Novell
iFolder Professional Edition

iFolder Quick Start

Welcome to the *Novell® iFolder™ Professional Edition Quick Start*. This guide covers the following topics:

OVERVIEW

Novell iFolder lets you access your files from anywhere, at any time. It no longer matters where you are; iFolder lets you open and use any local files that you've placed in your iFolder directory.

You now have the flexibility of working on your local files, on- or offline, from your different computers at work, school, home—even from a computer half way around the world. All you need is the iFolder client or an active Internet connection.

The iFolder client uses an Internet connection to connect to the iFolder server. You can work on your local files without an active Internet connection; however, when you activate your Internet connection, the work you have done locally is instantly sent to the iFolder server, encrypted if you choose, and backed up, so your files are always protected on the network and easily recovered if your data is lost. And later, when you move to a different location and a different computer, and then activate your Internet connection, your files are automatically updated to reflect the work you did elsewhere—with no floppies or file transfers required. So you always know your files are secure, accessible, and up-to-date. Your work environment now revolves around you, and your data is with you wherever you are.

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INSTALLING THE IFOLDER CLIENT

First, meet all the prerequisites before installing the iFolder client.

Prerequisites

❑ Make sure Internet Explorer (IE) 5.0 or later is installed on every computer you are installing the iFolder client on

❑ (Windows* 95 computers only) Install Windows Socket 2 Update for Microsoft* Windows 95

To download the Windows Socket 2 Update, go to the Microsoft download site (http://www.microsoft.com/windows95/downloads/contents/wuadmintools/s_wunetworkingtools/w95sockets2/default.asp).

When you have met all the prerequisites, you are ready to install the iFolder client. Continue with the next section, .

Installing the iFolder Client

Install the Novell iFolder client on every computer that you regularly use.

1 From a browser, go to the iFolder Web site (get this from your network administrator) and download the iFolder client (IFOLDERCLIENT.EXE) to a temporary directory.

2 Go to the temporary directory, double-click IFOLDERCLIENT.EXE, and then follow the onscreen instructions.

3 When the installation is complete, do one of the following:

    ◆ If you are running Windows NT*/2000/XP, reboot your computer.

    ◆ If you are running Windows 95/98/ME, check the Start iFolder check box.

4 Click Continue after reading the short introductory message to iFolder.

5 Enter your network User ID and password.

    The first time you log in to the iFolder server, an account is created for you on the iFolder server.

    5a (Conditional) If you need to connect to a proxy server, click Set Proxy, enter the IP address or DNS name and the port of your proxy iFolder server, and then click OK.

    In an enterprise that uses the Internet, a proxy server acts as an intermediary between you and the Internet so that the enterprise is kept secure. To you, the proxy server is invisible; all Internet requests and returned responses appear to be directly with the Internet server you are querying. However, the proxy is not quite invisible; its IP address has to be specified as a configuration in the browser or, in this case, when logging in to the iFolder server.

    5b (Optional) If you want to have a shortcut to your iFolder directory on your desktop, leave the shortcut check box checked.

6 Click the Login button.

7 Select the area on your hard drive where you want to create your iFolder directory and store your iFolder files, and then click OK.

The default location for Windows NT/2000/XP is C:\Documents and Settings*username*\ My Documents\iFolder\user ID\Home. For Windows 95/98/ME, the default location is C:\My Documents\iFolder\userid\Home.

SELECTING A NEW LOCATION (OPTIONAL)

If you want to change the default location, click Browse and select a new location.

IMPORTANT: The location path, including the drive letter and backslash (\) characters, cannot exceed 259 characters. Also, please note that the path that you enter or the path that you browse to will be the *exact* location of your ifolder files.

If you move the location of your iFolder files, you should manually copy your iFolder files from the old location to the new location. If this is the first time you are logging in to this server, you *must* copying the files to the new location so that these files can be synchronized with the iFolder server. If you already have an account on the server, copying the files to the new location will simply prevent the iFolder server from downloading all your files from the server to your computer, which, depending on your Internet connection and file sizes, might initiate a lengthy download.

8 Decide whether you want to

- Enable automatic login at startup. This means that the iFolder client will automatically log in to the iFolder server every time you reboot your computer or reactivate your Internet connection. This login process is transparent; you will never see a login box.

- Encrypt your iFolder files. If you enable encryption, your files are not stored encrypted on your computer; however, your data is encrypted as it travels across the wire and it is also stored on the iFolder server in its encrypted form.

9 (Conditional) If you chose to encrypt your iFolder files in Step 8, enter your pass phrase, confirm it, and then enter a hint that will help you remember your pass phrase if you forget it. Otherwise, skip this step; you are done with the iFolder installation.

The pass phrase is used to create the encryption keys that are used when files are uploaded or downloaded between your computer and the iFolder server. Encrypting your data as it travels across the wire to the iFolder server prevents your files from being accessed by someone other than you. Although your files are not stored encrypted on your computer, they are stored encrypted on the iFolder server.

If you forget your pass phrase, your network administrator can recover it for you only if you check the Pass Phrase Recovery check box in Step 10.

HINT: If you don't want iFolder to prompt you for your pass phrase every time you log in to the iFolder server, check the Remember Pass Phrase check box.

You can disable these features later by double-clicking the iFolder icon in the system tray and then clicking Account Information > Preferences and unchecking Remember Password or Remember Pass Phrase.

10 (Conditional) If you chose to encrypt your iFolder files in Step 8, decide whether you want to allow your network administrator to recover your pass phrase for you in the event that you forget it.

After you log in to the Novell iFolder server, a directory is automatically created on the server; a directory is also automatically created on your local hard drive in the location that you specified during the iFolder installation. This directory is where you will keep all the files that you want to share among your multiple computers.

If you chose to place a shortcut on your desktop, double-clicking this shortcut will take you directly to your local iFolder directory. If you did not place a shortcut on your desktop, right-click the iFolder icon in the system tray and select Open iFolder to access your iFolder directory. To learn more about the tasks included in the iFolder icon system tray menu, see "Using iFolder" on page 5.

ACCESSING IFOLDER THROUGH A WEB BROWSER

With Novell iFolder, you can get to your files from any computer that has Internet access. This means that from a browser you can see all of your iFolder files that are located on the iFolder server, access them, and make changes to them—even from your pocket PC devices (such as iPAQ*).

When you access your iFolder files through a browser, you can download only the files that you need instead of the whole directory. However, there is no automatic synchronization of changes to the iFolder server, as with the iFolder client. When you use a browser, you must manually download and save files to your desktop, work on them, and then upload the files to the Folder server. After the files have been uploaded to the iFolder server, the changes will be downloaded to your other computers. If you are working on a computer that is not yours, delete the files that you worked on from the location where you saved them on the hard drive; otherwise, someone could access them after you are gone.

To access your iFolder files through a Web browser, do the following:

1 Right-click the iFolder icon in the system try and then click iFolder Website.

2 Do one of the following:

   ◆ Click Login to access your local iFolder directory via the Java* applet.

     In order to see your iFolder files through the Java Applet, you will need to have Java installed on your computer. If you do not, click the Login button to access your files through HTML.

- Click Login (PDA) to access your local iFolder directory via HTML access (for PDA devices such as Palm Pilots, etc.).

  IMPORTANT: iFolder supports only IE and Netscape* browsers. Netscape 6 or later is not supported with this release of iFolder; we recommend using Netscape 4.78 or IE 5 or later.

3 Enter your username, password, and pass phrase (if required), and then click Connect.

  NOTE: The IP address of your iFolder server should already be filled in for you.

  After you are logged in, you will see your iFolder files. They appear in a directory structure similar to what you would see in Windows Explorer. To expand the folder and view the files, double-click the Home folder.

  When downloading or uploading iFolder files from a browser, do not click any of the links on the current page; otherwise, the file transfer will be interrupted. If you want to go to another Web site while downloading or uploading files, open another browser window.

USING IFOLDER

There are a few important tasks associated with your iFolder files. By right-clicking the iFolder icon that appears in the system tray of your workstation, you can do the following.

Log In and Log Out

To log in, right-click the iFolder icon in your system tray and then click Login. To log out, right-click the iFolder icon and then click Logout.

Change Your Synchronization Preferences

The iFolder client lets you specify how often you want the changes that you've made to your personal iFolder files uploaded to the iFolder server. To set these parameters, right-click the iFolder icon in your system tray and then click Account Information > Preferences. To implement the changes, click Apply.

Synchronize Your Files

You can instantly synchronize your files by right-clicking the iFolder icon and then clicking Sync Now.

View Synchronization Activity

Double-click the iFolder icon in your system tray and then click View Activity. The View Activity screen captures all the activity occurring between your iFolder server and your iFolder client.

View Your Account Information
The Account Information screen shows information about your iFolder files, such as how much space is being used on the iFolder server and the number of files that must be uploaded to the iFolder server. To view this information, double-click the iFolder icon in the system try and then click Account Information.

Restore Overwritten Files from the Conflict Bin
The iFolder client has a feature called the Conflict Bin. The following scenario illustrates how the Conflict Bin works.

Suppose that you have the iFolder client installed on two computers: computer A and computer B. At some point in the day, you disconnect both of these computers from the network and continue to work from both computers offline. While you are working, you make a change to one of your iFolder files on computer A and then, later in the day, using computer B, you make a different change to that same file. You now decide to work online, so you reconnect computer B and then computer A to the network in order to synchronize your changes to the iFolder server.

When you reconnect computer B to the network, its change is uploaded to the iFolder server. However, when you reconnect computer A to the network, it also uploads its change to the iFolder server, overwriting the newer change that you made on computer B. To prevent data loss, iFolder saves the overwritten file to the Conflict Bin of the computer that had a local copy of the file that was overwritten. In this case, the overwritten file would be in the Conflict Bin of computer B.

You can access the Conflict Bin by right-clicking the iFolder icon located in the system tray. The Conflict Bin holds up to 25 MB of data before it begins to permanently delete documents.

TIPS AND TRICKS FOR SYNCHRONIZING
WARNING: Do not try to synchronize your GroupWise® archive by setting a GroupWise archive path to the location of your iFolder directory. If you do this, the iFolder client will corrupt the GroupWise archieve. This happens because iFolder does not synchronize files as a set and GroupWise needs the files in the archive to be maintained as a set of files.

Synchronizing Your IE Favorites
To keep your Internet Explorer Favorites the same on each computer that you use, do the following:

HINT: For Windows NT/2000/XP computers, you need only cut the Favorites folder from the its current location (C:Documents and Settings/*username*/Favorites) and paste it into your local iFolder directory. For Windows 95 computers, use TWEAKUI to synchronize your IE Favorites.

1 Download the freeware version of TweakUI from the CNET* Web site (http://
   download.cnet.com).

   This program is used to change the location of your Favorites.

2 Locate TWEAKUI.EXE and extract the files to a directory on your hard drive. Make a note of
   this location.

3 Go to the directory where you extracted TWEAKUI.EXE, right-click TWEAKUI.INF, and then
   click Install.

4 Go to the Control Panel and click TweakUI.

5 Click the My Computer tab.

6 From the Special Folders drop-down box, select Favorites.

7 Take note of the location of your Favorites directory and then go to Windows Explorer and
   copy the Favorites directory into your iFolder directory.

8 Change the location of the Favorites directory in TweakUI to the location of your iFolder
   directory.

That's it! Your IE Favorites are now synchronized.

Synchronizing Your Palm Desktop Database

To keep your Palm Desktop Database the same on each computer, do the following:

1 Start your Palm Desktop program.

2 Click View > Options.

3 Change the location of your Data Directory to the location of either an iFolder directory or
   subdirectory.

4 Repeat this procedure on each of your personal computers.

That's it! Your Palm Desktop is now synchronized.

Synchronizing with Lotus Notes

To synchronize with Lotus Notes, do the following:

1 Add the following three lines to the NOTES.INI file:

   NAMES=c:\Documents and Settings*username*\My Documents\ifolder*username*\
   home\names.nsf

   KEYFILENAME=c:\Documents and Settings*username*\My Documents\ifolder*username*\
   home*username*.id

   DESKTOP5=c:\Documents and Settings*username*\My Documents\ifolder*username*\
   home\desktop5.dsk

2 Copy the NOTES.INI, NAMES.NSF, DESKTOP5.DSK, and *username*.id files to your iFolder directory.

3 Modify the shortcut that is used to start Notes.

In the Target field, enter

```
c:\notes.exe =c:\docume~1\username\mydoc~1\ifolder\username\
home\notes.ini
```

That's it! Your Lotus Notes is now synchronized with your iFolder data.

FREQUENTLY ASKED QUESTIONS

- **What should I do if I get a -107 login error?** This error means that you are having problems connecting to the Internet. Make sure that you can access the Internet by launching a browser before you log in. If you have an active Internet connection but are still getting this error, contact your network administrator.

- **What should I do if I try to log in but get an error message about an unauthorized account?** Contact your network administrator. Your iFolder account has not yet been enabled.

- **Are my files encrypted on my local computer?** No, your data is encrypted only when it travels across the wire and when it is stored on the iFolder server.

- **Can I share my iFolder account with other iFolder users?** No. Your iFolder files can be accessed only with your unique network ID, password, and pass phrase. However, sharing will be available in a future release of this product.

- **What should I do if I forget my pass phrase?** If you forget your pass phrase, contact your network administrator; he can recover it for you if you gave him permission to do so during the iFolder client installation.

- **What if I run out of disk space?** If your iFolder account is running out of disk space, contact your network administrator to assign you more.

- **What if I change the location of my iFolder directory—do I also have to move my files?** Yes. If you change the location of your iFolder directory, you need to manually move your iFolder files to the new location. For instructions, right-click the iFolder icon in the system tray and then click Help > Changing Your Local iFolder Directory.

- **Can I move the location of my iFolder directory after I have installed or upgraded the iFolder client?** Yes. To do this, log in to the iFolder client, right-click the iFolder icon in the system tray, and then click Account Information > File > Set iFolder Location.

  You will then be logged out and prompted for the new location. Next, before you log back in, move your iFolder files to the new location. This will prevent iFolder from downloading your entire account to the new location.