

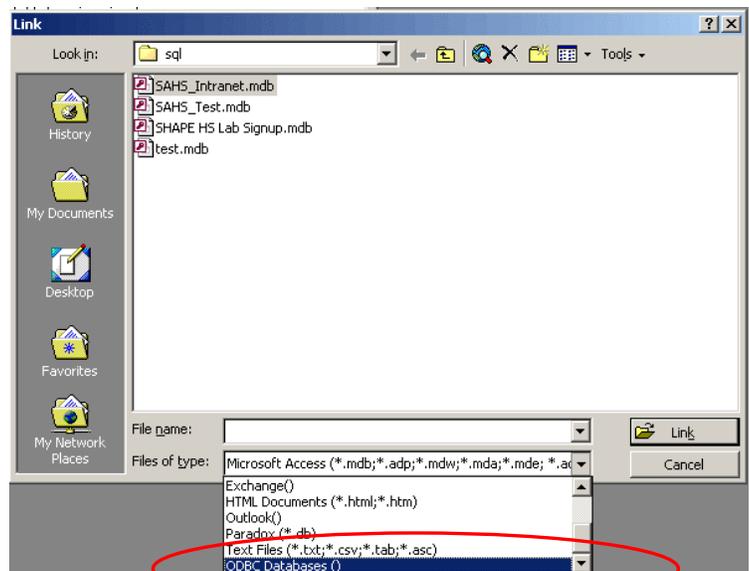
MS Access: Setting up an ODBC Connection to MySQL:

If you have already installed your ODBC driver, skip to step #2 below.

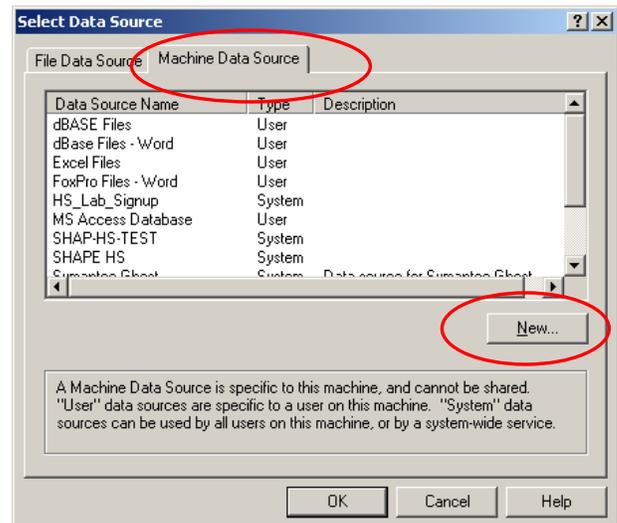
1. Installing the ODBC driver for MySQL
 - a. Click here to download [version 3.51.12](#)
 - b. Unzip the setup program and run it.
 - c. In C:\winnt\system32, rename the file msjet40.dll to msjet40-OLD.dll.
 - d. Save the following file in your c:\winnt\system32 folder: [msjet40.dll](#). This is a fix. The msjet40.dll files that gets installed does not actually work, for whatever reason. The file copied in this step is from the previous version and fixes the problem.
2. Setting up your ODBC connection within MS Access.
 - a. Start Access and create a new Database and save it. I suggest naming it after your Intranet database (“SHAPE HS Lab Signup” for instance).
 - b. Click on *File* menu item.
 - c. Select *Get External Data*
 - d. Select *Link Tables*



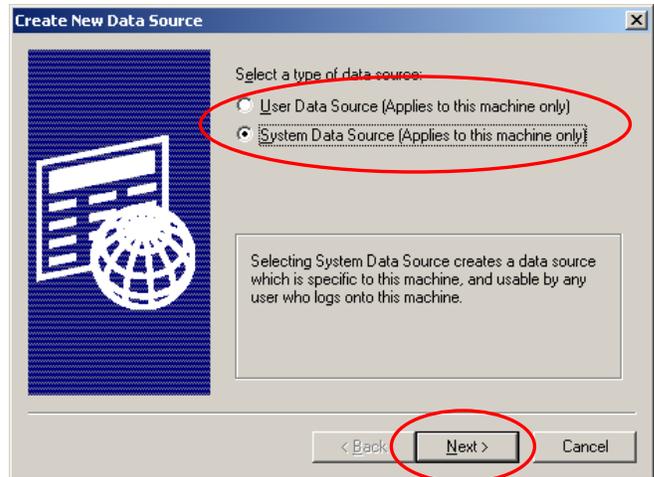
- e. Click on the drop-down menu for *Files of Type* and select *ODBC Database ()*



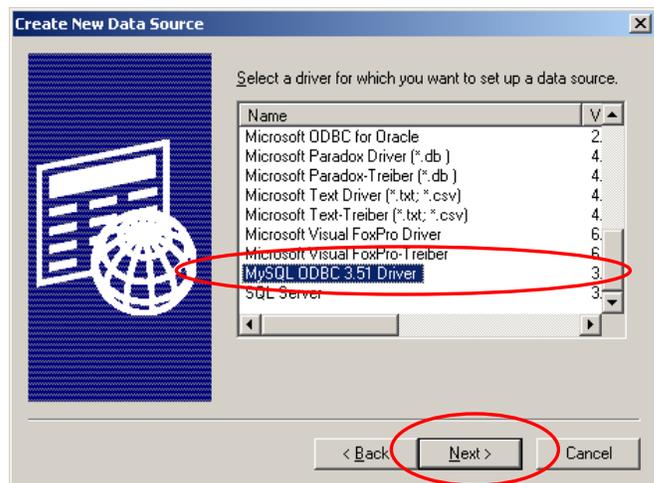
- f. Click on the tab for *Machine data Source*
- g. Click the *New...* button



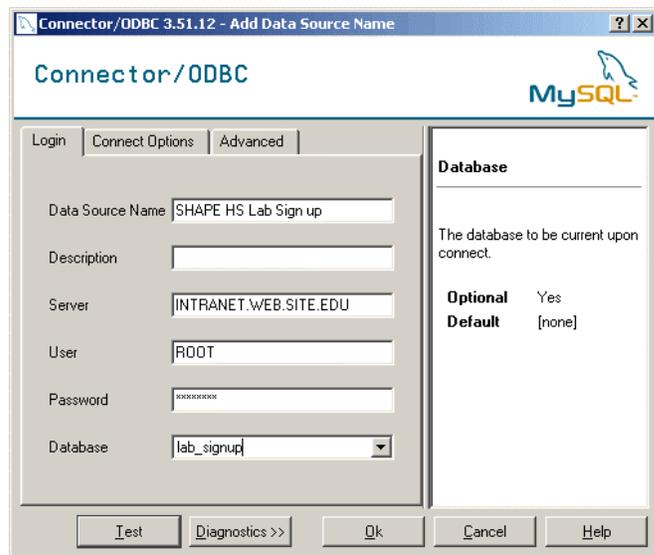
- h. Select *System Data Source* so that anyone that uses that machine will have it available. This is assuming that your machine is secure. If it is a machine in a lab setting, it would be wiser to select *User Data Source*, so it is only available if that user is logged in.
- i. Click Next...



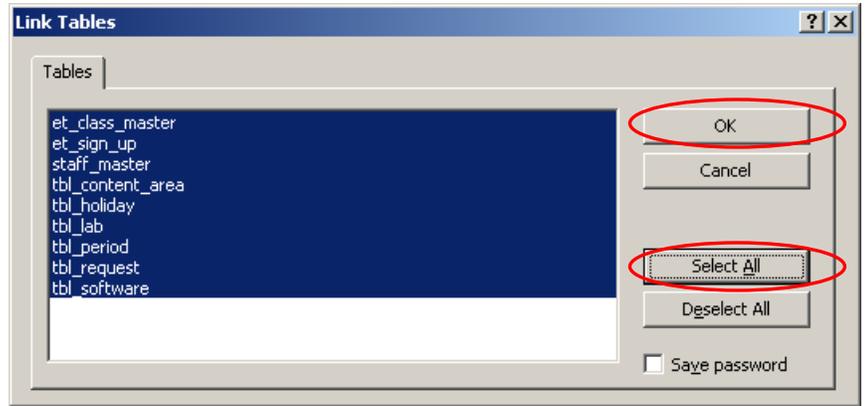
- j. Scroll down and select *MySQL ODBC 3.51 Driver*
- k. Click Next ...
- l. Click *F*inish



- m. You should see a window similar to the one on the right. Enter the following information:
 - i. *Data Source Name*: This is just for you. Be descriptive.
 - ii. *Description*: optional
 - iii. *Server*: The URL of the web server that is hosting the MySQL server.
 - iv. *User*: The *Root* user usually has unlimited access to the database. If you don't use this, see your database administrator for the correct user and password to use.
 - v. *Password*: case-sensitive...check your caps lock
 - vi. *Database*: If you have the above information correct, you should now see all of the possible databases in the drop-down list. Select the database you need.



- n. You should now see a list of all of the available tables in that database. Click the *Select All* button.
- o. Click *OK*



- p. You are now able to work directly on your tables and data on your MySQL database through MS Access.

