





## What is the add-in?

The Add-in makes working with analysts much faster and easier. It allows you to work seamlessly between Outlook and ARchitect increasing your productivity by eliminating duplicate efforts. It will:

- synchronize an Outlook appointment with an ARchitect interaction, enabling easier interaction entry and forward planning without maintaining two separate calendars.
- synchronize emails to ARchitect and automatically maintain the entire email "conversation/thread" as a single interaction building a corporate memory and allowing you to reference the entire email history in one click.
- allow access to "My Analyst Groups" in Outlook as a contact list and in your address book giving you quick access to real time information.

My Analyst Groups			
- My Favorites			
- Default Analyst Group: <a href="#">Manage this analyst group.</a>			
	Phone	Address	Actions
<b>Merv Adrian</b> Principal Analyst IT Market Strategy	 Phone 1: 925-699-8371 Cel: 925-699-8371		<a href="#">Send email</a> <a href="#">Add to Outlook Contacts</a> <a href="#">Create ARchitect Interaction</a> <a href="#">Search the web for Merv Adrian</a> <a href="#">Search marketstrategy.com for Merv Adrian</a>
<b>Elizabeth Ann</b> Research Director ARinsights, LLC	 Phone 1: 303-555-1222 Phone 2: 303-555-1234	54 Danbury Road #208 Ridgefield, CT 06877 United States	<a href="#">Send email</a> <a href="#">Add to Outlook Contacts</a> <a href="#">Create ARchitect Interaction</a> <a href="#">Search the web for Elizabeth Ann</a> <a href="#">Search arinsights.com for Elizabeth Ann</a>

## How do I get it?

You can download the Outlook Add-in for 2003 or 2007 at <https://ar3.arinsights.com/downloads/downloads.aspx>

## How do I learn to use it?

We can provide you and your team free one-on-one training. Contact Tricia at [pcooper@arinsights.com](mailto:pcooper@arinsights.com) to set up a session.

## How do I learn on my own?

You can access short training webinars by going to your ARchitect dashboard, clicking on the help tab and selecting ARchitect Best Practices. The session "ARchitect Add-in for Outlook Training" will provide an in-depth look at the ARchitect Add-in for Outlook and how to leverage it to your advantage.

There is also an advanced session entitled "Leveraging the Add-in Outlook for AR Efficiency."