

BBProductivity Outlook Connector

User Guide

Version 1.0

February 15, 2007

1.0 Introduction

BBProductivity Outlook Connector is a Microsoft Outlook® add-in for BBProductivity.com products that enables Outlook® to categorize the calendar based on categories set from the BBProductivity.com applications on the BlackBerry.

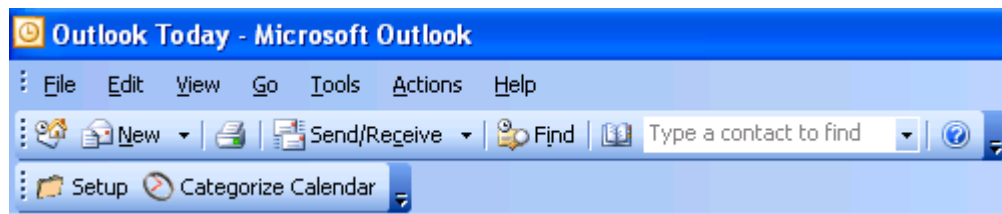
2.0 System requirements

Microsoft Outlook® 2003 or 2007, Microsoft Windows XP® with SP2, or Vista. .net framework.

3.0 Installation

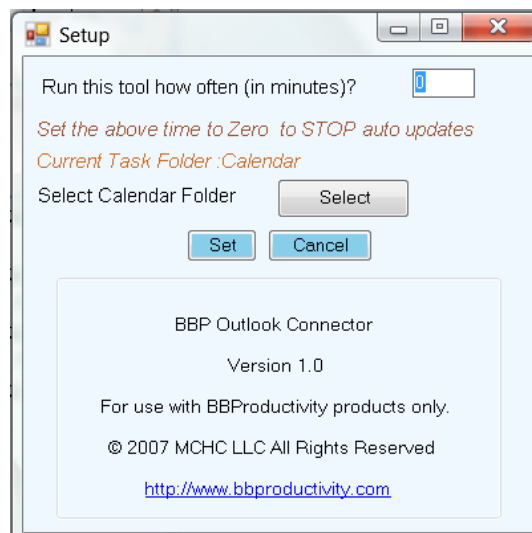
Important: Only install the version for your Outlook® version. Included in the zip file are versions for Outlook 2003 and 2007.

First close Outlook®, then from the Outlook Connector zip folder select the folder for your version of Outlook®. Double-click on the setup.exe file. Follow the prompts. Re-open Outlook®. You should now see the toolbar in the Outlook toolbar as displayed below.



Operations

Before your first use you will need to set the toolbar options. Select the setup button on the toolbar.



First, you will need to select your calendar folder. Press the select button and then select highlight your calendar folder and press OK.

Second, select your auto-run time. Setting the minutes to 0 will disable the auto-run feature. You will be able to run the tool by selecting the categorize calendar button.

Third, press the set button to save your settings. You may now close the settings box.

To run the tool, press the categorize calendar button. The tool will run through the entries during the past 10 and future 10 days.

Support

Should you have any questions or need assistance with Call Logger please visit <http://www.bbproductivity.com/support> to submit a support ticket.