

Scribbos Outlook Plug-In

Scribbos Outlook Plug-In lets Scribbos users send scribbs via Microsoft Outlook.

This Quick Reference card tells you how to install and use Scribbos Outlook Plug-In.

Installing Scribbos Outlook Plug-In

Product Distribution File

The name of the Scribbos Outlook Plug-In 1.2.0 distribution file is:

sop-1.2.0.<level>-windows-i386.exe

In this name, <level> identifies the product maintenance level.

You must execute this file to install Scribbos Outlook Plug-In.

Installation Requirements

To install Scribbos Outlook Plug-In, you must have one of the following Windows versions:

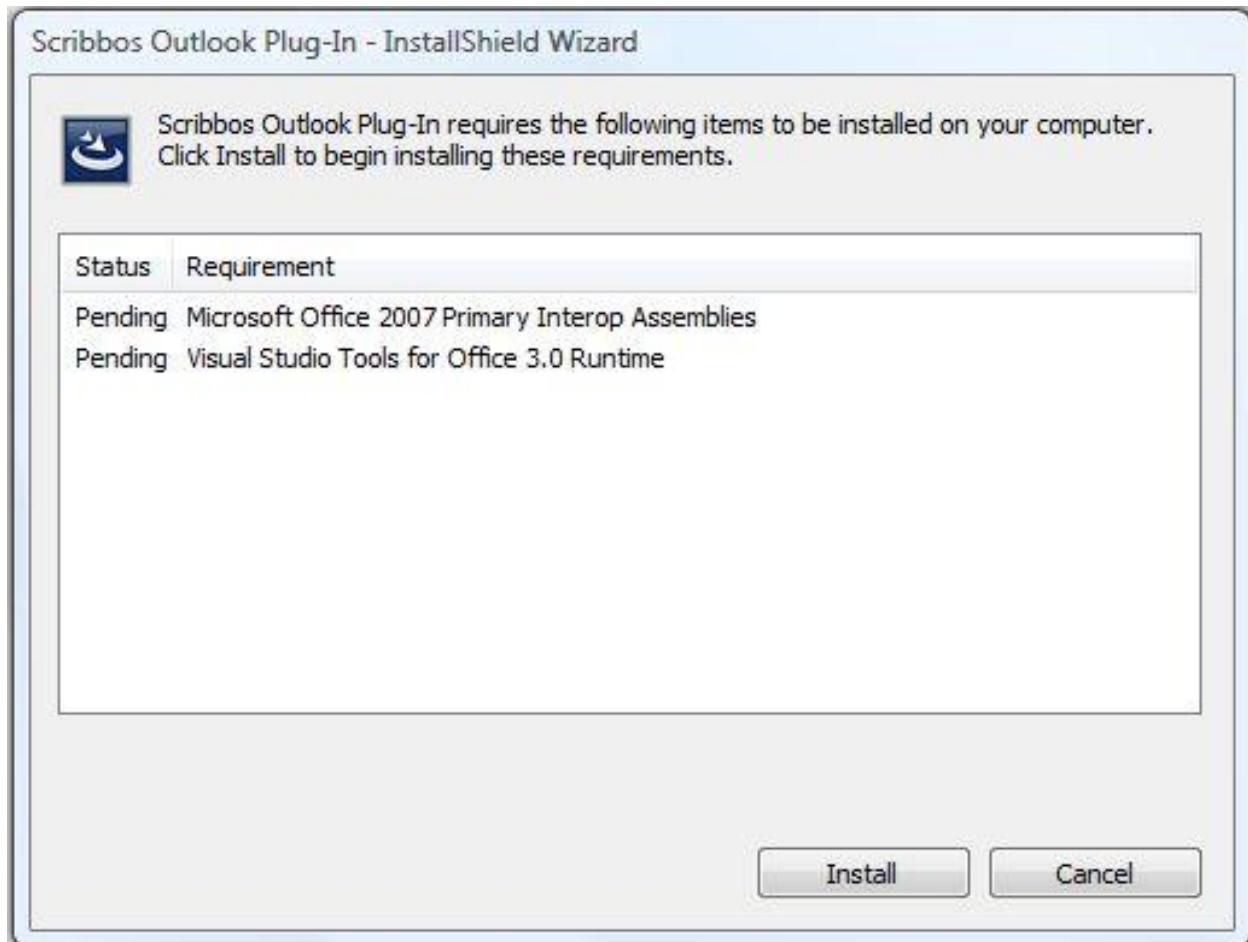
- Windows XP, SP2 or later
- Windows Server 2003
- Windows Vista
- Windows 7
- Windows Server 2008
- Windows Server 2008 R2

In addition, the following prerequisites are required to run Scribbos Outlook Plug-In:

- Windows Installer 3.1
- Microsoft .NET Framework 3.5
- Microsoft Office 2007 Primary Interop Assemblies
- Visual Studio Tools for Office Runtime 3.0
- A licensed copy of Microsoft Outlook 2007

The Scribbos Outlook Plug-In installation will look for and provide, if necessary, all of the requirements except the .NET 3.5 framework and Microsoft Outlook. If the installation cannot detect a .NET 3.5, it will issue a warning (but will continue).

If the installation detects that the Office 2007 Primary Interop Assemblies (PIA) or the Visual Studio Tools for Office Runtime (VSTOR) 3.0 is missing, it will provide an opportunity to install them via the Scribbos Outlook Plug-In InstallShield Wizard dialog shown below.



When you click the **Install** button, the installation will give you an opportunity to install or defer (if desired) each requirement. The install provides this option so that you may defer the required reboots until it is convenient for you to do so. Note, however, that Scribbos Outlook Plug-In functionality requires that you eventually install all of the prerequisites listed.

Installation Paths

The installation package will install Scribbos Outlook Plug-In only for the user account performing the installation.

The installation places Scribbos Outlook Plug-In in the user's **%APPDATA%** folder.

Windows XP and Windows Server 2003

The complete installation path is:

%USERPROFILE%\Application Data\ScribbosOutlookPlugin

(By default, **%USERPROFILE%** resolves to **C:\Documents and Settings\uid**.)

Windows Vista, Windows 7, and Windows Server 2008

The complete installation path is:

%USERPROFILE%\AppData\Roaming\ScribbosOutlookPlugin

(By default, **%USERPROFILE%** resolves to **C:\Users\uid**.)

For all Windows platforms, *uid* resolves to the current user name in the paths above.

File Inventory List

The Scribbos Outlook Plug-In installs the files listed below. File locations are specified relative to the installation path described above.

File	Description
. \ScribbosOutlookPlugin.d11	Scribbos Outlook Plug-in application
. \ScribbosOutlookPlugin.d11.manifest	Application manifest
. \ScribbosOutlookPlugin.vsto	Deployment manifest

Modifying a Scribbos Outlook Plug-In Installation

To modify a Scribbos Outlook Plug-In installation:

1. Open the Windows Control Panel.
2. Select **Add or Remove Programs** (Programs and Features for Windows Vista, 7, and Server 2008).
3. Select Scribbos Outlook Plug-in from the list of installed applications.
4. Select **Change**.
5. Follow the instructions in the installation dialogs to make the desired changes.

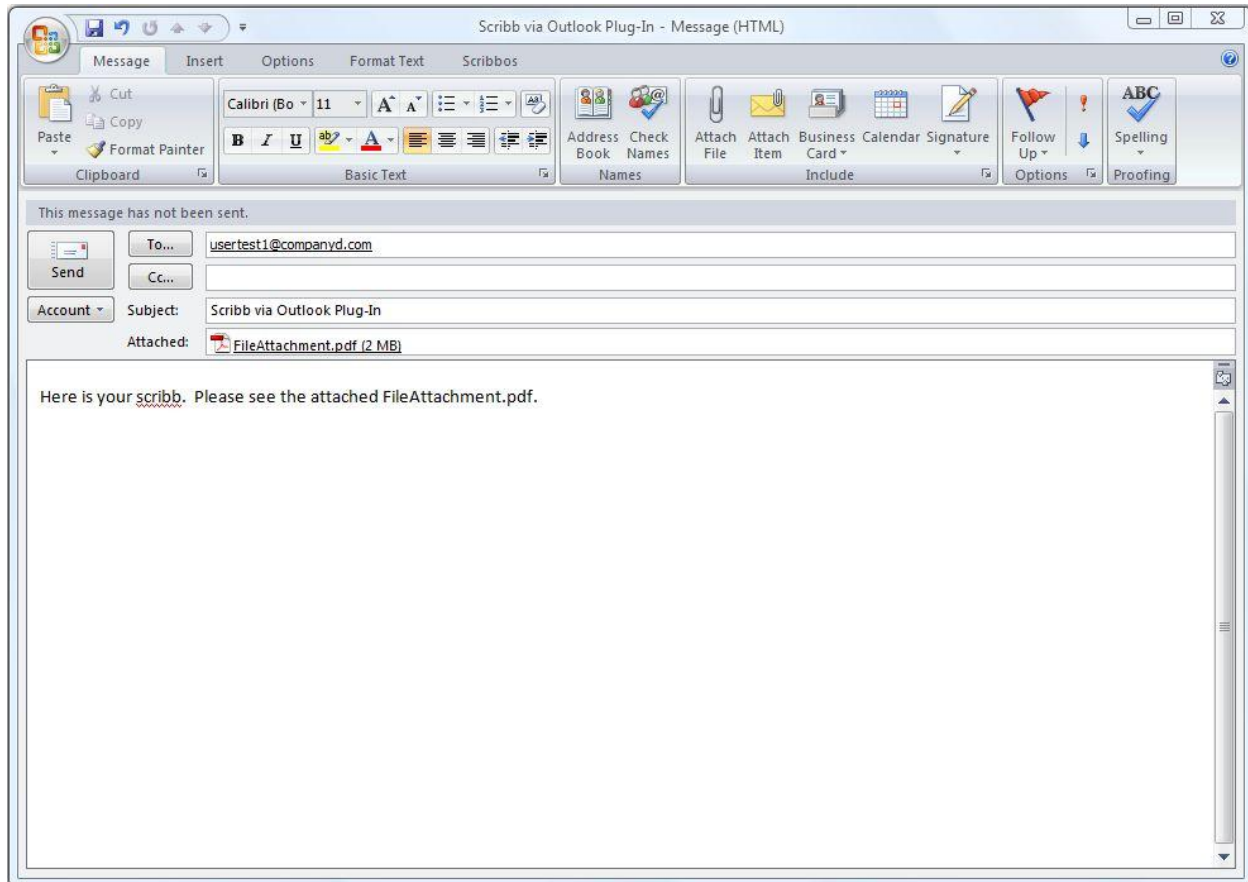
Removing a Scribbos Outlook Plug-In Installation

To remove a Scribbos Outlook Plug-In installation:

1. Open the Windows Control Panel.
2. Select **Add or Remove Programs** (Programs and Features for Windows Vista, 7, and Server 2008).
3. Select Scribbos Outlook Plug-in from the list of installed applications.
4. Select **Remove**. (On Windows Vista, 7, and Server 2008, select **Uninstall**).
5. Follow the instructions in the installation dialogs to remove Scribbos Outlook Plug-In.

Using Scribbos Outlook Plug-In

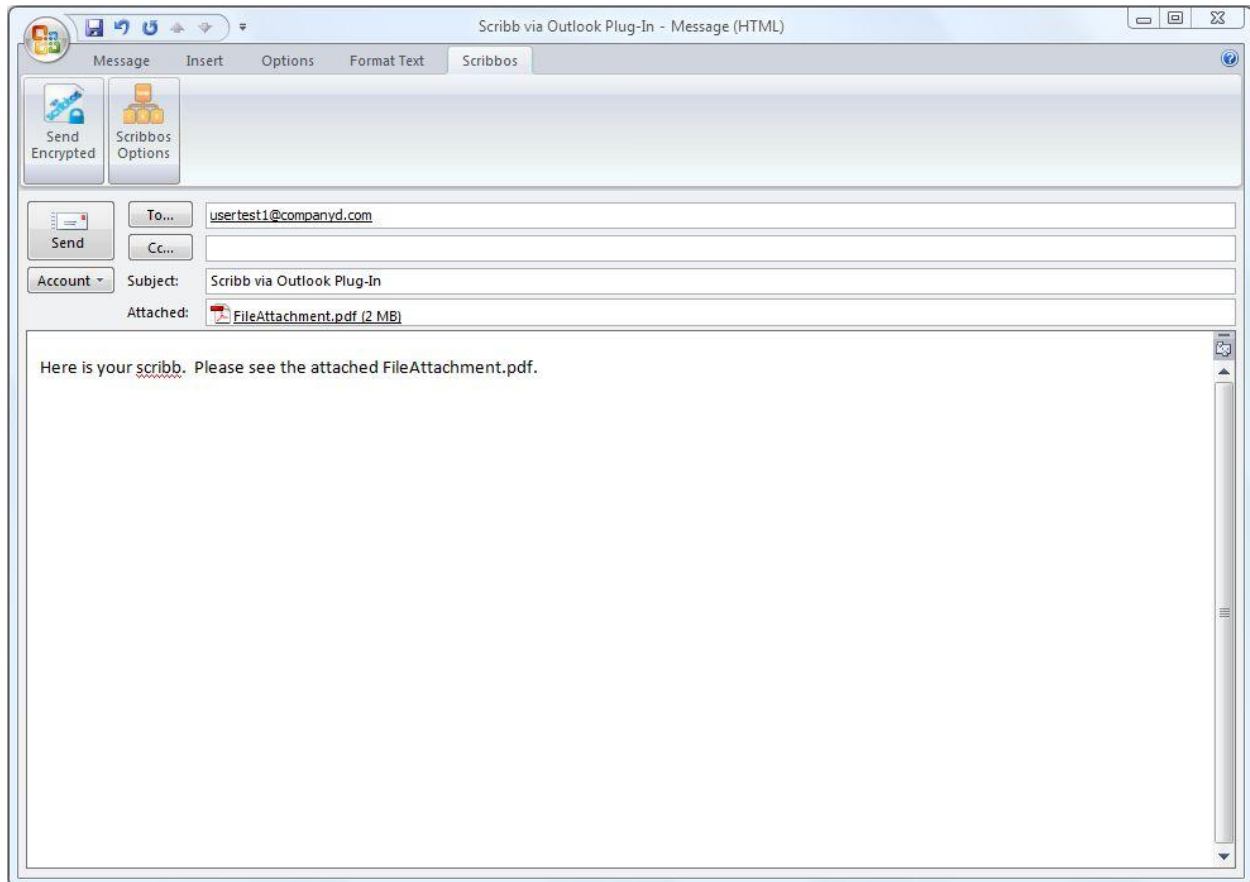
If the Scribbos Outlook Plug-In file has been downloaded to your system, a **Scribbos** tab appears on your Microsoft Outlook taskbar.



To create a scribb, simply fill in the Microsoft Outlook message fields just as if you were sending an e-mail.

You can use all of the Microsoft Outlook tabs (Message, Insert, Options, and Format Text) to select recipients, attach files, and format text.

When you are ready to send the scribb, click the **Scribbos** tab to access Scribbos Outlook Plug-In.



Scribbos Outlook Plug-In displays two icons above the Microsoft Outlook message fields:

- **Send Encrypted**
- **Scribbos Options**

Send Encrypted

Click **Send Encrypted** to send the scribb.

Note: If you click the Microsoft Outlook **Send** button, an e-mail will be sent, not a scribb.

When you click **Send Encrypted**, Scribbos Outlook Plug-In closes the message and moves it to Outlook's Drafts folder. It resides there as an unread message while Scribbos Outlook Plug-In composes and sends the scribb. When Scribbos Outlook Plug-In finishes sending the scribb, it adds the text "(sent)" to the scribb's subject and deletes the message. The completed scribb (which has the updated subject text), resides in Outlook's Deleted Items folder until you or Outlook deletes it permanently.

Note: The following pop-up may display if you have out-of-date anti-virus software (or no anti-virus) software. You can control the display of this pop-up via the Microsoft Outlook Tools / Trust Center.



Scribbos Options

If you are using Scribbos Outlook Plug-In for the first time, click **Scribbos Options**.

In the Scribbos Options dialog, you must enter your Scribbos email Address (username), Password, and the URL of the Scribbos server through which you will be sending scribbs.



The image shows a screenshot of the 'Scribbos Options' dialog box. The dialog has a title bar with the text 'Scribbos Options' and standard window control buttons (minimize, maximize, close). Inside the dialog, there are three input fields: 'email Address', 'Password', and 'Scribbos Server URL'. The 'Scribbos Server URL' field contains the text 'https://www.scribbos.net'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

Attachment Sizes

For best performance, we recommend that you limit the size of file attachments to 250 MB. To send files larger than that, please use the Scribbos web interface.