

**INSTALLATION AND USER'S GUIDE**  
**AttachmentSecurity for Microsoft® Outlook™**  
*Take control of your Microsoft® Outlook™ email attachments*

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<http://www.attachmentsecurity.com>

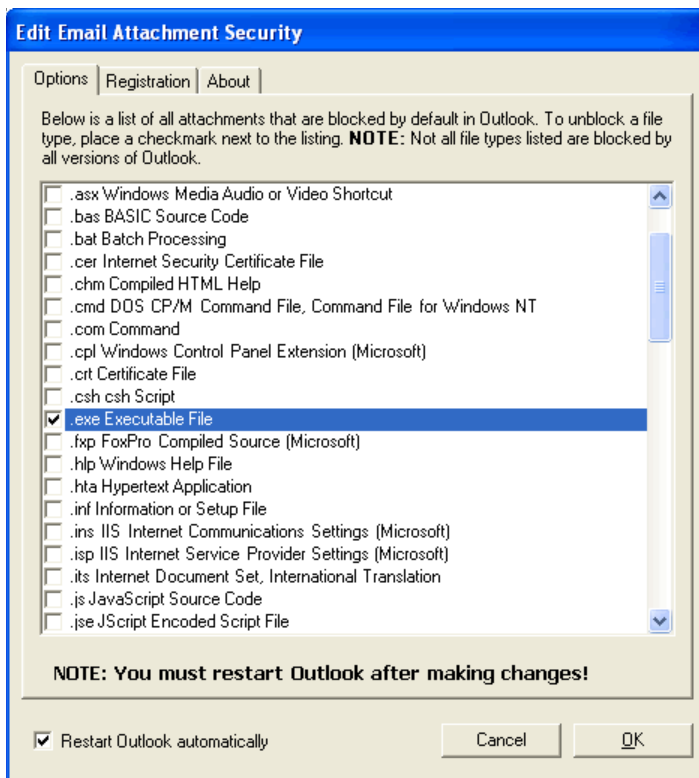


# What is AttachmentSecurity for Microsoft Outlook?

AttachmentSecurity for Microsoft Outlook is a free and simple software add-in utility that allows you select and manage which file attachment types to block and unblock in your Microsoft Outlook emails.

Each person wishing to select which file types to block and unblock using AttachmentSecurity for Outlook must have a copy of Microsoft Outlook 2000, XP or 2003. AttachmentSecurity does not work with Microsoft Outlook Express, which is a different product from Microsoft Corporation.

Once AttachmentSecurity for Microsoft Outlook is installed and registered, you will see that a new program has been added to your machine. The simple interface for AttachmentSecurity for Outlook only consists of one main dialog box, shown below.



Nothing changes in the way you use Outlook after AttachmentSecurity for Microsoft Outlook is installed. You can send and receive emails in exactly the same way it was before AttachmentSecurity for Outlook was installed. The only difference is you will now have the ability to select which file attachment types you receive in Microsoft Outlook.

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# AttachmentSecurity for Microsoft Outlook Installation Overview

AttachmentSecurity for Outlook is a free Microsoft Outlook add-in that becomes part of your Microsoft Outlook program. The AttachmentSecurity dialog box allows you to specify exactly which file types to block and unblock in your Microsoft Outlook email attachments.

**The three basic steps to setting up AttachmentSecurity for Microsoft Outlook are:**

## **1. Download AttachmentSecurity for Microsoft Outlook**

Download your free copy of AttachmentSecurity for Outlook from our website at <http://www.attachmentsecurity.com/downloads.htm>.

## **2. Install the AttachmentSecurity for Microsoft Outlook add-in software**

The second thing you'll need to do is install the AttachmentSecurity for Outlook add-in software. You must already have Microsoft Outlook 2000, XP or 2003 installed to run and install AttachmentSecurity for Outlook.

## **3. Register your copy of AttachmentSecurity for Microsoft Outlook**

Once you've installed AttachmentSecurity for Outlook, you will need to register your information in order to receive your registration code for AttachmentSecurity for Outlook. This information will be processed and solely kept by Lookout Software, LLC; it will not be shared or sold for any other purpose. If you choose not to register, the program's functions will work properly but you will see a pop-up message every time Microsoft Outlook is opened.



## Installing AttachmentSecurity for Microsoft Outlook

1. If you have not done so already, download AttachmentSecurity for Microsoft Outlook from our website at <http://www.attachmentsecurity.com/downloads.htm>.
2. Double-click on the **asinstall.exe** file that you downloaded from [www.attachmentsecurity.com](http://www.attachmentsecurity.com).



asinstall.exe

3. Depending on your security settings, you may see a Security Warning dialog box. Click **Run** to continue.
4. From the AttachmentSecurity for Microsoft Outlook installation **Welcome** screen, click **Next**.



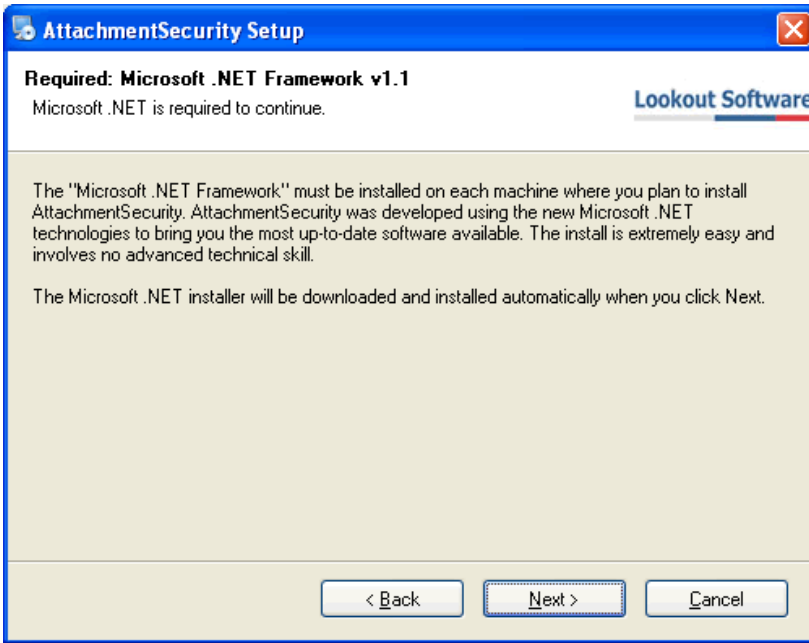
5. If you do not have Microsoft's .NET Framework installed on your computer you will see the screen below – please proceed to *step 5a*. If you do have the Microsoft .NET Framework installed on your computer you will not see the screen below -- please proceed to *step 6* (on *page 7*).

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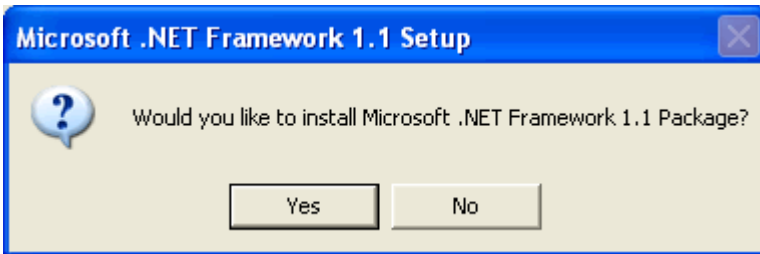
5



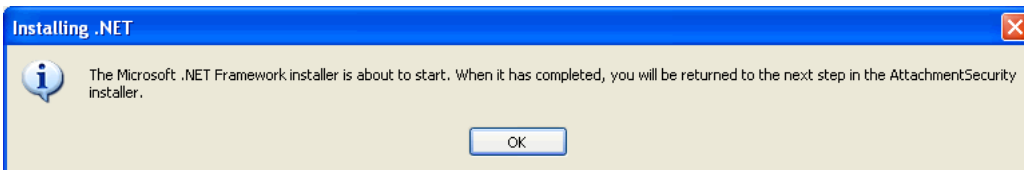


**To install the Microsoft .NET Framework:**

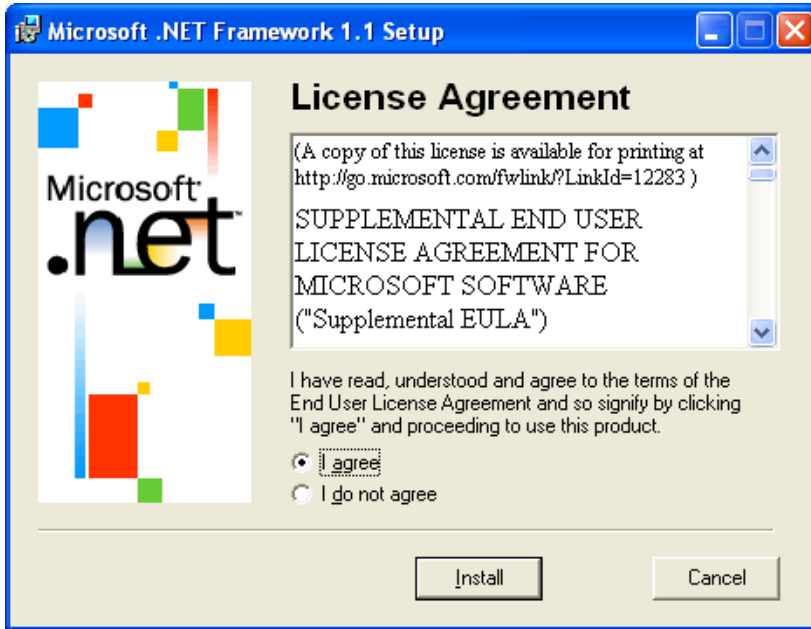
- a. Click **Next** to proceed with the .NET Framework download.
- b. A series of Microsoft .NET Framework 1.1 installation screens will begin. Click **Yes** to install Microsoft .NET Framework 1.1 Package.



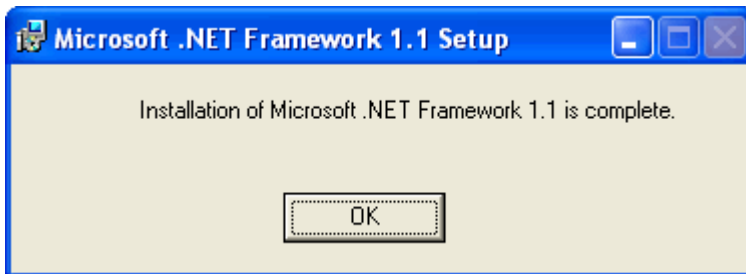
- c. Once the download has completed you will see the screen below; click **OK** to start the .NET Framework installer.



- d. Review the license agreement for the Microsoft .NET Framework, then click the **I agree** radio button; and click the **Install** button to proceed.

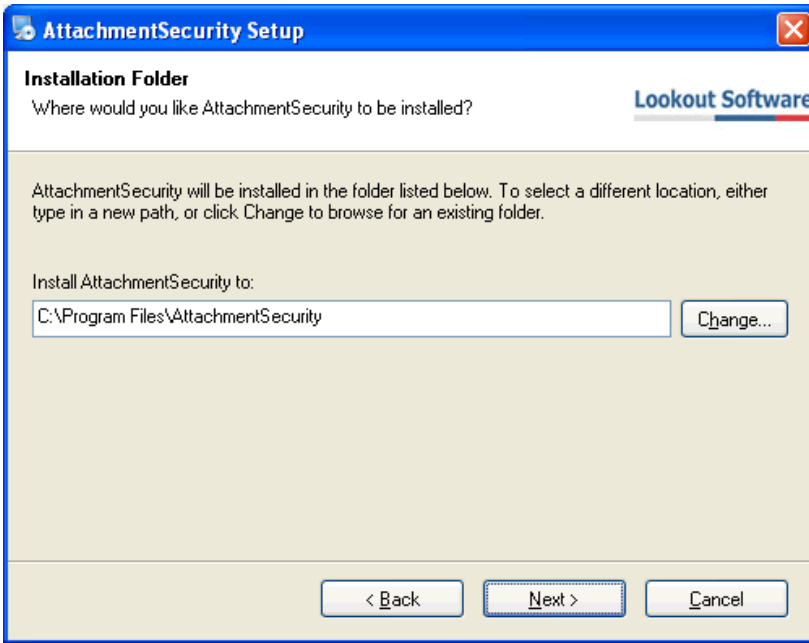


- e. When the .NET Framework installation is complete you'll see the dialog box below; click **OK** to return to the AttachmentSecurity for Outlook installation.

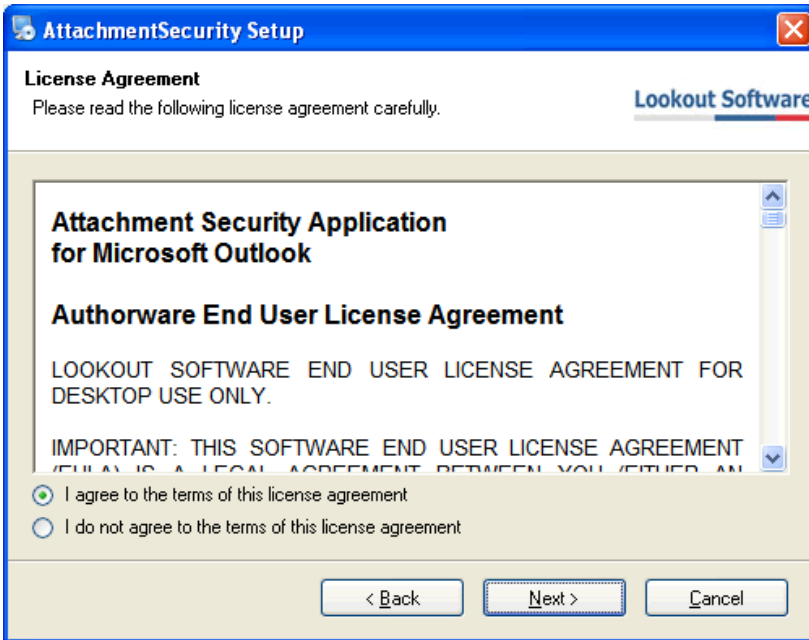


6. Select an installation folder for AttachmentSecurity for Outlook (we recommend that you choose the default location of **C:\Program Files\AttachmentSecurity**); and click **Next**.





7. Please read the AttachmentSecurity for Outlook license agreement; click the **I agree to the terms of this license agreement** radio button; and click **Next**.



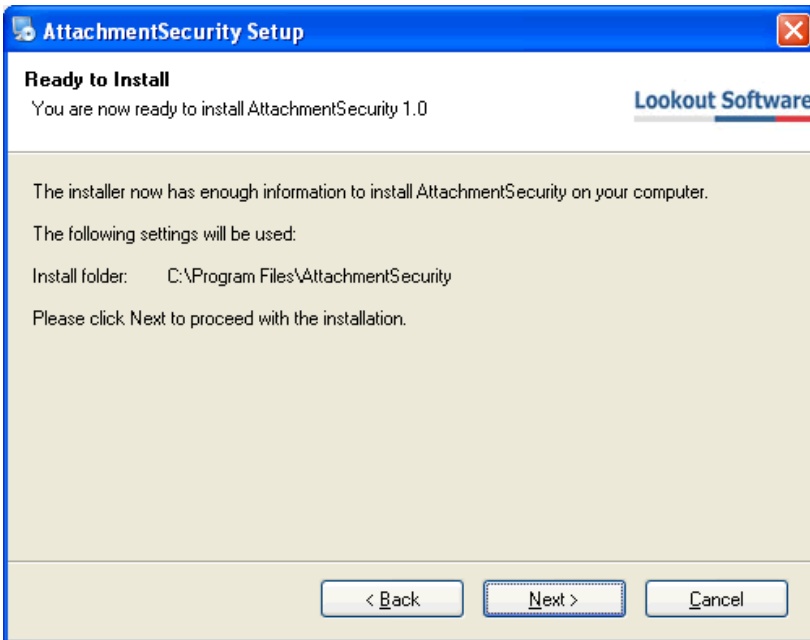
8. From the **Ready to Install** dialog box; click **Next**.

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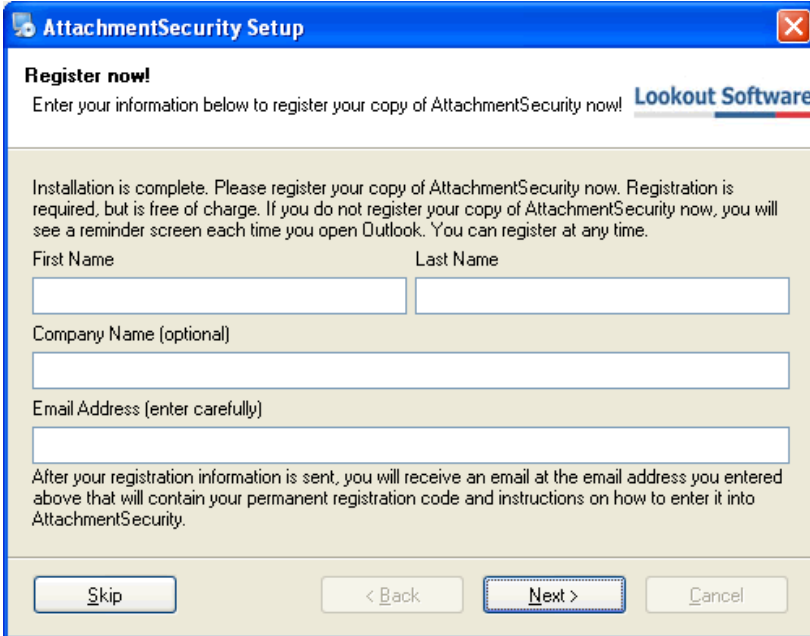
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9. Enter your information to register your copy of AttachmentSecurity for Outlook; click **Next**. You may choose to skip this step by clicking **Skip**, but until you register your copy of AttachmentSecurity for Outlook, you will see a pop-up message every time Microsoft Outlook is opened (you may register at any time).

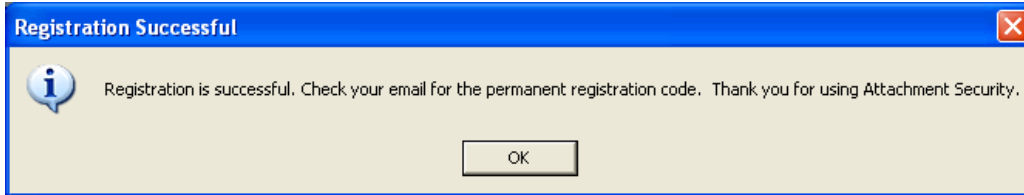


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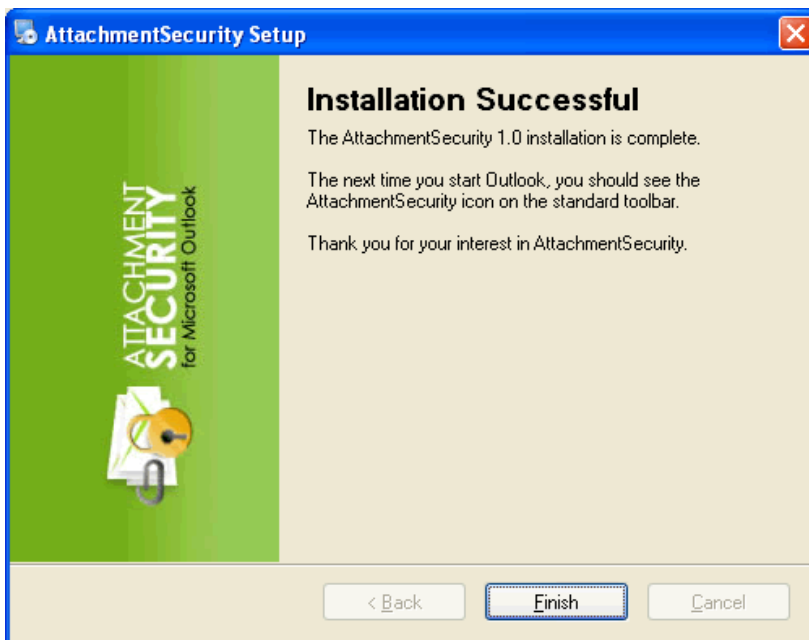
<http://www.attachmentsecurity.com>



10. If you register AttachmentSecurity for Outlook during the installation process, you will receive an email shortly after completion with your permanent registration code and instructions on how to enter it into AttachmentSecurity for Outlook (see "Registering AttachmentSecurity for Microsoft Outlook" on page 11).



11. After you click **OK**, or if you choose to **Skip** the registration process, you will see the **Installation Successful** screen (shown below) once the installation for AttachmentSecurity for Outlook is complete; click **Finish**.



## Registering AttachmentSecurity for Microsoft Outlook

Once you have installed AttachmentSecurity for Microsoft Outlook, you will need to fully register your copy of AttachmentSecurity for Outlook.

The first time you open Microsoft Outlook after installing AttachmentSecurity for Outlook:

1. A pop-up dialog box from AttachmentSecurity for Outlook will appear, notifying you that the program has not been registered. This is because you have either not registered your information to receive the registration code, or you have not entered your registration code sent to you by email after you registered.
2. If you have not registered your information and would like to do so in order to receive your registration code, click on **Register Now!** and follow the steps below. If you received your registration code and need to enter it into your copy of AttachmentSecurity for Microsoft Outlook, click **Enter Registration Key** and proceed to step 6 (*page 13*). If you do not wish to register your information or enter in your registration code right now, you can click on **Register Later** and proceed to the section "Using AttachmentSecurity for Microsoft Outlook" (*page 15*).



3. Enter your information into each of the appropriate fields, and click **Submit**.

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**Edit Email Attachment Security**

Options | **Registration** | About

Registration of AttachmentSecurity is required. Please fill in the information below and click the submit button to record your registration. After your information has been submitted, you will receive an email with instructions on how to enter your registration code.

First Name

Last Name

Company Name

Email Address

Submit

After receiving the registration code via email, return to this screen and enter the code below.

Registration Code

Save Code

Restart Outlook automatically

Cancel OK

4. After submitting your registration information, a message will appear notifying you that the registration was successful; click **OK**. Your registration code will be emailed to you momentarily.

**Registration Successful** [X]

Registration is successful. Check your email for the permanent registration code.

Thank you for using Attachment Security!

OK

5. If you close the AttachmentSecurity dialog box after submitting your information, you can access the registration page again by either restarting Microsoft Outlook and clicking on **Enter Registration Key** on the AttachmentSecurity for Microsoft Outlook registration pop-up message; or, by opening AttachmentSecurity for

Outlook by clicking on the AttachmentSecurity icon in your Microsoft Outlook toolbar (shown below) and clicking on the **Registration** tab.



6. To enter your AttachmentSecurity for Outlook permanent registration code, enter in the code provided to you in the email you received from AttachmentSecurity. After entering your registration code, click **Save Code**. This will permanently save your registration code so you do not have to enter it again, and you will no longer see the pop-up message again when Microsoft Outlook is started.

**Edit Email Attachment Security**

Options | **Registration** | About

Registration of AttachmentSecurity is required. Please fill in the information below and click the submit button to record your registration. After your information has been submitted, you will receive an email with instructions on how to enter your registration code.

First Name

Last Name

Company Name

Email Address

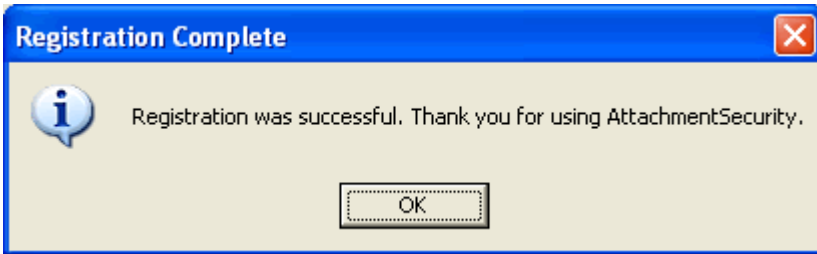
After receiving the registration code via email, return to this screen and enter the code below.

Registration Code

Restart Outlook automatically

7. A message box will appear notifying you that the registration is complete; click **OK**.





### Quick Tip

If you choose to not fully register your copy of AttachmentSecurity for Microsoft Outlook, you will continue to see the AttachmentSecurity registration pop-up message every time Microsoft Outlook is opened. Although AttachmentSecurity will still function normally, there is no way to prevent this message from appearing.

However, you may register and enter in the registration code at any time. Once AttachmentSecurity for Microsoft Outlook is registered, you will no longer see the registration pop-up message.

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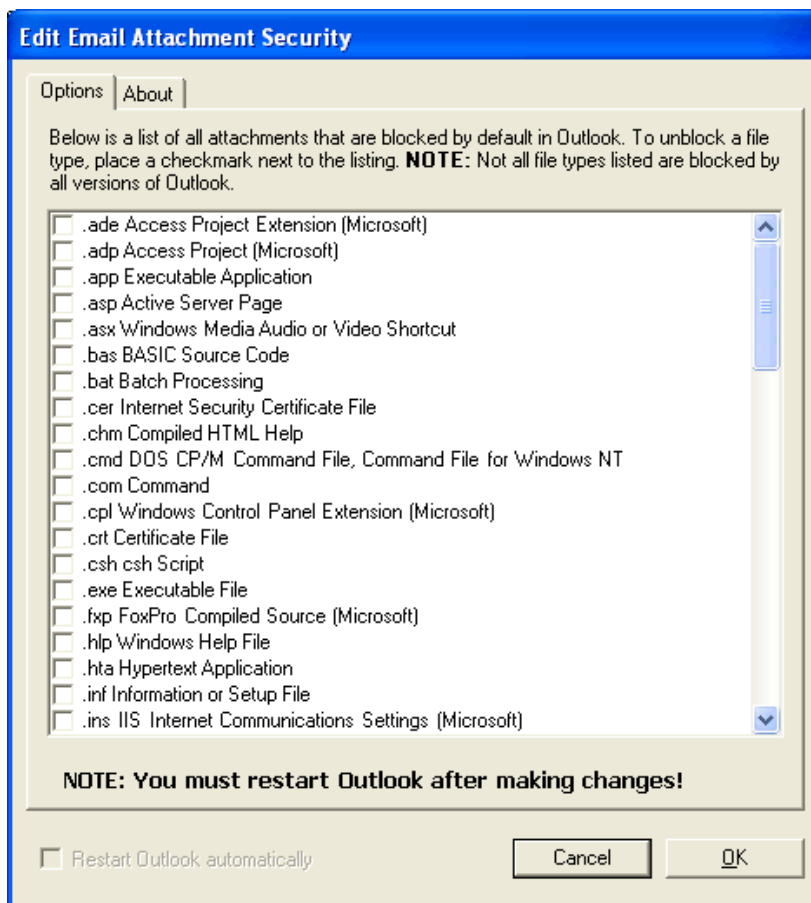
## Using AttachmentSecurity for Microsoft Outlook

Once you have installed and registered AttachmentSecurity for Outlook, you can begin selecting which types of file attachments to block and unblock within your copy of Microsoft Outlook.

1. To open the AttachmentSecurity for Microsoft Outlook interface, click on the AttachmentSecurity icon in your Outlook toolbar.



2. The AttachmentSecurity for Outlook interface will be displayed.



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## ***The Options Tab***

The **Options** tab, which is the default tab displayed when AttachmentSecurity is opened, lists common file attachment types that Microsoft Outlook classifies as “Level 1” file types.

An unmarked checkbox next to a file type indicates that the file type is currently blocked in your Outlook, and you will not receive the file attachment type in emails.

To unblock a particular file type so you can receive it through Outlook email, simply check the checkbox next to the file type. When changes are made to any file type listing, the **Restart Outlook automatically** checkbox is automatically checked. This is because you must restart Microsoft Outlook after making changes in order to implement the new changes. Once you have selected which file types to block and unblock, click **OK**. Microsoft Outlook will restart automatically, and you will now be able to receive any file attachment types you chose. Changes to which file types you block and unblock can be made at any time by opening the AttachmentSecurity interface again.

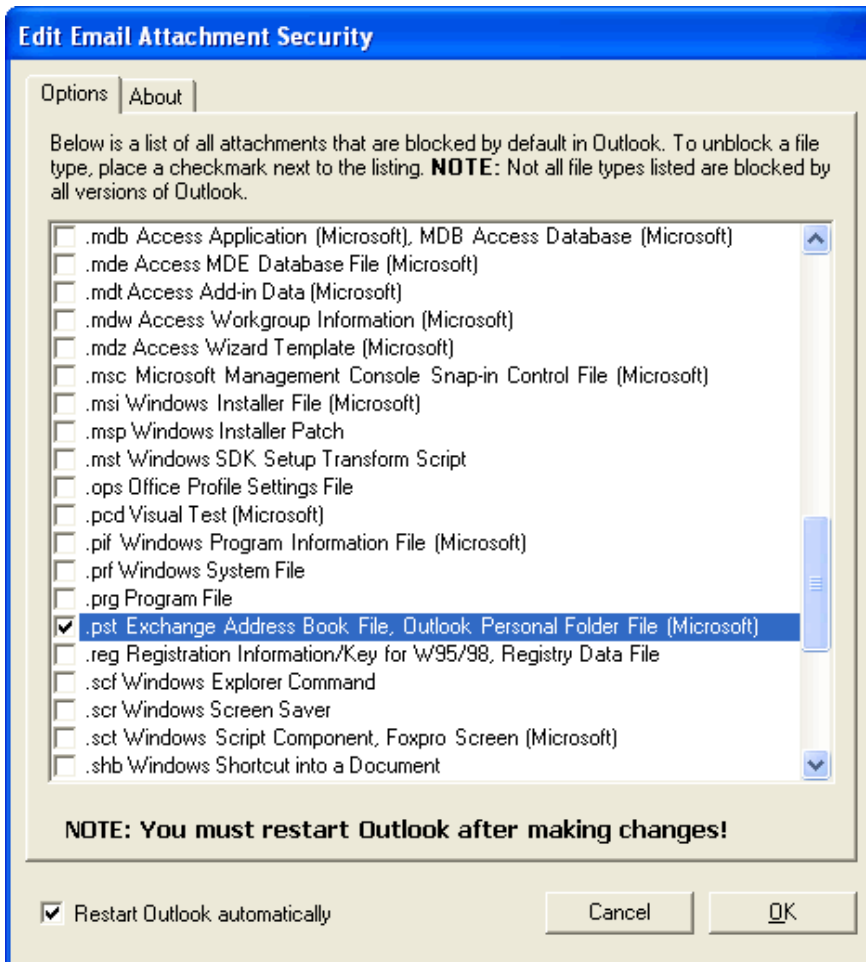
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## The About Tab

The **About** tab contains version information and links to the AttachmentSecurity for Microsoft Outlook website and the website for Lookout Software, LLC. You can also check for AttachmentSecurity product updates on this tab.

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## Getting Help with AttachmentSecurity for Microsoft Outlook

AttachmentSecurity for Microsoft Outlook is provided to the public free of charge, as is. Furthermore, Lookout Software, LLC. does not provide technical support for the AttachmentSecurity software application as it is cost prohibitive. While we have tested the software thoroughly in our lab and have found the software, in general, to be reliable, it simply may not work for every installation of Microsoft Outlook.

If you do find an issue with the software, and reasonably believe that it is a bug, we ask that you report the issue to our QA staff by filling out the Report Issue form at <http://www.attachmentsecurity.com/reportissue.htm>. A response to your issue submission by a Lookout Software representative is not guaranteed, and is highly unlikely.

You may also visit our Frequently Asked Questions section on the AttachmentSecurity for Microsoft Outlook website at <http://www.attachmentsecurity.com/faq.htm>.

## Removing AttachmentSecurity for Microsoft Outlook

1. Click **Start; Control Panel**.
2. From the **Control Panel** dialog click **Add or Remove Programs**.
3. Select **AttachmentSecurity** from the list of **Currently Installed Programs**; and click **Remove**.
4. Follow the on-screen instructions.

## Other Products by Lookout Software

### *OfficeCalendar for Microsoft Outlook*

OfficeCalendar is an easy-to-use software program designed as an inexpensive solution for sharing Microsoft Outlook information. OfficeCalendar users can share Outlook calendars, contacts and tasks with co-workers, all from within their own copy of Microsoft Outlook. As an alternative to Microsoft Exchange Server, OfficeCalendar also provides unique comprehensive sharing security. OfficeCalendar for Microsoft Outlook also offers the ability to create interactive customized group calendars for extensive scheduling capabilities. Whether you have a dedicated server

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computer or a basic peer-to-peer network, OfficeCalendar can be installed on practically any Microsoft Windows® based network.

**OfficeCalendar for Microsoft Outlook features and benefits:**

- Share Microsoft Outlook Calendars
- Create interactive Outlook group calendars for easy group scheduling
- Share Microsoft Outlook Contacts
- Share Microsoft Outlook Tasks
- Use OfficeCalendar offline and/or synchronize over the Internet
- Define individual Outlook sharing security for each user
- Synchronize PDAs with your personal Outlook Calendar, Contacts and Tasks
- Easy online web access to your calendars with OfficeCalendar Online
- Inexpensive alternative to Microsoft Exchange Server
- Easy installation on practically any Windows-based network (even without a dedicated server)

Visit [www.officecalendar.com](http://www.officecalendar.com) for more information or to download a free 14-day trial version of OfficeCalendar.

**Office Timesheets**

Office Timesheets is a web-based commercial timesheet that is a highly configurable timesheet tracking and management software application designed to adapt to the specialized needs of project-driven organizations that require employee time capture and time reporting for accurate job costing/accounting and/or billing of professional services. Office Timesheets also provides extensive functionality for tracking expenses.

**Office Timesheets features and benefits snapshot:**

- Configurable timesheet for project costing, client billing, & time and attendance
- Easy to use, 100% web-based timesheets with Windows application-like functionality via AJAX

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- Real time graphical reports provide insight into productivity
- Email notifications encourage prompt submission of timesheets
- Configurable approval process to fit your business
- Easy expense tracking in multi-currency; auto tax calculations
- Flexible, multi-client billing/invoicing options
- DCAA-compliant timesheets follow regulatory guidelines
- Integrates with Microsoft Project and QuickBooks
- Easy import/export of data files from/to common databases and spreadsheets

Visit [www.officetimesheets.com](http://www.officetimesheets.com) or [www.lookoutsoftware.com](http://www.lookoutsoftware.com) for more information.

## ***Anti-Dupe for Microsoft Outlook***

Anti-Dupe for Microsoft Outlook is a simple software add-in utility that allows you to delete unwanted duplicate records in your Microsoft Outlook folders. Anti-Dupe for Microsoft Outlook's easy interface lets you quickly and easily remove duplicate records in your Microsoft Outlook Calendar, Contacts, Tasks and Mail folders based on criterion specified by Anti-Dupe for Microsoft Outlook. The criterion that Anti-Dupe for Microsoft Outlook uses to find duplicate records in Outlook folders is not customizable. However, you can specify in which Outlook folders and sub-folders that Anti-Dupe for Microsoft Outlook will scan and delete duplicate records.

To download your free trial of Anti-Dupe for Microsoft Outlook, or for more information about the product, visit [www.anti-dupe.com](http://www.anti-dupe.com).

