# OUTLOOK FORM INSTALLATION MANUAL

## Summary

This manual describes the process of installing the contentACCESS Outlook form using Outlook.

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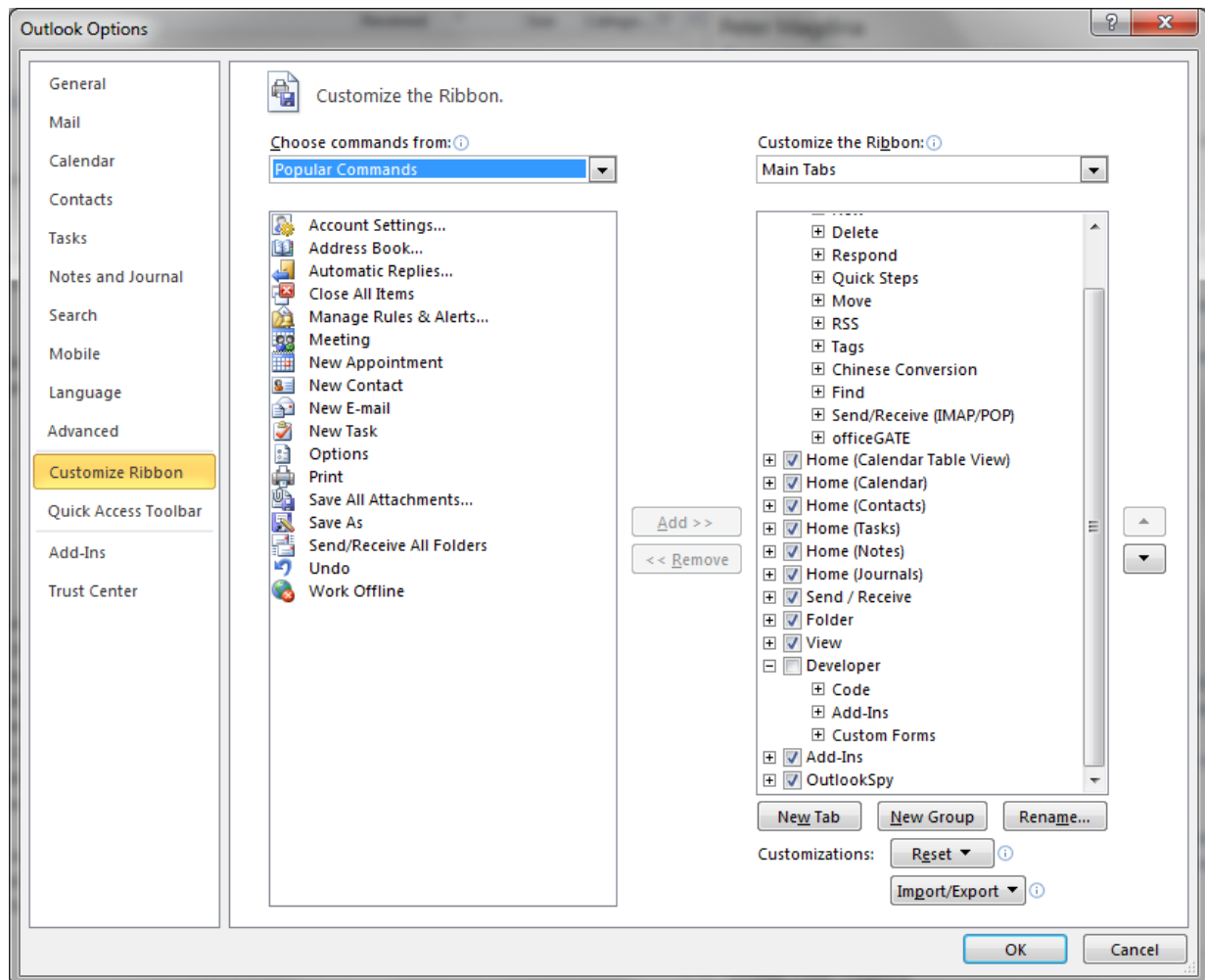
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## Requirements

In order to install and use the contentACCESS Outlook form, Outlook 2007, 2010 or 2013 is needed. The form should work on both 32 and 64 bit Outlook versions.
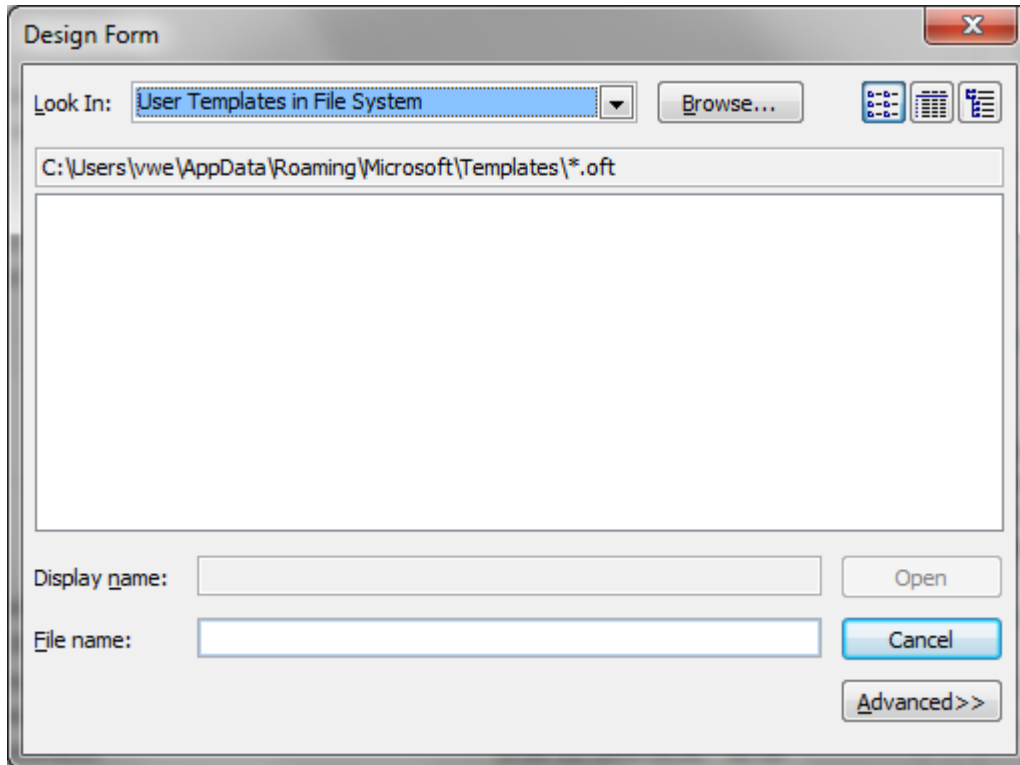
## Installation

Open Outlook and turn on the Developer ribbon if it is not visible yet.

On Outlook 2010: navigate to **File** – **Options** – **Customize Ribbon**:



In the tree on the right side, check the **Developer** group.

On the **Developer** tab of the ribbon, select the option **Design a Form**:

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In the **Look In** dropdown, select the option **User Templates in File System** and locate the contentACCESS.oft file. Click **Open** and the form opens in design mode.

Now click on the Publish button and select **Publish Form As…**.
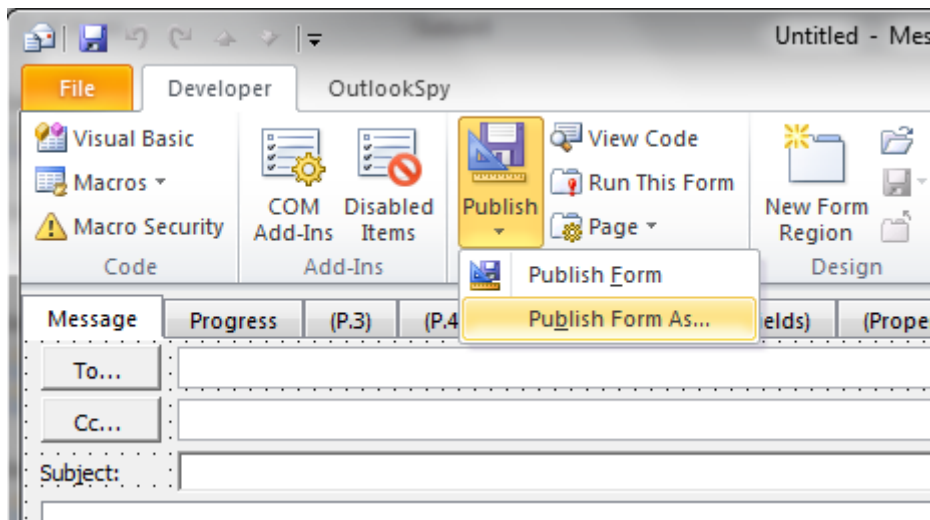


Depending on where you want to install the form, select either **Organizational Forms Library** (Exchange wide installation) or **Personal Forms Library** (user installation).

Change the **Display name** to „**CA**" and click **Publish**.
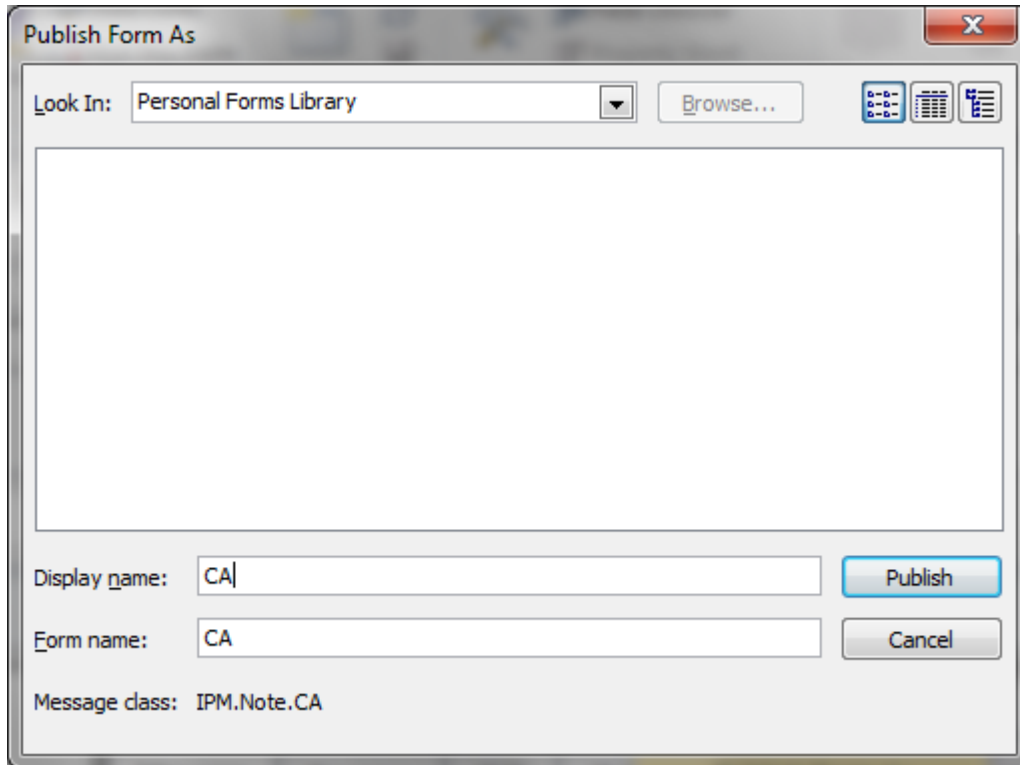
The form is published and can be used to open the archived messages.

Close the designed form and answer **No** to the question whether the changes should be saved. The form was already published and there is no need to save it anywhere.