

AssistMyTeam Email to PDF for Outlook

Installation and Configuration ***(‘Per User Installation’ and ‘Per Machine Installation’)***

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With this guide, you would be able to quickly install and easily configure AssistMyTeam Email to PDF for Outlook add-in in your system, and effortlessly generate PDF documents from emails and attachments in Outlook.

For 'Per User Installation' *(ideal for standalone single user/workstation)*

EmailToPDFSetup.zip (for Outlook 2010, 2013, 2016, 2019, 2021 and Office 365)

For 'Per Machine Installation' *(ideal for installing on Citrix and Terminal Servers)*

EmailToPDFSetup_Citrix.zip (for Outlook 2010, 2013, 2016, 2019, 2021 and Office 365)

Extract these file contents to a folder.

NOTE: ‘Per User Installation’ and ‘Per Machine Installation’

In ‘Per User Installation’, the add-in install is performed 100% on the local system and nothing is installed on your Exchange or Windows Server. Further, this install is intended to serve only the current logged on user of the system/workstation and will be installed under the user's application data folder (instead of Programs Files folder) and no elevated permission is required. So, there won't be a prompt from UAC to allow this install unless you change the install directory to say, Programs Files which will warrant an elevated permission/UAC prompt. If the same system is used by multiple users, each one need to install add-in on their profile with the default installation folder location.

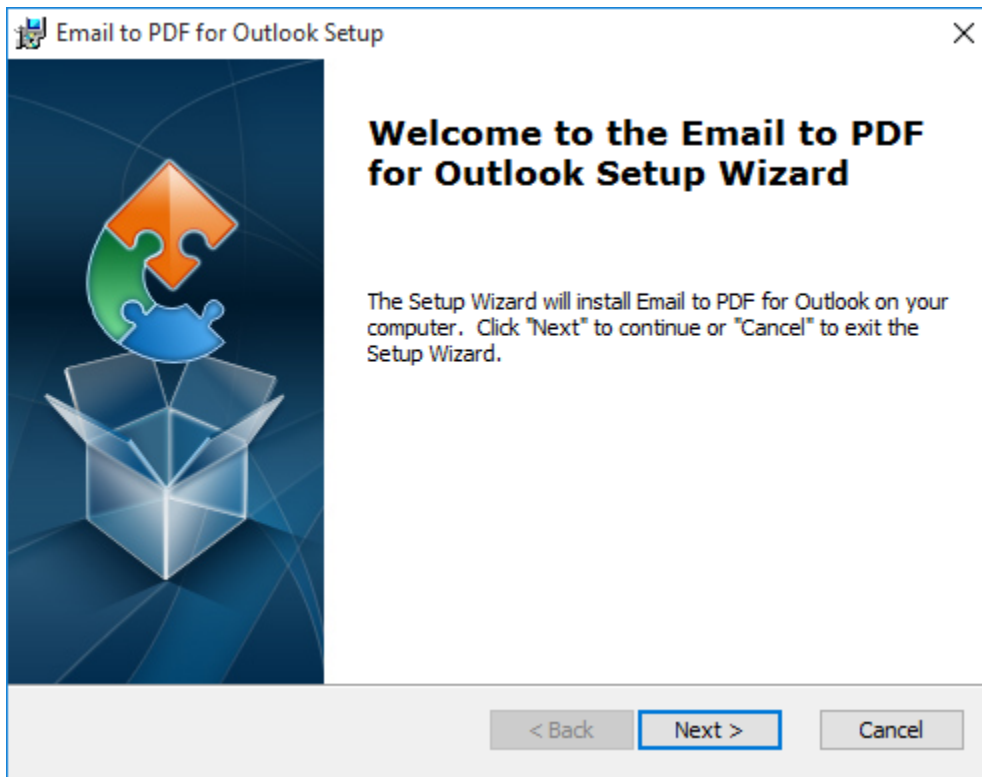
‘Per Machine Installation’: If you have the need to have a single install that serves all users of the system (i.e., the files will be installed under Program files folder and the add-in will be registered under HKEY_LOCAL_MACHINE registry hive rather than HKEY_CURRENT_USER), download the Citrix/Terminal Server version of the setups to perform a per machine installation.

Requirements:

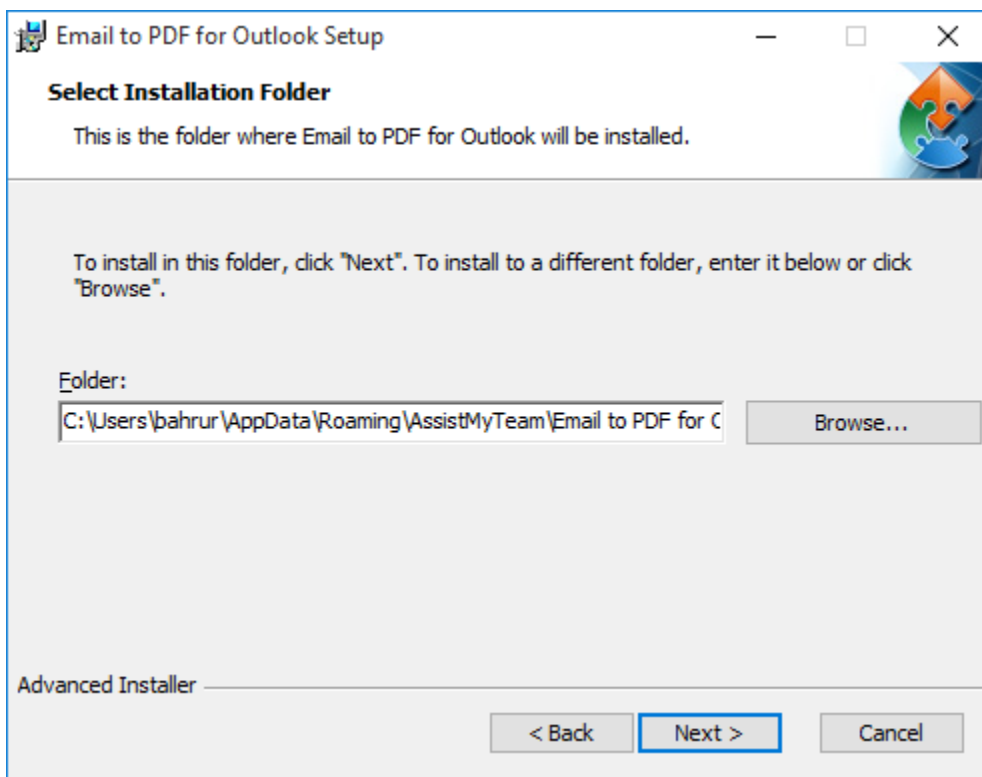
- Microsoft .NET framework 4.5
- Outlook 2010, 2013, 2016, 2019 and 2021. Both 32-bit and 64-bit Outlook are supported. Office 365 versions are also supported.

Step 1. Run the *EmailToPDFSetup.exe* to start the installation. Click '**Next**' to Continue. If Outlook 2010 or later is not installed, the setup wizard will not be able to proceed. Please ensure Outlook is shutdown (if already running or active in the task manager) as the setup has to install an Outlook add-in.

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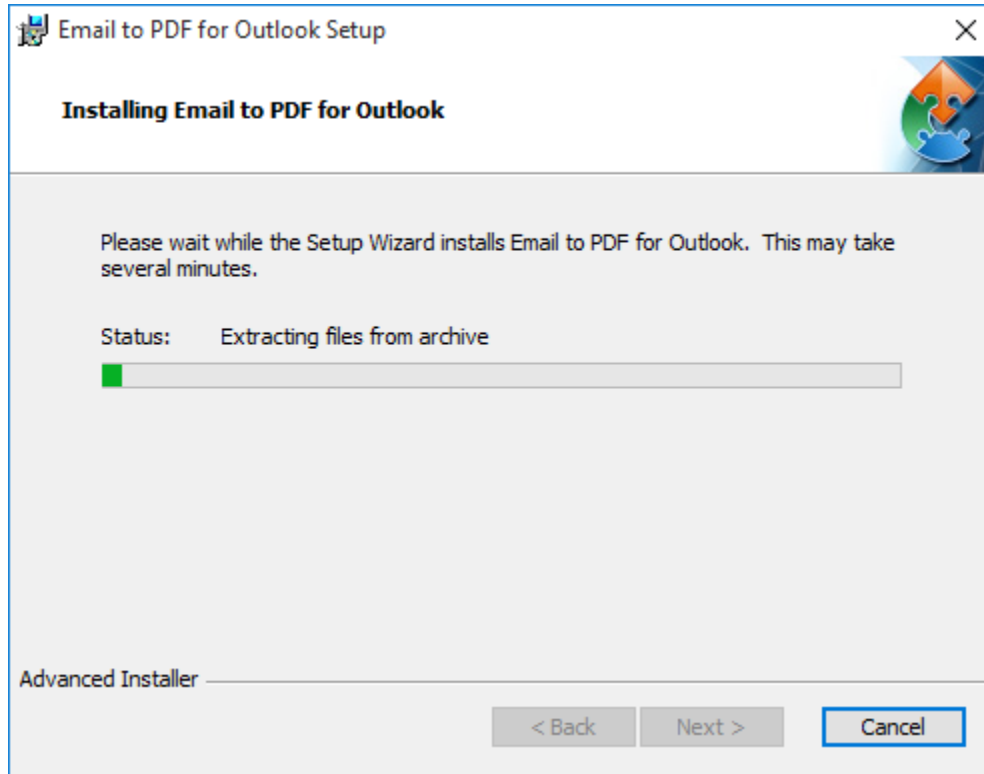


Step 2. Select the appropriate destination folder where the application files will be installed. If you change the default folder path, please make sure you have appropriate permission.

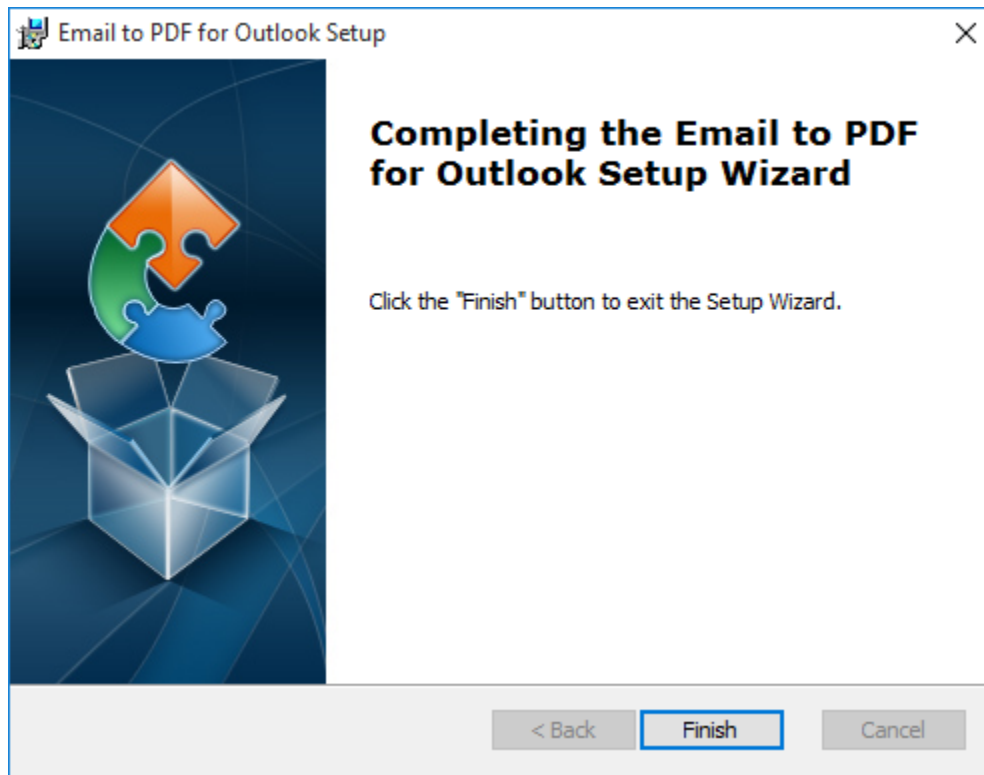


Step 3. It just takes a few minutes to complete the whole copying process

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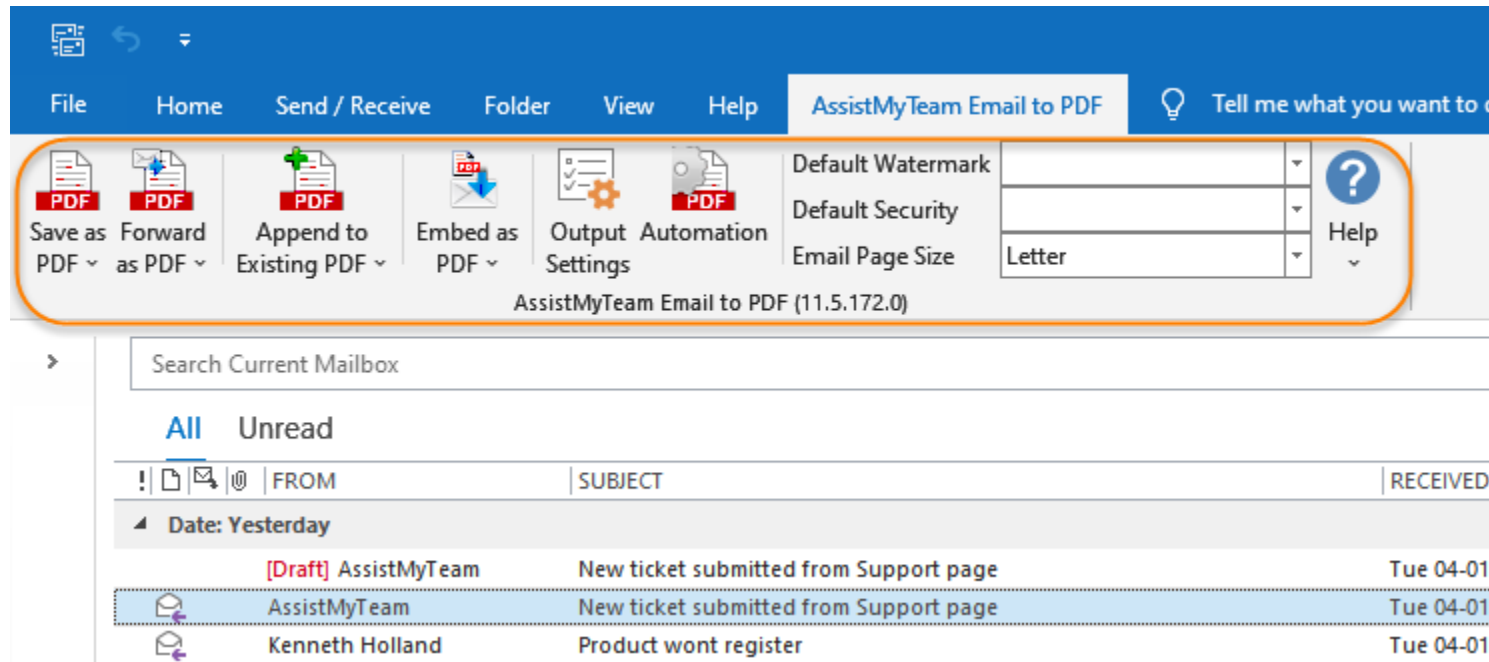


Step 4. Click 'Finish'. This ends the files installation process in your system.

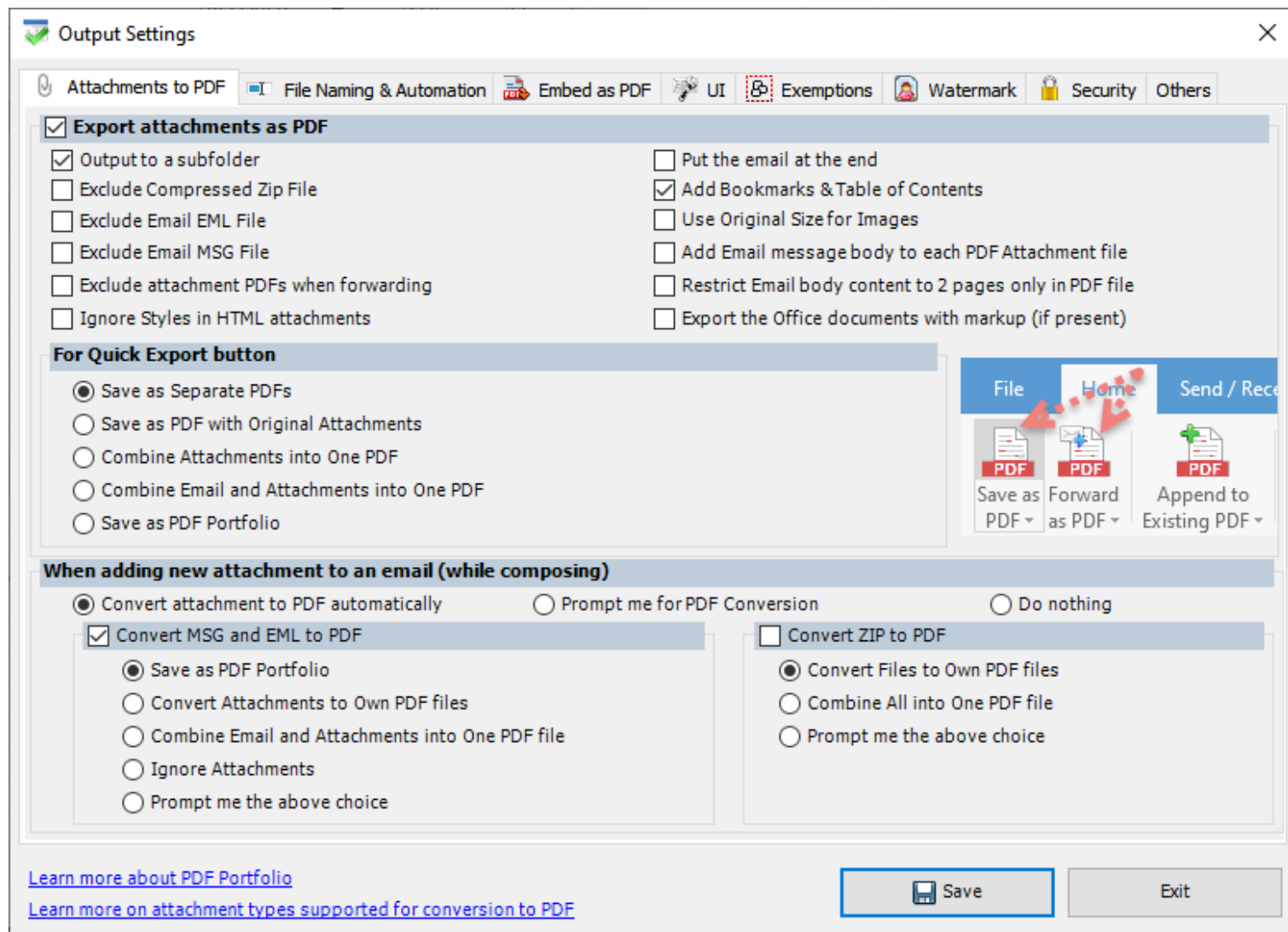


Now start Microsoft Outlook. If the installation was successful, you will see a dedicated toolbar or ribbon with the title 'AssistMyTeam Email to PDF' in Outlook.

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Within the **Output Settings**, you will find options to tweak and customize the default file naming scheme, specify the PDF output behavior, choose single or multiple PDF merge options, modify the page setup, paper size, layout etc.



For more references and help, refer to the PDF Help Manual, which can be invoke from **Email to PDF Toolbar or ribbon > Help > Help Topics**.

You can also download the full PDF help manual directly from [this link](#).