Install Outlook Integration

Tuesday, October 22, 2019   10:45 AM

Onbase Outlook integration has a few dependencies prior to installation:

Launch Internet Explorer with one of the following two methods using Windows 10:

Click inside the "Type here to search" box on the taskbar and type "internet explorer":

Method 1:

![Internet Explorer search dialog]

Method 2:

Right Click the Windows Start button on the taskbar and select "Run":

![Windows Start menu]

Type "iexplore" and click "OK":

![Internet Explorer launch]

OnBase Page 1
With Internet Explorer (IE) open, perform the following steps:

1. Click the cogwheel in the upper right corner, and the "Internet Options" in the dropdown

   ![Cogwheel in IE dropdown](Image)

   - Internet Options

2. Click the "Security" tab, then click "Trusted sites", followed by "Sites" button
3. In the textbox "Add this website to the zone:" enter: https://onbase.mines.edu
Click "Add", followed by "Close"
4. Copy and paste the URL below into Internet Explorer or Edge browser:

If this error occurs, you may need to check the previous steps:

5. You will be presented with the install option if no error occurs:
6. Click "Install" and a progress bar will display:

7. Launch Outlook, this may take a little longer to load as it verifies the integration is up to date; you should briefly see this while loading Outlook:
7. Once launched, check the ribbon bar and verify that "Onbase" is a displayed tab:

8. If "Login" is displayed, click it and auto-login should occur. If there's an issue, use your multipass credentials.

9. Once authenticated, the ribbon bar buttons under the "Onbase" tab will display additional items: