

Practice Mail Book Office 365 / 2019 Update

Preparation

1. Download the update by clicking [here](#).
2. Save the zip file in the <Network Drive>\Practice Central\BPS Docs\ folder.
3. Unzip the file by right clicking on it and selecting **Extract All**.

Workstation Update

1. Ensure Paper Buster & all Office applications are closed.
2. Find your operating system type.
 - a. Click **Start** – Type **Control Panel** – Click it to open it.
 - b. Change the view to **small icons** or **large icons**.
 - c. Click on **System**.
 - d. Find the **System Type**: 32-bit or 64-bit.

System

Processor:	Intel(R) Core(TM) i5-6300HQ CPU @ 2.30GHz 2.30 GHz
Installed memory (RAM):	8.00 GB (7.89 GB usable)
System type:	64-bit Operating System, x64-based processor
Pen and Touch:	No Pen or Touch Input is available for this Display

3. Browse to the network location where the files were extracted to above.
4. Double click on the file that corresponds to your Operating System Type and Office Version.
5. Answer Yes to the Security Alert.
6. Answer Yes to import into your Registry.
7. Double click on - **Mail Book Contacts Add In - setup.exe**
8. Select the option to **Install** or **Repair**.

If you need help contact support:

Phone: 1800 075 755

Email: au-ifirmsupport@wolterskluwer.com



Activation Visual Basic Scripting on a Terminal Server

If you are installing a new version of Office onto a Terminal Server you will need to manually activate Visual Basic Scripting. The process to do this can vary depending on the version of Microsoft Office you are installing.

Please see Microsoft's KB articles for more information: <http://support.microsoft.com/kb/302003>

Upgrading from Office 2010 to any newer version

Upgrading from Office 2010 to any newer version of Office requires a reinstallation and will require consulting services. Please contact your Account Manger to arrange.