

Videonor Outlook plugin

Active Directory Group policy deployment guide



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Intended audience

This document is intended for IT administrators tasked with deploying Videonor software within an organization. A general knowledge of Active Directory and group policies is required to perform the tasks outlined in this guide. A general guide on deploying software through Active Directory can be found at

<https://support.microsoft.com/en-us/help/816102/how-to-use-group-policy-to-remotely-install-software-in-windows-server-2008-and-in-windows-server-2003>. The latest version of this guide can be downloaded from <http://downloads.videonor.com/plugin-deployment-guide.pdf>.



About the software

The VMR Connection Info plugin is a piece of software which extends the capabilities of the users' Outlook desktop clients. The main purpose of the plugin is to provide connection information to VMRs (Virtual Meeting Room). Detailed information regarding the functionality of the plugin can be found at <http://videonor.com/outlook-plugin>.

Requirements

Target computers

The plugin is compatible with Microsoft Outlook 2012 and beyond. All Windows operating systems which allow installation of compatible Outlook versions are supported.

Server(s)

For central deployment, Windows Server 200x and beyond running Active Directory is required.

Software

Videonor provides msi packages tailored for deployment through Active Directory group policies. If not already acquired, the latest release of the plugin can be downloaded from <http://downloads.videonor.com/outlook-plugin/latest.msi>

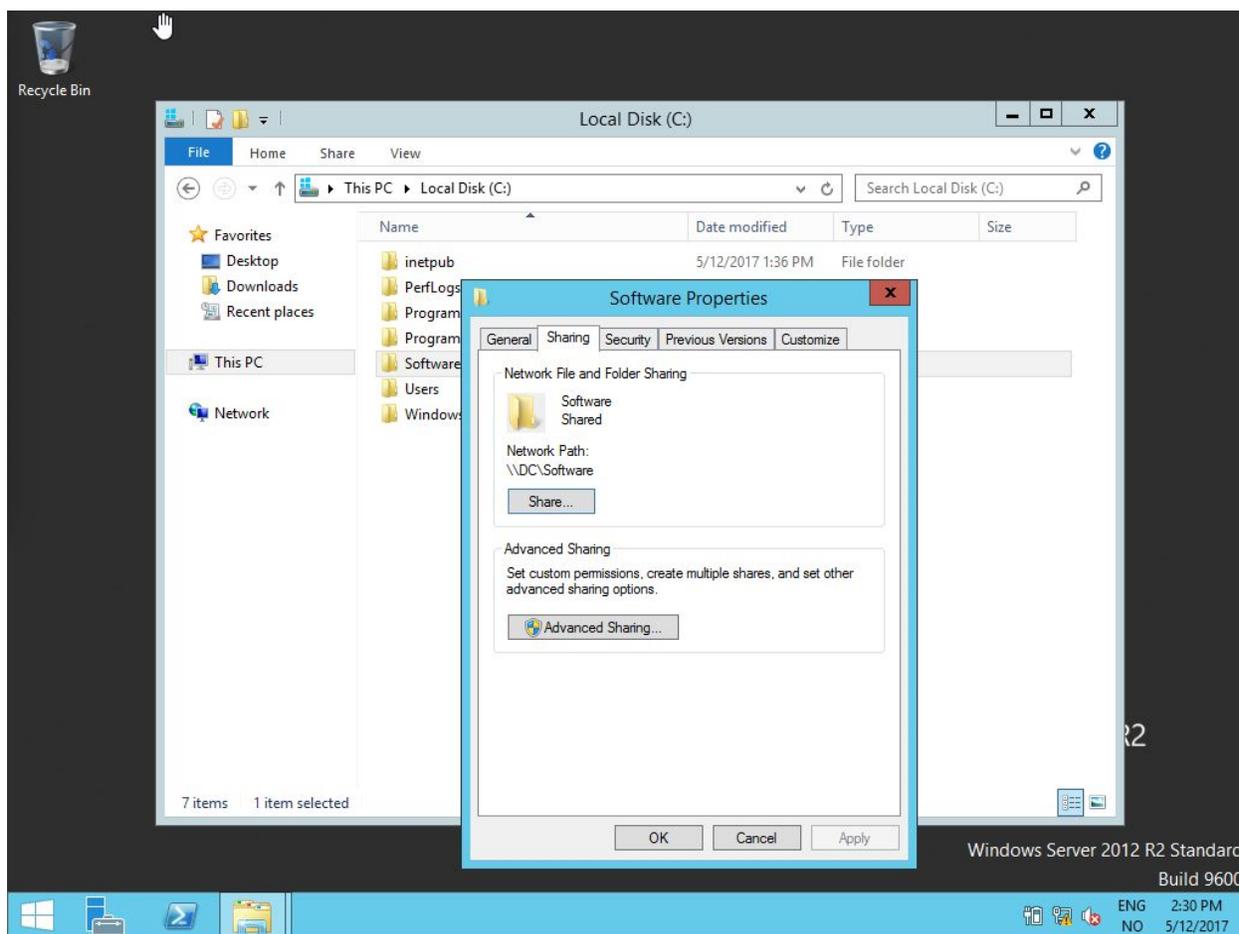
To associate the software with the organization in question, an msi transform is required. If not already acquired, please reach out to us on support@videonor.com.

Initial deployment

Prepare shared folder

The msi package and transformation file needs to be placed in a shared folder accessible (read access) to all designated users/computers within the organization. If such a folder already exists for the purpose of software distribution, feel free to use the existing one.

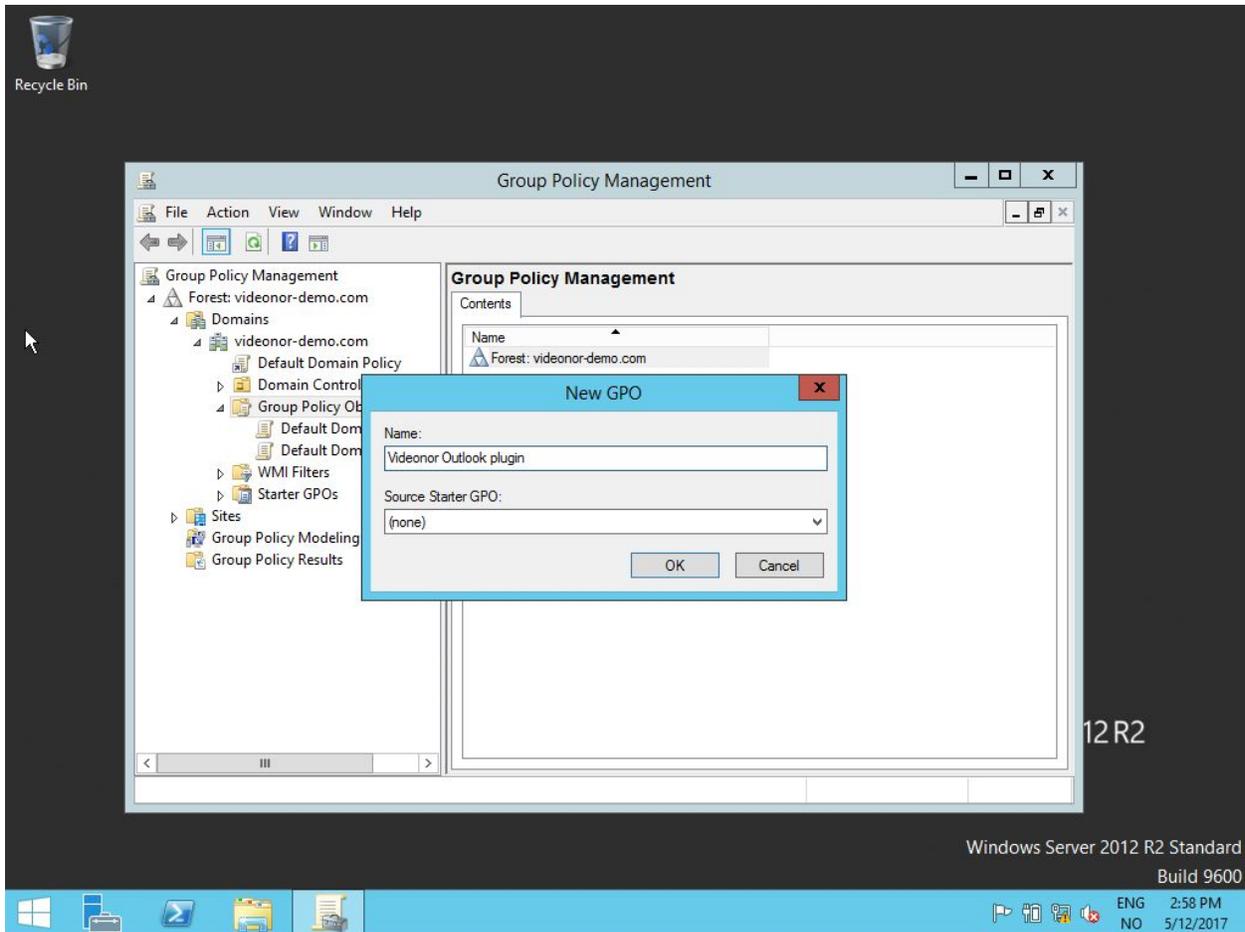
If this is the first software deployment within the organization, you can create a “Software” folder on the domain controller and share it with authenticated users within the domain.



Prepare shared folder (noting the UNC path)

Create a GPO

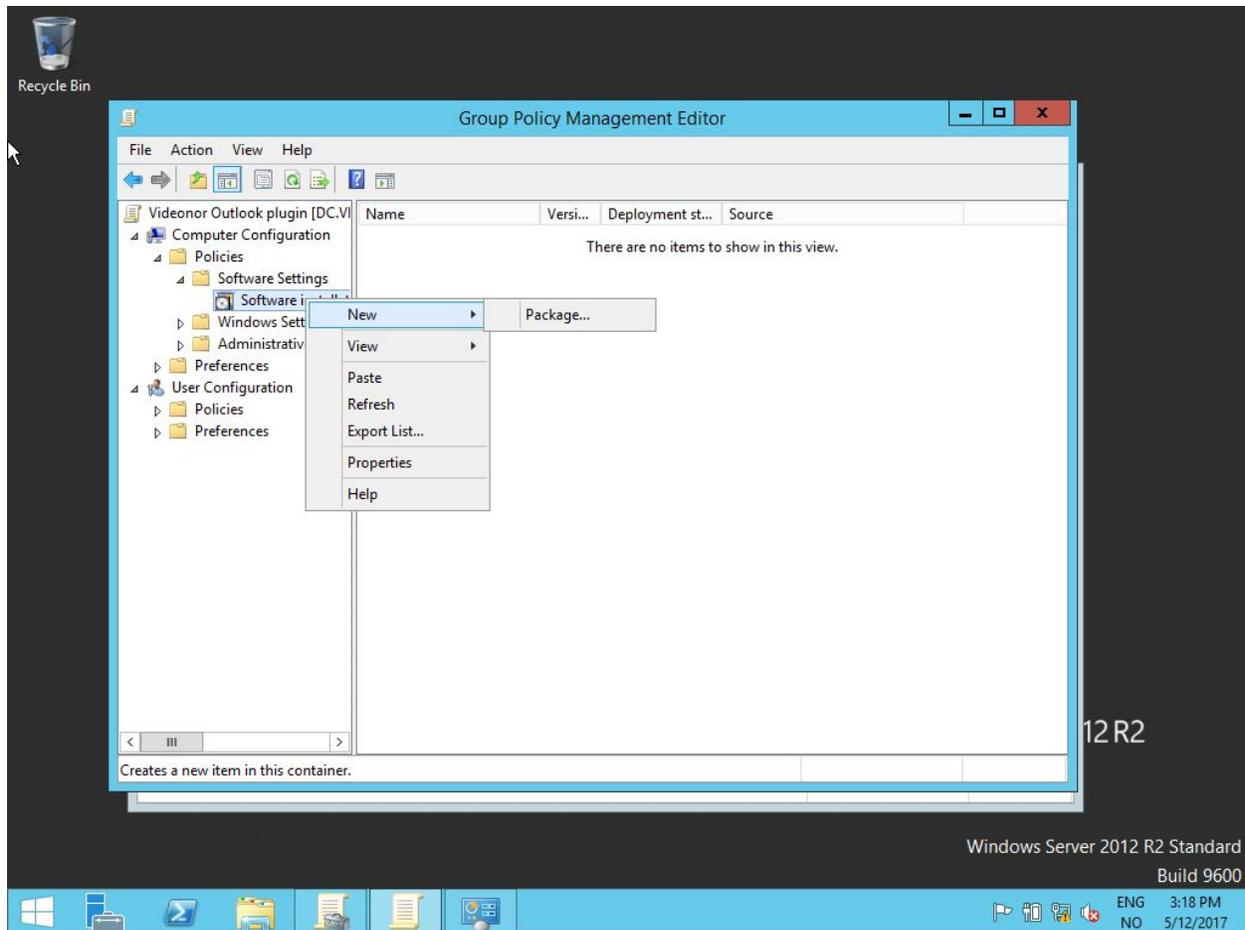
Videonor recommends creating a new GPO for deployment of the software. A descriptive name like "Videonor Outlook plugin" should make it easy to locate in the future. Once the GPO has been created, link it to the organizational units containing the designated computers / users.



Create a new GPO

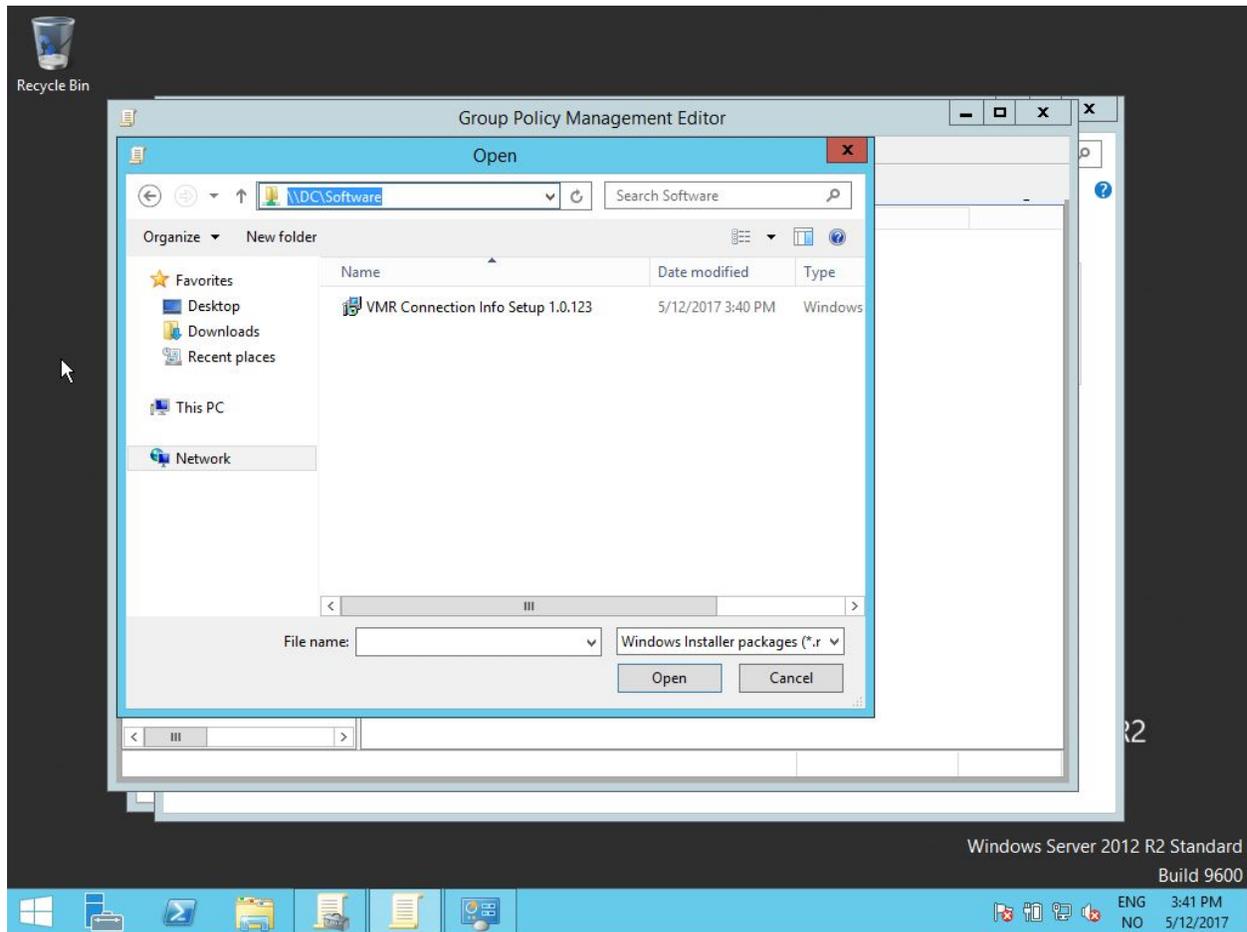
Add software package to GPO

Once the link has been established, view the GPO settings. Depending on whether computers or users are to be targeted, select “Software packages” in the appropriate configuration section. Click “New Package” and select the downloaded msi from Videonor.



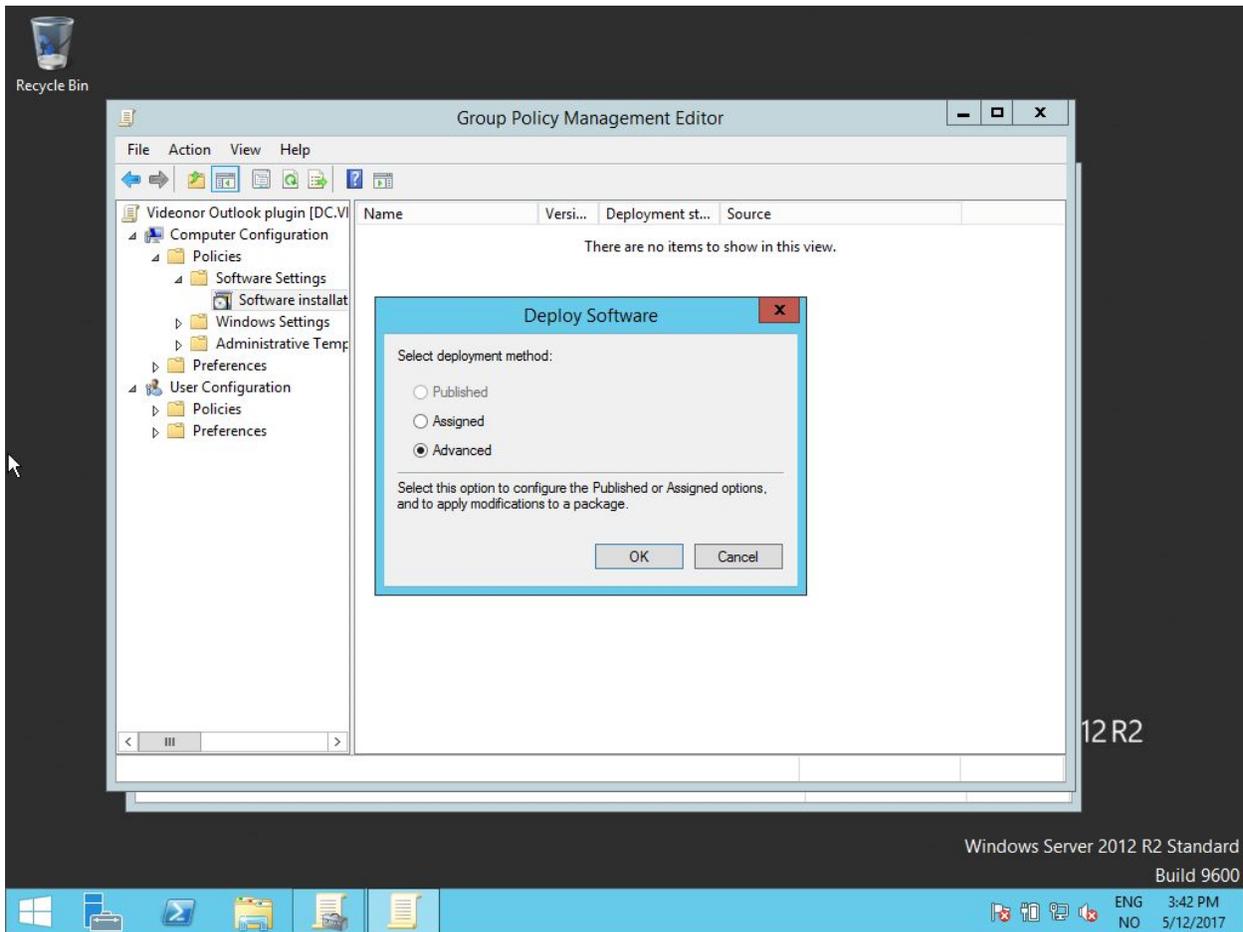
Add software package under desired configuration (computer/user)

When prompted for the software package (msi) to add, make sure you select this through its network share path should the shared folder reside on domain controller itself. This is important, as selecting a package through a local path most likely will fail, as target computers/users won't be able to access the location.



Select software package through its UNC path

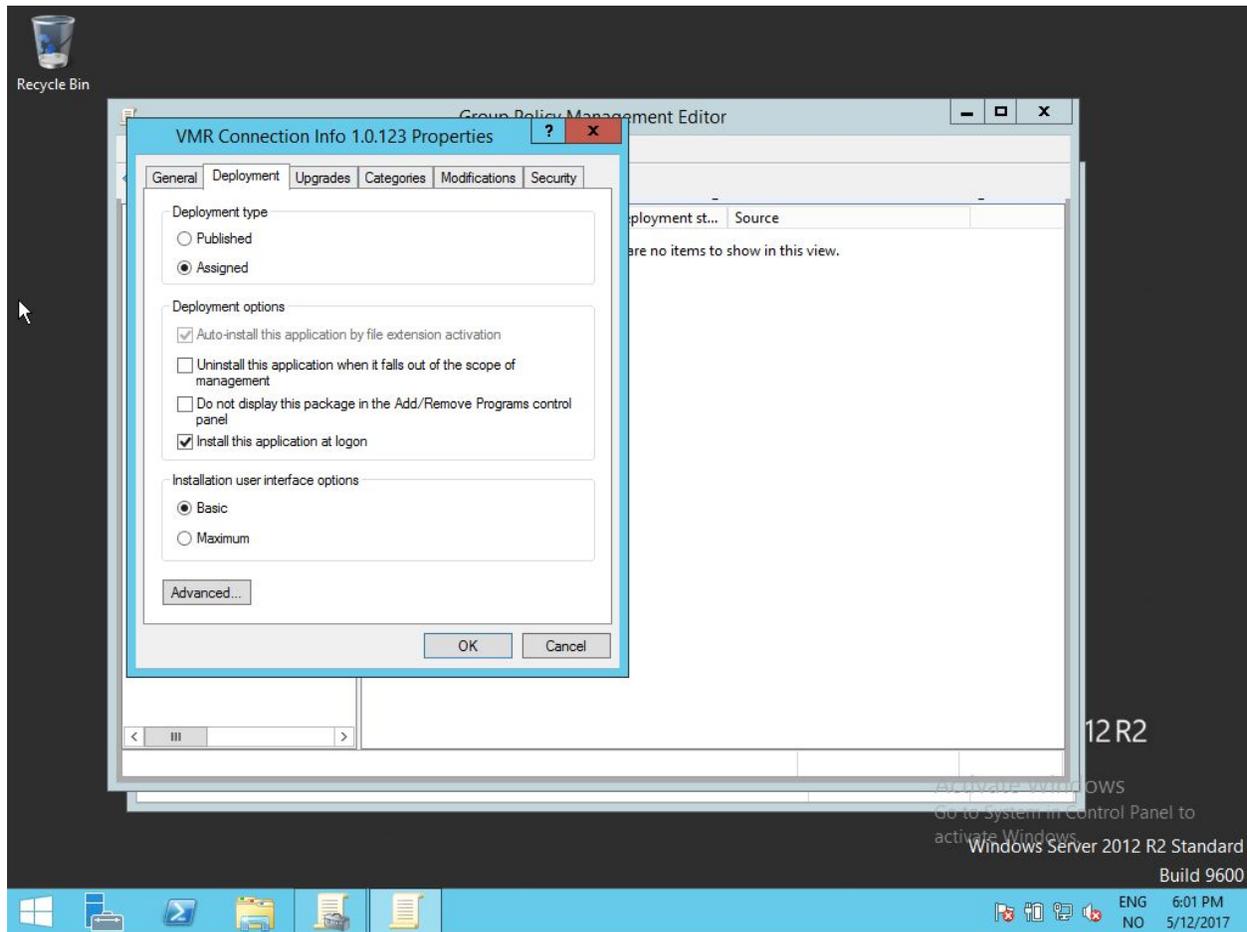
Having selected the software package to its UNC path, click “Open”. A prompt will ask you to choose deployment method. Please select **Advanced**, as modifications needs to be made before the software can be deployed successfully.



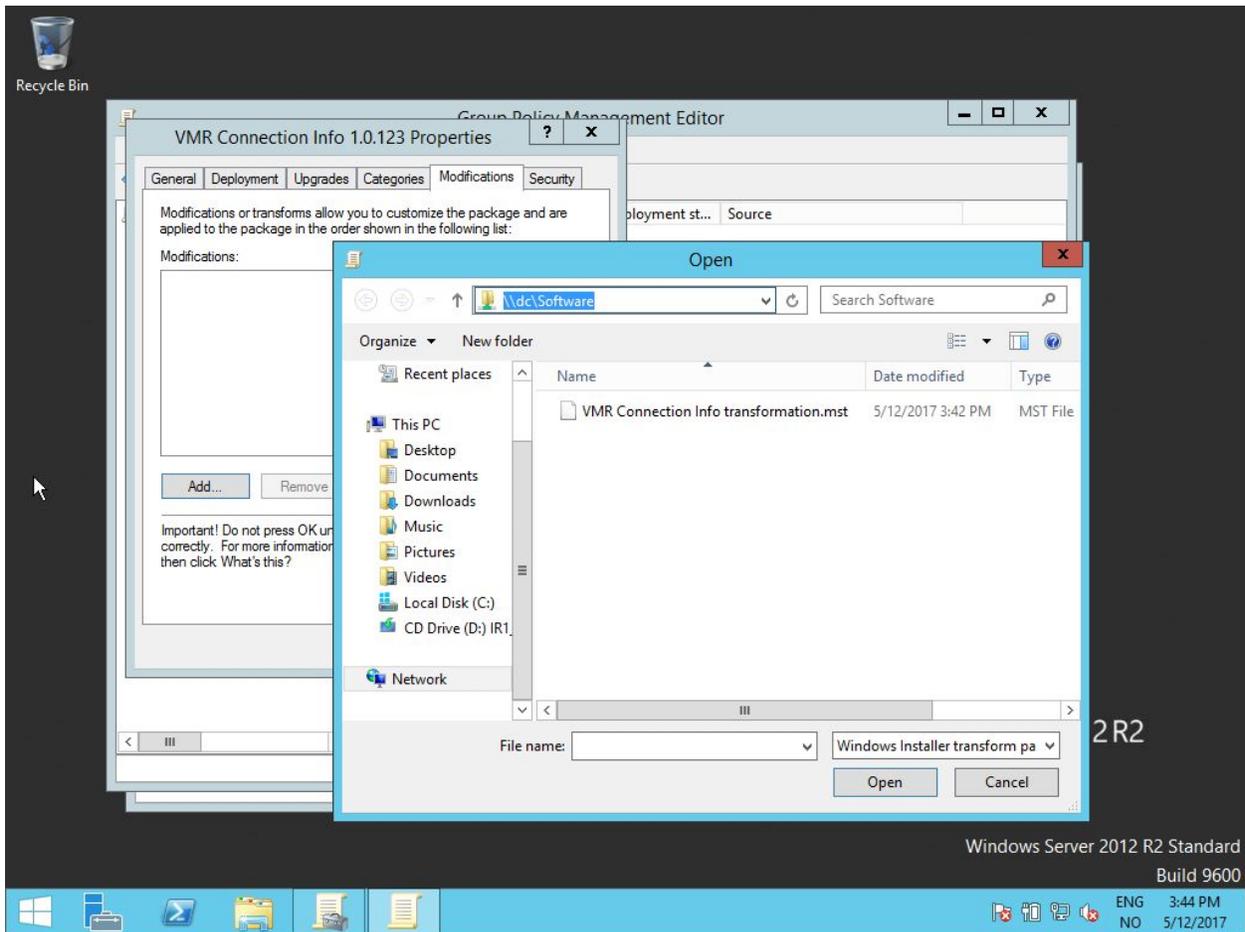
Select Advanced deployment method

A new window with different configuration tabs will appear. If you're adding the software package under User configuration in the GPO (targeting users), select the **Deployment** tab and check **Install this application at logon**. Videonor also recommends selecting **Basic** under user interface options to minimize visible elements during the installation on the package.

If you're targeting computers (using Computer configuration), you can leave the Deployment tab as-is.

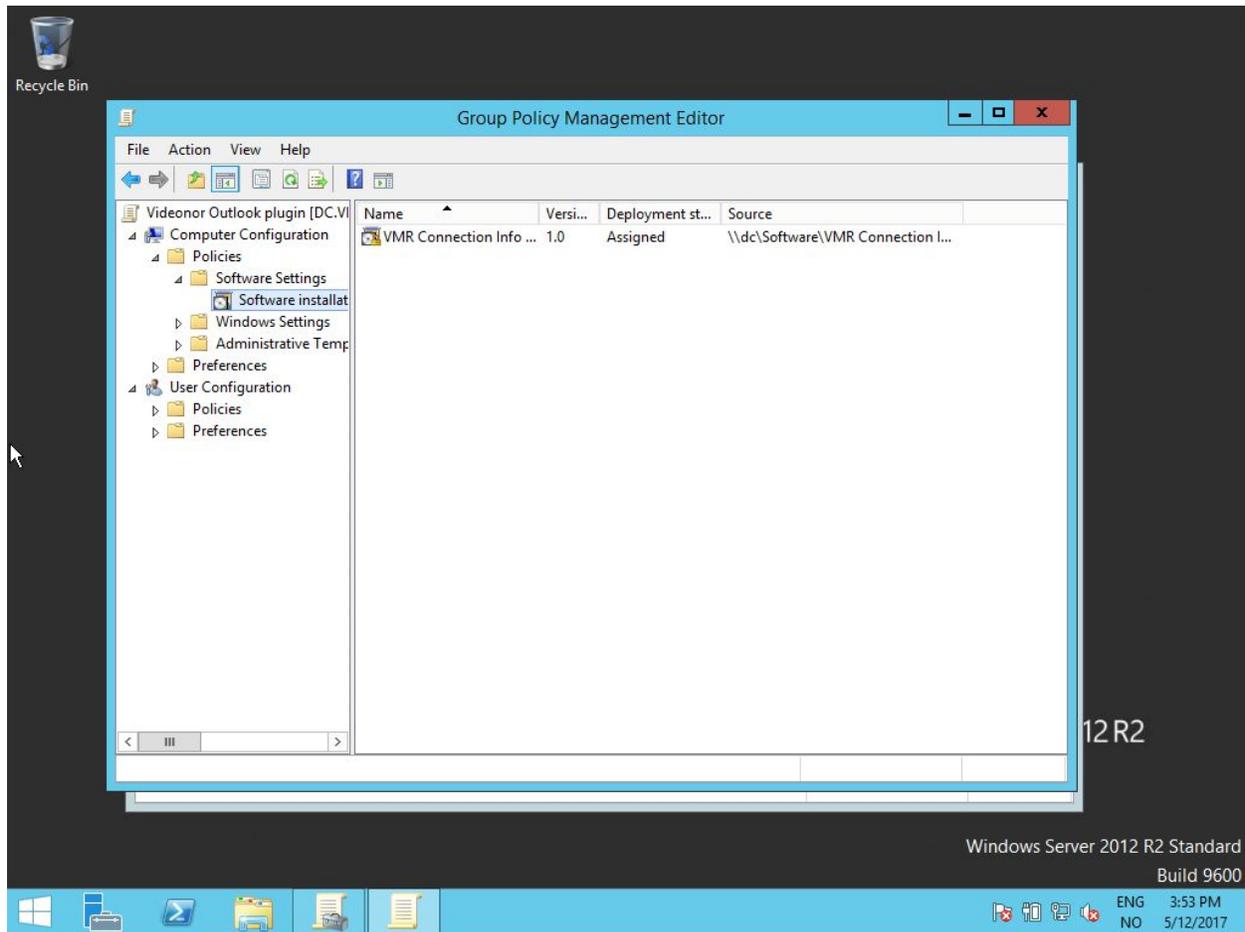


Navigate to the **Modifications**-tab and click **Add...** to select a file to modify the software package. As with the .msi file from the previous step, locate the transformation file through its UNC path.



Select transformation file through its UNC path

After selecting the transformation file, click **Open** to finalize the initial deployment setup. Target computers/users will now install the package automatically on reboot/login. To “force” installation for target computers/users, one can use the **gpupdate** command, which is convenient during verification of the deployment setup.



Finished deployment setup

Note

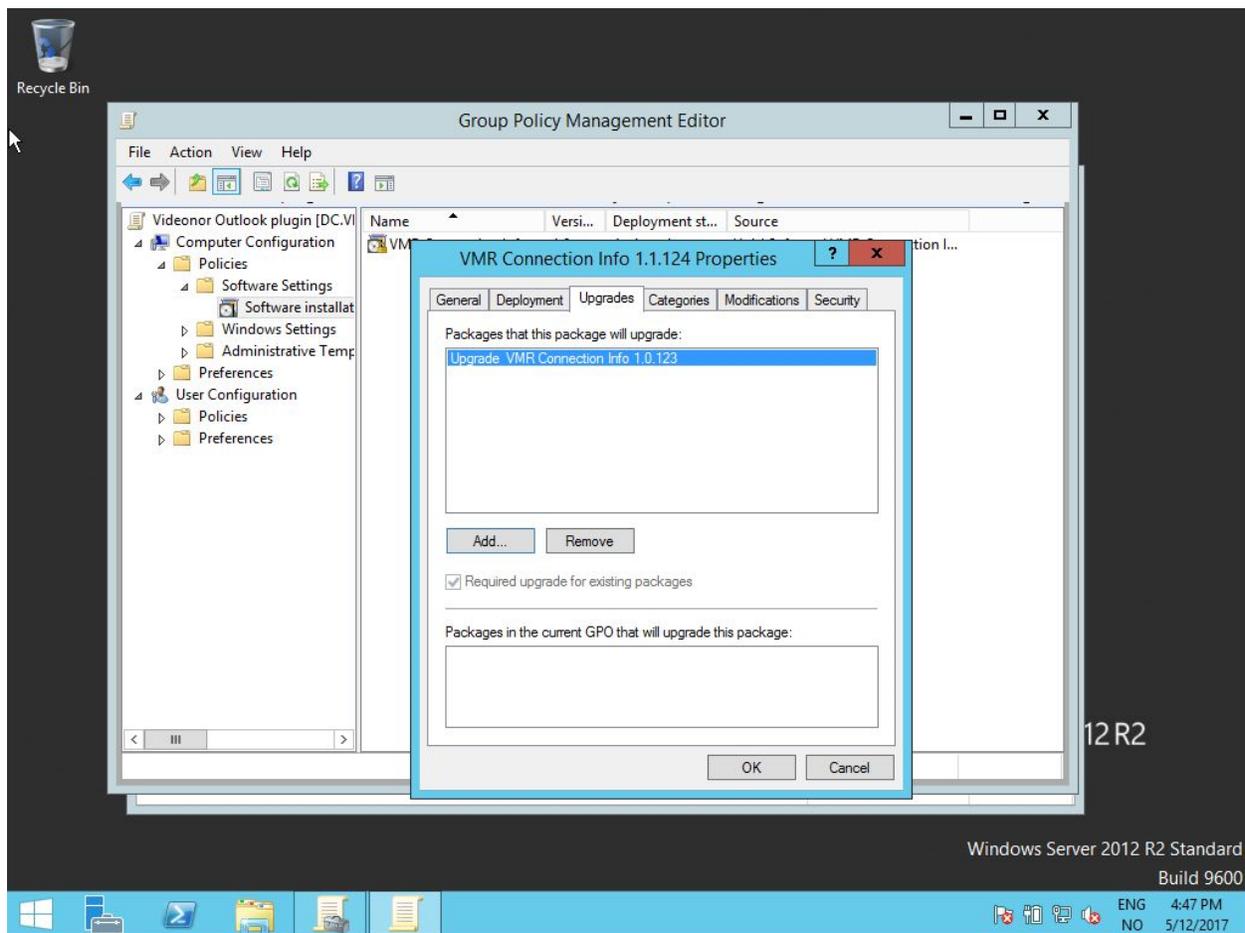
Videonor recommends the deployment settings to be applied to a subset of computers/users for verification. Videonor has performed deployment tests prior to each release, but we recommend our customers to verify the deployment within their own organization.

Upgrading the software

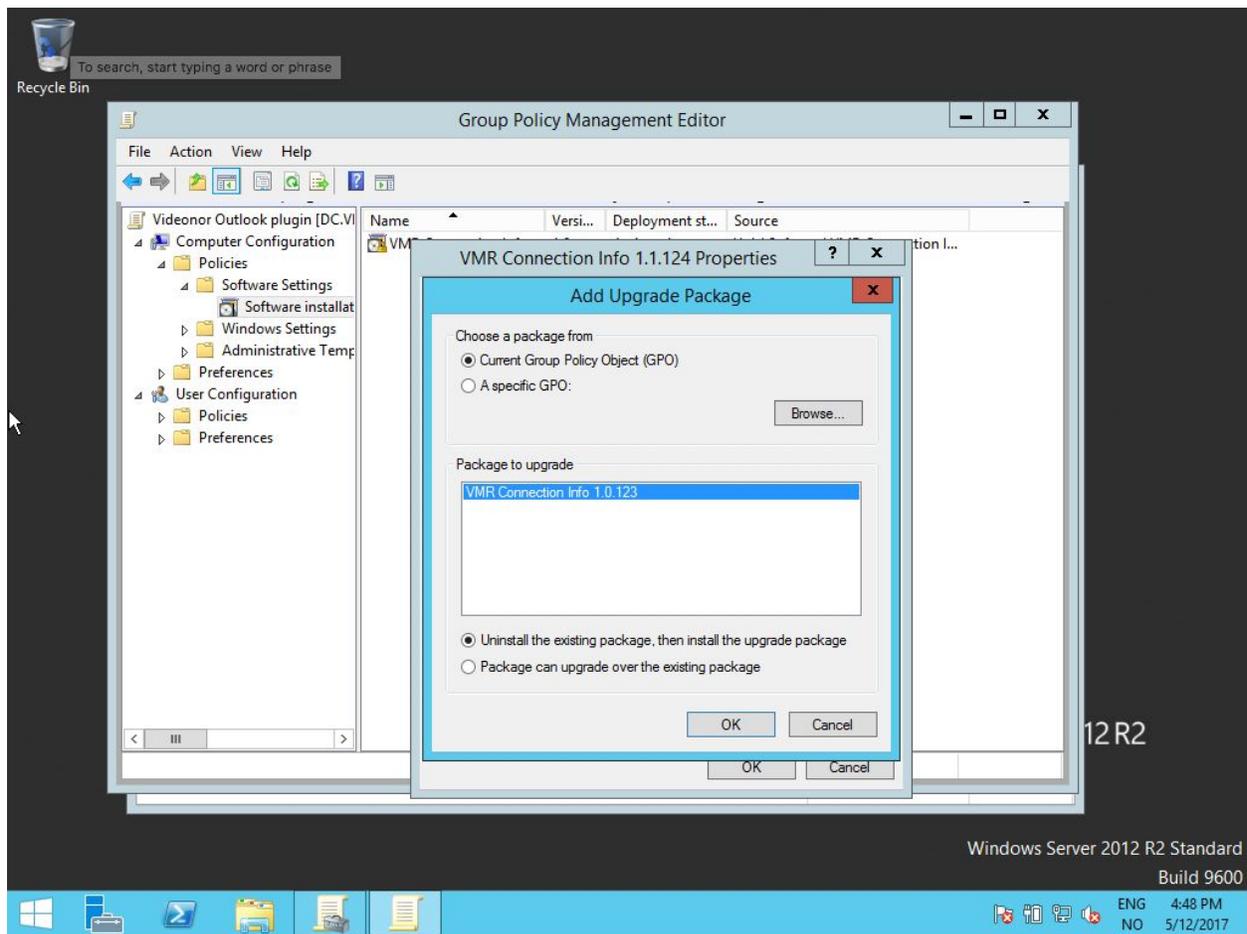
For new releases, the procedure is pretty similar to the initial deployment. Place the newly downloaded .msi file next to the other(s) in the shared folder, add the package through the existing GPO and select **Advanced** deployment method.

Select the **Upgrades**-tab in the new window and verify that the new release will upgrade previous releases of this software. If the box is empty, select **Add...** to manually select previous releases of the software.

As before, visit the **Modifications**-tab to add the transformation file from the initial deployment. The transformation file can be used for all upgrades unless a new from Videonor has been provided.



Verify upgrades



Manually select packages which will be upgraded

When performing updates, Videonor recommends keeping the 3 latest releases in the GPO. The msi files for these packages should also be available through the shared folder until deleted from the GPO.

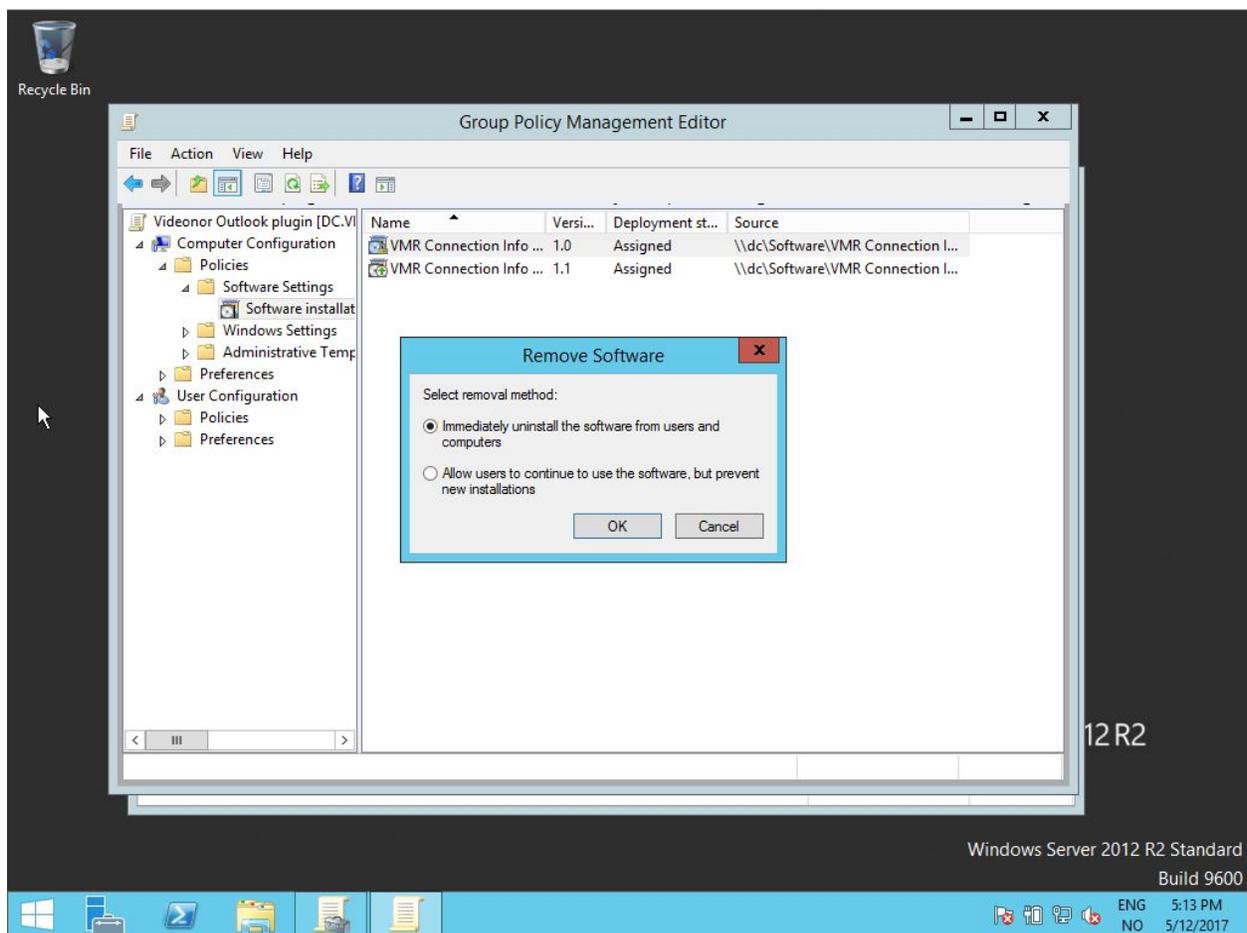
For removing outdated versions of the software, please refer to the next section on how to proceed.

Uninstalling the software

Removing a package is quite straightforward. Right-click the appropriate package within the GPO, select **All Tasks -> Remove...**

Depending on your preference, choose if the removed package should remain on target computers (but prevent new installs), or the package should be uninstalled completely.

In case of complete uninstallation, Videonor recommends all software packages within the GPO to be removed before deleting the GPO itself. It may be wise to keep an “empty” GPO for a certain period to ensure the software is deleted throughout the organization.



Removing package from GPO



Troubleshooting

Package not installing on targeted computers/users

Make sure the GPO is linked to the correct organizational unit within the organization. Also, make sure the correct configuration section (computer/user) within the GPO has been used. If you link to an organizational unit containing

Users are prompted to input api key when using the plugin

The api key prompt indicates that the transformation file has not been applied correctly. Make sure the transformation file has been added to all the available versions of the software, and the file itself resides on a share accessible to all targeted computers/users.

If you suspect there is something wrong with the transformation file, let us know.

Need help?

Videonor is happy to assist you with the deployment of the software. If you have any questions, or just want to provide feedback on how we can improve the deployment flow of our software, please get in touch with us at support@videonor.com.

Document revisions

- V1.0.0 - First version - Håvard Holvik - May 15th 2017