

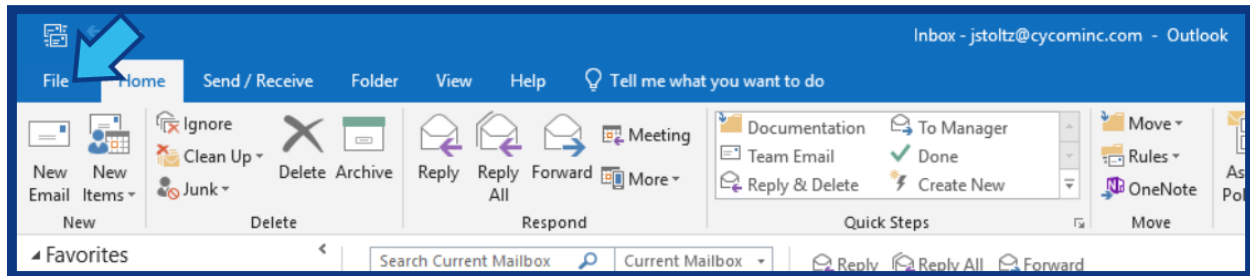
There are 7 steps to complete this task:

1. In Outlook, press File.
2. Press Options.
3. Press Add-ins.
4. Select Cycom Email Exporter Plus.
5. Press Go...
6. Check the Cycom Email Exporter Plus box.
7. Press OK.

Standard Guide

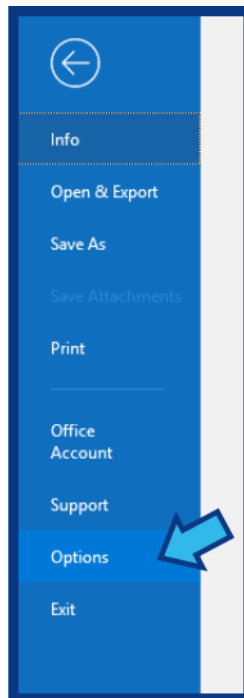
Step 1. Press File in Outlook.

The **File** tab is at the top of the **Outlook** window in the **Menu Bar**.



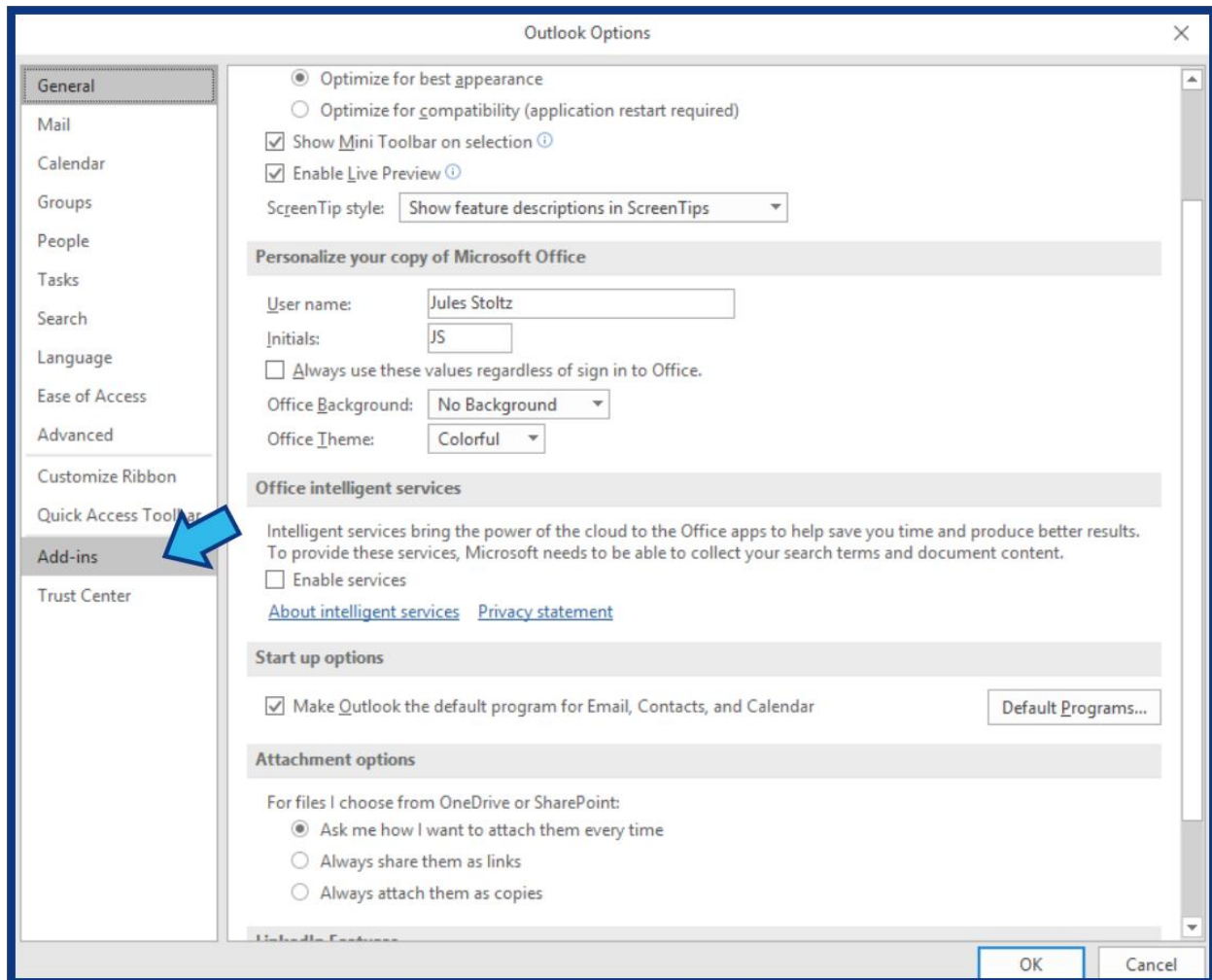
Step 2. Press Options.

Options is located on the left side panel of the window, near the bottom of the list of selections.



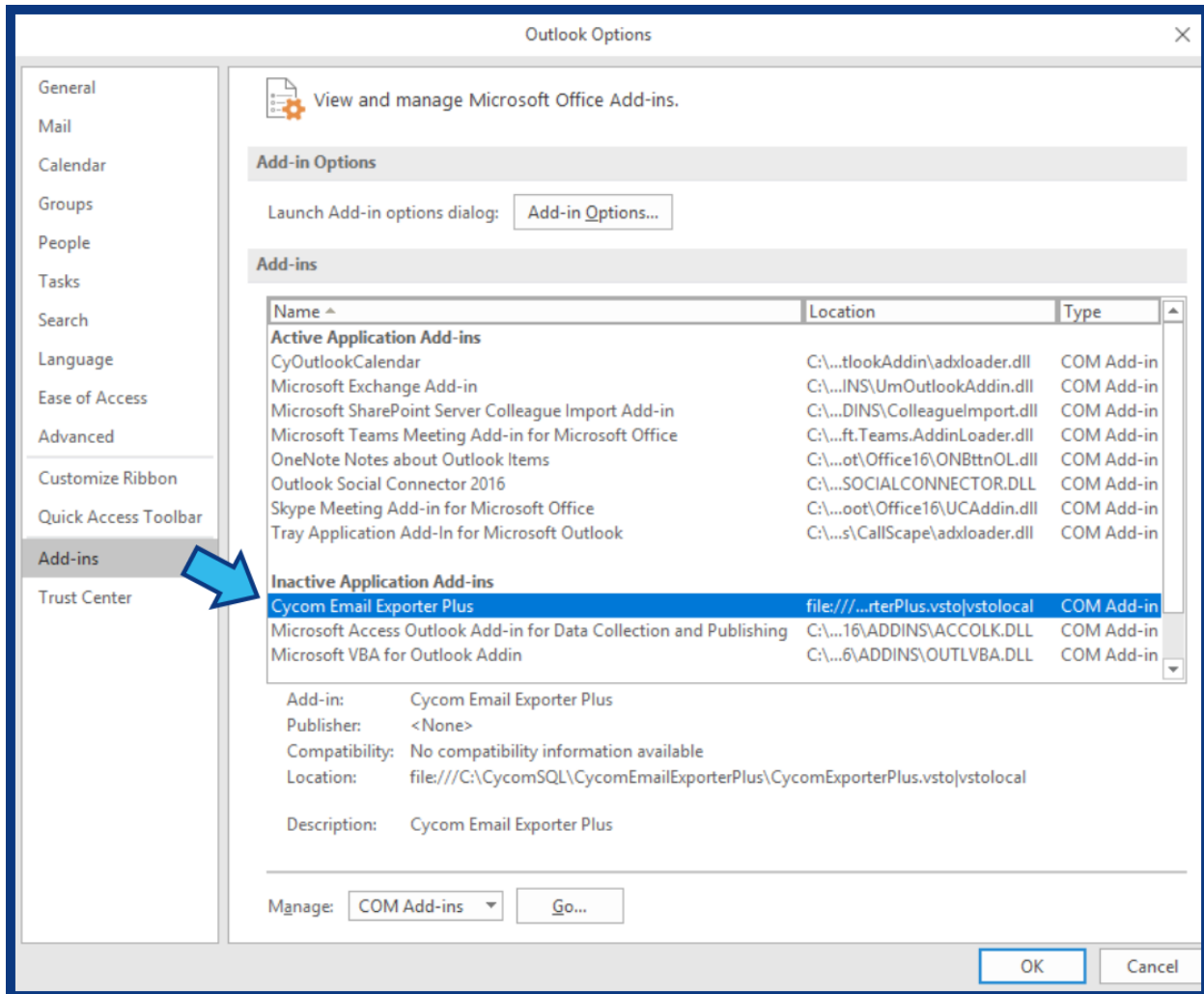
Step 3. Press Add-ins.

Add-ins is located on the left side panel of the **Outlook Options** window, near the bottom of the list of selections.



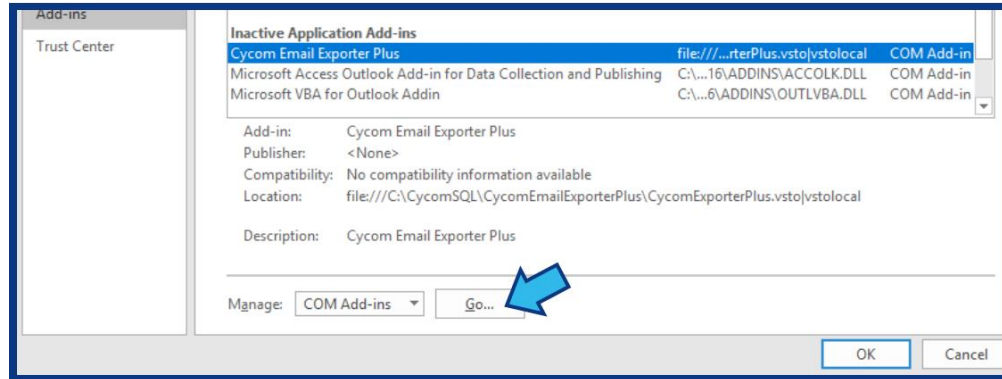
Step 4. Select Cycom Email Exporter Plus.

The **Cycom Email Exporter Plus** will be located under the **Inactive Application Add-ins** section.



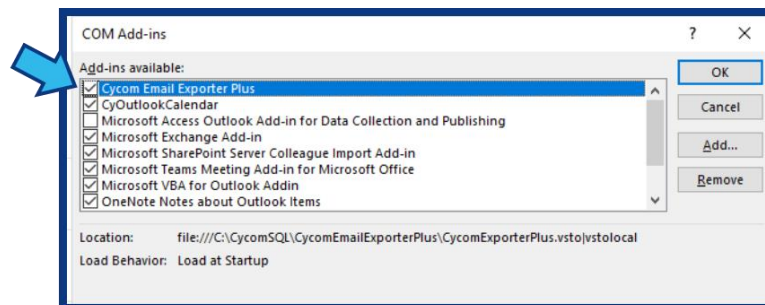
Step 5. Press Go...

The **Go...** button is located near the bottom of the **Outlook Options** window.



Step 6. Check the Cycom Email Exporter Plus box.

The **Cycom Email Exporter Plus** box is located in the list of available add-ins in the **COM Add-ins** window.



Step 7. Press OK.

The **OK** button is located in the top-right corner of the **COM Add-ins** window.

