



1 How to Re-enable the OPSIS Solicitor Toolbar within Outlook

Please Note: This help sheet is a general guide based on re-enabling the OPSIS Solicitor Toolbar within Microsoft Outlook 2003. Other versions of Outlook may differ, however the general concept of re-enabling the OPSIS Solicitor Toolbar is still the same.

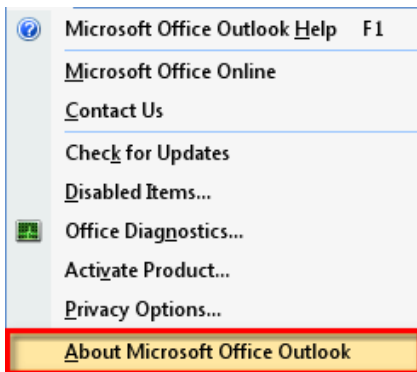
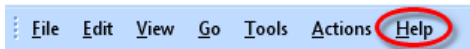
From time to time you may find that the OPSIS Solicitor Toolbar disappears when using Microsoft Outlook. This usually occurs if Microsoft Outlook doesn't close correctly.

The OPSIS Solicitor Toolbar (pictured below)

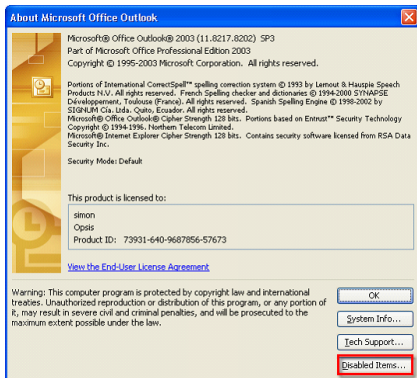


Firstly exit from Solicitor Case Manager and MS Outlook, then open Solicitor Case Manager and let Outlook open through this process, if the toolbar is still missing then proceed with the following steps:

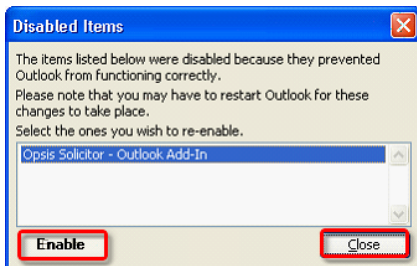
1. Open Microsoft Outlook.
2. Click the **Help** menu, select **About Microsoft Office Outlook**.



3. The **About Microsoft Office Outlook** window will be displayed.



4. Click on the **Disabled Items...** button. The **Disabled Items** screen will be displayed, as pictured below.



5. Highlight the **OP SIS Solicitor - Outlook Add-In** and then click the **Enable** button. This should re-activate the Add-In.
6. Click **Close** to return to the previous screen and then click the **OK** button to return to the Outlook main screen.

7. Close **Outlook**.
8. Open **Microsoft Outlook**.



Further assistance can be obtained through the OPSIS Support Desk between 8.30am and 6.00pm on 0844 8155752 or support@opsisltd.com