

## Call Communicator - Options and Preferences Window Outlook

Call Communicator supports integration with the Outlook inbox, voice mail, and calendar features.

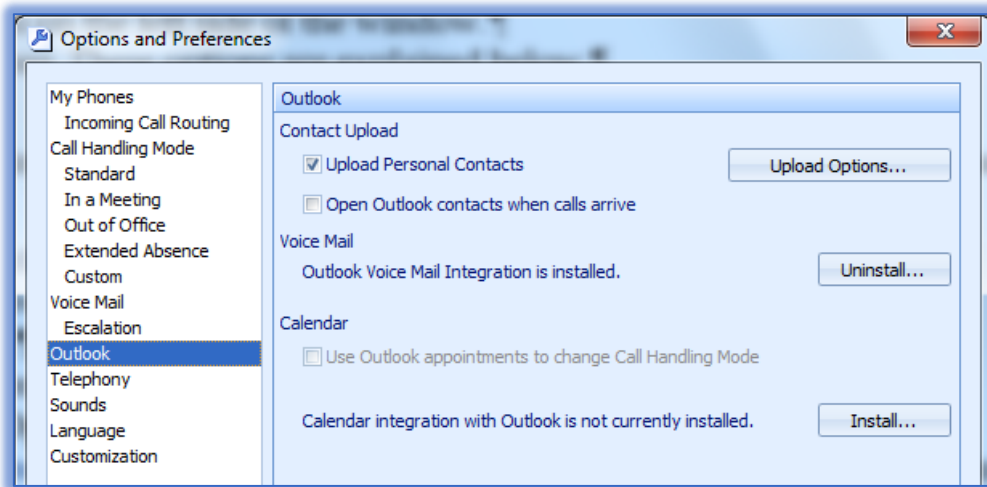
### DISPLAY OPTIONS AND PREFERENCES WINDOW

- ☎ Do one of the following:
  - ★ Click **Tools** on the **Main Menu**.
  - ★ Click the **Application Button** (see illustration at right).
  - ★ Right-click the **Call Communicator** icon in the **System Tray**.
- ☎ Click **Options**.
- ☎ The **Options and Preferences** window will display.



### OUTLOOK

- ☎ Click **Outlook** in the menu on the left side of the window.
- ☎ Make changes to the options. These options are explained below.



### CONTACT UPLOAD

This area controls the importing of Outlook contacts. It is possible to configure which contacts are to be imported.

#### ☎ **Upload Personal Contacts**

When this option is selected, Call Communicator will import Outlook contacts when Call Communicator is opened.

- ★ To configure this option, click the **Upload Options** button.
- ★ The **Contacts Upload Options** window will display.
  - ★ Uncheck the checkbox next to **Contacts** to deactivate this option.
  - ★ Click the checkbox next to **Contacts** to activate this option.
- ★ Click **OK** to exit the window.

#### ☎ **Open Outlook Contacts When Calls Arrive**

If this option is selected, the Outlook Contacts panel will become active when a call is received from an Outlook contact.

### VOICE MAIL

To display the Outlook Voice Mail Integration status and to specify the disposition of received voice messages.


## Outlook Voice Mail Integration is Installed

This area indicates the Outlook Voice Mail Integration Status.

- ★ **Install** - This button will display if Voice Mail Integration is not installed and Outlook is available on the computer.
- ★ **Uninstall** - This button will display if Voice Mail Integration is installed.


## CALENDAR

This Outlook option installs a Call Communicator panel in the Outlook Calendar Window.

 **Use Outlook Appointments to Change Call Handling Mode** - Select this option to have Call Communicator use the Outlook Calendar to schedule changes to the Active Call Handling Mode. This option is only available if Voice Mail Integration with Outlook is installed.

 **Calendar Integration with Outlook is not Currently Installed** - This area indicates the Outlook Voice Mail Integration Status.

- ★ **Install** - This button will display if Calendar Integration is not installed and Outlook is available on the computer.
- ★ **Uninstall** - This button will display if Calendar Integration is installed.

 Click **OK** to exit the **Options** window.