp-name>

**https://**<Server-FQDN>/<WebApp-name>

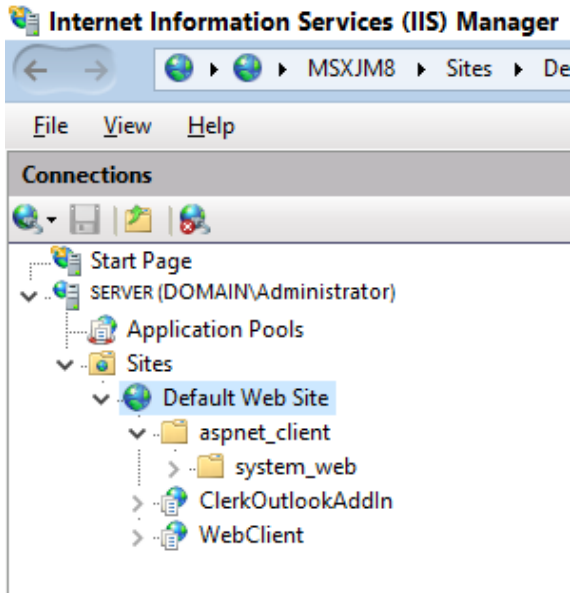
In the example:

*http://server.domain.local/WebClient*

*https://server.domain.local/WebClient*

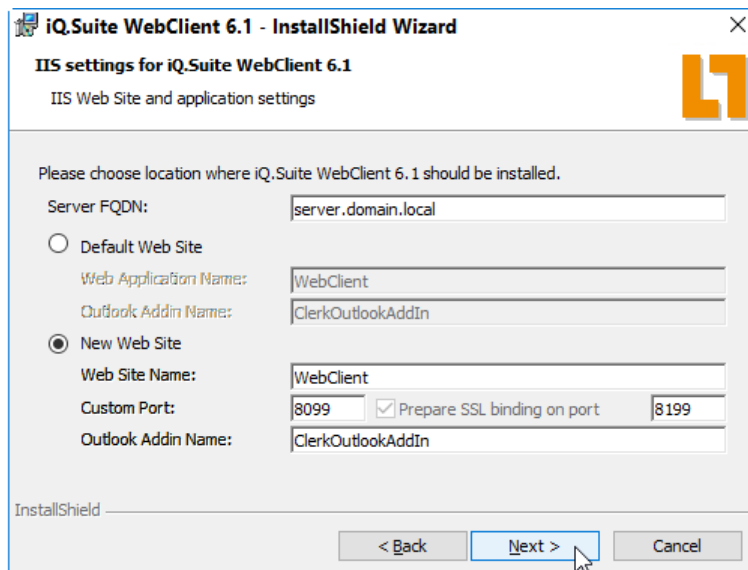
## Integration in Microsoft Internet Information Server

After installation, the iQ.Suite WebClient and the iQ.Suite Clerk Outlook Add-In are available as web applications within the “Default Web Site” of the Microsoft Internet Information Server:



### 2.1.2 WebClient as new Website and Outlook Add-In as WebApp in the new Website

To create a new website for the iQ.Suite WebClient and to install the Clerk Outlook Add-In as web application within the new website of the Microsoft Internet Information Server, select the ‘New Web Site’ option in the following dialog:



You can edit the determined Fully Qualified Domain Name (FQDN) of the web server in the **Server FQDN** field, e.g. if the web server is to be accessed from outside via another URL.

Furthermore, you can edit the name of the new website for the iQ.Suite WebClient (**Web Site Name** field) and the name of the 'Clerk Outlook Add-In' web application (**Outlook Add-in Name** field).

With this installation option, two ports must be specified: one port for the access via HTTP (**Custom Port** field) and one port for the access via HTTPS (**Prepare SSL binding on port** field).

After customization and successful installation, the WebClient is accessible via the following URLs:

**http://<Server-FQDN>:<Custom-Port>**

**https://<Server-FQDN>:<SSL-Port>**

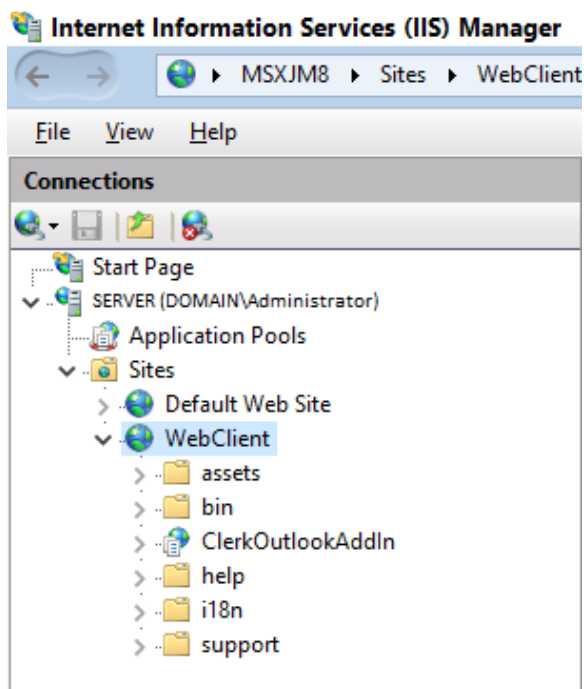
In the example:

*http://server.domain.local:8099*

*https://server.domain.local:8199*

## Integration in Microsoft Internet Information Server

After installation, the iQ.Suite WebClient is available as new website and the iQ.Suite Clerk Outlook Add-In as web application within this new website:

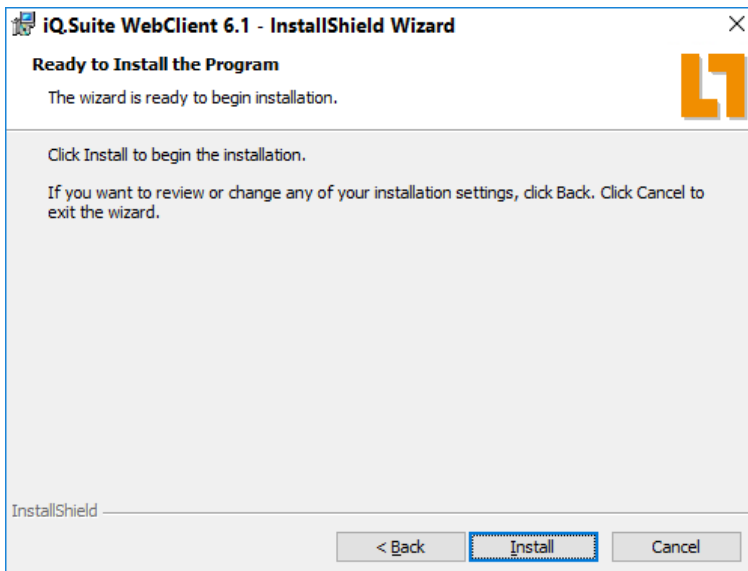


## 2.2 Other Settings in the WebClient Setup

The setup dialogs which are displayed after the **IIS settings for iQ.Suite WebClient** dialog offer additional setting options for the WebClient (e.g. selection of the directory access, etc.). These settings are documented in the iQ.Suite manual under the chapter "Installation of iQ.Suite WebClient".

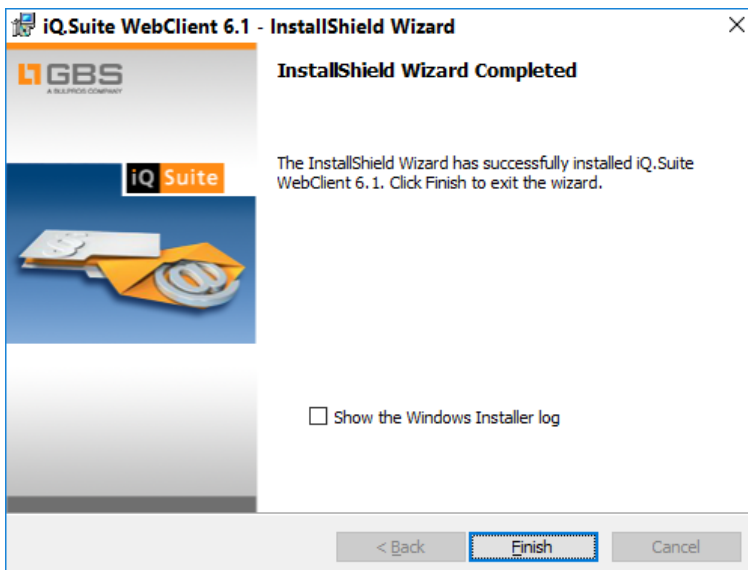
## 2.3 Starting and Completing Installation

After all settings have been made, the following dialog is displayed:



1. To complete the installation, click on INSTALL.

At the end of a successful installation, the following dialog is displayed:



2. If you want to view the Windows Installer log file, enable the 'Show the Windows Installer log' checkbox.
3. Click on FINISH.



## 3 After Installation

### 3.1 Installation of a Valid SSL Certificate

Since the communication between iQ.Suite Clerk Outlook Add-In and iQ.Suite WebClient must be encrypted via HTTPS, a valid SSL certificate must be deposited in the Microsoft Internet Information Server and assigned to the corresponding HTTPS binding:

#### Procedure in the Microsoft Internet Information Server

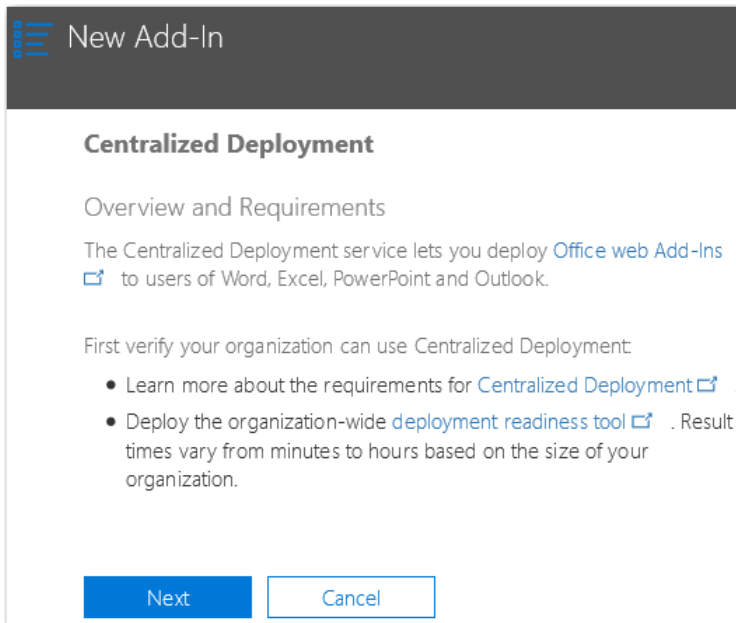
1. Select the server on which the corresponding website is hosted.
2. In the **IIS** section, double-click on **Server Certificates**.  
*The available certificates are displayed here.*
3. In the action bar (on the right), click on the **Import...** action to import your certificate.
4. Under **Connections** (on the left), click under **Sites** on the corresponding website: “Default Web Site” or “<New Web Site>” of the iQ.Suite Web Client – depending on the selected installation mode (refer to [2.1](#)).
5. In the action bar, select the **Bindings** action.
6. Select the **https** binding type and click on EDIT.
7. In the drop-down list under **SSL certificate**, select the imported certificate.

### 3.2 Distributing iQ.Suite Clerk Outlook-Add-In to Users

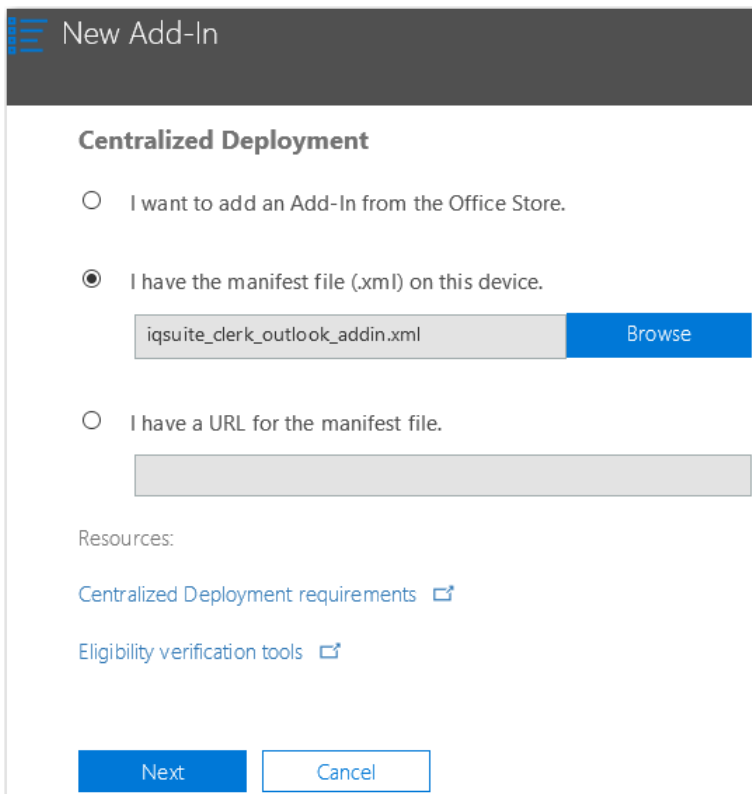
To provide the users of your organization with the iQ.Suite Clerk Outlook Add-In, proceed as follows (with Microsoft Office 365 as an example):

1. Log in to the **Office 365 Portal** as an administrator.
2. Call the **Microsoft 365 admin center** (Admin App) via the AppSwitcher icon (at the top left).
3. In the Microsoft 365 admin center, select in the navigation under **Settings** the **SERVICES & ADD-INS** item. Then, click on the **+ DEPLOY ADD-IN** button.

The following dialog is displayed:



4. Click on NEXT.
5. Select the source from which the add-in is to be added. Then select the manifest file **iqsuite\_clerk\_outlook\_addin.xml** or specify the URL to this file, depending on the source:

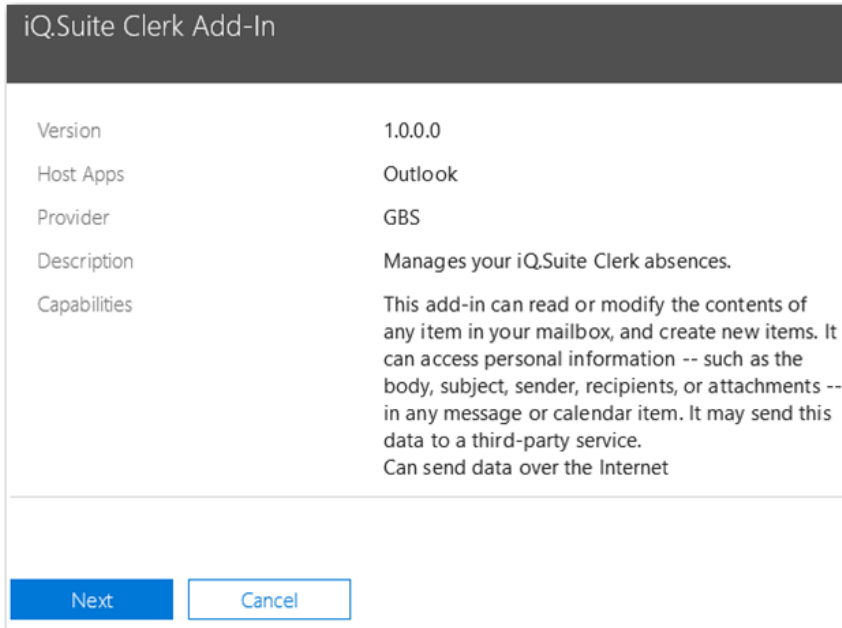


You will find the XML file mentioned above in the subfolder `ClerkOutlookAddin` of the WebClient installation directory.

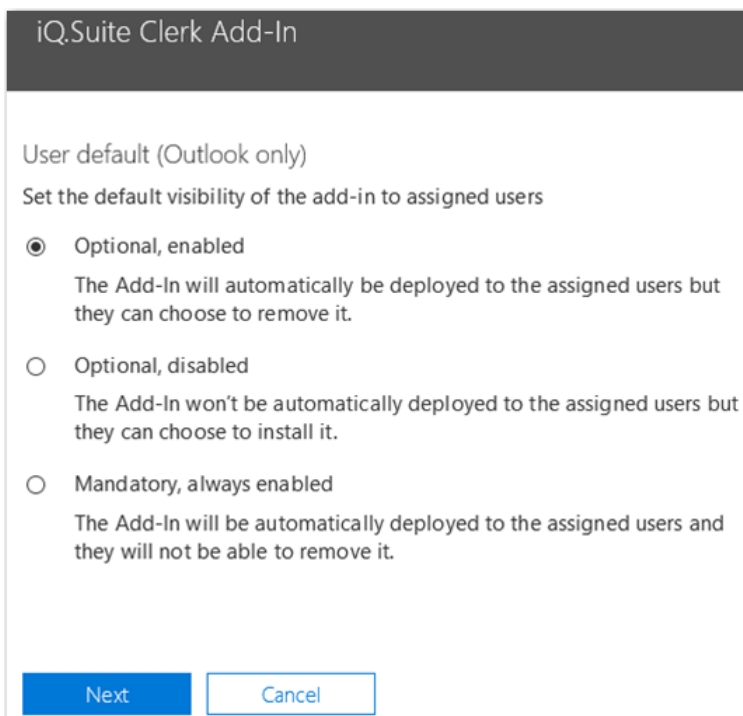
Default path (standard installation):

`C:\Program Files\GBS\iQ.Suite WebClient\ClerkOutlookAddin\iqsuite_clerk_outlook_addin.xml`

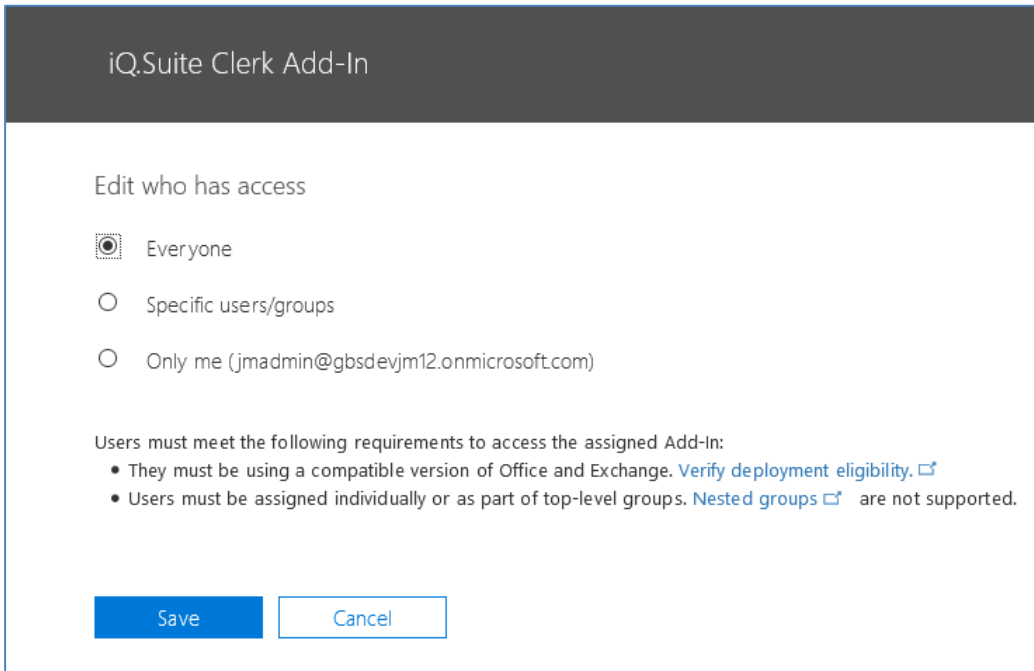
The file is read in and validated:



- Click on NEXT and define how the Outlook Add-in will be provided to the users. Select the corresponding option:



7. If required, select users to whom you want to grant access to the iQ.Suite Clerk Outlook Add-In:



iQ.Suite Clerk Add-In

Edit who has access

Everyone

Specific users/groups

Only me (jmadmin@gbsdevjm12.onmicrosoft.com)

Users must meet the following requirements to access the assigned Add-In:

- They must be using a compatible version of Office and Exchange. [Verify deployment eligibility.](#)
- Users must be assigned individually or as part of top-level groups. [Nested groups](#) are not supported.

Save Cancel

8. To install the Outlook Add-in and to provide it to the users, click on **SAVE**.

The installation on a **Microsoft Exchange Server** works similarly; the deployment of the add-in is performed via the **Exchange Control Panel (ECP)**.

## 4 Additional Installation Notes

### 4.1 Update Installation

**Note:** The setup of iQ.Suite WebClient supports an update from older WebClient versions, but the iQ.Suite Clerk Outlook Add-In is not automatically installed as well in case of an update.

To install the iQ.Suite Clerk Outlook Add-In anyway, proceed as follows:

1. Uninstall the current iQ.Suite WebClient and then install the newest WebClient version.  
The configuration settings are kept even in case of uninstallation.
2. Make an update installation and then a change installation via **Programs and Features**. The Outlook Add-in can be selected later.

## 4.2 Setup Silent Installation

To install the iQ.Suite WebClient without graphical user interface, the configuration data can also be specified on the command line.

### Command line call

To execute a setup in the Silent mode, call the following command in an administrative command line:

```
setup.exe /s /v"/qn"
```

This is the standard call without using parameters. Hereby, the iQ.Suite Clerk Outlook Add-In would not be installed.

The following parameters are absolutely necessary for the Silent installation of the WebClient setup **and** of the Outlook Add-in:

Parameter	Description
<b>ADDLOCAL=ALL</b>	Forces the installation of the iQ.Suite WebClient and the iQ.Suite Clerk Outlook Add-In.
<b>GRP_SITE_WEBSITE=&lt;WERT&gt;</b>	Installs both web applications within the specified website. Possible values: 1 (Default Web Site); 2 (Custom Web Site)
<b>GRP_DIR_MODE=&lt;WERT&gt;</b>	Specifies the directory mode. Possible values: 1 (Active Directory); 2 (LDIF); 3 (Azure)

Furthermore, the following **optional parameters** can be used:

Parameter	Description
<b>GRP_SERVER_FQDN=&lt;server.domain&gt;</b>	Example: <i>test.kardev.local</i>  Server FQDN under which the website is accessible from outside. Default: FQDN name of the server which is automatically determined
<b>GRP_SITE_DEFAULT_APPNAME=&lt;STRING without space&gt;</b>	Name of the WebClient web application under which it is accessible via URL. Default: <i>WebClient</i>
<b>GRP_SITE_DEFAULT_ADDINNAME=&lt;STRING without space&gt;</b>	Name of the 'iQ.Suite Clerk Outlook Add-In' web application under which it is accessible via URL. Default: <i>ClerkOutlookAddin</i>

Exemplarily, the installation can be executed in the Silent mode as follows (within the 'Default Web Site' in the Microsoft Internet Information Server):

```
setup.exe /s /v"/qn ADDLOCAL=ALL GRP_SITE_WEBSITE=1 GRP_DIR_MODE=1  
GRP_SITE_DEFAULT_APPNAME=WebClient GRP_SITE_DEFAULT_ADDINNAME=ClerkOutlookAddin"
```

## 5 About GBS

GBS Europa GmbH is a leading vendor of solutions and services in the fields of messaging security and workflow for the IBM and Microsoft collaboration platforms. Over 5,000 customers and more than 4 million users worldwide trust in GBS expertise. The company operates in Europe, North America and Asia.

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