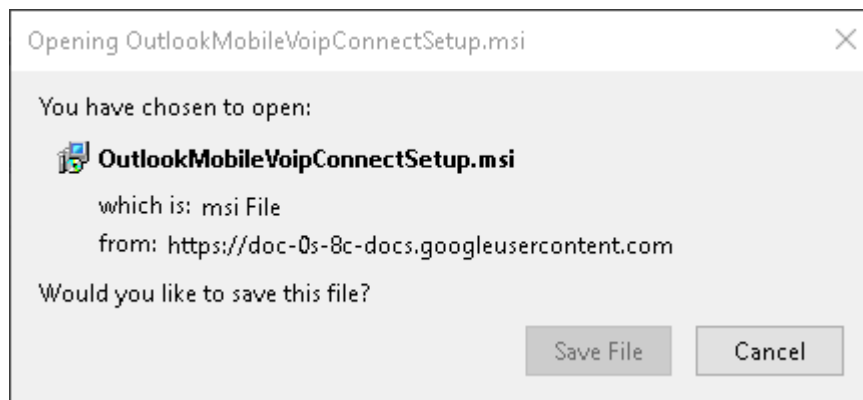
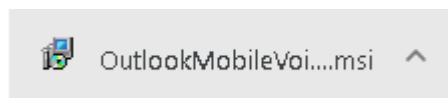


## Directions to install Outlook Integration:

1. Close your Outlook program.
2. Make sure you have uninstalled any previous versions of the plug-in. (You may need your system administrator to help you with this.)
  - a. Go to settings > Add or Remove programs
  - b. Find the previous version and click uninstall.
3. Click on this link > outlook: <https://drive.google.com/drive/folders/1pk4uAKdivXow-Qa8Ja7nSKaayCqYY1As>
4. A. On Mozilla Firefox: when you get this pop up click Save File:

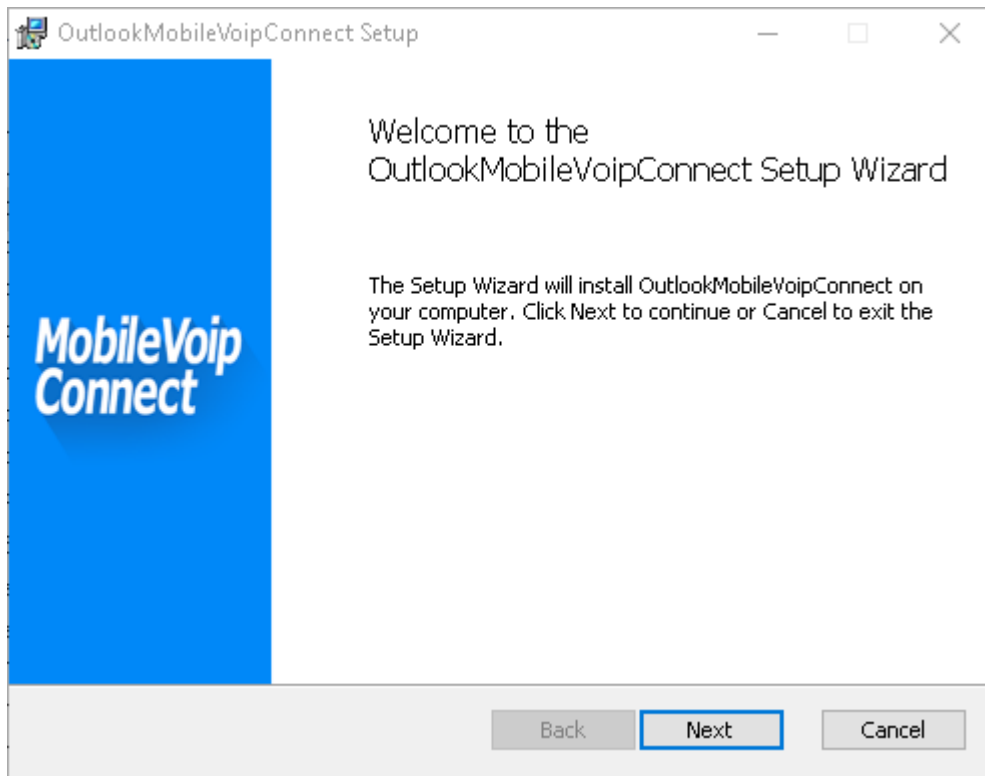


B. On your Chrome browser: Once you click the link, downloaded file will appear on the lower left of your browser.

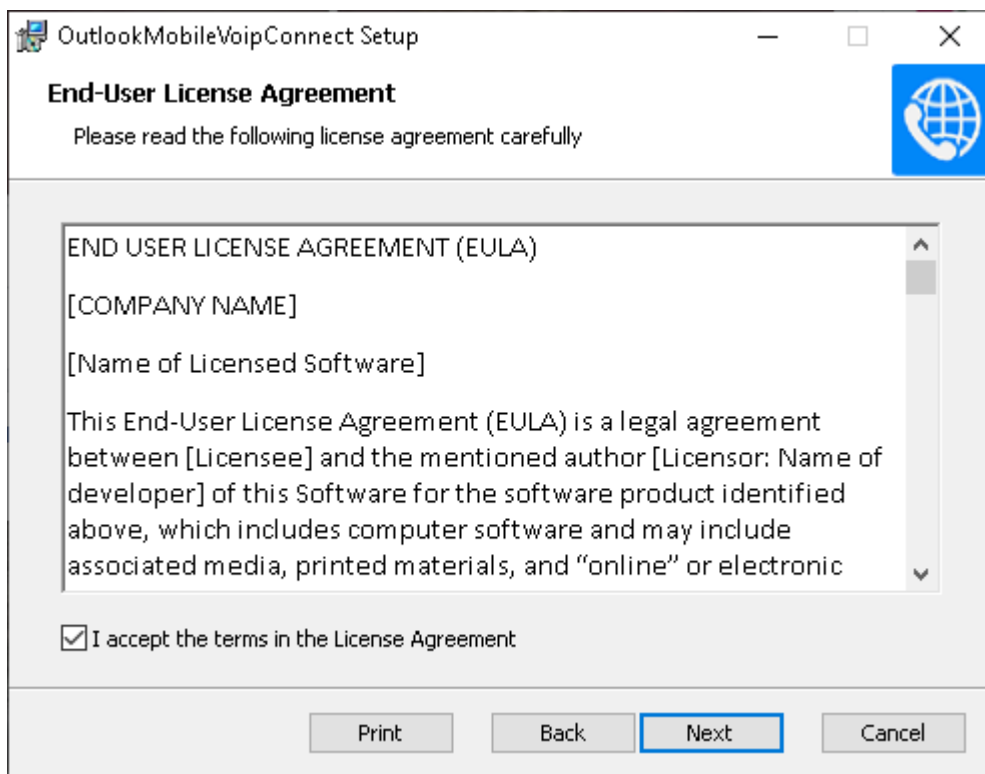


5. Go to where you downloaded the file to and click the [OutlookMobileVoipConnectSetup.msi](#)  
\*\*\* Most of the time, unless you have specified otherwise, downloaded files will directly go to your Downloads directory.

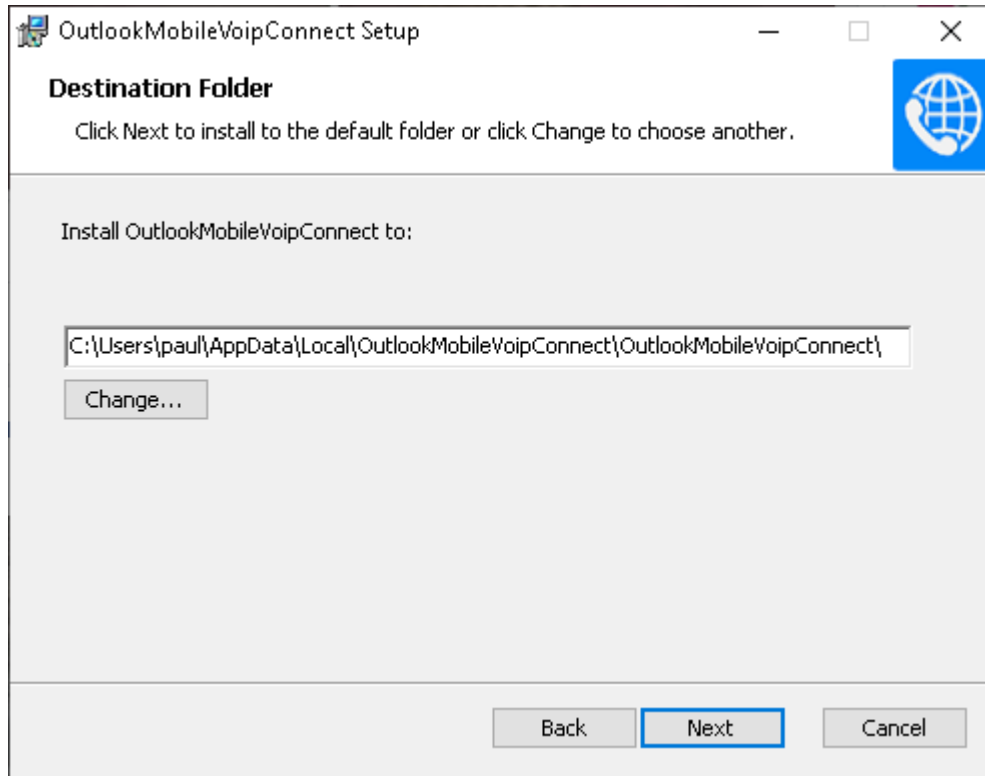
6. Installation for the OutlookMobileVoipConnect plugin.
  - A. A setup wizard will appear. Click next



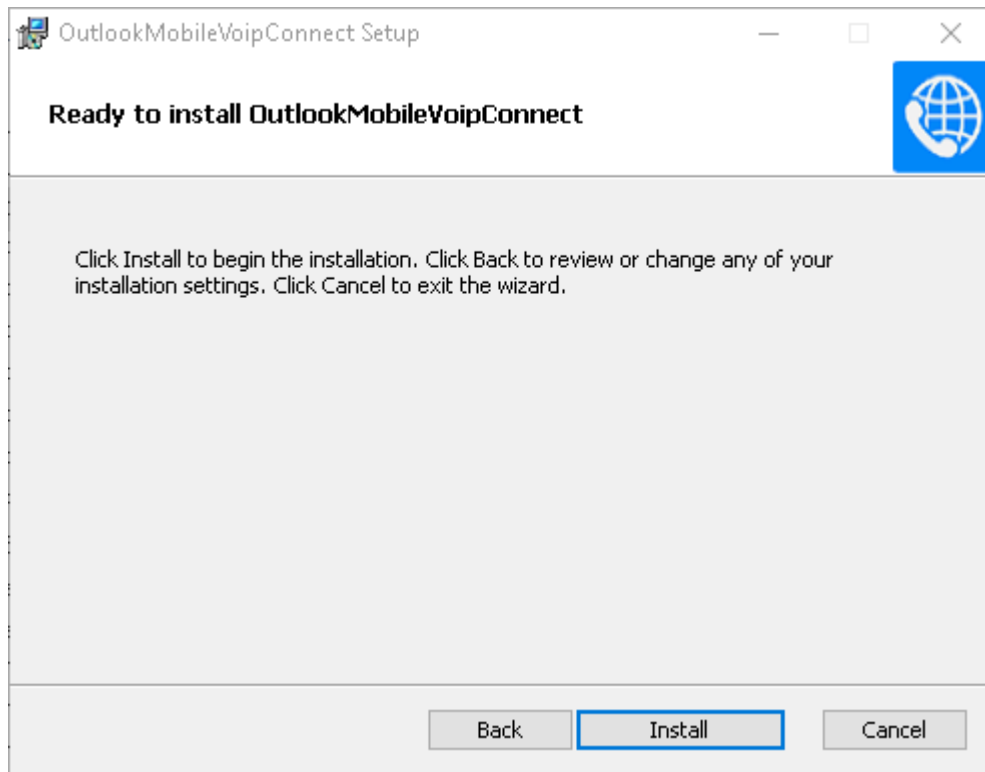
- B. Next window will be the EULA, you need to tick the box to accept the License Agreement. Click next

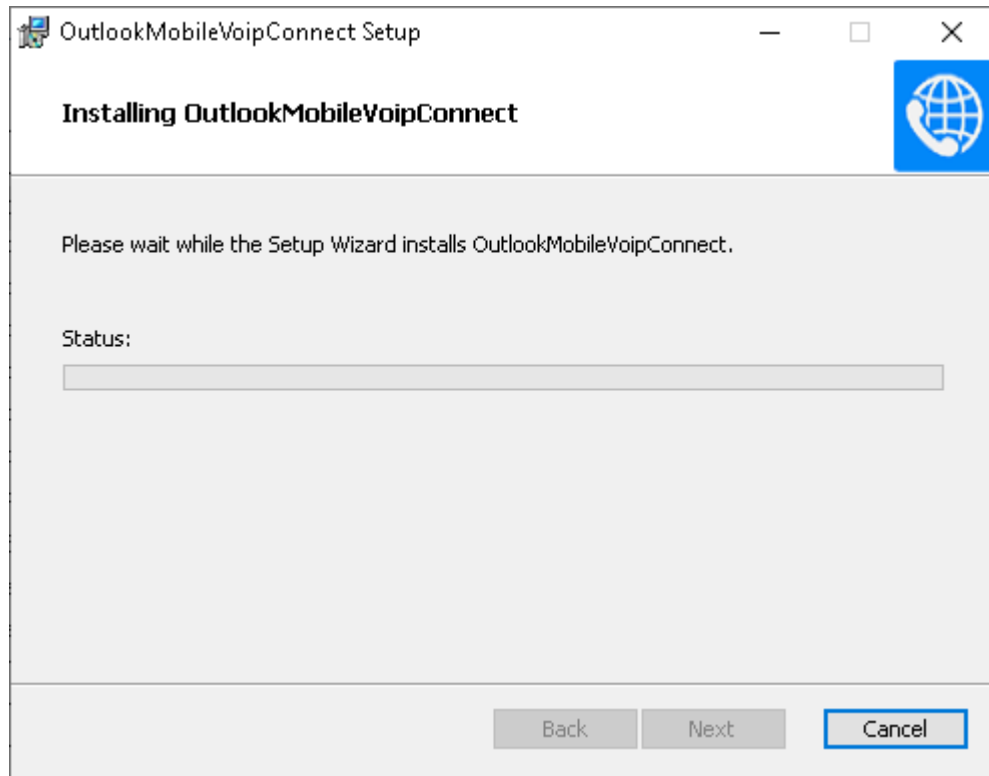


- C. Click next to install to the default folder, or click the “Change” button to choose another destination folder.

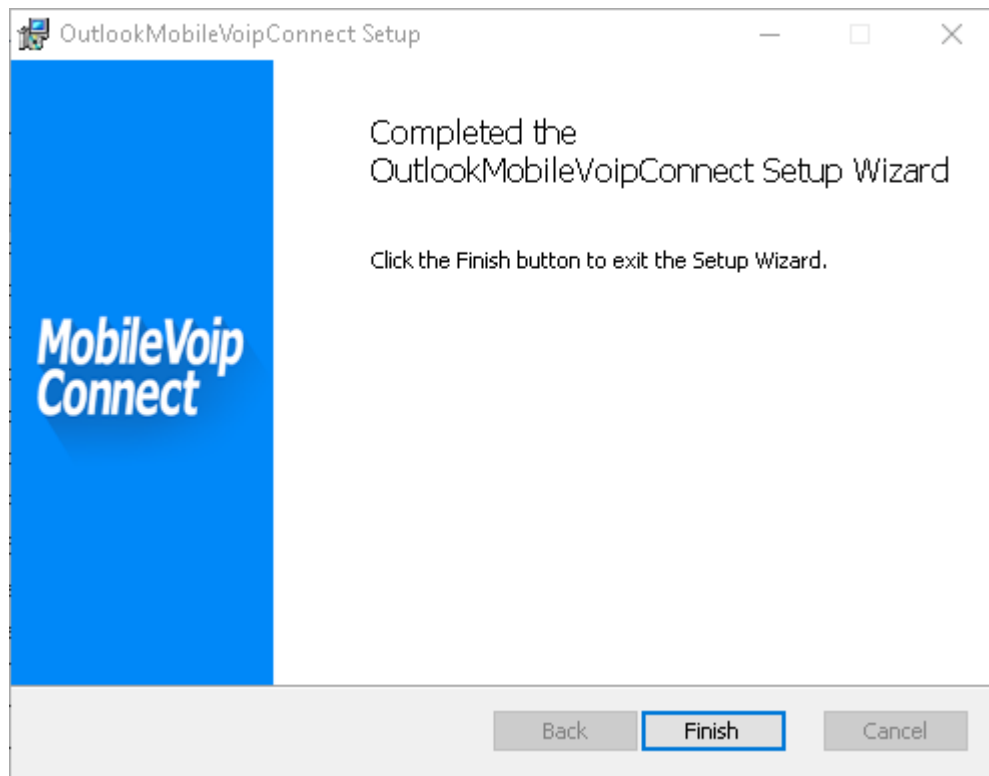


- D. Click Install to proceed to the installation.

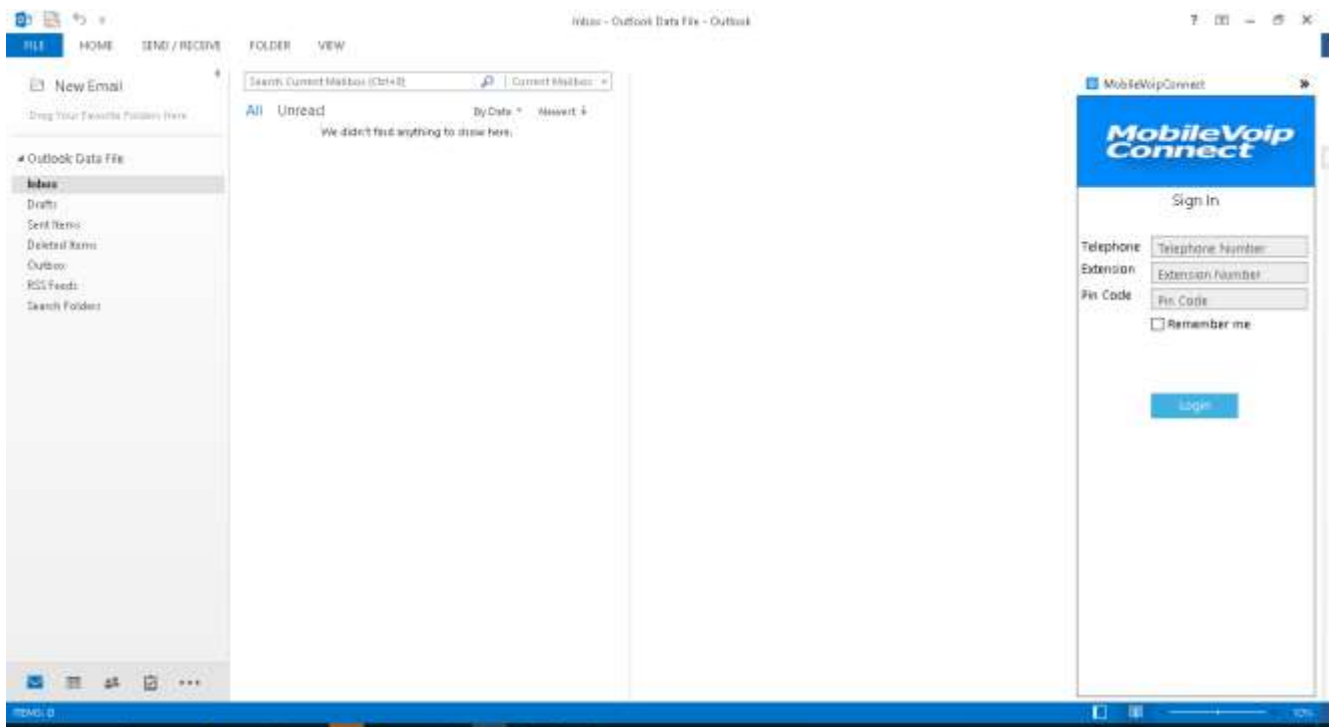
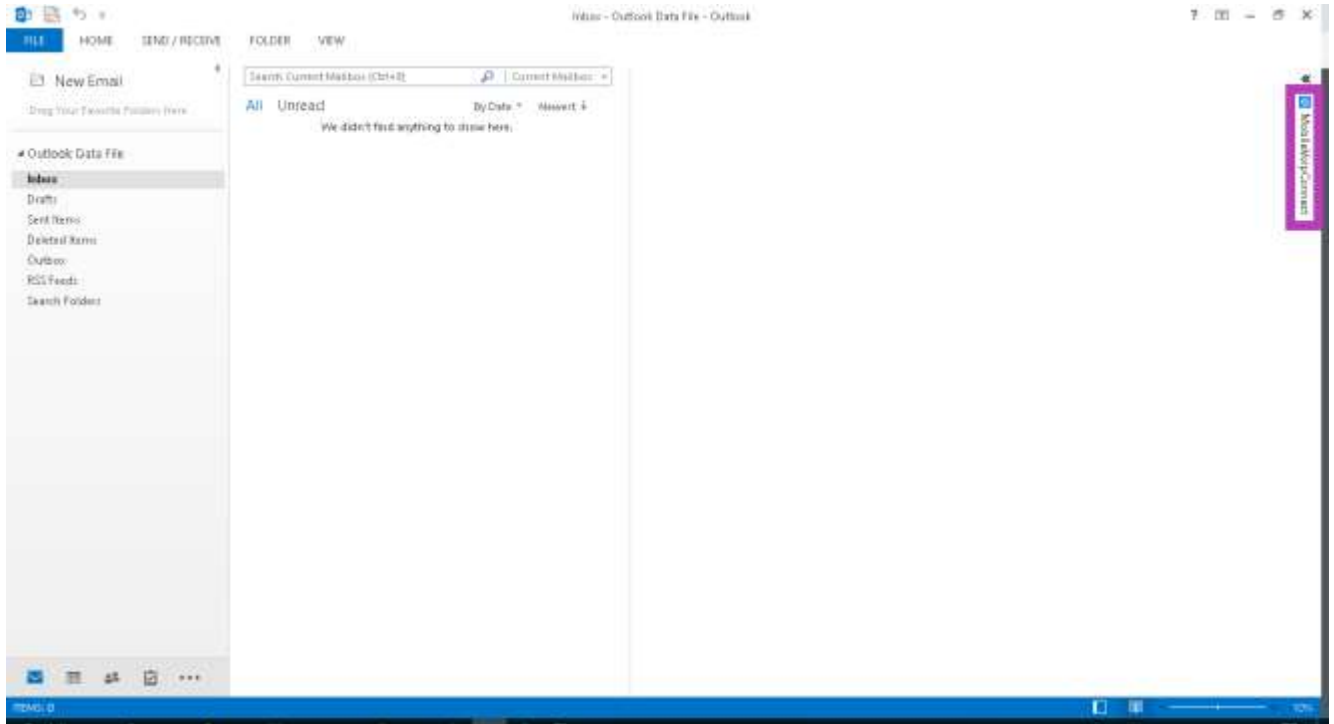




E. Installation succeeded, now click the Finish button to exit the Setup Wizard.



7. Open your Microsoft Outlook.
8. Once your Microsoft Outlook open, you can now see that the [OutlookMobileVoipConnect](#) is already installed to your Outlook on the right.



9. Login to [OutlookMobileVoipConnect](#) using your ConnectMeVoice [Phone number](#), [Extension](#) and [Pin Code](#).



10. Once you are logged in, and the app is active on the right hand side, anytime you touch an email that has a number, you will see it loaded in the "to call" box.



11. To make the call, click on the "Call" Button.

The extension that you are logged into will ring, showing the words "Outbound Call" with the number being dialed. Pick up your handset, and you will hear the outgoing call ringing from your phone.