

GWAVA Inc.

Retain Outlook Web Plugin

Installation Guide

For Exchange 2013

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The Outlook WebAccess Plugin is designed to allow users to utilize the Outlook 2013 WebAccess interface with Retain integration wherever they access their messaging client.

Requirements:

- Outlook 2013
- Open connection through firewall to Retain Server (port 48080) for access. The plugin will not function unless the host Exchange server can communicate with the Retain Server.

Installation must be performed on the Exchange 2013 server. Copy the installer to the desired server and then follow the installation instructions.

Installation instructions:

1. Open the installer on your Exchange 2013 server.
2. Select the language of your choice.
3. Select next.
4. Choose the directory into which plug-in will be installed. This directory must be accessible to OWA clients, so it is recommended to install into the OWA directory itself. The installer will create a new folder called "Retain." Select next when you have entered the folder in the text box.
5. Enter the URL used to access the Retain Server. This address must be reachable from both the client's browser as well as the Exchange server. When you are finished select next.
6. Enter the URL that clients use to access OWA on your Exchange server, and then hit next.
7. Leave the checkbox selected if you would like to restart IIS immediately. Hit next.
8. Select install to install the files onto your Exchange server. A new folder called "Retain" will be created in the directory you chose in step 4. This folder will contain the manifest.xml that is required for the client to activate the plug-in. This manifest file can be freely distributed to users who want to activate the plugin.
9. Open a web browser and log into OWA with an account that has the necessary rights to install the manifest from a file. By default most accounts only have the right to install an application from the Office Store.
10. Once logged in, click the gear icon in the top right and click "Manage Apps..." This will open a new window containing a list of your apps.
11. Select the plus sign menu and click "Add from file." Browse to the location of the manifest.xml file and upload it. The Retain app should appear in the list of installed apps.
12. Return to your mailbox and select an email. The Retain button will appear at the top of the email. Select the button and a Retain icon will appear. Clicking the icon will take you to your Retain archive.