

Outlook Disclaimer Client

Managing the Outlook Disclaimer Client

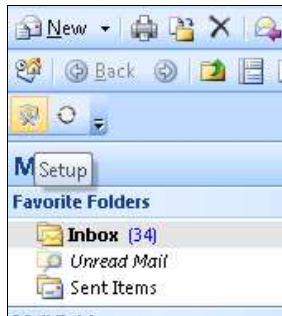
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This guide will explain how end-users can manage the clients on their own and how they can insert disclaimers manually in case they don't want to let the application insert it automatically on Send.

Manually setting up the Outlook Disclaimer Client for the first time

Before the Outlook Disclaimer client can be used fully, users have to set-up the client – unless this is done centrally by the System Administrators.

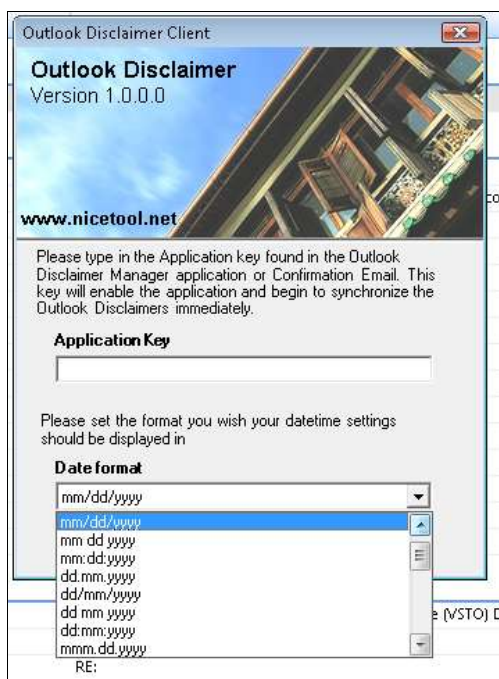


In the main Outlook Window, users can see they have two new icons. Setup and Synchronize Disclaimer. Clicking on the Setup button will open a new window.

In that window, users have to set the application key, and the date format. Standard is **mm/dd/yyyy**.

Copy and paste the Application key, which can be found on the welcome email when the administrator signed up. Alternatively they key can also be found in the Outlook Disclaimer Manager Login window. Then select a date format and press the OK button.

If a correct key have been entered, the application will synchronize with the central server and the disclaimer for the user/computer will be set.



Synchronizing Disclaimers

The Outlook Disclaimer Client will synchronize with the host once an hour, to get the most recent Disclaimer for the client. Alternatively a user can press the Synchronize Disclaimer button that is found either on the main outlook window (fig 1.a) or in the new email window (fig 1.b).

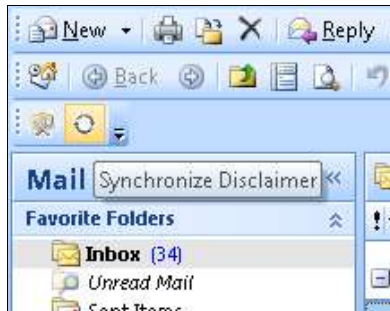


Fig 1.a

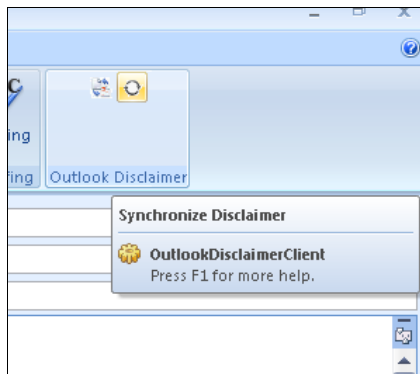


Fig 1.b

Manual Insertion of Disclaimer

Users can optionally choose to insert the disclaimer text manually by pressing the “Insert Disclaimer Button” (fig 2.a). If the user doesn’t set the disclaimer text, then it will automatically be set when the email is sent.

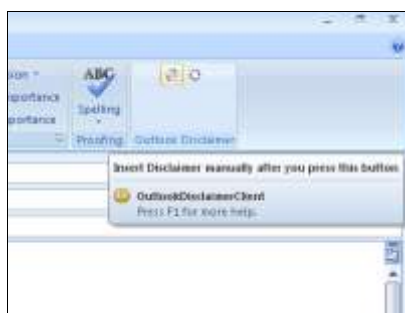


fig 2.a