instant

TEAM SESSIONS

Instant TeamSessions
Plugin Installation Guide
Sametime 9

Spring 2016

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System Requirements

- Microsoft Windows 10, Windows 8.1 or Microsoft Windows 7, or Mac OS

- IBM Sametime 8.5 client and above

- URL of the TeamSessions installation. For example
  http://server/ITSessions.nsf/ChatPlaceID?ReadViewEntries&Count=2000

- The user should be provisioned, as a place member or manager, in at least one Instant TeamSessions place(s)

Overview

The following document will describe the TeamSessions plugin installation process – based on a Sametime 9 client.

High Level Steps

At a high level, the following steps should be followed:

1. If necessary, uninstall the earlier TeamSessions plugin
2. Download the plugin from the TeamSessions site
3. Unzip the plugin to a local folder
4. Run the plugin installation process using the Sametime client
5. Configure the plugin with the URL of the TeamSessions instance – this is critical
6. Refresh the plugin settings to pull the information from the TeamSessions URL

Uninstall previous versions of the Plugin.

If you have a previous version of the plugin installed, you will need to uninstall it before proceeding. If you don't have a version installed, proceed to step: **Installation New TeamSessions Plugin** and simply install the latest plugin.
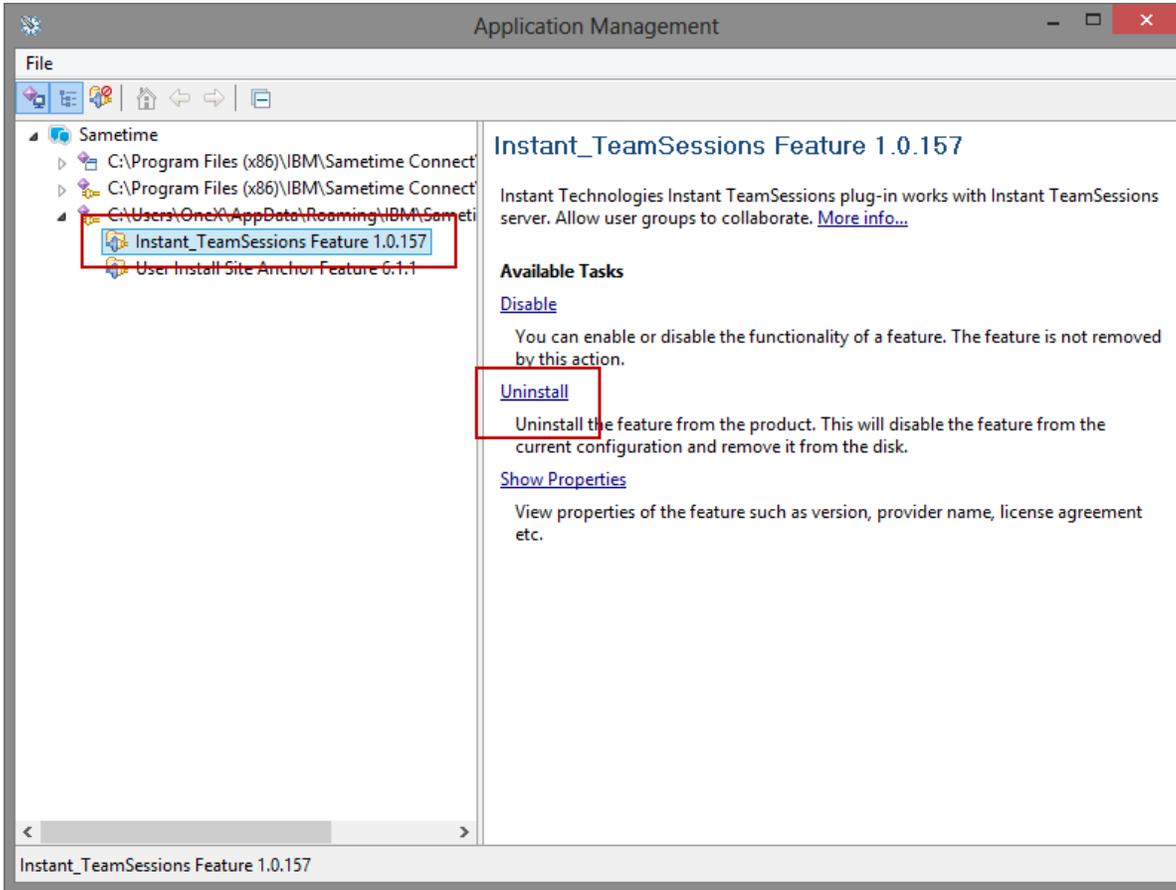
1. Open the Product Configuration Panel. The path to it is: Tools/Plug-Ins/Manage Plugins.
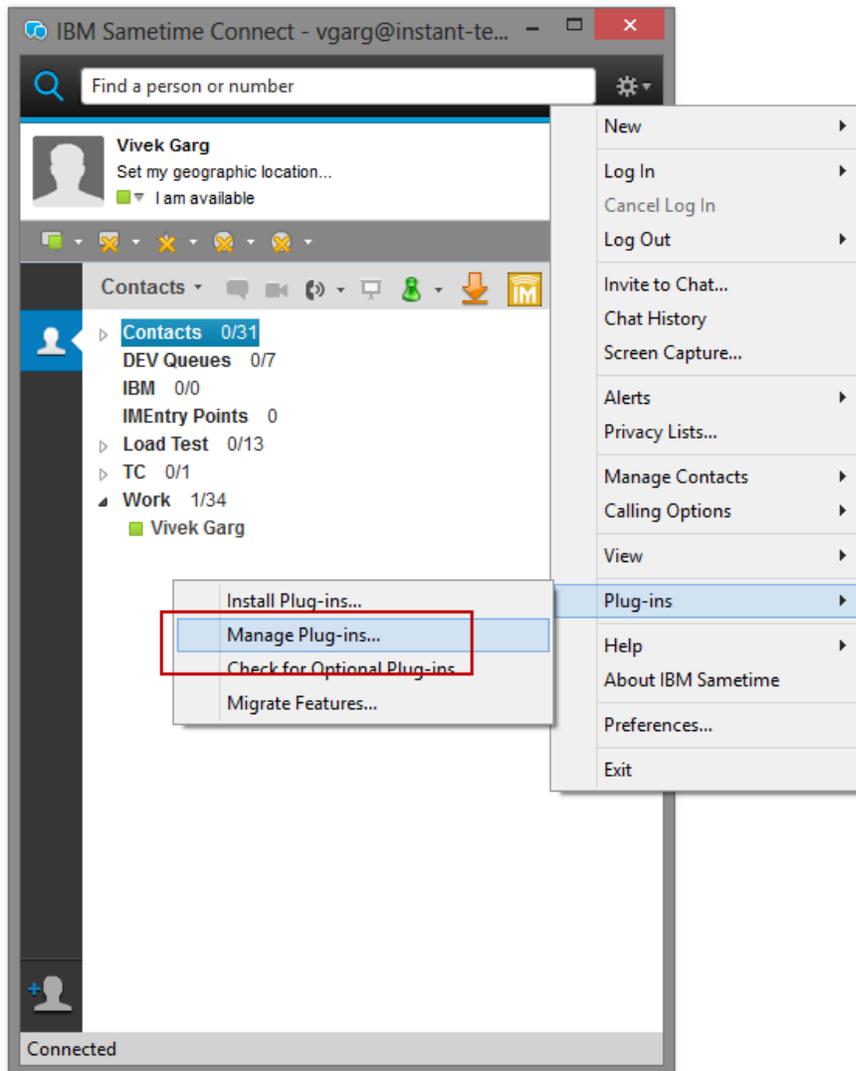

2. In the list to the right locate the "Instant TeamSessions Feature..."

   You may need to expand the various lists until you find the plug-in. Click the "Uninstall" task in the right hand panel.

The following screen shot demonstrates uninstalling the TeamSessions plug-in

3. Click on "OK" to confirm request to uninstall the earlier plugin.

4. Click on "Restart Now" for the message box notifying you of the need to restart the IBM Sametime Client.
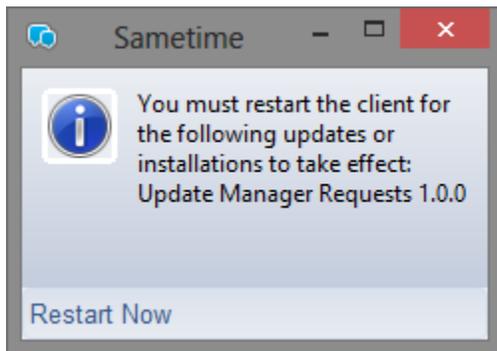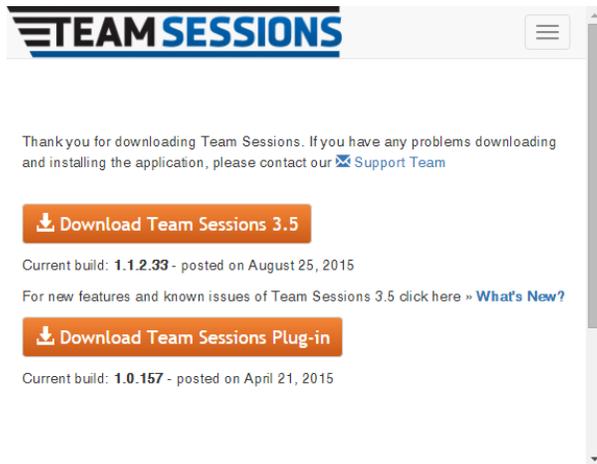

5. Your IBM Sametime client will now automatically restart. You are now ready to install the new plug-in.

Download the plugin.

If you do not have the link to the plugin, please contact Instant Technologies Technical Support.
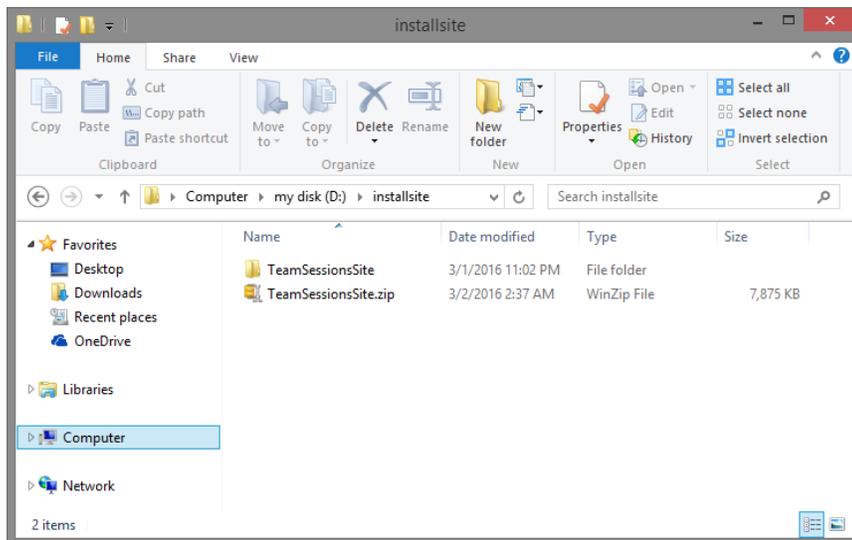By default, the plugin is available via the TeamSessions site

http://www.teamsessions.com/download.html
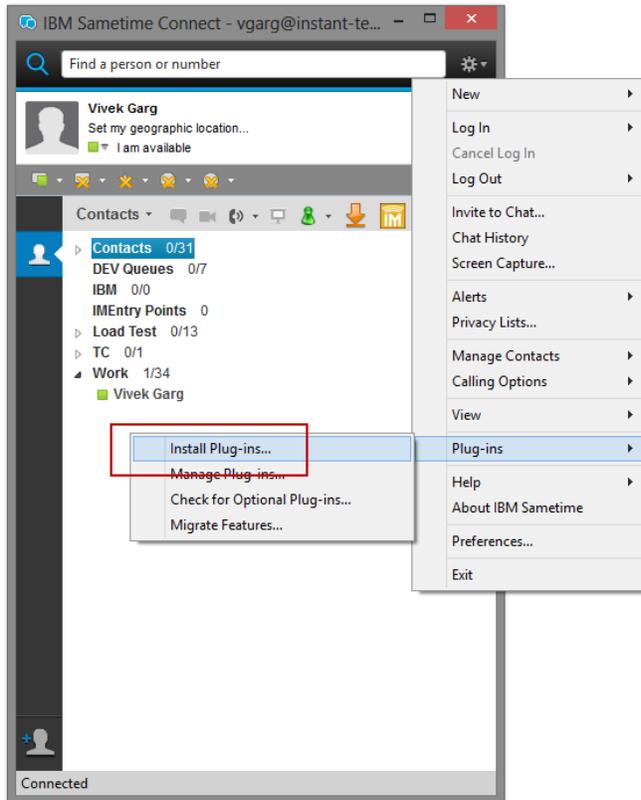

Unzip the plugin

Save the plugin in a location either on the network or on your local machine. The file that you downloaded is a .ZIP file.
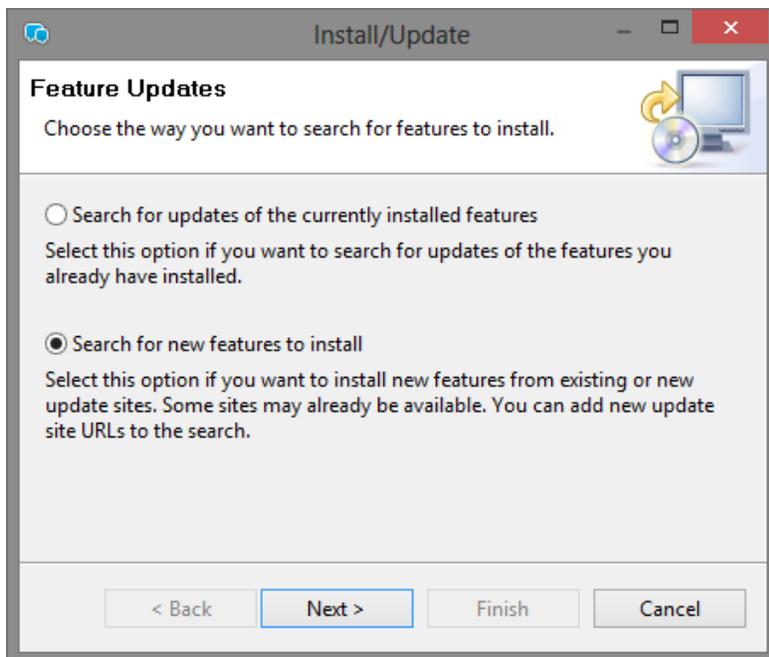**Note: You will have to expand (unzip) the directory before installing the plugin.**

Install the new version of the TeamSessions for IBM Sametime Plugin.
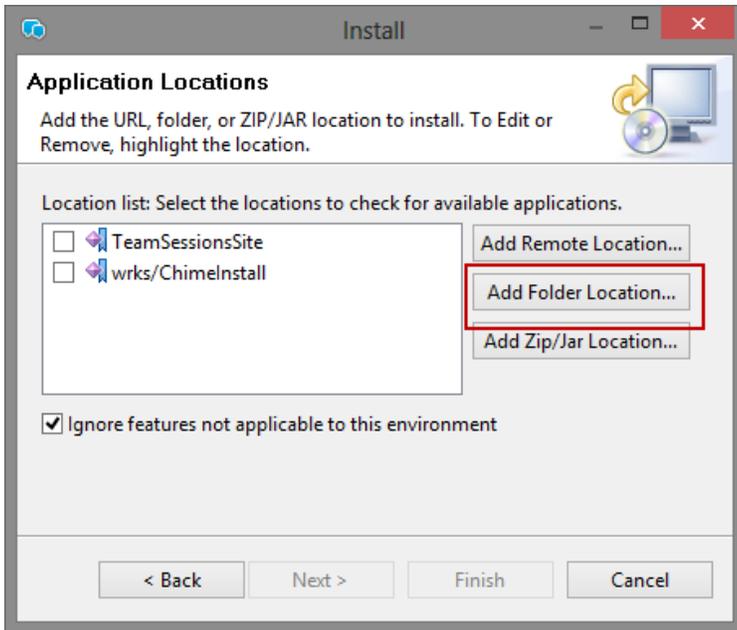
1. Start the plug-in installer by clicking on Tools/Plug-Ins/Install Plugins...

2. Click on the "Search for new features to install" radio button, and click on the "Next >" button.

3. Click on the "Add Folder Location ..." button.

4. Navigate to the folder where you extracted the plugin files. It will be the parent level for the features and plugins subfolders. In this case it is named TeamSessionsSite. It will be named something different on your system. Click on "OK".
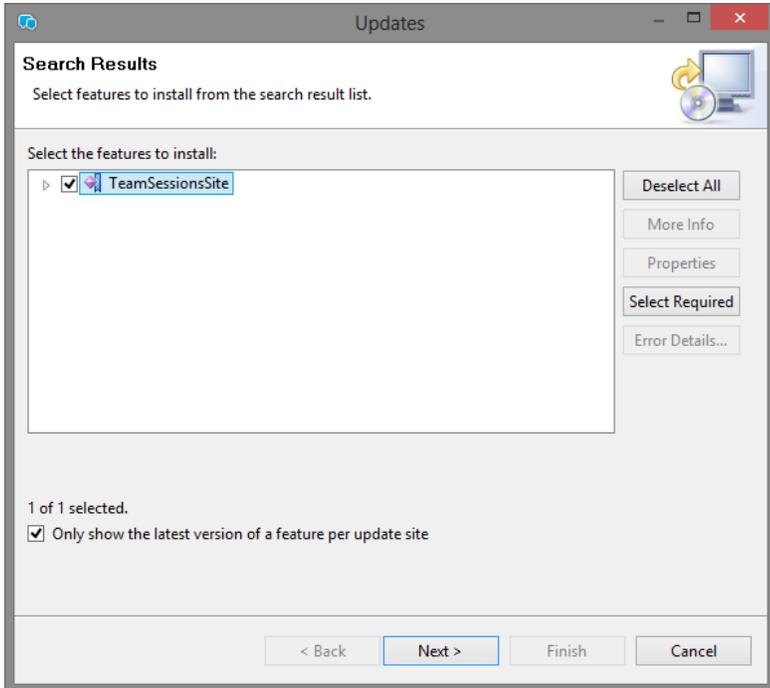
MAR 02_2016
Rev 2
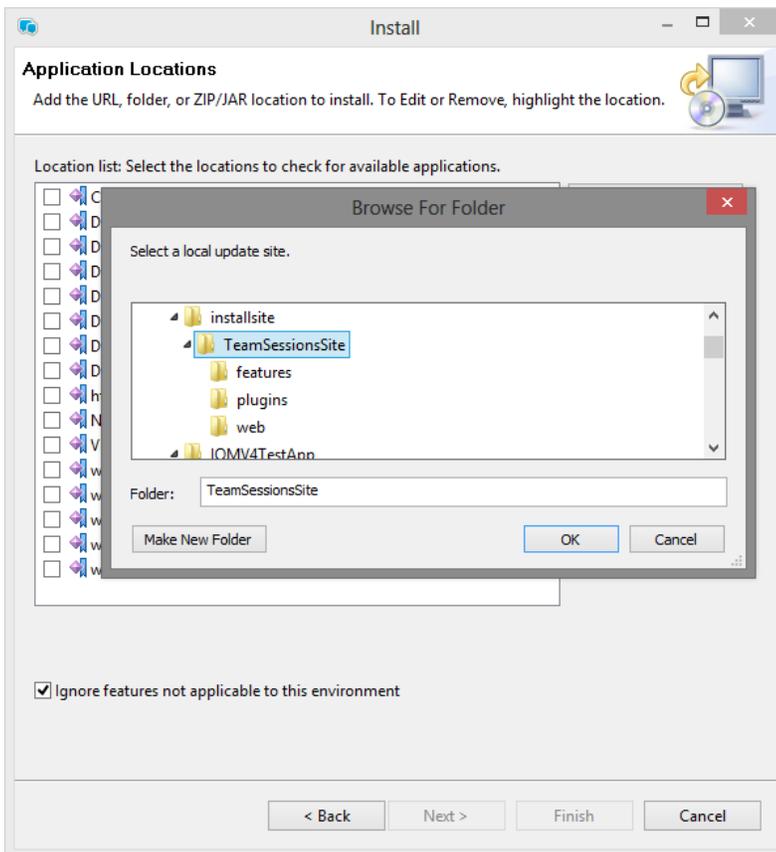
5. In this window you can change the name, if you like, to something more meaningful to you. This is not a required step.
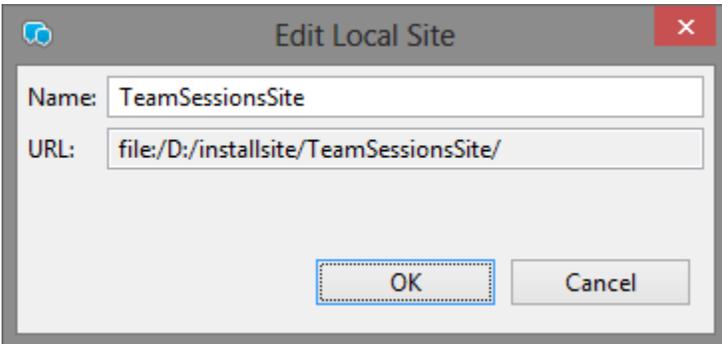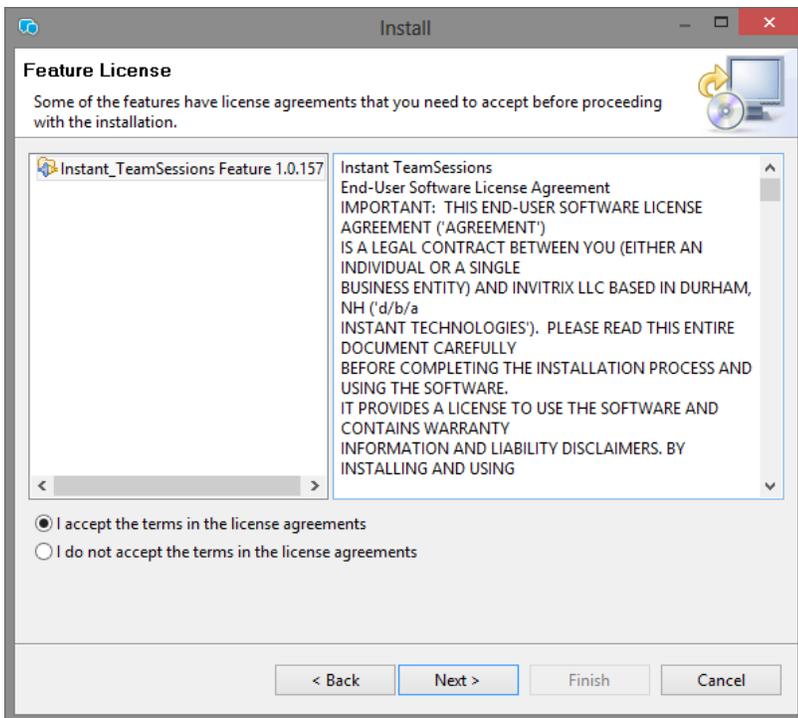

6. Check the checkbox beside the location you just defined in step d. In this case it is "TeamSessionsSite". Click on the "Finish" button.
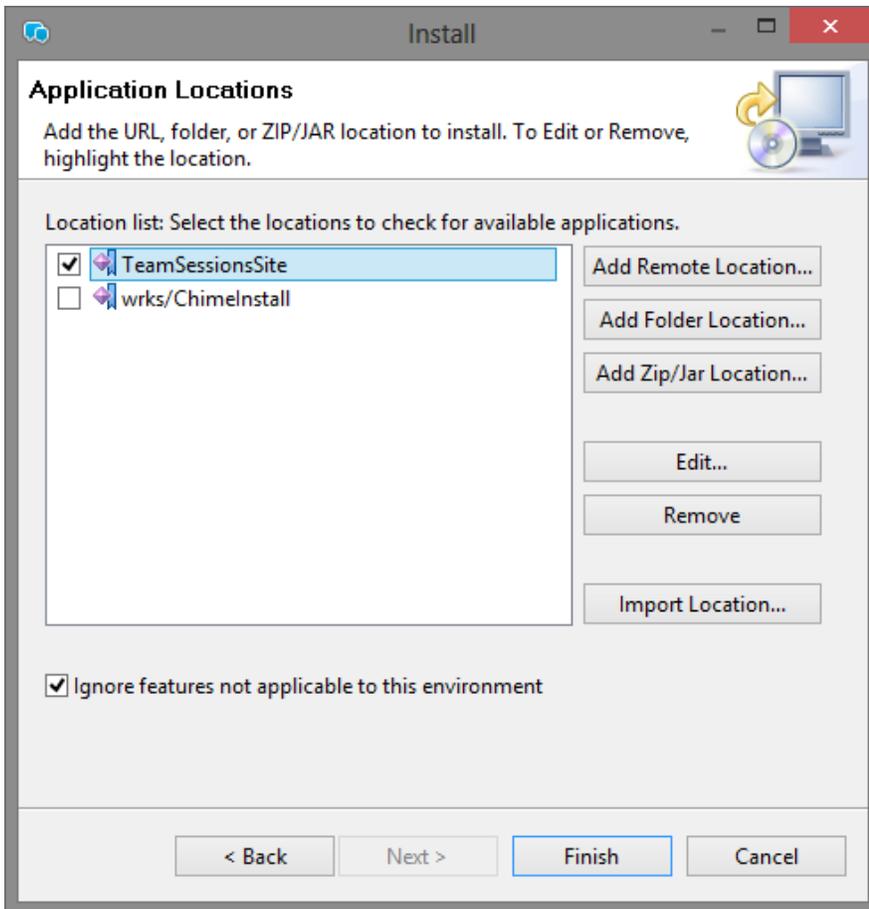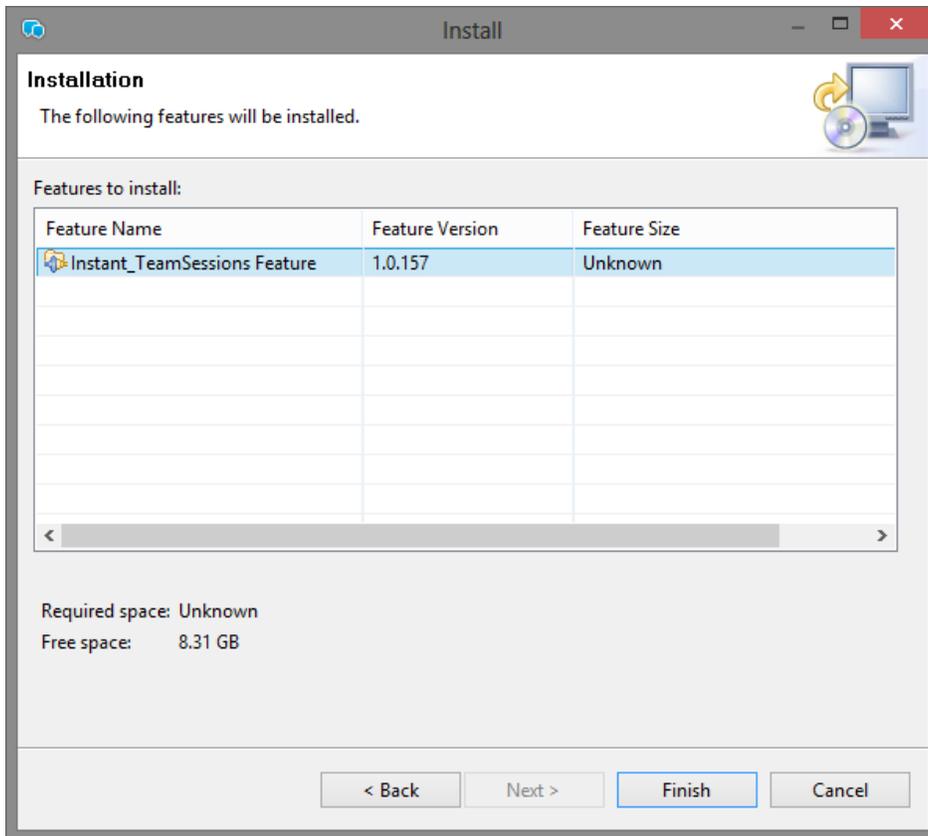
7. Check the checkbox beside the "TeamSessionsSite". Click on the "Next" button.
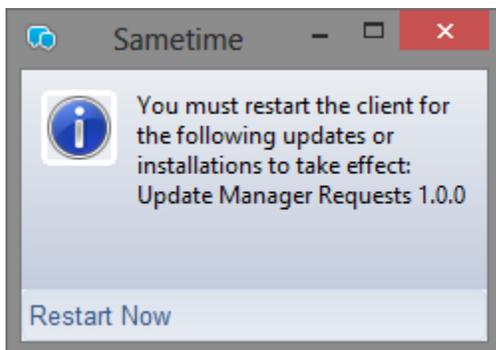

8. Read and accept the license agreement. Click "Next".
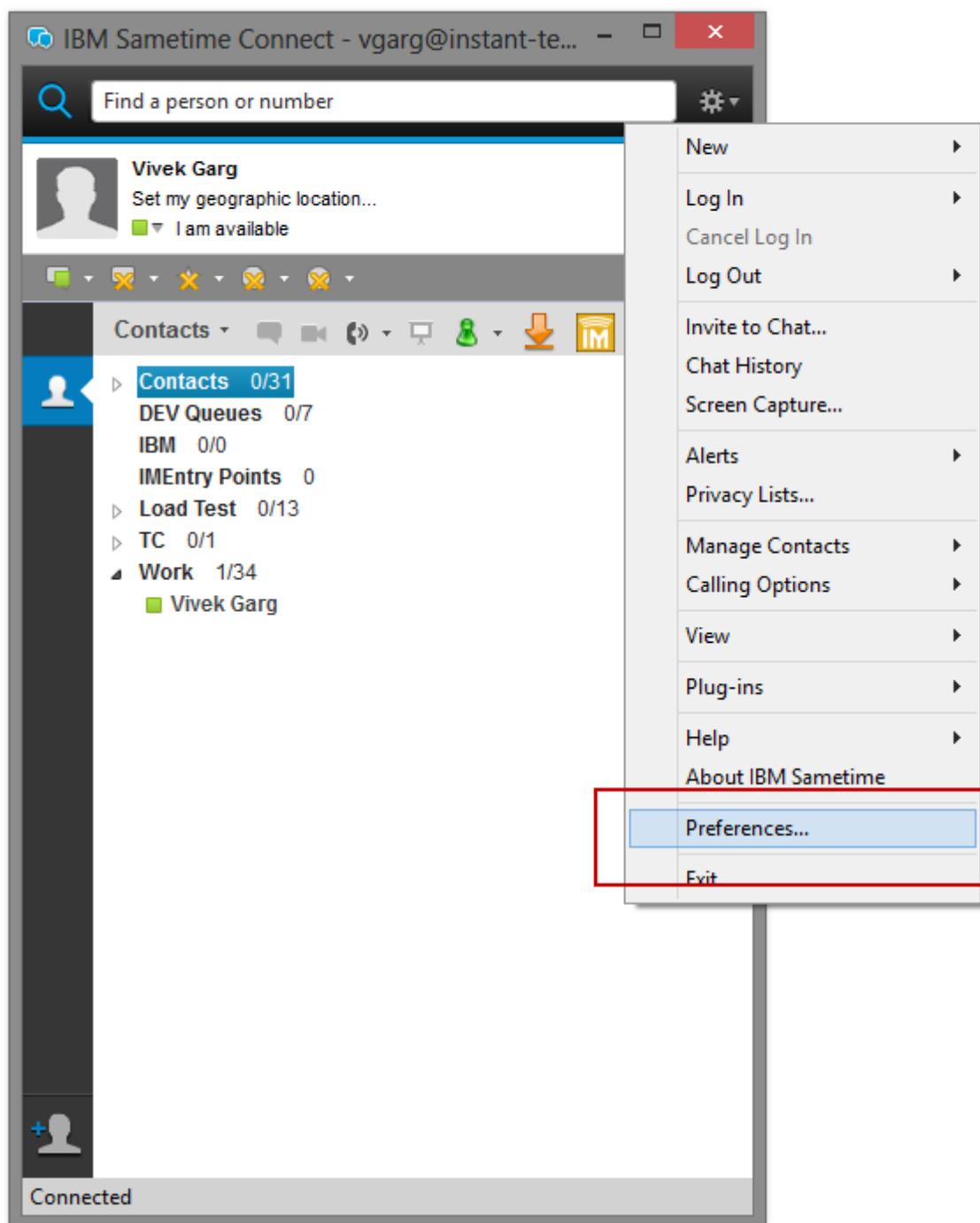
9. Click on "Finish" Button.

10. Click on the "Restart Now" button to restart your Sametime client.

11. You are now ready to configure the plugin.

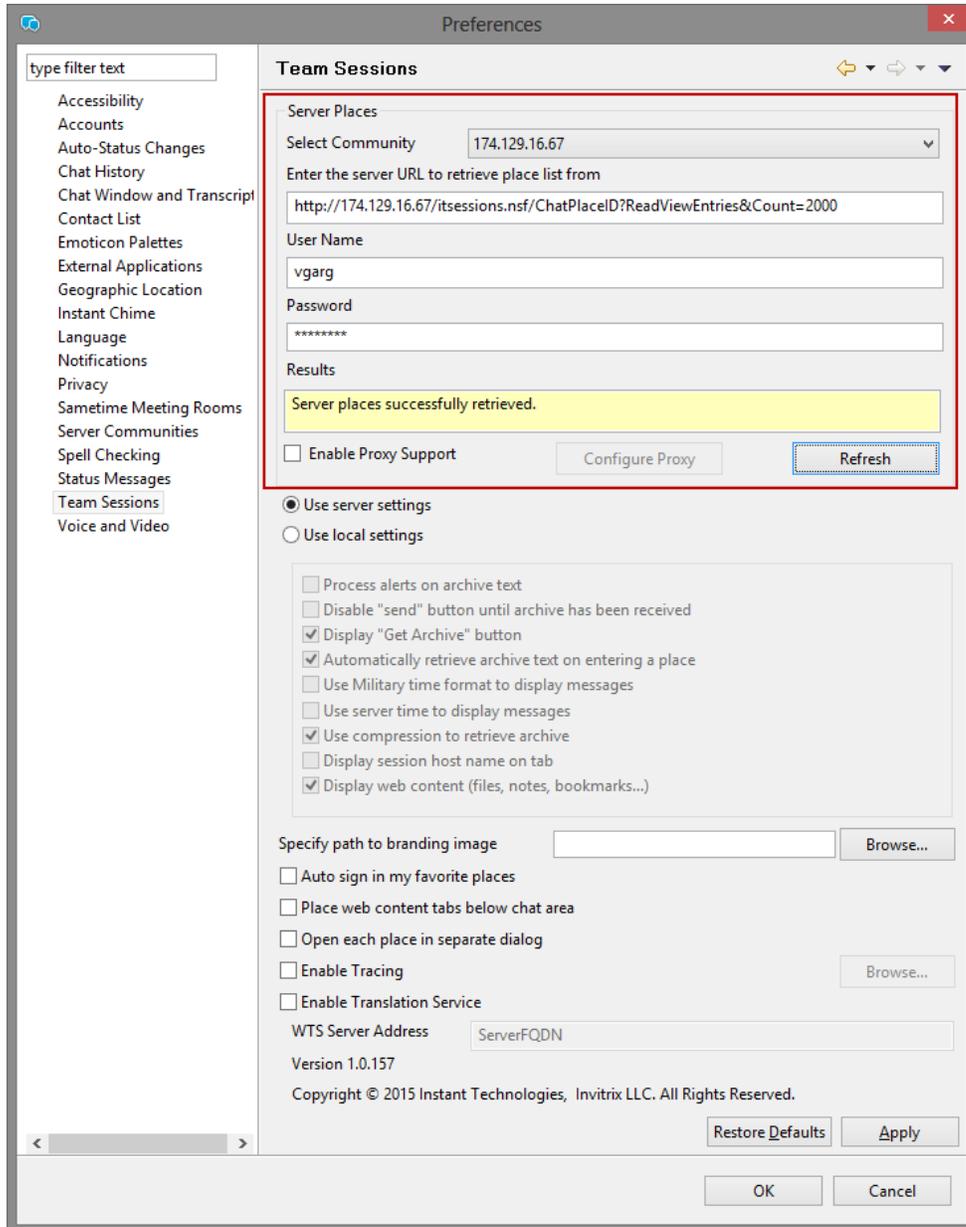1. Click on the "Preferences" option in the File menu.

2. Click on the "Team Sessions" entry in list.

Configure Team Sessions URL

The URL should be similar to: http://server/itsessions.nsf/ChatPlaceID?ReadViewEntries&Count=2000

For example: http://st9.instant-tech.com/itsessions.nsf/ChatPlaceID?ReadViewEntries&Count=2000

3. Click on the "Refresh" button. This will test the connection and prepare the plugin for work. You will see several message in the 'Results' field. If no error messages appear, you are all set to start working with the plugin.

4. In case of an error you will want to try following troubleshooting steps:

4.1. Verify the provided URL by accessing it using a Web browser.

4.2. Make sure **proxy** settings are specified if it's specified in your Web browser.

4.3. Access the TeamSessions Server using Web browser and verify if are able to successfully Sign-In to the application. In case of a Sign-In failure contact your Instant TeamSessions Administrator.

The URL should be similar to: http://server/itsessions.nsf

For example: http://st9.instant-tech.com/itsessions.nsf

5. Click the "Apply" button

Lack of URL in TeamSessions preferences

Typically, the most common issue related to the plugin is the lack of the correct TeamSessions URL for the plugin preferences. The TeamSessions URL must be specified in order to

Retrieve the list of places/rooms from server

Retrieve the TeamSessions plug-in settings