



OUTLOOK FORM INSTALLATION MANUAL v.2.9

Summary

This manual describes the process of installing the contentACCESS Outlook form using Outlook.

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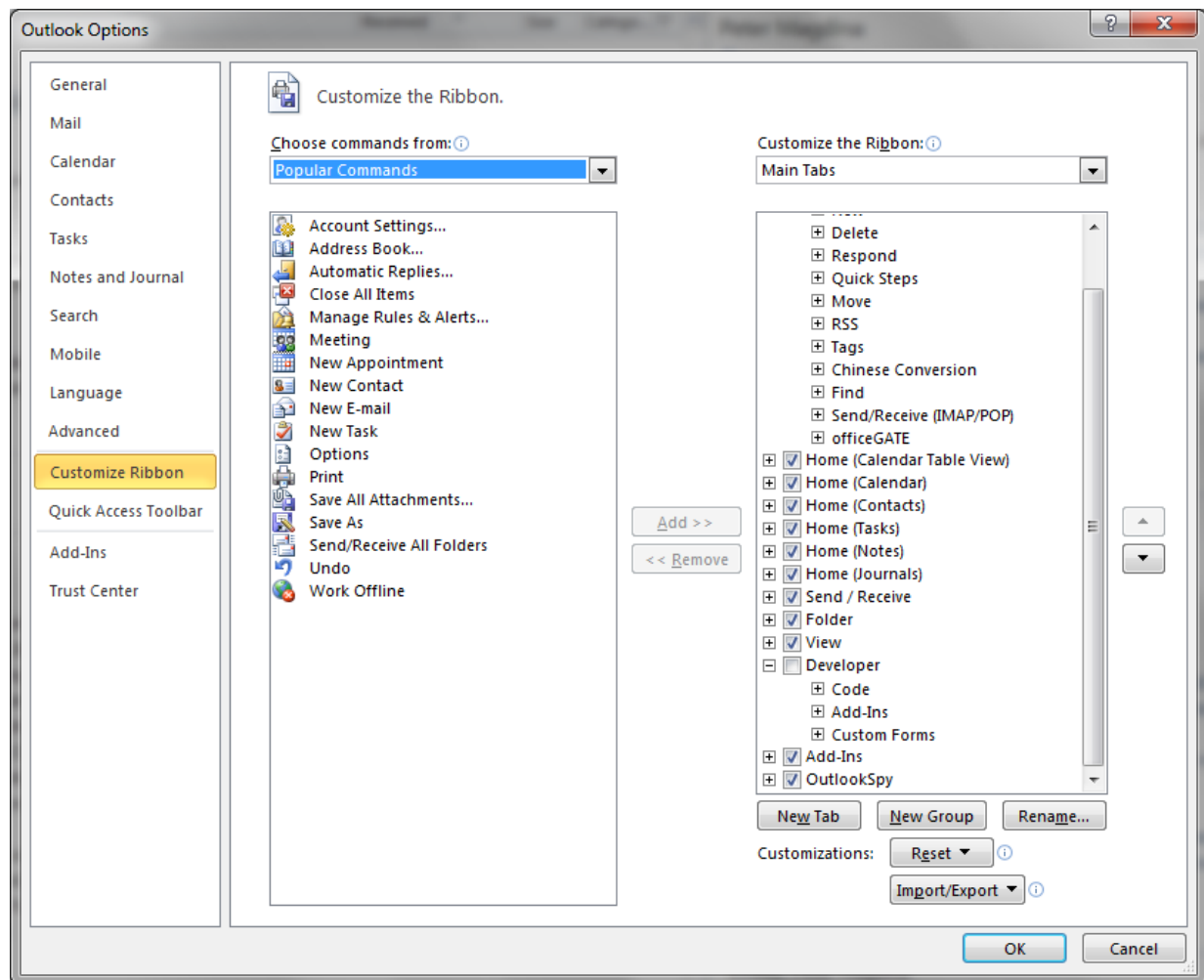
Requirements

In order to install and use the contentACCESS Outlook form, Outlook 2007, 2010 or 2013 is needed. The form should work on both 32 and 64 bit Outlook versions.

Installation

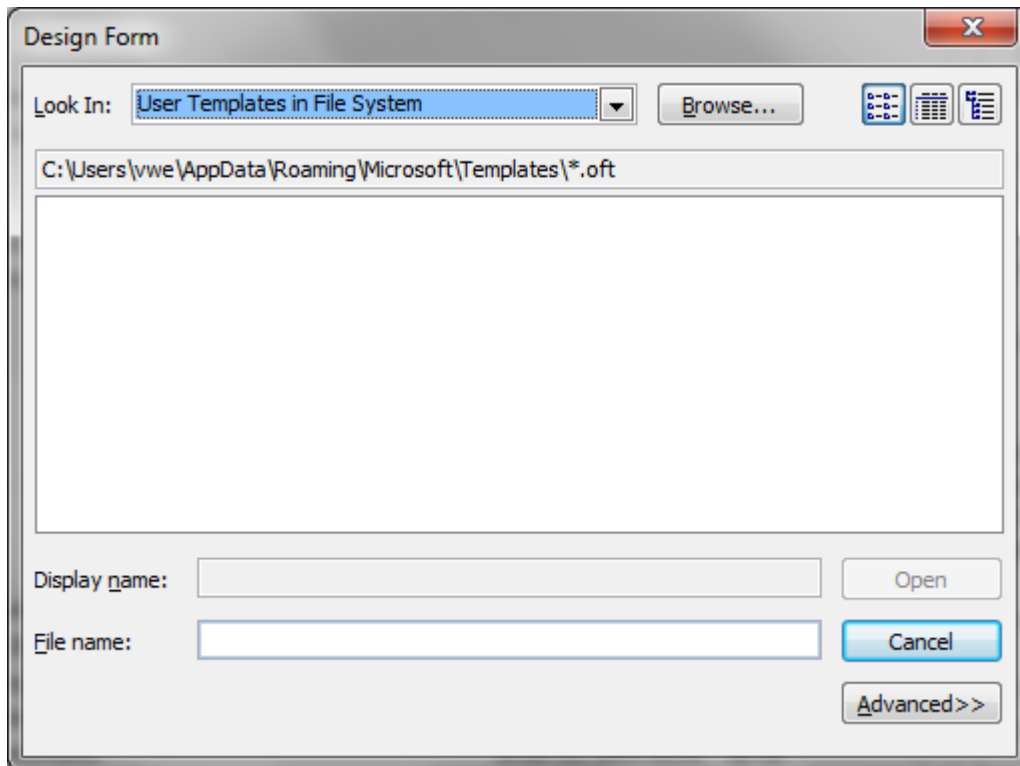
Open Outlook and turn on the Developer ribbon if it is not visible yet.

On Outlook 2010: navigate to **File – Options – Customize Ribbon**:



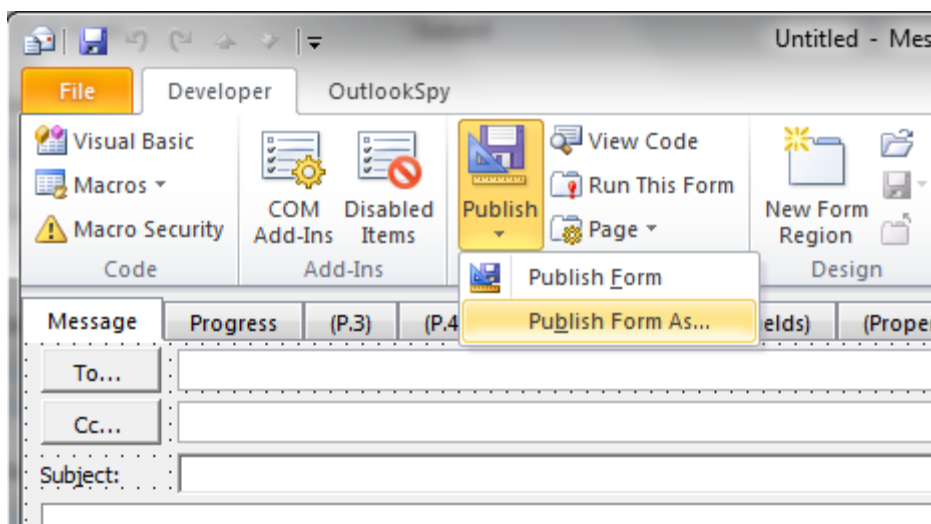
In the tree on the right side, check the **Developer** group.

On the **Developer** tab of the ribbon, select the option **Design a Form**:



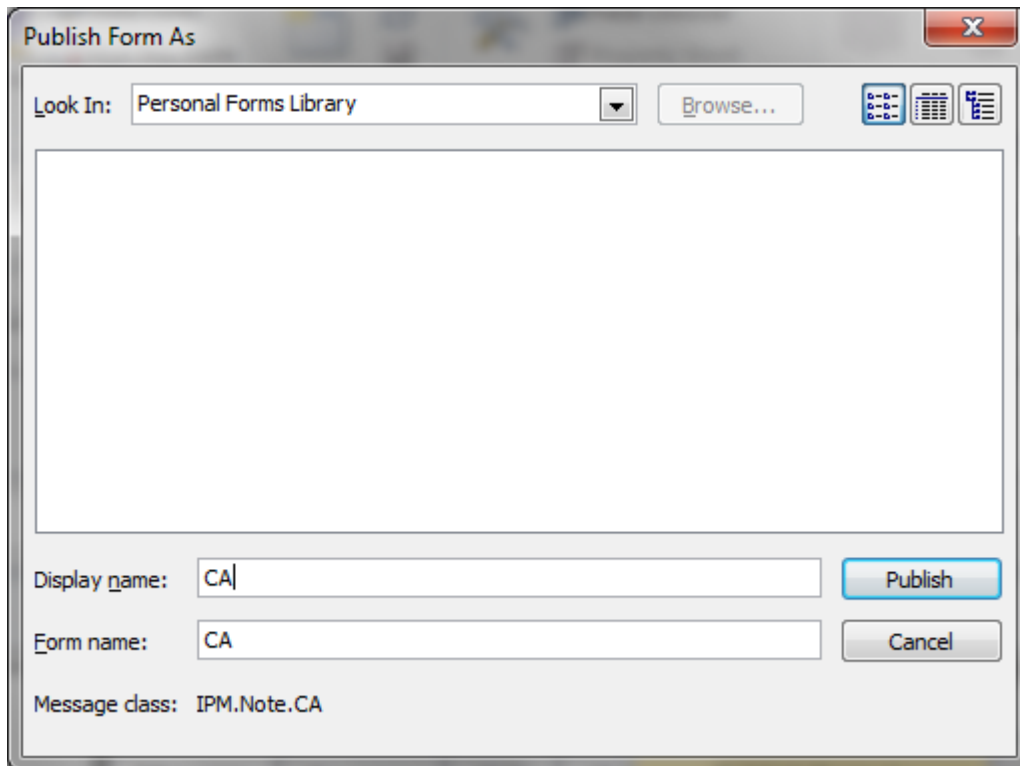
In the **Look In** dropdown, select the option **User Templates in File System** and locate the contentACCESS.oft file. Click **Open** and the form opens in design mode.

Now click on the Publish button and select **Publish Form As...**



Depending on where you want to install the form, select either **Organizational Forms Library** (Exchange wide installation) or **Personal Forms Library** (user installation).

Change the **Display name** to „CA“ and click **Publish**.



The form is published and can be used to open the archived messages.

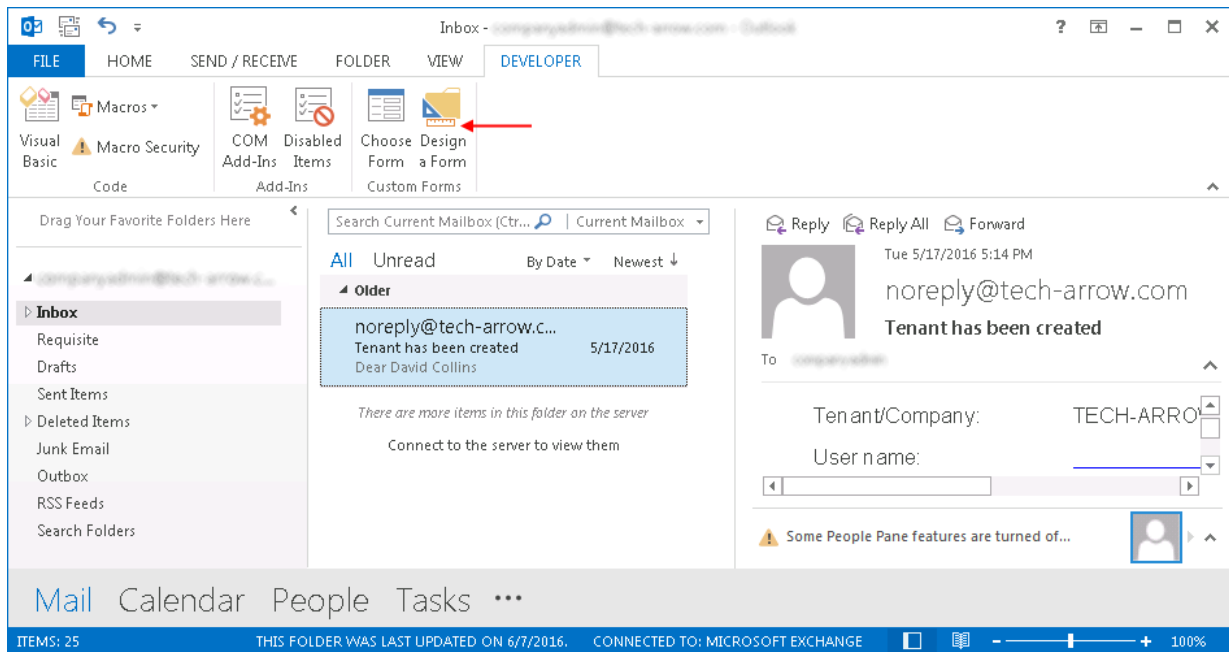
Close the designed form and answer **No** to the question whether the changes should be saved. The form was already published and there is no need to save it anywhere.

Changing the contentACCESS Server ID in the Outlook Form

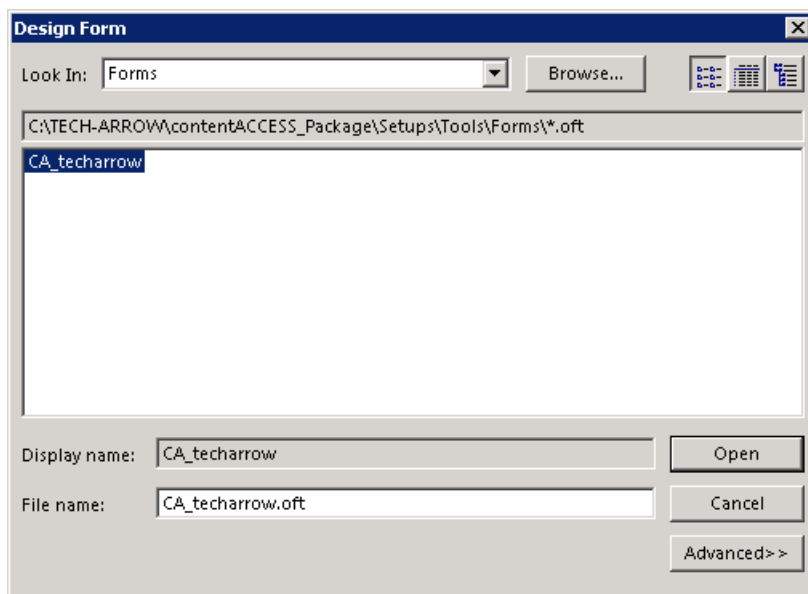
In this chapter we will describe how to change the contentACCESS Server ID in the Outlook Form.

If the contentACCESS Server ID has been changed due to any reasons (configurable on the **System** page of the Central Administration, in the **External accessibility settings**), then the shortcuts in the mailbox will not work. The solution for this is to change the Server ID in the Outlook Form as well.

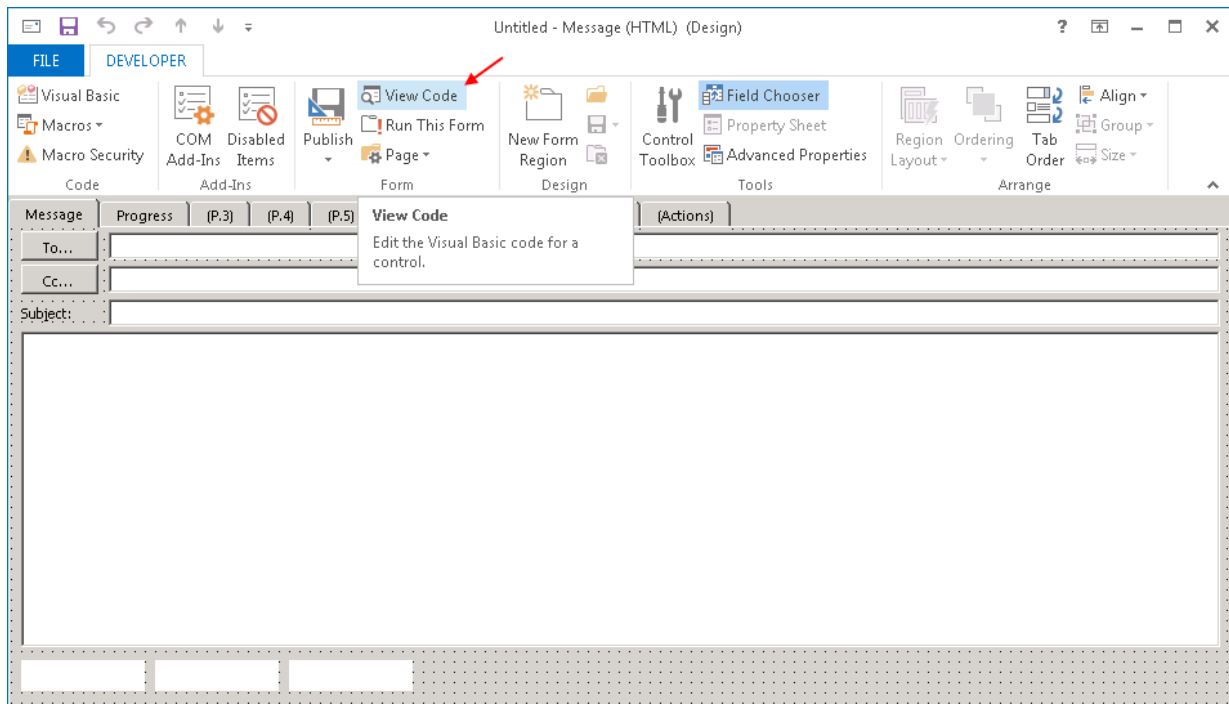
On the **Developer** tab of the ribbon, select option **Design a Form**.



In the **Look In** dropdown, select the option **User Templates in File System** and locate the contentACCESS.oft file. Click **Open**:

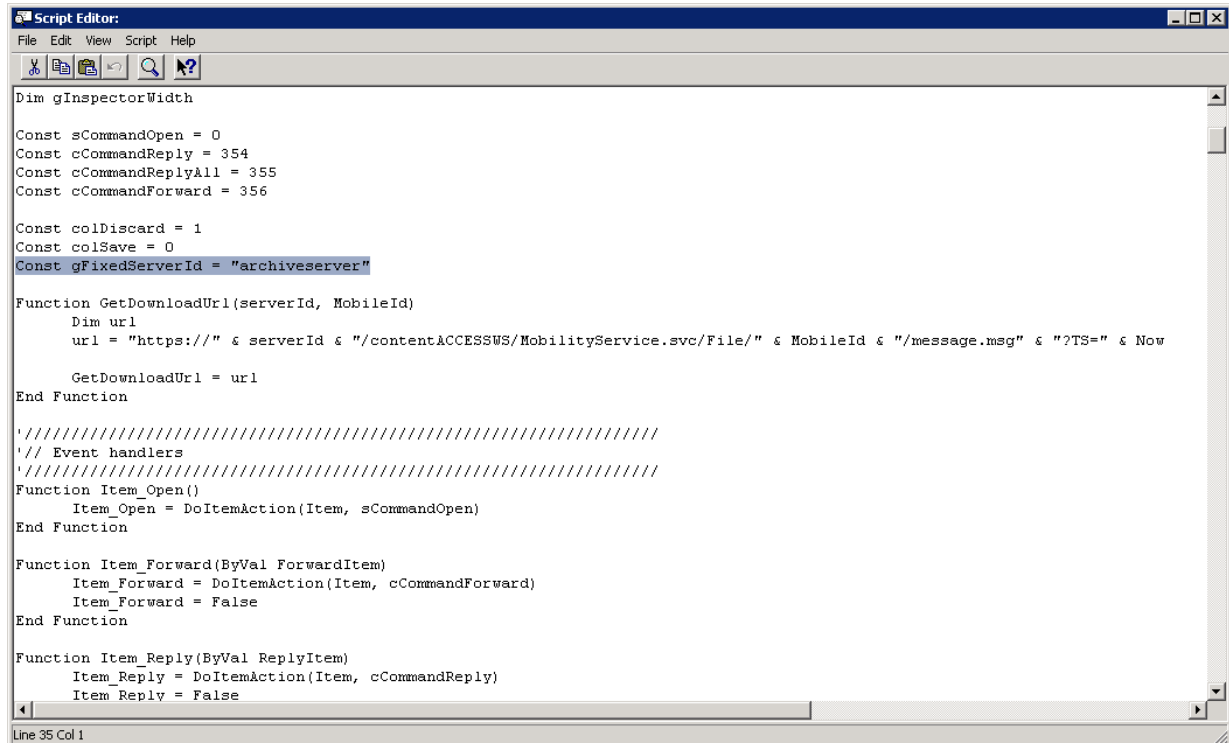


Select option **View Code** in the toolbar:



Find this line in the code:

Const gFixedServerId = "archiveserver"



Change the value to your server name:

Const gFixedServerId = "YOURSERVER"



Further locate this part in the code:

```
' Build the download url and use it

downloadUrl = GetDownloadUrl(strServerId, strMobileId)

If Err.Number <> 0 Then
    gError = gError & "Failed to construct download url: '" &
Hex(Err.Number) & "' Description: '" & Err.Description & "'" & Chr(10) &
Chr(13)

    Err.Clear

End If

strFileName = DownloadFile(downloadUrl, strId)

If Err.Number <> 0 Then
    gError = gError & "Failed to download message: '" &
Hex(Err.Number) & "' Description: '" & Err.Description & "'" & Chr(10) &
Chr(13)

    Err.Clear

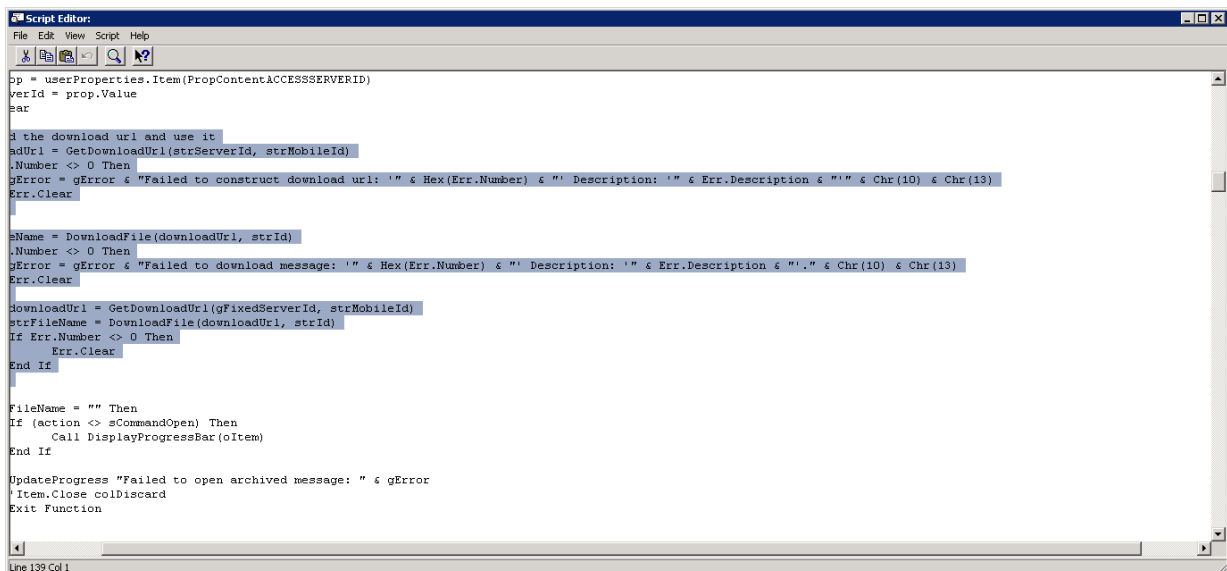
    downloadUrl = GetDownloadUrl(gFixedServerId, strMobileId)

    strFileName = DownloadFile(downloadUrl, strId)

    If Err.Number <> 0 Then
        Err.Clear

    End If

End If
```



Change the order like displayed below:

```
' Build the download url and use it

downloadUrl = GetDownloadUrl(gFixedServerId, strMobileId)
```



```

If Err.Number <> 0 Then
    gError = gError & "Failed to construct download url: '" &
Hex(Err.Number) & "' Description: '" & Err.Description & "'" & Chr(10) &
Chr(13)

    Err.Clear

End If

strFileName = DownloadFile(downloadUrl, strId)

If Err.Number <> 0 Then
    gError = gError & "Failed to download message: '" &
Hex(Err.Number) & "' Description: '" & Err.Description & "'" & Chr(10) &
Chr(13)

    Err.Clear

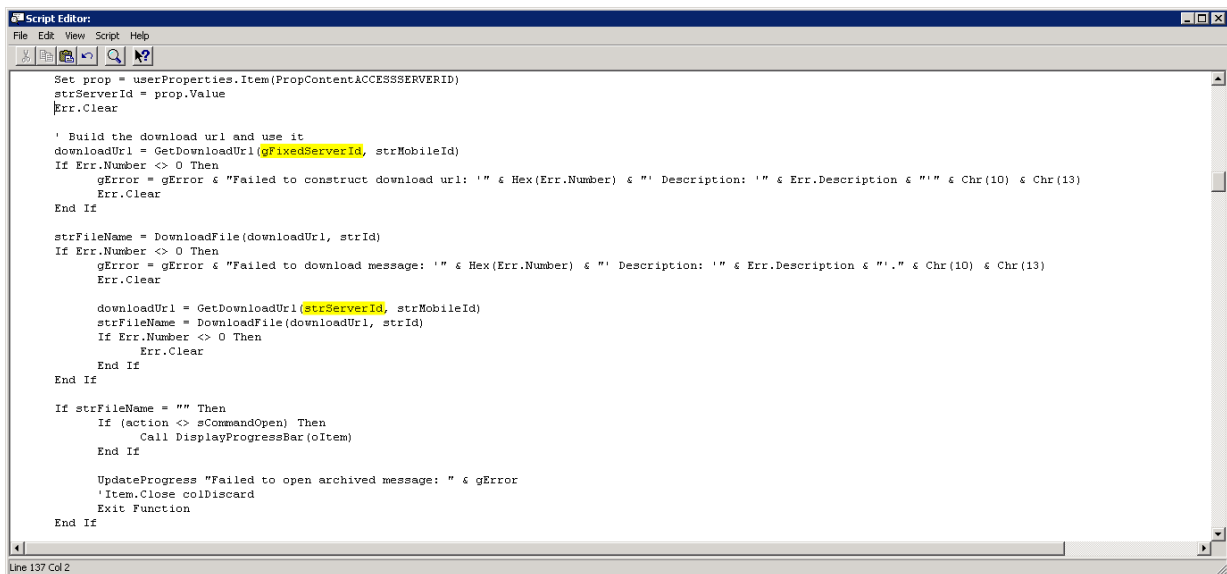
downloadUrl = GetDownloadUrl(strServerId, strMobileId)
strFileName = DownloadFile(downloadUrl, strId)

If Err.Number <> 0 Then
    Err.Clear

End If

End If

```



Click YES to save your changes:

