

Rsoutlook Disclaimer

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Version: 1.0

RSOUTLOOK DISCLAIMER

Introduction

This is a Microsoft(R) Outlook(R) COM Add-in.

RsOutlook Disclaimer is a tool to automatically insert disclaimers in all outgoing email. You don't need Exchange Server since this is a Microsoft Outlook based tool.

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

System Requirements

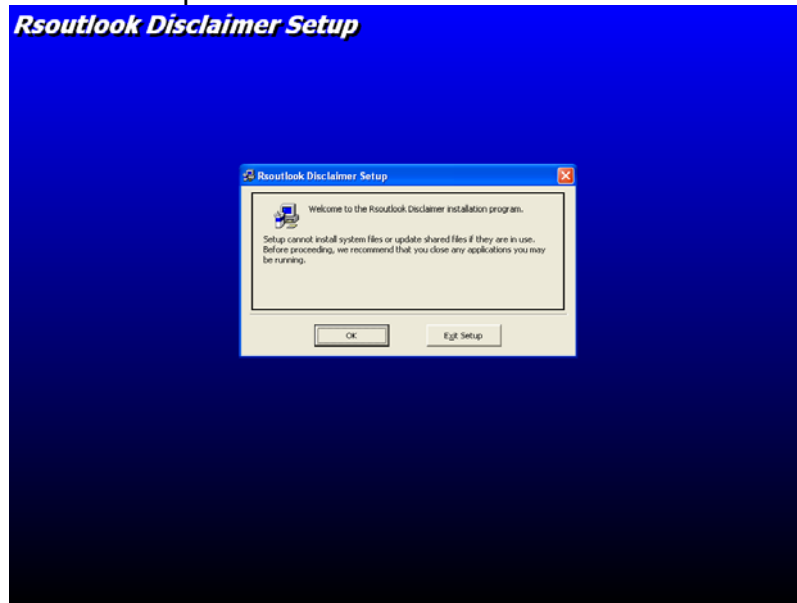
- Outlook 2002 ¹ to have access to Mail.

¹ This software has been tested with Outlook XP and Outlook 2003 and it works correctly.

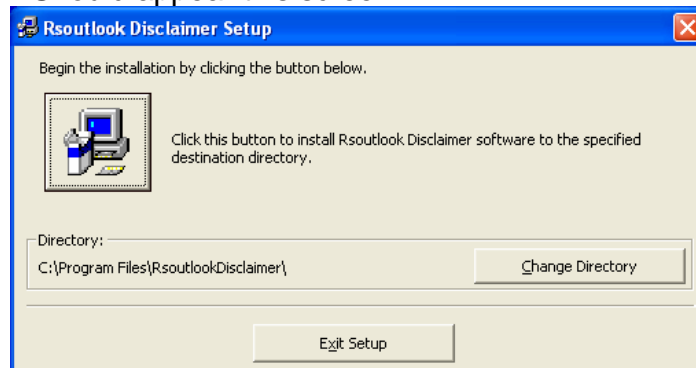
Installation manual

To install Rsoutlook Disclaimer, follow these steps:

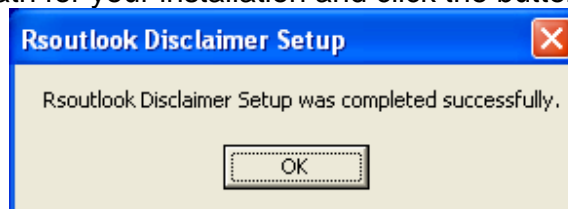
1. Double-click Setup.exe to install the feature.



2. Click OK. Should appear this screen.



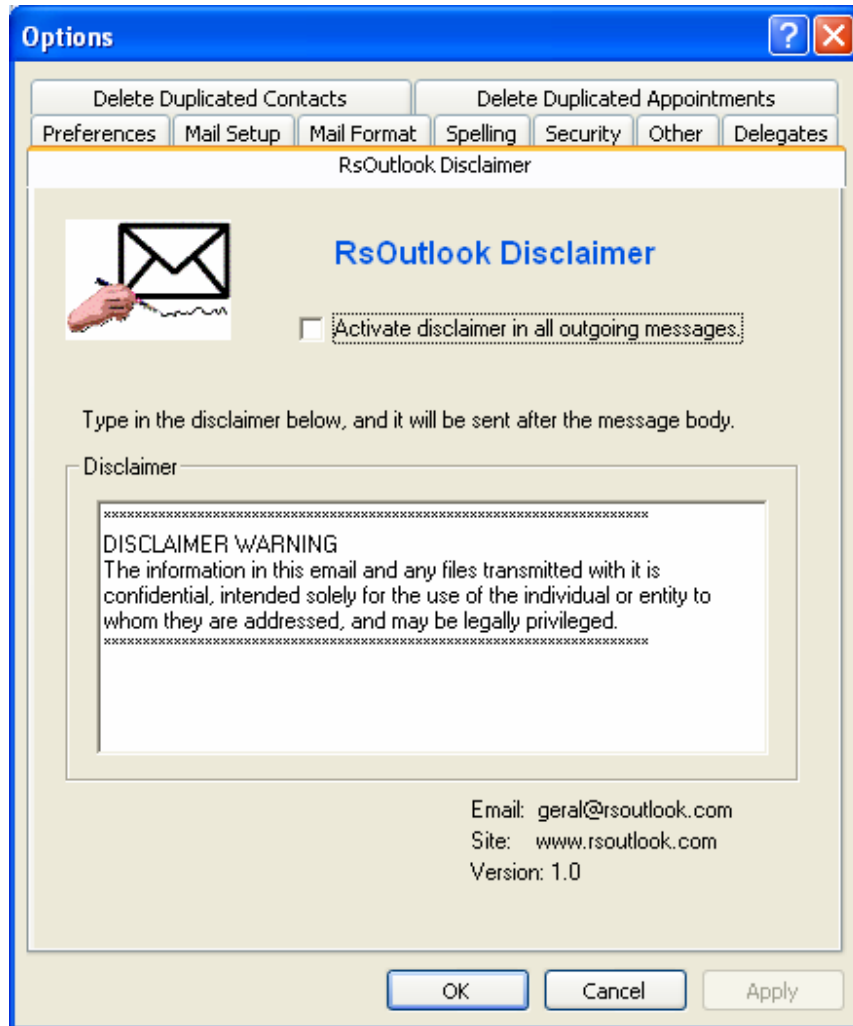
3. Select the path for your installation and click the button.



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 **Rsoutlook Disclaimer**.

Utilization Manual

To use all of the program versatility, write your Disclaimer message, then the option "Activate disclaimer in all outgoing messages", and then Apply or OK. From then on your messages will be sent with the disclaimer you choosed.



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.