



Isidore Email Logger

Installation Instructions

Version 1.0

Installation of the Isidore Email Logger

Following are the instruction for the installation of the Isidore Email Logger. These instructions assume that the person installing the Email Logger has the 3 files (although only 2 are mentioned below as the form contains 2 files without need to add each individually)

The 3 Email Logger files must be saved to folder which is accessible to the person following these instructions (loading the Email Logger onto their Outlook/machine).

The Email Logger should be able to access all Inboxes and sub-folders of the user who is installing the Email Logger.

The Email Logger Excel file is not mentioned in these instructions, but should be saved to a location accessible to the person/machine installing the Email Logger for selection when the Email Logger is run (see Email Logger User Manual). It is recommended to keep a master copy of the Email Logger Excel workbook so new reports can be copied from it and saved as separate files, without losing the original workbook format for reference.

1. Open MS Outlook

This should be the version/machine/PC which the Email Logger will be run on (by the user currently logged in)

2. Open the Developer Tab

The developer tab should appear at the top of Outlook (image 1.)



Image 1.

3. Display the Developer Tab (optional)

If the developer tab is not visible, display the developer tab

3.1 Click on "File" in the top menu (image 1.)

3.2 Click on "Options" in the file menu (image 2.)

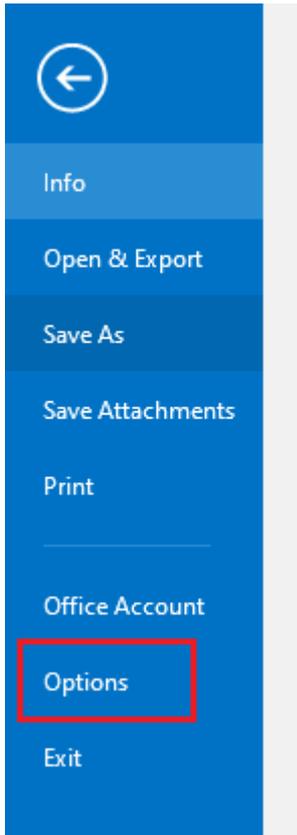


Image 2.

3.3 Select “Customize Ribbon” and make sure the check box is checked next to “Developer” (image 3.)

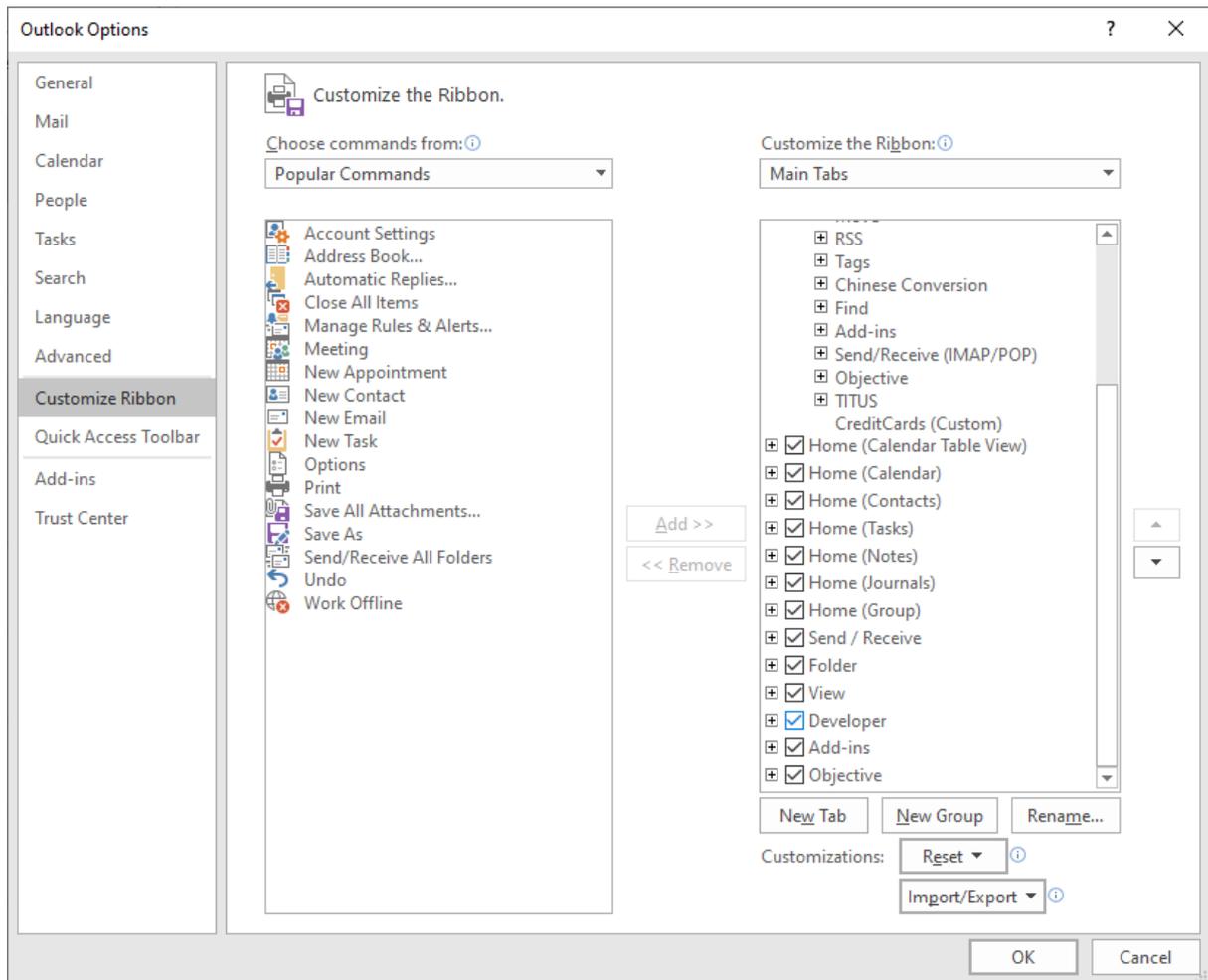


Image 3.

3.4 Click Ok

The Developer should now display at the top of Outlook. If not close Outlook and open again.

4. Open Visual Basic

Click on the Developer tab, then click on the “Visual Basic” button (image 4.)

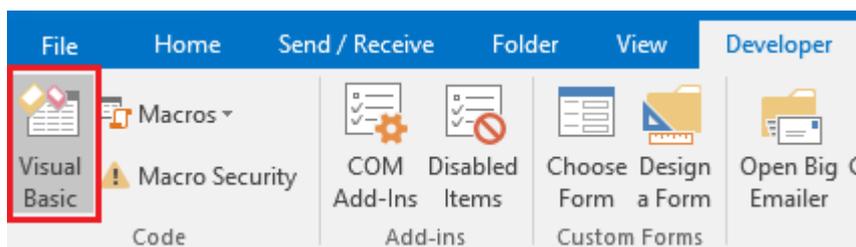


Image 4.

This will open the visual basic window (image 5.)

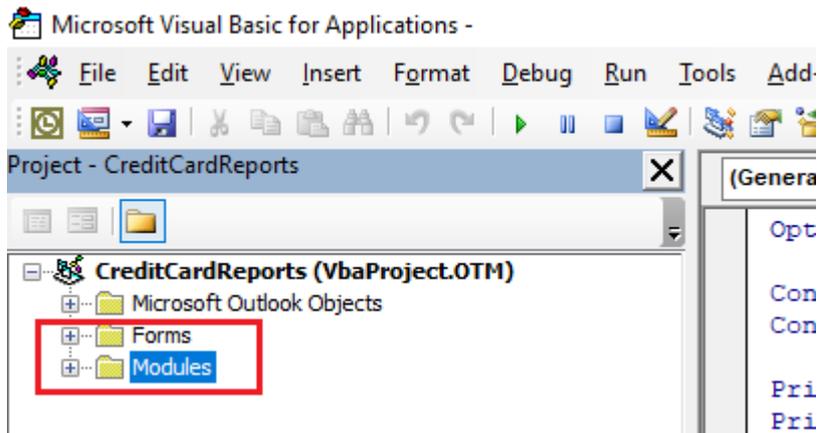


Image 5.

5. Import the Email Logger Files

Right-click the Forms folder and select Import from the Menu (image 6.)

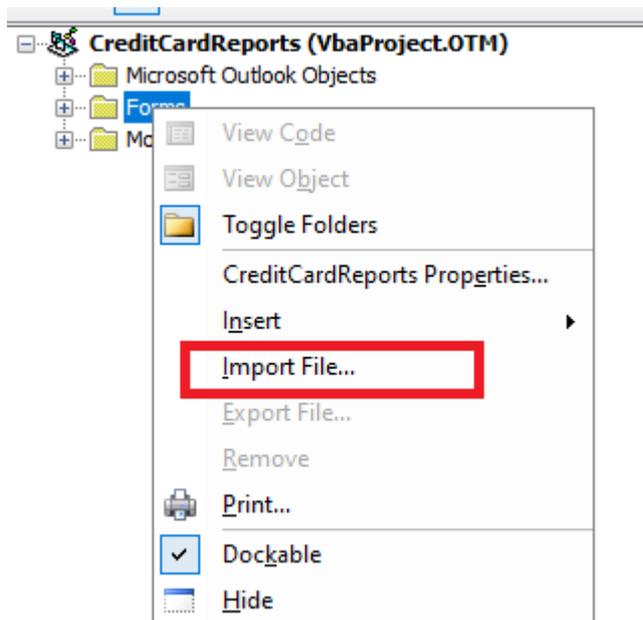


Image 6.

6. Select Email Logger Form

Select the Email Logger Form file (frmEmailLogger.frm) and click "OK" image 7.

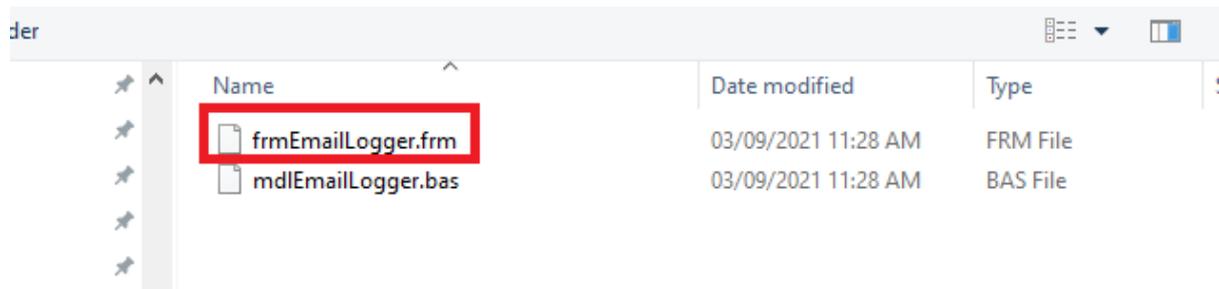


Image 7.

7. Select Email Logger Module

Repeat steps 5,6 and 7 for the Email Logger bas file (mdlEmailLogger.bas) as per image 7. And check that the files are now in the Visual Basic window image 8.

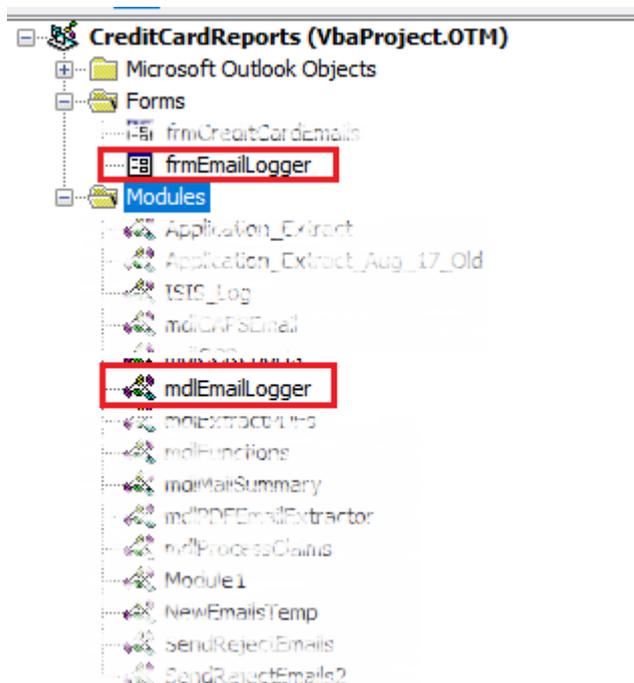


Image 8.

8. Customise Outlook Ribbon

Go back to Outlook and click on the Developer tab, then right-click on the blank area to the right of the last icon and select “Customize the Ribbon...” option (image 9).

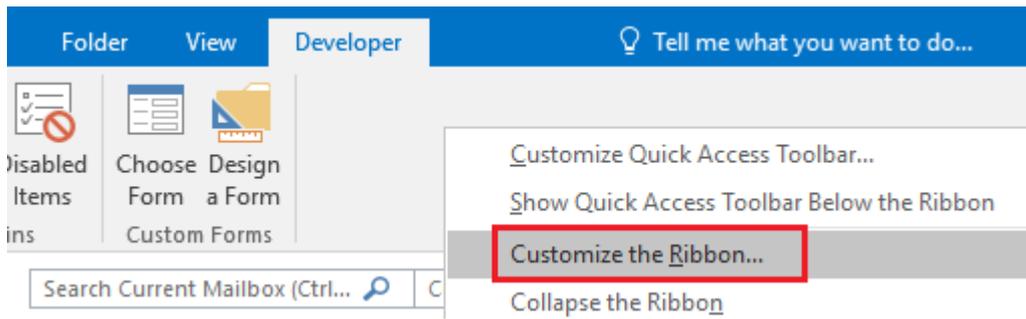


Image 9.

9. Add Ribbon Group

In the Menu which pops-up click once on the Developer text in the right-hand-side menu then click on the “Add Group” button. Image 10.

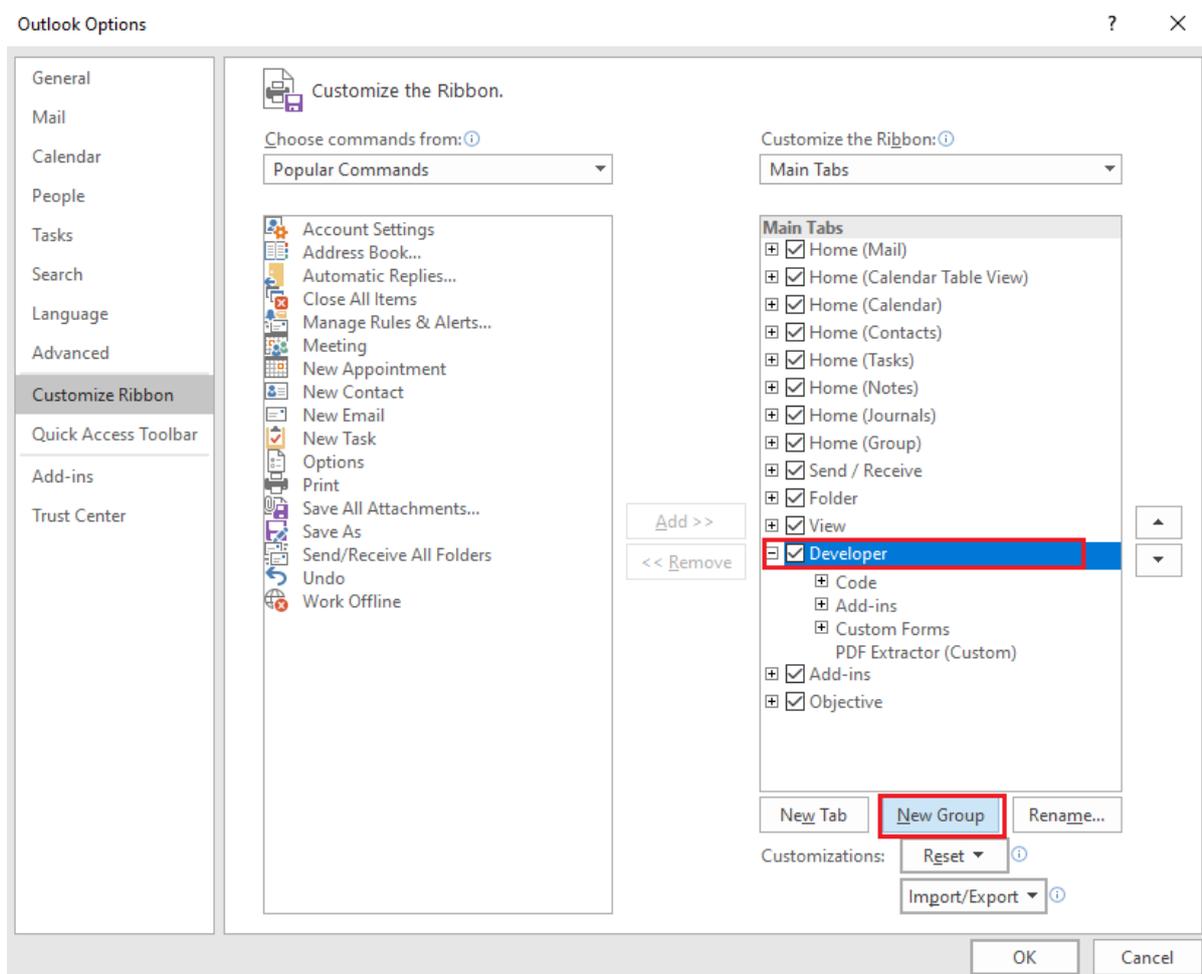


Image 10.

10. Add Email Logger Procedure To Button

Select “Macros” from the “Choose Commands From” drop-down list at the top of the left-hand side list, select the “OpenEmailLogger” procedure in the left-hand-side list, then click the “Add>>” button in the middle of the screen. This should add the OpenEmailLogger to the New Report Group in the Right-hand-side list. (image 11.)

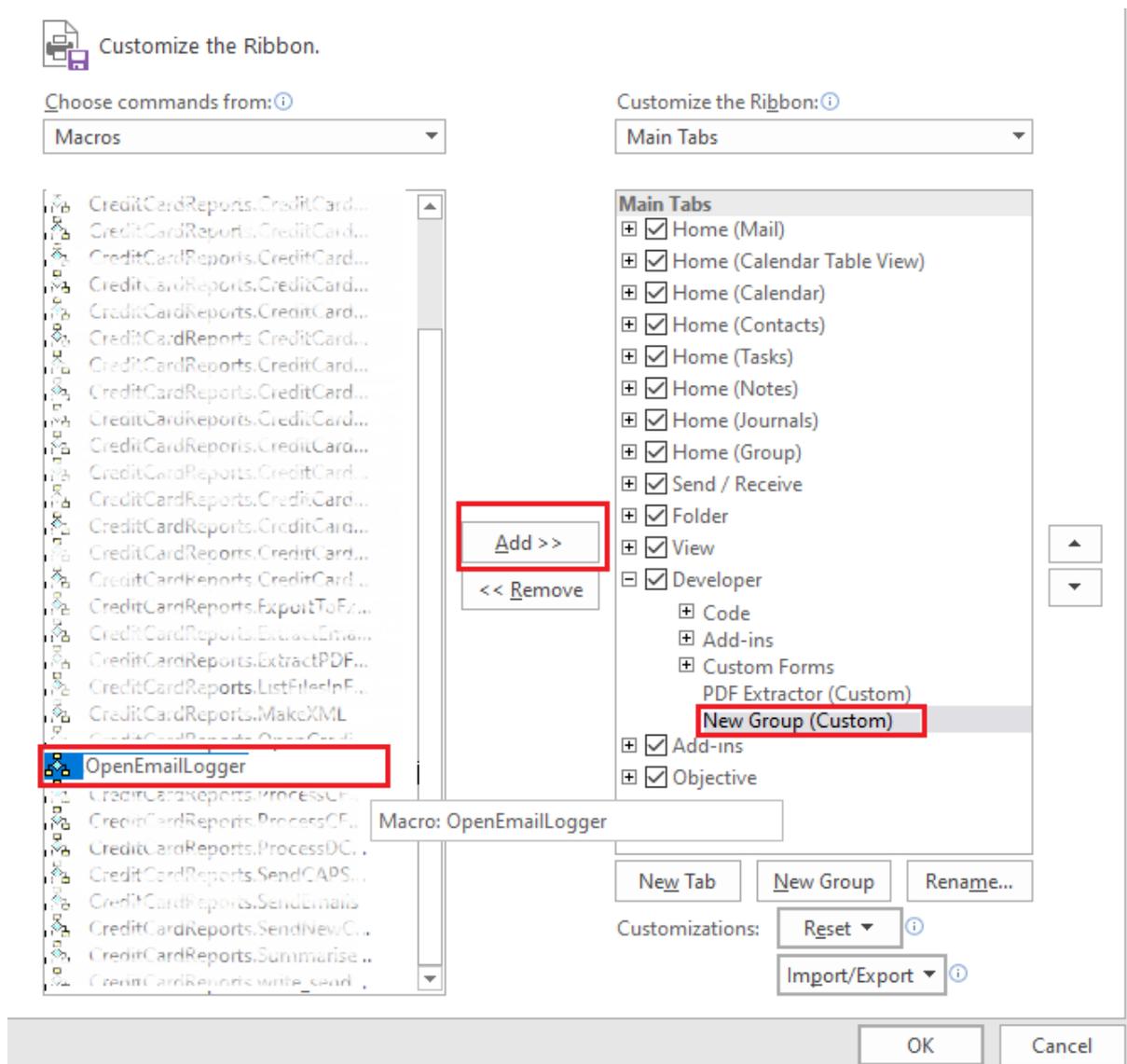


Image 11.

11. Rename Button and Finalise

Select the OpenEmailLogger item under the New Group (custom) row in the right-hand-side list, then click the “Rename...” button under the right-hand-side menu. This will open the rename dialogue. Change the name to “Email Logger” (spaces and no starting text if there is any) and select a nicer image (the page with lightning). Then click the “OK” in the Rename Dialogue then “OK” in the main Customize Ribbon menu. This will add the new button to the Developer tab. (image 12.)

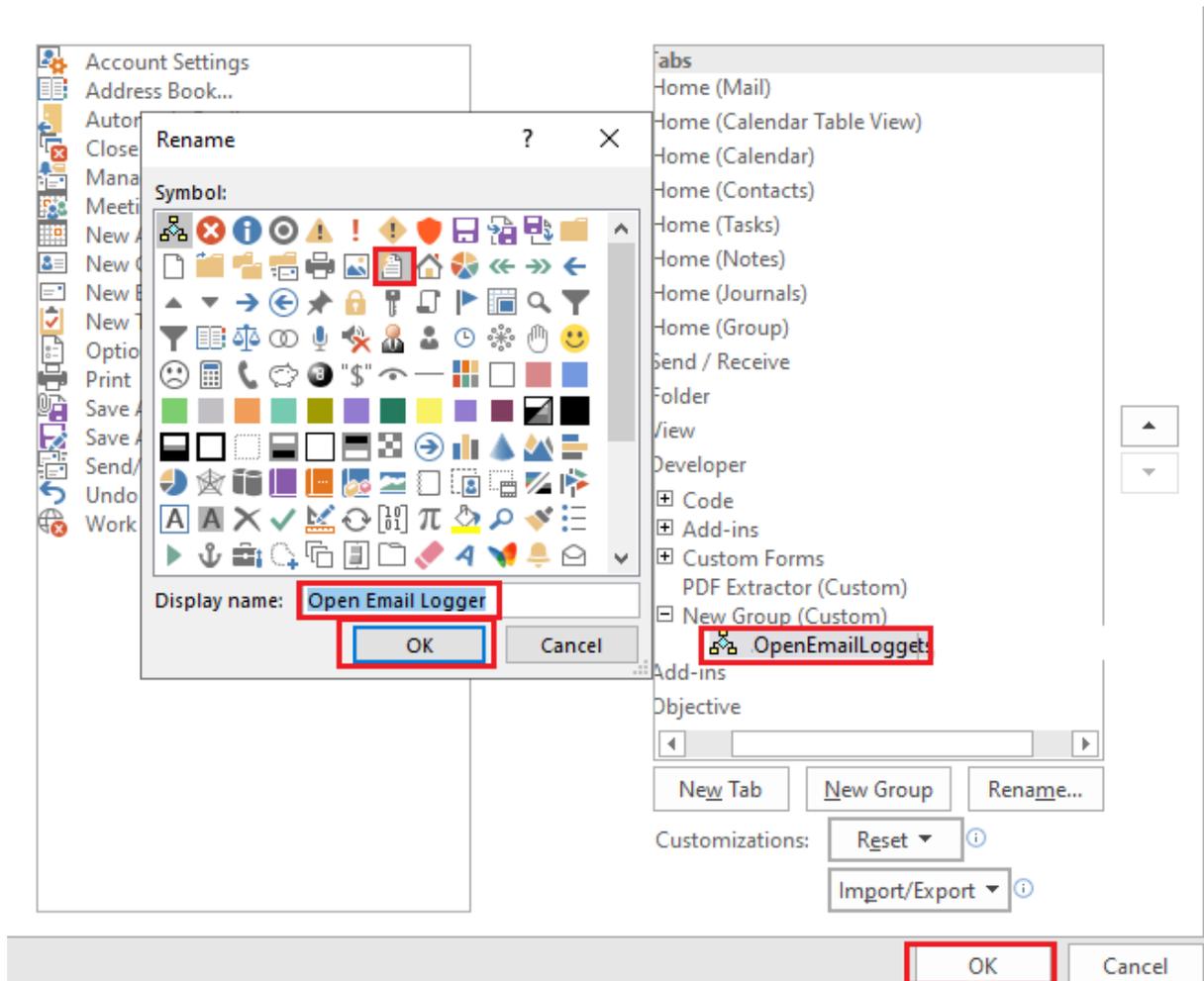


Image 12.

Installation Complete

This completes the installation of the Email Logger, which can be run at any time by clicking on the new Open Email Logger button!

The same process can be repeated on any other person's PC/machine. This can also be repeated if the button drops-off the ribbon (after some updates and restarts this may occur).

For more help, please contact Isidore or go to the Isidore website www.isidore.com