

*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.

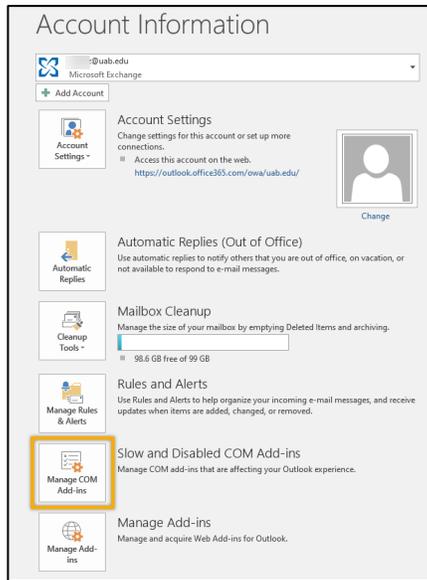
Open **Microsoft Outlook** on your computer.



On the Outlook main menu, select the **File** option.

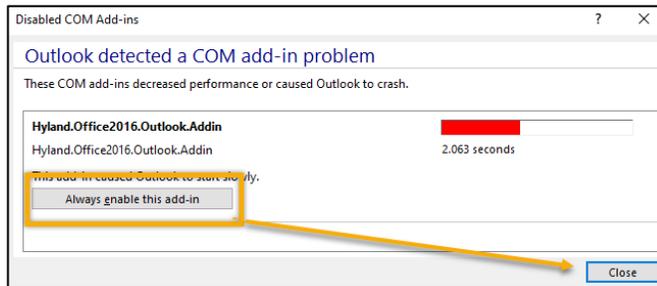


In the lower left of the **Account Information** screen, click on the large icon entitled **Manage COM Add-ins**.



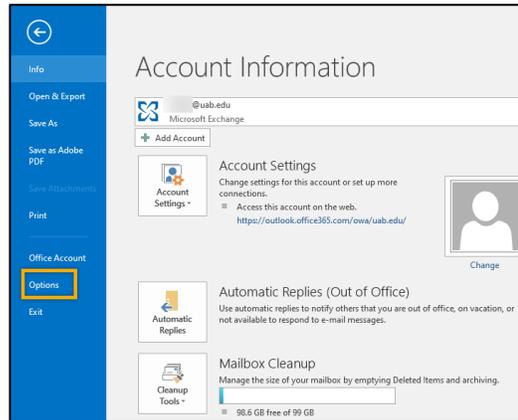
If the Hyland Office add-in is listed as disabled:

- Click **Always enable this add-in**.
- Click **Close**.

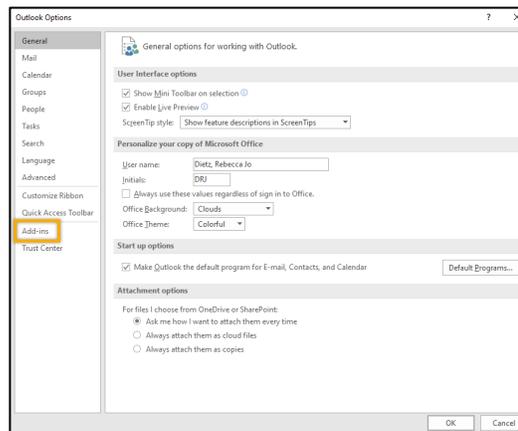


If the Hyland Office add-in is *\*not\** disabled and the plug-in is still not available, follow these steps:

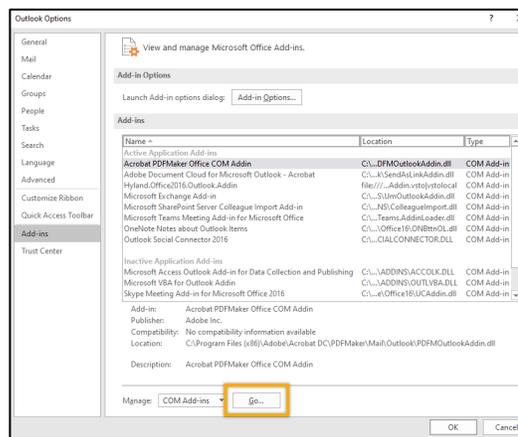
- Select **File > Options**.



- Select **Add-ins**.



- Select the **Go** button next to **Manage COM Add-ins**.



- Uncheck and re-check the box for **Hyland.OfficeYYYY.Outlook.Addin** and then click **OK**.

