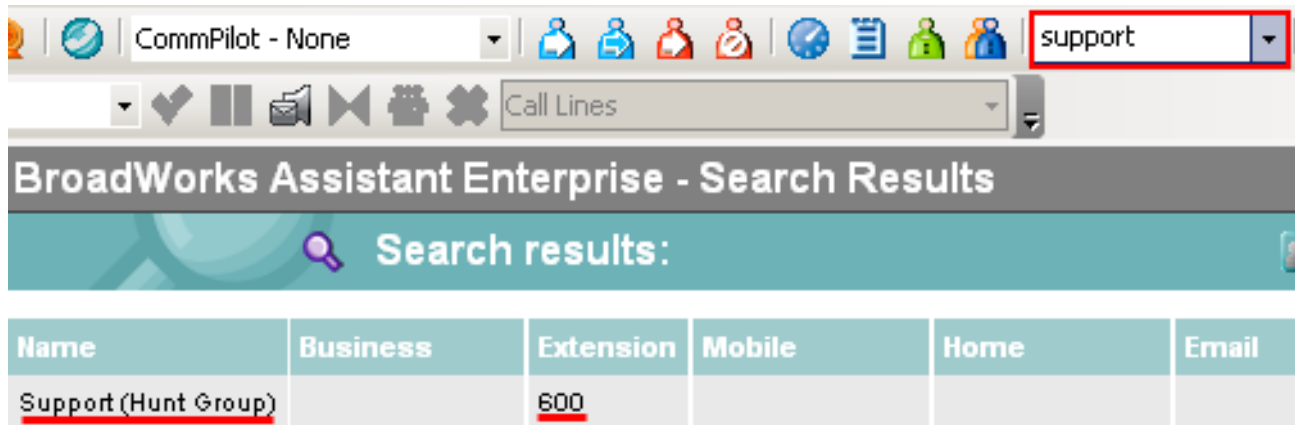


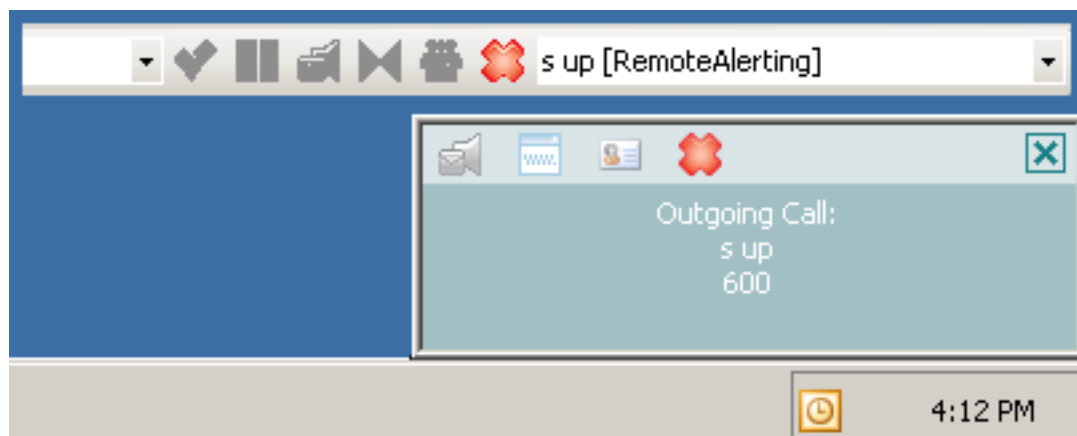
Basic Operations Using the Outlook Toolbar

Searching and Dialing

There are two ways to search for Contacts and dialing their number from within Outlook. You can use the Outlook Integrated toolbar or you can use the standard Outlook search feature that searches your address book. Let's look at searching with the Telephony Toolbar first.

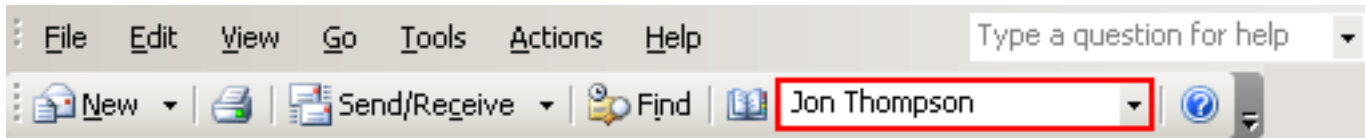


In the upper right hand corner we can see the search field where I currently have 'support' typed in. This search field by default will search ONLY the company directory***. So in this case we're searching the Fastmetrics account and we see the Fastmetrics Support extension upon pressing enter.

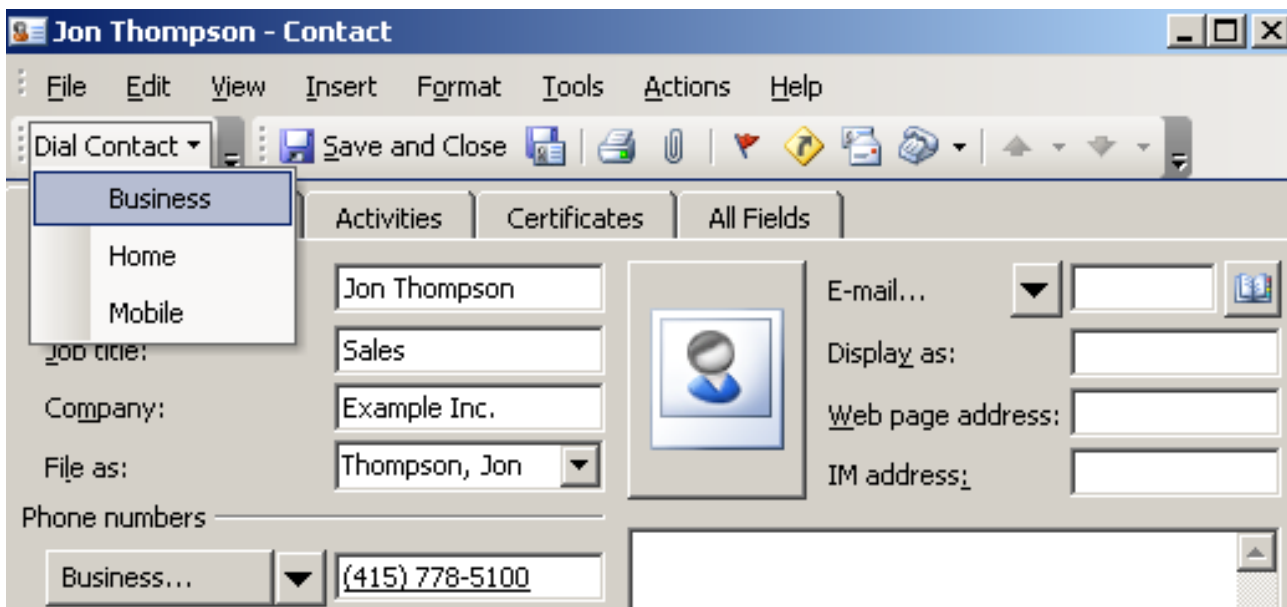


By clicking either the Name or the Extension number Outlook will actually dial your handset then, once you pick up, the call to the dialed party will proceed as usual.

The second search method that you can use is to search through your Outlook address book using the Standard Outlook Toolbar.



When the contact is found their information will pop up in a separate window as usual.



The address book allows you to store up to three numbers for each contact; a business, home, and mobile telephone number. In this case Jon only has a business number so we select Dial Contact in the upper left hand corner and select business. Outlook will then ring your handset and dial the other party once you pick up the phone.



If you know the number and do not need to search through your contacts you can always type the number in the "Dial a Number" box on the Toolbar and press Enter.