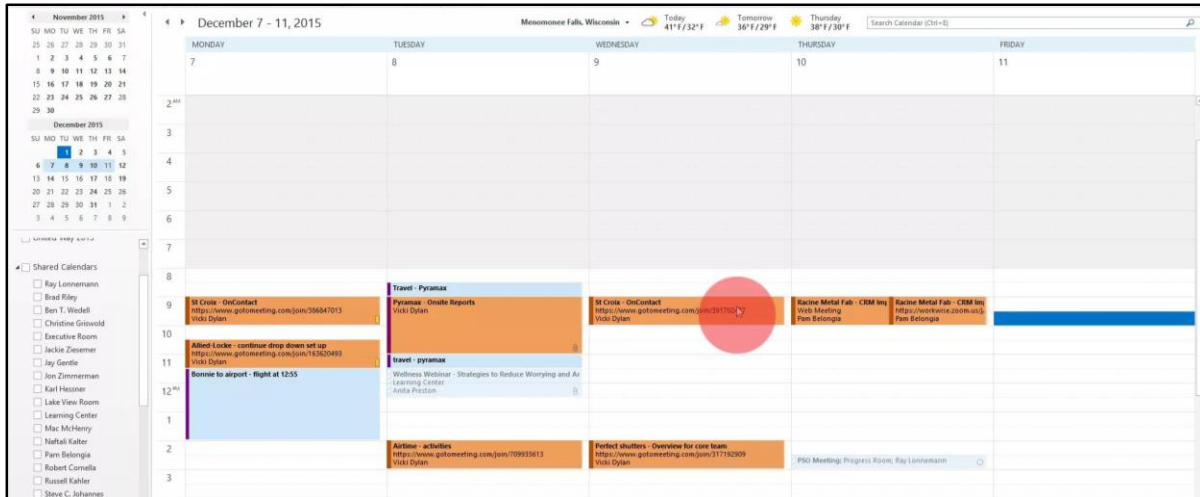
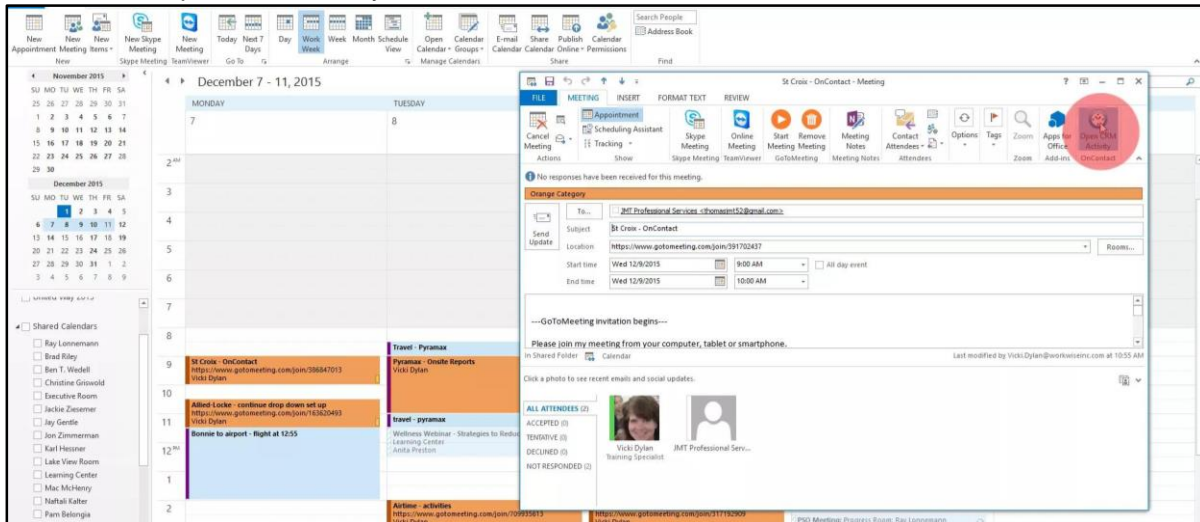


# Send Outlook Appointment to OnContact Using AddIn

1. Double-click to open your Outlook meeting.



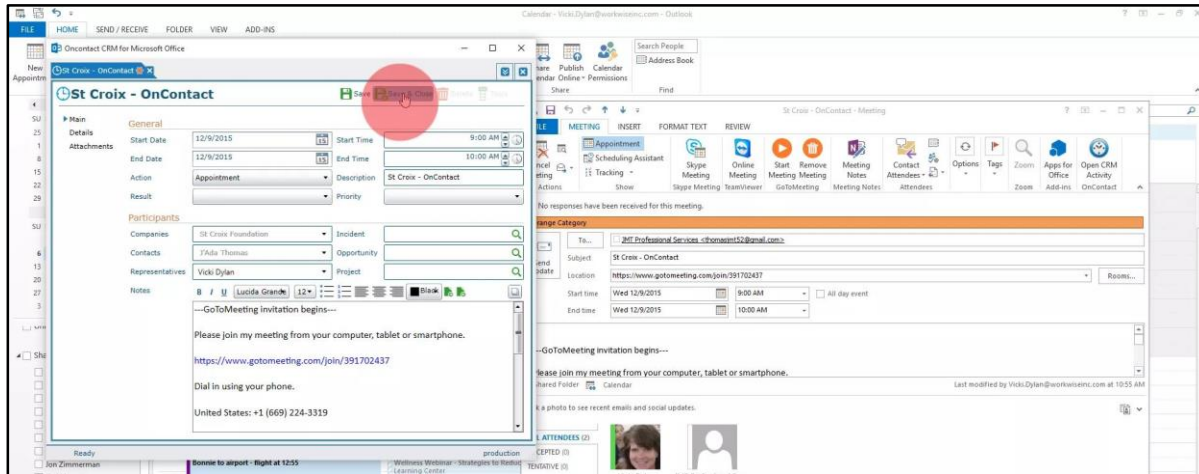
2. Left Click- Open CRM Activity



3. OnContact searches for an exact match on the email address(es) included in your meeting invitation. If a match is found, the Company and Contact fields will be populated (as shown here). Left

# Send Outlook Appointment to OnContact Using AddIn

Click- Save & Close



4. Left Click- Close to close your appointment.

