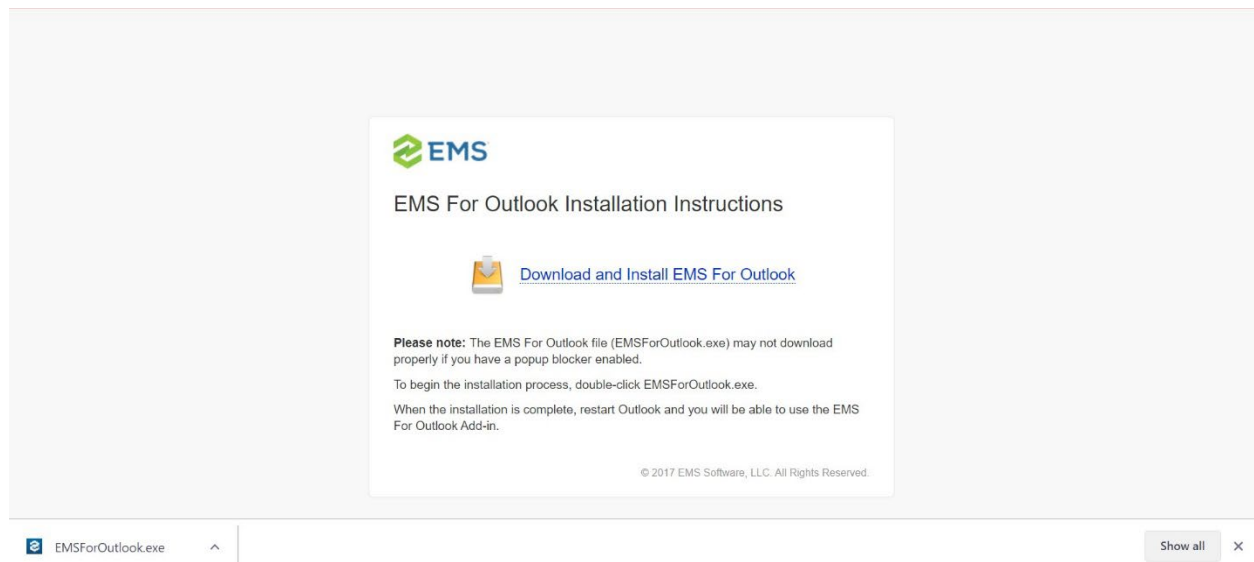


EMS For Outlook Download Instructions

NOTE: The add-in only works with Windows or other operating systems with Virtual Machines.

Step 1: Navigate to <https://ems.richmond.edu/EmsForOutlookWebDeploy/>

Step 2: Click the "Download and Install EMS For Outlook



Step 3: Double click on the "EMSForOutlook.exe. You will be prompted to close Outlook so the add-in can install.

TROUBLESHOOTING:

If the following box pops up, input <https://ems.richmond.edu/EmsForOutlookWebDeploy>

EMS For Outlook Web Deploy Configuration

EMS For Outlook Web Deploy URL

Example URL

http://{server name}/EmsForOutlookWebDeploy

Cancel

OK