

# Application: Outlook Plugin

# Installation

The Outlook Plugin application uses Voracity's Solution's Control Panel to install and upgrade the required web services and to copy the client installation files. If you haven't previously installed the Control Panel follow the steps below. Otherwise you can skip to the 'Outlook Plugin Install' section.

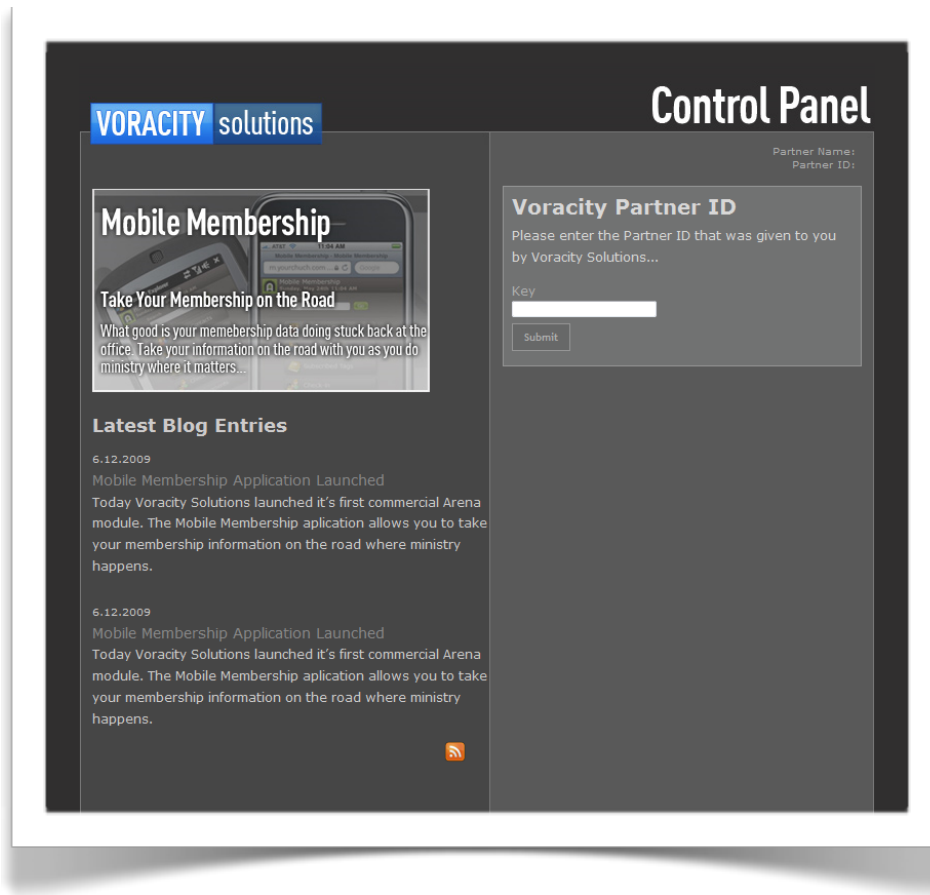
## Installing the Control Panel

If this is your first Voracity Solution application you will first need to install the Control Panel. At the time of purchase you should have received an e-mail with the Default.aspx page that makes up the Control Panel. Follow the brief steps below to install:

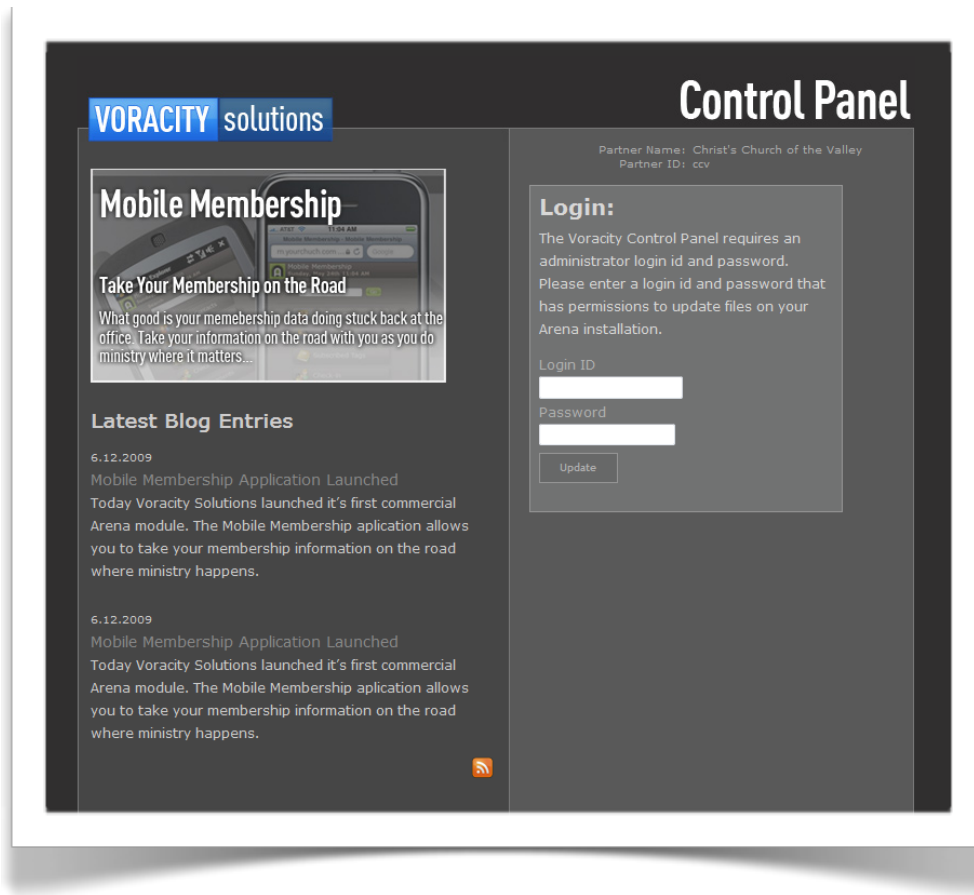
1. Locate the Arena install directory on the website you wish to run the Outlook Plugin application from. Typically, this website would be available from the Internet.
2. Create a new directory named 'Voracity'.
3. Copy the provided Default.aspx page into this directory.
4. Open your browser to: <http://arena.yourchurchdomain.com/Arena/Voracity/>

The first time you open the Control Panel you will be asked for your Voracity Partner ID. This is a unique key that identifies your installation and allows the Control Panel to personalize itself to your organization.

Contact support ([support@voracitysolutions.com](mailto:support@voracitysolutions.com)) if you do not know or misplaced your partner id. Once you enter this key you will no longer be prompted for it in the future. If you ever need to update this key, you can do so by editing the "voracity\_user\_key" organization setting.



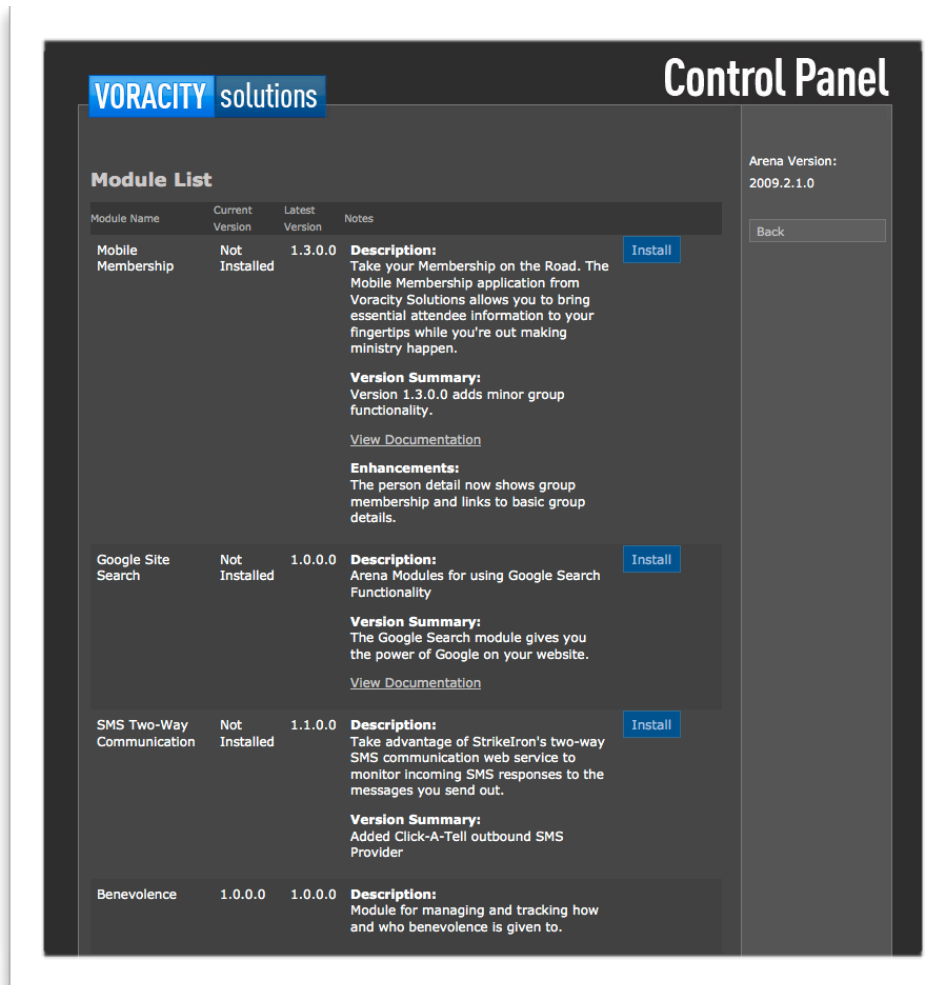
Next you will be asked to login. Enter a Windows administrator username and password that has access to modify the directories and files that make up your Arena installation. This allows the Control Panel to copy down required files for the various installed modules and keep itself up-to-date.



After logging in you will now be at the Control Panel homepage. This page will not only allow you to keep up-to-date with the latest news from Voracity Solutions, but more importantly it will allow you to install and upgrade the various products you have purchased.

## Outlook Plugin Server Install

To install the Outlook Plugin application click the 'Administrate Website Modules' link from the Voracity Solutions Control Panel (screenshot above). This will bring up a screen similar to the one below.



On this page you should see an 'Install' button next to the Outlook Plugin application. If you don't please contact support to ensure permissions to install the application has been configured properly. Click the install button to complete the install process.

At this point the required web service(s) for the Outlook Plugin application has been installed and the client installation program has been copied to your server..

## Outlook Plugin Client Setup

After the server install has been completed you will need to run the client setup on each machine that will be using the Outlook Plugin. The client installation files will be in the Arena/Applications/Custom/OutlookPlugin directory on your web server.

1. Copy the files from the Arena/Applications/Custom/OutlookPlugin folder to a location that you can access from the client machines and then run the Setup.exe file on the client machine.
2. Edit the installed Settings.xml file to match your environment (settings in this file are documented below). This file is located in the install path that you chose in the client install process.

## Configuration Settings

Below are the contents of the settings.xml file with each parameter described below in detail.

```
<?xml version="1.0" encoding="utf-8" ?>  
<profile>  
  <section name="General">  
    <entry name="ArenaUrl">http://[Arena Domain]/arena</entry>  
    <entry name="ClickToCallEnabled">False</entry>  
  </section>  
</profile>
```

Setting	Description
ArenaURL	This is a critical setting for the Outlook Plugin. This setting controls what URL to use when retrieving contact information. The URL should be the root of the Arena installation that you ran the Outlook Plugin server installation.
ClickToCallEnabled	This is a boolean setting that tell the Outlook Plugin whether to use the click-to-call functionality within Arena. This should not be enabled if you have not configured click-to-call.

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