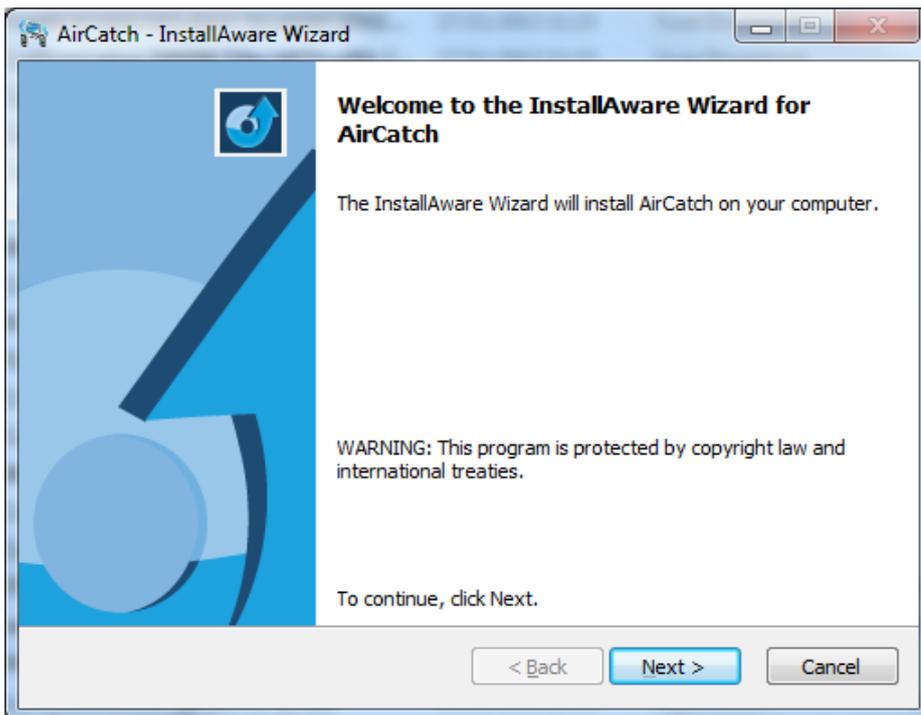# Installing and Configuring AirCatch on the Server

The installation process has been designed to be as simple as possible.
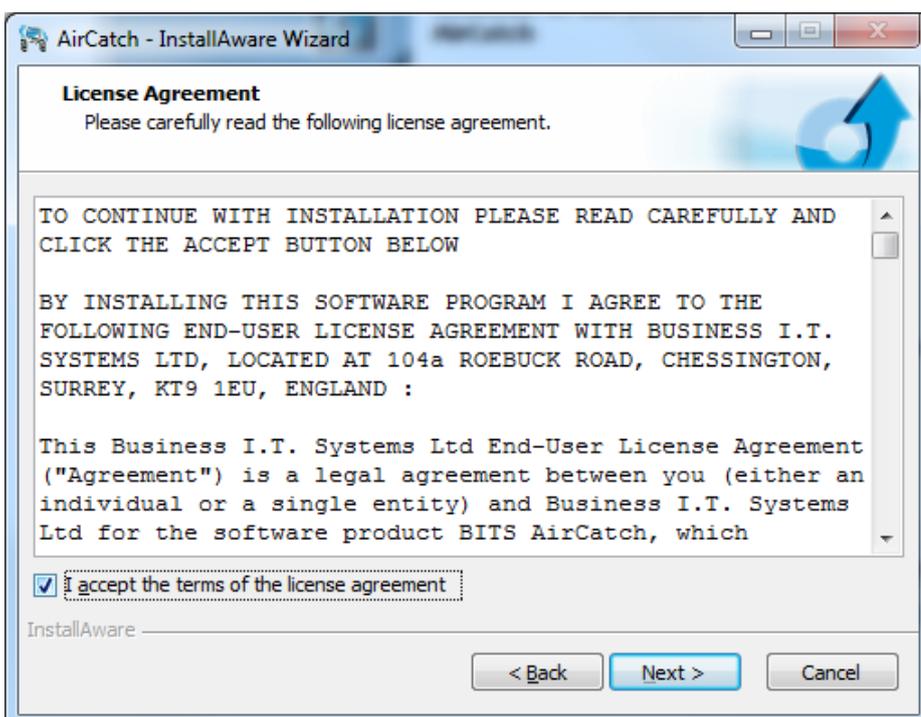
**Step 1 – Install the AirCatch software**

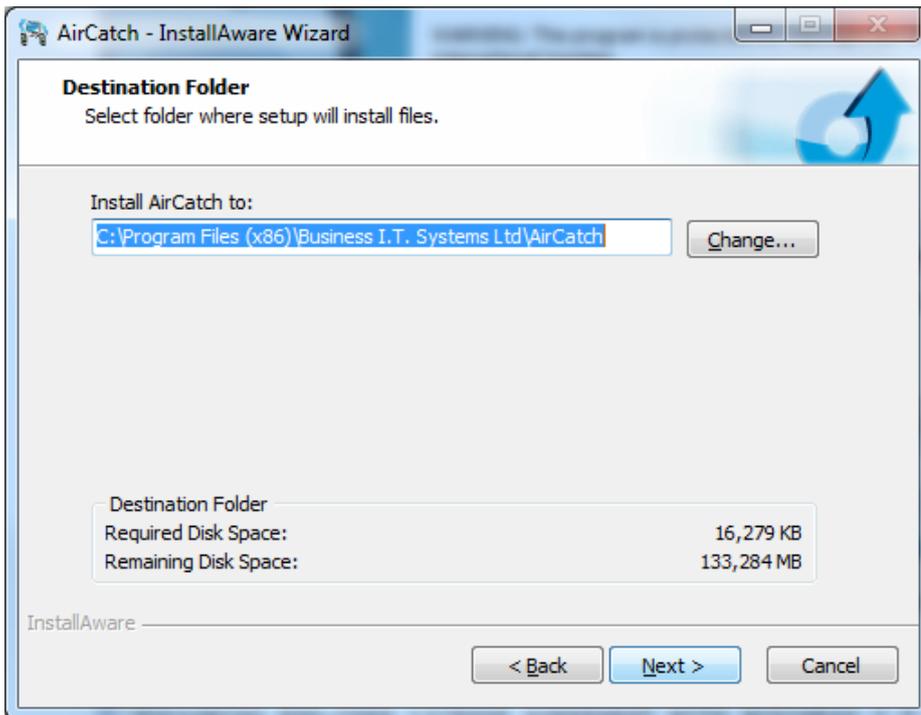Launch the AirCatch.exe programme to start the installer
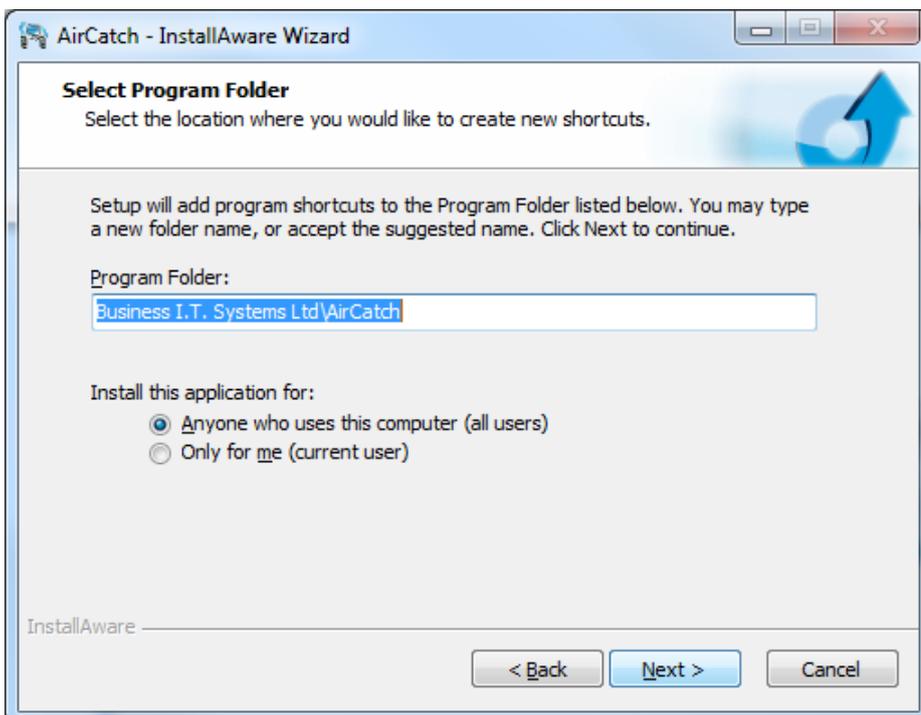
Click **Next**
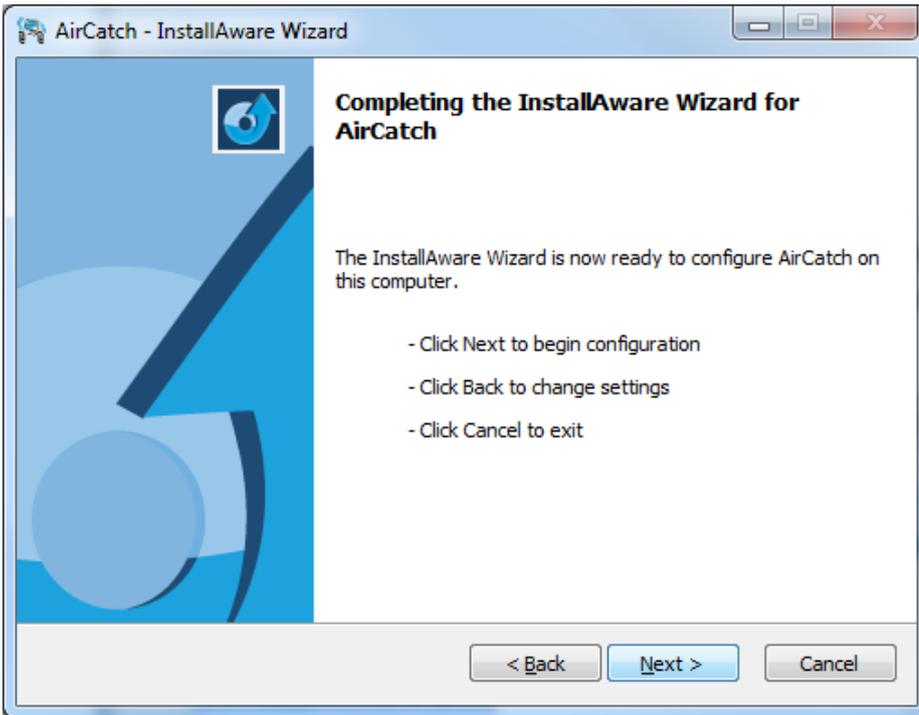


Click to accept the license and click **Next**

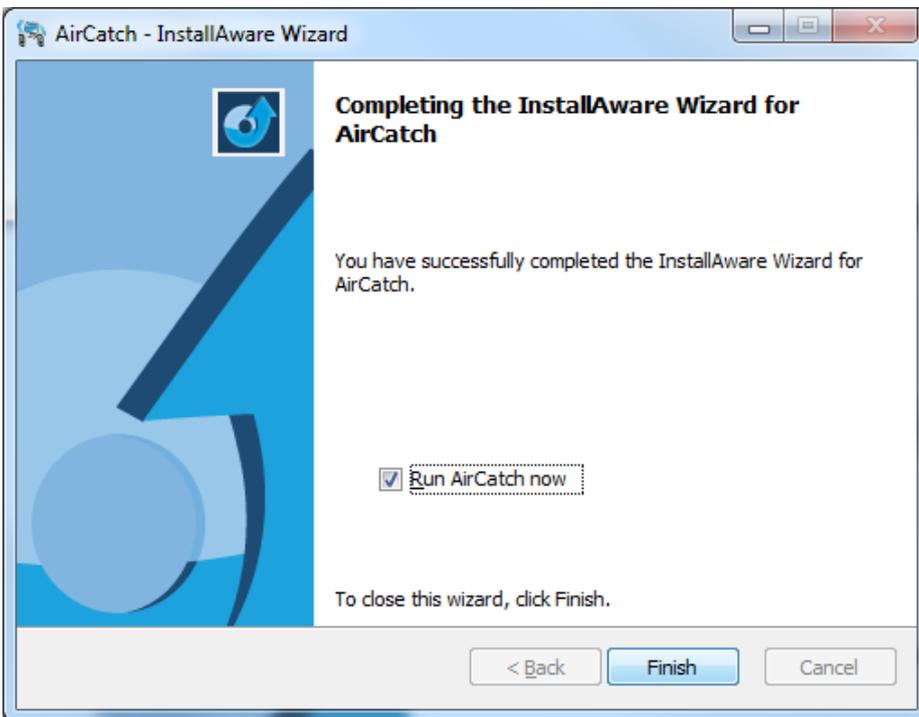Confirm the installation folder and click **Next**



Confirm the Program Folder and click **Next**

Click **Next** to start installation, or **Back** to change settings



Once the installation is complete, click **Finish**. At this point you have the option to launch the AirCatch configurator.
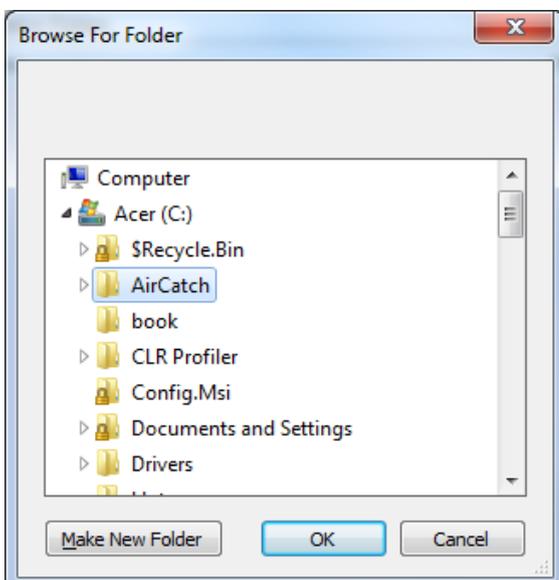
## Step 2 - Configuring AirCatch

There are two values that need to be set before using AirCatch.

The first is the **Data Folder**. This is the location that incoming mails from the Tablet will be saved to, and address books will be stored in. If the option to keep incoming mails is enabled (for 10 days by default) this is where they will be saved.
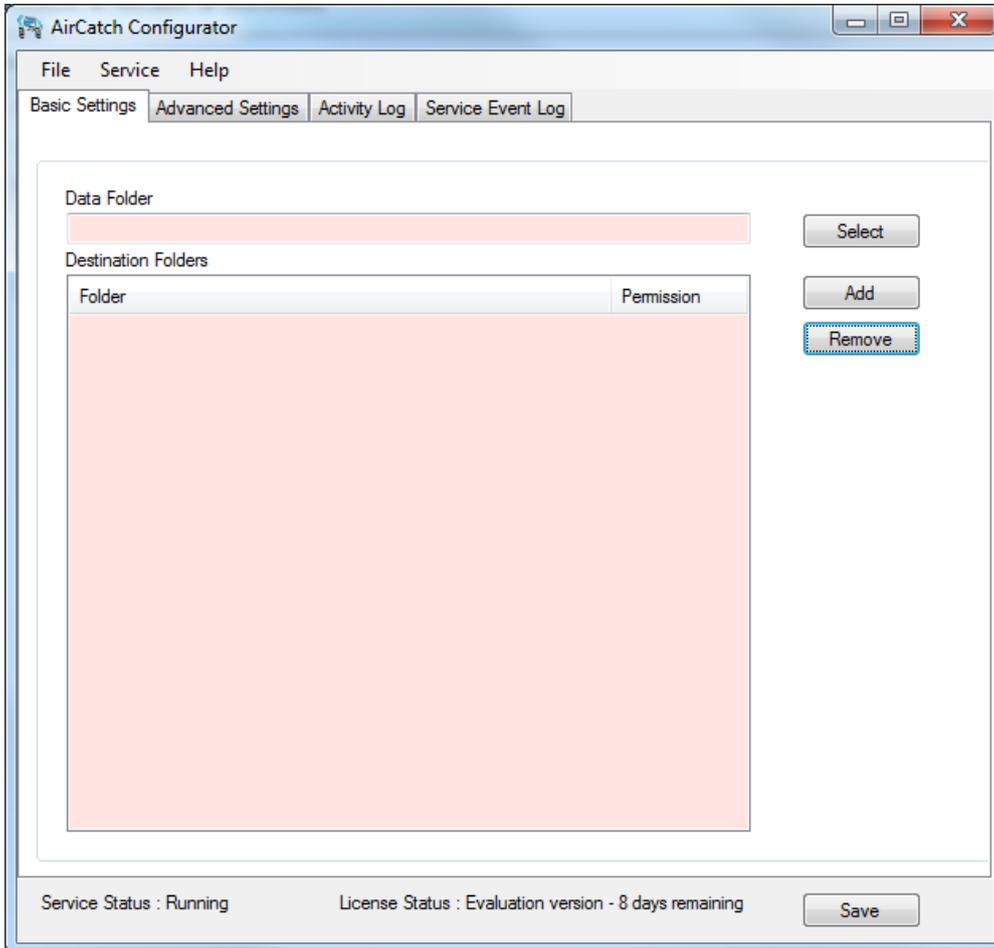


Select a folder.

The second is at least one **Destination Folder.**

This is the location, or locations, that AirCatch will check for when processing emails. For example, a destination folder may be c**:\work**. Under this folder are sub folders, such as **redclass**, **yellowclass**, **blueclass** etc. If an email is sent to **redclass**, then AirCatch will check for a folder called **redclass** under c**:\work**. As one exists, the documents attached to the email will be saved in that folder. Additionally, a single level of nesting is supported, so you could have a folder structure such as YearX\ClassY\User

If **YearX** is added as a Destination Folder, then you would be able to email to the users in the class structure, so you could send to a user **Johny**, and the file would be saved in
**C:\AirCatch\Work\YearX\ClassY\Johny**
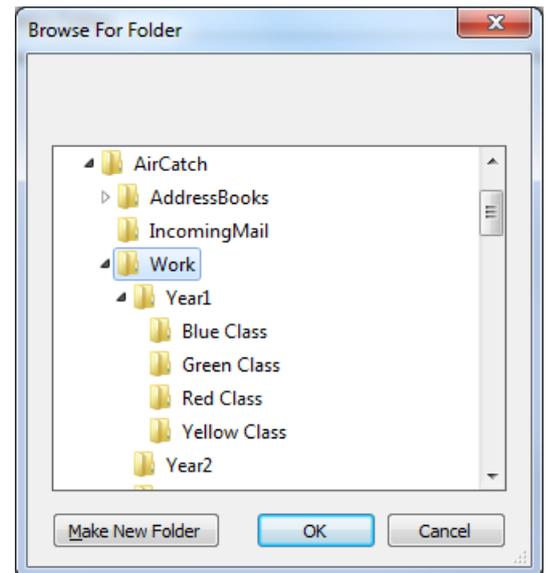
It is possible to specify multiple destination folders. Once a folder has been added, it is possible to configure who can send to this destination folder. By default, all users can send to any destination folder. This is shown by the * under permissions. To change the permissions, double click on a folder. You can then enter who can send to this folder. This should be the 'From' email address of allowed accounts. So for example, you could have a destination folder **c:\staff**, and only allow '**staff**' to send to this folder.
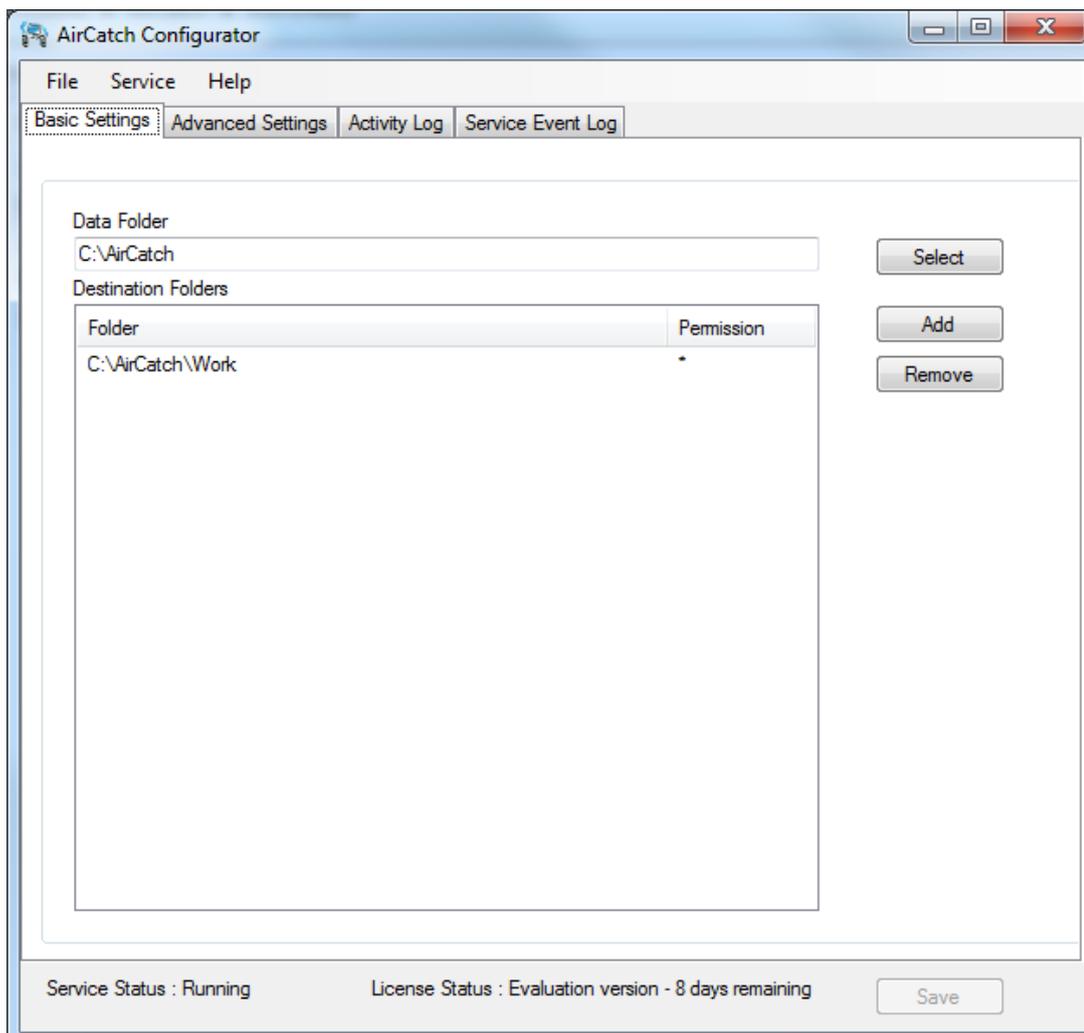
Once these two values have been set, you can click **Save** to save settings. You will then be asked if you want to restart the service. Click **Yes**.
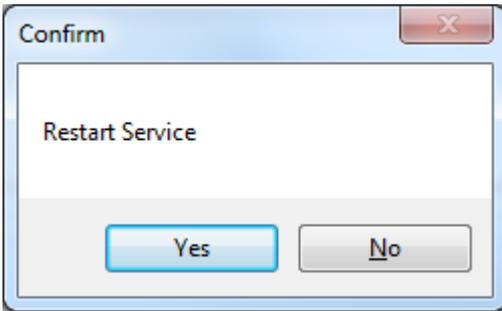


These are the only steps required to start using AirCatch. For details on the Advanced Settings, please see the help file provided.

Windows Firewall

When starting the software, you may see a dialog similar to the one below. If you do, click Allow Access. This allows the AirCatch service to listen for incoming emails
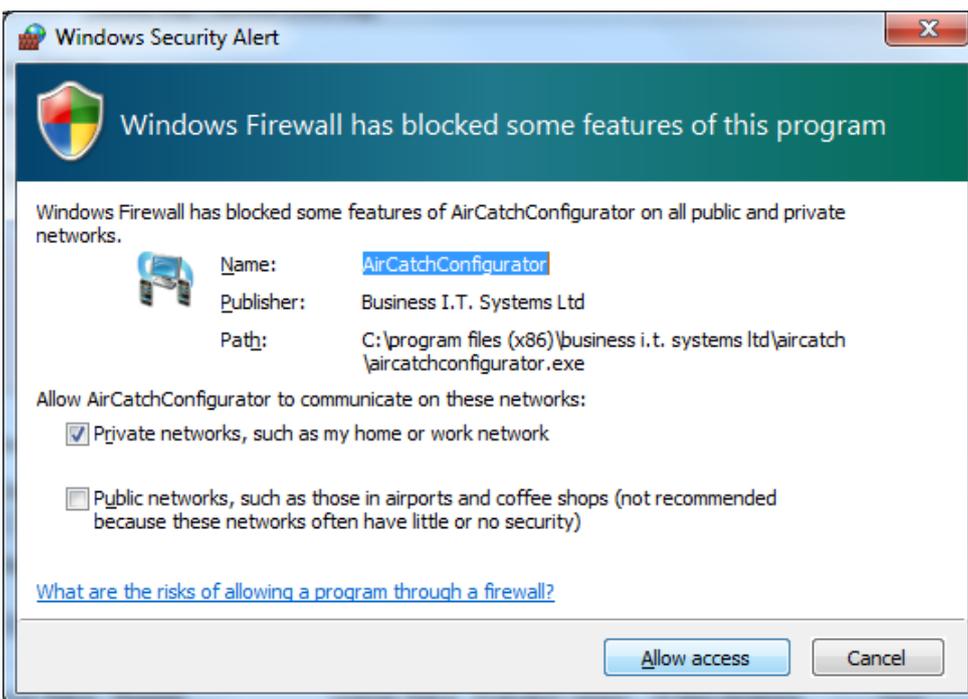
**Step 3 – Testing AirCatch**

AirCatch has a simple facility to test that it is functioning correctly. From the **File** menu, select **Send Test Message**. This will show a **Message Details** dialog. In the '**To**' field, enter the name of a class or student folder that exists in one of the **Destination Folders** specified in step two. You do not need to specify the domain part of the email address, ie that to the right of the @ sign, as AirCatch does not use it, but some mail Apps with give a warning if it is not included. You can attach a file and change the subject if you wish.
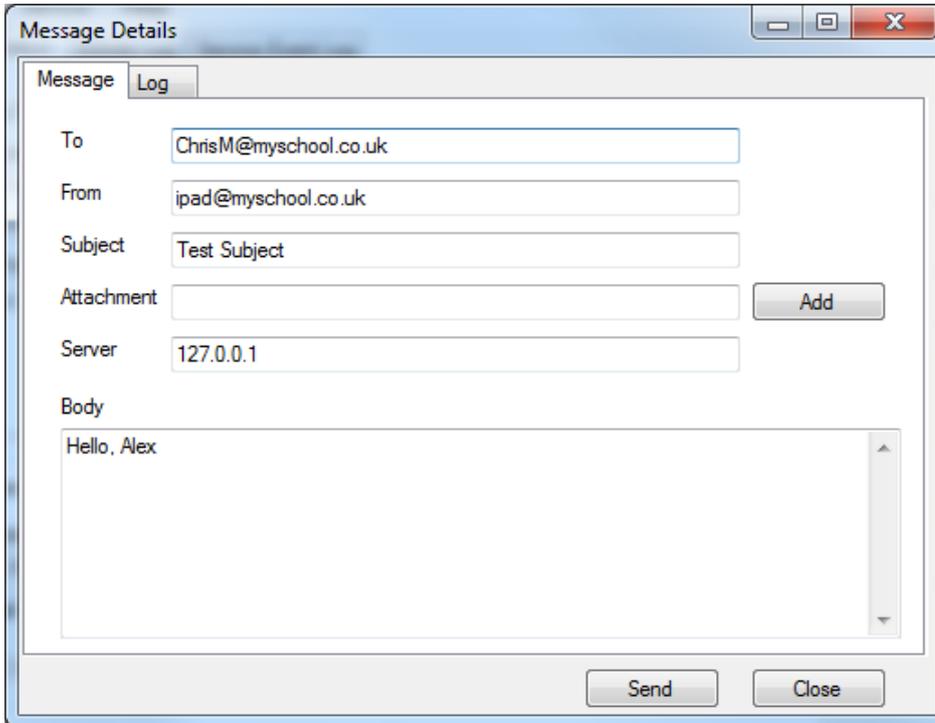


Once you click **Send**, you should see a Mail Sent confirmation dialog. If you do not, check the Log tab to check for errors.
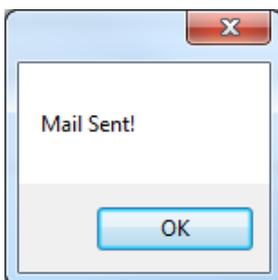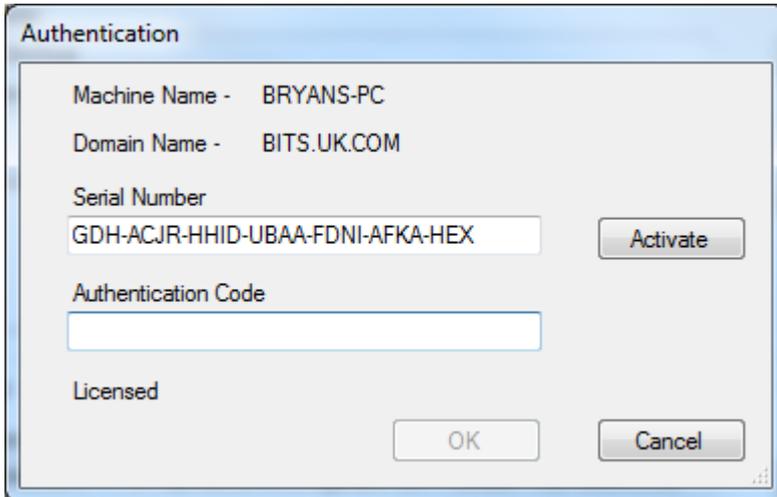


You can now check the user's folder to confirm that the message has arrived, in the form of a file. If an attachment was sent, then this will be the file in the users folder.
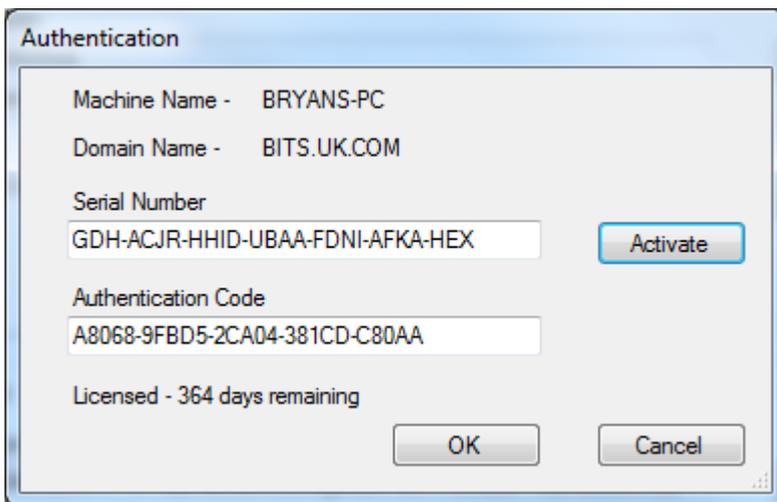
## Step 4 – Activate the software

AirCatch will run as a fully functional trial for 14 days. After this it must be activated using a serial number supplier upon purchase.

From the **File** menu, select **Authentication**. This will display the **Authentication** dialog. Enter the serial number provided, and click **Activate**. This will retrieve and Authentication Code from the BITS Authentication Web Server. Once a code has been generated, the number of days remaining will be shown at the bottom.





After activating the software, you will be asked to save settings and restart the service.