# Installing TeamLab on a Local Server

## About TeamLab Server

**TeamLab 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 XP SP3 or later, Microsoft Windows Server 2003 or Microsoft Windows Server 2008 is recommended;
- **MS .Net Framework**: 3.5 SP1 - http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=25150;
- **Microsoft IIS**: version 5.1 or later;
- **MySQL Server**: version 5.1 or later;
- One of the following **browsers**: Microsoft Internet Explorer 8 or later, Firefox 6 or later, Opera 10 or later, Safari 5 or later, Chrome 10 or later.

## Deploying TeamLab Server Version

To start installing the **TeamLab Server Version**, download and run the **TeamLabServer.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 3.5 SP1 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 service TeamLabSvc for web server, jabber and full text search correct work;
5. adds the created system service TeamLabSvc 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_v6.0.log into the %Temp% directory (C:\Documents and Settings\CurrentUser\LocalSettings\Temp\Teamlab_v6.0.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.

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## Configuring TeamLab Server Version Settings

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

1. **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 **change your email address** and **enter a name** for your portal. The portal name will be displayed on the **Sign In** page and **Projects** and **Community** dashboards.

   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.

2. **Configure the general portal settings**

   Select the **Team Template** which suits your needs best. **Team Template** is a customizable way to name the organization (or group), its members and their activities. You can choose between using a preset from the **Template** drop-down list or entering the names yourselves selecting the **Custom** option from the list.

   Configure the **Language and Time Zone** settings. Set the language of the whole portal for all portal users choosing an appropriate one from the corresponding drop-down list. Select your **Time Zone** so that all the events of the **TeamLab** portal will be shown with the correct date and time.

Finally, switch between the available **Skins** to select the color scheme which matches your organization brand best.

## TeamLab

# Welcome to Your TeamLab Portal

The initial settings can be managed here so that you could start work on the portal right away with no additional setup.

### Step 1. General settings

Skip all steps

#### Team Template

**Template**

Common

| User | User |
|------|------|
| Users | Users |
| Add Users | Add Users |
| Group | Group |
| Groups | Groups |
| Title | Job/Title |
| Registration Date | Registration Date |
| Head | Group Lead |
| Main Head | Main Head |

#### Language and Time Zone Settings

**Language:**

English (United States)

**Time Zone:**

(GMT) Coordinated Universal Time

#### Skin Settings

- Default
- Air
- Blue
- Brick
- Chestnut
- Emerald
- Gray
- Sand

Done    Skip this step

### Step 2. Add Users

To make your changes take effect click the **Done** button.

You can skip this step clicking the corresponding button and customize your portal later following the instructions here http://www.teamlab.com/help/administratorguides/customize-portal.aspx.

3. **Add first users to your portal**

   Enter the **First Name**, **Last Name** and **Email** of the person you wish to add to your portal and click the **Add user** button.

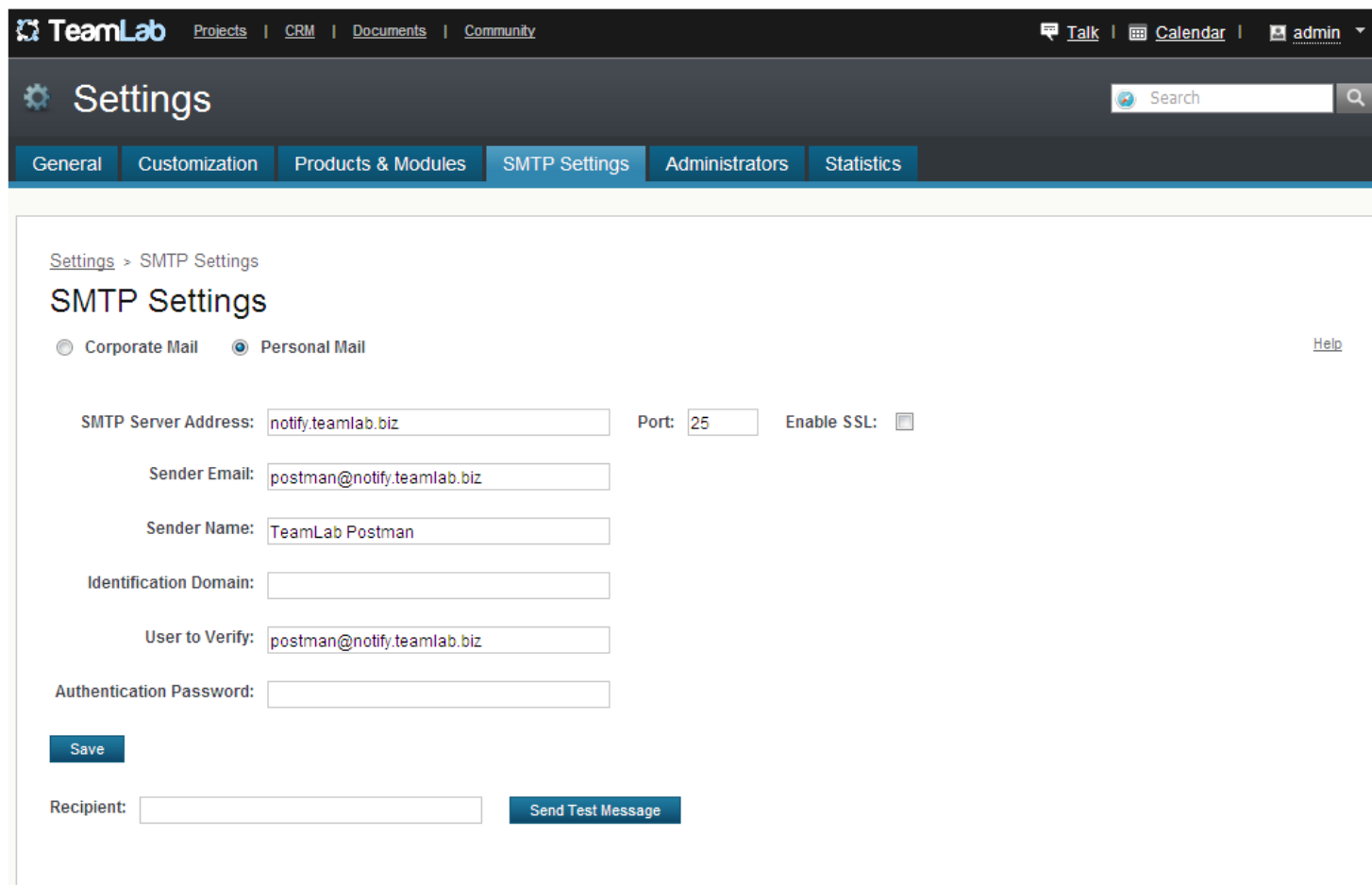   The same way you can add as many people as you wish.



That's all. Click the **Done, go to portal now** button. The added users will receive an email notification with a link to your portal.

If you don't want to add users right now click the **Skip this step** button. You will be able to add new users any time later following the instructions here http://www.teamlab.com/help/gettingstarted/administration.aspx#link1.

4. **Configure the SMTP settings**

   To ensure that the portal users could receive notifications via email, configure the **SMTP Settings**.

   Go to the **Portal Settings** page, switch to the **SMTP Settings** and fill in the form. The default parameters of our public server are entered there for your convenience, so that you could start work right away. These settings are changed frequently due to the spam protection, so we recommend that you enter your own SMTP data.

To apply the changes you made, click the **Save** button. The **Send Test Message** button allows you to control if the data you entered are correct or not. Just type in the **Recipient** email and click the button next to it.

## Getting Started with TeamLab Server Version

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. For more information visit our **Help Center**: http://www.teamlab.com/help/gettingstarted/portaluser.aspx#link2

- **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. For more information visit our **Help Center**: http://www.teamlab.com/help/gettingstarted/administration.aspx#link1

- **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. For more information visit our **Help Center**: http://www.teamlab.com/help/gettingstarted/projects.aspx#link1

- **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. For more information visit our **Help Center**: http://www.teamlab.com/help/gettingstarted/crm.aspx#link1

- **organize your company documentation;**
  access the **Documents** module, create folders, subfolders and set access rights to them using the **Actions** icon to the right. For more information visit our **Help Center**: http://www.teamlab.com/help/administratorguides/organize-company-documentation.aspx

- **create your own social network;**
  access the **Community** module and use one of the business collaboration tools to start creating your network. For more information visit our **Help Center**:
  http://www.teamlab.com/help/gettingstarted/community.aspx#link3

- **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. For more information visit our **Help Center**: http://www.teamlab.com/help/gettingstarted/calendar.aspx

- **communicate with others in real time;**
  open the **Talk** tool, select the person you wish to comunicate with and start talking. For more information visit our **Help Center**:
  http://www.teamlab.com/help/gettingstarted/talk.aspx

## Troubleshooting

Below the most popular troubles which appear when installing TeamLab 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**: Documents module does not work
**Solution**: Make sure that the following Windows features are enabled: Microsoft .NET Framework 3.5.1, WCF HTTP-Activation, WCF non HTTP-Activation. See the steps below for detailed guide on how to enable them:

1. Go to Windows **Control Panel** and select **Programs and Features**.
2. Select the **Turn Windows features on or off** option.
3. Make sure that all the components of the **Microsoft .NET Framework 3.5.1** are enabled:
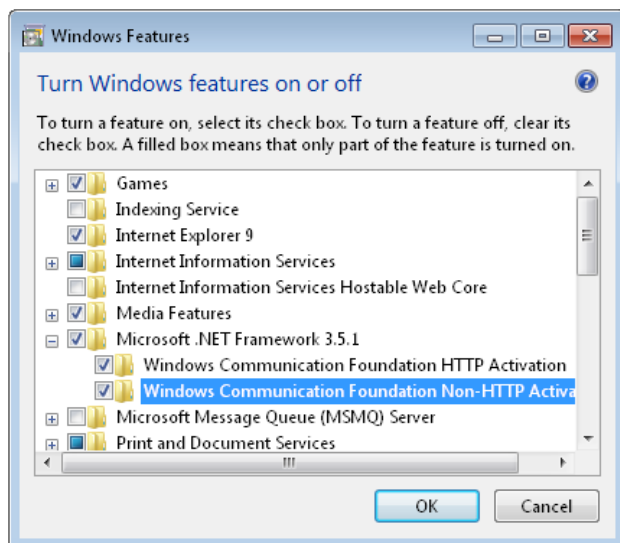
**Solution**: Go to **Administrative Tools** of the Windows **Control Panel** and check the handler mappings under the default web site in IIS:
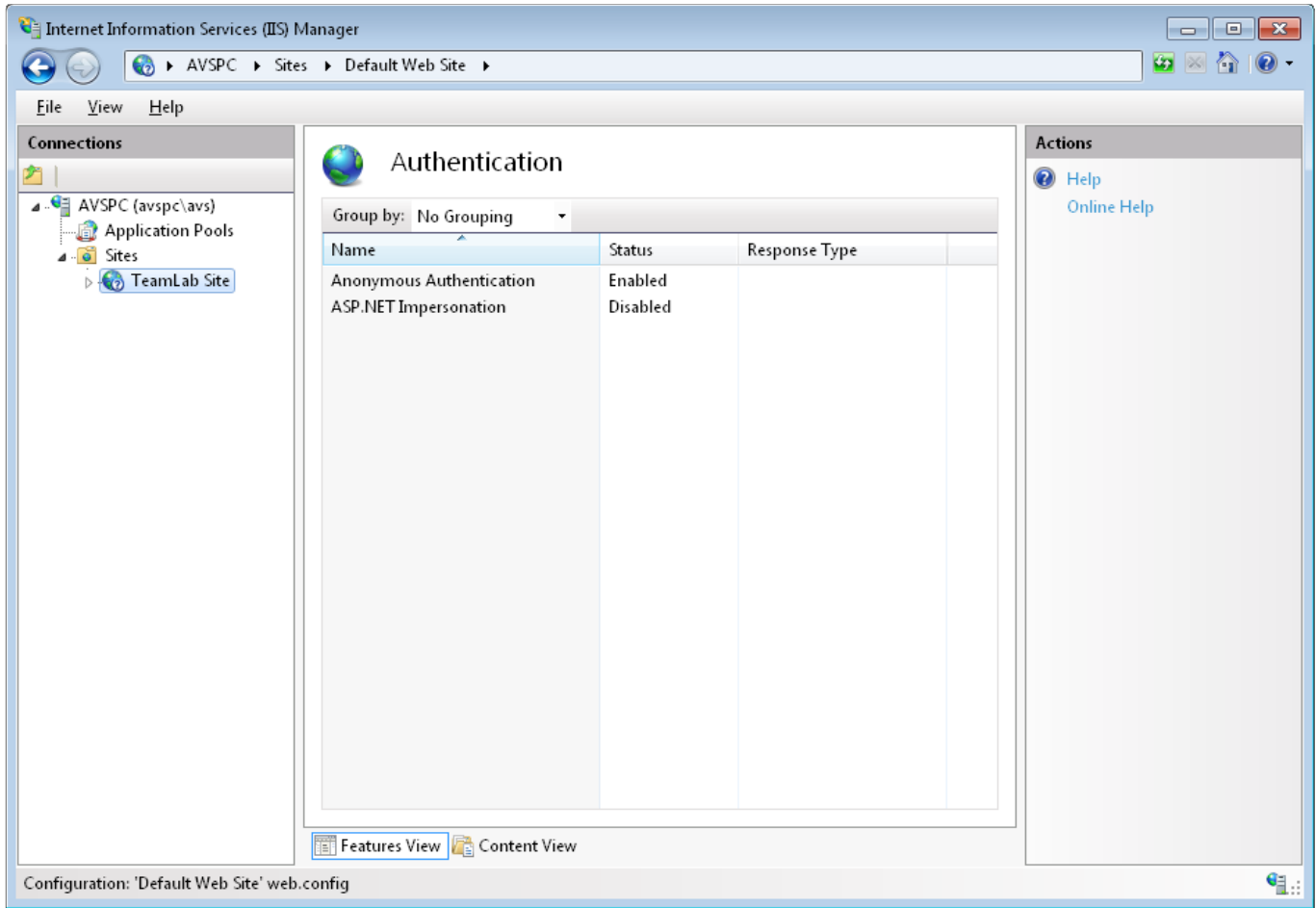
**Solution**: Go to **Control Panel** -> **Administrative Tools** -> **Internet Information Services (IIS) Manager** -> **Sites** -> **TeamLab Site** -> **Authentication** and make sure that the **Anonymous Authentication** option is set to **Enabled**, while all other options are set to **Disabled**.



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