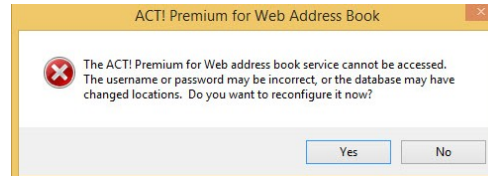
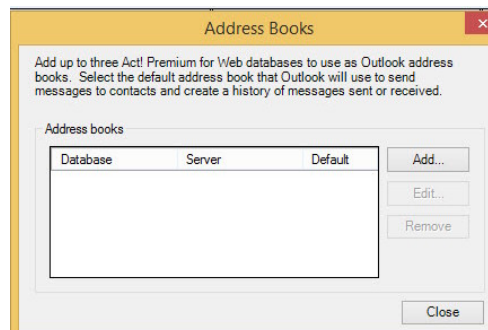


Reconfiguring the Act! Premium for Web Address Book

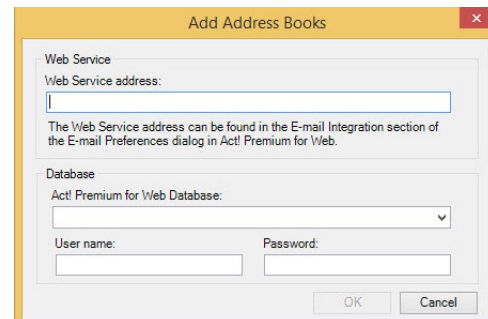
If you receive the following message upon opening Outlook please use the instructions in this document to reconfigure the Act! Premium for Web Address Book. If these instructions do not work please call or email for assistance. Click “Yes”.



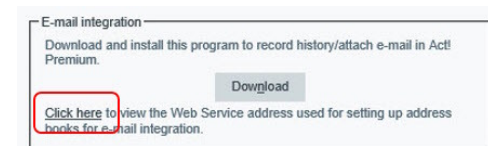
The Address Books message box appears. Click “Add”.



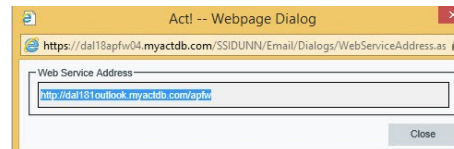
The Add Address Books message box appears. You need to enter the proper information in the “Web Service address” line. Leave this message box open and see the next step to do this.



In your Act! Web database client click “Tools”, “Preferences” and “Email”. The “E-mail Preferences” message box appears. In the “E-mail integration” section click on the “Click here” link.



The “Act! – Webpage Dialog” message box appears. Highlight the URL in the box and copy to the Windows clipboard. Click “Close”. You may close the web page that opens which contains the same information. Click “OK” and “Close” to close the “E-mail Preferences” and “Preferences” message boxes.





Past the URL you just copied into the “Web Service address” area of the “Add Address Books” message box. Click in the “Act Premium for Web Database” area. Click the drop down list and select your database. Enter your user name (this is your first and last name separated by a space) and password. Click “OK”.

Your database name will appear in the message box that appears. Click “Close”.

Click “OK”. Close and reopen Outlook.

