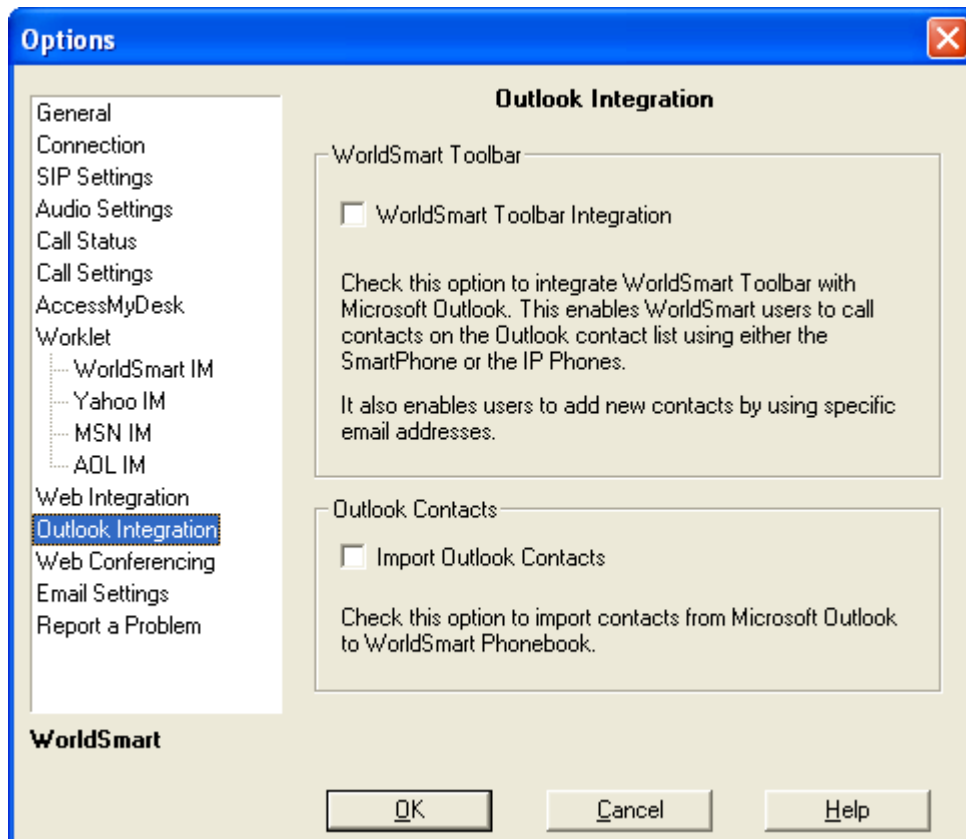


Introduction

Outlook integration with WorldSmart provides the WorldSmart users the ability to import the outlook contacts to WorldSmart on a single mouse click, it also integrates a WorldSmart tool bar to the outlook using which the users can change the status of the WorldSmart messenger, click to dial and click to open WorldSmart client.

Installing Outlook integration

The Outlook Integration embedded in the WorldSmart Messenger enables users to call contacts on the Outlook contact list using either the SmartPhone or the IP phones. This option is actually available first at the time of WorldSmart Messenger installation, where you are asked if you wish to install the WorldSmart toolbar for outlook. If you did not select the option then, you can still implement the feature now by using the Outlook Integration screen of WorldSmart preferences, as shown below:



- Check the box against **WorldSmart Toolbar Integration** and click **OK**. This integrates WorldSmart Toolbar with Microsoft Outlook.
- If you wish to disable this integration, uncheck the box and click **OK**.

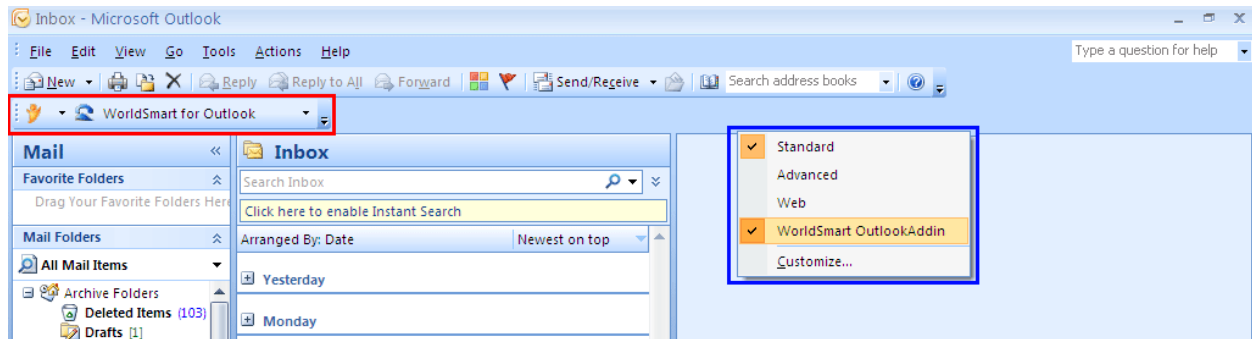


- Check the box against **Import outlook Contacts** and click **OK**. This imports the phone numbers from Microsoft Outlook to WorldSmart Phonebook.

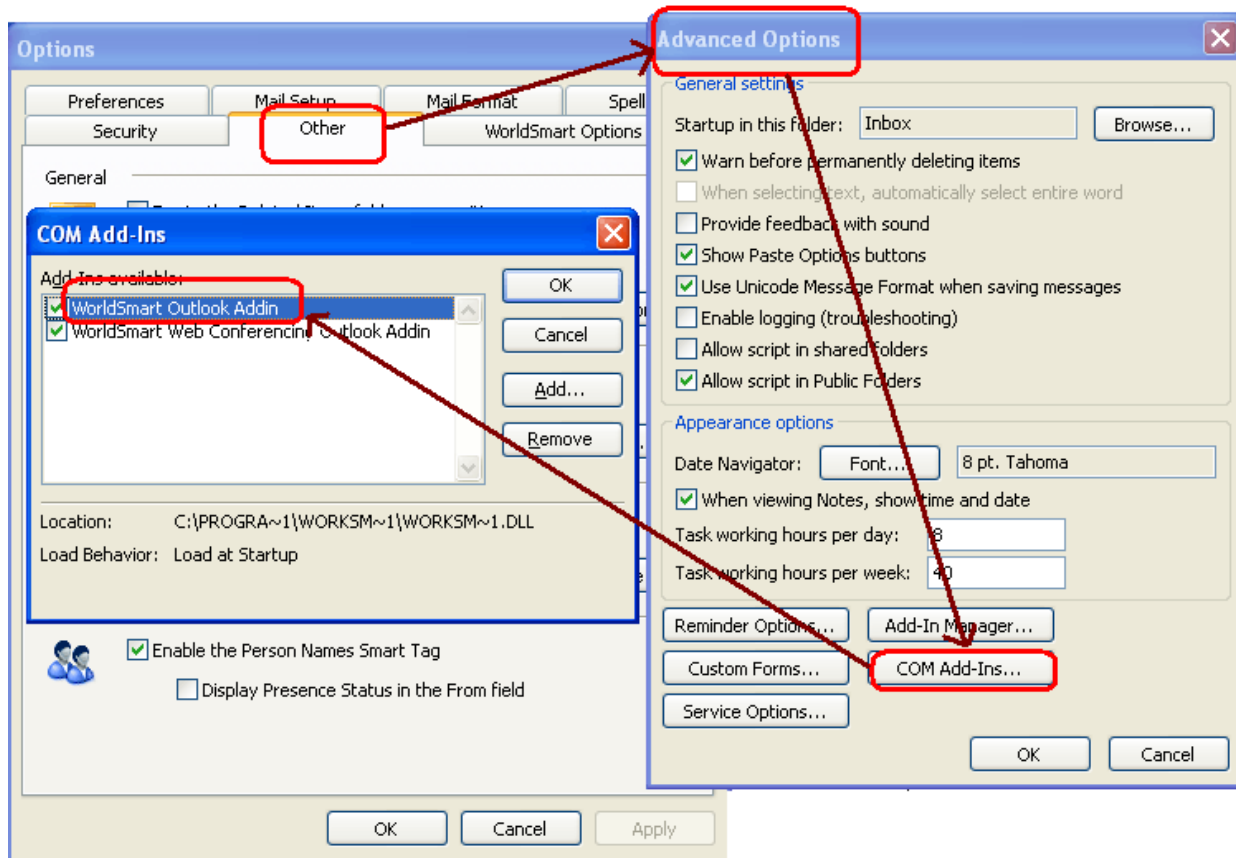
For more information regarding how this feature works and can be used, please refer to the **WorldSmart Toolbar for Outlook** section under **Collaboration**.

Note: If Outlook is already open, you will need to close and start Outlook again to reflect the changes. If the changes are not reflected on the outlook or if you are not able to look at the WorldSmart tool bar option in your outlook please follow the following steps.

1. Right click on the blank space of the tool bar and check if the WorldSmart Outlook Add-in is displayed in the listed options (shown in the fig below marked with blue box) also check if the option is selected or not. If the option appears on the menu list and if it is unchecked please check the option the tool bar will be displayed on the outlook. In the following figure the portion in the red box shows the integrated WorldSmart toolbar.



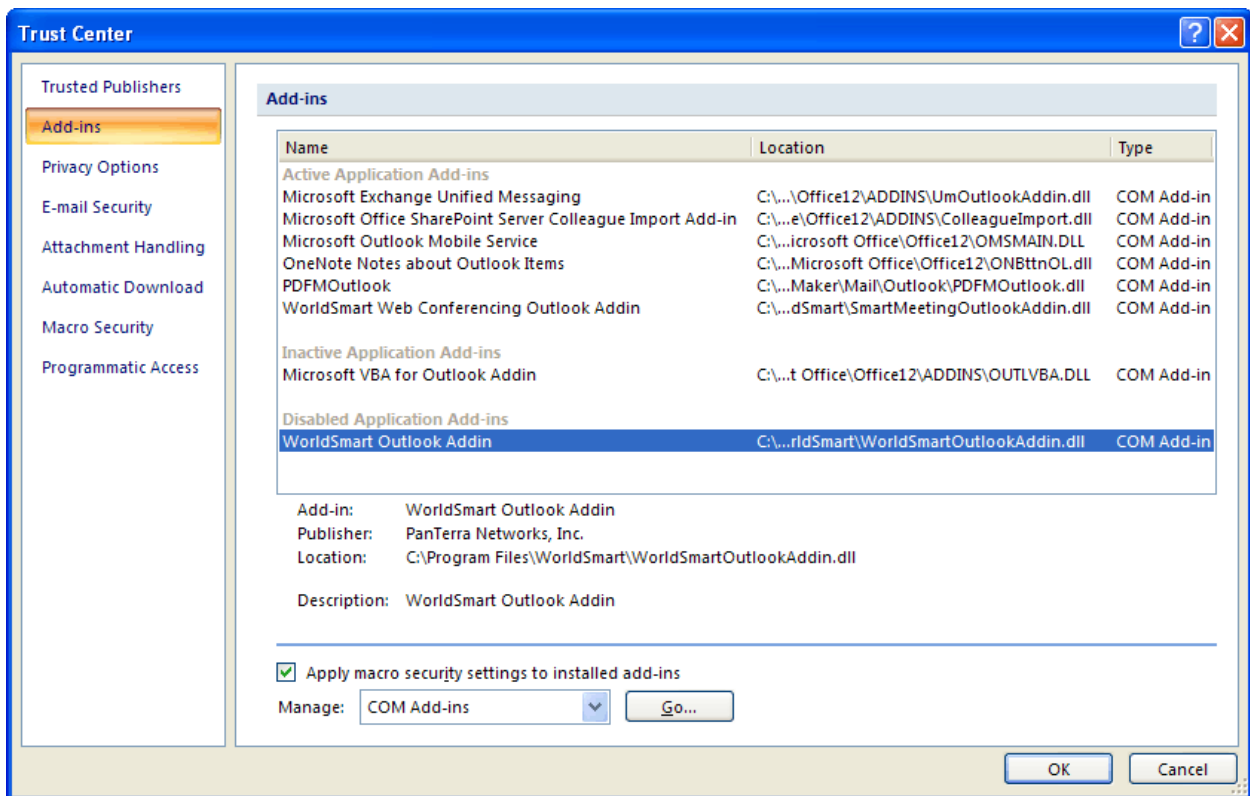
2. If the right-click option does not show the WorldSmart Outlook Add-in, please follow the instructions to enable Add-on on Outlook:
 - a) Click on Tools→Options→Others→Advance options.
 - b) Click on COM Add-Ins button.



- c) Check if the Add-Ins available field shows WorldSmart Outlook Addin.dll. If the option is not shows please click on add and import the dll from the WorldSmart folder in
C: //Program files/WorldSmart location (default location).
 - d) If the .dll is in the field uncheck and check the add-in once, click ok, close and reopen the outlook.
3. For Outlook 2007, please follow the following steps to check for the WorldSmart Outlook add-ins in Outlook 2007.
 - a) Right click on the blank space on the outlook tool bar and check if the WorldSmart Outlook add-in is displayed in the menu options. If the option is displayed and is checked try to re-launch the outlook for the settings to change if the outlook add-in option is not displayed please continue with the further steps.
 - b) On checking enabling the WorldSmart Outlook tool bar integration the add-ins will be added to the outlook 2007 but they will be in inactive state. To activate them click on Tools→Trust Center→Macro settings. And check the settings to No security Check for Macros. By default the setting will be set to Warnings for all macros.

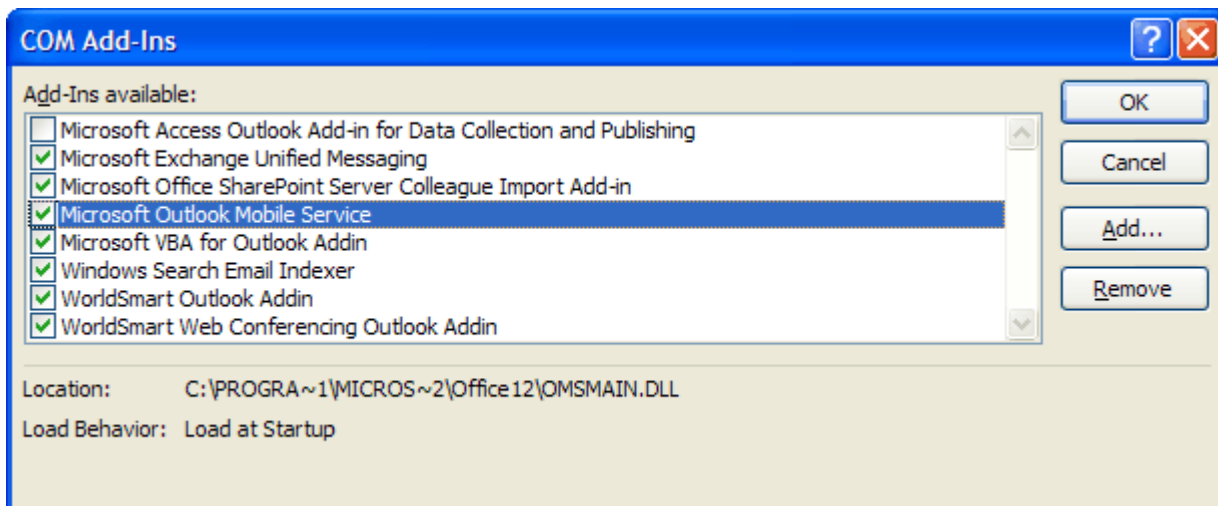


- After enabling the above settings click on Add-ins and check if the WorldSmart Outlook Add-in is displayed in the add-in list.



If the WorldSmart Add-in is displayed in the list, select COM Add-Ins in the Manage field (as shown in the figure above)

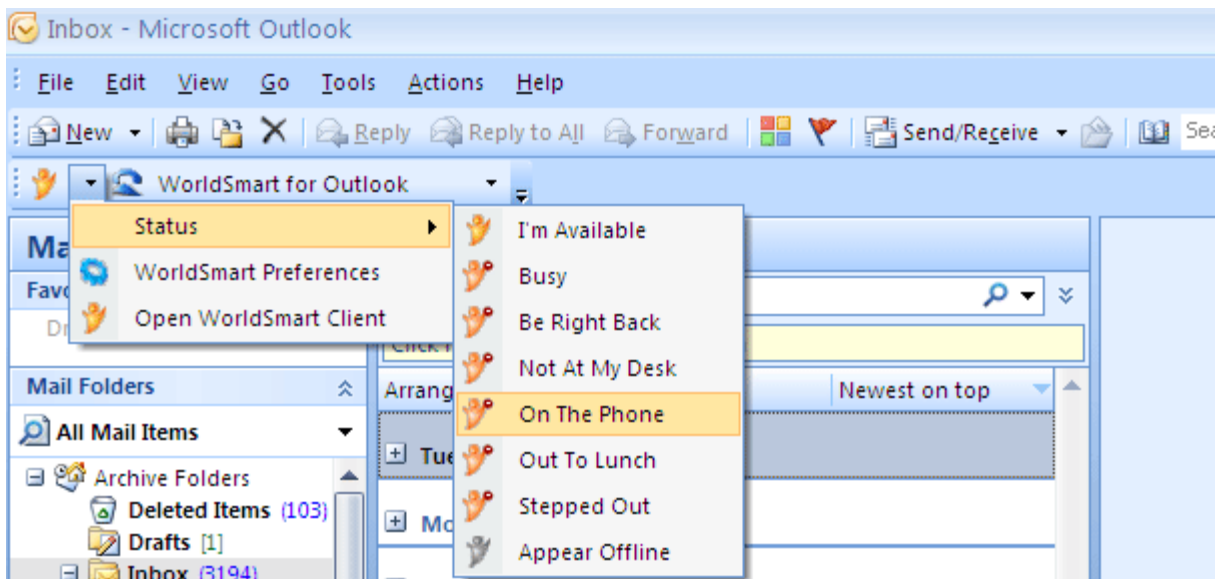
- Click on **GO**, the following pop up will be displayed.
- Uncheck the WorldSmart outlook Add-in, and then click **OK**.
- Come back to the same location and check the WorldSmart add-in check box and click **OK**.



- Close and reopen the Outlook once the WorldSmart tool bar will be displayed on the Outlook.

Using the WorldSmart tool bar on Outlook the users can perform the following functions.

1. WorldSmart tool bar integrated to outlook provides the user the ability to change the status of the WorldSmart messenger.



2. User can open the soft phone just by clicking on the phone icon on the toolbar
3. Also you can go to the WorldSmart preferences tab from the tool bar
4. It also provides you with the ability to open the WorldSmart Messenger client.
5. Click to dial option is another feature that is supported by the Outlook integration in which the user can select a contact and click on the phone icon which would automatically dial the number from the user's phone.
6. Users can import the Outlook contacts to the WorldSmart messenger contacts field by selecting the import outlook contacts option on the Outlook integration field in WorldSmart preferences.