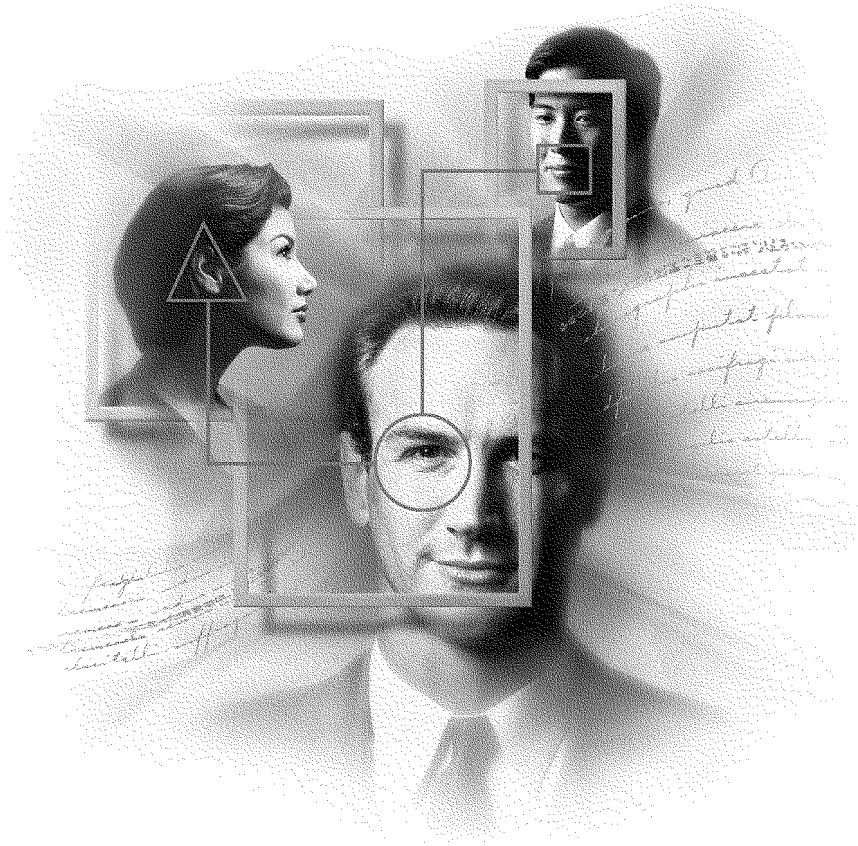


GroupWise Archive

Migration Utility

for Lotus Notes



GroupWise®

GATHER, ACCESS, AND COMMUNICATE INFORMATION

Novell®

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1

Understanding the Utility

The GroupWise® Archive Migration Utility for Lotus Notes* provides you the functionality to convert Lotus Notes archives (*.NSF) into a GroupWise 5.x archive. This includes the ability to select multiple Lotus Notes archives across systems on the network and migrate them to a GroupWise archive. The Lotus Notes messages are archived in two different subfolders within the Cabinet folder in GroupWise. See [“Relationship between Lotus Notes Archives and GroupWise Archive” on page 7](#).

Migrating messages to the GroupWise format preserves all message components, including attachments.

Relationship between Lotus Notes Archives and GroupWise Archive

In Lotus Notes, all the messages are archived into one or more Lotus Notes databases (*.NSF). When the messages are migrated to GroupWise, they are archived in two subfolders - Inbox and Sent, under the Cabinet folder in GroupWise. The messages that were received in Lotus Notes are archived in the Inbox subfolder and the messages that were sent are archived in the Sent subfolder.

IMPORTANT: If you already have folders in GroupWise with the names Inbox and Sent, the messages will be migrated into the existing folders.

Features

The GroupWise Archive Migration Utility for Lotus Notes lets you:

- ◆ Run the utility using a wizard or from the command line. See [“Migrating Lotus Notes Archives to GroupWise”](#) on page 16.
- ◆ Migrate archives for one user or several users at one time. See [“Migrating Lotus Notes Archives to GroupWise”](#) on page 16.
- ◆ Use the wizard to migrate multiple archives in one run. Multiple runs are required only when more than one GroupWise archive needs to be created.
- ◆ Obtain information about the migration depending on the log levels. In addition, summary, statistics and errors are logged for easy traceability. In the wizard mode, progress can be continuously monitored.

The migration utility

- ◆ Leaves the source archive file unchanged after the migration.
- ◆ Filters the messages to migrate based on your requirements.
- ◆ Can be distributed through Novell® Application Launcher™ (NAL) after necessary organization-wide customizations that may be required for distribution. See [“Distributing the Utility”](#) on page 31.

The following table summarizes the features that are supported:

| Features | Supported | Remarks |
|-------------------------------|-----------|--|
| GroupWise Archive creation | Yes | If no archive exists at the destination, a new one will be created. |
| Multiple Lotus Notes archives | Yes | Multiple Lotus Notes archive databases (*.NSF) can be migrated to one GroupWise archive. |
| Message body migration | Yes | None. |
| Text attachment migration | Yes | None |
| Binary attachment migration | Yes | None. |
| Rich text migration | No | None. |

| Features | Supported | Remarks |
|---|-----------|---------|
| Task migration | Yes | None |
| Phone message migration | Yes | None. |
| Appointment migration | Yes | None. |
| Distribution with Novell Application Launcher (NAL) | Yes | None. |

Limitations

The following are the limitations of the GroupWise Archive Migration Utility for Lotus Notes:

- ◆ Folder hierarchy is not preserved. All the messages will be archived in two subfolders - Inbox and Sent under the Cabinet folder in GroupWise.
- ◆ The migrated messages will be marked as opened in GroupWise.
- ◆ If you are using the utility in non-US environments, the machine's code page is used to determine the language to be used during the conversion.
- ◆ The migrated messages will contain user address in "Domain.PO.User ID" format for GroupWise recipients, and display name or User ID for Lotus Notes users. In order to reply, recipients must be manually selected from the GroupWise Address Book.

2

Setting Up the Utility

This section provides information for setting up the GroupWise® Archive Migration utility for Lotus Notes*. If you are the administrator, and want to use Novell® Application Launcher™ (NAL) to distribute the utility, see [“Distributing the Utility” on page 31.](#)

System Requirements

Your system must meet the following hardware and software requirements for the migration utility to function.

| Hardware/SoftWare | Minimum Requirements | Recommended Requirements |
|---|--|---|
| Processor | 486/33 MHz | Pentium* or higher |
| Hard disk | 20 MB or more | 20 MB or more |
| Operating system | Windows* 95, Windows 98, Windows NT* 4.0 | Windows 95, Windows 98 or Windows NT 4.0 SP3 or later |
| Memory | 32 MB | 64 MB |
| COMCTL32.DLL | 4.70 | 4.72.3611.1900 |
| GroupWise | 5.x | 5.5 |
| (GroupWise Client is required only to view the migrated messages) | | |
| Lotus Notes Client | 4.x | 4.5 |

Installing the Utility

To install the GroupWise Archive Migration Utility,

- 1** Run SETUPLNAR.EXE. This is a self-extracting file.

The install wizard launches automatically. If the GroupWise Archive Migration Utility for Lotus Notes is already installed, click Yes to reinstall.

- 2** Click Next. The default installation directory is shown.

- 3** Click Next to accept the default.

or

If this is not the directory where you want to install the utility, enter a name with a path > click Next.

If the directory you have entered does not exist, it will be created during installation.

- 4** Click Install.

The status bar displays the progress of the installation.

NOTE: If the utility detects an older version of COMCTL32.DLL, you may be prompted to update to a later version. You can download this update from [Microsoft* support Web site \(http://support.microsoft.com/support/kb/articles/Q186/1/76.ASP\)](http://support.microsoft.com/support/kb/articles/Q186/1/76.ASP).

NOTE: Before launching the migration tool you should plan the migration process. See [“Preparing for Migration” on page 15](#).

- 5** Choose from the following options:

View Readme: Recommended. Select this option to view the Readme file included with the software.

Launch the Migration Utility: Select this option to automatically launch the utility.

- 6** Click Finish.

- 7** Continue with [“Migrating Archives” on page 15](#).

After successful installation, an item named *Lotus Notes Archive Migration* is added to the Windows Start > Programs menu.

If you need to uninstall the utility, see [“Uninstalling the Utility”](#) on page 33.

3

Migrating Archives

This chapter describes how to prepare to migrate Lotus Notes* archives to GroupWise® and gives details on how to use the migration wizard, how to use the command line to migrate archives of a single user, and how to use a batch file to migrate archives of several users at a time.

- ♦ [“Preparing for Migration” on page 15](#)
- ♦ [“Using the Migration Wizard” on page 17](#)
- ♦ [“Using the Command Line” on page 19](#)
- ♦ [“Using a Batch File” on page 19](#)

Preparing for Migration

Before migrating your Lotus Notes archives to GroupWise,

- ♦ Determine whether you want to migrate all your Lotus Notes archives into one GroupWise archive or create more than one GroupWise archive. See [“Relationship between Lotus Notes Archives and GroupWise Archive” on page 7](#).
- ♦ Ensure that you have enough disk space at the destination machine to hold the migrated Lotus Notes archives.
- ♦ Ensure that the NOTES and NOTES\DATA directories are included in the system path.

- ◆ Ensure that you know the GroupWise User ID, GroupWise password, the path to the mailbox or the TCP/IP address and port number of the mail server, and the path to the GroupWise archive directory.

The following tips will help you plan the migration:

- ◆ If you are migrating all Lotus Notes archives to a single GroupWise archive, you need to run the utility only once.
- ◆ GroupWise has only one archive active at any time, so it may be advisable to migrate all Lotus Notes archives to a single GroupWise archive.

Migrating Lotus Notes Archives to GroupWise

You can migrate Lotus Notes archives to GroupWise using one of the following methods:

- ◆ Use the migration wizard to step you through the process (see [“Using the Migration Wizard” on page 17](#))
- ◆ Use the command line to migrate the archives for one user at a time (see [“Using the Command Line” on page 19](#))
- ◆ Use a batch file to migrate the archives of several users at a time ([“Using a Batch File” on page 19](#))

Before using any of the methods, make sure you have reviewed the items mentioned in [“Preparing for Migration” on page 15](#).

If any of the Lotus Notes archives being migrated are password protected, do the following:

To access password protected archives

- 1** Start the Lotus Notes client.
- 2** Select File > Tools > User ID.
- 3** In the Basics page, check Share Password With Notes Add-ins.

When this option is selected, once a process on the machine authenticates the Lotus Notes User ID, all other processes inherit the same authentication.

- 4** Login to Lotus Notes server and close all the databases before you run the migration utility. The Lotus Notes Client must be running during the migration process.

Using the Migration Wizard

To migrate Lotus Notes archives to GroupWise using the migration wizard,

- 1** Click Start > Programs > Lotus Notes Archive Migration > Migrate > Next.

or

Locate MIGRATE.EXE from the directory where you have installed the utility > run MIGRATE.EXE > Next.

- 2** Select the files to migrate.

- 2a** Click Browse > select the Lotus Notes archives.

Select the file types you want to migrate. If all Lotus Notes archives have a .NSF extension, select *.NSF from the list; otherwise, select *.*.

- 2b** Click Select.

- 2c** (Optional) Select the files you don't want to migrate and click Remove, or click Remove All if you want to make a fresh selection of archives.

You can browse multiple times to select files across the directories.

- 3** (Optional) Click Advanced to refine the migration process.

- 3a** Enter or select the date in Migrate Messages Created On or After. Messages created on or after the date specified will be migrated.

- 3b** Click either Yes or No from the Drop Attachments list.

If you select Yes, messages will be migrated without the attachments.

3c Select a log level.

3d The language of the machine running this utility is specified automatically.

3e Click OK > Next.

4 Enter the GroupWise Details.

UserID: The GroupWise user ID of the person whose Lotus Notes archives are being migrated.

Password: The GroupWise password. Passwords are case-sensitive.

Mailbox Path: The path to your GroupWise post office. If you do not know the location, ask your system administrator.

TCP/IP Address: The TCP/IP address of the mail server. If you do not know the TCP/IP address, ask your system administrator.

Port: The port number. If you do not know the port number, ask your system administrator.

Archive Path: The path to the GroupWise archive directory.

5 Click Next > Start.

The status of migration is displayed in the progress bar.

6 Click OK.

7 Click a button to get the corresponding details.

Summary: Displays statistics of the current migration.

Errors: Displays details about the errors that were encountered during current migration.

Log: Displays the currently active log file, depending on the log level selected in [Step 3c on page 18](#).

8 Click Finish.

The migrated files are in GroupWise format and can be read from GroupWise. To read the migrated messages, open GroupWise > click File > Open Archive.

NOTE: Ensure that you have set the archive path to the directory where you migrated the Lotus Notes archives.

Using the Command Line

You can customize the startup file in the installation directory to specify the startup switches with their values (see [Appendix A, “Startup Switches,” on page 21](#) and [Appendix B, “Configuration File,” on page 27](#)) in order to migrate archives of a single user.

If you are using the default configuration file, type the following command at the console prompt after you have specified the values for the startup switches:

```
Migrate @notes.cfg
```

If you want to use a different configuration file (see [“Configuration File” on page 27](#)), use the following syntax:

```
Migrate @<Configuration filename with path>
```

If you are not using the NOTES.CFG file, you can type all the switches and their values as command line parameters, as in the following example:

```
Migrate /NSFFiles-d:\notes\data\mail\MyArchive.NSF /UserID-  
HarrisJ /Password-harris /POPath-g:\po /GWArchiveDir-  
c:\gwarchive
```

In the example, HarrisJ’s Lotus Notes archive present in the *d:\NOTES\DATA\MAIL* directory is migrated to *C:\GWAREHOUSE* folder.

During migration, the utility logs the information into the log files, which you can use to find the migration results. See [“Log Files” on page 20](#) for more information.

Using a Batch File

You can use a batch file to migrate the archives of several users at a time. To migrate more than one user, create a configuration file (see [“Sample Configuration File” on page 27](#)) for each user and run MIGRATE.EXE in batch mode.

Example

Suppose you want to migrate archives of three users. Use the following procedure:

1. Create three configuration files `USER1.CFG`, `USER2.CFG`, `USER3.CFG`.
2. Create a batch file `BATCHMIG.BAT` as follows:

```
Migrate @USER1.CFG
Migrate @USER2.CFG
Migrate @USER3.CFG
```

If any of the configuration files are not in the same directory as `MIGRATE.EXE`, you need to give the full path of the configuration files.

3. At the command line, enter **BATCHMIG**

To view the result of migration and the errors encountered, examine the log file in *Installation directory*\LOG directory. See “[Log Files](#)” on page 20.

Log Files

The utility creates the log files in a subdirectory named LOG under the directory where you have installed the migration utility. The naming convention for the log file is `MMDDLOGxxx`, where `MMDD` is the month and day and `xxx` is the number (such as, 001, 002, etc.). The level of detail in the log file depends on the logging level you choose in [Step 3c on page 18](#). The logging levels are:

- ♦ None - Nothing is logged
- ♦ Verbose - Progress information
- ♦ Diagnostic - Troubleshooting information

A log file is created for each run. When a log file’s size reaches 128 KB, logging switches to a new log file. When the total disk space occupied by all the files exceeds 1 MB, the oldest log file is deleted. Log files older than seven days will be deleted automatically.

A

Startup Switches

Startup switches give you the capability to specify various commands and paths to various files that the migration utility reads or writes to, and to set other operational parameters. You can use these switches at the command line or within a startup batch file.

If you use startup switches on the command line, use the following syntax: / <switch>-<parameter> (see “[Configuration File](#)” on page 27).

The startup switches for GroupWise® Archive Migration Utility for Lotus Notes* are categorized into the following areas:

- ♦ “[Lotus Notes Details](#)” on page 21
- ♦ “[GroupWise Details](#)” on page 22
- ♦ “[Filters](#)” on page 23
- ♦ “[Logging Level](#)” on page 24

Lotus Notes Details

Use the following switches to specify the Lotus Notes details required for migration of Lotus Notes archives.

/NSFFiles

Specifies the path to the .NSF files to migrate. The archive names must be

be specified with their full path. You can specify multiple archives separated by a comma (,).

Syntax: */NSFFiles-Lotus Notes archive path*

Short Syntax: */NF-Lotus Notes archive path*

Example: */MSFFiles-d:\notes\archive1.nsf, d:\notes\archive2.nsf*

GroupWise Details

Use the following switches to specify the GroupWise details required to perform the migration.

/UserID

This is the GroupWise User ID of the person whose archives are being migrated from Lotus Notes.

Syntax: */UserID-GroupWise UserID*

Short Syntax: */UI-GroupWise UserID*

Example: */UserID-Harris*

/Password

This is the password to access the GroupWise account. In GroupWise, a password is required to access the archive and is same as the Mailbox password. Passwords are case-sensitive.

Syntax: */Password-GroupWise password*

Short Syntax: */PW-GroupWise password*

Example: */Password-asiatic*

/POPath

This is the path to the GroupWise post office where the GroupWise user's Mailbox resides. Mapped drives or UNC paths can be used.

Syntax: */POPath-Path to the postoffice*

Short Syntax: */GP-Path to the postoffice*

Example: */POPath-g:\po*

/IPAddress

This is the TCP/IP address and port of the GroupWise mail server. If you do not specify the port component, the default port 1677 will be used. If you have specified the path to the post office using **/POPath**, then this switch will be ignored.

Syntax: */IPAddress-IPAddress[:port number]*

Short Syntax: */IA-IPAddress[:port number]*

Example: */IPAddress-192.56.54.00:1677*

/GWArchiveDir

This is the path to the destination GroupWise archive directory. The Lotus Notes archives will be migrated to this location.

Syntax: */GWArchiveDir-GroupWise archive directory path*

Short Syntax: */GA-GroupWise archive directory path*

Example: */GWArchiveDir-c:\GroupWise\Archive*

Filters

Use these switches to refine your migration.

/MigMsgAfter

Migrates only those messages that are created on or after the specified date. Messages that do not meet this criterion will not be migrated. Specify the date as mm/dd/yyyy.

Syntax: */MisMsgAfter-mm/dd/yyyy*

Short Syntax: */MM-mm/dd/yyyy*

Example: */MisMsgAfter-07/15/1998*

/DropAttachments

Drops the attachment and migrates only the message, if enabled (Yes). By default, attachments are preserved during migration.

Syntax: */DropAttachments*

Short Syntax: */DA*

Example: */DropAttachments*

Logging Level

Use this switch to specify the log level to be used for the migration process.

/LogLevel

Specifies the level of logging that is required. The possible values are:

None: Only critical errors will be logged.

Verbose: Logging will contain details of progress, errors, and summary information.

Diagnostic: Logging contains all information logged in verbose mode and in addition provides detailed information required for troubleshooting.

Syntax: */LogLevel-None/Verbose/Diagnostic*

Short Syntax: */LL-None/Verbose/Diagnostic*

Example: */LogLevel-Verbose*

B

Configuration File

The configuration file, NOTES.CFG, is an ASCII text file residing in the installation directory. This file contains all the startup switches and is automatically read when the utility starts.

Keep the following guidelines in mind when modifying this file:

- ◆ Have a copy of the file in case you need to return to the original switch settings.
- ◆ Use a text editor to edit the file.
- ◆ The comment character is the semicolon (;), which is used to disable a switch or to add comments. The utility ignores any line that begins with a comment character and any text after a comment character.
- ◆ Changes made to the configuration file do not take effect until you restart the utility.
- ◆ None of the switches or values are case-sensitive, except the **/Password** switch.
- ◆ You can use a dash (-) to separate the switch from the value.
- ◆ Switches in the configuration file and in the command line must begin with the switch delimiter / (forward slash).

Sample Configuration File

```
; HARRIS.CFG
```

```

;
; Startup file for the GroupWise Archive Migration utility
; Lotus Notes
; _____
; LOTUS NOTES DETAILS
; _____
;
; This is a sample configuration file that migrates HarrisJ's Lotus Notes
; archives to c:\gwarchive.
;
; This is the path to the Lotus Notes archives to migrate. The archive names
; must be specified with their full path. You can specify multiple files
; separated by comma.
;/NSFFiles-[Lotus Notes archive path]
;/NSFFiles-d:\notes\mail\archive1.nsf, d:\notes\data\mail\archive2.nsf
;
; _____
; GROUPWISE DETAILS
; _____
;
; This is the GroupWise User ID of the person whose archives
; are being migrated from Lotus Notes.
;
;/UserID-[GroupWise User ID]
/UserID-HarrisJ

; This is the password to access the GroupWise account. In
; GroupWise, passwords are required to access the archive and
; is the same as the mailbox password. Passwords are case-
; sensitive.
;
;/Password-[GroupWise password]
/Password-Harrispswd

; This is the path to the GroupWise post office where the
; GroupWise user's mailbox resides. Mapped drives or UNC
; paths can be used. If path is specified, then do not provide
; IP address and port number.
;
;/POPath-[Path to post office]
/POPath-g:\po

; This is the TCP/IP address of the GroupWise mail server.
; If you have specified the path to the post office, do
; not provide the TCP/IP address or the port number.
;
;/IPAddress-<IP address>[:port number]

```

```

; This is the path to the destination GroupWise archive
; directory. The Lotus Notes archives will be migrated to this
; location.
;
;/GWArchivePath-[GroupWise Archive path]
;
/GWArchivePath-c:\gwarchive

; _____
; FILTERS
; _____
;
; (Optional) This switch specifies to the utility to migrate
; only those messages that were created on or after the
; specified date. Messages that do not meet this criterion
; will not be migrated and will be filtered out. The date is
; to be specified as mm/dd/yyyy.
;
;/MigMsgAfter-[mm/dd/yyyy]
;
; (Optional) This switch specifies the utility to drop the attachments while
; migrating messages as they are not dropped by default.

;/DropAttachments

; _____
; LOG DETAILS
; _____
;
; (Optional) This switch specifies to the utility the logging
; detail that is required. The possible values are
;
; None          - No logging, only critical errors maybe logged.
;
; Verbose       - Logging will contain details of progress, error
; and summary information.
;
; Diagnostic    - Logging contains all information logged in
; verbose mode and also provides detailed information
; required for troubleshooting.
; By default, the LogLevel is set to None.
;
;/LogLevel-[Value]

```


C

Distributing the Utility

This section may be of interest to the administrators who use Novell® Application Launcher™ (NAL) to distribute the applications to the end-users. (See the NAL [Web-based documentation \(www.novell.com/documentation/lg/zen2/docui/index.html\)](http://www.novell.com/documentation/lg/zen2/docui/index.html) for more information.)

NOTE: Ensure that the *AM_LN_Uninstall* directory does not exist on the machine from previous installations before you start using NAL.

You can customize the startup configuration file, NOTES.CFG, (see “[Configuration File](#)” on page 27) in the installation directory to define organization-wide criteria for migrating the archives.

The following switches (see “[Startup Switches](#)” on page 21), if they are enabled, will be used as the default when the user launches the migration wizard to migrate the archives.

- ◆ “[NSFFiles](#)” on page 21
- ◆ “[MigMsgAfter](#)” on page 24
- ◆ “[DropAttachments](#)” on page 24
- ◆ “[LogLevel](#)” on page 24

During subsequent runs, the value given by the user during the previous runs will be used. If the end-user runs the utility in the command line mode, the value specified in the command parameters will be used.

D

Uninstalling the Utility

Use the following procedure to uninstall the GroupWise® Archive Migration Utility for Lotus Notes*:

- 1 Click Start > Programs > Lotus Notes Archive Migration > Uninstall.

All the utility directories and files, including the log files, will be removed from the system.

E

System Messages

- ♦ “Unable to locate DLL. The dynamic link library, NNotes.dll, could not be found.” on page 35
- ♦ “Error starting program. A required .DLL file, NNotes.dll was not found.” on page 35

Lotus Notes Archive Migration System Messages

Unable to locate DLL. The dynamic link library, NNotes.dll, could not be found.

Explanation: The NOTES and NOTES\DATA directories are not included in the system path of the machine running the utility.

Action: Ensure that NOTES and NOTES\DATA directories are included in the system path of the machine running the utility.

Error starting program. A required .DLL file, NNotes.dll was not found.

Explanation: The Lotus Notes* client is not installed on your machine.

Action: Install the Lotus Notes client and ensure that NOTES and NOTES\DATA directories are present in the system path.

NOTE: You may see other system messages, which are self explanatory. Simply perform the action suggested in the message.

