

Scribbos Outlook Plug-In

Scribbos Outlook Plug-In lets any licensed Scribbos user send scribbs via Microsoft Outlook.

This Quick Reference card tells you how to:

- Install Scribbos Outlook Plug-In.
- Use Scribbos Outlook Plug-In.

Outlook Plug-In Requirements

Scribbos Outlook Plug-In requires 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, your system requires either of the following for using Outlook Plug-In:

Microsoft Office 2007

- Microsoft Outlook 2007 (licensed copy)
- Microsoft .NET Framework 3.5
- Visual Studio Tools for Office Runtime 3.0
- Microsoft Office 2007 Primary Interop Assemblies (PIAs)

Microsoft Office 2010

- Microsoft Outlook 2010 (licensed copy), with .NET Programmability Support
- Microsoft .NET Framework 3.5
- Visual Studio Tools for Office Runtime 3.0
- Microsoft Office 2010 Primary Interop Assemblies (PIAs)

Note: The Office 2010 PIAs are installed by selecting the .NET Programmability Support feature from the Microsoft Office 2010 installation.

Installing Scribbos Outlook Plug-In

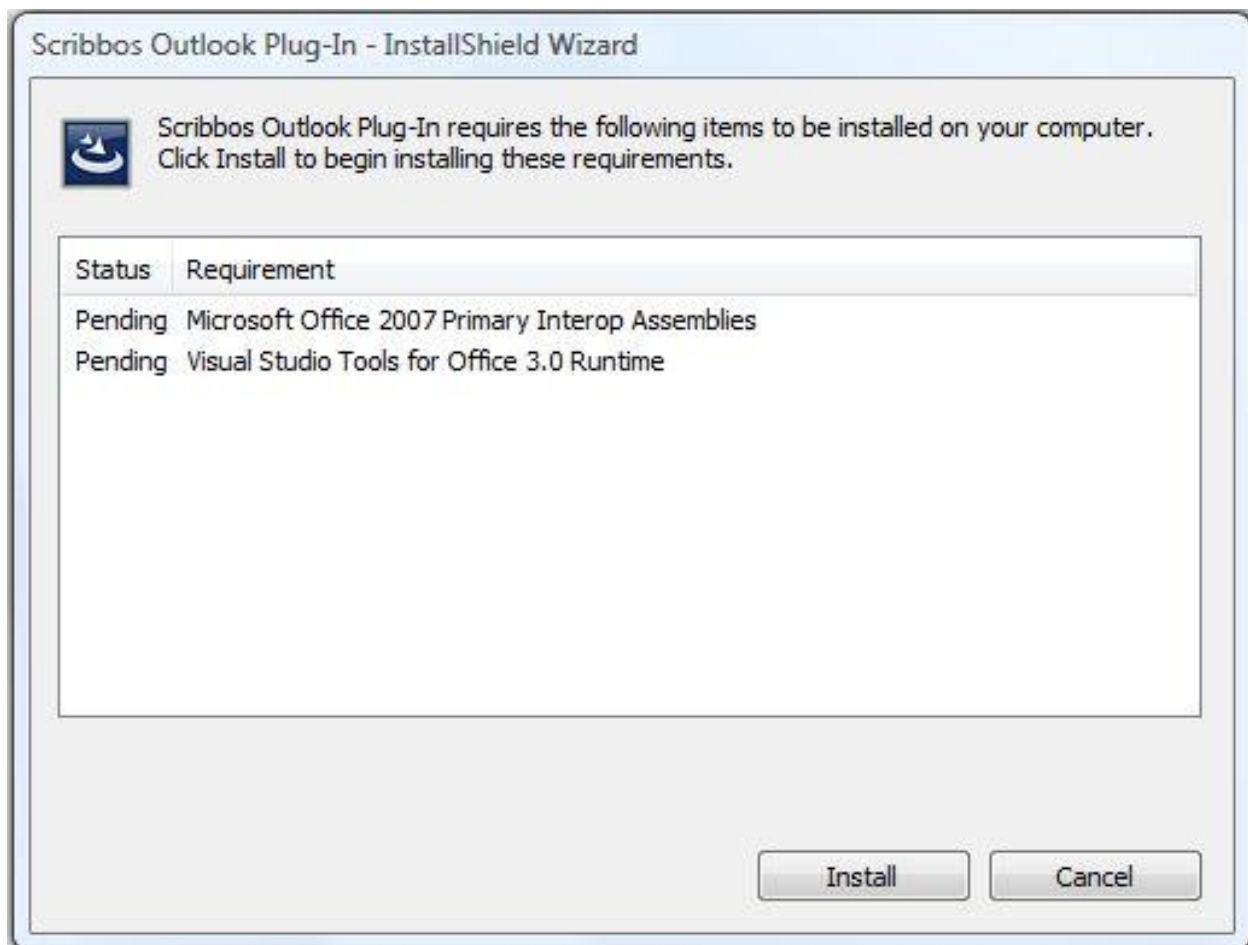
To install Scribbos Outlook Plug-In, execute the Scribbos Outlook Plug-In 1.2.1 distribution file (provided on the Scribbos web site, www.scribbos.com):

sop-1.2.1.<level>-windows-i386.exe

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

The Installation first will check to see if Windows Installer 3.1 or later is installed on your system. If it is not, the Installation will upgrade it to 3.1 (which will require a reboot).

Next, if the Installation detects that the Office 2007 Primary Interop Assemblies (PIA) and/or the Visual Studio Tools for Office Runtime (VSTOR) 3.0 are missing from your system, it will provide an opportunity to install them via the Scribbos Outlook Plug-In InstallShield Wizard dialog, shown below.



Note: If Microsoft Office 2010 is installed on your system, Microsoft Office 2007 Primary Interop Assemblies will not be listed as a requirement on the InstallShield Wizard dialog.

If the Installation cannot verify that .NET 3.5 is available on your system, it will issue a warning (but will continue).

Finally, after the Installation verifies that all of the prerequisites are installed, it will begin installation of the Plug-In itself.

When you click the **Install** button, the Installation will give you an opportunity to install or defer (if desired) each requirement. The Installation 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 requirements 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.dll	Scribbos Outlook Plug-in application
. \ScribbosOutlookPlugin.dll.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.

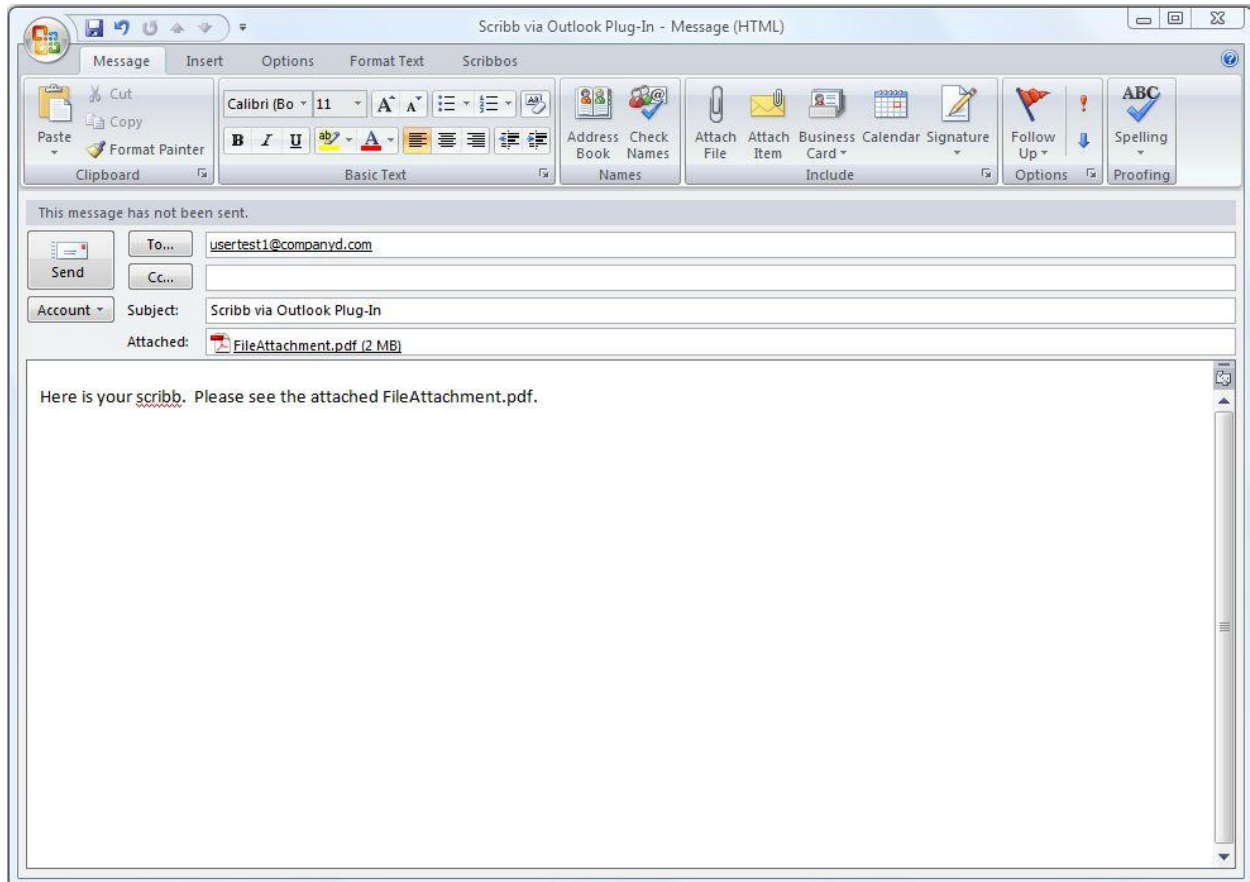
Removing a Scribbos Outlook Plug-In Installation

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

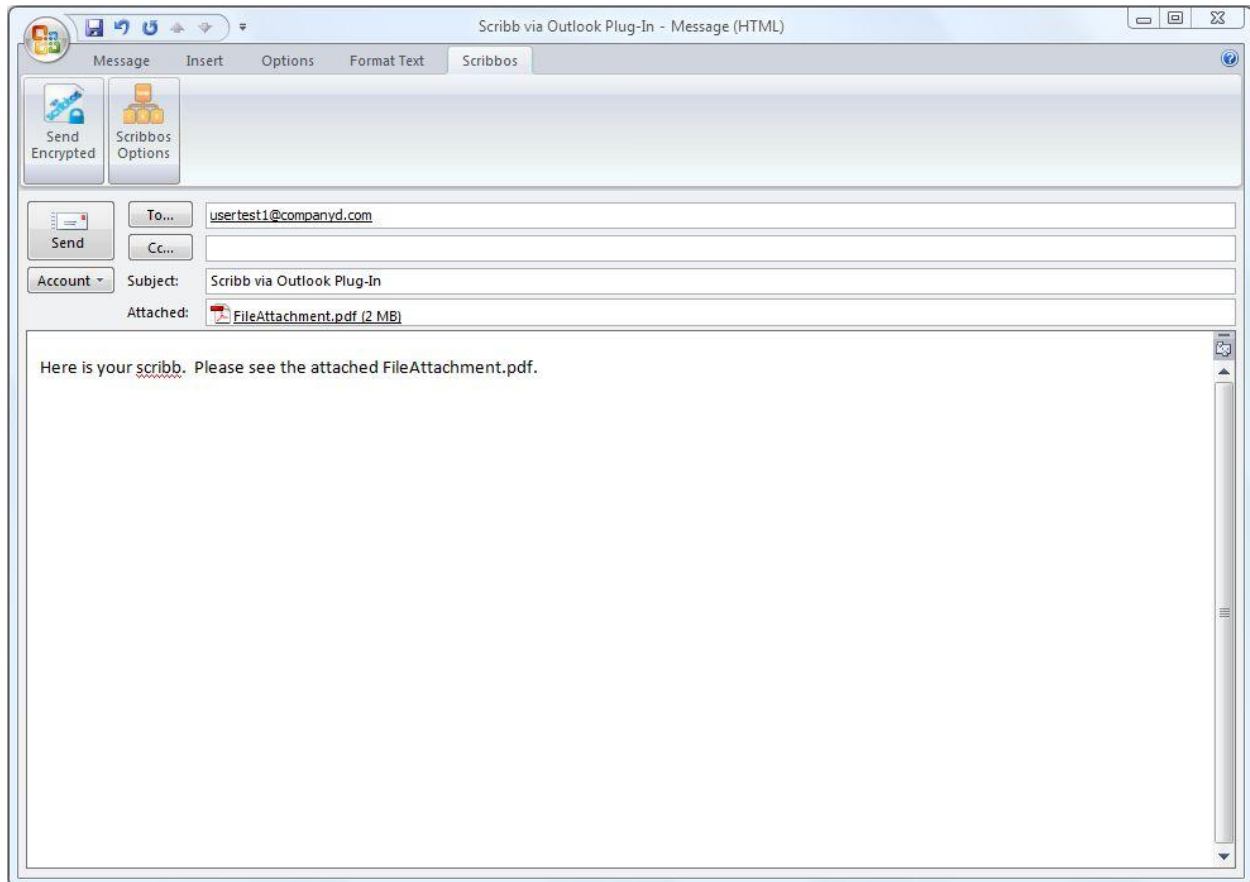
If Scribbos Outlook Plug-In has been installed on your system, a **Scribbos** tab appears on your Microsoft Outlook taskbar.



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

Attachment Sizes

For best performance, we recommend that you limit the size of file attachments:

Microsoft Outlook 2007

250 MB

Microsoft Outlook 2010

20 MB

To send files larger than that, please use the Scribbos web interface.