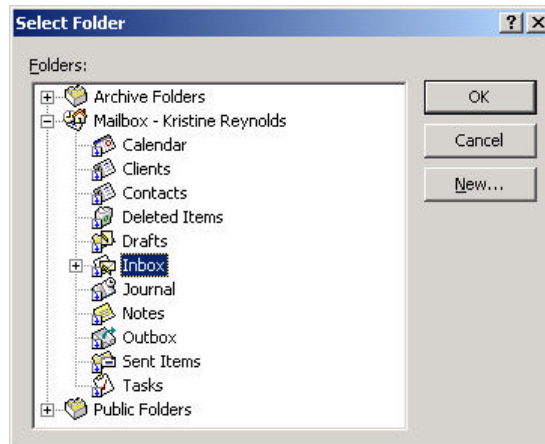


Publishing a Microsoft Outlook Form to the Inbox

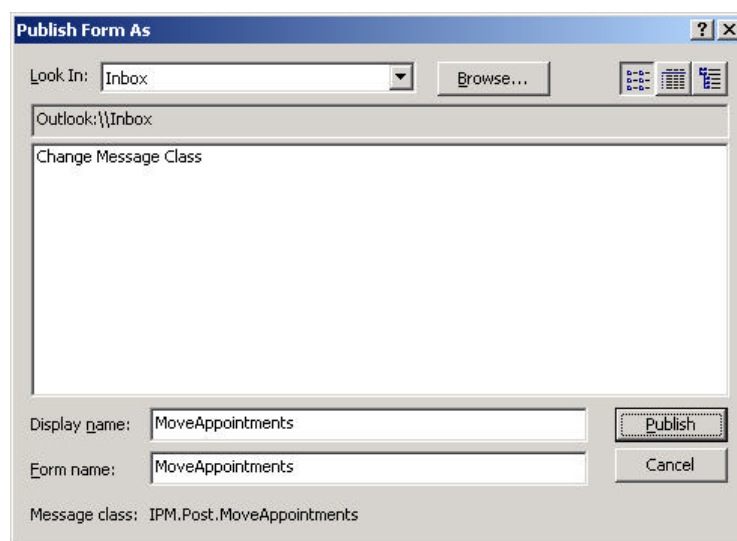
1. From Windows Explorer, double-click the Appointment Mover form. You will be prompted to select a folder in your Microsoft Outlook mailbox.



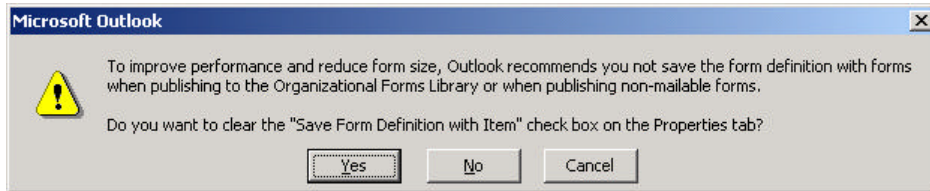
2. Select **Inbox** and click on the **OK** button. The macro warning dialog box will be displayed.



3. Click on the **Enable Macros** button.
4. The form will then open in Microsoft Outlook. To publish the form to your Inbox, from the **Tools** menu, select the **Form** option and then select the **Publish Form As...** option. The Publish Form As dialog box will be displayed.



5. In the **Look In:** drop-down box, select **Inbox**.
6. Type in **MoveAppointments** in the **Display name:** text box.
7. Click on the **Publish** button.
8. If the following message box appears, click on the **Yes** button.



9. The form is now published to your Inbox. Close the form without saving changes.

Running a Microsoft Outlook Form from the Inbox

1. If you are not already in your Inbox, click on the **Inbox** button.
2. From the Actions menu, select **New MoveAppointments**.
3. You are now ready to use the MoveAppointments form.