Installing Teamlab Office Server on a Local Server

About Teamlab Office Server

Teamlab Office Server is a portal version intended for those who decided to install and configure **Teamlab** on their own server.

Starting with version **6.0** Teamlab installer performs all operations automatically. So, you don't need any particular knowledge and skills to deploy the portal, just follow the guidelines given below:

System Requirements

Hardware

- **CPU**: 1.7 GHz or higher;
- **RAM**: 1 GB or higher;
- **Hard Disk** free space: not less than 100 MB.

Software

- **OS**: Microsoft Windows Vista SP2, Microsoft Windows 7, Microsoft Windows 8, Microsoft Windows 8.1, Microsoft Windows Server 2008(R2), Microsoft Windows Server 2012(R2);
- **MySQL Server**: version 5.1 or later;
- One of the following **browsers**: Microsoft Internet Explorer 9 or later, last versions of Firefox, Opera, Safari, Chrome.

Deploying Teamlab Office Server

To start installing the **Teamlab Office Server**, download and run the **TeamlabOffice-Server.exe** installation file and follow the wizard instructions:

When you run the installation file, it performs the following actions:

1. checks if Microsoft .NET Framework 4.5 is installed, otherwise it will download and install it;
2. checks if MySQL ODBC Connector 5.1 or later is installed, otherwise it will download and install it as well;
3. copies all the files necessary for the site and the services into the installation directory;
4. creates the system services TeamlabOfficeServer, TeamlabOfficeServerMail and TeamlabOfficeServerMailHelper for web server, jabber, mail and full text search correct work;
5. adds the created system services to the list of Windows Firewall exceptions;
6. creates the necessary MySQL database;
7. creates the web site Teamlab in the IIS, with all the bindings set on it by default;

8. writes the installation log file Teamlab Office_v7.5.log into the %Temp% directory (C:\Users\CurrentUserName\AppData\Local\Temp\Teamlab Office_v7.5.log).

The installation process may take several minutes. Once the process is completed, your **Teamlab** portal will open in a new tab of your default browser.
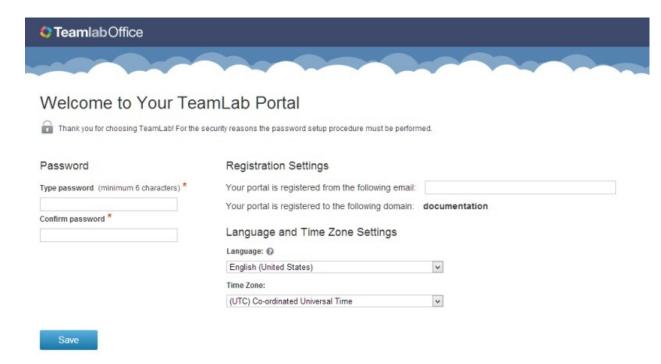
Configuring Teamlab Office Server Settings

To start working on your portal follow the **Teamlab** wizard instructions and configure the following portal parameters:

Set up a password

> **Note:**
>
> *for the security reasons the password setup procedure **MUST** be performed.*

Enter a **Password** you will use to access your **Teamlab** portal the next time and confirm it. Your password must be at least **6** characters long:

On this page you can also **set your email address**.

Click the **Done** button to apply the changes.

The **Email Activation** message will be sent to the specified email. Follow the link provided in this message to complete your email activation procedure.

Getting Started with Teamlab Office Server

Once the portal is created, you can start working:

- **edit your profile;**
  click the [Your Name] link at the upper right corner of the portal and select the **Profile** option from the drop-down list.
- **add more users to your portal;**
  use one of three ways to add/invite people to your portal: using the **New User** option or **Add Users** link on the **Users** page within the **Community**, **CRM** or **Projects** modules, or sending the **Invitation Link** available on the **Portal Settings** page.
- **start your first project;**
  access the **Projects** module and click the **Start New Project** button or **Import from Basecamp** if you wish to migrate from Basecamp to Teamlab.
- **store your client database in CRM;**
  access the **CRM** module and use one of the links available at the top: **Import contacts** to move all your contacts from a **.csv** file at once or **Add new company/person** to manually add a new contact. You can also use the **Website Contact Form** to gain more prospective customers effortlessly.
- **organize your company documentation;**
  access the **Documents** module, create folders, subfolders and set access rights to them using the **Actions** icon to the right.
- **create your own social network;**
  access the **Community** module and use one of the business collaboration tools to start creating your network.
- **make your schedule;**
  open the **Calendar** tool, click the **Add** link at the upper left corner and select the **New Event** option from the drop-down list to add the first event to your calendar.
- **communicate with others in real time;**
  open the **Talk** tool, select the person you wish to communicate with and start talking.

Migrating from SaaS Version

Backup Teamlab Office SaaS Version

Follow these simple steps to create a backup of your Teamlab portal:

1. Enter your Teamlab portal.
2. Click the **Settings** icon in the right upper corner to open the 'Settings' section.
3. Switch to the **Backup/Deactivation** tab at the left-side panel.
4. Under the 'Data Backup' caption, use the **Perform Backup** button to start the process. A progress bar appears to show the copying progress and then disappears when the copying process is completed.
5. Once the backup is created, you'll see a link next to the 'Perform Backup' button. Click this link to save the backup file to your computer. This will create a .zip file on your hard disk drive.

Restore to Teamlab Office Server Version

Then restore the created backup on your local server where Teamlab server version is already installed:

- Log in to your server.
- Follow _ci\deploy\service\
- Double-click the *ASC.Data.Backup.Restore.exe* file to launch the restore application.
- In the opened window browse for the backup .zip file you created.
- When ready, click **Restore**.
- Wait while the application restores the backup.
- Restart the Teamlab Windows service. To do that, go to **Control Panel >> System and Maintenance >> Administrative Tools**, open **Services**, find **theTeamlabPortal** service in the list and start it.

Troubleshooting

Below the most popular troubles which appear when installing Teamlab Office on a local server and solutions to them are listed.

Trouble: The web site http://computername does not work

Solution: Make sure that the port 80 is not closed by any other program (for example: Skype, firewall or antivirus).

Trouble: Talk does not work

Solution: Make sure that the TeamlabSvc service is added to the firewall and antivirus exceptions. Ports 5222 and 5280 must be opened.

Trouble: Teamlab or some of its modules (e.g. **Mail**) are not working properly.

Solution: The following ports must be opened for Teamlab proper operation:
HTTP: 80
HTTPS: 443
SMTP: 25, 465
IMAP: 143, 993
POP3: 110, 995