

Upgrade WorkDESK Outlook Integration

Please note, these operations require Administrator Rights on your computer.

Uninstall old version

- (Windows 10) Right-Click Start → Programs and Features
- (Windows 7) Left-Click Start → Control Panel → Programs and Features
- When the screen opens, scroll to the bottom of the list, looking for the program **WorkOut123**. Click the item to select it
- Click Uninstall.
- When the package has been removed, close the screen

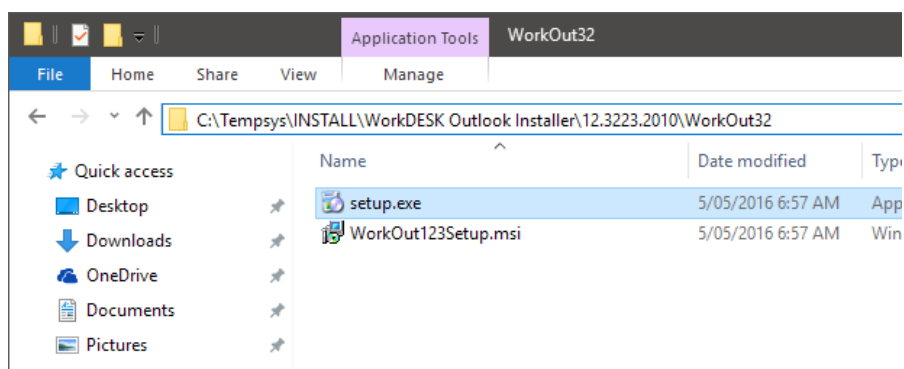
Installing the new version of Outlook Integration

- Log out of WorkDESK
- Close down every copy of Microsoft Outlook running on your computer
- You require administrative rights to complete this process
- Navigate to the Tempsys\install\WorkDESK Outlook Installer\ folder on the Server

Which Version of Outlook Integration?

The WorkDESK Upgrade Notice will advise the current folder for Outlook Integration. You should expect folder names (eg 12.3223.2010, 12.3217.2010 etc).

- Open up the most recent folder (specified in the Release Notice)



- If you are using Office 64bit Select the WorkOut64 directory
If you are using Office 32bit Select the Workout32 directory
To determine which 'bit' version you are using, open Outlook:
File -> Help: Version on the right in brackets (e.g. 32bit or 64bit) or
File -> Office Account -> About Outlook: at the top of the window on the end of the version line
- Right mouse click Setup.exe and select "Run as Administrator".
- Take the default options, and click Next on each page until the installation Finishes
- Open up Microsoft Outlook
- Open WorkDESK

This completes the installation.