

# Juris<sup>®</sup> for Microsoft Outlook Add-in

## Installation Guide

The Juris<sup>®</sup> for Microsoft<sup>®</sup> Outlook<sup>®</sup> add-in includes a server component and a client component. Install the server on the computer where your data is stored for the Juris software, and install the client on the workstation of each person who will be using the Juris for Microsoft Outlook add-in.

### Important Note for Time Matters<sup>®</sup> Customers

Do not install the Juris for Microsoft Outlook add-in on a computer where Time Matters<sup>®</sup> for Microsoft Outlook add-in is already installed, or vice versa. LexisNexis does not currently support configurations in which both Outlook add-ins are installed simultaneously. In order to use the Juris add-in, you must first completely remove the Time Matters add-in.

## Before you begin

Before installing the Juris for Microsoft Outlook add-in, do the following:

- Ensure that you have a supported version of the Microsoft Outlook software (Outlook 2007, Outlook 2010, or Outlook 2013).
- Ensure that your Juris software server and the ports used by the Juris software are correctly set up. Additionally, if the SMGR user account is still using its default password, you cannot log in to the Juris for Microsoft Outlook software as SMGR until the password is changed.
- Ensure that the Juris Suite software is installed on the computer where you will be installing the Juris for Microsoft Outlook software.
- Locate the `JMOSetup.exe` file and ensure that it can be run from the computer where you want to install the Juris for Microsoft Outlook software.
- Close the Microsoft Outlook application on your computer.

## Server installation

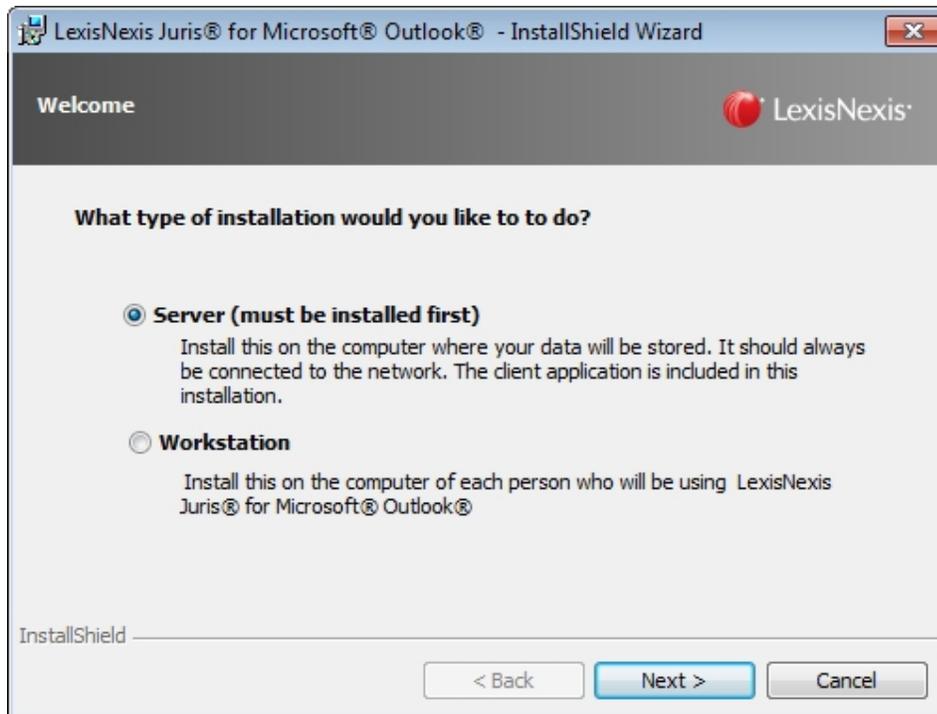
Do the following on the computer where your Juris software data is stored:

1. Double-click the file **JMOSetup.exe**.

The installation wizard opens and checks your computer for required components. If any required components are not found, a list of missing components is displayed.

2. Click **Install** to install the required components.

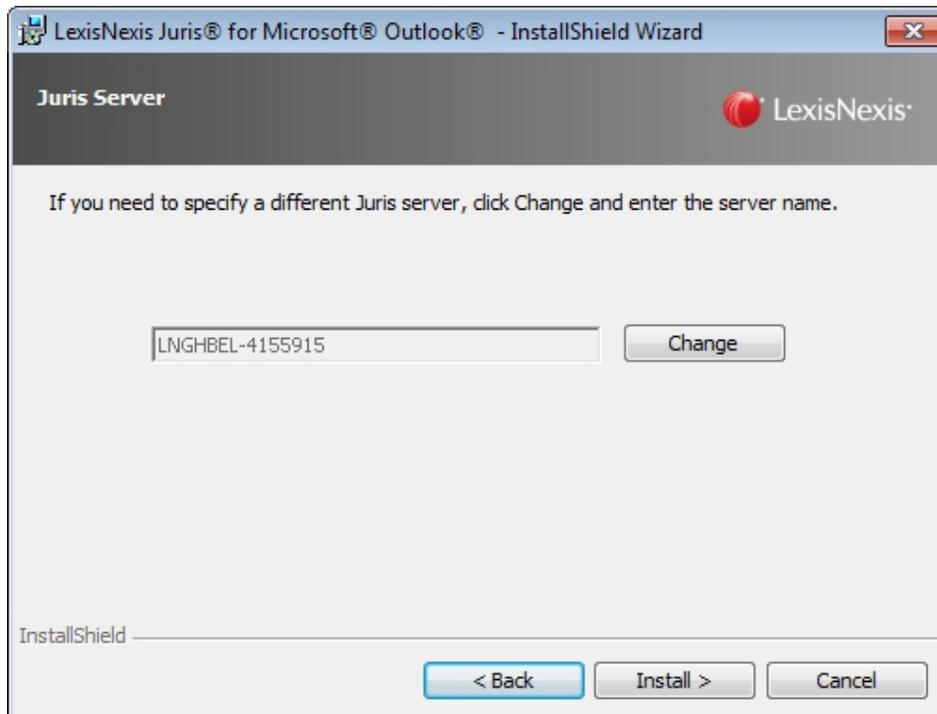
When all required components are present, the Welcome page is displayed.



3. Select the Server installation option and click Next to continue to the License Agreement page.



4. After reviewing the license agreement, select **I accept the terms in the license agreement** and click **Next** to continue to the Juris Server page.



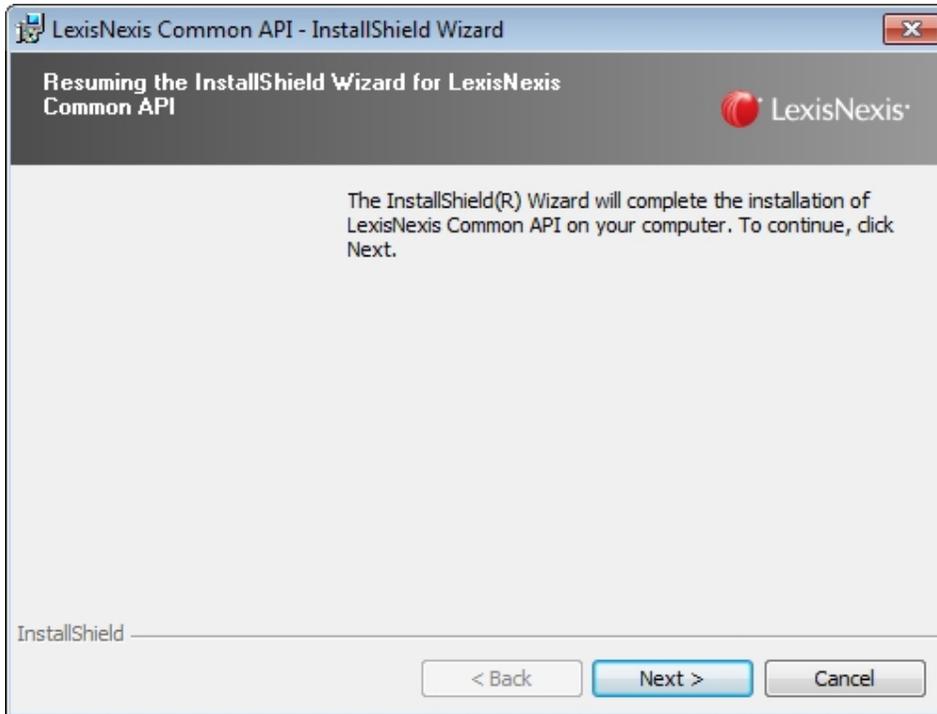
5. Check the Juris server name entered by default. If the server is incorrect, click **Change** and type the correct server name.

#### Note

If the server name entered by default is an IP address, click **Change** and enter the server name.

6. Click **Install** to begin the installation.

A separate wizard opens to install the LexisNexis Common API (CAPI), a component required by Juris for Microsoft Outlook.



7. Click **Next** to install CAPI.
8. When CAPI installation is complete, click **Finish** to close the wizard.

Installation of Juris for Microsoft Outlook resumes.

#### Note

Your Microsoft Outlook software does not need to be installed on the server computer. However, if the Outlook application is not present, an error message will appear. ***This error applies only to the client application installed along with the server. It does not indicate a failure to install the server component.*** You can safely ignore and close the message window.

9. When the installation is complete, click **Finish** to close the wizard.

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## Workstation installation

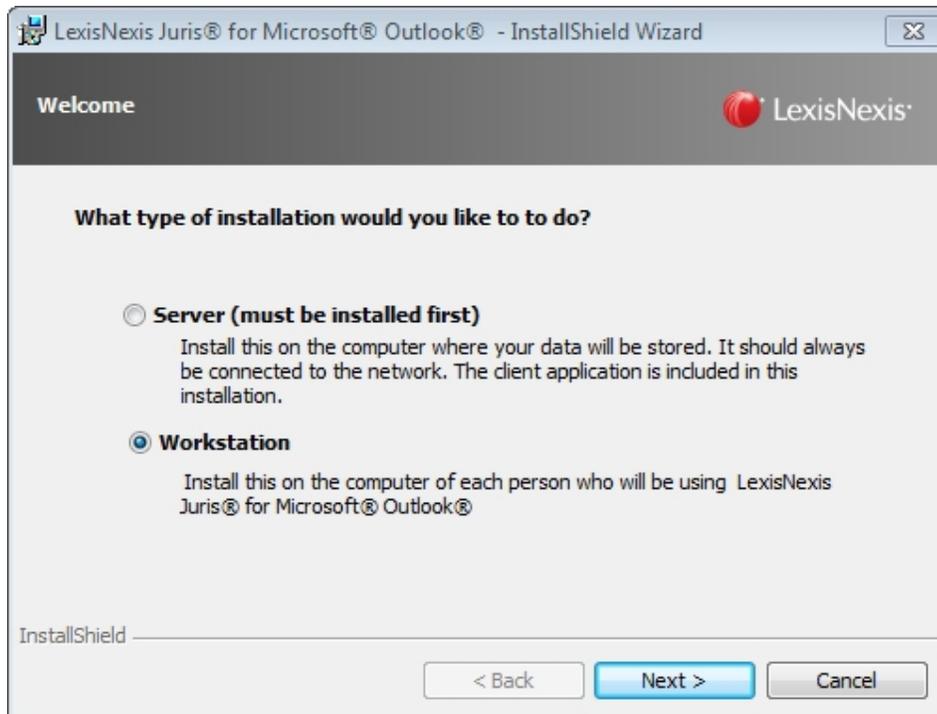
Do the following on the computer of each person who will be using the Juris for Microsoft Outlook software:

1. Double-click the file **JMOSetup.exe**.

The installation wizard opens and checks your computer for required components. If any required components are present, a list of missing components is displayed.

2. Click **Install** to install the required components.

When all required components are present, the Welcome page displays.



3. Select the **Workstation** installation option and click **Next** to continue to the License Agreement page.
4. After reviewing the license agreement, select **I accept the terms in the license agreement** and click **Next** to continue to the Juris Server page.
5. Check the Juris server name entered by default. If the server is incorrect, click **Change** and type the correct server name.
6. Click **Install** to begin the installation.
7. When the installation is complete, click **Finish** to close the wizard.

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