

# CRM for Outlook - Portal Guide

This guide explains the steps in Boyum Portal that is related to managing CRM for Outlook subscriptions. For the rest of the portal functionality (purchase and customer information management) please check the portal manual.

## Getting a login

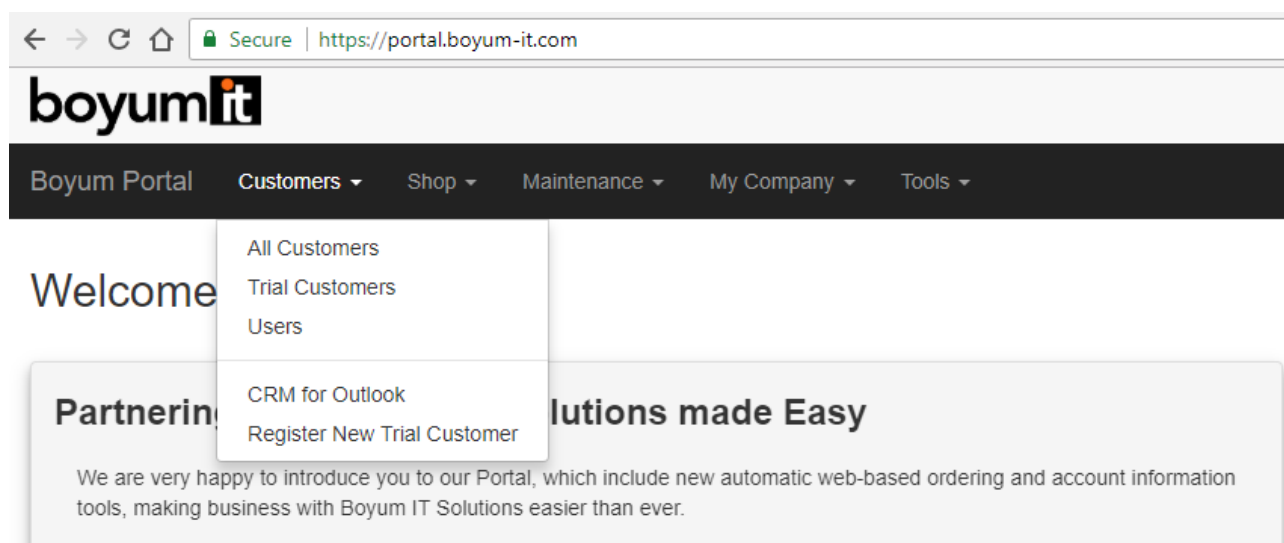
If you are partner but others in the company, have access to the portal you can ask them to make you a portal user. If you company do not have any access then please contact [sales@boyum-it.com](mailto:sales@boyum-it.com)

## Login

- Go to <https://portal.boyum-it.com>
- Enter your provided username/password
  - o (If you forgot your password use the forgot password feature.
    - NB: It is not possible to ask for your password in Boyum IT Support. This is for your security)

## Dashboard

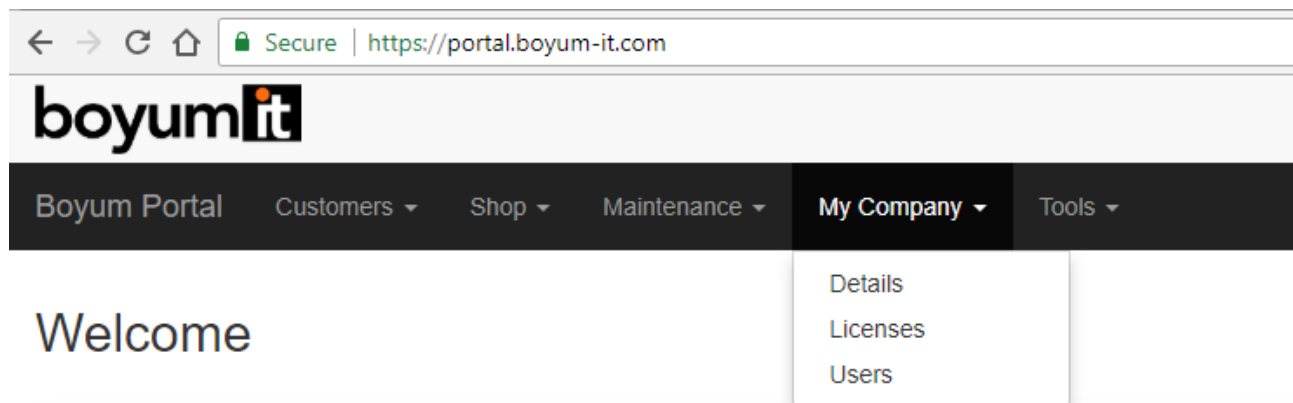
Once logged in you see the following to manage your customers



You have the following options related to CRM for Outlook

Register new Trial Customer	Here you create a new trial license for new potential customer. Once created you are taken to the subscription screen. <b>NB: Only for new customers. If you need a new internal test subscription then please contact <a href="mailto:sales@boyum-it.com">sales@boyum-it.com</a> and have them activate a new test license.</b>
All Customers / Trial Customers / CRM for Outlook	Via these 3 menu-items you can in various ways get to the right customer and manage their CRM For Outlook License.
Users	If you wish to grant your end-user access to also manage their own CRM for Outlook subscription you can add them here.

You can also manage your own CRMFO licenses under My Company > Licenses



You have the following options related to CRM for Outlook

Licenses	Here you are taken to your own CRM for Outlook licenses.
Users	Here you can create logins for your colleagues so they also can manage the CRM for Outlook subscriptions.

## Managing CRM for Outlook subscriptions

When you have navigated to a CRM for Outlook License, you press the Manage Users option

**Customer and License**

Customer	Boyum IT Denmark A/S - Licenses
Product and Edition	CRM for Outlook - Standard
Period	5/9/2014 - 12/31/2018
Users	100 (1)
API Key	a46420c1-bc1c-481a-91c9-c15023b46e62
Server Version	1.0.85
Server Connections	1 connection (click to manage) ⓘ

(3) (4)

Create New User Manage User Groups »

**Setup**

To get started first install the [CRM for Outlook Server Component](#) on the server. Next download the subscription and import it into the CRM for Outlook Server Component. When you create users they will get the download link for the client in the activation email.

Download Subscription (2)

Last Download 11/29/2017 2:09:08 PM

Search:

Name (5)	Email	User Group	Activation email sent (6) (7) (8)
account@boyum-it.com	account@boyum-it.com	Default user	

1	Number of users in the subscription
2	Download subscription (to begin server installation)
3	Create new user

4	Manage usergroups (permissions and DB access)
5	Email addresses set up to be able to use CRM for Outlook (each count as a user)
6	Press to manage an email's details
7	Remove user if you do not need it anymore
8	Send activation mail to user to get going in using the product

**NB: You should not begin to create usergroups until server-component is installed and configured as it will update the portal with information about databases and server versions**

### Download subscription

The first thing you need to do with a new subscription is:

- Download the server component installed
- Download the Publisher file
- Install the Server-component and configure it.

### Manage usergroups

## User Groups

Create New

Search:

Name	All Databases	All Permissions	
Default	Yes	Yes	

[Back to list](#)

In here you can create usergroups to assign the different users. A usergroup are used to determine the permissions of the user (What SAP databases (if multiple) and what permissions in the client the user should have). By default there is a single "Default" usergroup that grant access to all permissions and all databases.

If you create/edit a user-group you see the following

## Edit usergroup

<b>Name</b>	<input type="text" value="Default"/>
<b>Description</b>	<input type="text" value="Default usergroup"/>
	<input checked="" type="checkbox"/> All permissions
	<input checked="" type="checkbox"/> All databases

---

Save

You can either set permissions to be all or something specific

☒ All permissions

If you uncheck all permission and save you see this:

☐ All Permissions

Permissions

Available

Add >

Create Absence  
Create Activity  
Create Business Partners  
Create Contact Person  
Create Customers  
Create Leads  
Create Sales Opportunity  
Create Service Call  
Create Suppliers  
Create Tracking  
Link Contact  
Update Business partner

Selected

< Remove

☒ All databases

If you uncheck all databases and save you see the defined databases from the server install:

☐ All Databases

Databases

Available

Add >

OEC Computers - DemoDatabase

Selected

< Remove

### Add new user

Here you can create a new user (an email that need access to the functionality)

User

Name

Email

User Group

Default

☒ Send Activation Email

Create

As part of the creation you can set the user-group and send the activation email to the end-user so they can begin (You can later resend the mail if needed)