



Enabling Content Manager Add-in in Outlook

ENABLE CONTENT MANAGER ADD-IN IN OUTLOOK

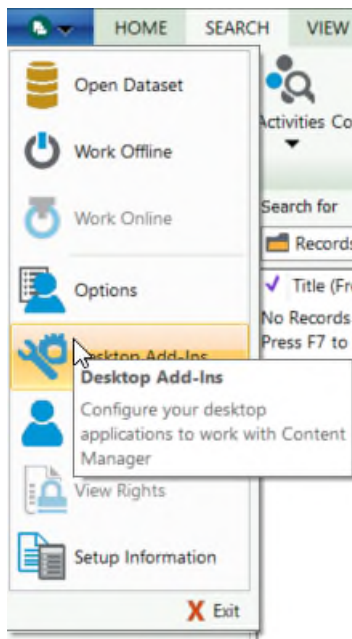
Note: Only follow these instructions if you plan to do the Outlook and Content Manager direct integration. Enabling the Content Manager Add-in will slightly increase the time that Outlook takes to load.

This is a two-step process:

1. TURNING ON THE INTEGRATION SETTING IN THE CONTENT MANAGER

If Microsoft Outlook is open, then close it.

In HPE Content Manager, go to the **FILE** menu at the top left of Content Manager> then click on Desktop Add-ins:

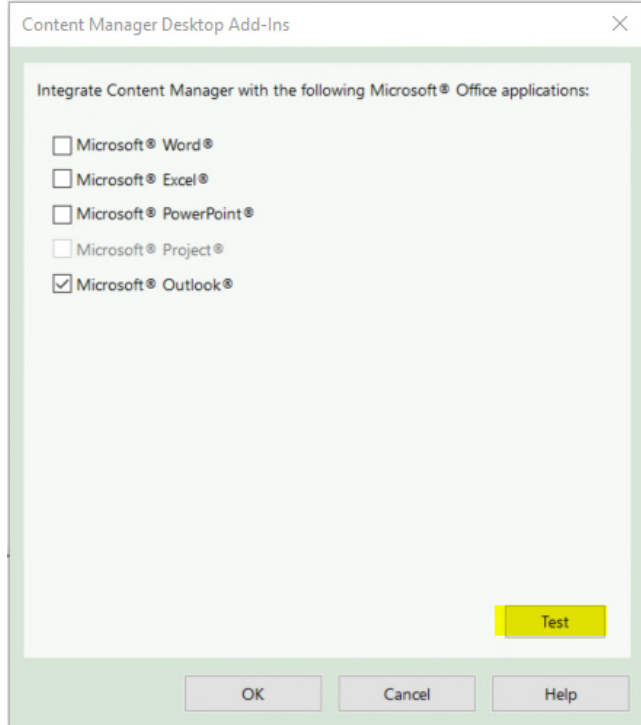


Additional questions? Contact ORMS Support at
1-888-354-2006
ormshelp@chavessupport.com



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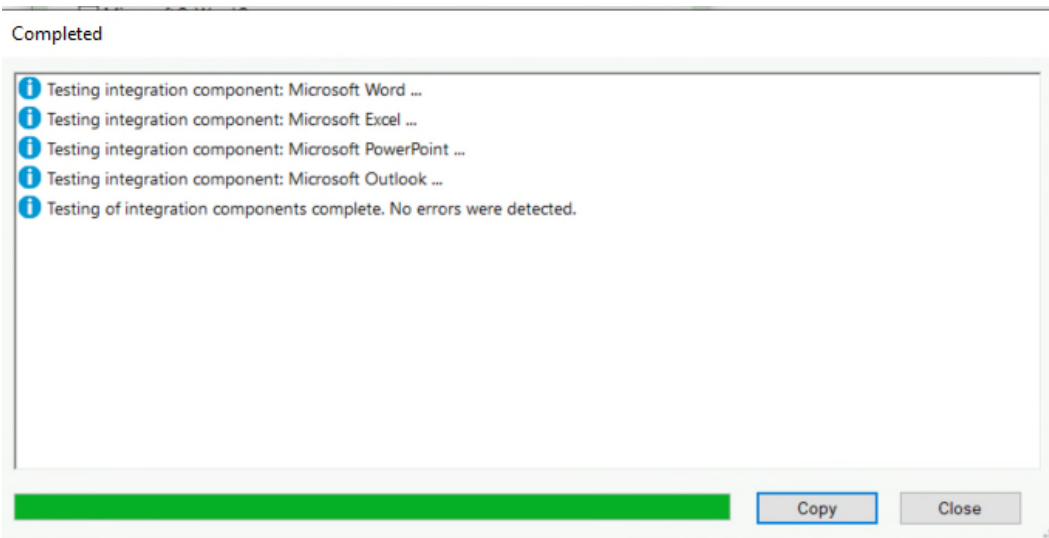
Select the option **Microsoft Outlook**> click test>



The test results should say > "**no errors were detected**"> (if it displays any errors, contact ORMS Support)



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Close and click ok>

2. TURNING ON CONTENT MANAGER ADD-IN OUTLOOK

In Outlook: Click on File tab> Options> Add-ins> Manage COM Add-ins> Go



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Tasks

Search

Language

Accessibility

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

Name ^	Location
Active Application Add-ins	
Acrobat PDFMaker Office COM Addin	C:\...4\PDFMOut
Adobe Document Cloud for Microsoft Outlook - Acrobat	C:\...x64\SendAs
GoToMeeting Outlook COM Addin	C:\...G2MOutlo
Microsoft Exchange Add-in	C:\...INS\UmOut
Microsoft SharePoint Server Colleague Import Add-in	C:\...DINS\Colle
Microsoft Teams Meeting Add-in for Microsoft Office	C:\...ft.Teams.Ad
Outlook Social Connector 2016	C:\...SOCIALCO
Skype Meeting Add-in for Microsoft Office	C:\...root\Office1
Inactive Application Add-ins	
Kofax PDF Outlook Add-in	C:\...31\Outlook
Microsoft Access Outlook Add-in for Data Collection and Publishing	C:\...e16\ADDINS
Microsoft VBA for Outlook Addin	C:\...16\ADDINS\

Add-in: Acrobat PDFMaker Office COM Addin

Publisher: Adobe Inc.

Compatibility: No compatibility information available

Location: C:\Program Files (x86)\Adobe\Acrobat DC\PDFMaker\Mail\Outlook\

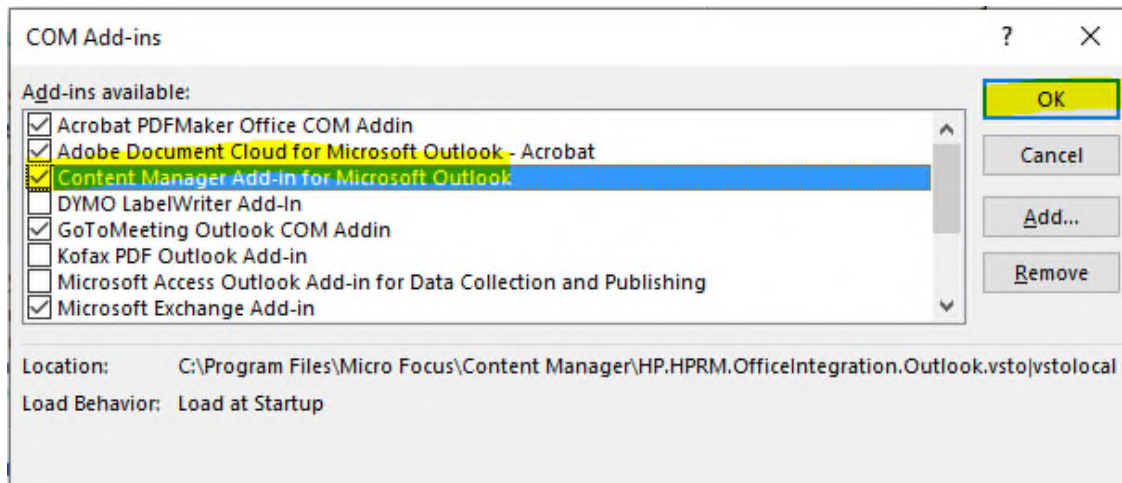
Description: Acrobat PDFMaker Office COM Addin

Manage: COM Add-ins Go...

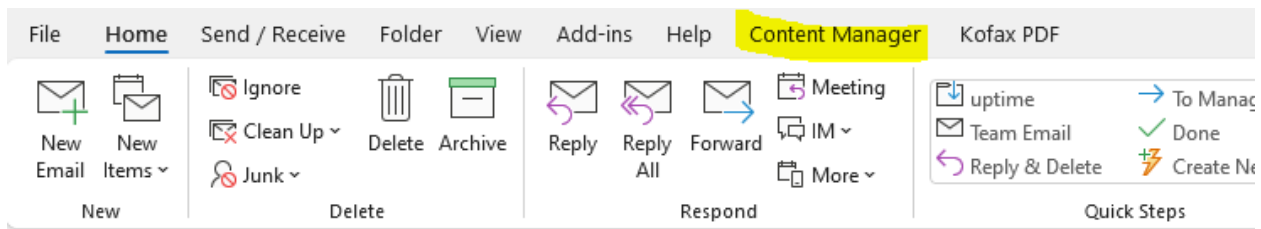
Select **Content Manager Add-in** for Microsoft Outlook > OK (as shown below):



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Close Outlook, then open it again. The Content Manager button should now appear on the ribbon in Outlook.



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