

## Outlook Integrator

### Installation

1. Download the plug-in at  
<https://www.keystroke.ca/en/apps/keystroke-downloads/download/21-keystroke-products/156-outlookintegrator4act.html>
2. Close Outlook if it is open
3. Run the installer
4. Press Next
5. Chose a location to Install the plug-in
6. Press Next
7. Press Next to install
8. A pop up window will open asking if the most recent opened database is your default database. If it is press ok, otherwise press cancel.
  - a. Note: This can always be reconfigured later
9. Press Close
10. Installation is now complete

### Registration

1. Start up Microsoft Outlook
2. You will be greeted with a Registration screen for the plug-in
  - a. Note: The program starts as a 30 day free trial, if you press cancel button the registration window will close and you will continue to Act! with the plug-in in trial mode
3. Press Register
4. Fill in the Serial and the rest of the registration information
5. Press Register
  - a. Note: you must be online to register, it may take a few minutes while your computer contacts our server
6. Press Close
7. Registration is complete

### Features

Save to ACT!

Go to ACT!

Configuration

Tools → Options → Outlook Integrator tab