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.
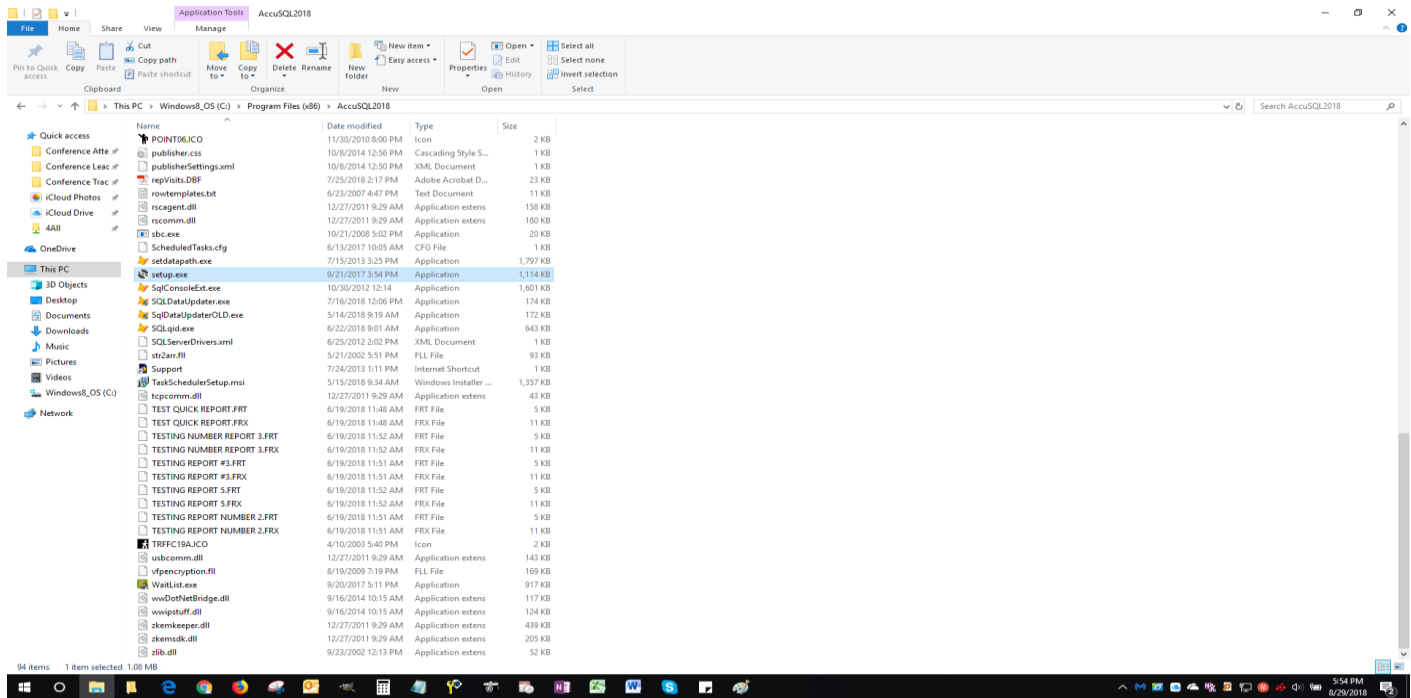
5. Copy the 3 selected files over the installed path of AccuSQL:
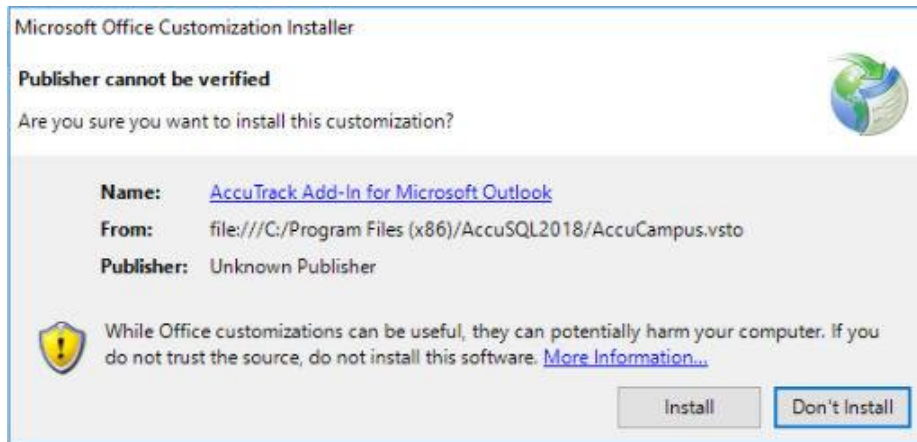
   Default AccuSQL Installation Path:
   "C:\Program Files (x86)\AccuSQL2018"
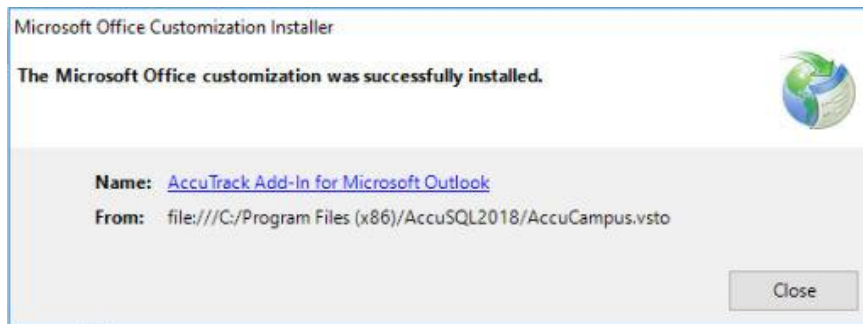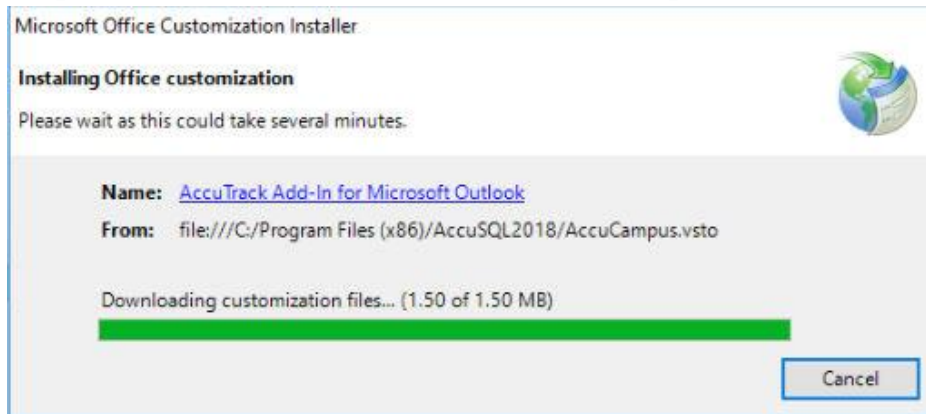
Section One: Run Setup.exe

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.

Microsoft Office Customization Installer

Installing Office customization

Please wait as this could take several minutes.

Name: AccuTrack Add-In for Microsoft Outlook

From: file:///C:/Program Files (x86)/AccuSQL2018/AccuCampus.vsto

Downloading customization files... (1.50 of 1.50 MB)

Cancel

Microsoft Office Customization Installer

The Microsoft Office customization was successfully installed.

Name: AccuTrack Add-In for Microsoft Outlook

From: file:///C:/Program Files (x86)/AccuSQL2018/AccuCampus.vsto

Close

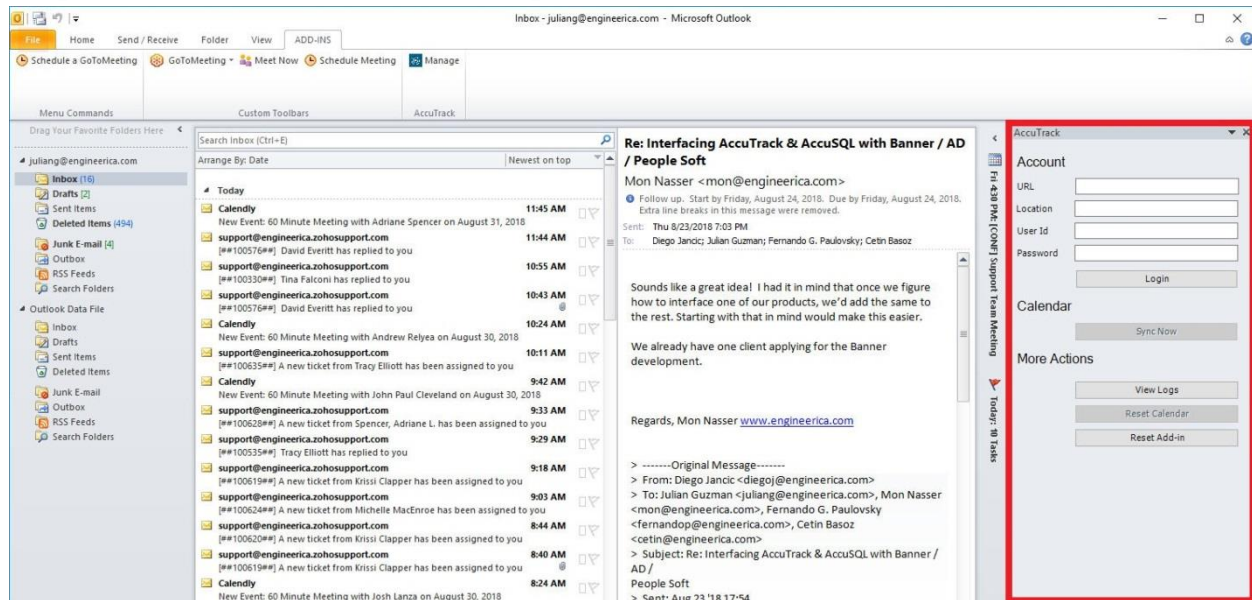## Section Two: How to sync Outlook to AccuSQL

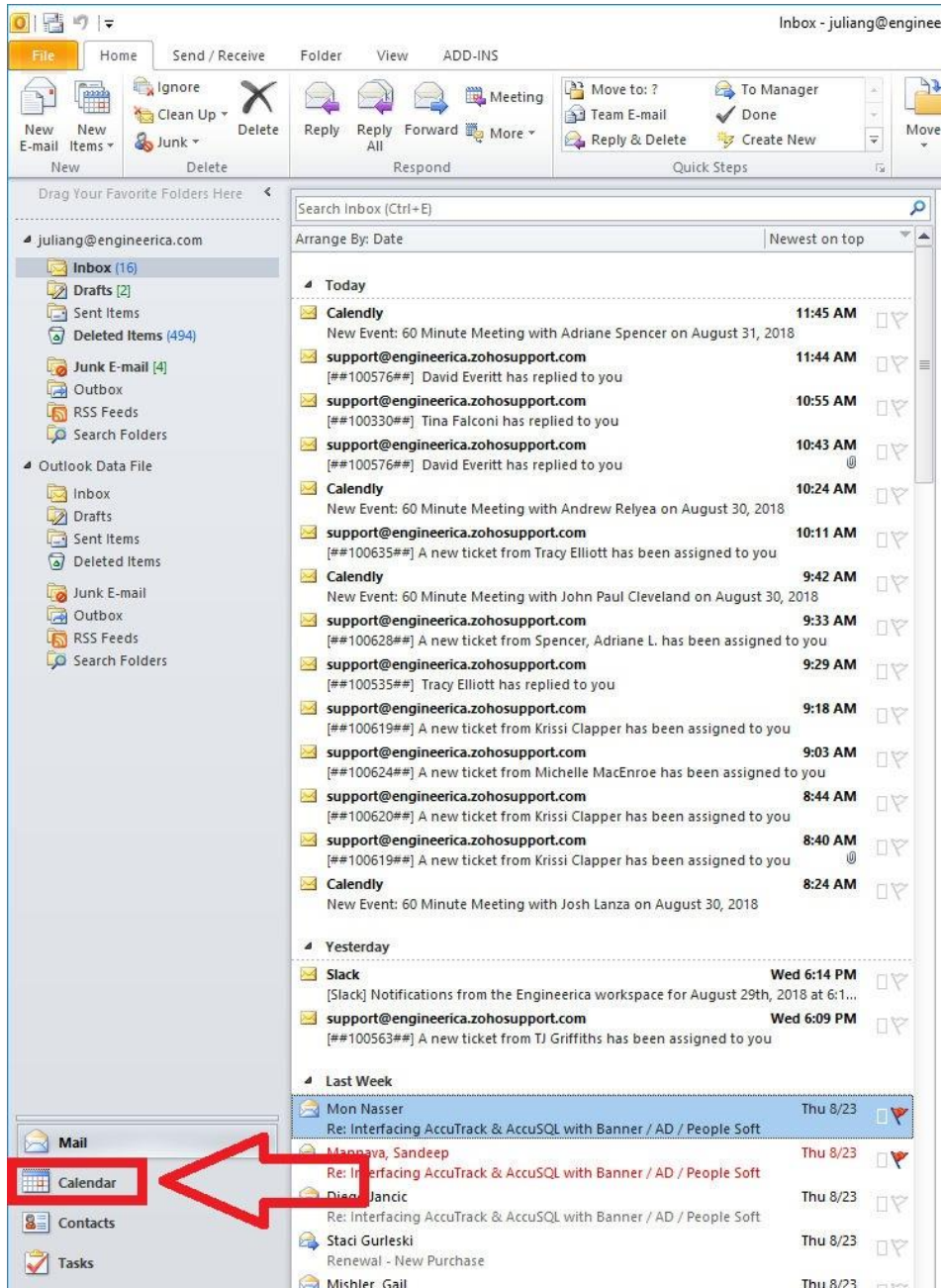### Step 1: Open Outlook and Click the Add-Ins tab at the top of the window
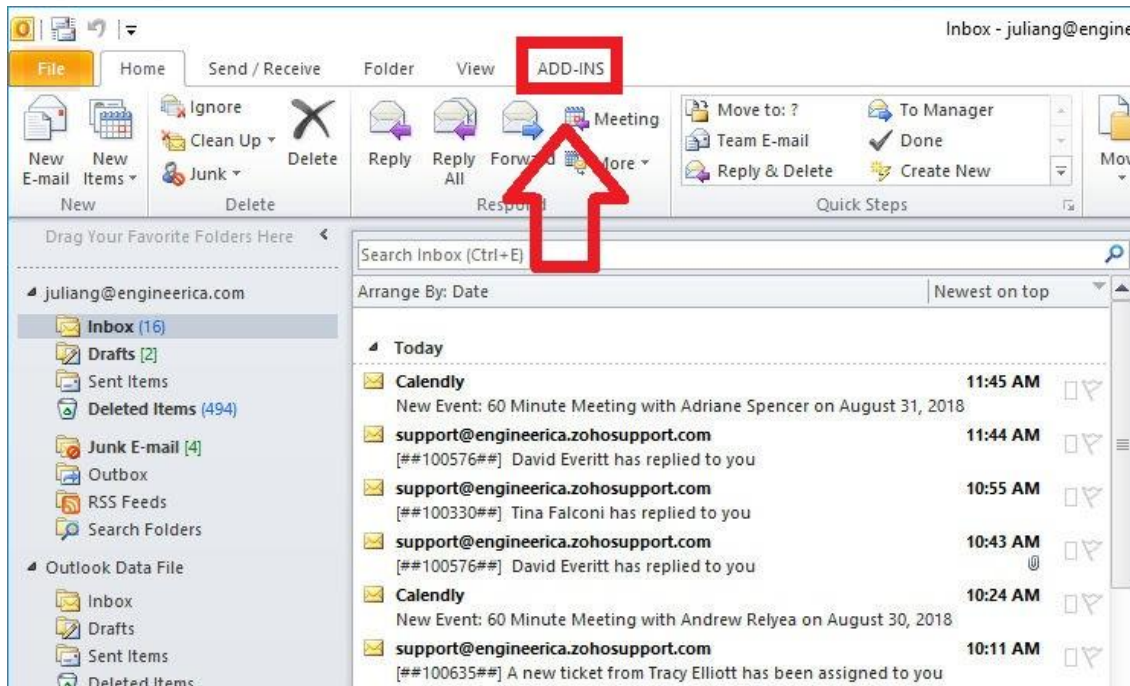
Step 2: Click Manage button on the AccuTrack Add-In
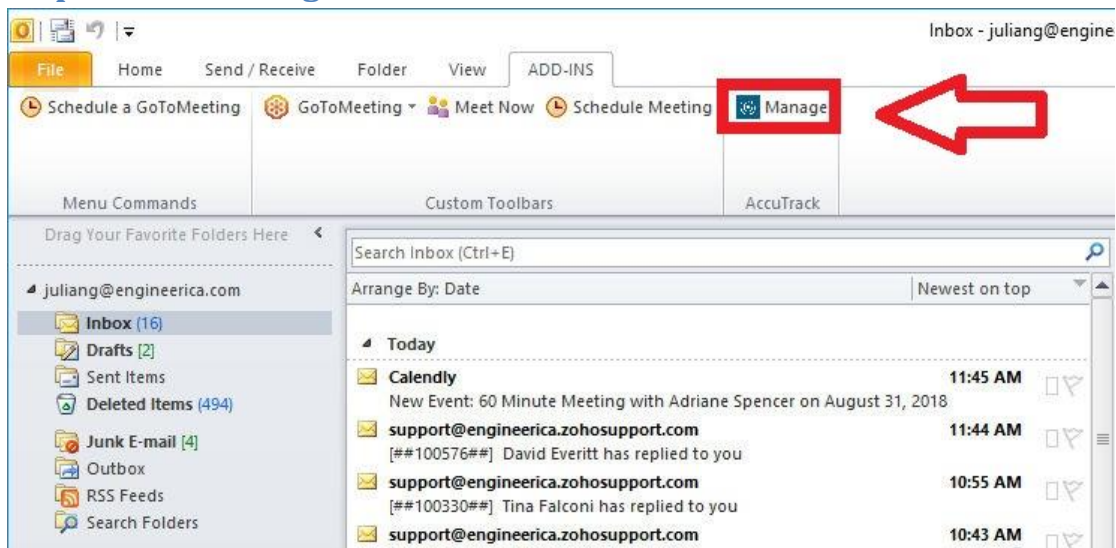
Step 3: Enter the information requested and click Login

Step 4: Change to Calendar View in Outlook.

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

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