

Outlook PowerTool Plus Installation Guide

Updated 1.27.2010

After completing this, you will be able to:

- Take advantage of the power and flexibility of Outlook PowerTool Plus
- Install and uninstall the program
- Activate and deactivate features
- Configure your email to send attachments

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Introduction

This document provides guidance on the installation of the Outlook PowerTool Plus from echoTechnology. Outlook PowerTool Plus is a powerful and flexible tool for managing documents and list items across a single site collection within your SharePoint environment.

For product questions of support-related topics, please visit our IT Support online forums at <http://support.echotechnology.com/>

For help with each of the features inside Outlook PowerTool Pro, please see the [Outlook PowerTool Plus User Guide](#), which was part of your free download.

To review some of the most common questions around Outlook PowerTool Plus, please see the [Outlook PowerTool Plus FAQs](#).

Downloading

If you have not yet downloaded the latest version of the Outlook PowerTool Plus, please visit our website at www.echotechnology.com and go to our Products section, under Free Tools. You should find all the information you require to download our software.

Installation

To install, you must save the executable (.exe) locally. Double click the file to install, and InstallShield will launch automatically and walk you through the process.

1. The splash screen appears, confirming that installation has commenced.



- The wizard then appears, and invites you to click on the Next button to proceed. Clicking Next will move you forward in the process.

At this point, the wizard also identifies whether you have an older version of Outlook PowerTool Plus installed. If you do, a prompt opens asking you to remove the old version using Add/Remove Programs in the Control Panel. This process is described in the section on Uninstalling.



- Next, we provide a list of requirements for a successful installation.



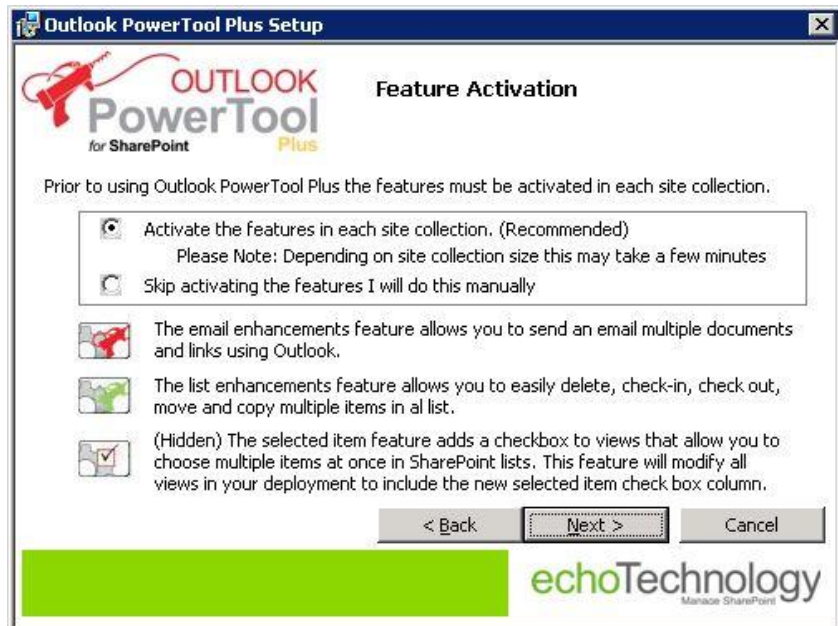
- We also provide you with our end user agreement, and a small checkbox to indicate that you read it and are in agreement. After selecting this box, you will be able to proceed.



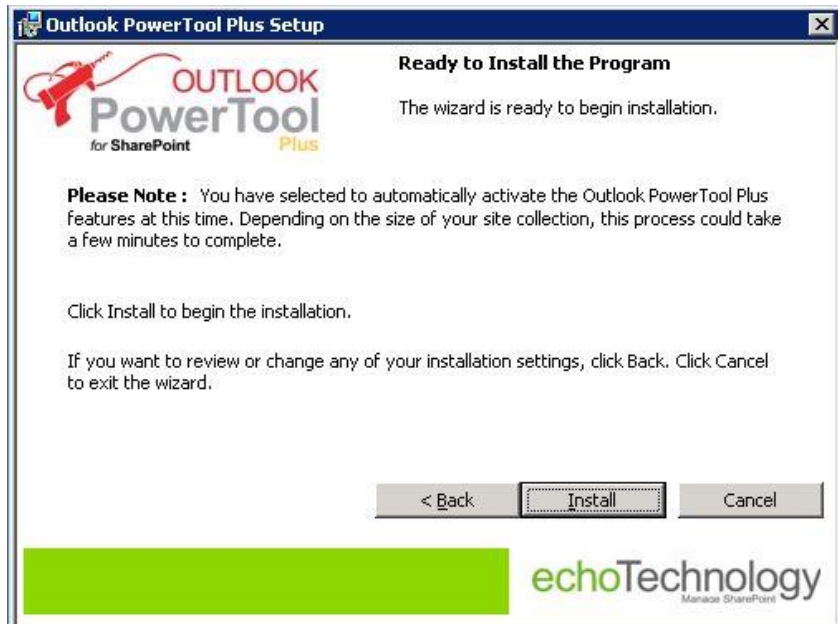
- A program folder will be created.



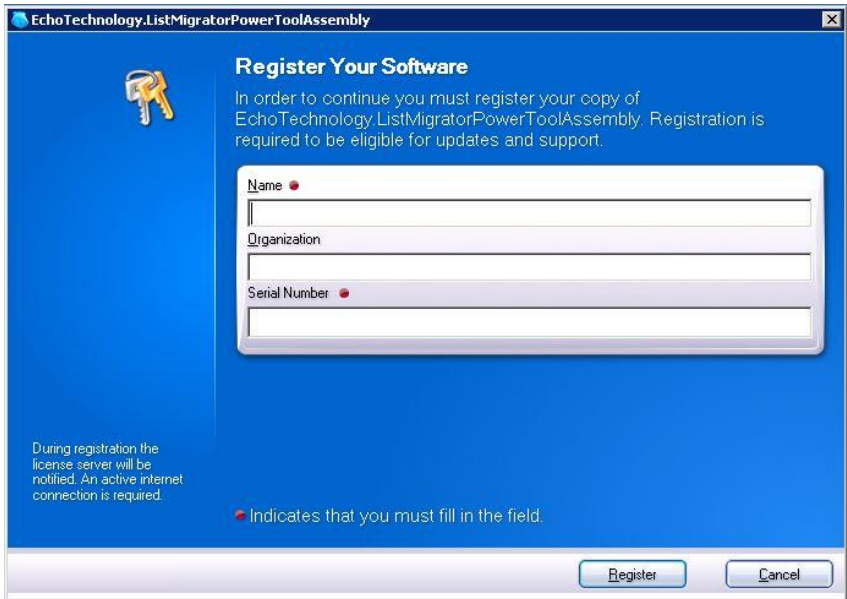
- A list of the features to be added are presented. Outlook PowerTool Plus contains two primary features, and one hidden feature – the Select Item Checkbox, which is the key to making the other features run. Because activation can take a long time on a large site collection, you have the option of activating on targeted sites later.



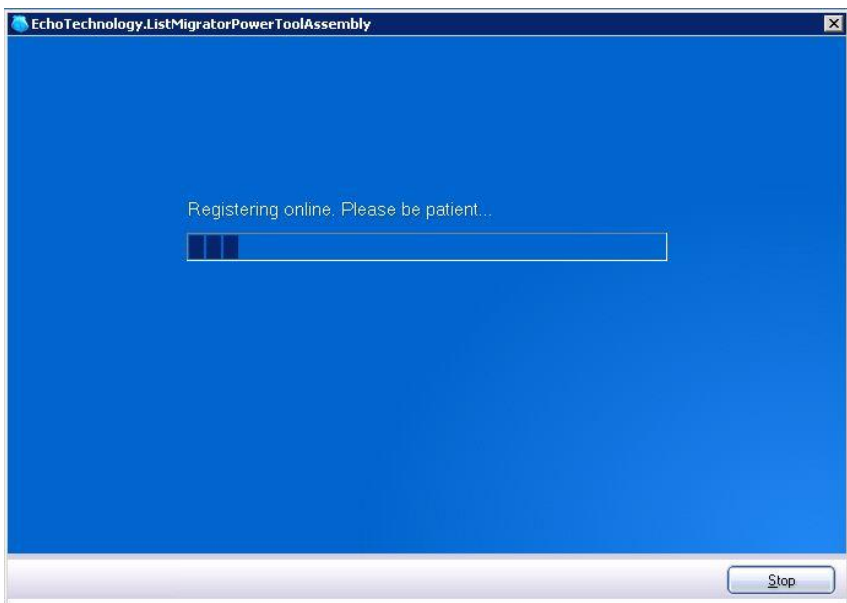
- Finally, you're given the option to Install.



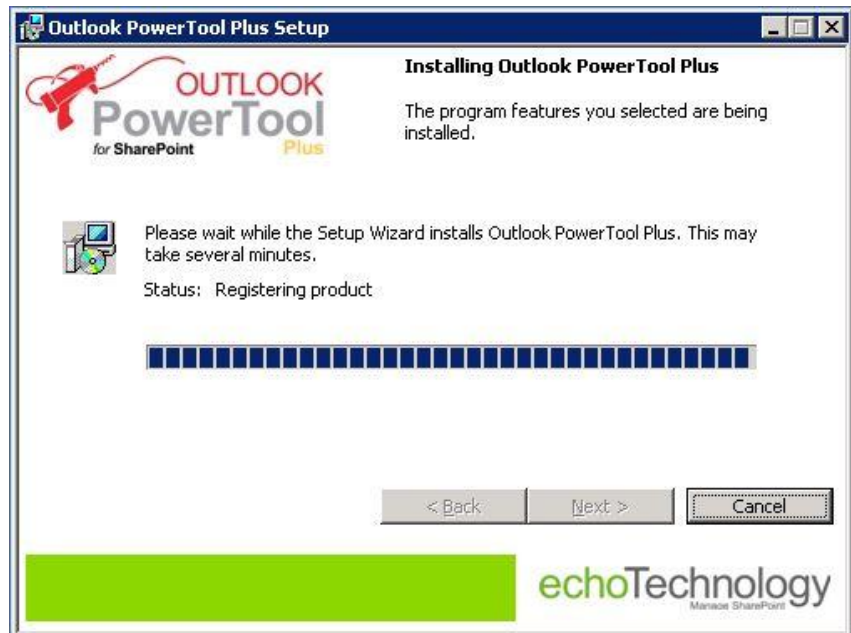
- A registration window should appear. Please enter your name, organization, and the serial number provided in the download email. If you did not receive a registration number, please contact support@echotechnology.com to request one. Then click Register.



- A status bar will appear.



- Once registered, another dialog box appears, this time to actually install the software.



- With that, you're done! Of course, once installed, we highly recommend that you review the short but informative User Guide to quickly learn how to use the features within Outlook PowerTool Plus.



Activating Features

During the installation process, the setup program will automatically activate three features across your existing SharePoint site collection:

- Outlook PowerTool Plus Email Enhancements
- Outlook PowerTool Plus List Enhancements
- echo Select Item Checkbox (hidden feature)

If, during installation, you opted to not automatically activate the Outlook PowerTool Plus features across your site collection, you will need to activate the features manually. To activate the features of Outlook PowerTool Plus, do the following:

⏪ Step 1 – Activate Features for your Site Collection

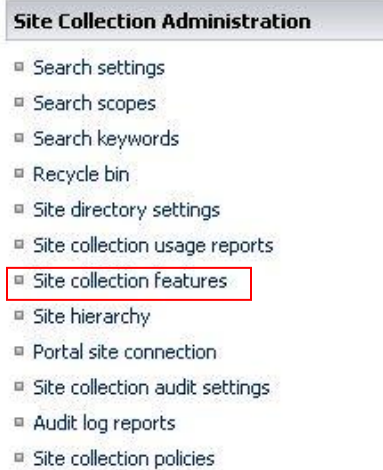
1. Go into your Site Collection under Site Actions.



2. Select Site Settings from the menu.



3. Select Site Collection Features from the menu on the right.



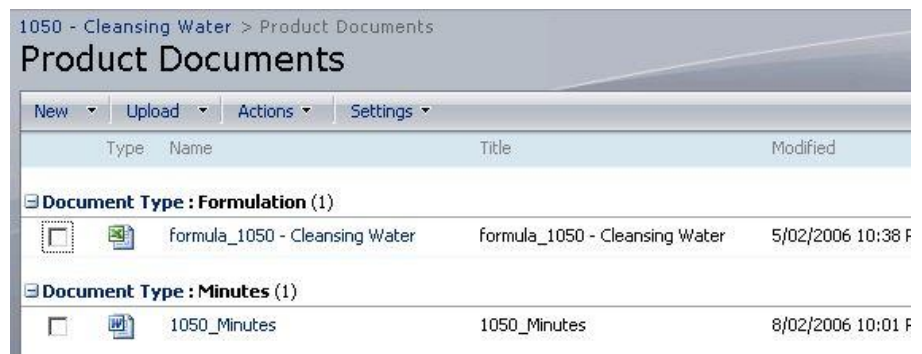
4. You'll see a list of features within your SharePoint deployment. Among them, you'll see two from echoTechnology. Activate both of them. The first will take a minute or so to replicate, but the second will activate in seconds.



5. Once activated, they will show as Active.



6. To confirm that Outlook PowerTool Plus was activated, simply go into a library or list, and the Select Item Checkbox should be there.



7. Going back into Site Actions, you'll see that the option to Add-Remove echo PowerTool Plus Checkbox has also been added to Site Collection Administration.



8. Selecting this option allows you to add or remove the Select Item Checkbox for the current Site Collection.

echoTechnology Outlook PowerTool +

Add Remove echoTechnology Outlook PowerTool Plus Checkbox

Add Remove echoTechnology Outlook PowerTool Plus checkbox column in all views of list and libraries of current site collection.

Add Checkbox

Remove Checkbox

Cancel

⚡ Step 2 – Deactivate Features for your Site Collection

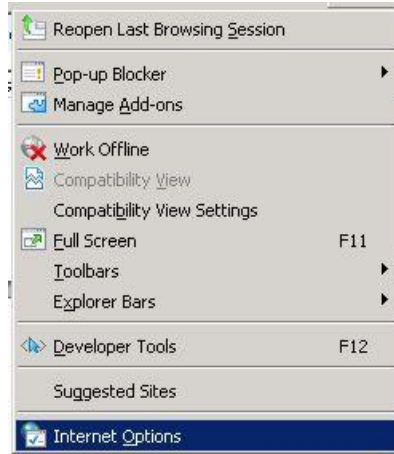
To deactivate the Outlook PowerTool Plus features, simply repeat the process above, and Deactivate the features from the Site Collection Features list, as shown in Item 5.

Email Security Configuration

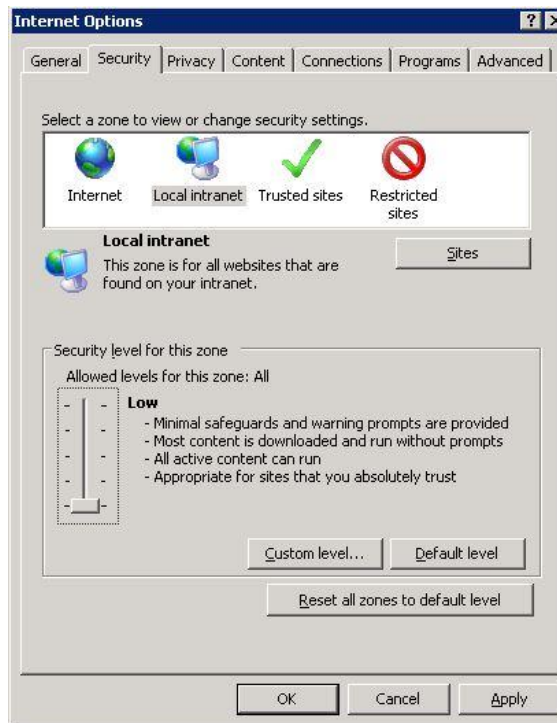
One of the more powerful aspects of Outlook PowerTool Plus is the ability to send multiple links and attachments via email, allowing you to share site content with peers and partners, whether they have access to the site or not.

Unfortunately, there is a small ActiveX issue with IE7 and IE8 impacting the ability of some users to send attachments by email using Outlook. To enable Send by Attachment, do the following:

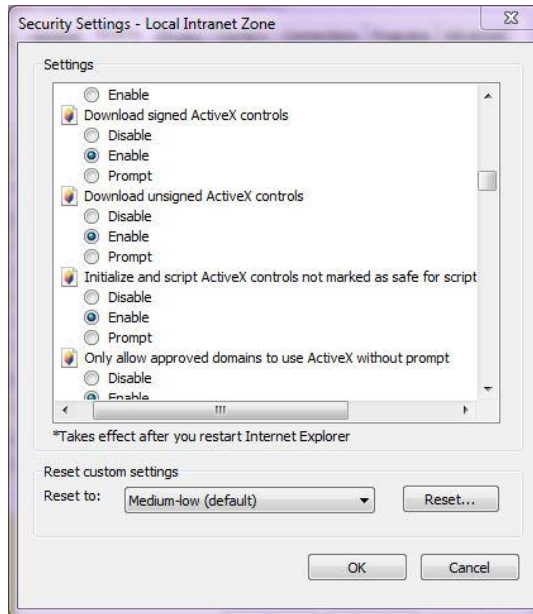
1. In your browser, open up Tools, and then select Internet Options.



2. Under the Security tab, select Custom Level



3. Select “Initialize and script Active X controls not marked as safe for scripting.”

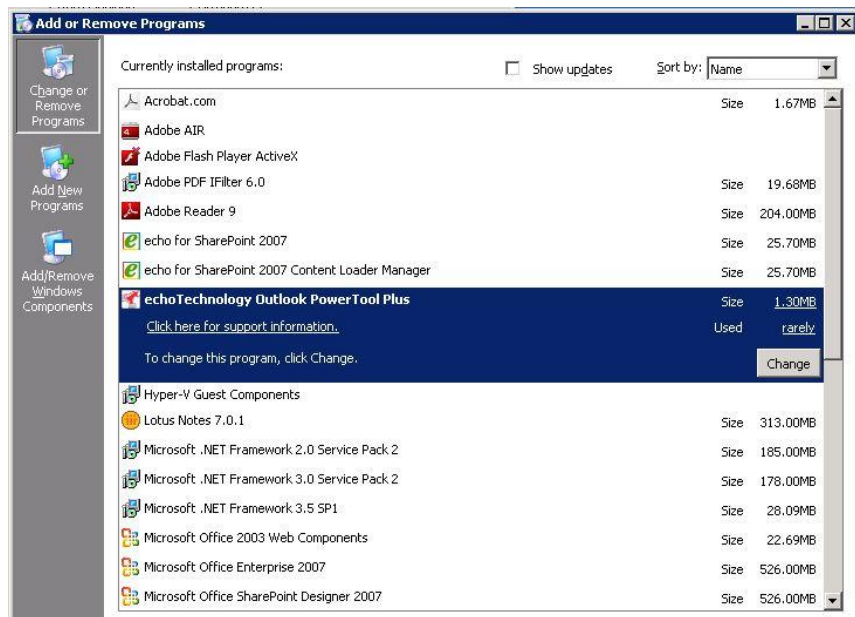


Uninstalling

If you have an older version of the Outlook PowerTool installed, the installation process will automatically remove this old version. However, if you need to remove the application manually, go into Control Panel, Add or Remove Programs and follow the steps below:

↳ Step 1 – Removing older version of Outlook PowerTool Plus

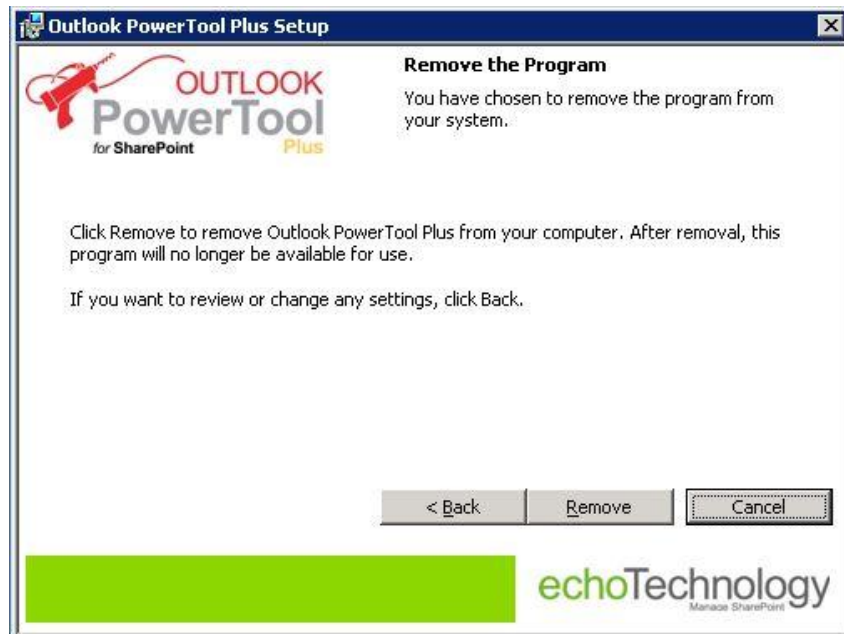
1. Within Add or Remove Programs, select the echoTechnology Outlook PowerTool Plus application, and click on Change.



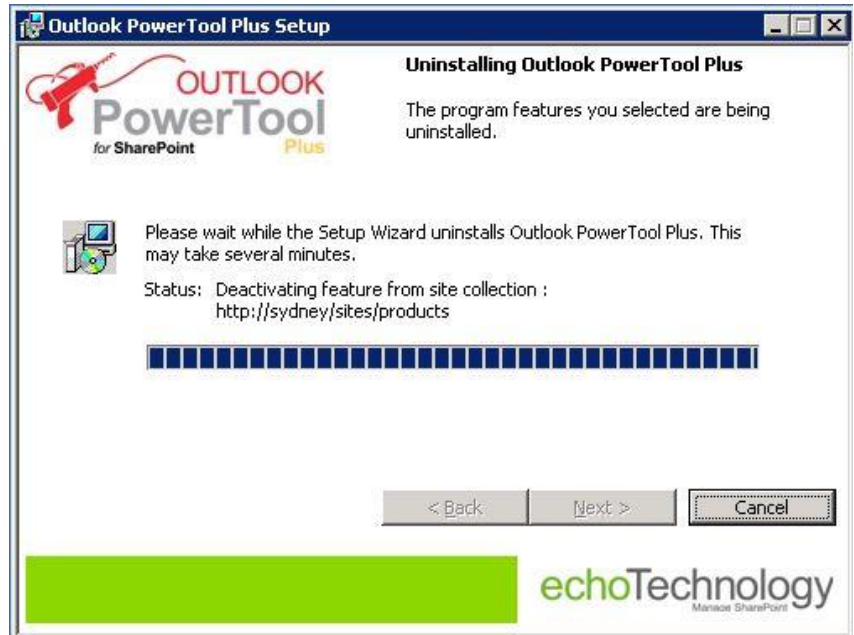
2. The Outlook PowerTool Plus setup tool will open to help you through this process. Select Next.



3. Confirm that this is the right course of action by selecting Remove.



4. As it uninstalls, your status bar will flicker.



5. Finally, a confirmation message appears letting you know that the tool has been removed from your system.



⏪ Step 2 – Re-install Outlook PowerTool Plus

6. After removing the old version of Outlook PowerTool, you'll need to double-click on the Outlook PowerTool Plus executable (.exe) again to install the latest version.