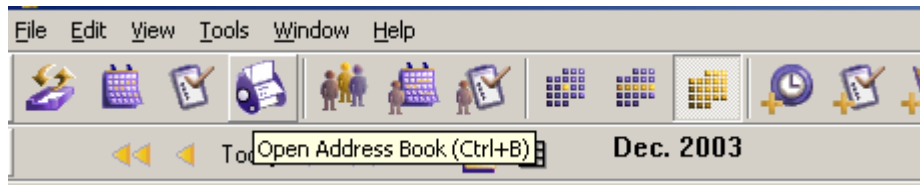


How to enable the Address Book feature of Oracle Calendar (a.k.a. CorporateTime)

*** If you have already installed the client and used it at least one time, please skip to step 5. ***

1. Install Oracle Calendar from <http://www.cns.ohiou.edu/software>
2. Double-click on the CorporateTime Auto-Launcher icon on the desktop.
3. Enter your Oak-ID and password in the spaces provided.
4. Select Sign-In from the Sign-In window.
5. Exit Oracle Calendar (File > Exit or CTRL+Q).
6. Double-click My Computer from the desktop (or open a Windows Explorer session).
7. Go to Tools > Folder Options > Click on the View tab > Ensure the radio button next to Show hidden files and folders is selected > Click OK.
8. Go to C:\Documents and Settings\YOUR USERNAME\Application Data\Steltor
9. Open the UNISON.INI file in an editor (Notepad, etc.)
10. In the second line, change `offlineab=FALSE` to `offlineab=TRUE`.
11. Save the file and close the editor.
12. Launch Oracle Calendar and you will be prompted “Do you want to have an off-line Agenda?” after clicking the Sign-In button. Click Yes.
13. Enter an Off-line password in the space provided (Leave it blank if you don’t want to enter a password for the Off-line address book every time Oracle Calendar is started).
14. Confirm the password (Again, leave it blank if you don’t want to enter a password for the Off-line address book every time Oracle Calendar is started).
15. There is now an Address Book icon in the toolbar. Click it to open your address book.



16. If you use CorporateSync for Palm or Pocket PC, you can sync your address book between Oracle Calendar and your PDA. You will need to enable the PDA sync application to use Oracle Calendar for Address/Contacts.

- At present, the address book is NOT able to be viewed from the web client.

System Administrators:

- If multiple users share one computer and one Windows username but different Oracle Calendar accounts, they will be prompted to select a different location for the offline address book. By default, the offline address book is stored in the individual user's Application Data\Steltor folder.
- If you want all new user accounts on one machine to have the ability to access their respective address books, you can edit the unison.ini file located at C:\Program Files\Steltor\CorporateTime. This file is copied to the individual user profile after that user launches Oracle Calendar the first time.