



Installation Guide of AccuOutlook Add-On for AccuSQL 2018 Version 18.0.11

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Getting Started:

In order to utilize the Outlook Add-On, you will need two files and one folder from the installation folder.

- “Application Files” folder
 - AccuCampus.vsto
 - Setup.exe
-
1. To reach these files first you’ll download them from the link provided by support.
 2. Next you’ll then need to extract the contents of the ZIP file to your computer.
 3. Then go to the Windows Start menu search or Cortana search bar, type in “File Explorer”, and select the File Explorer application in the search results to launch it.
 4. In the extracted installation folders look for the files listed above in the :

AccuSQL Installations:

“AccuSQL2018Installer\AccuSQL2018_DIST\Program Files\AccuSQL2018”

NOTE: The first folder could be named differently after being extracted from the download.

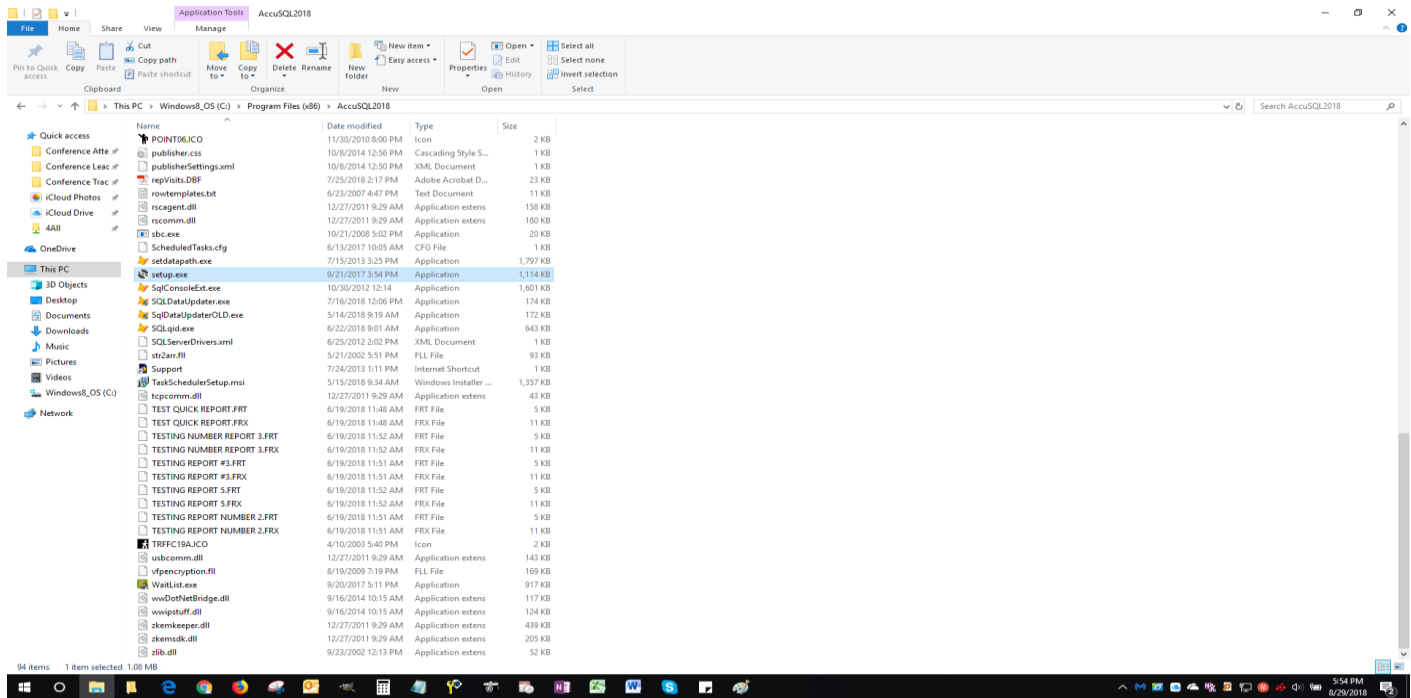
5. Copy the 3 selected files over the installed path of AccuSQL:

Default AccuSQL Installation Path:

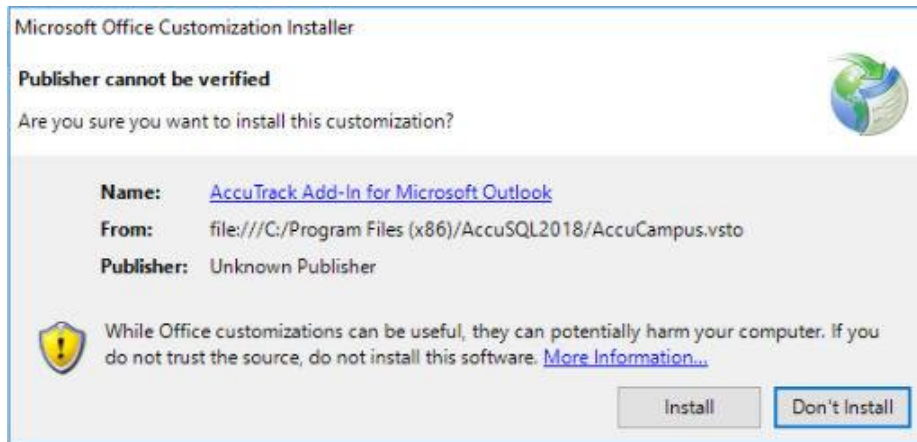
“C:\Program Files (x86)\AccuSQL2018”

Section One: Run Setup.exe

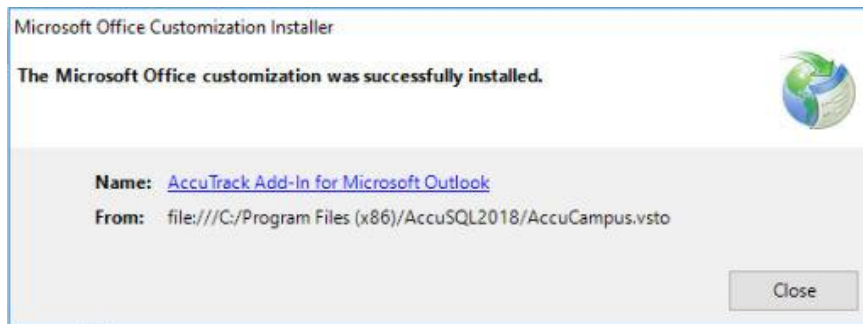
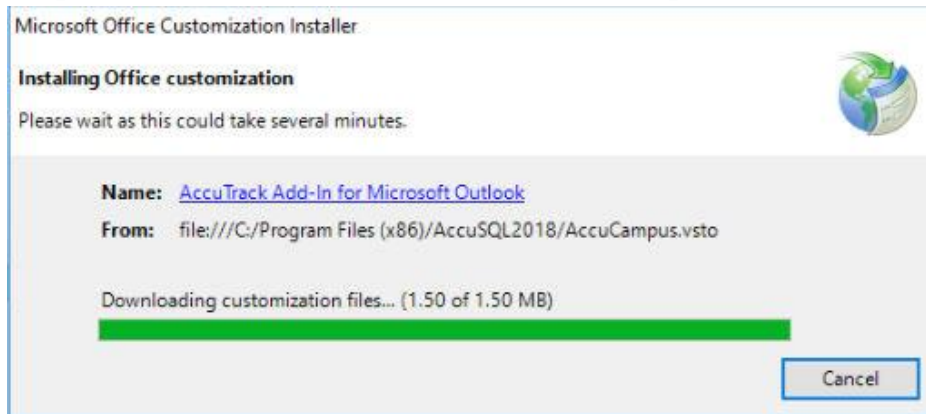
Step 1: Locate the Setup.exe in the AccuTrack/AccuSQL file location.



Step 2: Double-Click the Setup.exe to launch the installer.

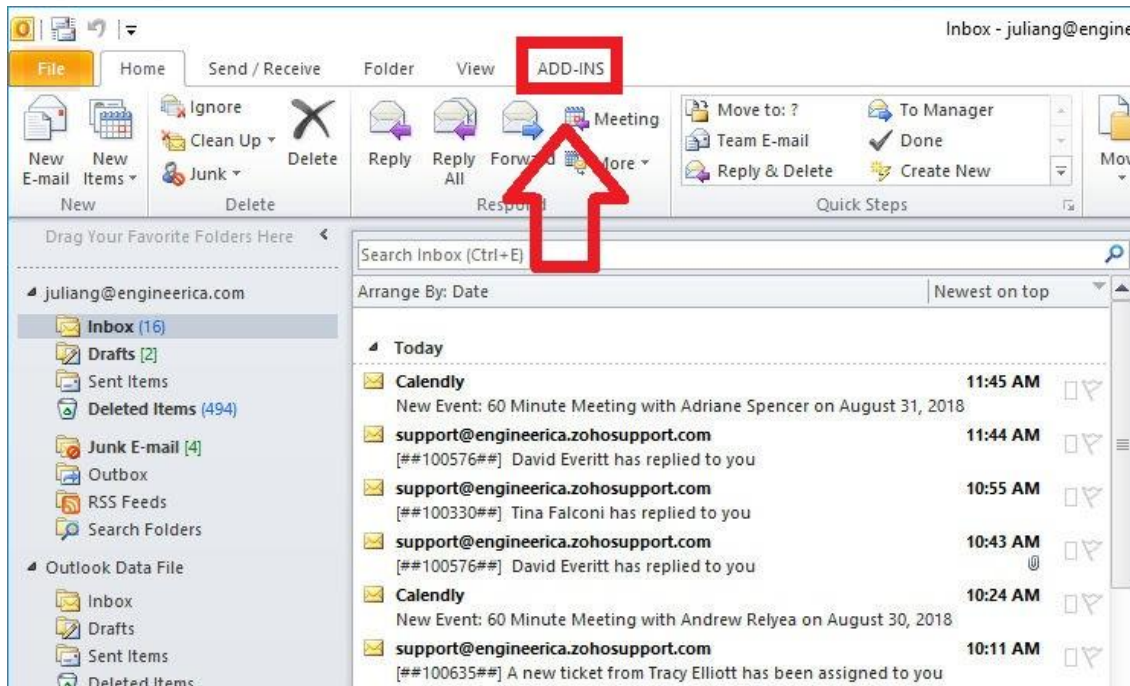


Step 3: Follow the various screens to complete the installation.

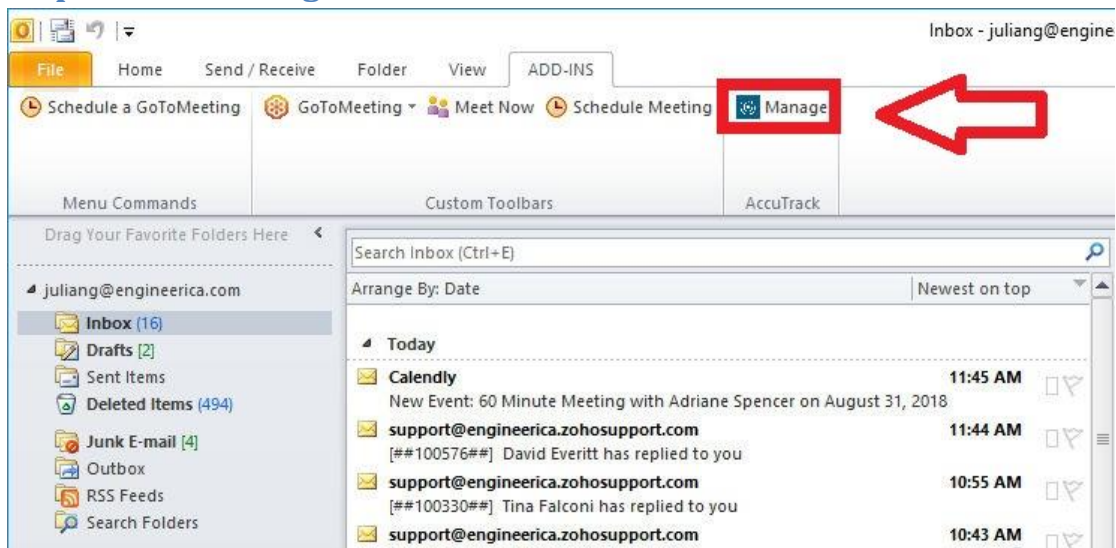


Section Two: How to sync Outlook to AccuSQL

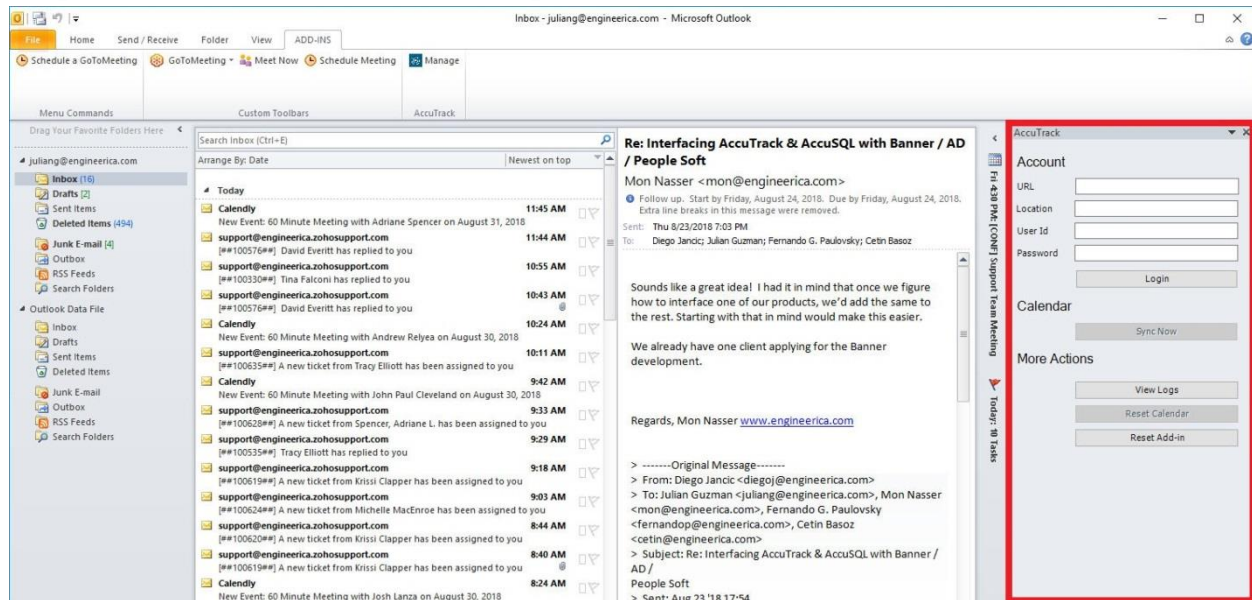
Step 1: Open Outlook and Click the Add-Ins tab at the top of the window



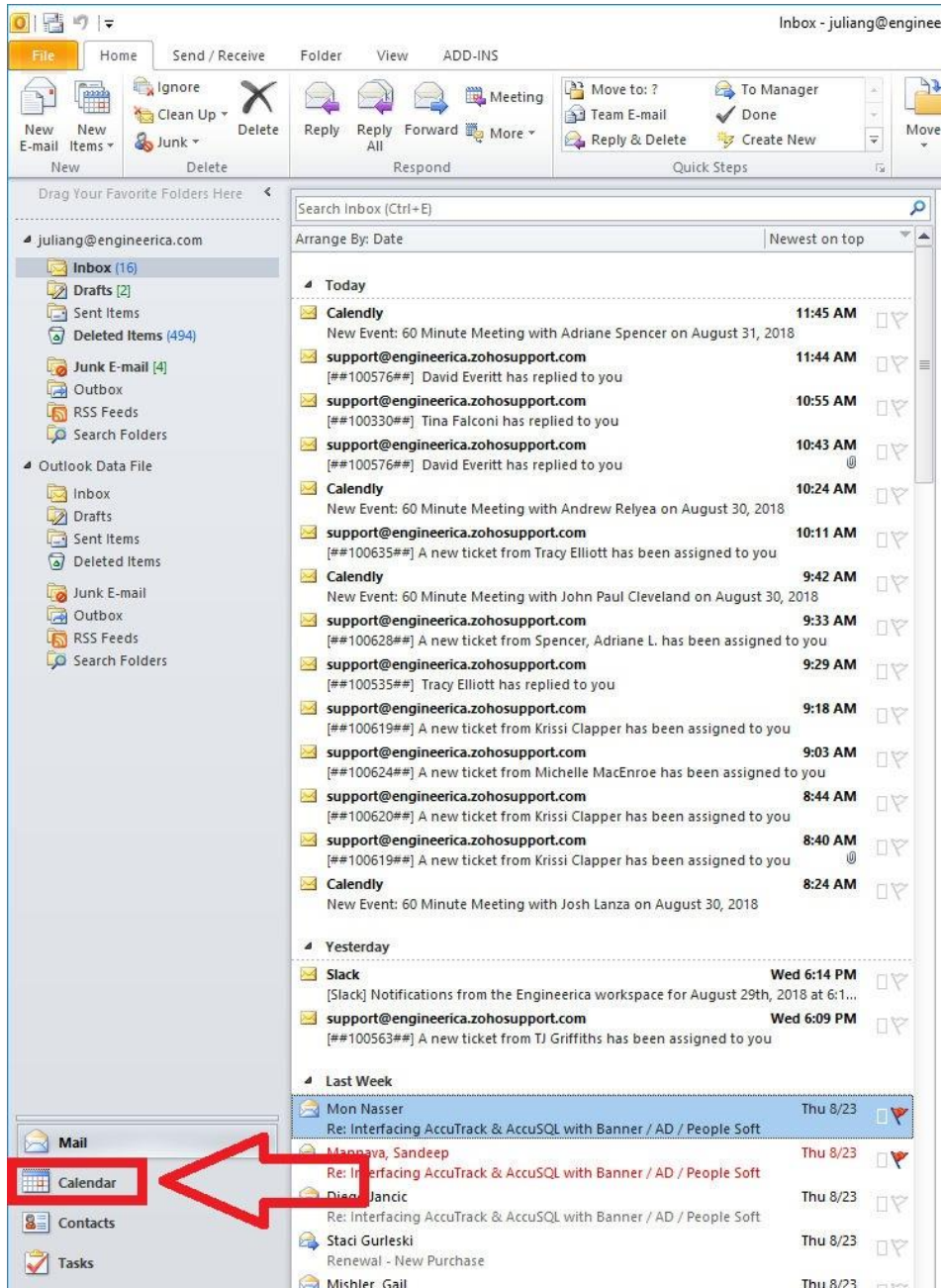
Step 2: Click Manage button on the AccuTrack Add-In



Step 3: Enter the information requested and click Login



Step 4: Change to Calendar View in Outlook.



Step 5: Put a checkmark next to AccuTrack in the My Calendars section

The screenshot shows the Microsoft Outlook interface. The top ribbon includes tabs for File, Home, Send / Receive, Folder, View, and ADD-INS. The 'View' tab is active, showing options for Day, Work Week, Week (selected), Month, and Schedule View. Below the ribbon, there's a navigation pane on the left with 'My Calendars' expanded, showing a list of calendars: 'Calendar - juliang@engineerica' (checked), 'Calendar - Outlook Data File' (unchecked), and 'AccuTrack' (unchecked and highlighted with a red box). A red arrow points from the 'AccuTrack' checkbox to the 'My Calendars' section header. The main window displays a calendar view for August 26 - September 1, 2018, showing a weekly layout with time slots from 8 am to 10 pm. The 'tasks' section at the bottom is also visible.

You can now see all the appointments made in AccuSQL on the AccuTrack Calendar View

