

AVIAN GROUP PTE LTD

Outlook Disclaimer Client

Managing the Outlook Disclaimer Client

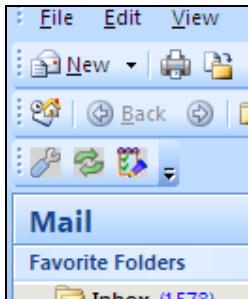
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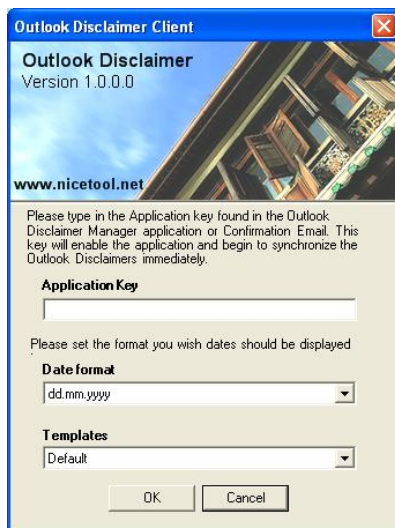
This guide will explain how end-users can manage the clients on their own and how they can insert disclaimers manually in case they don't want to let the application insert it automatically on Send.

Manually configuring the Outlook Disclaimer Client

Before the Outlook Disclaimer client can be used, 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 3 new icons. **Setup, Synchronize Disclaimer** and **Show Active Disclaimer Text**.



Setup

In this window, users have to set the license key. Copy and paste the license key, which can be found on the welcome email when the administrator signed up. Alternatively the license can also be found in the Outlook Disclaimer Manager Login window. This key might already be set by the system administrators, so if a key is already present, then don't change anything unless specified by the system administrator.

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.

Users can choose to set the right date format for their country standard. Standard is **mm/dd/yyyy**. This option is only used to set date settings in the templates, if date controls are set in a template.

Last, users will have the option to choose from available system disclaimer templates. This setting might not be available if system administrators have not given access to this option.

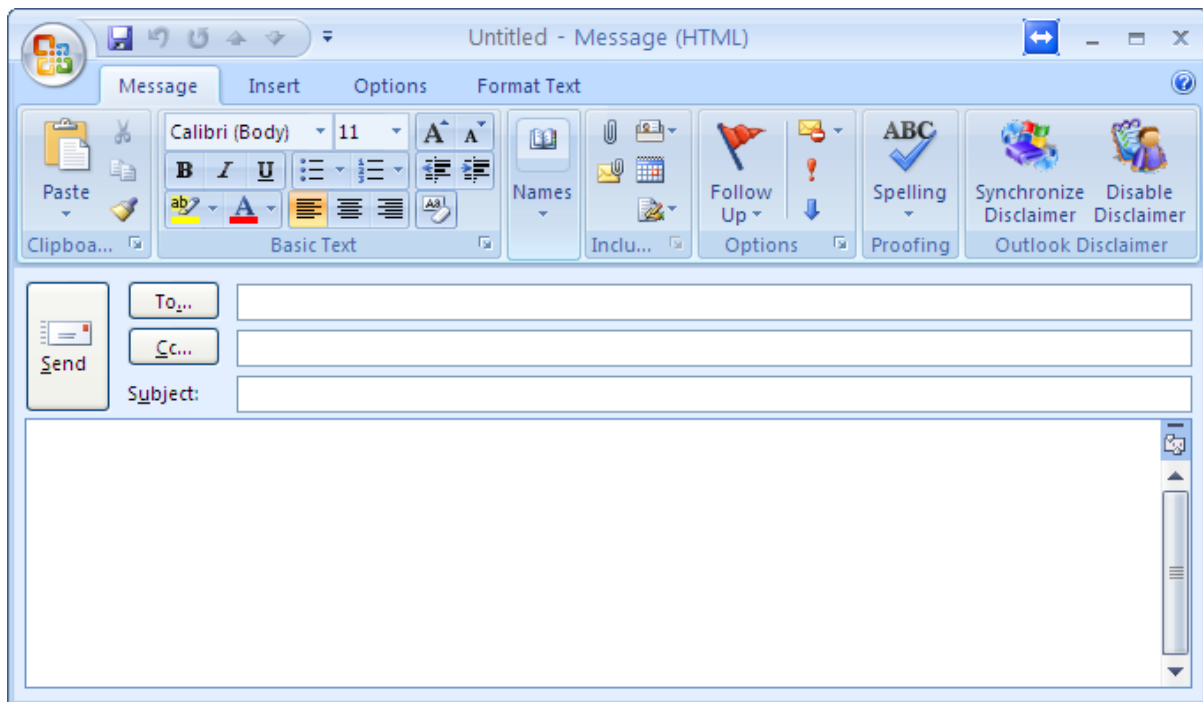
Synchronizing Disclaimers

The Outlook Disclaimer Client will synchronize with a central server to get the most recent Disclaimer for the client. If a template is not right or have been updated, then either close and open outlook, or click on the Synchronize Disclaimer button to get the most recent template.

Show Active Disclaimer Text

When selecting this option, then it is possible to see the disclaimer text in a pop up window.

New Mail Window



The new mail window has 2 new buttons.

Synchronize Disclaimer

If the end-user wish to make sure that they have the most updated disclaimer, then they can opt to click this button and get the most recent template before they send an email.

Disable Disclaimer

When selecting this button users can chose not to include a disclaimer into the email – this could be because the email is sent as a personal message or an internal email that does not need a disclaimer or for other reasons where they might not wish to have included a disclaimer in the email.

This button can be hidden for users, and is an option that System Administrators can choose to make available for end-users.