An Outlook Addin for managing of users' circulation records

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Abstract

HKU Libraries has created this new Outlook add-in to automatically update your Outlook Calendar with HKUL events, Circulation due dates and pickup dates. Please note that Outlook has long had the ability to hotsync and update calendars in portable devices such as Palm, PocketPC, Smartphone, and iPod. Therefore, once this new add-in is installed in Outlook, and if hotsyncing is set up on your PC, HKUL dates will also appear in the calendars of your portable devices.

Installation Instructions

STEP ONE : Check to See If You Have the .NET Framework 1.1 Installed

- You can check to see if you already have the .NET Framework 1.1 installed by clicking **Start** on your Windows desktop, selecting **Control Panel**, and then double-clicking the **Add or Remove Programs** icon. When that window appears, scroll through the list of applications. If you see Microsoft .NET Framework 1.1 listed, the latest version is already installed and you do not need to install it again (go to STEP THREE). If you do not have Microsoft .NET Framework or if you have a prior version, then please install .NET Framework 1.1 (go to STEP TWO).

STEP TWO : Install .NET Framework 1.1 Through Windows Update

- Install the .NET Framework 1.1 from Microsoft Windows Update.
- Choose 'Custom' and find the item '.NET Framework 1.1'. Check the checkbox next to the item and click 'Install Updates'.
- After installing, your computer may need to be restarted.

STEP THREE : Download and Install the Software

- The MyLibrary Outlook Add-in is distributed in **Windows Installer** format.
- Close your Outlook program.
- If you're upgrading an older version of the Add-in, you need to uninstall the old version first.
- Click here to download the Add-in to your hard-drive (filename: **MyLibrary_OutlookSetup.msi**).
- Click 'RUN'.
- Select 'Next' , 'Next' , then 'OK' and you're done! The installer will take care of all the work.

STEP FOUR : Setting up the Software

Now that the Add-in is installed on your PC. *On the PC desktop and in the Windows START menu, no icon will apear.*

- Start Outlook
- Two newly created icons will appear on the toolbar.
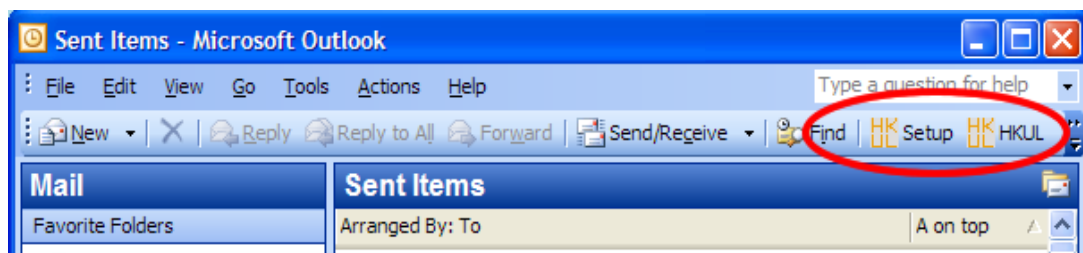
- The program will start and show the **Setup Dialog** and require you to fill in some information:
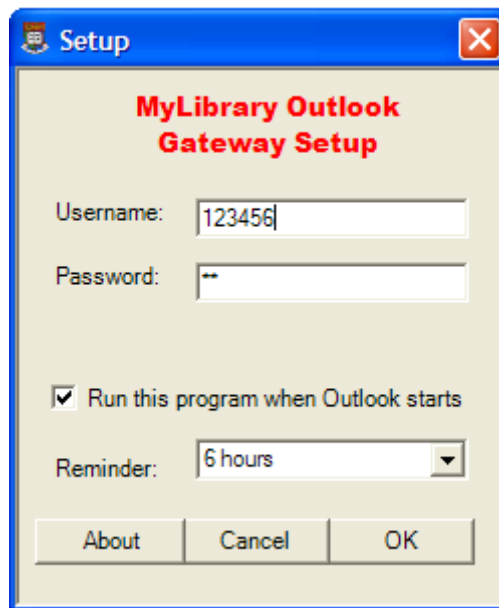
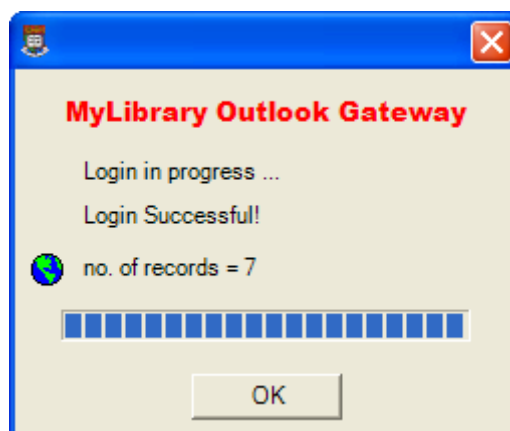- Enter the following information in the fields:

Username: Your University ID (e.g. 123456)
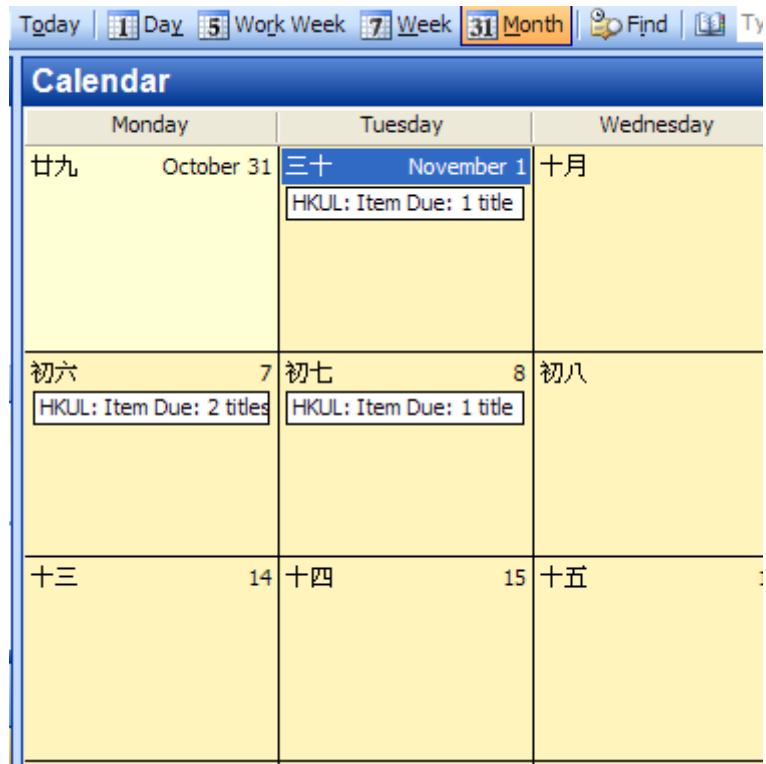
Password: Your Library PIN

Run this program when Outlooks starts: if checked, this program will start running when you start Outlook

Reminder: how many hours before an event do you wish to receive a reminder ?

- Click OK
- The program will start running:

- Here is a screen shot of the Outlook calendar with 3 item due events:

- Click ![HKUL button] if you want to run the program manually. If you did not choose "Run this program when Outlook starts", you can click on this button ![HKUL button] in the toolbar to manually download HKUL dates to update your calendar.