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 launch using search box](image1)

**Method 2:**

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

![Start button context menu](image2)

Type "iexplore" and click "OK":

![Start button context menu with iexplore](image3)
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

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:

Click "Close"

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:

![Ribbon Bar with Onbase 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:

![Ribbon Bar with Additional Items]