

No	Narration	
	In the QUICK START 1. Startup Settings tutorial, you will see some things you need to do at first use.	
	In this QUICK START we discuss:	
	- the Settings for installing or updating the CICERO ADDIN in Office applications	
	CICERO ADDIN installing in Microsoft WORD & OUTLOOK (Office 2013 / 2016 / 365)	
	<p>To use Microsoft Office integrated with CICERO, you do the following:</p> <ol style="list-style-type: none"> 1. Close ALL Office Applications (Word, Outlook, Excel) 2. In MATTERS, open any case (for example through History) and go to the section Document Merge section 3. At the top right you see CLIDoc Download 4. ADDIN: First click on Download (right next to Add-in) 5. At the bottom, click CLIDocSetup.MSI > Save > Run > Next > Check I Accept > Next > Next > Install> and Finish 6. SETTINGS: Now click Download (to the right of Settings) 7. At the bottom you can save CLIDocSettings.cic > Save (it will be saved under Downloads) or using 'Save as' you can save this case wherever you wish 8. Open a blank document in Microsoft Word 9. In the menu, click CICERO CLIDoc > Settings 10. Click the button ... (next to Import Settings) 11. Select the CLIDocSettings.cic file that you just saved (under Downloads, eg.) 12. In the TMP Folder field you enter C: \ CLIDOCs. 13. Below you check 'CLIDoc enabled' and possibly 'Timer enabled' 14. Click Save to close the window. 15. Also open in Microsoft Outlook the Add-ins> Settings 16. At the bottom you can choose to use default BookMe or StoreMe (and Timer Enables) 17. Click Save to close the window 	
	Any user using a local office must perform these steps, 1 up to and including 14 (ADDIN and SETTINGS).	
	Update CICERO ADDIN in Microsoft WORD & OUTLOOK (Office 2013 / 2016 / 365)	
	If a CLIDoc update is available in the CICERO Web update, only (ADDIN) steps 1 up to and including 5 should be performed (Download and Run from CLIDocSetup installer).	
	As long as (SETTINGS) steps 6 up to and including 14 have not been performed before, error Invalid URI will appear when merging a document.	
	If your Login Password has changed, you must perform (SETTINGS) steps 6 up to and including 14 again (Download and Import CLIDoc Settings), or in Word Settings, you manually change and save the password.	
	Once SETTINGS are changed in one Office application, they are set right for the other Office applications.	
	Reactivate CICERO ADDIN in Microsoft WORD & OUTLOOK (Office 2013 / 2016 / 365)	
	If there is no CICERO CLIDoc plug-in in Word or Outlook, you can activate Addin / Plug-in again with the following steps.	
	<ol style="list-style-type: none"> 1. Close all other Office programs (Outlook, Excel, ...). 2. In Word, open File > Options / Options> Add-ons / Add-Ins. 3. Check for Disabled Items. If CLIDoc is present but not checked, it can be re-enabled here. 4. Otherwise, click COM Add-ons > Add > browse, and then double-click C: / Program Files x86 / CliDoc / adxloader.dll 5. Click OK to save. 	

6. In Outlook, the add-ons exists there too, just check in **Settings** whether everything is well set.

Check out our other QUICK START tutorials.