

# **Rsoutlook Hide Fax**

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Version: 2.0

# RSOUTLOOK HIDE FAX

## Introduction

This is a Microsoft Outlook COM Add-in.

When you open the Address Book in Outlook, and then click Contacts, some recipient addresses are listed twice. One listing has an e-mail appended to the address, and the second listing has a fax appended to the address.

Outlook considers fax numbers to be valid e-mail addresses. If you want to be able to send both e-mails and faxes from Outlook, from now on you have one solution Rsoutlook Hide Fax. This software will change all fax numbers for a contact to have a pre-pended character before the number. This way Outlook won't recognize it as a valid address. Then when you click "To:" and get the Address Book dialog box, you'll only see email addresses listed.

This add-in is easy to work with, is inside Outlook, and has an extremely simple user interface

## System Requirements

- Outlook 2000 <sup>1</sup> to have access to Mail.

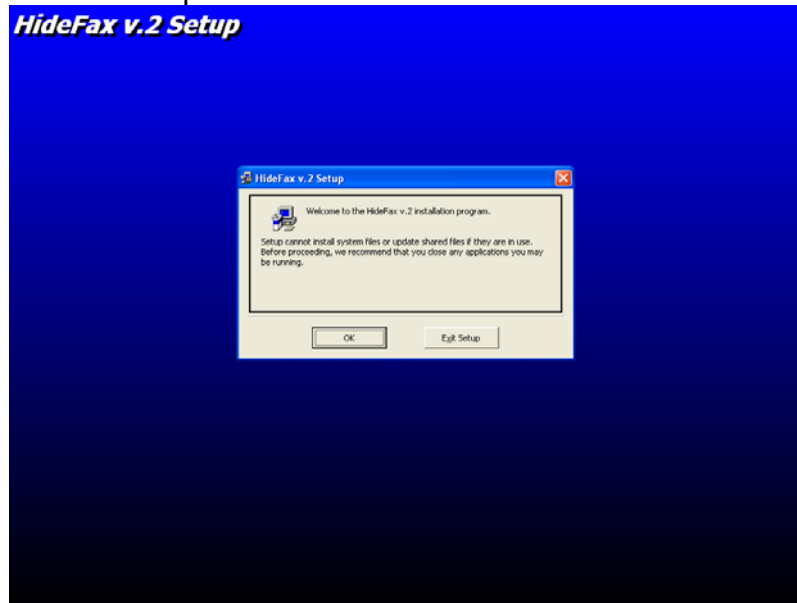
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<sup>1</sup> This software has been tested with Outlook XP and Outlook 2003 and it works correctly.

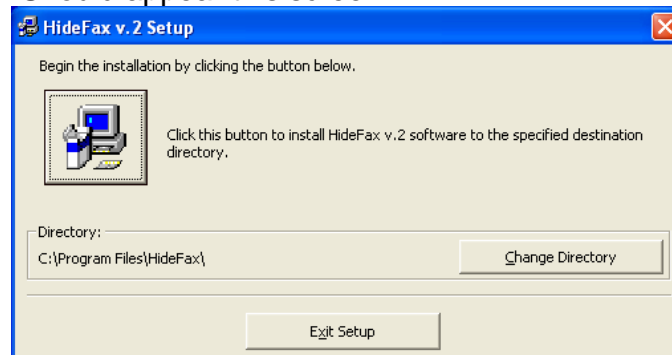
## Installation manual

To install Rsoutlook Hide Fax, follow these steps:

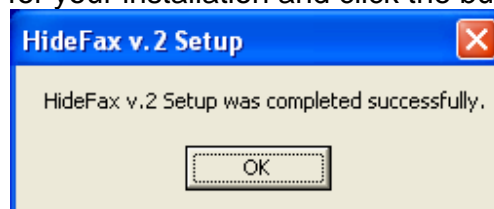
1. Double-click Setup.exe to install the feature.



2. Click OK. Should appear this screen.



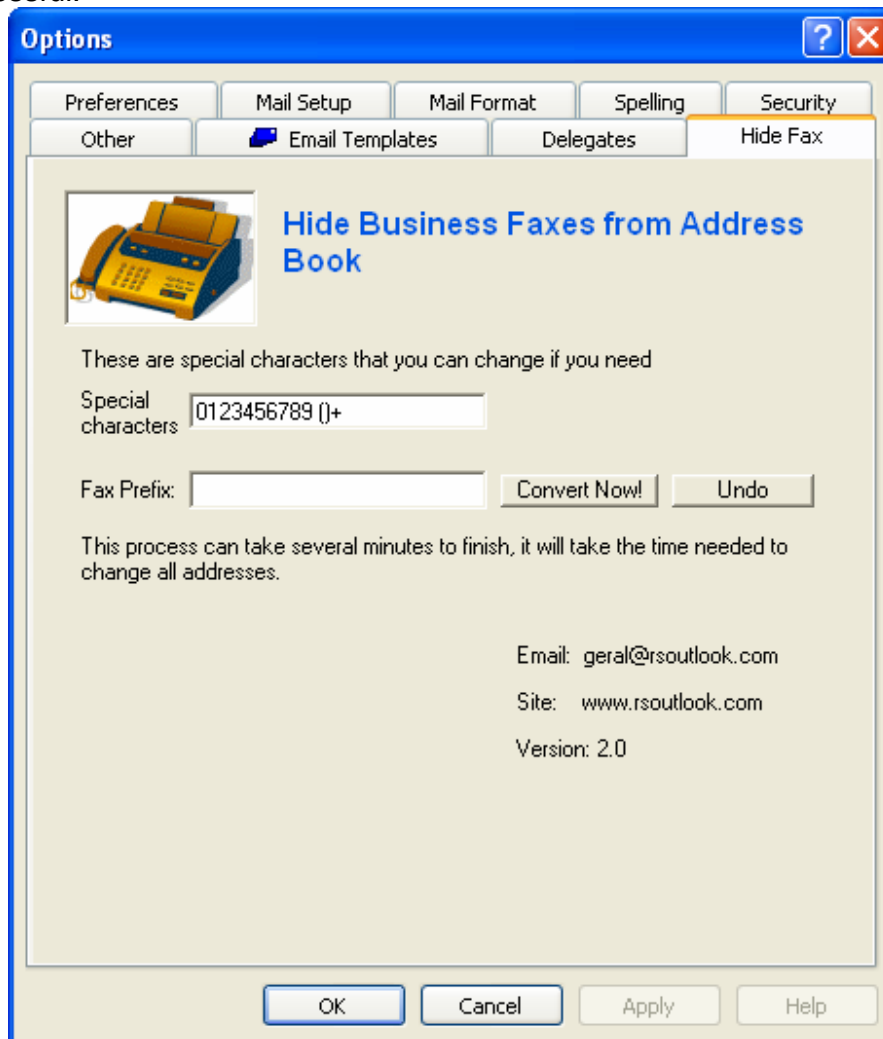
3. Select the path for your installation and click the button.



4. To verify that the installation was successfully, open your Outlook, and go to menu **Tools, Options** and you should have a new tab by the name of **Hide Fax**.

## Utilization Manual

To use all of the program versatility, **don't change anything in Special characters**, write in the Fax Prefix (eg: F or FAX) and then click in the Convert Now button. You will then be asked to choose the contact folder that you wish to change, then click OK, and you will receive a message for successful or unsuccessful.



## Troubleshooting

### How do I install the add-ins?

Close Outlook, install it double clicking on the add-in's Setup.exe file and follow the step by step instructions.

### How do I uninstall the add-ins?

To uninstall an add-in, go to Start...Control Panel...Add/Remove Programs. Look for the add-in and select "Remove".

### I installed the add-in, but I can't find it?

Because the add-ins are integrated into Outlook, and become part of Outlook, they can be found in Outlook. Just go to Tools...Options...(name of add-in). It will be there alongside

If it doesn't go to Other tab > Advanced Options > COM Add-ins and see if it is there, if it isn't click Add go to C:\Program Files find the folder (name of add-in) and select the add-in.