TABLE OF CONTENTS

OVERVIEW ............................................................................................................................................... 4
OPTION 1: AUTOMATIC EMAIL PROCESSING .......................................................................................... 6
   Set Up Database Configuration ......................................................................................................... 9
   Testing ............................................................................................................................................... 13
   Set the Schedule ................................................................................................................................ 14
OPTION 2: MANUAL EMAIL PROCESSING ............................................................................................. 16
   Set Up Database Configuration ......................................................................................................... 20
   Testing ............................................................................................................................................... 24
CREATE POP3 MAILBOXES ..................................................................................................................... 26
AMLIB SUPERVISOR SETTINGS .............................................................................................................. 27
   Supervisor Parameters ...................................................................................................................... 27
   Enter Email Server Details for Individual Locations ........................................................................ 28
   Setup the VDX Location ..................................................................................................................... 29
   Group Permissions ............................................................................................................................ 31
   Check Digit Setup .............................................................................................................................. 32
STOCKITEM ILL DEFAULT SETTINGS ...................................................................................................... 34
APPENDICES .......................................................................................................................................... 35
   Appendix 1: Antivirus Email Block .................................................................................................... 35
   Appendix 2: Enable Logging for Troubleshooting ........................................................................... 37
   Appendix 3: Switching between Automated and Manual Service .................................................... 40
   Appendix 4: Edit Access Control for Amlib VDX ILL Email ................................................................. 41
OVERVIEW

Amlib VDX ILL Email allows for the receipt of a structured email sent from OCLC’s VDX Inter-Library Loans System.

This structured email creates Stockitem and ILL records within the Amlib client, as well as creating a reservation for the borrower as entered into VDX. This user guide covers how to configure and run the Amlib VDX ILL Email solution.

The Amlib VDX ILL Email is available to all Amlib libraries that currently use the OCLC VDX Inter-Library Loans System, at no additional cost to the library.

The solution is available in two modes: automated Service or manual Client.

When manually run by an operator, the Amlib VDX ILL Email client will:

1. Allow the automatic creation of a temporary Stockitem record on a requesting Amlib library’s database when the library has requested an item from another library via VDX
2. Allow the automatic creation of a reservation on the temporary holding record in Amlib
3. Allow the automatic creation of a corresponding ILLs record in Amlib Applications
4. Should be installed on the library end user’s computer

The Amlib VDX ILL Email Service (run via the Amlib Configuration Manager) will:

1. Require a schedule to be set and activated using the Amlib Configuration Manager (see below)
2. Allow an overall scheduled processing time and cycle to be set
3. As per the schedule, allow the automatic creation of a temporary Stockitem record on a requesting Amlib library’s database for any request placed on behalf of a patron by library staff on the OCLC VDX ILL system
4. Allow the automatic creation of a reservation on the temporary holding record in Amlib
5. Allow the automatic creation of a corresponding ILLs record in Amlib Applications
6. Should be installed on the Amlib server

Please Note: Users must first have updated their Amlib client to Amlib 5.3.
IMPORTANT: Configuration of the Amlib VDX ILL Email application/service requires the creation of Location-specific POP3 email user accounts (mailboxes) for use by the Amlib client – see Amlib Supervisor Settings. Once set-up, these location-specific Amlib mailbox addresses MUST be added to the State Library of WA (SLWA) VDX system against the specific user locations. After entering their email settings in the Amlib client, users should contact Sandra Jones (sandra.jones@slwa.wa.gov.au) at SLWA providing the email addresses to be added to their VDX configuration. SLWA will arrange for these configuration changes on their behalf (which will also include testing).

Please Note: It is not possible to use a standard Exchange mailbox with the Amlib VDX/ILL Email application/service.

IMPORTANT: The POP3 mailboxes created should NOT use SSL as this system does not support SSL. This VDX ILL Email program will only be within your internal network so there is no security risk.

Due to specific VDX workflow requirements, the Amlib VDX ILL Email application/service is currently only available for use by WA users.
OPTION 1: AUTOMATIC EMAIL PROCESSING

IMPORTANT: Please ensure that you have full read/write access to the \Amlib folder on your server (for example: C:\Amlib) and that you are logged in with Administrative Privileges.

We recommend installing the Amlib VDX ILL Email Service on the Amlib server.

1. The Amlib VDX ILL Email Service 5.3.4 installer is available on the OCLC Website, under Setup Programs>VDX ILL Email
   https://www.oclc.org/support/services/amlib/downloads-software-updates/version5-3/setup-programs.en.html (contact Amlib support if you require a login to this website)

2. Download the AmlibVDXILLEmailService534.msi and save it on your Amlib server

3. Double-click the AmlibVDXILLEmailService534.msi to launch the installation Wizard – the Setup screen will open displaying the Welcome message:

4. Click the Next button – the Destination Folder screen will display:
5. Choose where the program is to be installed (generally leave as default) and select the **Next** button – the Ready to Install screen will display:

![Ready to Install screen](image)

5. Click the **Install** button – the Installing window will display:

![Installing screen](image)
8. When complete, ensure the Launch Configuration Manager is ticked and click the Finish button

![Launch Configuration Manager](image1.png)

9. The Amlib Configuration Manager will then launch:

![Amlib Configuration Manager](image2.png)

**Please Note:** Due to the additional extra security measures on Windows Server 2008, Windows 7 and Vista, you may need to edit the installation’s access control list settings before being able to edit the AmlibConfig.xml file – see Appendix 4: Edit Access Control for Amlib VDX ILL Email for more details.
Set Up Database Configuration

The Amlib Configuration Manager controls how various Amlib applications or services connect to the Amlib SQL databases (and the Amlib client).

The Amlib Configuration Manager uses an AmlibConfig.xml file to as part of this configuration, eliminating the need for separate Amlib and SQL.ini files.

Each application or service utilising the Amlib Configuration Manager has its own AmlibConfig.exe file (in the same folder containing the program executable).

Please Note: This configuration automatically has the AM (Live) and TE (Test) databases defined (but not set).

1. The Amlib Configuration Manager is launched as part of the AmlibVDXILLEmailService.msi installer process, or can be launched separately from the folder where it was installed.

2. The Amlib Configuration Manager should already be connected to the AmlibConfig.xml Configuration File being used by the Amlib VDX ILL Email application.

3. If there is no Configuration File visible (only in very rare cases) open, click on the Open button and locate the Amlib VDX ILL Email AmlibConfig.xml for – it should be located in the same folder as your Amlib VDX ILL Email files (for example: C:\Program Files\OCLC (UK)\ Amlib VDXILLEmail)
4. Once the Amlib Configuration Manager is opened, the AM and TE databases will display as default:

5. In the Amlib Systems tab, highlight the Live or Test database connector and click the Edit button—the System Editor will open
   
   - To add a new connector, select the New button
6. On the **General** tab, enter the **Prefix** and a **Description** (for **Live/Test** this will be *greyed* out)

7. On the **Databases** tab, enter the following details:

   - Choose the details for the **RDBMS** and **OleDbProvider** from the drop-down boxes

   - Enter the details for the **Lib** database
• **Server** – enter the name of the **Server** running your **Amlib** services
• **Instance** – enter an **Instance** (if required – otherwise leave as **Default**)
• **Port** – enter a **Port number** (if required – otherwise leave as **0** [for unused])
• **User** – enter the **Username** for the database connection
• **Password** – enter the **Password** for the database connection – the username and password should be the same as that for your other **Amlib** databases. **SYSADM/SYSADM** is the default login for most **Amlib** database setups.

- Click the **Copy to all** button to copy the details to the other database fields

8. Click the **OK** button once complete – the **System Editor** window will close.
Testing

Once complete, the connection can be tested:

1. Highlight the relevant database – for example: AM – and click the Test button

![Test Connections](image)

2. The Test Connections window will display with the result
3. If errors occur, the reason will display in the Error Details column:
   - Test successful – all Results = OK:
     ![Test Connections successful](image)
   - Test unsuccessful – all Results = Fail with Error Details shown:
     ![Test Connections unsuccessful](image)

4. Click the Close button to close the Test Connections screen
5. Click the Exit button once all database connections completed
6. Enter a valid Amlib username and password and check that you are able to log in to the application.
### Set the Schedule

When a request is placed on VDX, a structured email is sent to the POP3 mailbox configured in the **Supervisor > Installation** setting POP3 server login. The **Amlib Configuration Manager** scheduler can check this mailbox according to a predefined schedule and push the request/s into **Amlib**.

1. Launch the **Amlib Configuration Manager**
2. Select the **VDX Email** tab
3. Using the dropdown boxes enter your preferred cycle for automatic processing. We recommend processing on a Daily basis at intervals during the day, for example: this schedule is set up to process once every hour, on the hour – click the **Calculate** button to see what time the next scheduled run is due:

   ![Amlib Configuration Manager](image)

4. Ensure the **Enabled** box is **ticked**:

   ![Amlib Configuration Manager](image)

5. Click the **Service** button – the **Service** prompt will display
6. Ensure the **Service Status** is **Running**
7. If not, click the **Restart** button and then the **Close** button

8. Click the **Save** button to save all settings and the **Exit** button to close the *Amlib Configuration Manager*. The service only needs to be scheduled once and will then process any emails that come from VDX to the configured mailboxes at this interval.

9. As ILL requests are pushed into *Amlib* according to the schedule, notification emails can be sent to library staff using the email addresses set in the *Supervisor > Installation screen VDX Email address for alerts* and *VDX CC Email address for alerts* address fields (see *Amlib Supervisor Settings below*)
OPTION 2: MANUAL EMAIL PROCESSING

IMPORTANT: Please ensure that you have full read/write access to the \Amlib folder on your server (for example: C:\Amlib) and that you are logged in with Administrative Privileges.

We recommend installing the VDX ILL Email on the ILL officer’s PC (or Amlib end-user’s PC) rather than the server.

1. The Amlib VDX ILL Email 5.3.4 installer is available on the OCLC Website, under Setup Programs>VDX ILL Email
   (contact Amlib support if you require a login to this website)

1. (contact Amlib support if you require a login to this website)

2. Download the AmlibVDXILLEmail534.msi and save it on your Amlib PC

3. Double-click the AmlibVDXILLEmail534.msi to launch the installation Wizard – the Setup screen will open displaying the Welcome message:

   ![Welcome message](image)

4. Click the Next button – the Destination Folder screen will display:
5. Choose where the program is to be installed (generally leave as default) and select the **Next** button – the **Ready to Install** screen will display:

6. Click the **Install** button – the **Installing** window will display:
7. When complete, ensure the Launch Configuration Manager option is **ticked** and click the Finish button:

8. The *Amlib Configuration Manager* will then launch:
Please Note: Due to the additional extra security measures on Windows Server 2008, Windows 7 and Vista, you may need to edit the installation’s access control list settings before being able to edit the AmlibConfig.xml file – see Appendix 4: Edit Access Control for Amlib VDX ILL Email for more details.
Set Up Database Configuration

The *Amlib Configuration Manager* controls how various *Amlib* applications or services connect to the *Amlib* SQL databases (and the *Amlib* client).

The *Amlib Configuration Manager* uses an *AmlibConfig.xml* file to as part of this configuration, eliminating the need for separate *Amlib* and *SQL.ini* files.

Each application or service utilising the *Amlib Configuration Manager* has its own *AmlibConfig.exe* file (in the same folder containing the program executable).

**Please Note:** This configuration automatically has the AM (Live) and TE (Test) databases defined (but not set).

1. The *Amlib Configuration Manager* is launched as part of the *AmlibVDXILLEmail.msi* installer process, or can be launched separately from the folder where it was installed.

2. The *Amlib Configuration Manager* should already be connected to the *AmlibConfig.xml* Configuration File being used by the *Amlib VDX ILL Email* application.

3. If there is no Configuration File visible (only in very rare cases) open, click on the *Open* button and locate the *Amlib VDX ILL Email AmlibConfig.xml* for – it should be located in the same folder as your *Amlib VDX ILL Email* files (for example: *C:\Program Files\OCLC (UK)\Amlib VDXILLEmail*)
4. Once the Amlib Configuration Manager is opened, the AM and TE databases will display as default:

5. In the Amlib Systems tab, highlight the Live or Test database connector and click the Edit button—the System Editor will open
   
   - To add a new connector, select the New button
6. On the **General** tab, enter the **Prefix** and a **Description** (for Live/Test this will be *greyed* out)

7. On the **Databases** tab, enter the following details:

   - Choose the details for the **RDBMS** and **OleDbProvider** from the drop-down boxes

   - Enter the details for the **Lib** database
- **Server** – enter the name of the **Server** running your *Amlib* services
- **Instance** – enter an **Instance** (if required – otherwise leave as **Default**)
- **Port** – enter a **Port number** (if required – otherwise leave as **0** [for unused])
- **User** – enter the **Username** for the database connection
- **Password** – enter the **Password** for the database connection – the username and password should be the same as that the login for your other *Amlib* databases. **SYSADM/SYSADM** is the default login for most *Amlib* database setups

- Click the **Copy to all** button to copy the details to the other database fields

8. Click the **OK** button once complete – the **System Editor** window will close
Testing

Once complete, the connection can be tested:

1. Highlight the relevant database – for example: AM – and click the Test button
2. The Test Connections window will display with the result
3. If errors occur, the reason will display in the Error Details column:
   - Test successful – all Results = OK:
     ![Test successful screenshot]
   - Test unsuccessful – all Results = Fail with Error Details shown:
     ![Test unsuccessful screenshot]
4. Click the Close button to close the Test Connections screen
5. If you have both options installed, it is important to ensure that the Enabled button is NOT ticked if you intend to process emails manually as this could cause duplicate requests
6. Click the Exit button once all database connections completed

7. This process has also installed and configured the AmlibVDX InterLibrary Loan Email program. Access this program for your Start menu, or from Windows Start > All Programs > AmlibVDXILLEmail > Amlib VDX InterLibrary Loan Email

8. Enter a valid Amlib Username and Password and check that you are able to log in to the application
CREATE POP3 MAILBOXES

IMPORTANT: Configuration of the Amlib VDX ILL Email application/service requires the creation of Location-specific POP3 email user accounts (mailboxes) for use by the Amlib client. Once set-up, these location-specific Amlib mailbox addresses MUST be added into the State Library of WA (SLWA) VDX system against the specific user locations. After entering their email settings in the Amlib client, users should contact Sandra Jones (sandra.jones@slwa.wa.gov.au) at SLWA providing the email addresses to be added to their VDX configuration. SLWA will arrange for these configuration changes on their behalf (which will also include testing).

Please Note: It is not possible to use a standard Exchange mailbox with the Amlib VDX/ILL Email application/service.

IMPORTANT: The POP3 mailboxes created should NOT use SSL as this system does not support SSL. This VDX ILL Email program will only be within your internal network so there is no security risk.
AMLIB SUPERVISOR SETTINGS

IMPORTANT: Configuration of the Amlib VDX ILL Email application/service requires the creation of Location-specific POP3 email user accounts (mailboxes) for use by the Amlib client.

**Supervisor Parameters**

1. Launch the Amlib client
2. Navigate to **Main > Supervisor > Installation** – the Installation (DEFAULT) table will display
3. From the menu, select **Installation > Choose Location** – the Installation location selection screen will display
4. Highlight your main location (libraries with multiple circulating locations should select one of these locations) and click the **OK** button – the Installation screen for the selected location will display
5. Select the **Other** tab

![Installation Settings](image)

6. Scroll down and enter the following VDX POP3-related settings:
   a. **VDX Alert email level** - None (N), Error (E), Success (S), Both - Error and Success (B)³ – enter N, E, S or B
   b. **VDX CC Email address for alerts**² – for example: firstname.lastname@mylib.com
   c. **VDX Email address for alerts**³ – for example: firstname.lastname@mylib.com
   d. **VDX POP3 server address**⁴ – for example: myemailserver.com.au
   e. **VDX POP3 server login**⁵ – enter the POP3 Server login
   f. **VDX POP3 server password**⁶ – enter the POP3 server password
IMPORTANT: Please refer to the detailed notes overleaf before completing these settings.

**Important Information about Entering Your POP3 Settings:**

1. When the VDX email data is processed by the *Amlib VDX/ILL Email* client from the nominated POP3 mailbox (see 5 and 6 below), it is possible for the *Amlib* client to generate a **user alert email** which is sent to selected **library staff** email addresses informing them that the incoming requests have been processed. This setting is used to determine when these user alerts are sent. The following choices are available: None (N), Error (E), Success (S), Both - Error and Success (B). If you intend to send out user alerts, then you will also need to configure your SMTP settings (see step 7).

2. The CC email address to be used for **user alert emails to library staff** (see 1 above). This is **NOT** the same as the POP3 account/email address that is being the used by VDX to send ILL request emails and (if used) it **MUST** be configured to use an entirely different email account/email address. If VDX Alert email level - None (N), Error (E), Success (S), Both - Error and Success (B) = N, then there is no need to enter a CC email address.

3. The primary email address to be used for **user alert emails** to **library staff** (see 1 above). This is **NOT** the same as the POP3 account/email address that is being the used by VDX to send ILL request emails and (if used) it **MUST** be configured to use an entirely different email account/email address. If VDX Alert email level - None (N), Error (E), Success (S), Both - Error and Success (B) = N, then there is no need to enter a primary email address.

4. The hostname or IP address of the mail server hosting the POP3 mailbox that has been set up to receive VDX emails for this location

5. The user login name for the POP3 mailbox that has been set up to receive VDX emails for this location, which will then be processed by the *Amlib VDX/ILL Email* client

6. The password for the POP3 mailbox that has been set up to receive VDX emails for this location, which will then be processed by the *Amlib VDX/ILL Email* client – a password is required.

7. Scroll up and enter the following SMTP settings:

**Important Information about Entering Your SMTP Settings:**

- Your SMTP server settings are used to **push user alert emails** out of the *Amlib* client to library staff
- If you do not intend to setup **user alert emails** for library staff (VDX Alert email level - None (N), Error (E), Success (S), Both - Error and Success (B) = N), then there is no need to configure your SMTP settings
- If you already have your SMTP settings defined (for email notifications to users, etc) either on the **DEFAULT** screen or on the individual location screen, then there is no need to change them

a. **SMTP server name or IP address** – for example: libraryserver.com.au
b. **SMTP sender email address** – for example: library.staff@mylib.com
c. **SMTP server requires a login Y/N** – for example: Y
d. **SMTP server login** (only if required) – for example : serverlogin
e. **SMTP server password** (only if required) – for example : serverpassword

8. Click the **F3 Save** button when complete

9. Exit and restart the *Amlib* client for changes to take effect

**Enter Email Server Details for Individual Locations**

**Please Note:** The VDX POP3 Email server settings **should not** be entered on the Installation (DEFAULT) screen as they are required to be entered against a specific location (even if you only have one circulating location). Libraries operating multiple circulating locations should simply repeat steps 2-9 above to enter the POP3 server and user alert email details for each circulating location.
Please Note: When communicating details of these email addresses to SLWA, please ensure that you specify which locations they are to be configured against.

Setup the VDX Location

A new location of VDX needs to be created as this will be the Permanent Location used by the temporary Stockitem records created for incoming the VDX ILL items.

1. Launch the Amlib client
2. Go to Main > Supervisor > Locations- the Locations screen will display
3. Click the F1 New button and enter a new location as below:
   a. Library Group Code – use the same Library Group Code as your main location
   b. Locn Code must be VDX
   c. Location Description can be whatever you choose – for example: VDX ILLS
4. Click the F3 Save button
5. Go to Menu > Supervisor > Installation – the Installation (DEFAULT) screen will display
6. From the menu, select Installation > Choose Location – the Installation screen will display:
7. Highlight the VDX location and click the OK button – the Installation (VDX) table will display:

8. Select the Other tab and enter the settings:

   - Location is Valid For Holdings: Y
   - Location is Valid for OPAC enquires: N
   - Location is Valid For Registration and Circulation: N

9. Click the F3 Save button when complete

10. Exit and restart the Amlib client for the new settings to take effect
Group Permissions

Sites that are employing Group Security will need to add extra Supervisor permissions. Non Super Groups will require these permissions to be able to select a processing location:

- **View** permission on another Group’s **Parameters**
- **View** permissions on another Group’s **Locations**
- **Insert** permission on another Group’s **Items**
- **Hold** permission on another Group’s **Items**
- **Hold** permission on another Group’s **Borrowers**

1. Launch the *Amlib* client
2. Go to **Main > Supervisor > Locations** – the **Locations** screen will display:

![Locations Screen](image)

3. Select **LibraryMenu > LibraryGroupPermits** – the **Library Group Permits** screen will display:

![Library Group Permits Screen](image)

4. Click the **F1 New** button to enter the above settings so the operator is able to process the **VDX** emails for all other locations
5. Click the **F3 Save** button when complete
6. Exit and restart the *Amlib* client for the new settings to take effect
Check Digit Setup

A 14-digit ILLS-related check digit code will need to be setup.

1. Launch the *Amlib* client

2. Go to **Main > Supervisor > CheckDigits** – the **Check-digit Calculations** screen will display:

3. Click the **F1 New** button – a new entry will appear in the table

4. Enter the following information to construct a 14-digit check barcode:
   a. **(Item) (B)orr:** I
   b. **Leading Chars:** ILLS
   c. **Trailing Chars:** ############
   
   *(Please Note: The above setting is composed of a string of 10 #.)*
5. Click the **F3 Save** button – a prompt with the following message will display:

   **A new OFFLINE.INI file has been created for use with Offline Issues, Offline Returns and Offline Stocktake.**

![Update](image)

6. Click the **OK** button

7. You will then see a barcode of **14 digits** in length:

![Barcode](image)

8. Exit and restart the *Amplib* client for the new settings to take effect
STOCKITEM ILL DEFAULT SETTINGS

1. Launch the *Amlib* client
2. Go to **Main** > **Stockitems** > **Stockitem** – the **Stockitem** screen will display
3. From the menu, select **Item** > **ILLS** – the **Interlibrary Loans** screen will display:

![Interlibrary Loans Screen]

4. Ensure that the following **Item Create Defaults** are set:
   - **Form**: set the default Form code to be used for all ILL items (including VDX) – for example: **Form = BK**
   - **Stats**: set the default Stats code to be used for all ILL items (including VDX) – for example: **Stats = ILL**
5. Click the **F6 UpdDef** button when complete

The *Amlib* client setup is now complete.
APPENDICES

Appendix 1: Antivirus Email Block

Some antivirus systems may prevent the alert email from being sent. To prevent this you must check the Access protection rules. This example covers how to do this with McAfee.

1. Right-click on the McAfee icon in the System tray and select VirusScan Console…

2. The VirusScan Console will display:

3. Right-click on Access Protection and select Properties – the Access Protection Properties screen will display:
4. Click on the tick in the Block column against Prevent Mass mailing worms from sending mail

5. Once the tick is removed click the Apply button

6. Then click the OK button

The setting changes are complete.
Appendix 2: Enable Logging for Troubleshooting

Logging of errors and exceptions is available for the manual and automatic solutions. It is recommended that logging for the Automated Service is only enabled for troubleshooting purposes to prevent large log files from being created.

Logging of exceptions for the Amlib VDX ILL Email manual client occurs automatically, and is recorded in the AmlibVDXILLEmail.log file in the folder where the application installed.

Enabling Troubleshooting logging for the service:

1. Open the Services control panel
2. Right-click on the Amlib VDX ILL Email Service and select Properties

![Services window with Amlib VDX ILL Email Service highlighted]

3. The Amlib VDX ILL Email Service Properties screen will display:

![Properties window with Start and Stop buttons highlighted]

4. Click the Stop button if the service is running
5. Enter `-l` in the Start parameters and click the Start button

6. Click the OK button

7. As processing occurs, the event is recorded in `AmllibVDXILLEmailService.log` file on the server where the program is installed
Appendix 3: Switching between Automated and Manual Service

Please Note: If the library decides to go from Automated processing to Manual processing, it is very important to disable the service on the server.

1. Launch the Amlib Configuration Manager
2. Click on the VDX Email tab

![Amlib Configuration Manager](image)

3. Un-tick the Enabled button
4. Click the Service button – the Service prompt will display:

![Service prompt](image)

5. Click the Restart button
6. Click the Close button when complete

Please Note: Correspondingly, if the library decides to go from Manual processing to an Automated Service, it is best to uninstall the Amlib VDX ILL Email program for the library end user’s computers.
Appendix 4: Edit Access Control for Amlib VDX ILL Email

Due to the additional extra security measures on Windows Server 2008, Windows 7 and Vista, you may need to edit the installation’s access control list settings before being able to customise the AmlibConfig.xml file.

1. Locate the folder containing the VDX ILL Email utility – for example C:\Program Files\OCLC\Amlib VDXILLEmail

2. Right-click on the Amlib VDXILLEmail folder and select Properties

3. The Amlib VDXILLEmail Properties screen will display

4. Select the Security tab

5. Click the Edit... button – the Permissions for Amlib VDXILLEmail screen will display
6. In the Group or user names: pane, click on the Users entry.

7. Then in the Permissions for Users pane, check the Allow checkbox for the Modify setting – this will give Users the necessary group permission to apply modifications to files and folders in the Amlib VDXILLEmail folder:

![Permissions for Amlib VDXILLEmail](image)

8. This action will automatically check the Allow checkbox for the Write setting:

![Permissions for Amlib VDXILLEmail](image)

9. Click on the OK button on the Permissions for Amlib VDXILLEmail and the Amlib VDXILLEmail Properties screens to complete the change of permissions.