

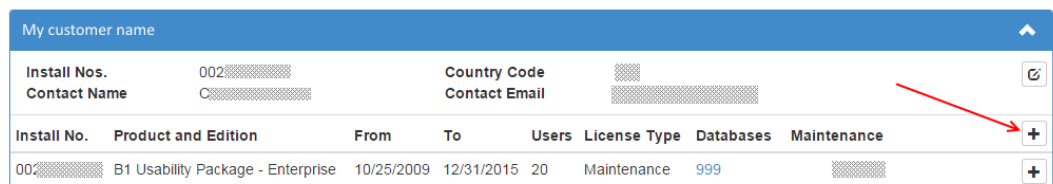
# CRM for Outlook – First time installation checklist

It is recommended to print this check and check each step in the process.

The following show in checklist form what you need to do to get started with CRM for Outlook. For details read the portal, server and client guide.

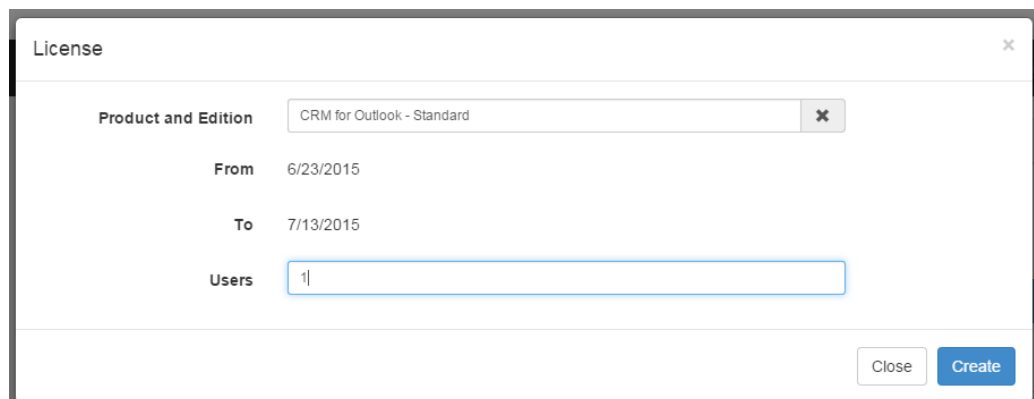
## Server part

- ☐ Go to <https://portal.boyum-it.com/>
  - ☐ Log into the portal with provided credentials
  - ☐ Press CRM For Outlook the sidebar and find the customer you wish to add a license for (if it is a brand new customer who do not have any existing products then please used the “Trial for New Customer” button instead and do below step)
    - ☐ Press the Create new subscription button



My customer name							
Install Nos.	002	Country Code					
Contact Name	C	Contact Email					
Install No.	Product and Edition	From	To	Users	License Type	Databases	Maintenance
002	B1 Usability Package - Enterprise	10/25/2009	12/31/2015	20	Maintenance	999	

- ☐ Choose CRM for Outlook as the product and the number of users the company need (What company will later pay for once trial is over)



License

Product and Edition: CRM for Outlook - Standard

From: 6/23/2015

To: 7/13/2015


Users: 1

Close Create

- ☐ Press the create button
- ☐ You should now see the following listed on the customer card



CRM for Outlook - Standard	6/23/2015	7/13/2015	1	Demo	N/A		
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- ☐ Press the  button at the far right to begin setting up the subscription
- ☐ In the top right section of the screen where is say “Setup” press the B1Connector link (to get the server component software)
- ☐ Go back and press the Download subscription file (needed for the server component install)

## CRM for Outlook – First time installation checklist

- ☐ Go to you SAP Server
  - ☐ Install the Server component (for details see server component guide)
    - ☐ Provide connection info
    - ☐ Provide what databases you wish to connect
- ☐ Go back to the portal
  - ☐ (Optional) Create usergroups [If you don't there is a default with full access to all defined databases]
  - ☐ Create new user (make yourself/default contact the first user)
    - ☐ Provide email, description (Example users Name)
    - ☐ Select usergroup
    - ☐ Check that you wish to send Activation mail

## End-user part

- ☐ Go to the Outlook client of the user you created
  - ☐ Navigate to the sent activation mail
  - ☐ Press the "download the setup file" link
  - ☐ Download and install the Outlook add-in
  - ☐ Restart Outlook
  - ☐ Navigate back to the activation mail to complete the activation