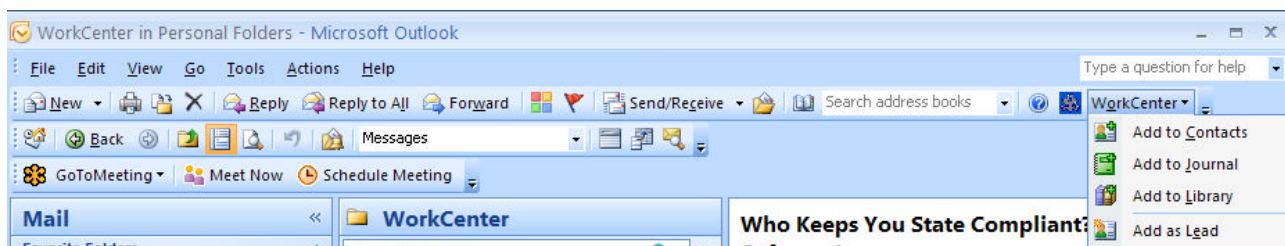




WorkCenter Outlook Button Install on Outlook Main Screen for Outlook 2003-2007

When you initially install your copy of WorkCenter on your computer, the software will automatically generate a “WorkCenter Outlook” button on your Outlook screen view.



If you do not see the “WorkCenter Outlook” button on your copy of Outlook, please follow the directions listed below to reinstall the button.

Follow these steps to install the WC button on Outlook 2003:

- 1. Open Outlook, click on TOOLS, OPTIONS, OTHER TAB, ADVANCED OPTIONS BUTTON, COM ADDIN BUTTON**
- 2. Click on the “WC ADDIN” file and click on REMOVE**
- 3. Click on ADD BUTTON, click on the “MY COMPUTER” icon on the left side of the screen view and go to the following file and directory: C:\Program Files\WorkCenter\WCOutlook.dll and click on OK**
- 4. Button will be added**

Follow these instructions to install WC button on Outlook 2007:

- 1. TOOLS, TRUST CENTER, ADD-Ins, Manage select drop down COM ADD-ins click GO**
- 2. Click on the “WC ADDIN” file and click on REMOVE**
- 3. Click on ADD BUTTON, click on the “MY COMPUTER” icon on the left side of the screen view and go to the following file and directory: C:\Program Files\WorkCenter\WCOutlook.dll and click on OK**
- 4. Button will be added**