<u>How to Install Partner XE Outlook Plug-In</u>

This document will walk you through how to install the Partner XE Outlook Plug-In for Microsoft Outlook 2007, 2010 & 2013.

Before continuing to the steps on page 2, please verify that these files are removed from the Control Panel

      XEOutlook2007
      PartnerXEOutlook2007
      Partner XE for Outlook 2007
      Partner XE for Outlook 2010-2013

To access your Control Panel for:

Windows XP

Go to Start -> Control Panel -> Add or Remove Programs -> Select a program listed above and uninstall

Windows Vista & Windows 7

Go to Start -> Control Panel -> Programs and Features -> Select a program listed above and uninstall

Windows 8

From the Tiles Screen start to type Control Panel and press enter -> Uninstall a Program -> Select a program listed above and uninstall
Or
From the Desktop go to the Bottom Left corner of your screen and Right-Click -> Click on Control Panel -> Select a program listed above and uninstall

Important note before you continue:

You will need to determine which version of Microsoft Outlook you have installed on your computer. Depending upon which version of Microsoft Outlook you have installed will depend upon which file you need to download starting with Step 2 on Page 2.

To determine which version of Microsoft Outlook you have installed please follow these steps:

Windows XP, Vista & 7

Go to Start -> All Programs -> Microsoft Office

You should see Microsoft Outlook 2007, Microsoft Outlook 2010 or Microsoft Outlook 2013
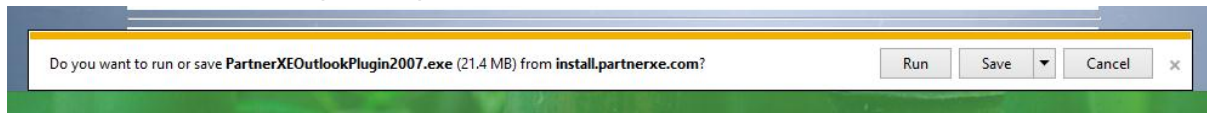
Windows 8

From the Tiles Screen start to type Outlook

You should see Microsoft Outlook 2007, Microsoft Outlook 2010 or Microsoft Outlook 2013

Before continuing to any of the steps below please shut down Microsoft Outlook.

1.   Go to http://install.partnerxe.com/est02

2.   Based upon your version of Microsoft Outlook either click to download the Outlook 2007 or Outlook 2010/2013

3.   A pop-up will appear that will ask you to Run, Save or Cancel
*Internet Explorer will appear at the bottom or in a Pop up Window
*Google Chrome & Firefox will automatically save the download and once completed click to launch the installer – skip to step 6
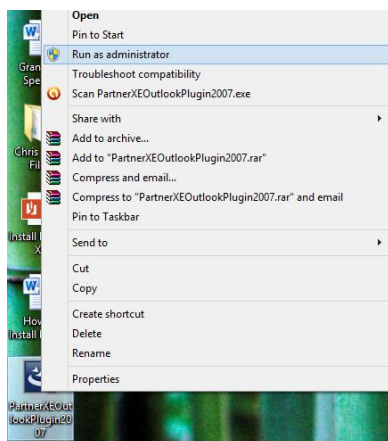

4.   Click on the Save dropdown and click to Save As

5.   Save the file to your Desktop

For Windows XP users you can Double-Click the Icon on your desktop to start the installer and process through the prompts, continue to step 9
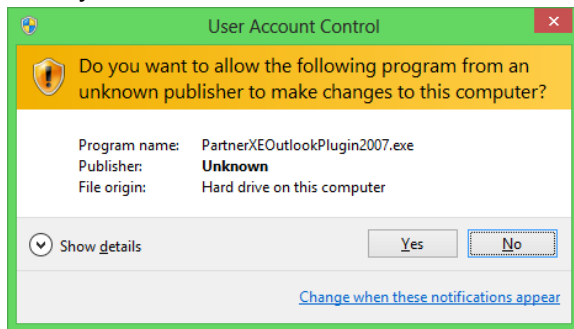
For Windows Vista, 7 & 8 Users continue with Step 6

6.   Right-Click on the New File that has been created to your Desktop
For Outlook 2007 the file name is PartnerXEOutlook2007
For Outlook 2010 and Outlook 2013 the file name is PartnerXEOutlook2010-2013
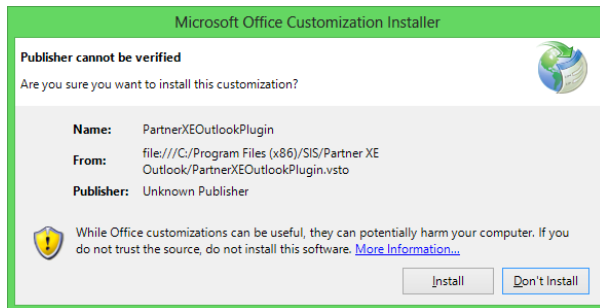
7.   Select to Run as Administrator

8. You may be prompted by the User Account Control in Windows Vista, 7 or 8, click yes

The program will automatically start to run the installer and you will need to click through the prompts. Once the Installer is completed click finish.

9. You will be asked to Install a Microsoft Office Customization Installer, click Install

10. Once complete you will need to click close

11. Open Microsoft Outlook and you should be prompted to enter your Partner XE password as your Partner XE username should automatically flood over