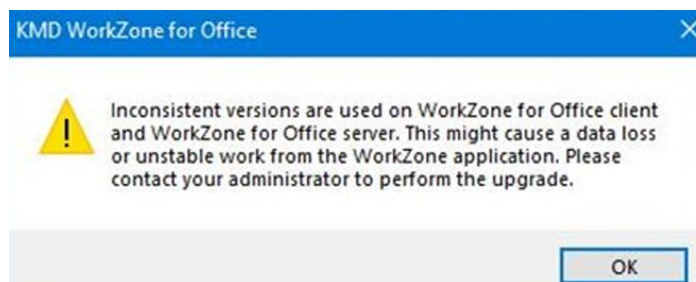
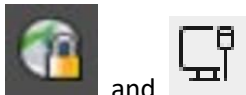




Automatic installation of plugin

This guide shows how to ensure that the Workzone for Office plugin is installed correctly. Make sure your computer is regularly updated by installing the updates you are asked to run. If you try to record from one of the Office applications (Outlook, Word, Excel, or PowerPoint) and receive the following error message, it means that your add-in needs to be updated.



Instruction	Explanation	Navigation
<p>Start your computer and wait a few minutes</p>	<p>Your computer must be connected to AU’s wired network or VPN.</p> <p>The plugin will be automatically installed on your computer within 5 - 10 minutes if you are registered as a Workzone user.</p> <p>Wait before starting any Office applications.</p>	
<p>Check that your computer is on a secure network</p>	<p>Installation and use of the Workzone plugin can only be confirmed/completed if you are connected to AU’s network (wired or via VPN).</p> <p>When using a wireless connection, the following icons must be visible in the taskbar in the lower right corner of the screen:</p> <p>When using a wired connection at your office, only the following icon should be visible in the taskbar in the lower right corner of the screen.</p> <p>If you experience any issues, please contact your local IT support:</p> <p>Contact your local IT support at Aarhus University</p>	 <p>and</p> 

<p>Check that the plugin is installed</p>	<p>Start Outlook and check whether the Save Item button is available.</p>	 <p>The screenshot shows a yellow folder icon with a green arrow pointing into it. Below the icon, the text 'Save Item' is displayed with a small downward-pointing chevron to its right. Below that, the word 'Case' is visible.</p>
<p>Install</p>	<p>If the button is not available, try restarting your computer.</p> <p>If this does not install the plugin, create a support ticket at Support.au.dk under “Report a problem” including a description of what you have done.</p>	