MeetingBooster On-Premise Installation Guide

Contents

Requirements

This Installation Guide can be used for the Installation of MeetingBooster on Windows Servers 2008 or newer. The dialogs shown here are for Windows Server 2019, but may be different for other versions.

Hardware requirements

The minimum hardware requirements for the local installation follow the requirements for Windows Server, IIS and the SQL server.

CPU: 1.4GHz

HDD: 32 GB free space

RAM: 512 MB, we recommend at least 2 GB

Software requirements

Windows Server 2008 or newer

Microsoft Internet Information Services (IIS) version 7 or newer

Microsoft SQL Server (SQL Server Express may be sufficient)

Microsoft .NET 4.7.2 Framework or newer

Installation files

The local installation of MeetingBooster comes as a .zip file. Unzip the .zip file before you start installing. The .zip file contain the following files:

MeetingBooster_XXXXX.zip   The MeetingBooster application

SetupDB.sql   The SQL file to setup the MeetingBooster database

Web Server setup

Microsoft Windows Server includes the Web Server (IIS), but it is not installed by default. The following section describes how to configure the Windows Server. The required MeetingBooster components will be installed using Microsoft Web Deploy.

Installing the IIS

The following describes how to install the Web Server (IIS) for the first time in Server Manager on the MS Windows Server:

1. On the Windows Server, open **Server Manager** → select **Dashboard** → **Quick Start** → click **Add roles and features**.
2. On the **Installation Type** page, select **Role-based or feature-based installation**. Click **Next**.
3. On the **Server Selection** page, select a server from the server pool. Click **Next**.
4. On the **Server Roles** page, select **Web Server (IIS)** – see Figure 1.
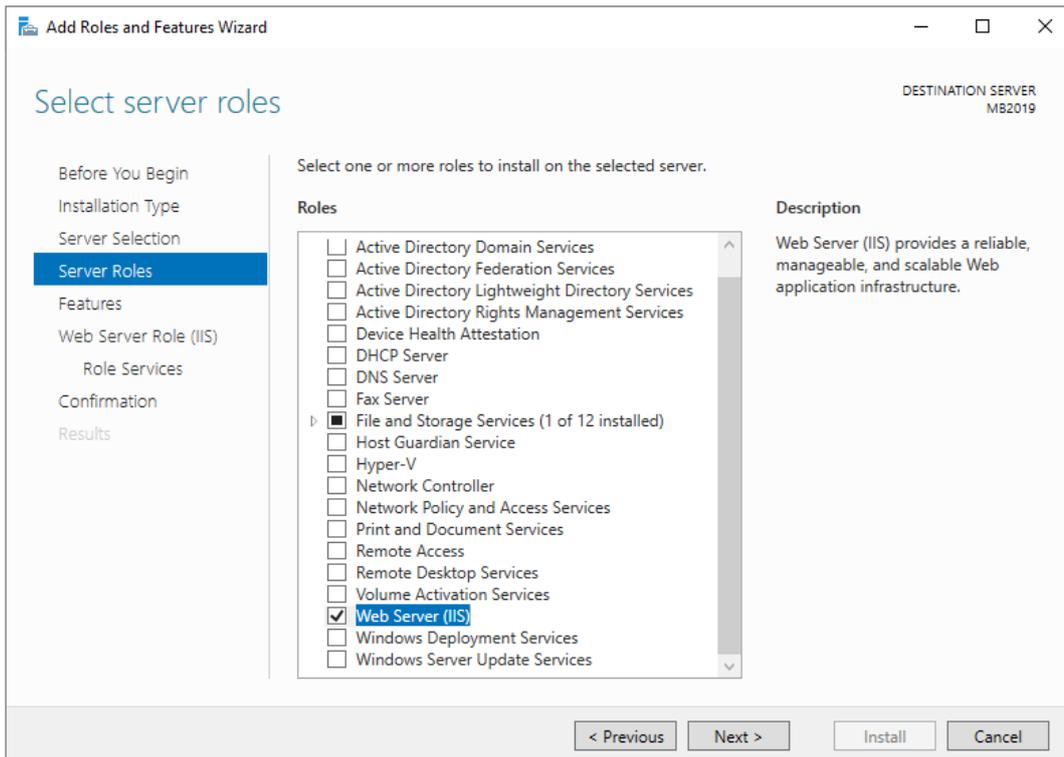
Figure 1 – Select Web Server (IIS)

5. Select **Include management tools (if applicable)** → click **Add Features** – see Figure 2. Click **Next**.
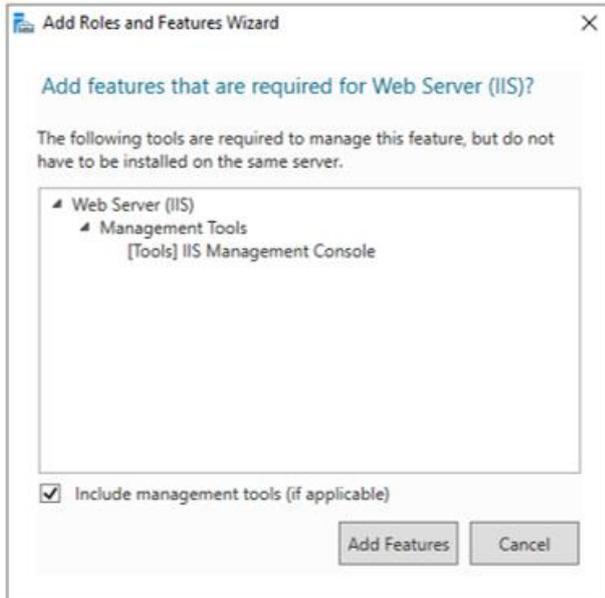
Figure 2 – Select Include management tools (if applicable) -> click Add Features.

6. On the **Features** page, click the arrow next to **.NET Framework 4.7 Features** to expand the section → select **ASP.NET 4.7** – see Figure 3. Click **Next** (NB: the version number may vary depending on the server version).
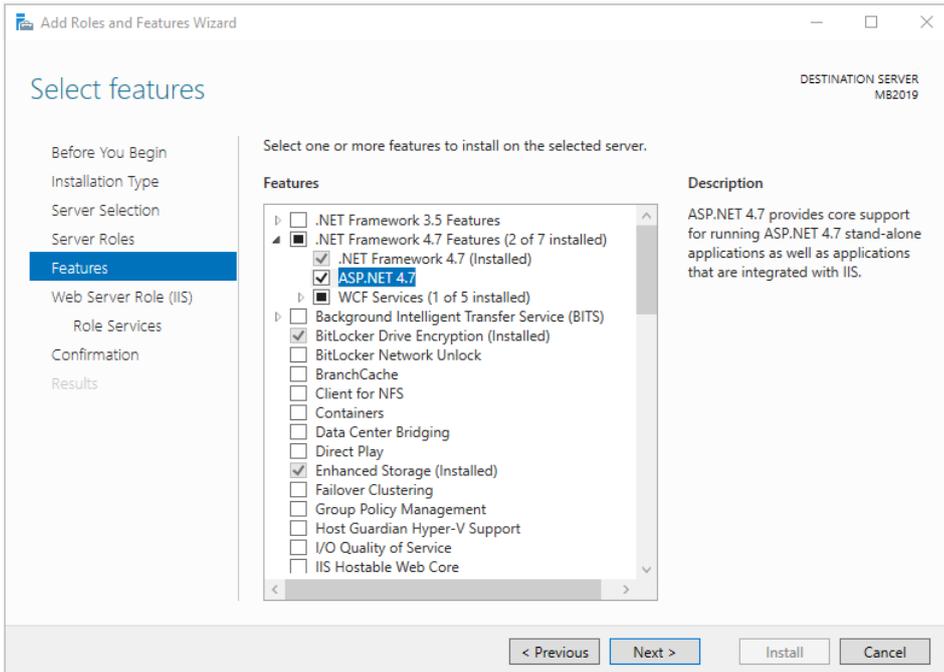
Figure 3 – Select ASP.NET 4.7

7. On the **Web Server Role (IIS)** page → **Role Services** → click the arrow next to **Application Development** to expand the section → select **.NET Extensibility 4.7** and **ASP.NET 4.7** (NB: the version number may vary depending on the server version) – see Figure 4.
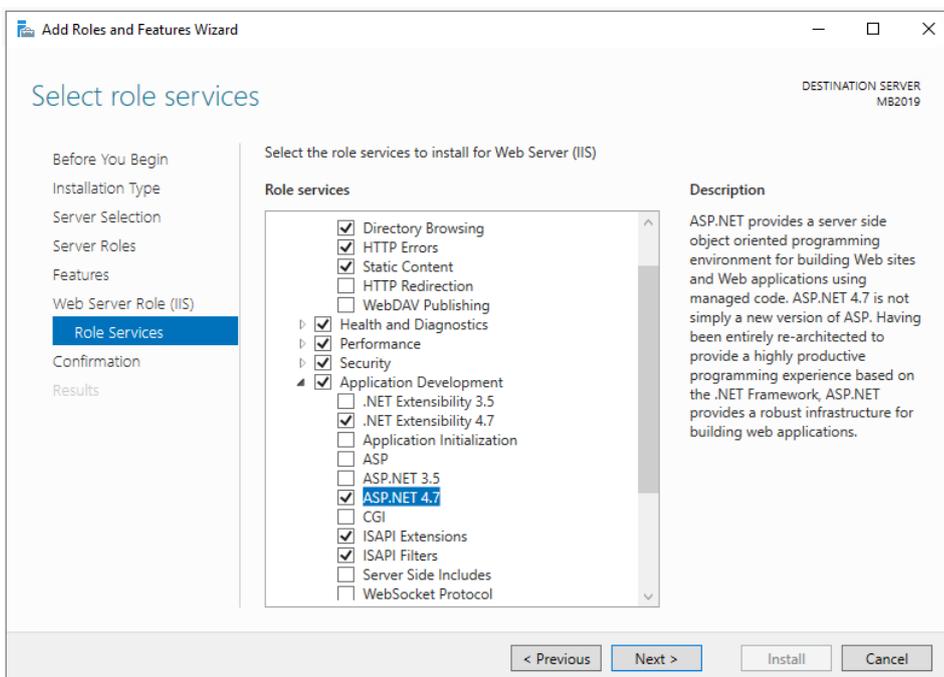
Figure 4 – Select .NET Extensibility 4.7 and ASP.NET 4.7

8. Select **Include management tools (if applicable)** → click **Add Features** – see Figure 5.
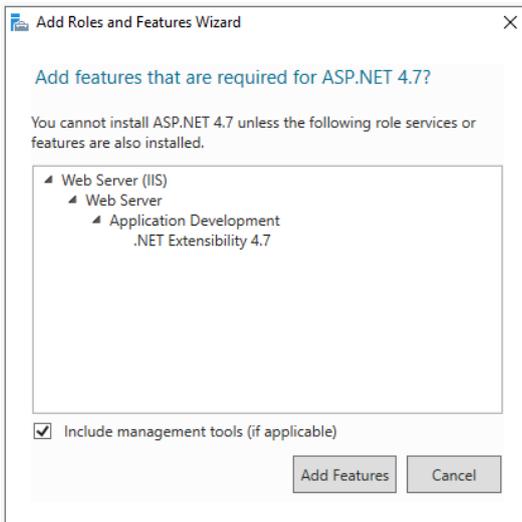
Figure 5 – Select Include management tools (if applicable) -> click Add Features.

9. Click the arrow next to **Security** to expand the section → select **Basic Authentication** – see Figure 6.
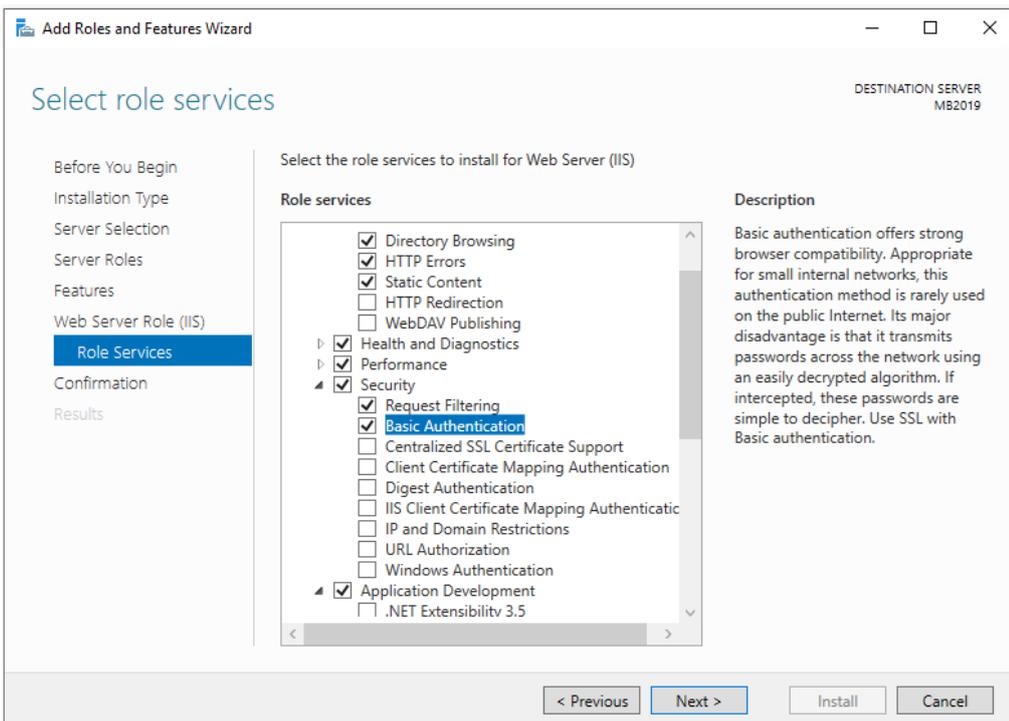
Figure 6 – Select Basic Authentication

10. Click the arrow next to **Common HTTP Features** to expand the section → select **HTTP Redirection** – see Figure 7. Click **Next** → click **Install** → once install completed click **Close**.
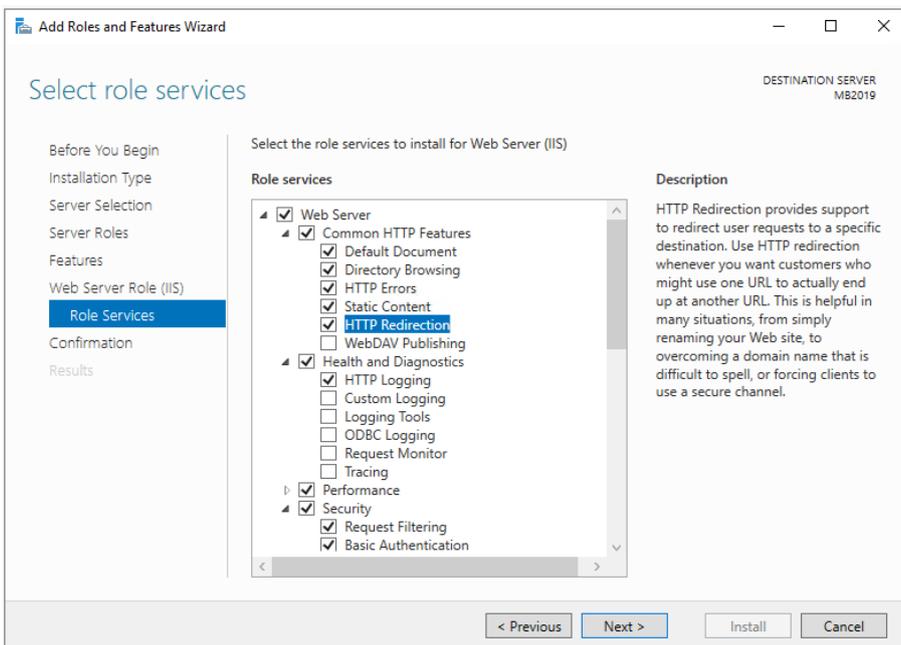
Figure 7 – Select HTTP Redirection

11. Right-click the server name in **IIS** in **Server Manager** → select **Internet Information Services (IIS) Manager** – see Figure 8.
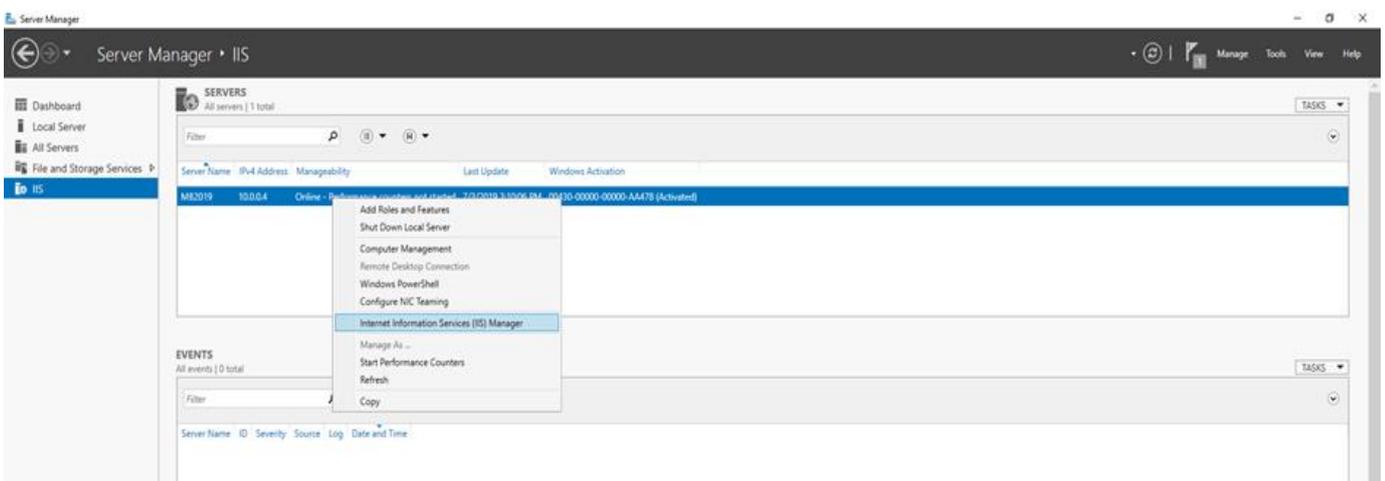
Figure 8 – Select Internet Information Services (IIS) Manager

12. Click the arrow next to the server name to expand the section → double-click the **Feature Delegation** icon in the **Management** section – see Figure 9.
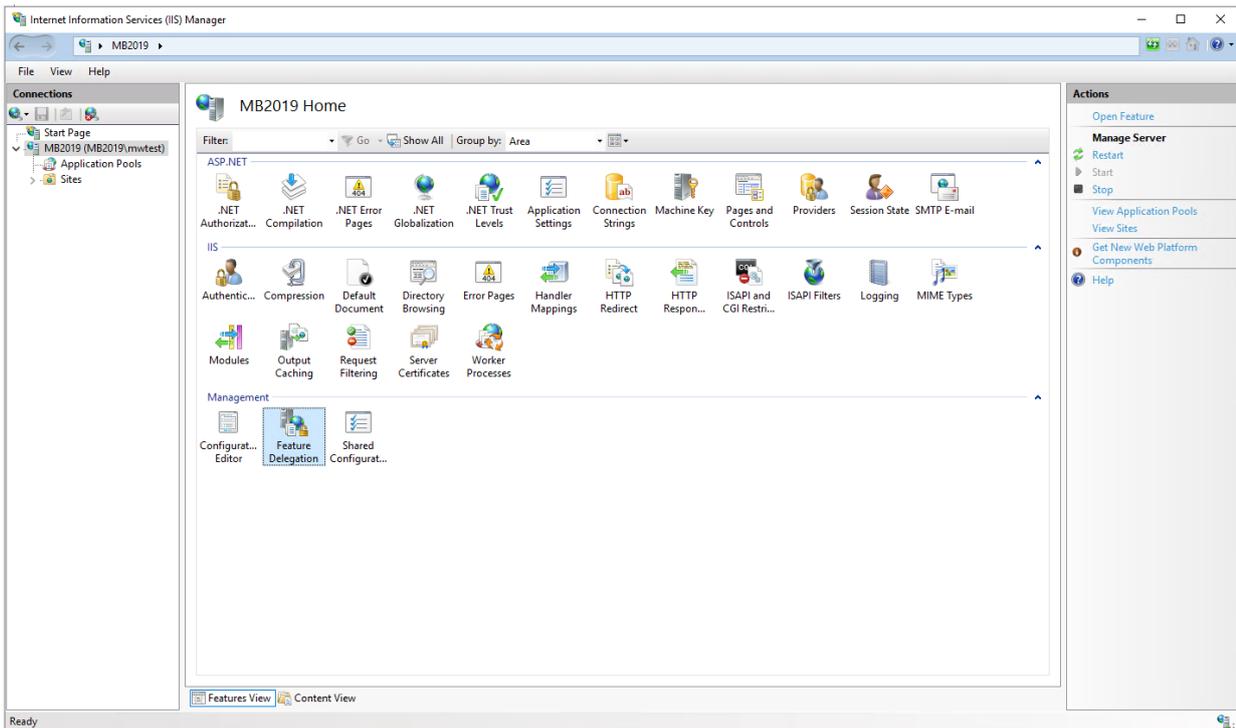
Figure 9 – Double-click the Feature Delegation icon

13. Ensure **Handler Mappings** and **Modules** are set to **Read/Write** – see Figure 10.
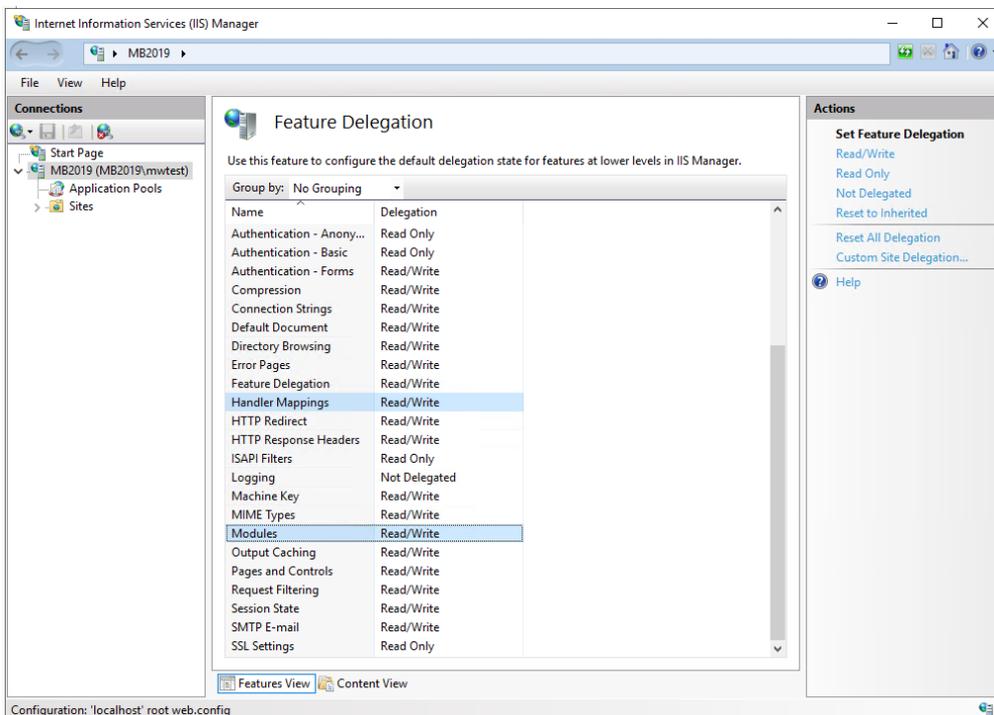
Figure 10 – Ensure Handler Mappings and Modules are set to Read/Write

Installing Web Deploy

Web Deploy can be downloaded from the following Microsoft website:

https://aka.ms/web-deploy

Download the latest version of Web Deploy and follow the installation instructions in the wizard. The Typical installation type is sufficient.
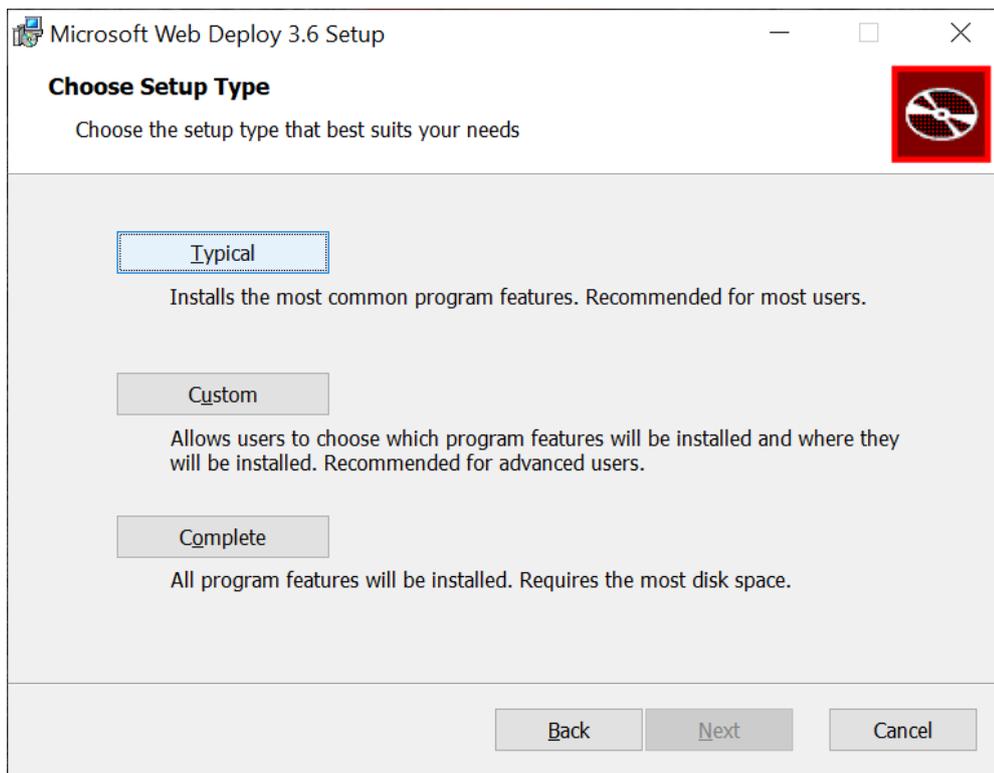
Figure 11 – Install Web Deploy

Note: You need to restart the IIS Manager after installation of Web Deploy. (Web Deploy actions will not appear in the IIS Manager until it has been restarted.)

SQL Server setup

MeetingBooster can either use a pre-installed Microsoft SQL Server or the free Microsoft SQL Server Express version. The following section shows an example of how to install the free Microsoft SQL Server Express. MatchWare recommends using a full-blown Microsoft SQL Server as there are limitations to the free version.

MatchWare does not give guidelines on how to install a full-blown Microsoft SQL Server as there are many different versions and many different ways to install.

Downloading and installing Microsoft SQL Express 2019

Go to the download page: https://www.microsoft.com/en-us/download/details.aspx?id=101064 and download. Follow the installation instructions in the wizard and select the **Basic** installation type:
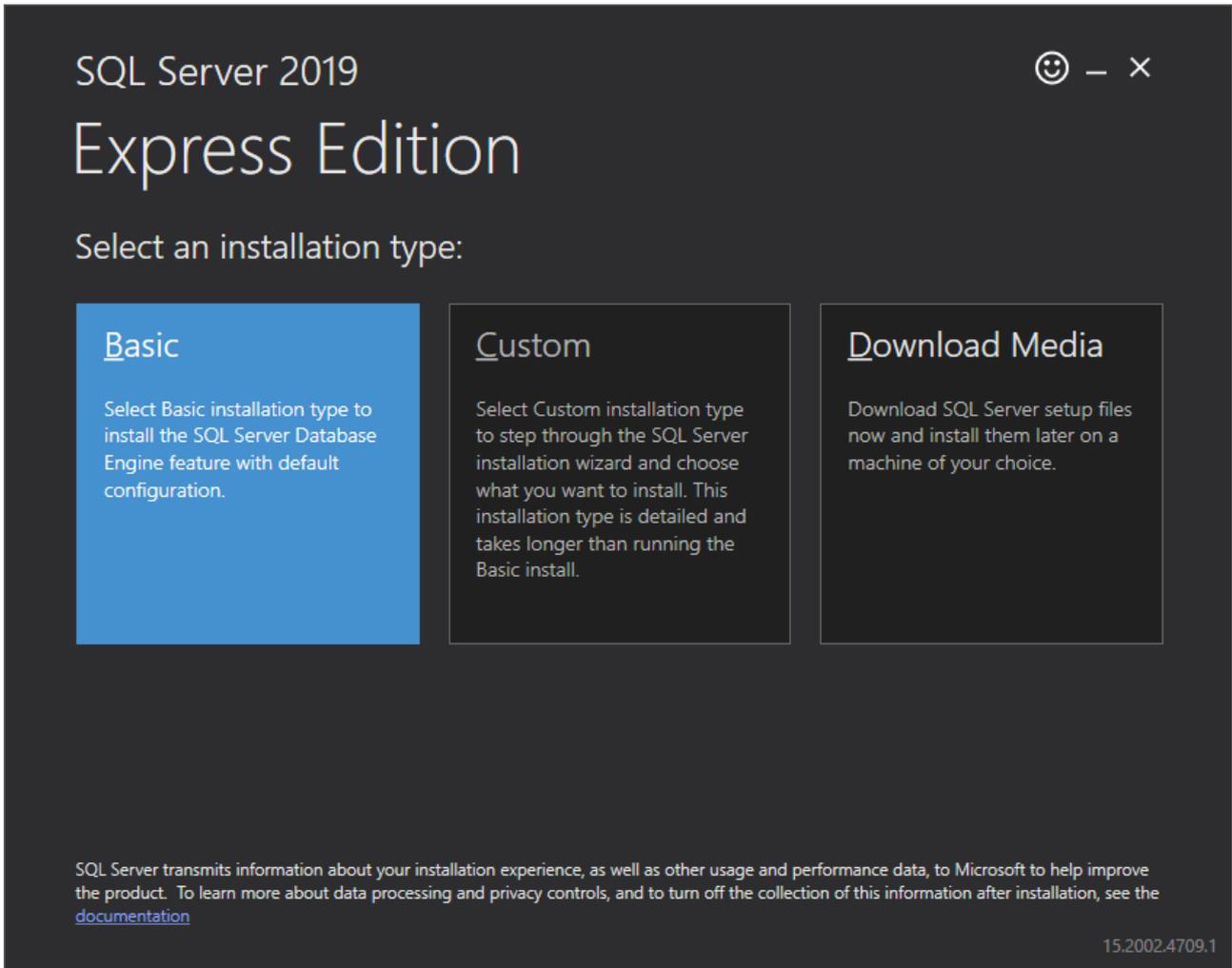
Figure 12 – Select the Basic installation of SQL Server 2019 Express Edition

You will now see an overview of the installation. You can select to install SQL Server Management Studio by clicking **Install SSMS**, otherwise click **Close**.
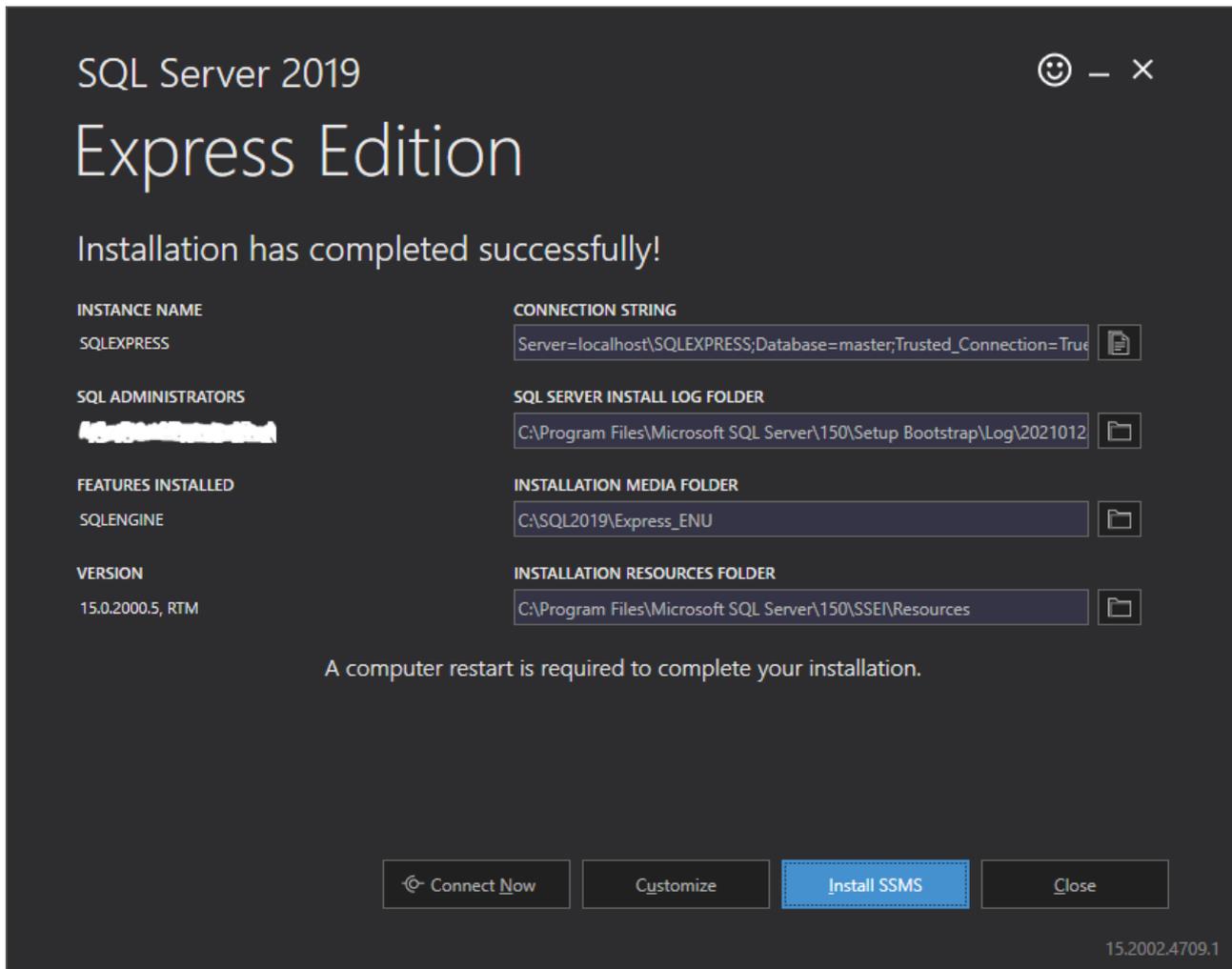
Figure 13 – Overview of the installed SQL Server

After installing, you may want to enable the SQL Server browser. This makes it easier to browse the SQL server for instances and databases.

Use the following link to see how to Start and Stop the SQL Server Browser Service:

http://msdn.microsoft.com/en-us/library/ms165734(v=sql.90).aspx

Note: You may need to access Services to change the SQL Server Browser Service from **Disabled** to **Automatic** (double-click it → select **Automatic**).

Enabling TCP/IP on the server
Start the SQL Server Configuration Manager, expand **SQL Server Network Configuration**, select **Protocols for SQLEXPRESS**, enable **TCP/IP** and **Named Pipes** to the right. Select **SQL Server Service**, and restart the server to the right.

Setting up the MeetingBooster database

Before you can install MeetingBooster, you need to create the MeetingBooster database on your database server and create the users who should have access to the database.

Changing the password in SetupDB.sql

The SetupDB.sql script will setup the MeetingBooster database in the SQL server. The script includes a default password which should be changed before you execute the SQL script.

Open the SetupDB.sql file in a text editor and locate the following lines:

/ Create the database user */*

CREATE LOGIN [WebUser] WITH PASSWORD=N'P4ssw0rd', DEFAULT_DATABASE=[MeetingBooster]

Replace the default password "P4ssw0rd".

After changing the password in the SetupDB.sql file you can start setting up the MeetingBooster database. The database can be setup using your preferred database management tool or one of the following two options.

Setting up the database using Microsoft SQL Server Management Studio

1. Run Microsoft SQL Server Management Studio.
2. Connect to your database using Database Admin credentials.
3. Open SetupDB.sql in Microsoft SQL Server Management Studio.
4. Execute the SQL script by clicking **Execute** or by pressing **F5**.

Setting up the database from the command line

This is an example of how to create the MeetingBooster database in the free Microsoft SQL Server Express version so be aware that the server name needs to be changed if using a full blown Microsoft SQL Server.

You may use the SetupDB.sql script from your favorite database management tool or from a command line:

Sqlcmd -Slocalhost\sqlexpress -iSetupDB.sql

Note: You must start the command line as an Administrator.

If the sqlcmd utility cannot connect to the database, make sure that **Named Pipes** and **TCP/IP** are enabled in the SQL Server Configuration Manager.

You should restart the database after you have run the script because the script enables SQL Server authentication.

If you want to have a specific user for creating the database and another for accessing the database from the MeetingBooster application, you can do so. The application import feature described in the following section allows you to specify different connection strings for each user.

Installing the MeetingBooster application in IIS

The MeetingBooster application is installed in IIS using a Web Deploy package. Start the IIS Manager.

MeetingBooster application pool

You should have a dedicated application pool for MeetingBooster. However, if you are only running MeetingBooster on the server, you can use the default pool (make sure it is set to use .NET 4.0).

Create a new pool by selecting **Application Pools** on the left and **Add Application Pool** under **Actions** on the right.

Basic pool settings should be like this:
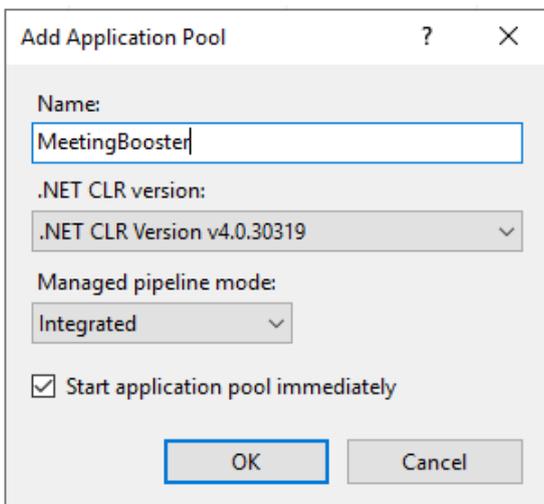
Figure 14 – Create a new Application Pool for MeetingBooster and make sure to use .NET 4.0 as ".NET CLR Version"

Select **Sites** in the left panel → select the website on the right → select **Basic Settings** under **Edit Site** → set the website to use the pool → click **OK**.
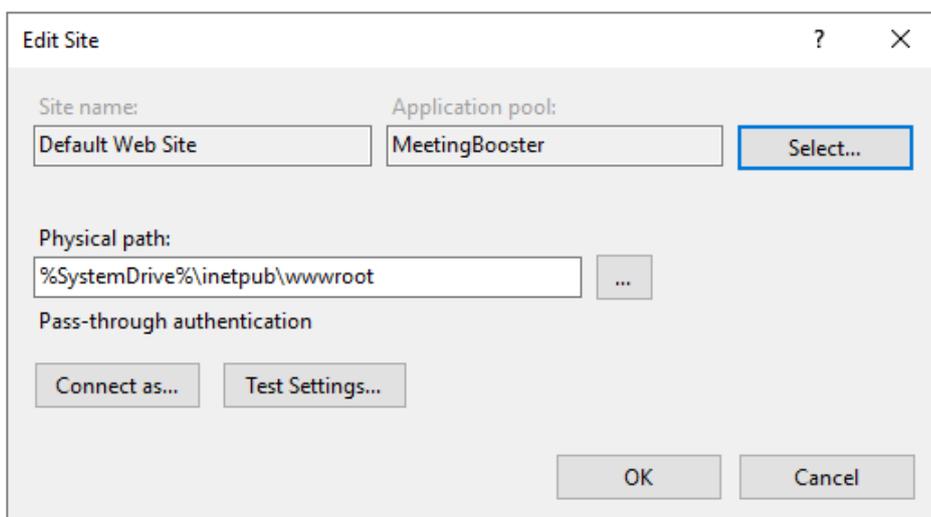
Figure 15 – Make sure to select the right application pool in the site settings

Importing the MeetingBooster application

Select **Sites** in the left panel → select the site you want to import the MeetingBooster application into. You can select **Default Web Site** or create a new one.

Right-click the site selected in the left panel → **Deploy** → **Import application.**

Select the *MeetingBooster_XXXXX.zip* file, and click **Next**.

All changes will be shown in the dialog. Leave all changes selected unless you want to do the setup manually, and are confident about what you are doing.

WARNING: If you have an existing MeetingBooster database you should deselect all the "SQL Script" boxes. Otherwise it will clear your data.
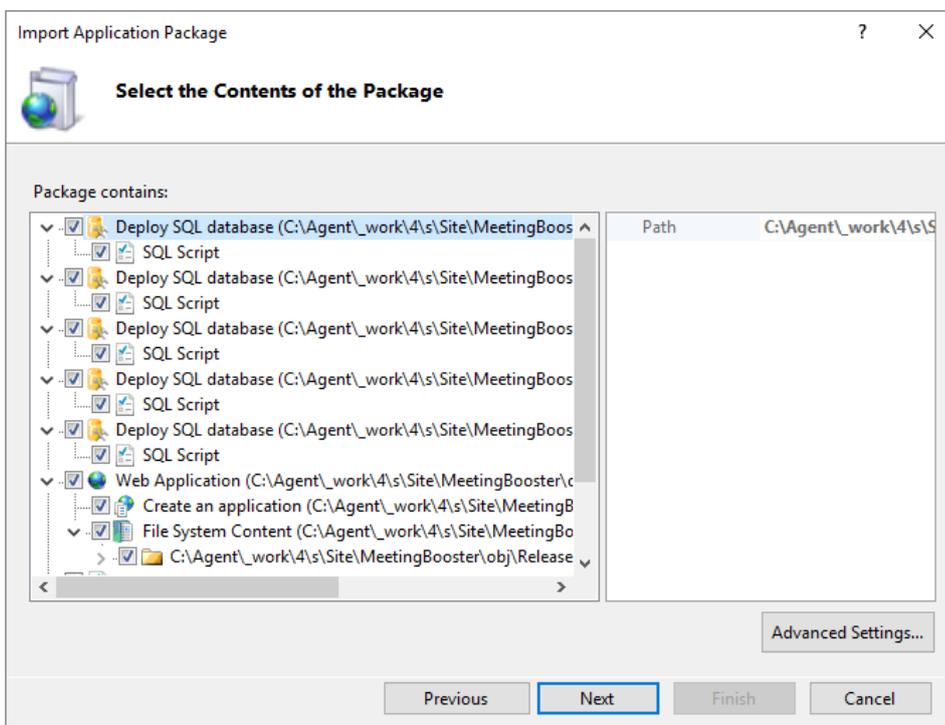
Figure 16 – Import the Application Package

Enter the application path or leave the default (the URL you want to use when accessing MeetingBooster) → change the connection strings to match the user/password you have created to access your database → click **Next**.
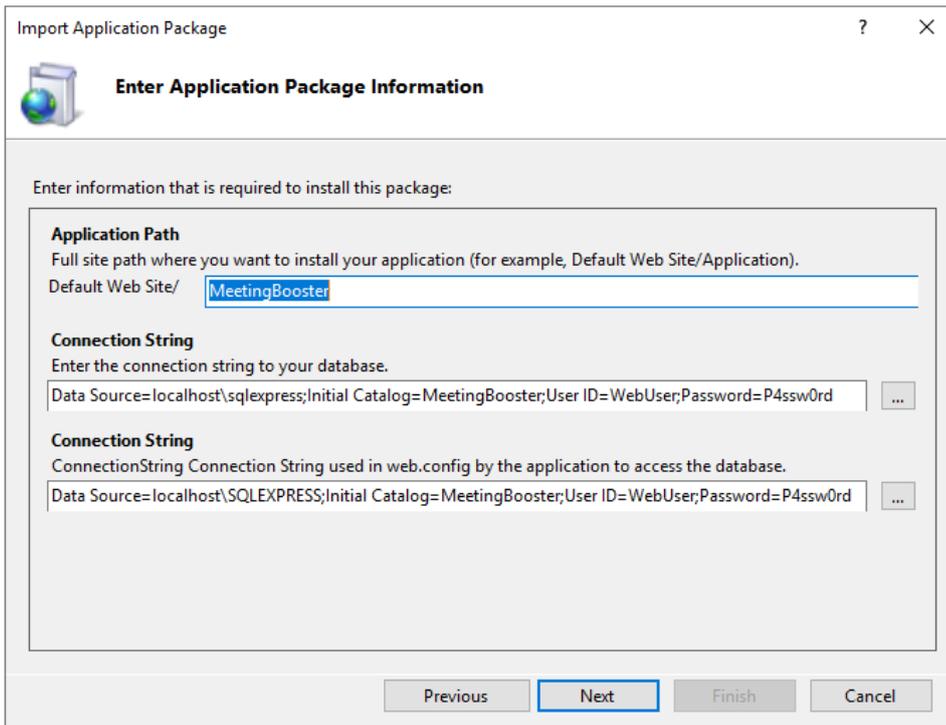
Figure 17 – Make sure to enter the correct Application Path and change the password in the Connection String

If the website you are importing into does not have an application pool set up to use .NET 4.0, the installation will ask if you want to use the default .NET 4.0 application pool. (If you did set up the application pool in the previous step, the installation should not ask this.)

Click **Yes**.
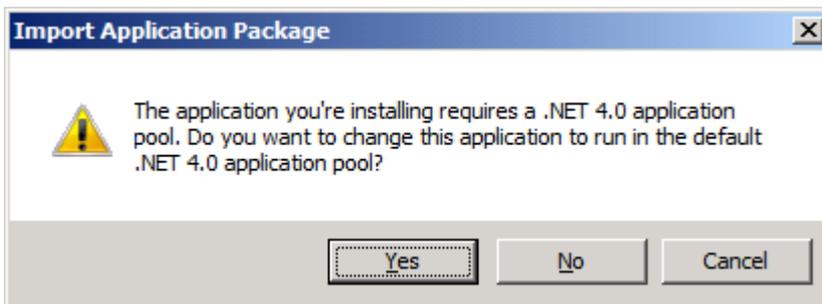
Figure 18 – This warning dialog will only show if .NET 4.0 was not selected in the application pool. Click Yes to accept .NET 4.0 in the application pool.

If you want MeetingBooster to have its own application pool, you should create the application pool before you do the import and set it as the default for the website. The reason is that the import will change the permissions on some folders to allow the application pool access, so if you do this later you will also have to change the permissions.

The application pool will require read access to all files at the root location of MeetingBooster. It will require read/write access to the data folder (default is App_Data), and the folder "content\jscache".

Web.config

The following is a list of selected settings in the web.config file in the root of your MeetingBooster application. As a minimum, you must change **PublicServerUrl** to match your URL. If you are not using HTTPS, you must change **ForceSSL**. If you want to store binary files at a specific location, you must change **MeetingBoosterAttachmentDirectory**.

Note: You can edit these settings directly in the web.config file or you can do it from within the IIS Manager (select the MeetingBooster web application and double-click **Application Settings** under ASP.NET).

PublicServerUrl
Set this to the URL of your server without a trailing slash. Example:

http://mydomain.com

MeetingBoosterAttachmentDirectory
Specify the location of the binary files (such as topic, note and task attachments).

ForceSSL
Set to **On** or **Off**; the default is **Off**. When set to **On**, all HTTP requests will be redirected to HTTPS. MatchWare recommends using HTTPS. When ForceSSL is set to **On**, the PublicServerUrl in the web.config file should be "https://.." and when set to **Off** the PublicServerUrl should be "http://.."

Verifying the installation and first login

Launch a web browser, and enter the URL for your MeetingBooster application – this should be the same URL as defined above in the section regarding PublicServerUrl.

Enter the MeetingBooster license key when prompted and log in using the following credentials:

E-mail: admin@meetingbooster.com
Password: admin

Go to the **Admin** section and change the admin account password and e-mail.

E-mail Server setup

MeetingBooster needs to be able to send e-mails to users. You can allow this in two different ways.

Using your existing SMTP server

If you already have an SMTP server available, you should use this to send e-mails from MeetingBooster.

Note: The precise configuration of an SMTP server for an existing third-party e-mail server is outside the scope of MeetingBooster support.

In the IIS Manager, select **Sites** in the left panel → select your MeetingBooster website in the left panel → double-click the **SMTP E-Mail** icon in the right panel.
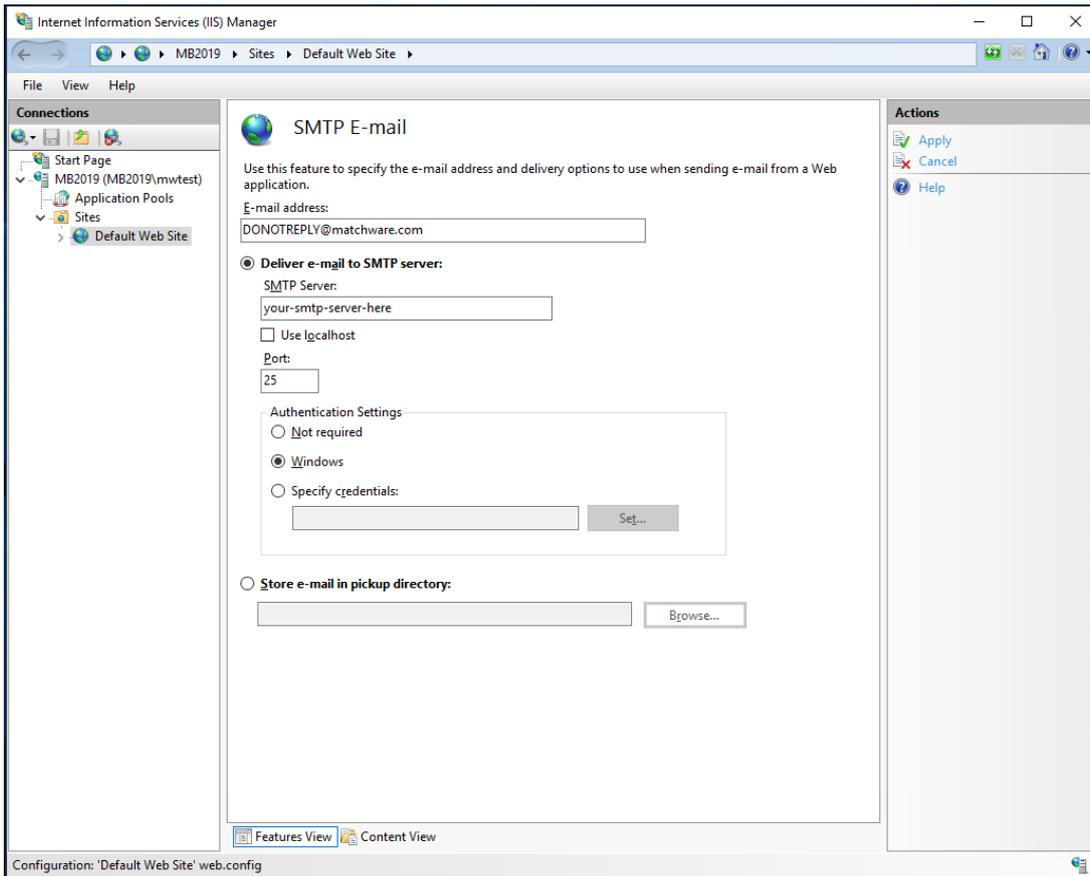
Figure 19 – Setup your SMTP server

Enter the name of your SMTP server and click **Apply**.

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Installing an SMTP server on IIS
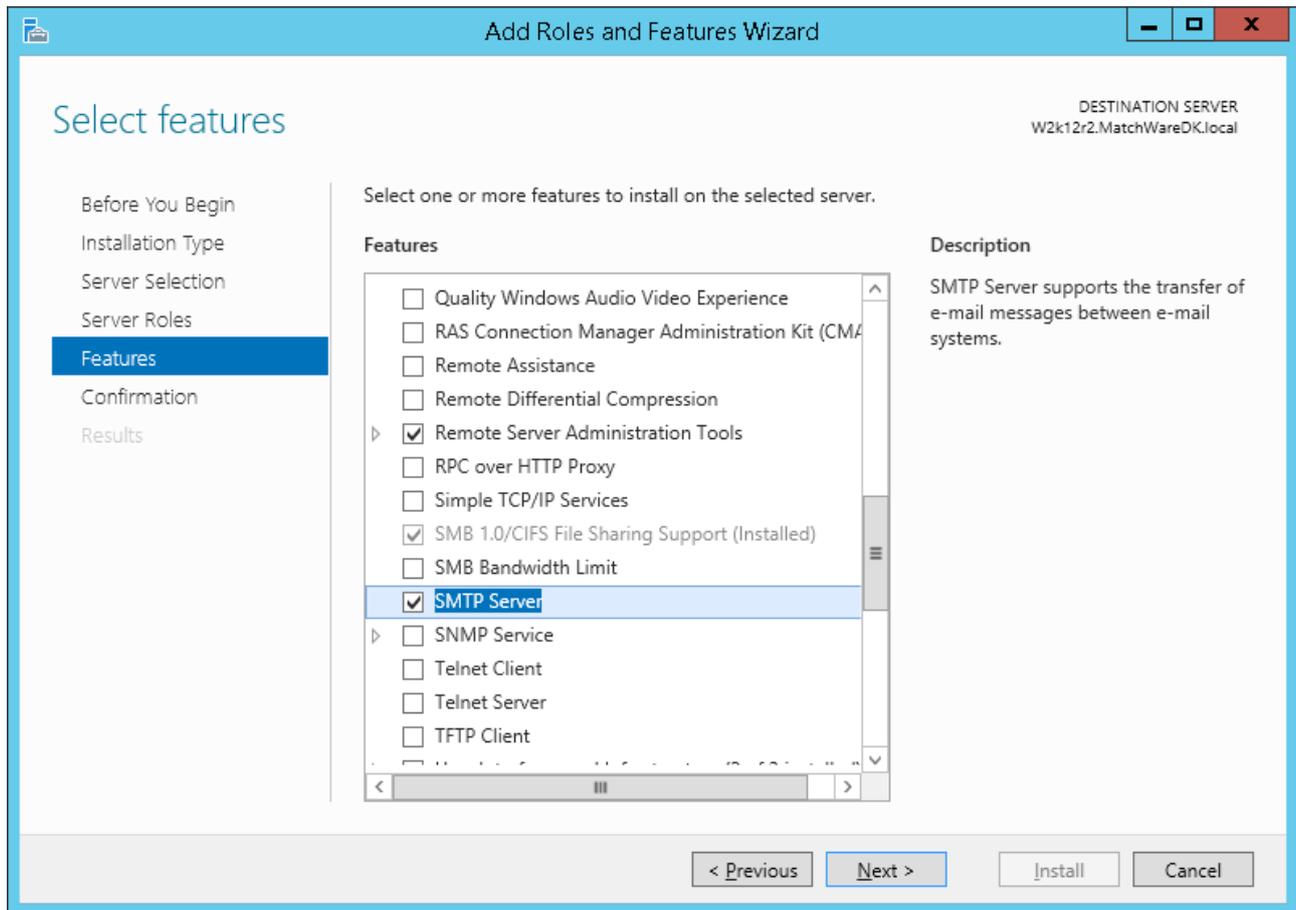
Figure 20 – Select to install the SMTP server

Start the **Server Manager** → select **Dashboard** → select **Add Roles and Features** → select **Features** in the left panel → select **SMTP server** → select **Include management tools (if applicable)** if not already selected → click **Add Features** → click **Next** → click **Install**.

Check to confirm that the SMTP Virtual Server is running: start the IIS 6.0 Manager (note that you must use the 6.0 version) to do this.

In the IIS Manager, select your MeetingBooster website and double-click **SMTP E-mail**. Check the **Use localhost** checkbox, and click **Apply**.

If the server cannot send e-mails, it may be because the SMTP server has relay restrictions preventing it from sending. Open the SMTP Virtual Server properties dialog by right-clicking and selecting **Properties**. Then select the **Access** tab:
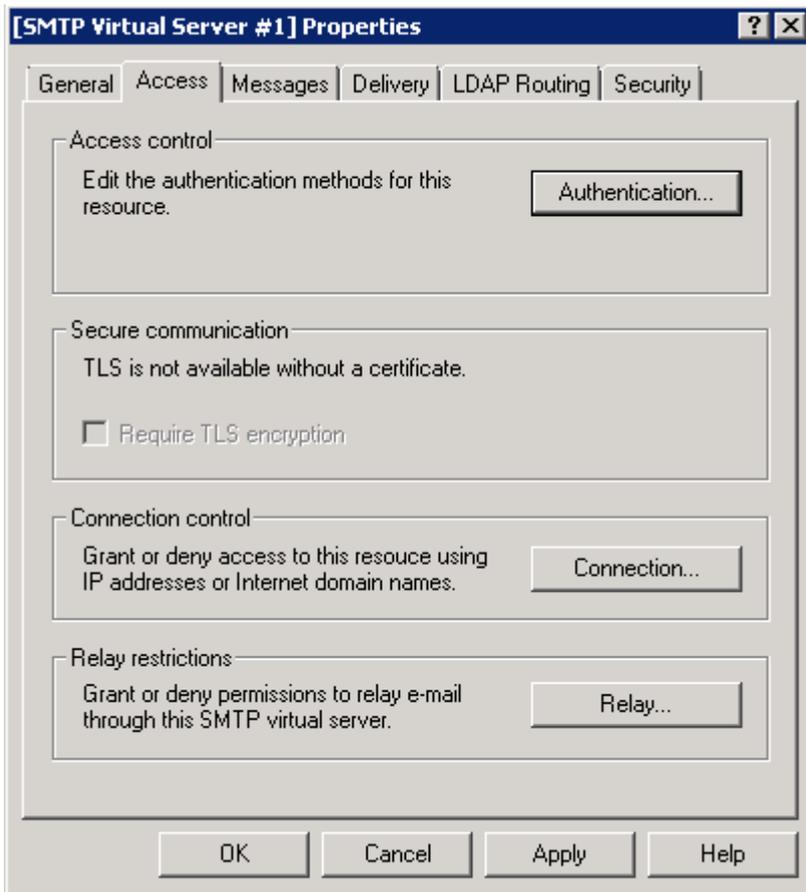
Figure 21 – Click the Relay button
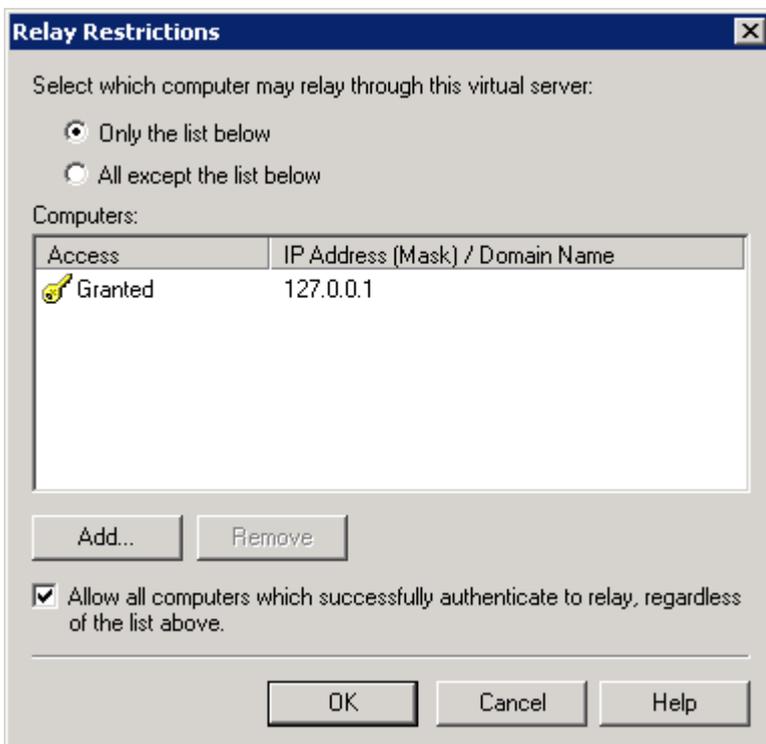
Figure 22 – Grant access to localhost

Add your local host 127.0.0.1 to the list of computers that have been granted access. You may also need to add the IP address of your server.

To make sure that the SMTP service is running at all times, configure the service to start up automatically from the Services Manager.
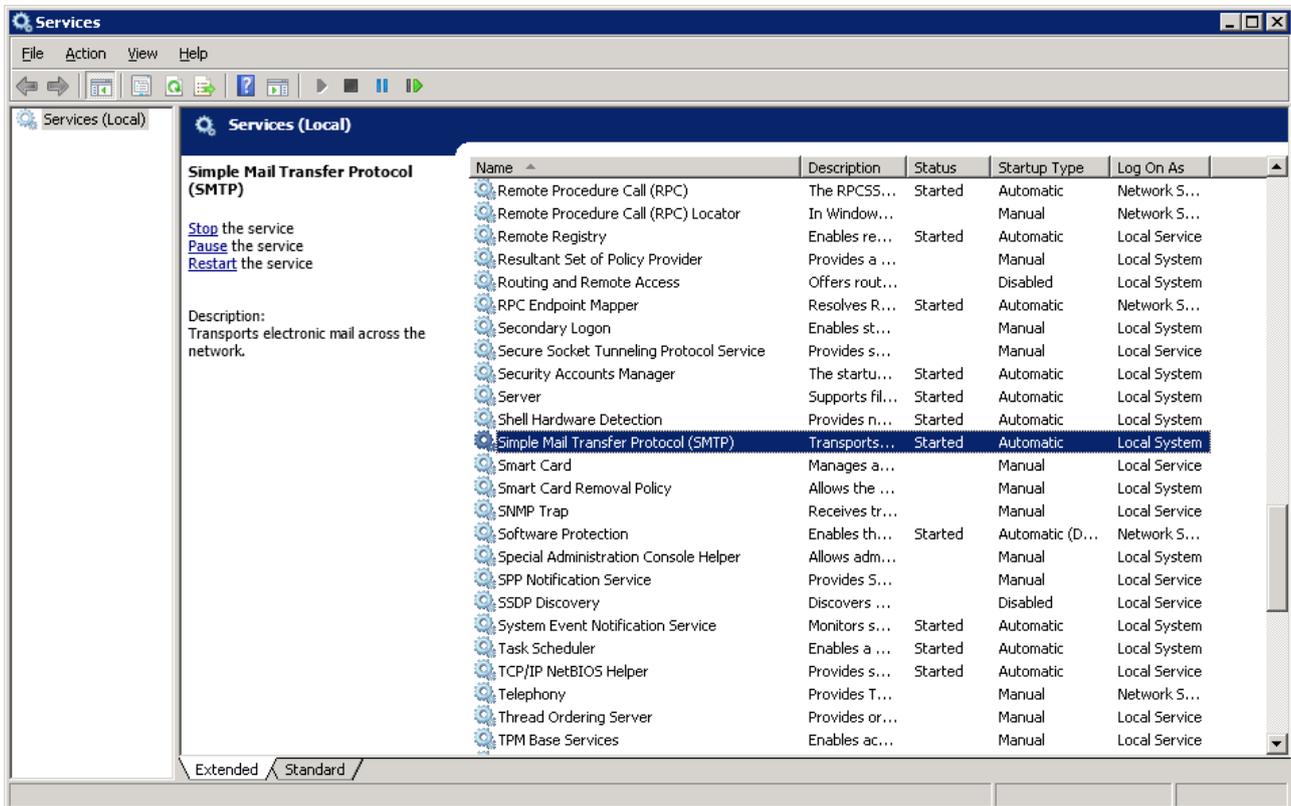
Figure 23 – Make sure that the SMTP server is running and started automatically

Managing users using Active Directory

Instead of manually adding, editing and deleting users, you can manage your users automatically by synchronizing MeetingBooster with your organization's Active Directory or Azure Active Directory server. This means that you will only have to add, edit and delete users in one place (Active Directory/Azure Active Directory) instead of having to manually replicate the same user roster changes across several separate systems. It also makes it easier to integrate MeetingBooster in the organization's security setup.

Notes

In the following, the acronym "AD" is used to refer to Active Directory and Azure Active Directory collectively. When the text refers to only one of these services (Active Directory or Azure Active Directory), the name of the service is written in full. Active Directory and Azure Active Directory are mutually exclusive and cannot be used for user management at the same time.

Using AD to manage MeetingBooster users is an obvious solution when users log into MeetingBooster using their AD accounts. Note, however, that when enabled, AD manages all MeetingBooster users, including those who prefer to log in using their MeetingBooster or Google accounts. (For more information on enabling authentication options, see "Managing authentication options" in the MeetingBooster online help.) When you have set up synchronization with AD, manual user editing is disabled in the **Admin** section of MeetingBooster.

Basic requirements

- You must have enabled Active Directory or Azure Active Directory authentication and opted to synchronize users and security groups with AD as described in "Managing authentication options" in the MeetingBooster online help.

  Active Directory is only available when hosting MeetingBooster locally.

- Your AD server must have a security group called **MeetingBooster**.

  - All users who should be able to access MeetingBooster must be members of the **MeetingBooster** security group in AD. This includes users who log in using other authentication options. User accounts who do not belong to this group are disabled and marked for deletion when AD synchronizes with MeetingBooster; see below.

  - If you use AD to assign security roles for user hierarchies, you may need more than one security group; see below.

Synchronization

AD users are synchronized to MeetingBooster every night; however, you can update MeetingBooster manually by clicking **Update Now** on the **Active Directory** or **Microsoft Azure Active Directory** tab under **Authentication** in the **Admin** section.

The synchronization is one-way. AD is never updated from MeetingBooster.

The following AD properties for each user profile are automatically synchronized to the user profile fields with the same name in MeetingBooster:

- **E-mail** (required, as e-mail is used as login name)
- **Display Name**
- **Full Name** (first name and surname)
- **Title**
- **Manager** (controls the user hierarchy in MeetingBooster; see below)

All user accounts are identified by their e-mail addresses. Changing the e-mail address of a user in AD will therefore effectively create a new user in MeetingBooster.

Notes

- User hierarchies and user groups

The **Manager** property in AD is synchronized to the **Manager** field in MeetingBooster, creating a user hierarchy as described in "Managing user hierarchies" in the MeetingBooster online help. User groups cannot be defined in AD; if user groups are needed, they must be set up in MeetingBooster as described in "Managing user groups" in the MeetingBooster online help.

- Labels

User labels in MeetingBooster are synchronized with properties in AD if the labels have the same names as the properties in AD.

Example: AD by default contains a property named **Department**. If you add a label named **Department** in MeetingBooster, it will be synchronized with AD.

For more information on setting up user labels in MeetingBooster, see "Working with user labels" in the MeetingBooster online help.

Security roles

1. In AD, ensure you have created the following security groups:
   - **MeetingBooster**
   - **MeetingBooster-Admin**
   - **MeetingBooster-Meeting Organizer**
2. Add your Admin user to the **MeetingBooster-Admin** security group in AD.
3. Add all your other MeetingBooster users to the **MeetingBooster-Meeting Organizer** security group within AD.

Security roles for user hierarchies are defined in MeetingBooster as described in "Managing security roles" in the MeetingBooster online help. However, the assignment of security roles is controlled from AD by setting up a security group in AD with the name **MeetingBooster-[name of security role]**.

Example: If you have created a security role named **Salesperson** in MeetingBooster and want to assign this security role to a number of users, these users must be added to a security group in AD with the name **MeetingBooster-Salesperson**:

1. In MeetingBooster, click **Settings** ⚙ → **Admin** → **Security** → **Roles for User Hierarchy** → **Add**.
2. Enter "Salesperson" for the new security role and do one of the following:
   - Select **Create a new empty security role** to create a new role from scratch → Click **Create**.
   - Select **Create a new security role using an existing security role** to base your new security role on an existing role → Click **Create** → Select the security role that the new one should be based on.
3. Ensure the exact spelling of the security role name also exists as in AD as **MeetingBooster-Salesperson**.
4. The new role is now shown on the list of security roles.

All security role assignments for user hierarchies for a given user are checked, and if necessary updated, from AD whenever that user logs into MeetingBooster. If you have made any changes to security role assignments for that user in MeetingBooster, the changes are overwritten with the settings in AD when the user logs in.

Security roles for user groups are defined and assigned in MeetingBooster. For more information, see "Assigning security roles" in the MeetingBooster online help.

Deleting or disabling users when using AD

If you delete a user in AD or deny the user access to MeetingBooster (by removing the user from the AD security group **MeetingBooster**), the user is not immediately deleted but is set as disabled in MeetingBooster. To delete the user from MeetingBooster, confirm the deletion on the **Active Directory** or **Microsoft Azure Active Directory** tab under **Authentication** in the **Admin** section. You will see a list of users to be deleted before you confirm by clicking the **Delete Users** button.

WARNING: Deleting users cannot be undone.

Disabling synchronization with AD

If you no longer want to control your MeetingBooster users from AD, disable synchronization by deselecting the user synchronization check box on the **Active Directory** or **Microsoft Azure Active Directory** tab as appropriate (under **Authentication** in the **Admin** section).

Users can still log in using Active Directory or Azure Active Directory unless you disable this authentication option by clearing all information as described in "Managing authentication options" in the MeetingBooster online help.

When you remove the connection to AD, manual user editing will be re-enabled in the **Admin** section.

Login using Windows Authentication

If you have setup Active Directory you can allow MeetingBooster users to login using Windows Authentication.

Make sure Windows Authentication has been installed. You can install it from the Server Manager: **Server Roles| Web Server (IIS)| Web Server| Security| Windows Authentication**. You then need to enable Windows Authentication on the MeetingBooster website:

1. Open the IIS Manager.
2. Select the MeetingBooster website.
3. Double-click the **Authentication** icon.
4. Enable **Windows Authentication**.

The **WindowsLogon** application setting controls when the login button will be visible on the login page:

- **Off** – The button is not visible (default)
- **On** – The button is always visible

- **Exclusive direct** – Users are automatically logged into MeetingBooster using their domain login credentials when they go to the organization's MeetingBooster site. If you select this, users can only use Active Directory authentication and cannot choose other login options.

You can change the **WindowsLogon** setting by editing the web.config file manually or from within the IIS Manager.

Note that for Windows login to work, you must use the computer name of the server when accessing the MeetingBooster website (and this must be the URL you specify in PublicServerUrl). If your server has the name "myserver" the URL will be "http://myserver/meetingbooster" (or "http://myserver" if you installed MeetingBooster in the root).

If you have enabled Windows login, the MeetingBooster Outlook plugin can connect using Windows login. The plugin will do so if a password is not specified in the settings.

Importing users from Active Directory/an LDAP server

If the users to be imported have been set up on a domain controller, you can import them from the domain. The domain must be visible from the MeetingBooster server which is usually only the case if you have a local server for MeetingBooster.

Domain name:

WORKGROUP | Connect

Figure 24 – Import users from Active Directory

Enter the domain name, and click **Connect**.

If you receive an error message, check the Active Directory/LDAP server setup, and try again.

Setting up a backup plan

It is very important that a backup plan is initiated. The following should be included in the backup plan:

- SQL Database – MeetingBooster
- MeetingBoosterAttachmentDirectory – see "MeetingBoosterAttachmentDirectory" on page 16

There are many backup systems available which can be scheduled to back up so please use your favorite backup system and backup both the SQL Database and the MeetingBoosterAttachmentDirectory on a regular basis.

Troubleshooting

Reinstalling/repairing .NET Framework 4
Sometimes the .NET 4 Framework setup requires reinstall/repair after you have completed the steps in this guide to work correctly. (This usually happens if you have installed the .NET Framework before you enable the web role.)

User import fails

If a user import fails with the error message "The Microsoft.ACE.OLEDB.12.0 provider is not registered on the local machine", you need to install the 32-bit version of the Microsoft Access Database Engine.

Page can't be displayed in Internet Explorer

Problem: When entering the URL for the MeetingBooster application in IE, an error message is displayed stating "This page can't be displayed".
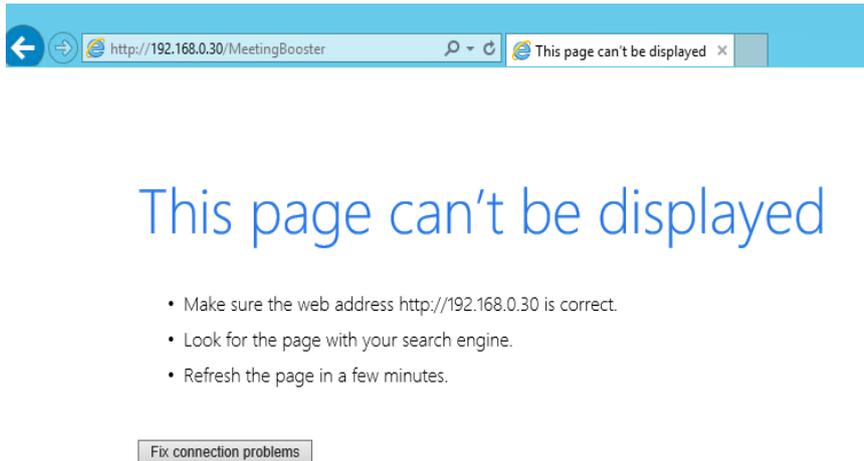

Figure 25 – Page can't be displayed error

This occurs when a specific server IP address has been stated within the URL and the IP address of that server has since changed. Ensure that in web.config file, the **PublicServerUrl** value is set to **Error! Hyperlink reference not valid.** where <Servername> is the name of the server containing MeetingBooster – e.g. http://WIN-C8MN6HIDAPI/MeetingBooster. This will ensure that the URL will always access MeetingBooster correctly as the server name will not change even if its IP address changes.

Note: You can also set the PublicServerUrl to http://localhost/MeetingBooster if you only want to access MeetingBooster locally on the same server/machine it has been installed on. Ensure the following line is present in Host file: 127.0.0.1 localhost

New user fails to be created manually on MeetingBooster

Problem: When logged in to MeetingBooster → Click **Settings** ⚙ → **Admin** → **User Management** → in **User List** click **Add** → Enter details of new user → Click **Save** and an error message appears:
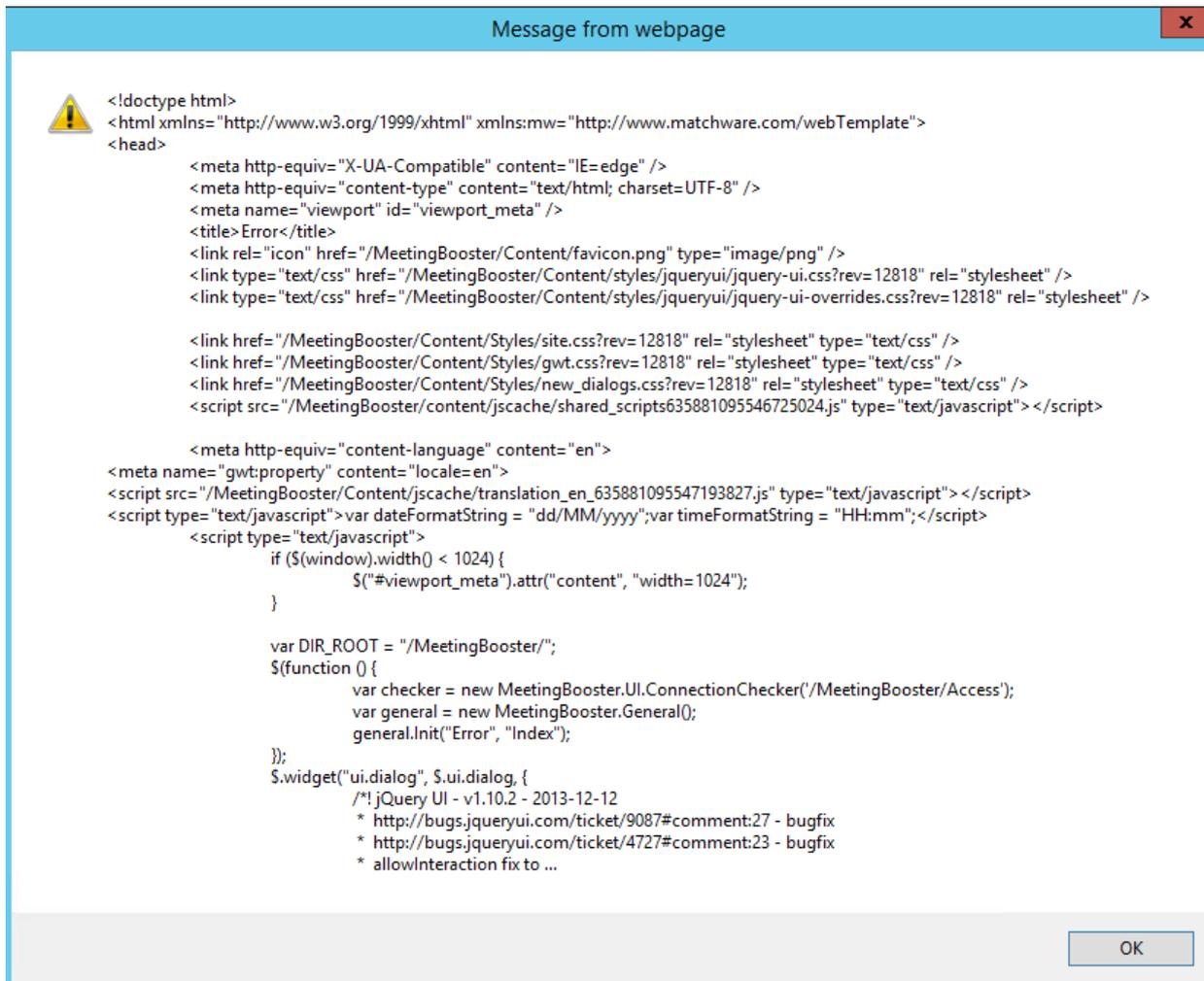
Figure 26 – Missing permissions error

After attempting to create the new user, the system tries to send an e-mail but it fails to send so the system then rolls back the user creation. This error occurs when the application pool identity used for MeetingBooster is incorrect. Ensure that the MeetingBooster directory has the correct Security settings applied to it:

Right-click MeetingBooster directory → **Properties** → **Security** → Check MeetingBooster user exists – see Figure 27.
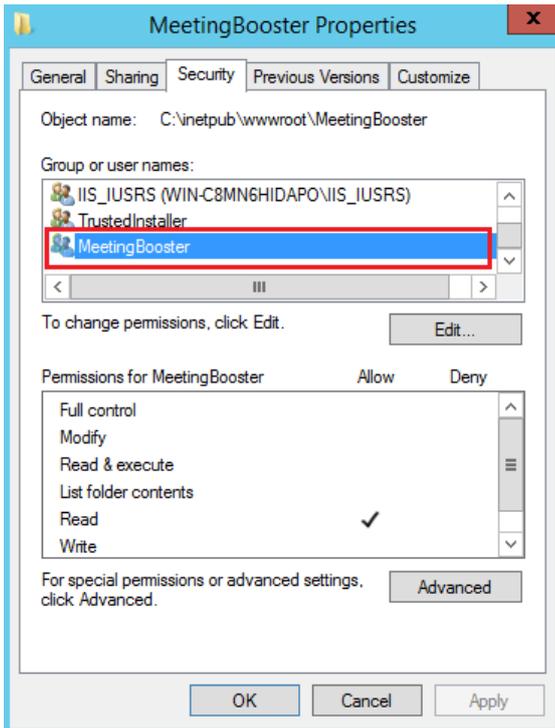
Figure 27 – Ensure MeetingBooster user exists

If the MeetingBooster user is not displayed, click **Edit** → **Add** → Enter "iis apppool\MeetingBooster" → select **Check Names** → click **OK** → Ensure the following permissions are enabled for MeetingBooster as shown in Figure 28 → Click **OK**.
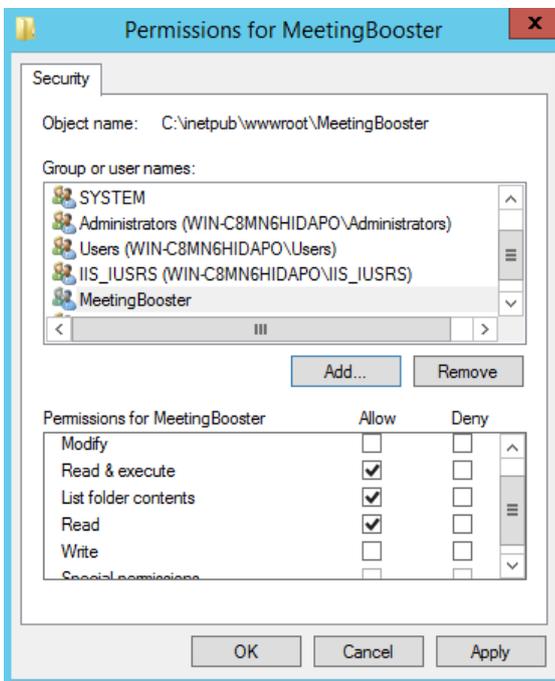

Figure 28 – Ensure above permissions for MeetingBooster allowed

Using Elmah to diagnose issues

Go to the URL http://localhost/MeetingBooster/Admin/elmah. This will show a log of errors that have occurred whilst MeetingBooster has been running.

Note: Elmah can only be accessed from the server where MeetingBooster is running. MeetingBooster needs to be running in order for errors to be logged on Elmah.

Using MeetingBooster to diagnose issues

You can see a list of important events being tracked by clicking **Settings** → **Admin** → **System** → **Log**.

Web Deploy issues (French)

Problem: On a workstation running a French version of Windows, the feature **Deploy** → **Import application** to install the MeetingBooster application into IIS Manager is not available.

This error occurs when the Web Deploy tool cannot be found even when installed.

If working with a French version of Windows:

Uninstall Web Platform Installer → Reinstall Web Platform Installer in English → Open Web Platform Installer as a separate application (not from within IIS Manager) → select **Options** → Change language of installation to **Anglais** (English) → Restart Web Platform Installer from within IIS Manager → search for and install "Outil de déploiement Web".

Now the **Deploy** → **Import Application** feature should be available to install MeetingBooster into IIS.