

V5

# Personal DataPublisher

For Outlook & SharePoint

An add-in for Microsoft® Outlook® that makes it very easy and effortless to publish your mails, appointments, tasks or contacts from Outlook to SharePoint either manually or on the fly.

# Help Manual



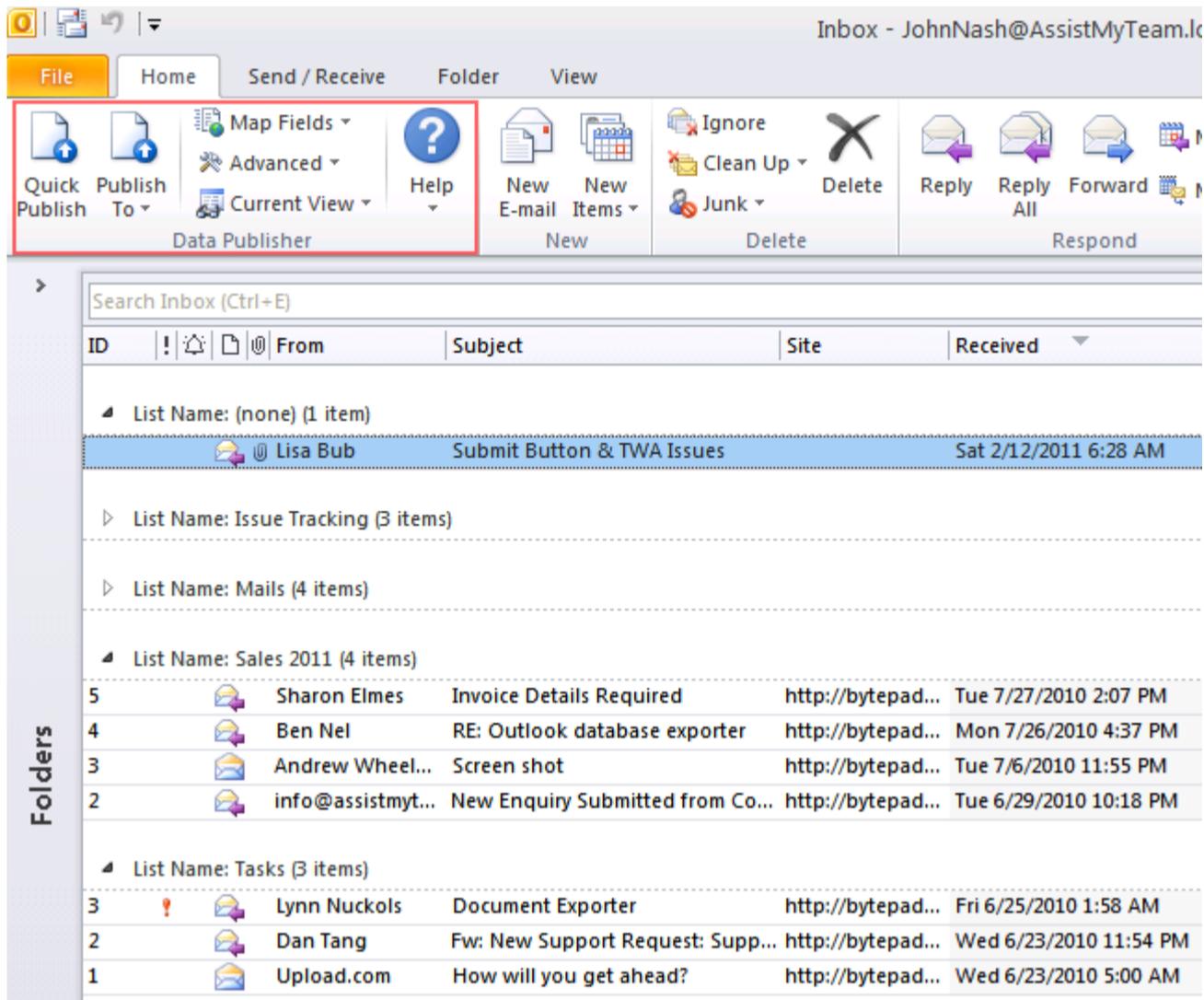
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## 1. Introduction

*Personal DataPublisher* brings SharePoint integration to Microsoft Outlook for seamless publication of Outlook items such as emails, appointments, tasks or contacts to SharePoint, where they can be shared with other users. It exists as an add-in in Microsoft Outlook, and extends the functionality of Outlook by binding within the internal logic and user interface of Outlook.



Additionally, it can monitor your mail folders for incoming mails, and synchronize and publish to a SharePoint list automatically as the mails arrive. This linkage and data adaptation from Outlook to SharePoint provides a unique solution for a convenient and controlled email and content management in the organizations.

Data Publisher Add-in can be adapted and used for variety of content management purposes in SharePoint, such as:

- ✓ For filing trouble tickets to an issue tracking SharePoint list from Outlook emails, so that tickets can be collaborated and assigned to relevant technicians in SharePoint accessible by all members of your support team.
- ✓ For submitting personal timesheets from Outlook calendar on work done, to a SharePoint calendar list.
- ✓ For submitting meetings and schedules from Outlook calendar to a SharePoint Calendar list
- ✓ For publishing attachments and emails (as .msg) on document libraries
- ✓ For email retention and archival purpose in SharePoint



## Summary

- ✓ Requires a simple **client install**
- ✓ Seamless integration with Microsoft Outlook<sup>1</sup> and SharePoint<sup>2</sup>
- ✓ Support publishing of pre-defined Outlook fields, custom fields defined for that folder, as well as notes (Plain or HTML Body).
- ✓ Define and map as many SharePoint lists common to all Outlook folders, or specific to each Outlook folder.
- ✓ Choose any customized form defined for that Outlook folder
- ✓ Supports POP, IMAP, Exchange mailbox and Public folders
- ✓ Publish the whole contents of the Outlook folder to a SharePoint list in a single click
- ✓ Publish all kind of Outlook items – mails, posts, appointments, tasks, journals or contacts
- ✓ Map and publish only those fields or metadata that you require
- ✓ No security warning from Outlook
- ✓ Unlike other add-ins for Outlook, Data Publisher is designed to overcome the security warning that is usually displayed to the user if some third party application tries to access certain email address/body fields of an Outlook item
- ✓ Real-time monitoring of incoming emails/new items of an Outlook folder, and automatically publish the data to a SharePoint list
- ✓ Unicode Support
- ✓ Special Outlook views for organizing your published Outlook items
- ✓ Special MSI installer available for enterprise wide deployment (upon request)
- ✓ Support for Office 2010, 2013, 2016, 2019

<sup>1</sup> Outlook 2007, Outlook 2010, Outlook 2013, Outlook 2016, Outlook 2019 (both 32 bit and 64 bit)

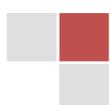
<sup>2</sup> WSS 2, WSS 3, MOSS, SharePoint® Foundation 2010, SharePoint® Server 2010, 2012, 2016, 2019 and Office 365

## 2. Requirements

*Personal DataPublisher* is available right inside your Outlook as an add-in process. It can be easily deployed through an installer (manually or via a group policy object with MSI) across the entire organization. Please make sure that your system meets the following requirements before installing *Data Publisher for Outlook and SharePoint*:

### Requirements

<b>Windows Version</b>	Windows Vista or Windows 7, 8 and 8.1, 10. Both 32-bit and 64-bit OS are supported.
<b>Outlook Version</b>	Outlook 2019, 2016, 2013, Outlook 2010 (both 32 bit and 64 bit), Outlook 2007. Data Publisher operates directly inside the Microsoft Outlook application (using Microsoft's "COM add-in" technology). Outlook Express is not supported.
<b>SharePoint Version</b>	WSS 2.0, 3.0, 4.0 (SharePoint 2010), MOSS 2007, 2010, 2012, 2016, 2019, Office 365
<b>Others</b>	Microsoft .NET Framework 4.5



### 3. Installation

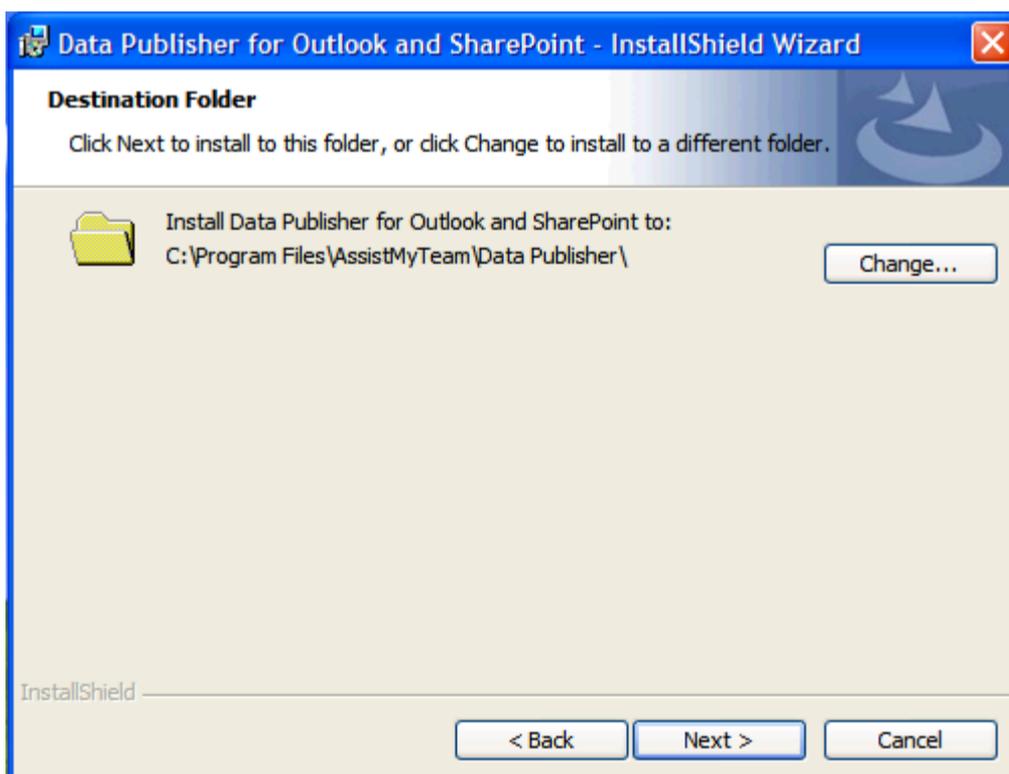
Before you can start publishing Outlook items to SharePoint, you need to install Data Publisher via the Setup.exe. You can download it from [HERE](#).

*Step by step procedure is given below:*

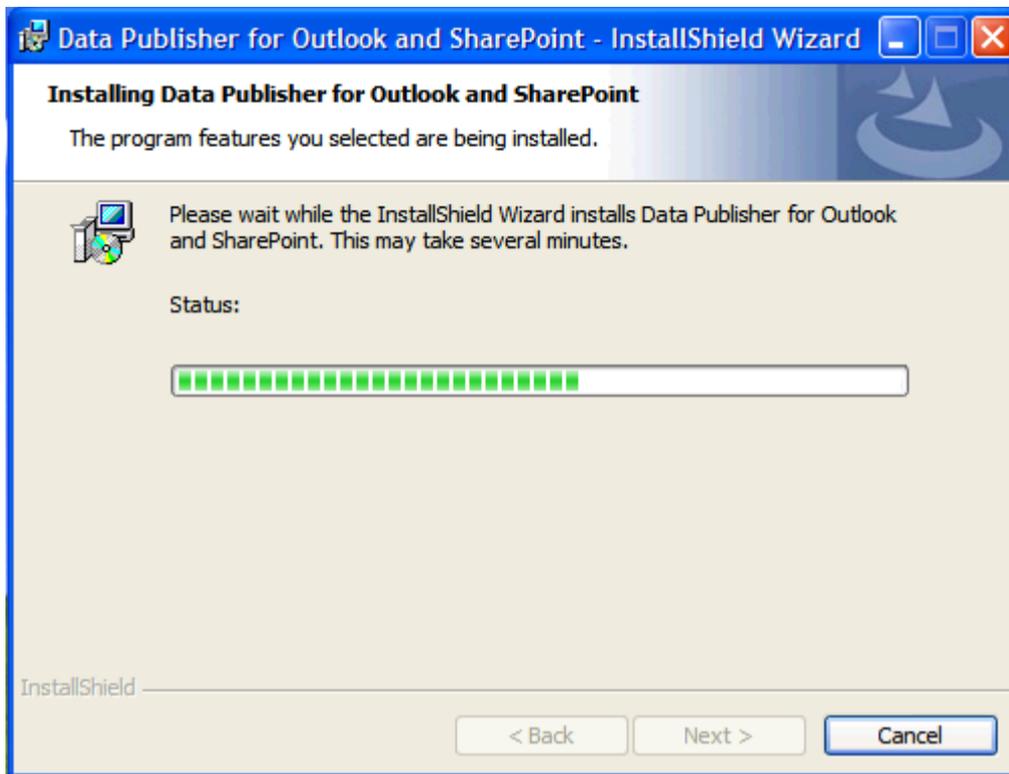
**Step 1.** Run the Personal *DataPublisherSetup.exe* to start the installation. Click Next to Continue. If Outlook 2007 (SP2 or above) or later is not installed, the setup wizard will not be able to proceed. Please also ensure Outlook is shutdown (if already running or active in the task manager) as the setup has to install an Outlook add-in.



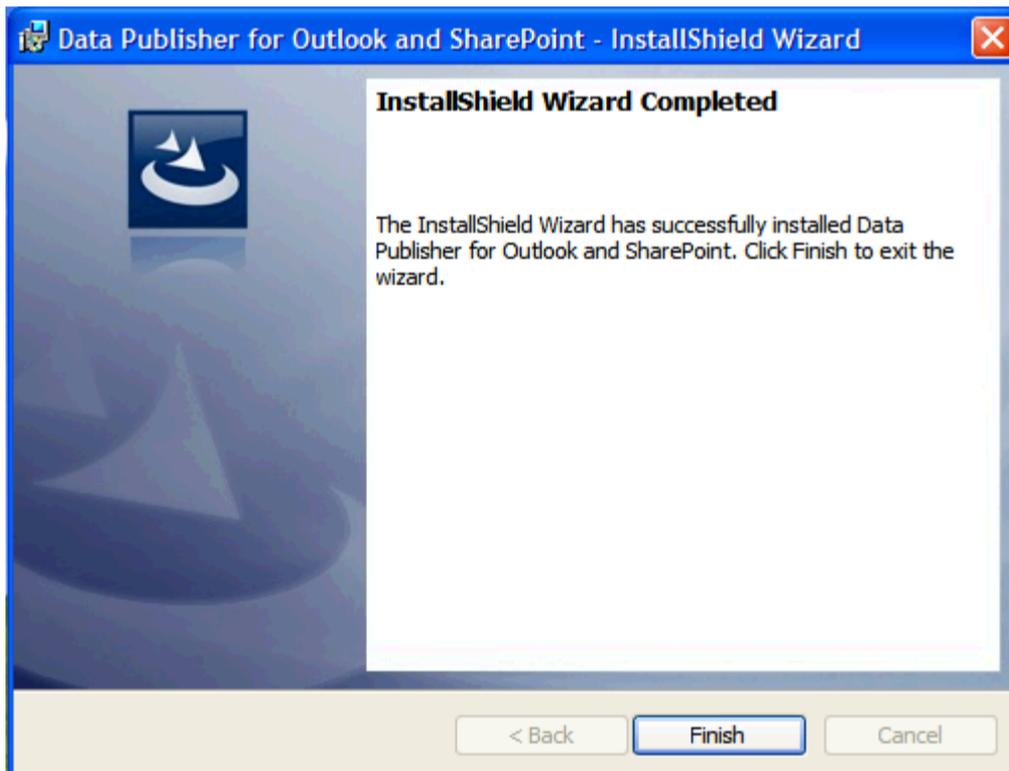
**Step 2.** Select the appropriate destination folder where the application files will be installed. If you change the default folder path, please make sure you have appropriate permission. (Note: by default, it will be installed under your program files folder)



**Step 3.** Once you have verified the previous steps, click Next to continue the files extraction. It may take a few minutes to complete the whole copying process

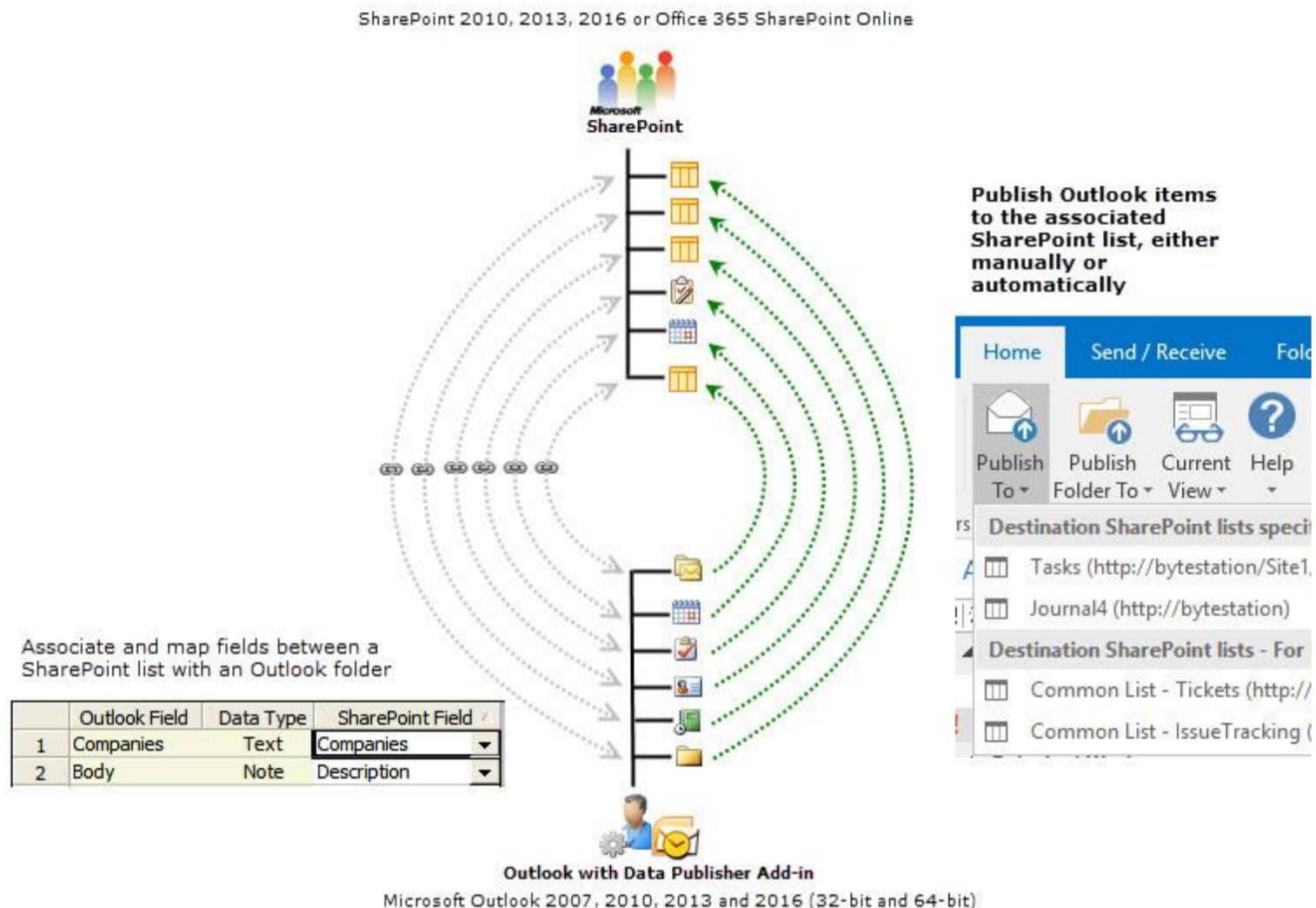


**Step 4.** Click 'Finish' to proceed to the server configuration in Microsoft Outlook. This ends the files installation process in your system.



## 4. How does it work?

With the growing amount of emails and enforced limits on mailbox sizes, today's organization needs an environment to effectively manage these information assets and apply the appropriate retention policies for emails containing company records. SharePoint is the ideal platform to facilitate this requirement, and no wonder, many organizations are adopting it to manage and share documents from a central location. Be it, emails, appointments, tasks or contacts, SharePoint facilitates storage, retrieval, search and collaboration on documents enterprise wide.



But the process of capturing and publishing of these contents from personal Inboxes and public folders has become a core issue for most organizations. Because, the inbuilt SharePoint integration in Outlook works on folder level, and does not support selective publishing of Outlook items. Moreover, it does not support or does not recognize most of the Outlook metadata (or fields), including those users defined ones. This inability to conveniently place data such as emails, appointments, tasks and contacts from Microsoft Outlook to SharePoint, is an issue being faced by many users today.

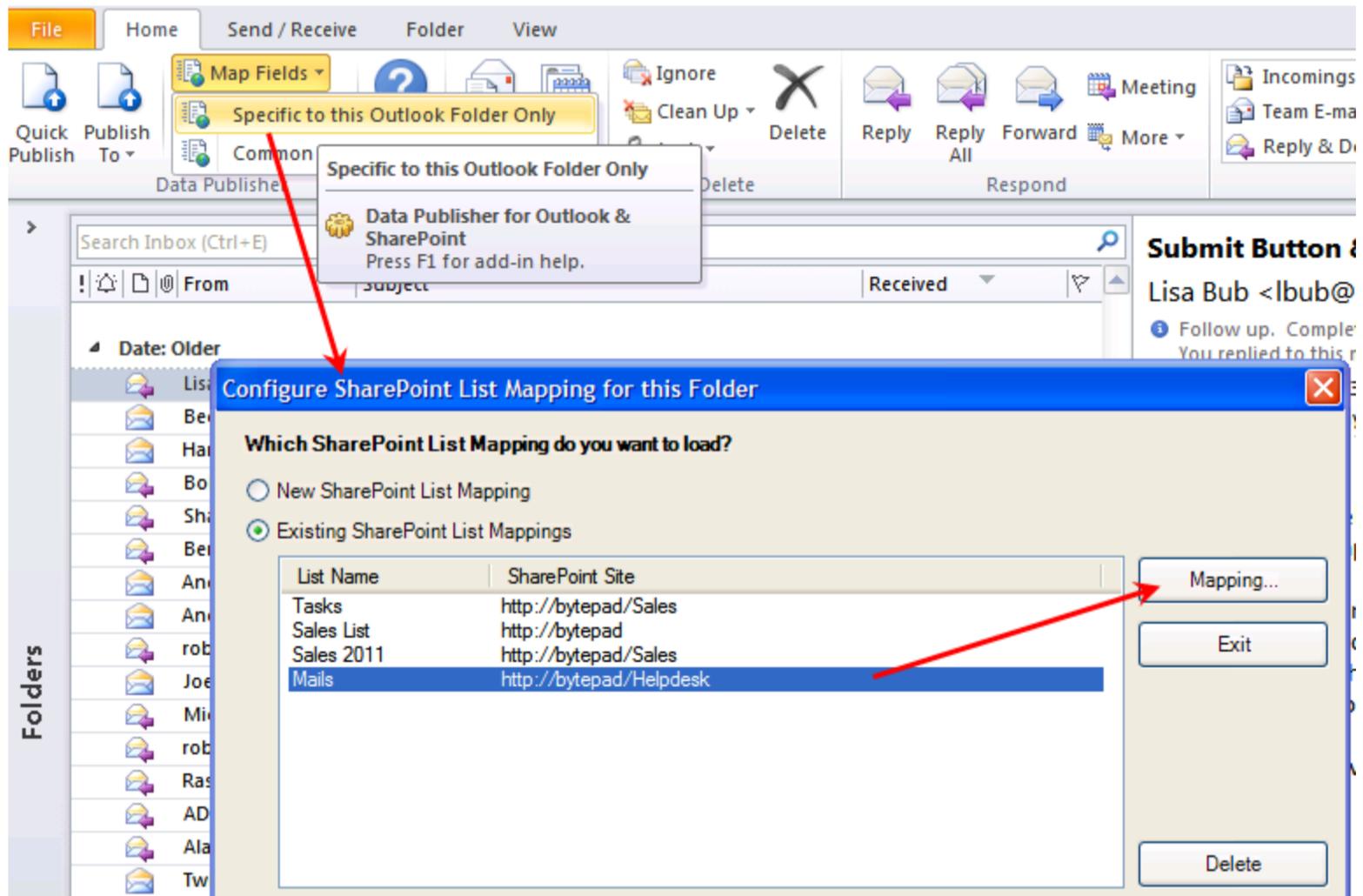
Data Publisher overcomes this limitation by allowing user to map Outlook fields, including those defined by users to SharePoint list fields. With this arrangement, you can easily file and publish emails, attachments, appointments, tasks or contacts to SharePoint, without worrying for loss of metadata. Additionally, you can set Data Publisher to monitor any number of Outlook folders and mailboxes, such that, when an incoming email hits the mailbox, it would be automatically published to a configured SharePoint list. Streamlining these processes for a group of folders or for all Outlook folders brings about a bridging solution for content publishing and management from Microsoft Outlook to SharePoint.

## 5. Configuring SharePoint lists and mappings specific to an Outlook folder

Before you can start publishing Outlook items to SharePoint, you need to choose the destination SharePoint list, to which the captured metadata from Outlook will be stored as a list item. You will also need to define the mapping or association between the Outlook fields and the SharePoint fields.

The first step is to choose a SharePoint list, which will be used to store the published items from Outlook. You can define multiple SharePoint lists for each Outlook folder, or you can define common SharePoint lists that can be used for publication from any Outlook folder. Either ways, you have complete control over which data goes to the SharePoint list from Outlook.

To configure a new SharePoint list and map fields with the particular Outlook folder, go to 'Map Fields' drop down menu, and click the 'Specific to this Outlook Folder Only' option.

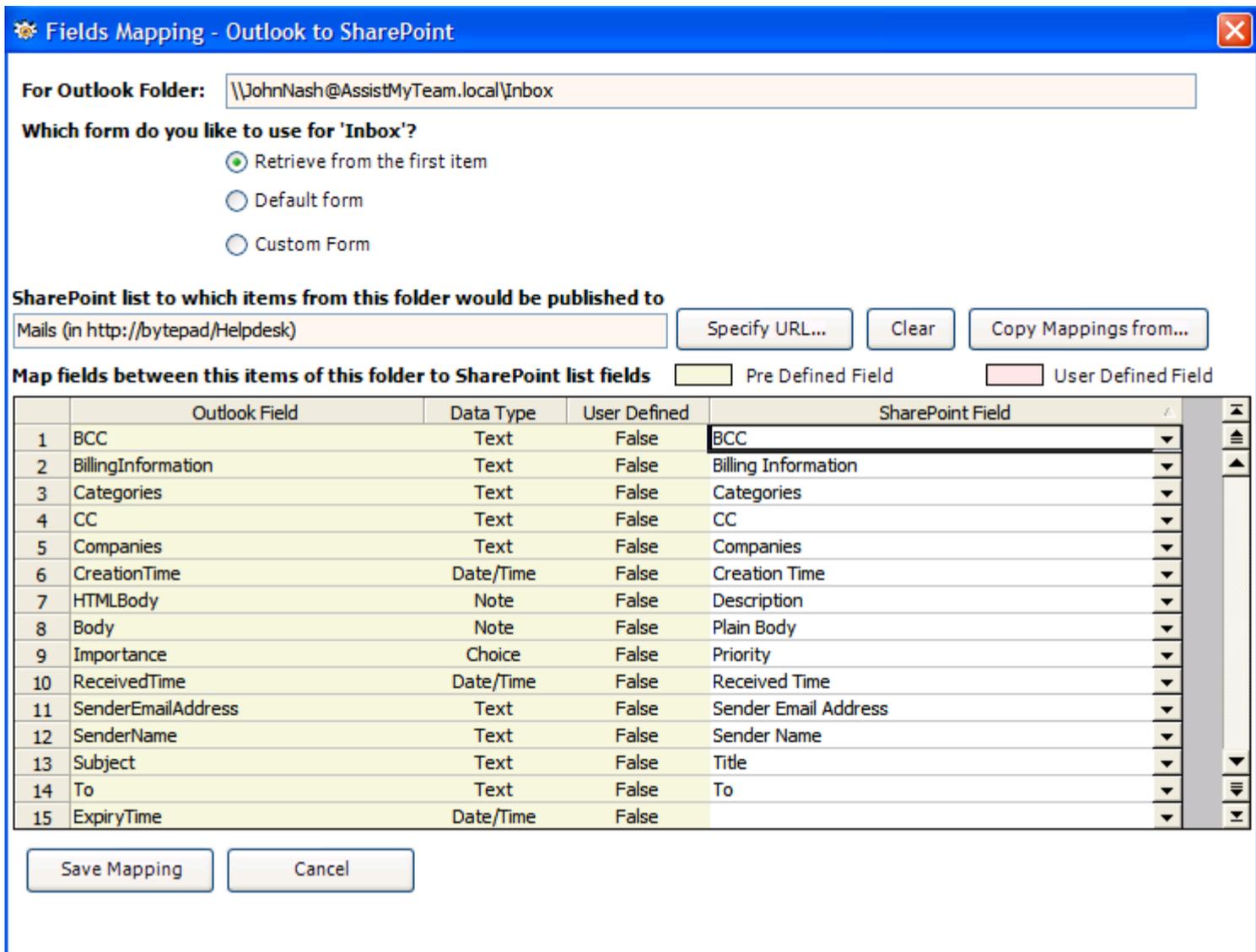


The Configurations Panel shows all the configured SharePoint list mappings available for this particular Outlook folder.

- To configure a new SharePoint list and map fields to the particular Outlook folder, select 'New SharePoint List Mapping' option and click 'Mapping' button.
- To re-configure an existing fields mapping settings, simply select the particular list item from 'Existing Mappings' list box, and click 'Mapping' button.
- To remove an existing fields mapping, select the particular list item and click 'Delete' button. This will permanently remove the selected mapping settings. NOTE: The SharePoint list associated with this mapping is not deleted.

### The mapping tool

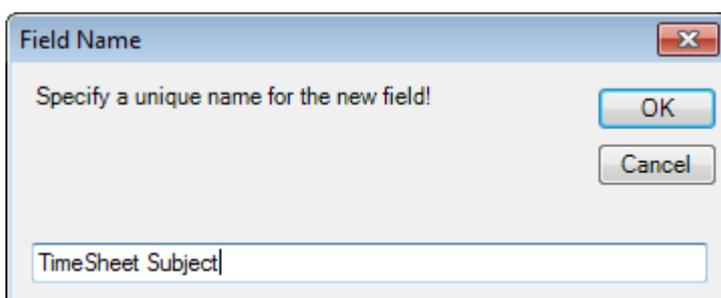
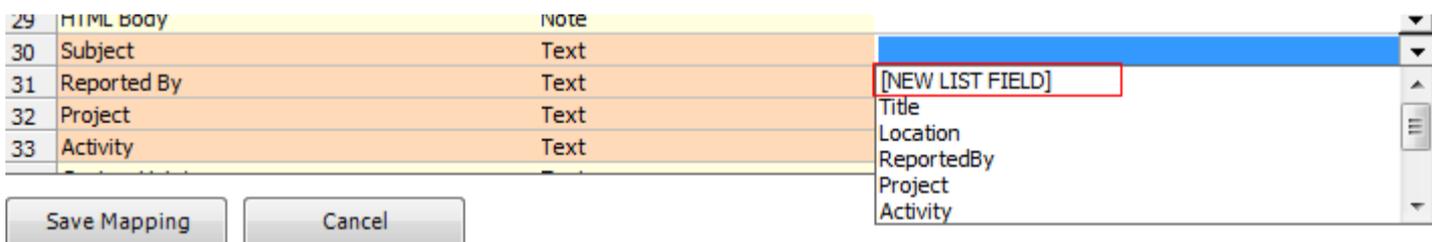
Through the mapping tool, you can easily choose which fields from the Outlook items are to be published to the SharePoint list, and map fields between Outlook and the SharePoint list. Besides the standard inbuilt fields of the Outlook item type, you can also include any number of user defined fields. This mapping feature also allows you to dynamically create new field of the relevant data type in the SharePoint list, so that you can associate it with an Outlook field.



In the mapping dialog box (above), the first column lists all the Outlook fields. The second column displays the data type of the field. The third column shows if the particular field is inbuilt or user defined. In the last column, there is a drop down list on each row, consisting of all available SharePoint fields. Just simply choose a SharePoint field from the drop down box to map it to the corresponding Outlook field. *For example, in the screenshot above, Outlook field 'Subject' is mapped to SharePoint field 'Title', and Outlook field 'HTML Body' to SharePoint field 'Description' etc.*

**Create New SharePoint Field - on the fly**

In the drop-down list of the SharePoint field, you will also notice that there is an item '[NEW LIST FIELD]'. You can select this item to create a new field in the particular SharePoint list, directly from this mapping tool, so that you can map the specific Outlook field to this new SharePoint field, without requiring you to create it in your SharePoint site.



Specify a field name that you would like to appear in the SharePoint list. Only input valid characters and avoid using special characters such as symbols.

The new SharePoint field will have the same data type as that of the corresponding Outlook field.

29	HTML Body	NOTE	
30	Subject	Text	TimeSheet Subject
31	Reported By	Text	ReportedBy
32	Project	Text	Project
33	Activity	Text	Activity

By default, the first option 'Retrieve from the first item' is selected, and what it does is, to probe the first item of the folder and automatically seek out all the available fields, including any number of user defined custom fields. It is recommended that you stick with this option of displaying the fields, unless, you want to retrieve Outlook specific fields only (second option), or want to use a particular custom form out of many defined for that Outlook folder (third option).

If you select the second option 'Default form', it will list all the inbuilt fields associated with the particular Outlook item type. For example, Mail type:

**For Outlook Folder:** \\JohnNash@AssistMyTeam.local\Inbox

**Which form do you like to use for 'Inbox'?**

Retrieve from the first item  
 Default form  
 Custom Form

Form Class: **IPM.Note**

Select a mail or post item: Mail Load

Likewise, if you select the third option 'Custom Form', it will list all the inbuilt fields, plus any user defined fields that were added by the user. You will need to enter the custom form name as shown below:

**For Outlook Folder:** \\JohnNash@AssistMyTeam.local\Inbox

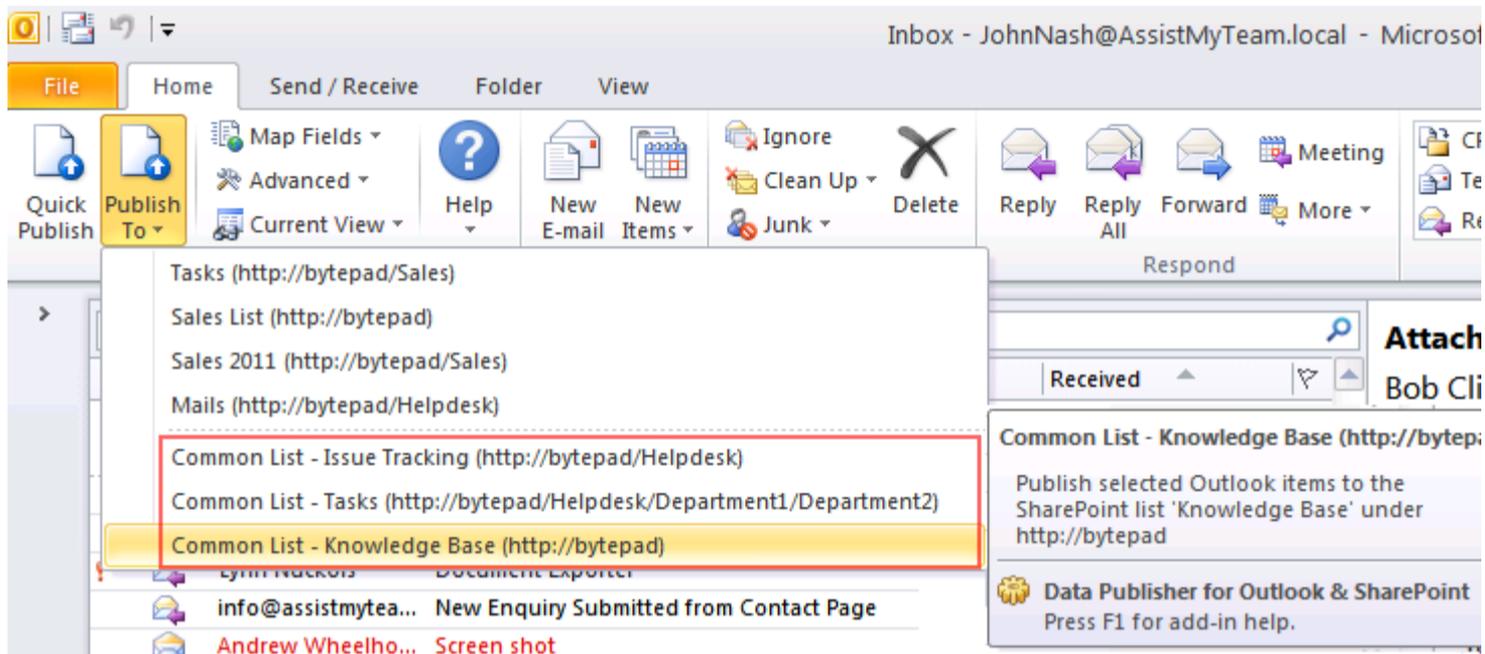
**Which form do you like to use for 'Inbox'?**

Retrieve from the first item Specify the message class for your custom form **IPM.Post.MyCustomForm**  
 Default form  
 Custom Form

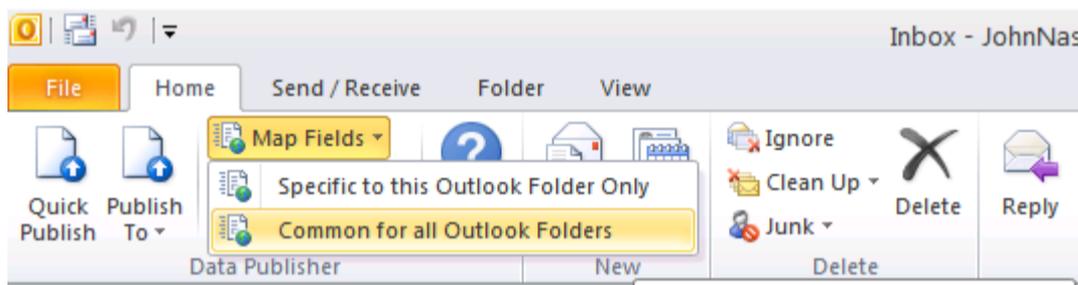
Available Class	Custom form name
<span style="border: 1px solid blue; padding: 2px;">IPM.Post</span>	<span style="border: 1px solid blue; padding: 2px;">MyCustomForm</span> <span style="float: right;">Load</span>

## 6. Configuring SharePoint lists and mappings common to all Outlook folders

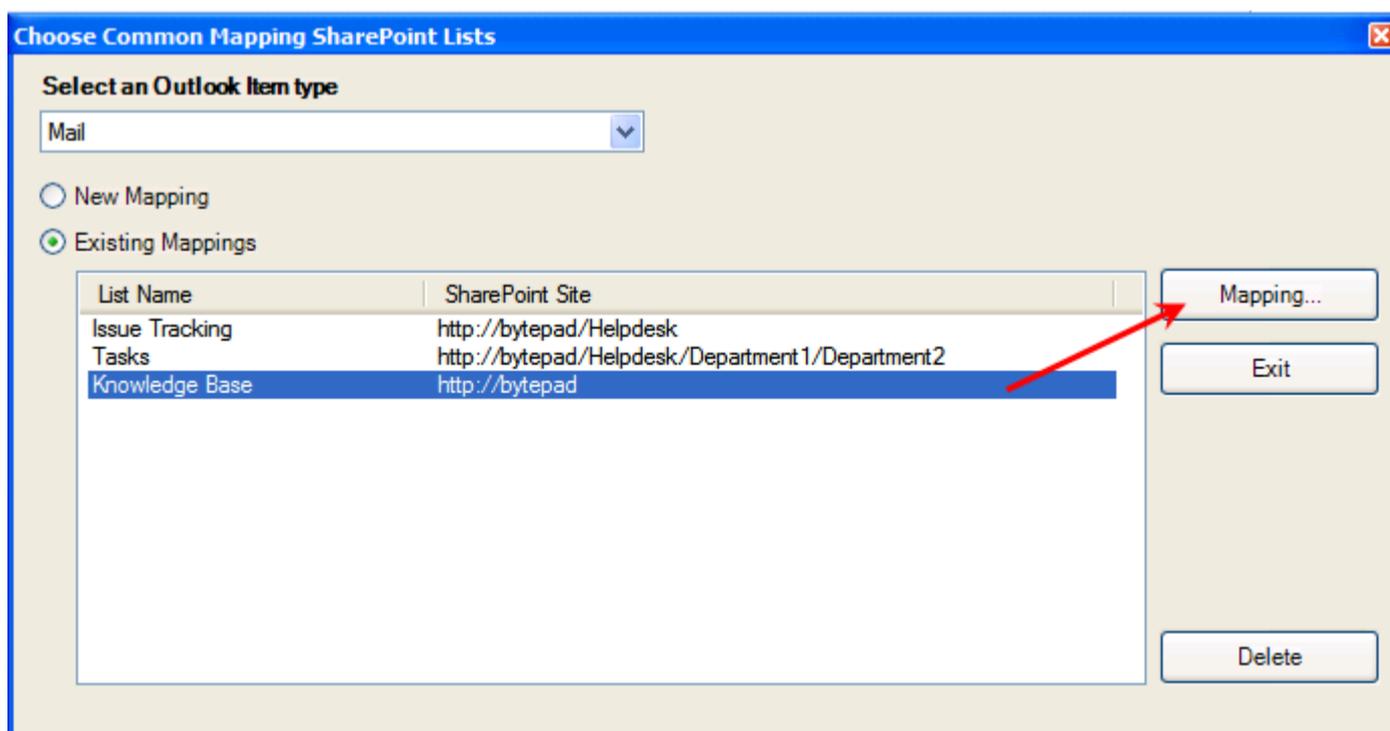
You can define multiple SharePoint lists for each Outlook folder, or you can define common SharePoint lists that can be used for publication from any Outlook folder. Commonly configured SharePoint lists and mappings act as a template for all Outlook folders and would appear in the 'Publish To' drop down menu in the Data Publisher toolbar or ribbon.



To define a common SharePoint list and mapping for all Outlook folders, go to 'Map Fields' drop down, and click 'Common for all Outlook folders', as illustrated below:



In this common SharePoint lists panel, you can choose for which particular type of Outlook item, will the configured SharePoint list and mapping be associated with. Type of items can be mail, appointment, task or contact.



To configure a new SharePoint list and map fields of the particular Outlook item type with that of the SharePoint list, select 'New Mapping' option and click Mapping button.

To re-configure an existing fields mapping settings, simply select the particular list item from 'Existing Mappings' list box, and click 'Mapping' button.

**Common Fields Mapping - Outlook to SharePoint**

**For Outlook Folder:** Mail or Post Items

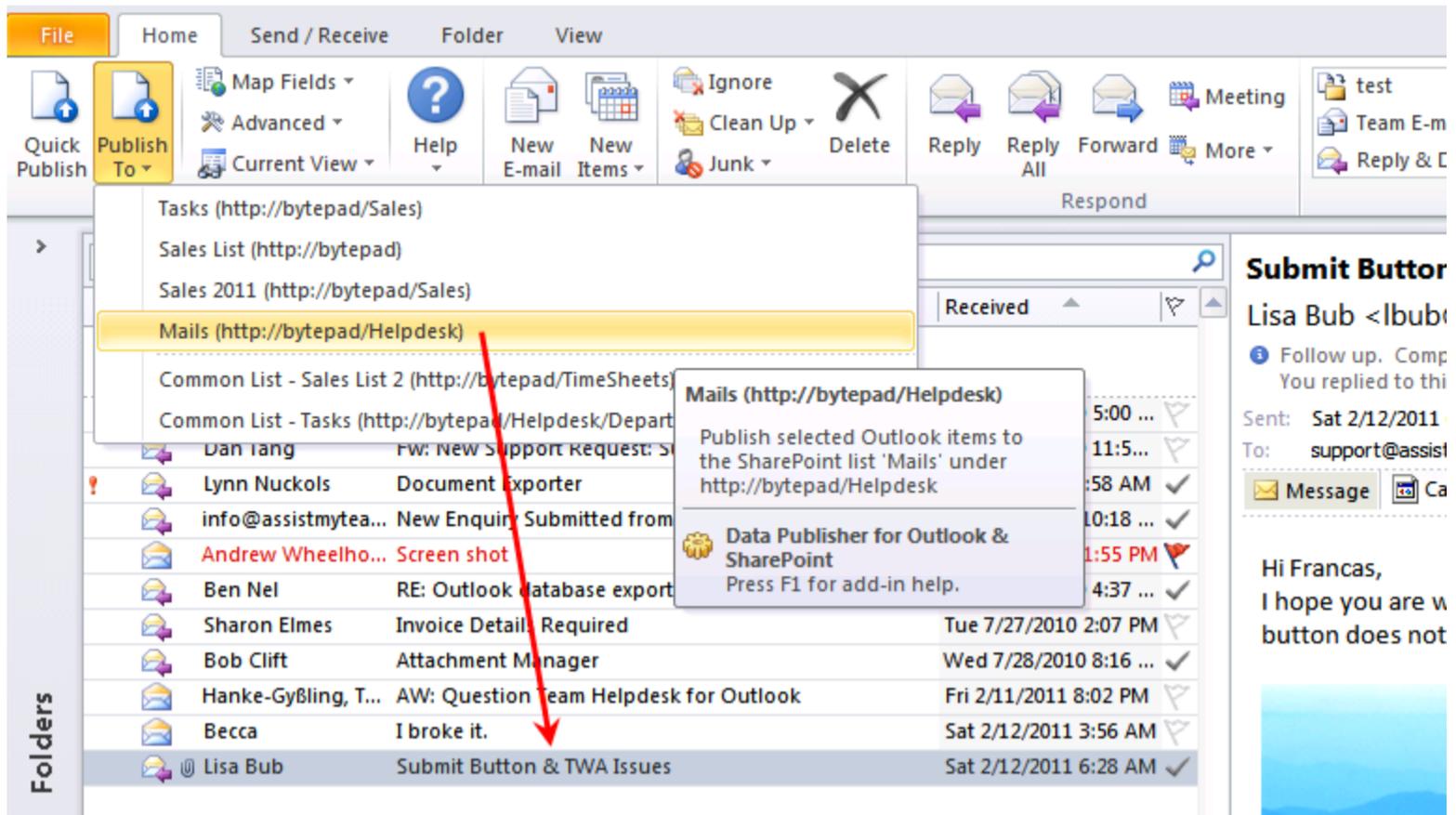
**SharePoint list to which items from this folder would be published to**  
 Knowledge Base (in http://bytepad)

**Map fields between this items of this folder to SharePoint list fields**

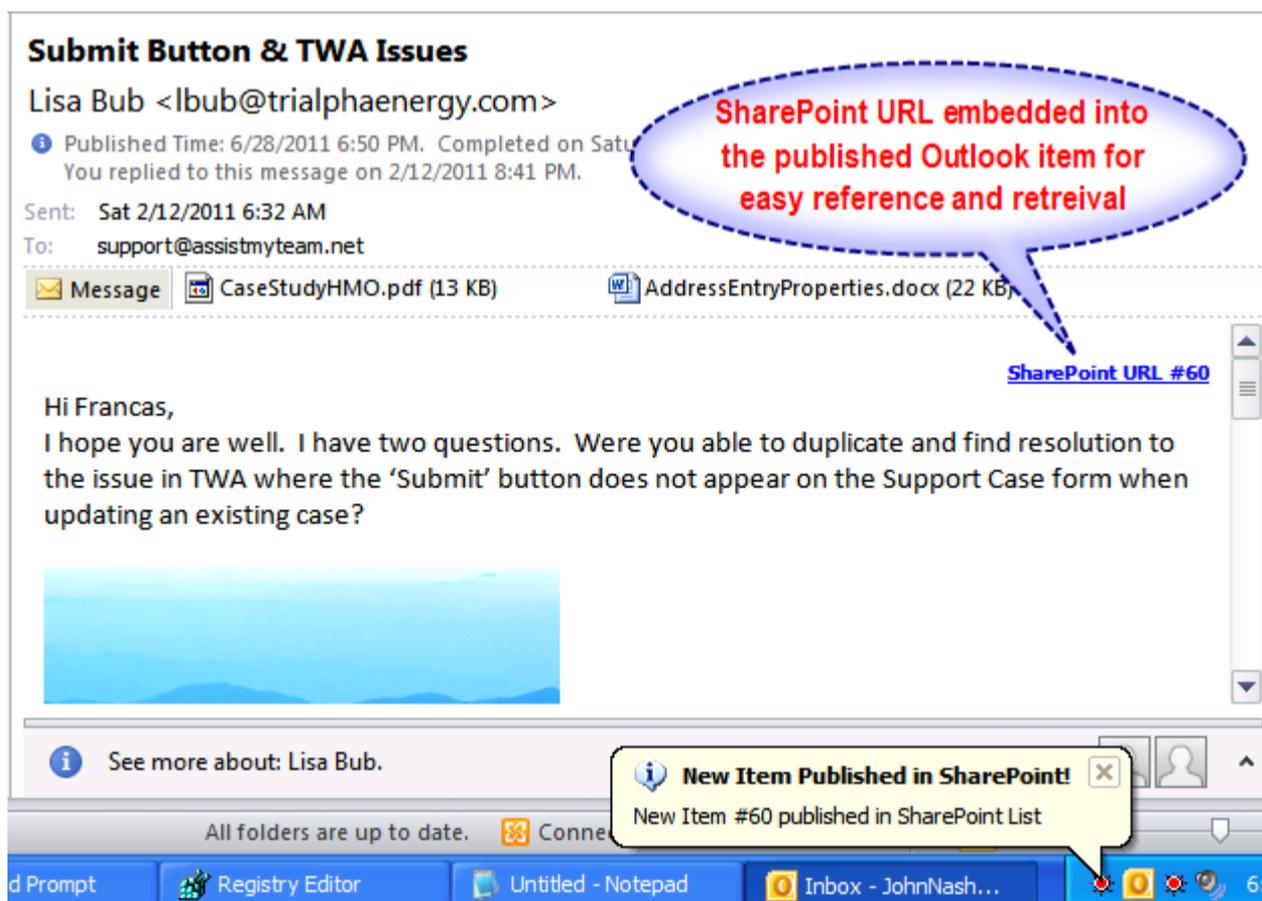
	Outlook Field	Data Type	User Defined	SharePoint Field
1	BCC	Text	False	BCC
2	CC	Text	False	CC
3	CreationTime	Date/Time	False	Creation Time
4	Importance	Choice	False	Importance
5	SenderEmailAddress	Text	False	Sender Email
6	SenderName	Text	False	Sender Name
7	SentOn	Date/Time	False	Sent On
8	HTMLBody	Note	False	Solution
9	Subject	Text	False	Title
10	To	Text	False	To
11	ConversationTopic	Text	False	
12	DeferredDeliveryTime	Date/Time	False	

## 7. Publishing Outlook Items to SharePoint

The second step is to select the particular Outlook items, and publish to one of the configured SharePoint list. When you do this, relevant metadata will be extracted from each of the selected Outlook items, based on the fields mapping settings and exported to the SharePoint list of your choosing.



Once an Outlook item is successfully published, it will be tagged as being published internally in Outlook and will get an embedded hyper-link in the body field containing the ID of the published item of the SharePoint (eg. SharePoint URL #60). Clicking this would open the particular SharePoint item in your default web browser. At any point, you can change the data in this particular Outlook item and re-publish it again to update the corresponding SharePoint item seamlessly.



If you open the published SharePoint item in your web browser, you will see that the SharePoint fields are populated with the metadata information extracted from the corresponding Outlook item. You will also notice that, attachments, the formatting and style of the body field, the inline images and links are also retained in the SharePoint copy of the item.

**Mails - Submit Button & TWA Issues**

View

Version History     Alert Me  
 Manage Permissions  
 Delete Item  
 Edit Item     Manage     Actions

Title	Submit Button & TWA Issues
BCC	
CC	
Creation Time	2/15/2011 4:14 AM
Received Time	2/12/2011 5:28 PM
Sender Email Address	<a href="mailto:lbub@trialphaenergy.com">lbub@trialphaenergy.com</a>
Sender Name	Lisa Bub
To	<a href="mailto:support@assistmyteam.net">support@assistmyteam.net</a>
Plain Body	
Description	<p>Hi Francas,</p> <p>I hope you are well. I have two questions. Were you able to duplicate and find resolution to the issue in TW does not appear on the Support Case form when updating an existing case?</p>  <p>Thank you and have a great weekend!</p> <p>Lisa</p>
Unread	No
Companies	
Categories	
Priority	Normal
Billing Information	
Attachments	<a href="#">CaseStudyHMO.pdf</a> <a href="#">AddressEntryProperties.docx</a> <a href="#">image003.jpg</a> <a href="#">image001.jpg</a> <a href="#">image002.jpg</a>

**All the values for the mapped Outlook fields are exported to SharePoint**

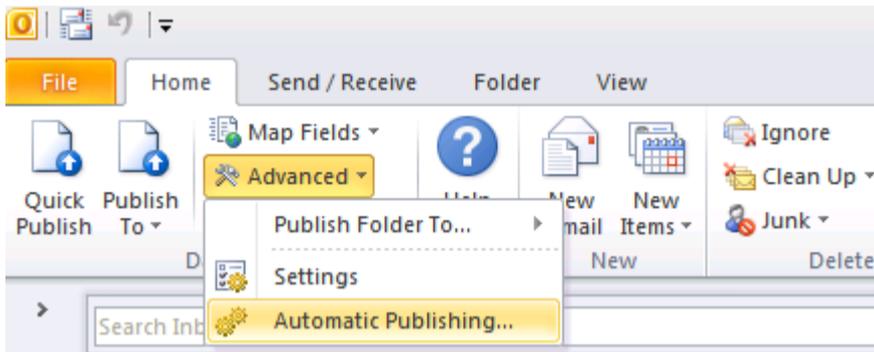
**Formatting and Inline images are retained in the SharePoint**

**Attachments are uploaded automatically to SharePoint, and can be easily retrieved from these links**

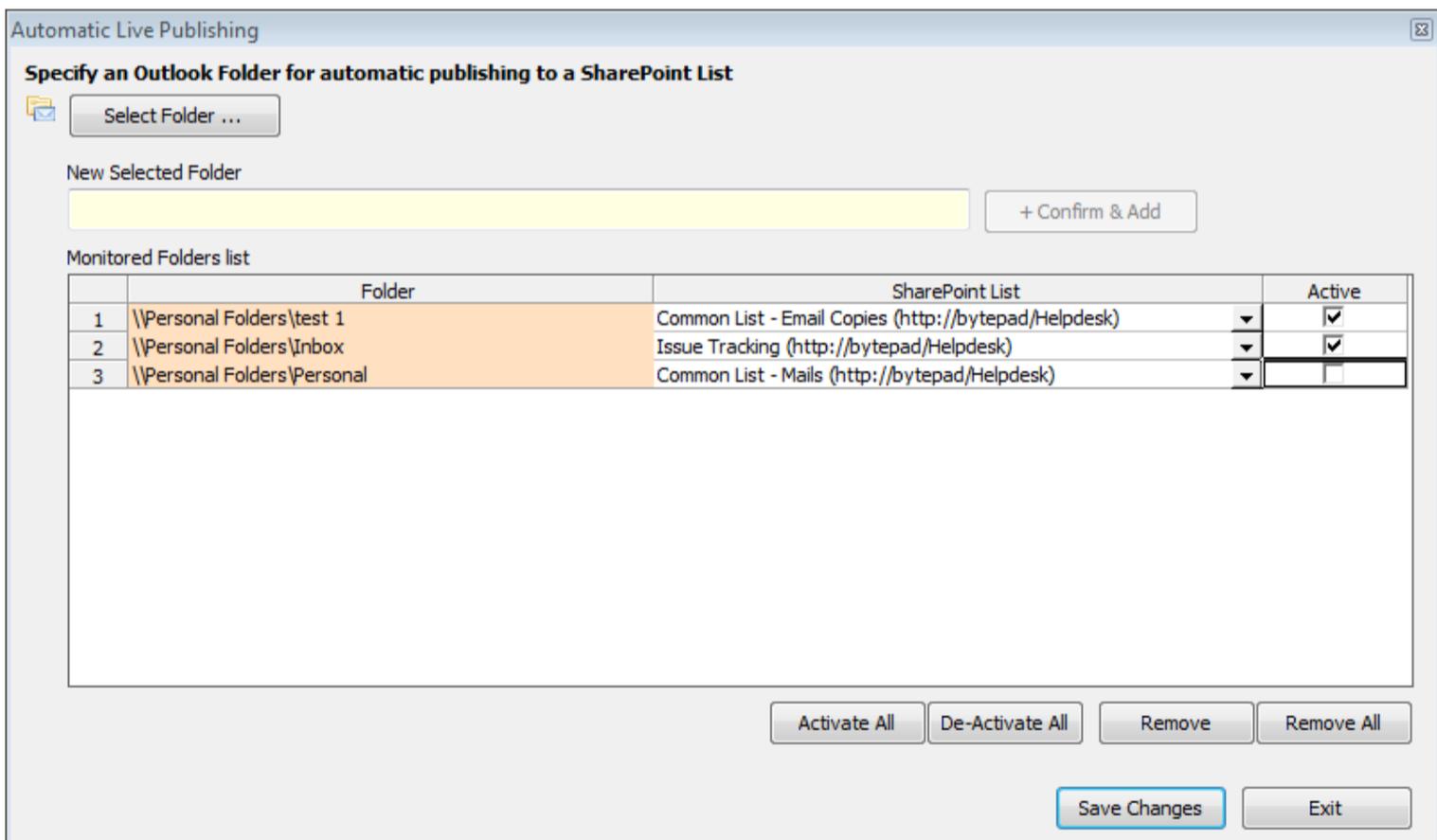
## 8. Automatic publishing of Outlook items to SharePoint

Data Publisher supports real-time monitoring of any number of Outlook folders, to automatically publish incoming mails or newly added appointments, tasks or contact items to a SharePoint list of your choosing, without requiring your intervention. Such automation comes very handy and useful, in maintaining a parallel copy or backup of your current Outlook items in SharePoint. This spares you from having to do that laborious work of copying and pasting the data from Outlook to SharePoint manually.

To configure the Automatic Publishing feature, go to 'Advanced' menu, and click 'Automatic Publishing' option.



This Configuration Panel shows all the monitored Outlook folders. You can monitor any number of Outlook folders, either public folders or shared mailbox folders.



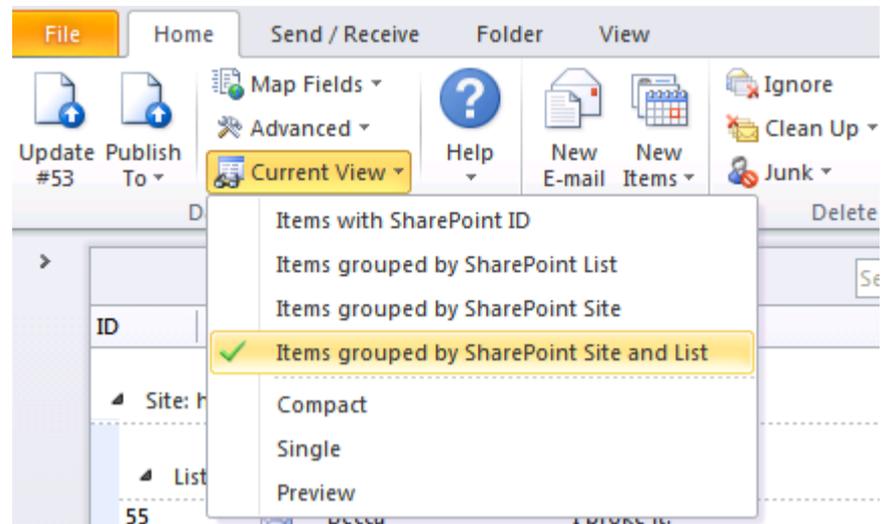
To monitor a new Outlook folder, press the 'Select Folder...' button and choose the desired Outlook folder from the prompt dialog. And then click the button 'Confirm & Add' to add in the monitored lists grid. You can then select to which SharePoint list you like the Outlook items of this folder to publish to automatically. You can also deactivate or activate the automatic publishing from the monitored folder with the 'Active' checkbox.

## 9. Work with Outlook Views

Outlook views are a wonderful tool to automatically sort, quickly find information and rapidly re-arrange Outlook items in any folder.

Views can also be organized to group and filter items to make a particular feature of your information obvious at first glance.

In every Outlook folder or calendar or contact, Data Publisher automatically adds four (4) special Outlook views to help organize, sort and track Outlook items in a simpler and sensible way. These views can be accessed through the 'Current Views' drop down menu, available in the Data Publisher toolbar or ribbon.



### View 1 – Items with SharePoint ID

This is a table view, where the Outlook items are arranged by the unique item 'ID' of the published SharePoint list item in descending order. The SharePoint List Name and Site Name are also available in the view.

ID	From	Subject	List Name	Site	Received
Date: Older					
60	Lisa Bub	Submit Button & TWA Issues	Mails	http://bytepad/Helpdesk	Sat 2/12/2011 6:...
55	Becca	I broke it.	Issue Tracking	http://bytepad/Helpdesk	Sat 2/12/2011 3:...
54	Hanke-Gyβlin...	AW: Question Team Helpdes...	Issue Tracking	http://bytepad/Helpdesk	Fri 2/11/2011 8:0...
53	Bob Clift	Attachment Manager	Issue Tracking	http://bytepad/Helpdesk	Wed 7/28/2010 8:...
5	Sharon Elmes	Invoice Details Required	Sales 2011	http://bytepad/Sales	Tue 7/27/2010 2:...
4	Ben Nel	RE: Outlook database exporter	Sales 2011	http://bytepad/Sales	Mon 7/26/2010 4:...
3	Andrew Whee...	Screen shot	Sales 2011	http://bytepad/Sales	Tue 7/6/2010 11:...
2	info@assism...	New Enquiry Submitted from...	Sales 2011	http://bytepad/Sales	Tue 6/29/2010 10:...
3	Lynn Nuckols	Document Exporter	Tasks	http://bytepad/Sales	Fri 6/25/2010 1:5...
2	Dan Tang	Fw: New Support Request: S...	Tasks	http://bytepad/Sales	Wed 6/23/2010 1:...
1	Upload.com	How will you get ahead?	Tasks	http://bytepad/Sales	Wed 6/23/2010 1:...

### View 2 – Items grouped by SharePoint list

This is a table view, where all the Outlook items are grouped by the Published SharePoint List name. Along with the list name, you will see the sub total number of items in that group under the bracket.

ID	From	Subject	Site	Received
List Name: Issue Tracking (3 items)				
55	Becca	I broke it.	http://bytepad/H...	Sat 2/12/2011 3:56 AM
54	Hanke-Gyβling, T...	AW: Question Team Helpdesk for O...	http://bytepad/H...	Fri 2/11/2011 8:02 PM
53	Bob Clift	Attachment Manager	http://bytepad/H...	Wed 7/28/2010 8:16 PM
List Name: Mails (1 item)				
60	Lisa Bub	Submit Button & TWA Issues	http://bytepad/H...	Sat 2/12/2011 6:28 AM
List Name: Sales 2011 (4 items)				
5	Sharon Elmes	Invoice Details Required	http://bytepad/S...	Tue 7/27/2010 2:07 PM
4	Ben Nel	RE: Outlook database exporter	http://bytepad/S...	Mon 7/26/2010 4:37 PM
3	Andrew Wheelho...	Screen shot	http://bytepad/S...	Tue 7/6/2010 11:55 PM

### View 3 – Items grouped by SharePoint Site

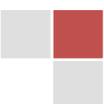
This is a table view where the Outlook items are grouped by the published SharePoint site URL.

ID	From	Subject	List Name	Received
▲ Site: http://bytepad/Helpdesk (4 items)				
60	Lisa Bub	Submit Button & TWA Issues	Mails	Sat 2/12/2011 6:28 AM
55	Becca	I broke it.	Issue Tracking	Sat 2/12/2011 3:56 AM
54	Hanke-Gyßling, T...	AW: Question Team Helpdesk for Outlook	Issue Tracking	Fri 2/11/2011 8:02 PM
53	Bob Clift	Attachment Manager	Issue Tracking	Wed 7/28/2010 8:16 PM
▲ Site: http://bytepad/Sales (7 items)				
5	Sharon Elmes	Invoice Details Required	Sales 2011	Tue 7/27/2010 2:07 PM
4	Ben Nel	RE: Outlook database exporter	Sales 2011	Mon 7/26/2010 4:37 PM
3	Andrew Wheelho...	Screen shot	Sales 2011	Tue 7/6/2010 11:55 PM
2	info@assistmytea...	New Enquiry Submitted from Contact Page	Sales 2011	Tue 6/29/2010 10:18 PM
3	Lynn Nuckols	Document Exporter	Tasks	Fri 6/25/2010 1:58 AM
2	Dan Tang	Fw: New Support Request: SupportCalls ...	Tasks	Wed 6/23/2010 11:54 PM
1	Upload.com	How will you get ahead?	Tasks	Wed 6/23/2010 5:00 AM

### View 4 – Items grouped by SharePoint Site and List

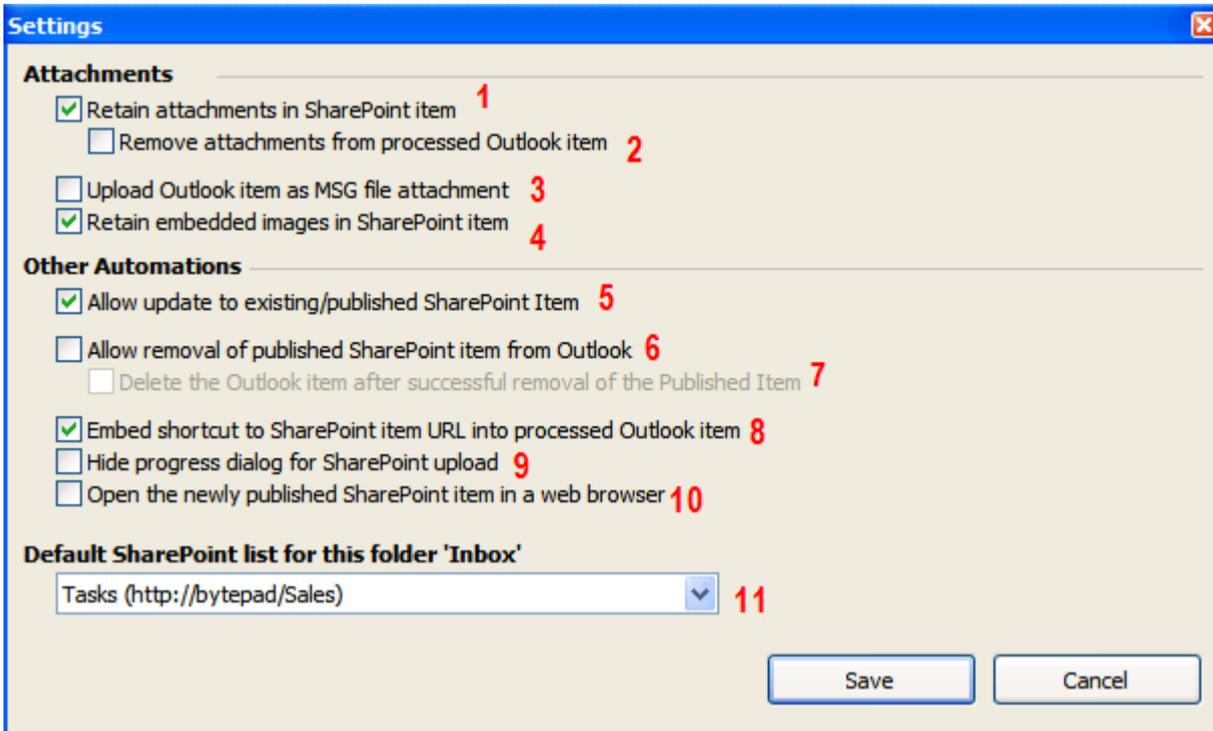
This is a table view, where all the Outlook items are first grouped by the published SharePoint Site URL, and then further sub-grouped by the published SharePoint List name. This gives you a hierarchy tree representation of all Outlook organized and summarized in a better way.

ID	From	Subject	Received
▲ Site: http://bytepad/Helpdesk (4 items)			
▷ List Name: Issue Tracking (3 items)			
▷ List Name: Mails (1 item)			
▲ Site: http://bytepad/Sales (7 items)			
▲ List Name: Sales 2011 (4 items)			
5	Sharon Elmes	Invoice Details Required	Tue 7/27/2010 2:07 PM
4	Ben Nel	RE: Outlook database exporter	Mon 7/26/2010 4:37 PM
3	Andrew Wheelhouse	Screen shot	Tue 7/6/2010 11:55 PM
2	info@assistmyteam.n...	New Enquiry Submitted from Contact Page	Tue 6/29/2010 10:18 PM
▲ List Name: Tasks (3 items)			
3	Lynn Nuckols	Document Exporter	Fri 6/25/2010 1:58 AM
2	Dan Tang	Fw: New Support Request: SupportCalls with Ou...	Wed 6/23/2010 11:54 PM
1	Upload.com	How will you get ahead?	Wed 6/23/2010 5:00 AM



## 10. Settings

Under the Advanced menu, there is a 'Settings' option, as shown below:

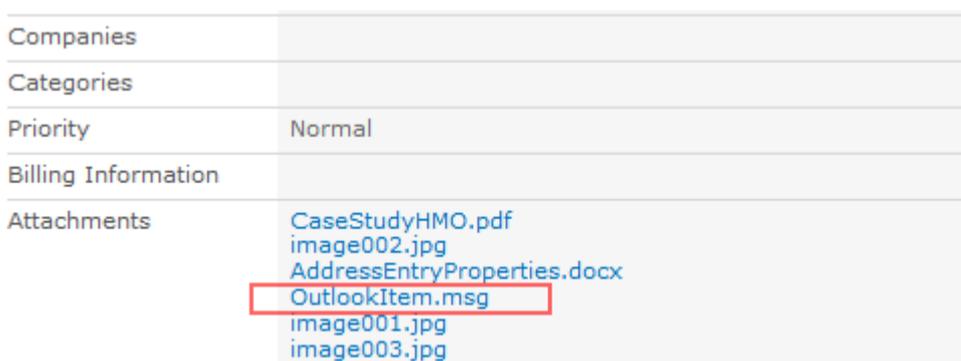


- 1 **Retain attachments in SharePoint item** - If enabled, Data Publisher will also upload the associated attachments from Outlook to SharePoint. And the attachments will appear as hyperlinks at the bottom of the SharePoint list item.



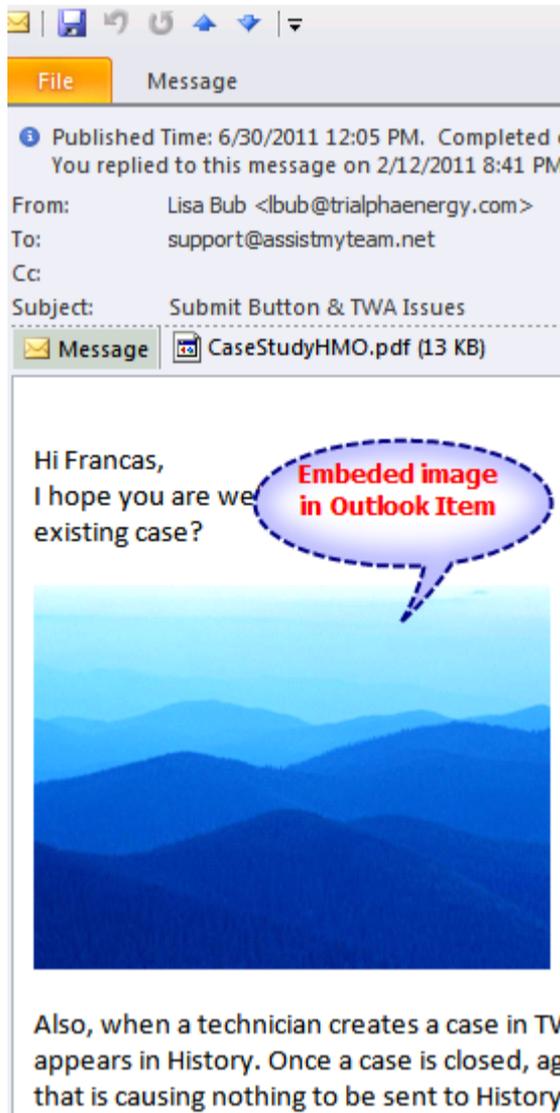
- 2 **Remove attachments from processed Outlook item** – if enabled, Data Publisher will delete the attachments from the particular Outlook item that was just successfully published to SharePoint. This action is ignored, if the 'Retain attachments in SharePoint item' option was disabled.

- 3 **Upload Outlook item as MSG file attachment** - If this is enabled, Data Publisher will generate a MSG file format of the Outlook item, and will be uploaded as attachments to the published SharePoint list item.

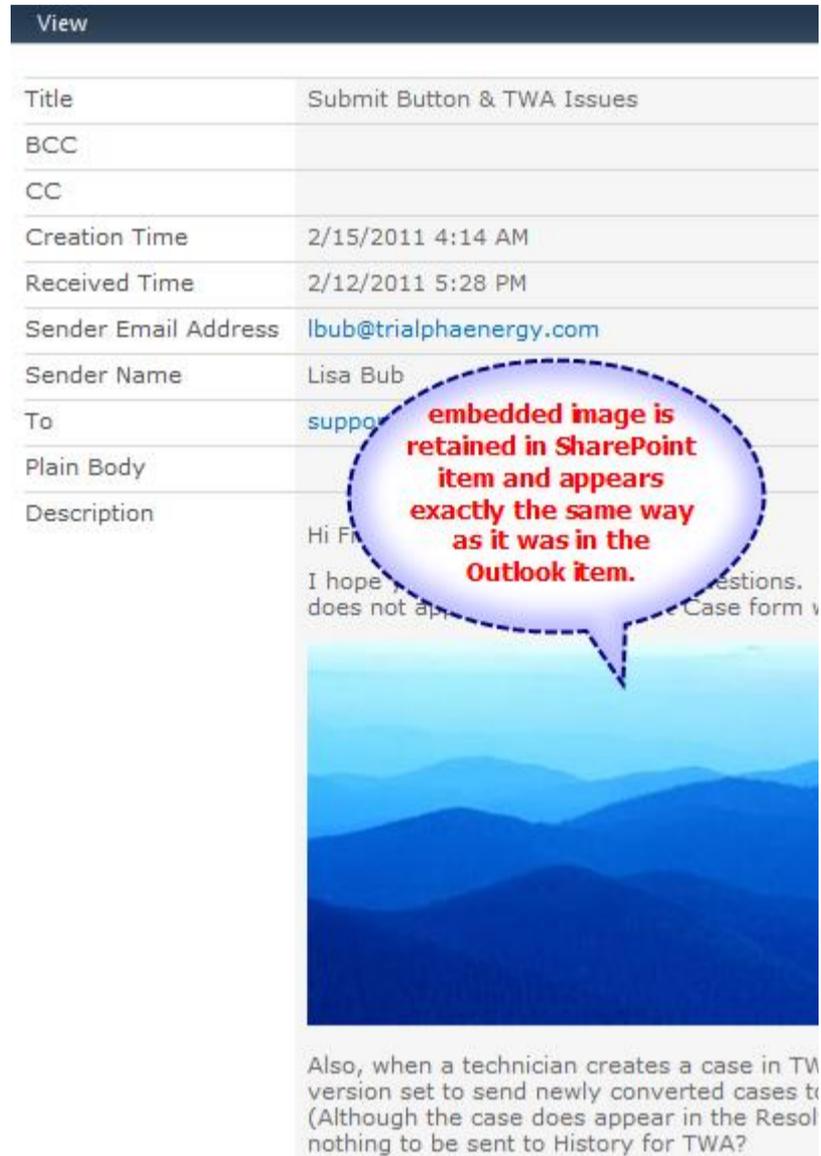


- 4 **Retain embedded images in SharePoint item** – If this is enabled, any embedded or inline images that may exist in the Outlook item, will also be retained in the published SharePoint list item.

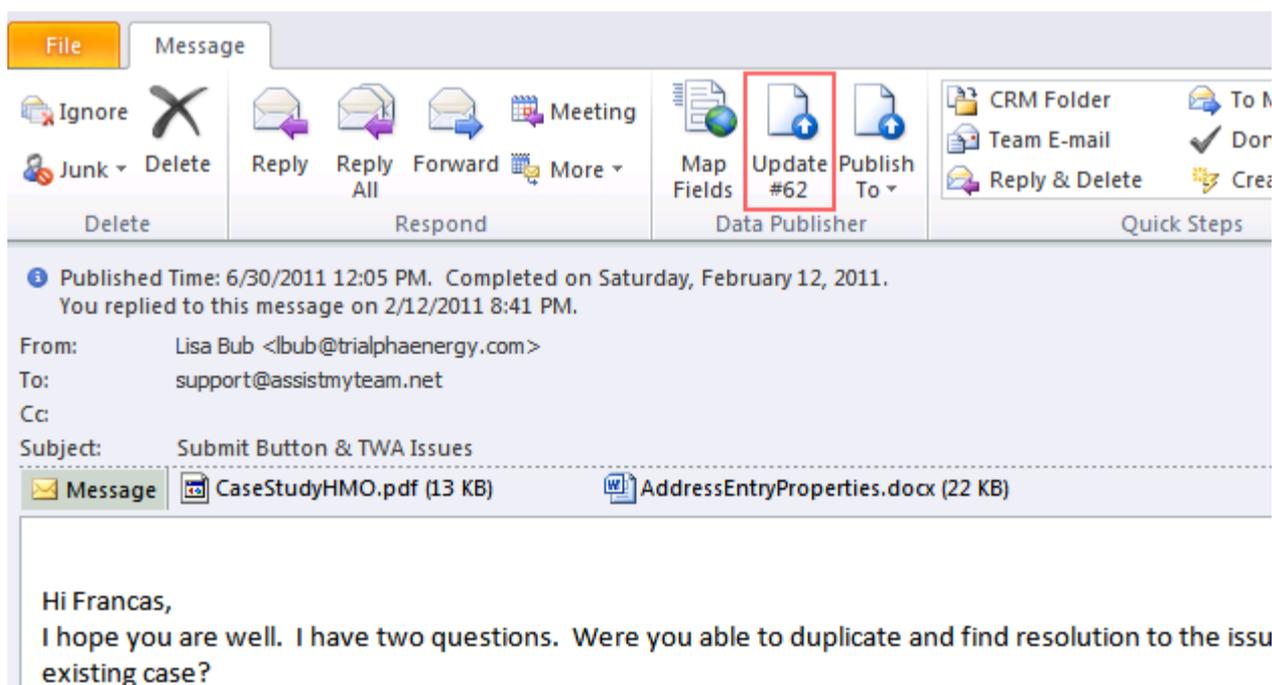
**In Outlook Item:**



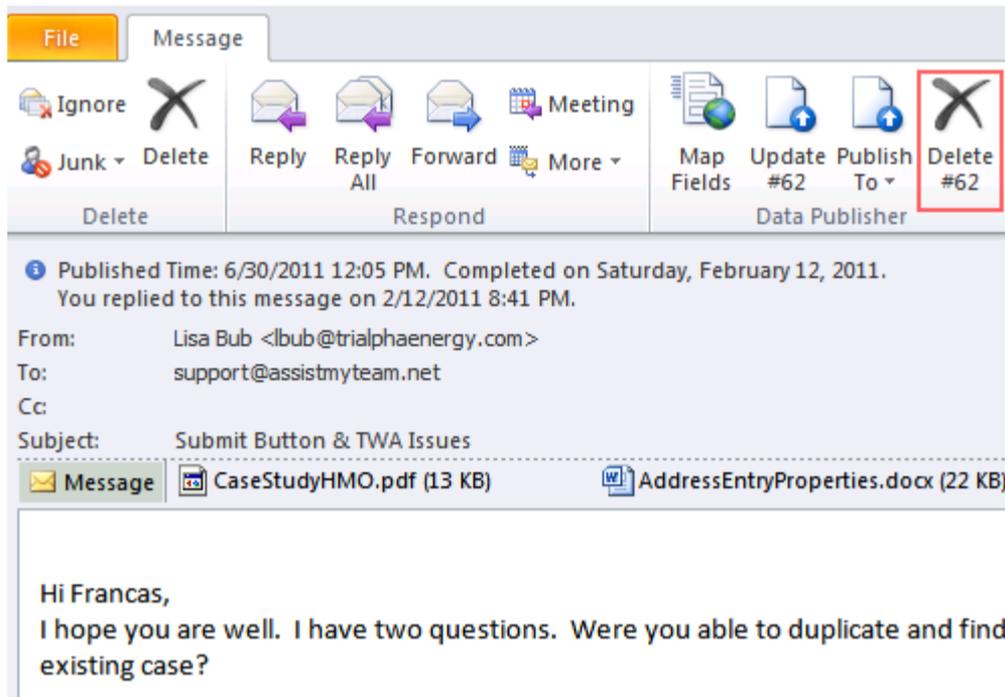
**In SharePoint list item:**



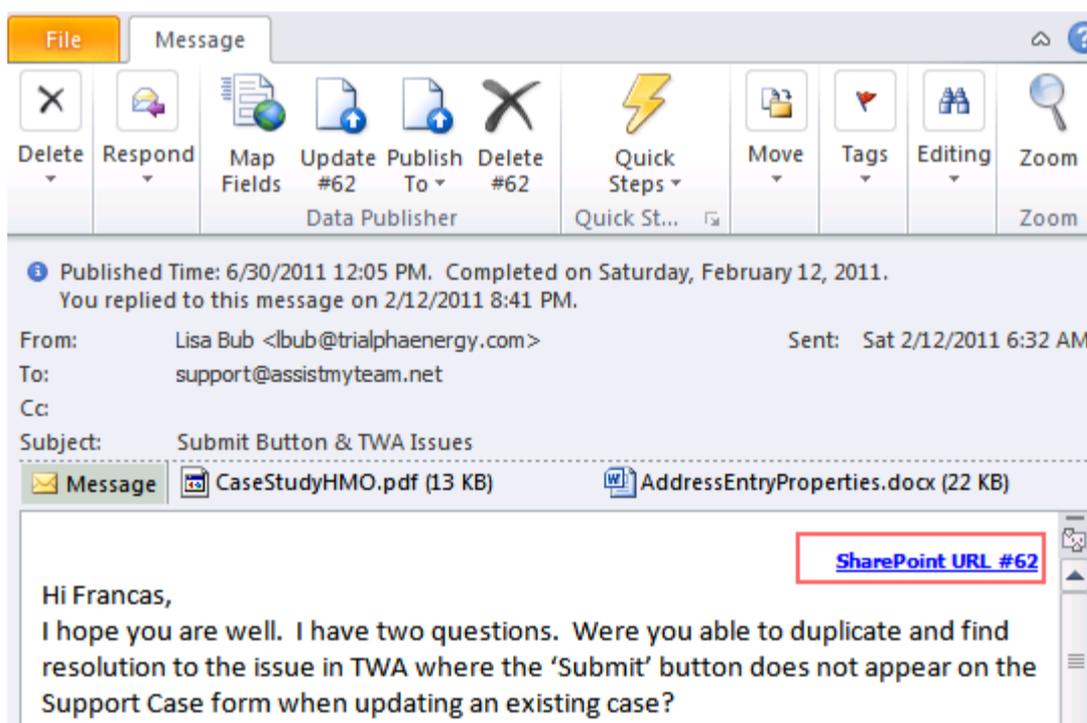
- 5 **Allow update to existing/published SharePoint item** - When enabled, you can perform update and revision to an already published SharePoint item from the corresponding Outlook item. If you open a processed (published) Outlook item, you will see that there is a button option 'Update #ID', clicking which will update the corresponding SharePoint list item, and any new changes done on the Outlook item, would be reflected in the SharePoint copy too. This process helps in keeping the published items in both your Outlook and SharePoint in sync.



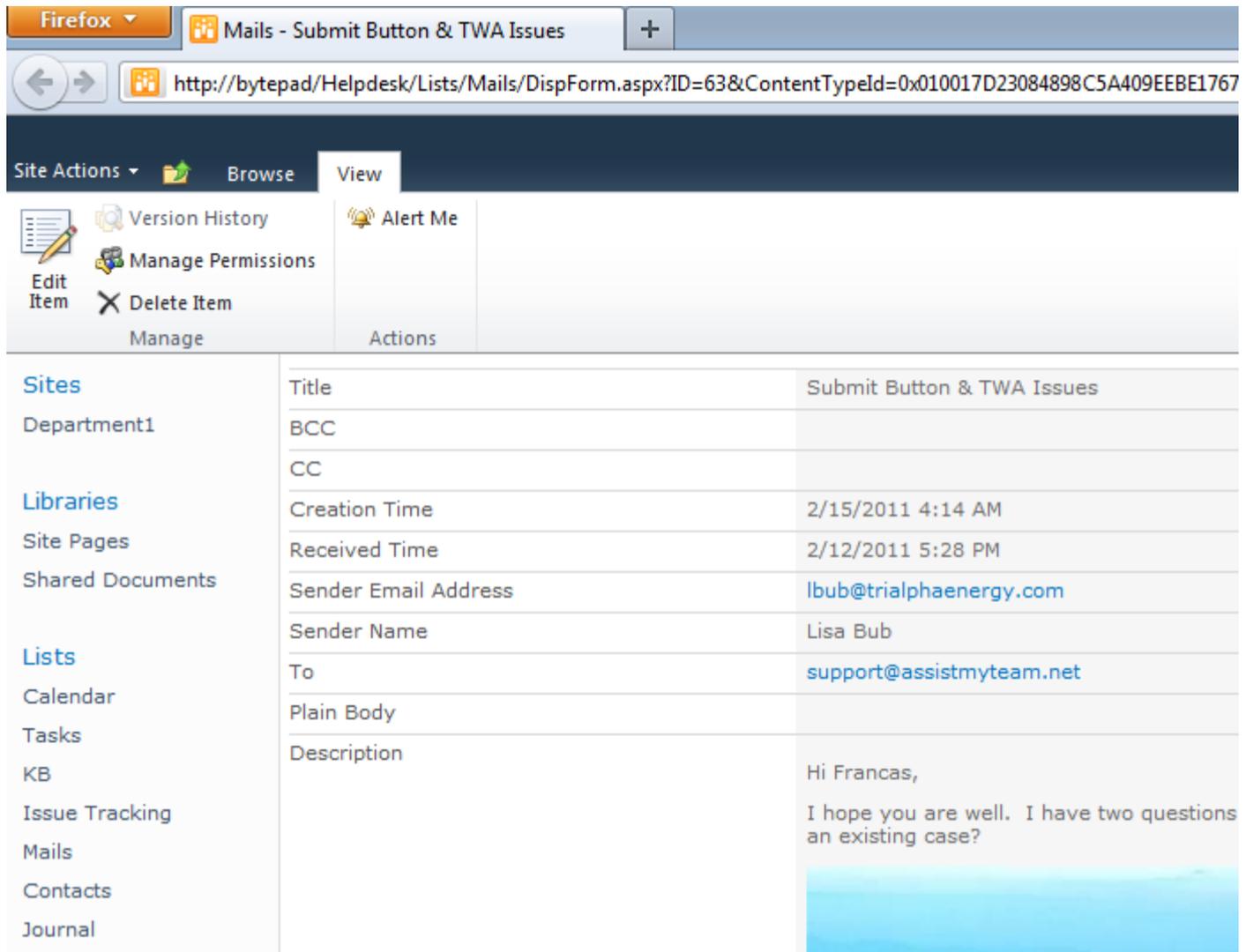
- 6 Allow removal of published SharePoint list item via Outlook** - When this option is enabled, you can remove the published list item in SharePoint from the corresponding Outlook item. If you open a processed/published Outlook item, you will see a new button option 'Delete #ID' in the Data Publisher toolbar or ribbon in Outlook. Clicking which will connect to SharePoint and remove the list item with the particular ID from SharePoint. This action will also reset the Outlook item and any references to the SharePoint item will be removed. In short, it will be ready for publishing to the same or another SharePoint list.



- 7 Delete the Outlook item after successful removal of the published SharePoint item** – If this option is enabled, Data Publisher will also delete the Outlook item after the corresponding SharePoint item was removed.
- 8 Embed shortcut to SharePoint item URL into processed Outlook item** – If enabled, Data Publisher will insert an URL hyperlink of the SharePoint list item to the Outlook item that was just published. Clicking this hyperlink will open the corresponding SharePoint item in your web browser.

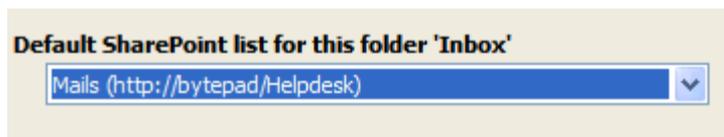


- 9 Hide progress dialog shown in SharePoint Upload** – enable this option to hide the progress dialog box that pop-ups during the publishing the Outlook item to SharePoint.
- 10 Open the newly published SharePoint item in a web browser** – If this option is enabled, Data Publisher will open the SharePoint list item of the Outlook item that was just published, in your default web browser.

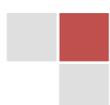
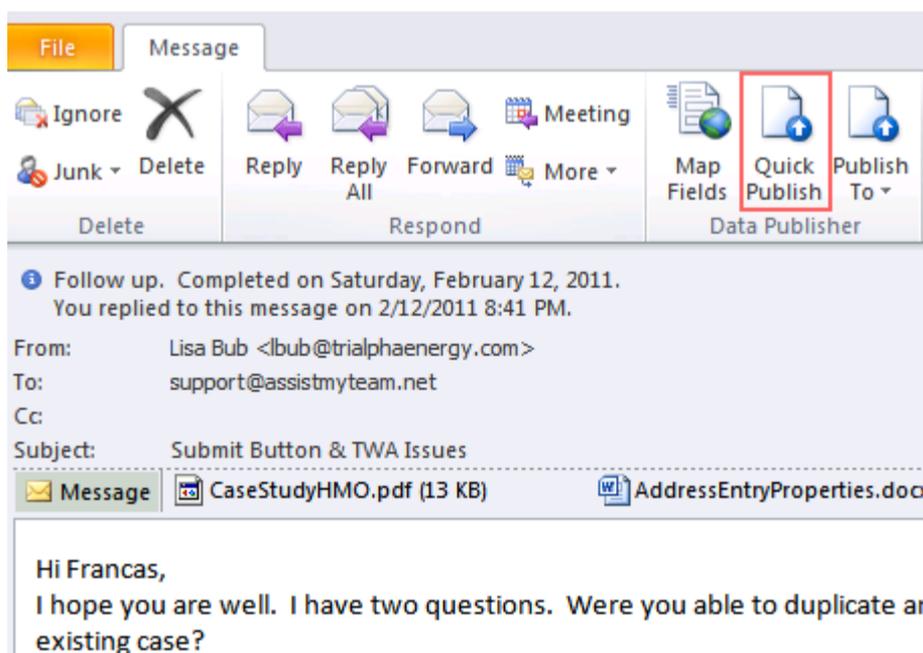


11

**Default SharePoint list for this folder** – With the ‘Quick Publish’ button, you can publish an Outlook item to SharePoint, without choosing a SharePoint list from the pool of available lists. All you need to do is, set a particular SharePoint list as the default list for the current Outlook folder. You can do this by selecting a SharePoint list from the drop down lists, as shown below:



Any items that you publish from this folder with the ‘Quick Publish’ button will then go to this default chosen SharePoint list.

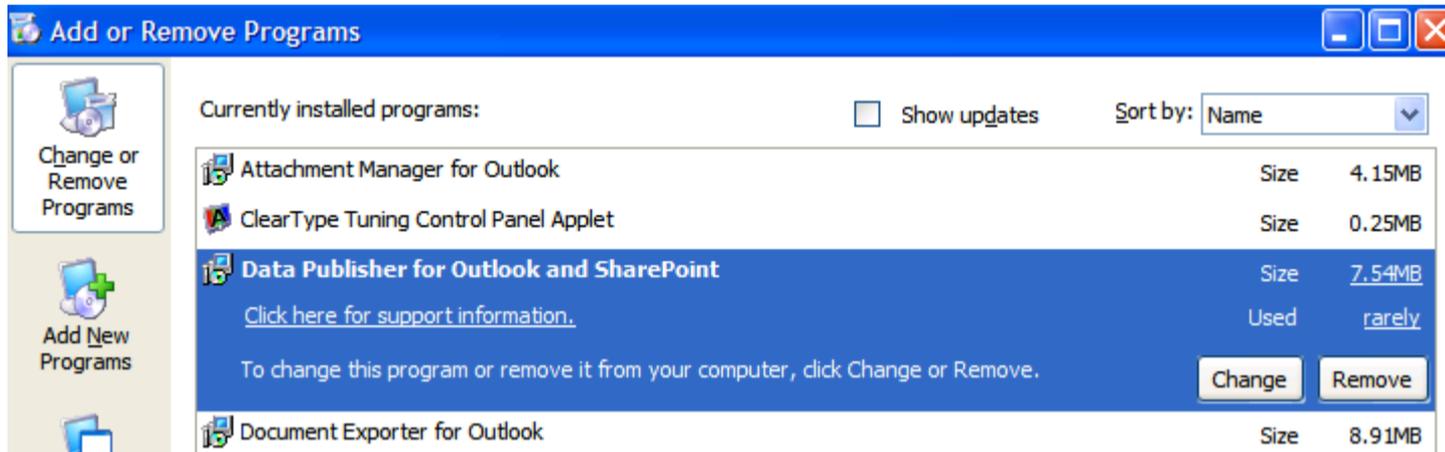


## 11. Uninstalling Data Publisher

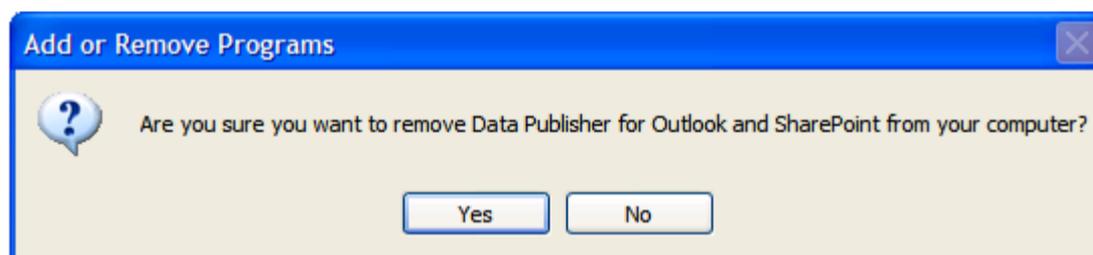
To uninstall the Data Publisher from your computer, follow the steps outlined below:

**Step 1:** In Windows XP, open 'Control Panel > Add or Remove Programs'. In case of Windows Vista or Windows 7, go to 'Control Panel > Programs and Features'. Scroll down to select 'Data Publisher for Outlook & SharePoint' and click 'Uninstall' as illustrated below:

*In Windows XP:*



**Step 2:** A dialog confirmation follows asking for confirmation. Click Yes.



**Step 3:** The Data Publisher setup will now start the un-installation process. Make sure that Microsoft Outlook is not running (even under the task manager). You can click 'Cancel' to exit the current setup.

## 12. Important Links

### [Data Publisher for Outlook and SharePoint - Home page](#)

Go to the official website of Data Publisher for Outlook and SharePoint.

### [Support Maintenance contract](#)

At AssistMyTeam, we're committed to give you the best support for all the products that we offer and more! The AssistMyteam Support Contract helps you use our products more efficiently and work out any issues that you encounter during the course of their use.

### [Submit an online support ticket](#)

Use this web form to create a ticket with AssistMyTeam Technical Support.

