

Note: This add-in applies to Financial Affairs employees only

If you notice the OnBase tab is missing in Outlook, follow the steps below to enable the OnBase tab.

| Open Microsoft Outlook on your computer. | |
|---|---|
| On the Outlook main menu, select the File option. | File Home Send / Receive Folder View OnBase Acrobat 2 Tell mr File Home Send / Receive Folder View OnBase Acrobat 2 Tell mr Image: Send / Receive Reply Reply Forward Image: Send / Receive Image: Send / Receive |
| In the lower left of the Account Information screen, click on the large icon entitled Manage COM Add-ins . | Account Information Windowskie Image Address Account Settings |
| If the Hyland Office add-in is listed as disabled: | Disabled COM Add-ins ? × Outlook detected a COM add-in problem These COM add-ins decreased performance or caused Outlook to crash. |
| Click Always enable this add-in. Click Close. | Hyland.Office2016.Outlook.Addin Hyland.Office2016.Outlook.Addin 2.063 seconds This old-in-coused Soulook to start slo ity. Always gnable this add-in |



The University of Alabama at Birmingham

OnBase: Add-In for Outlook

