

Installing EbLink for Outlook

Updated: November 7, 2016

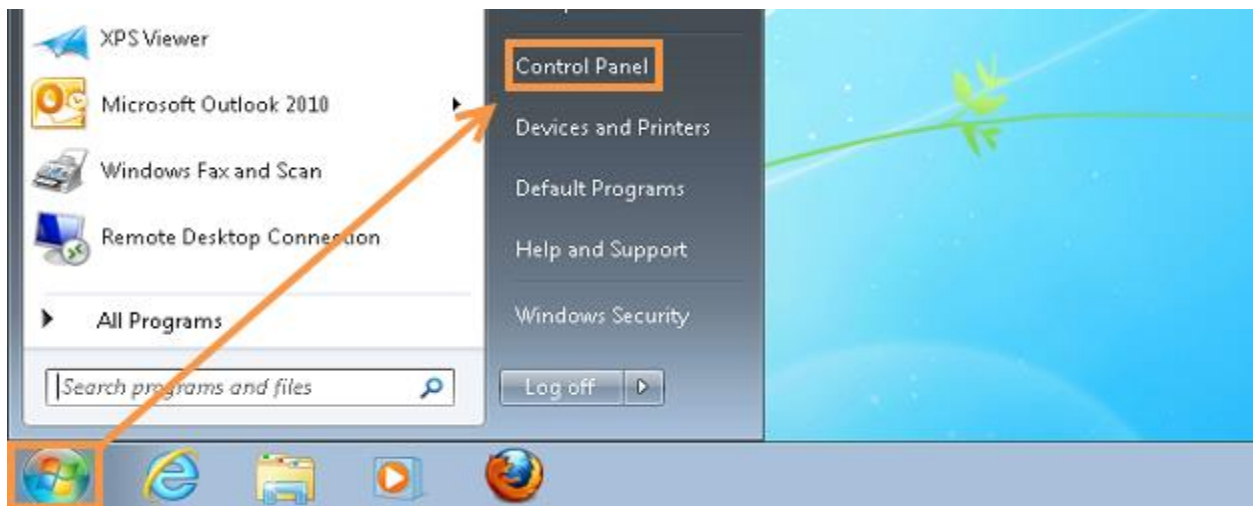
This document will walk you through:

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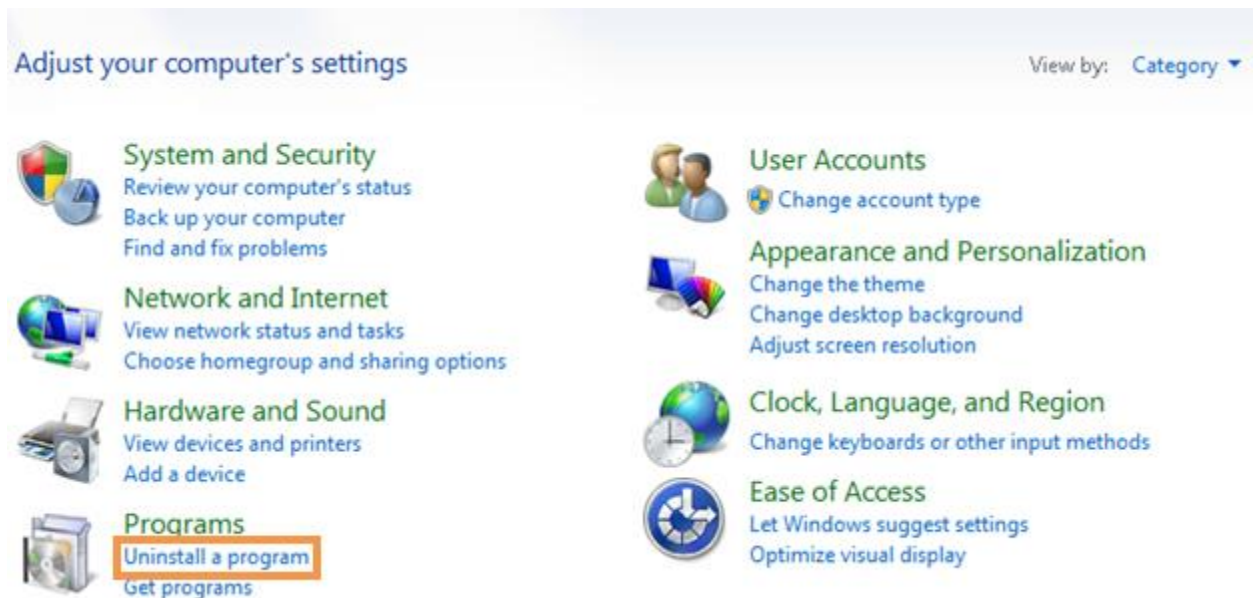
Uninstalling Previous Version

Windows 7 and Earlier

1. Click the Start button or press **Ctrl + Esc** on your keyboard.
2. Click Control Panel.



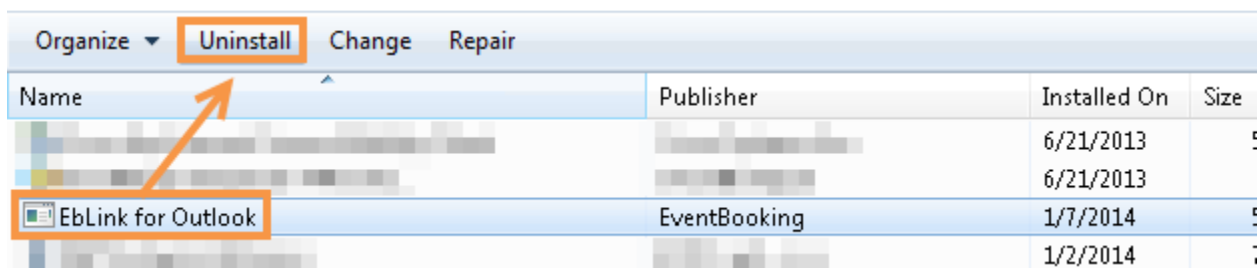
3. Click **Uninstall a Program**.



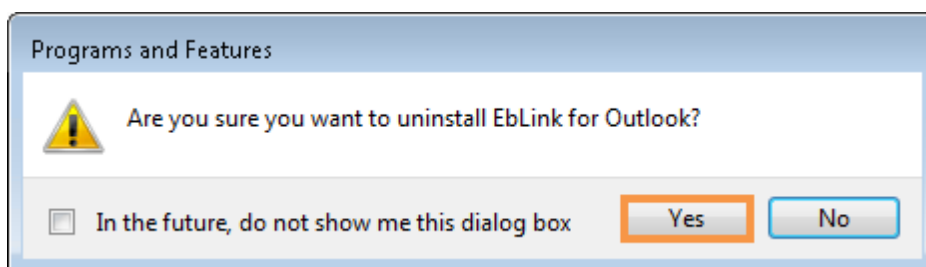
4. Select **EbLink for Outlook** from the list of programs.
5. Click **Uninstall**.

Uninstall or change a program

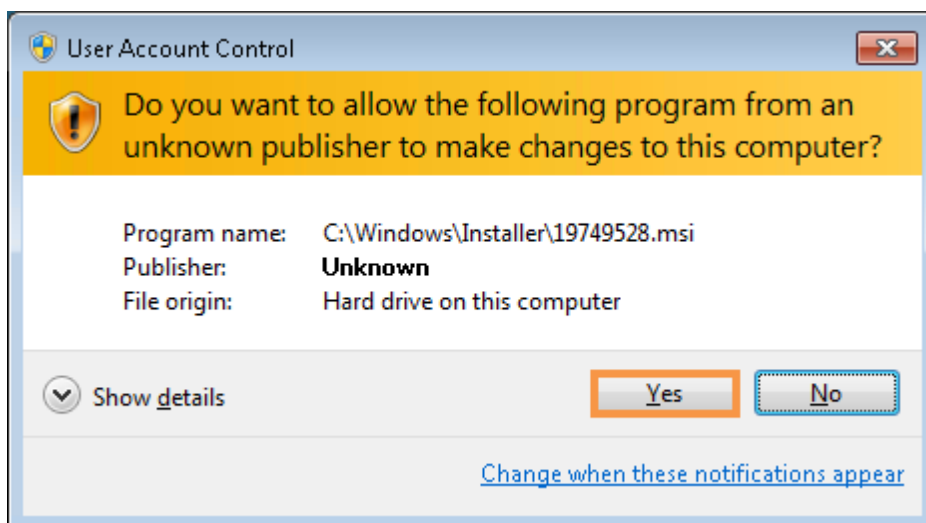
To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.



6. Click **Yes**.



7. Click **Yes**.



Windows 8 and Later

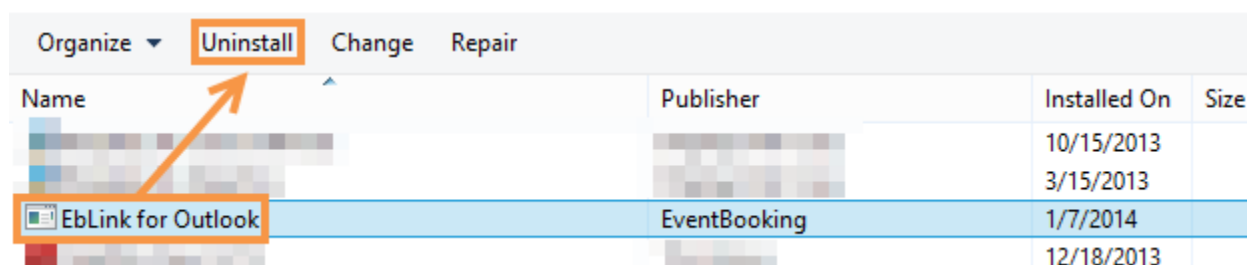
1. Press **Windows Key** + **X** on your keyboard to bring up the Windows Tools Menu.
2. Click **Programs and Features**.



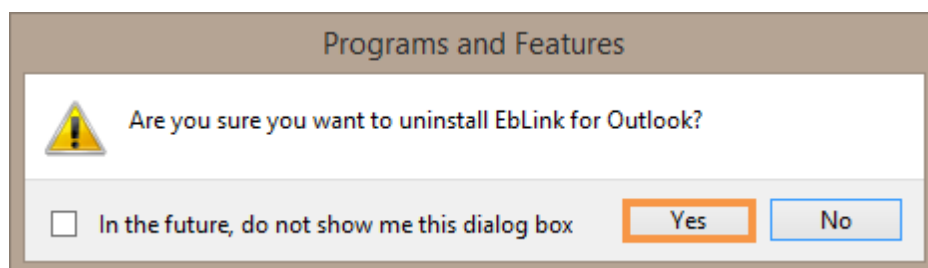
3. Select **EbLink for Outlook** from the list.
4. Click **Uninstall**.

Uninstall or change a program

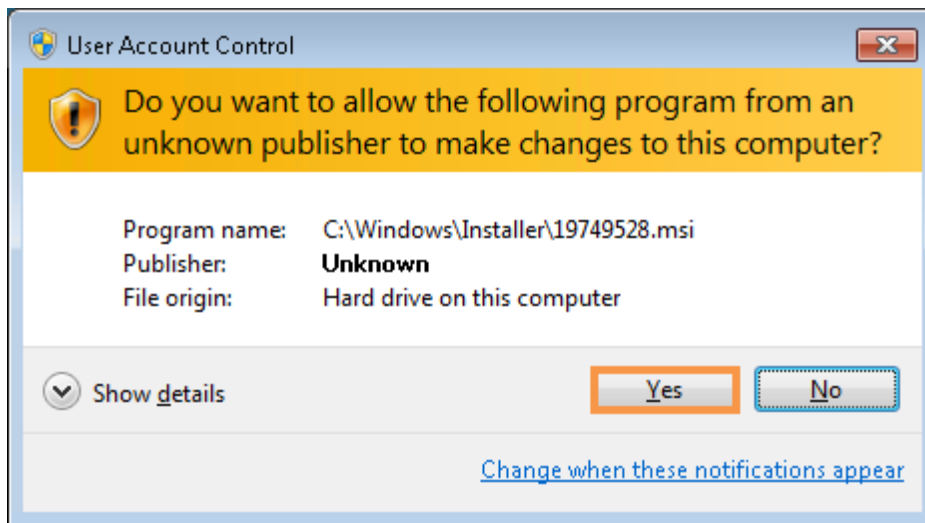
To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.



5. Click **Yes**.



6. Click **Yes**.



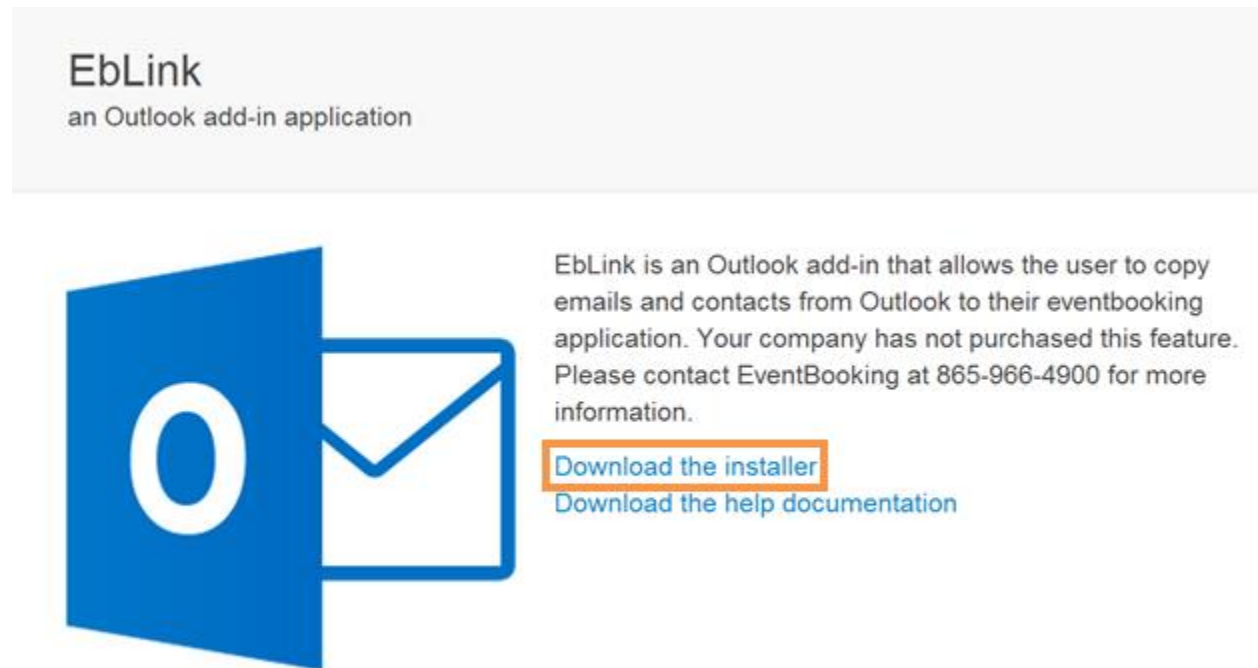
Downloading the Installer

Chrome

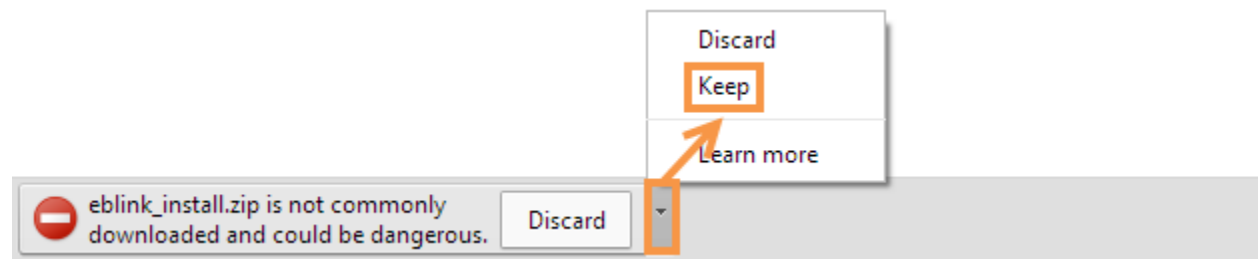
1. Sign in to your account.
2. Hover over your name in the upper-right corner of the browser window.
3. Click **About EbLink**.



4. Click **Download the installer**.



5. Click the down arrow on the download warning.
6. Click **Keep**.

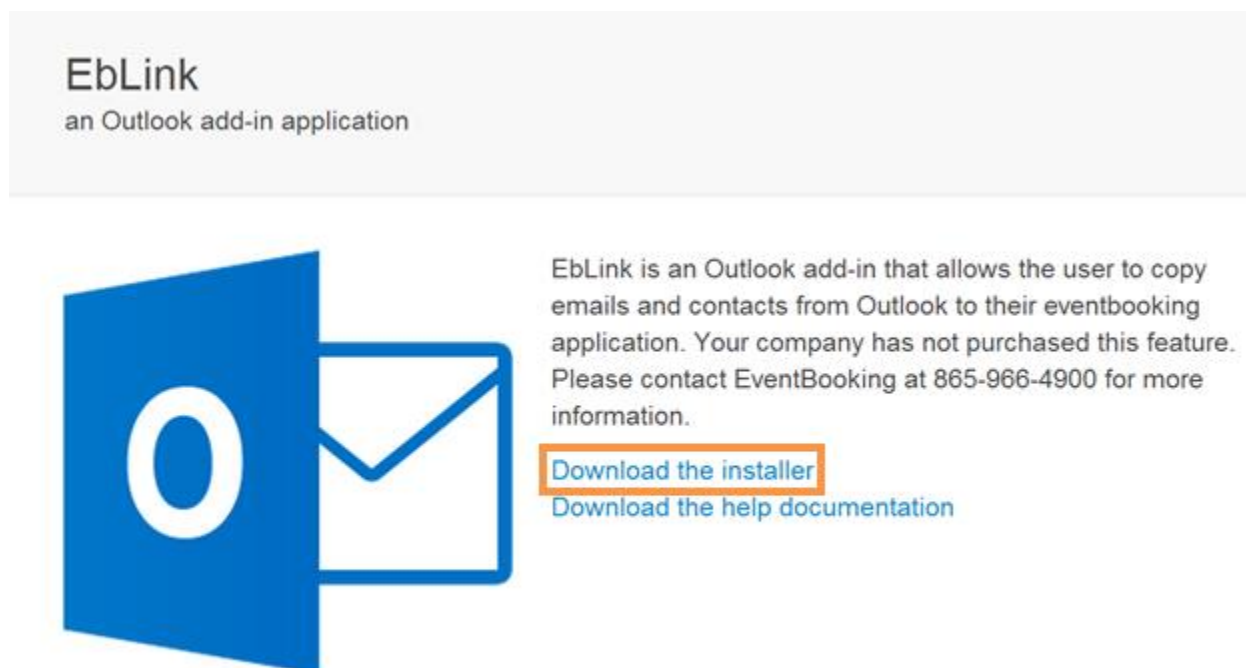


Firefox

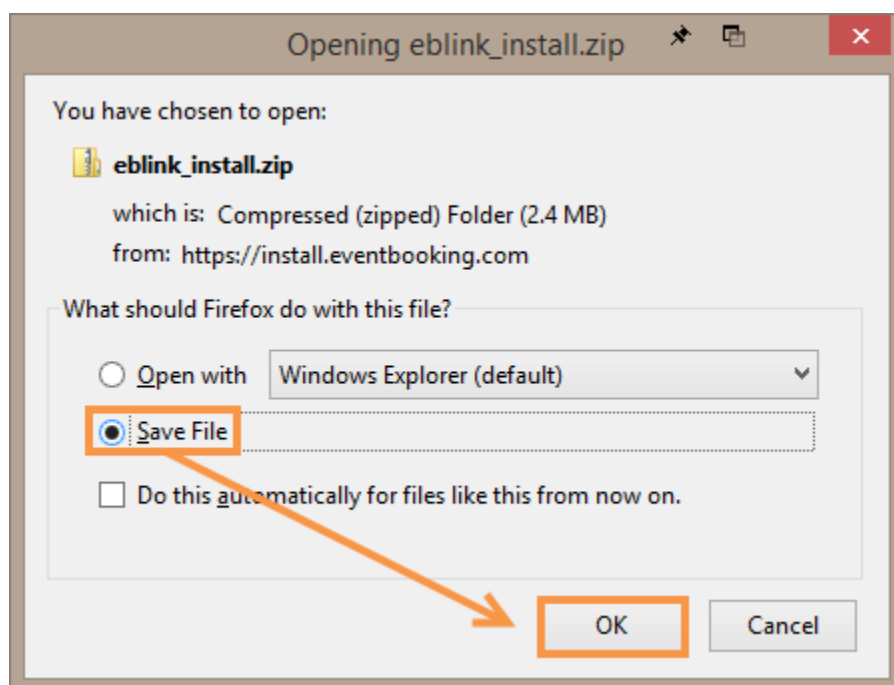
1. Sign in to your account.
2. Hover over your name in the upper-right corner of the browser window.
3. Click **About EbLink**.



4. Click **Download the installer**.



5. Select the **Save File** radio button.
6. Click **OK**.

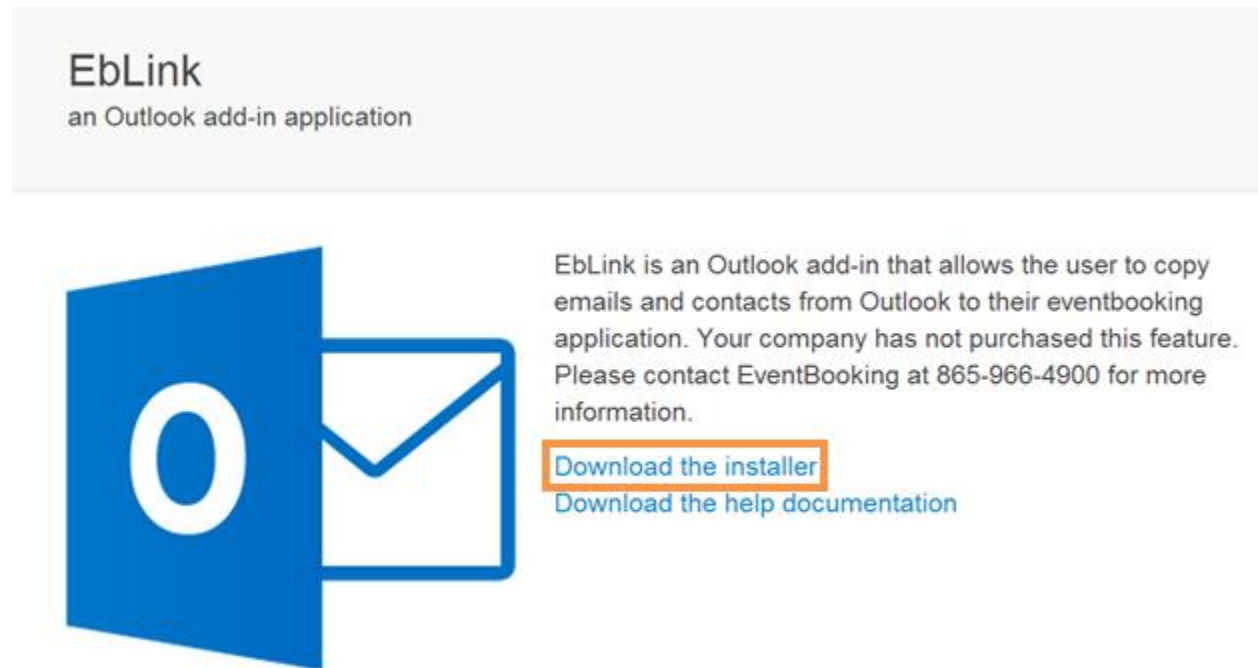


Edge

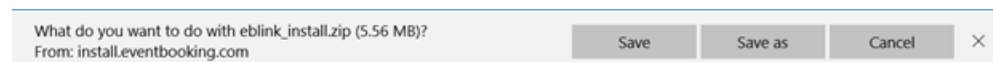
1. Sign in to your account.
2. Hover over your name in the upper-right corner of the browser window.
3. Click **About EbLink**.



4. Click **Download the installer**.

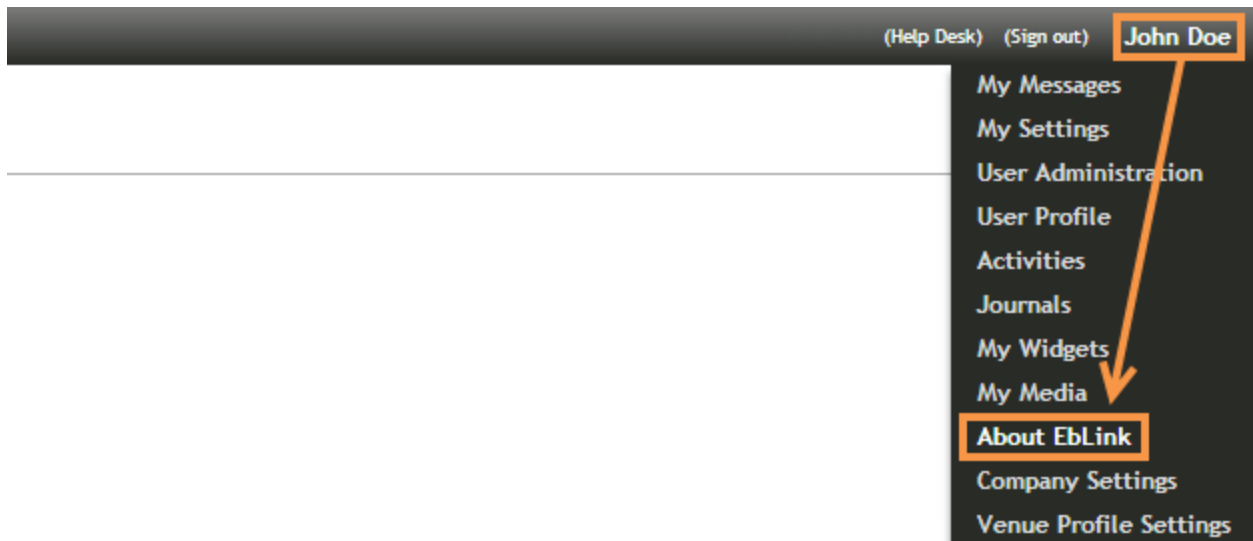


5. Click **Save** to save the installer to your default download location or **Save as** to save the installer to a different location of your choosing.

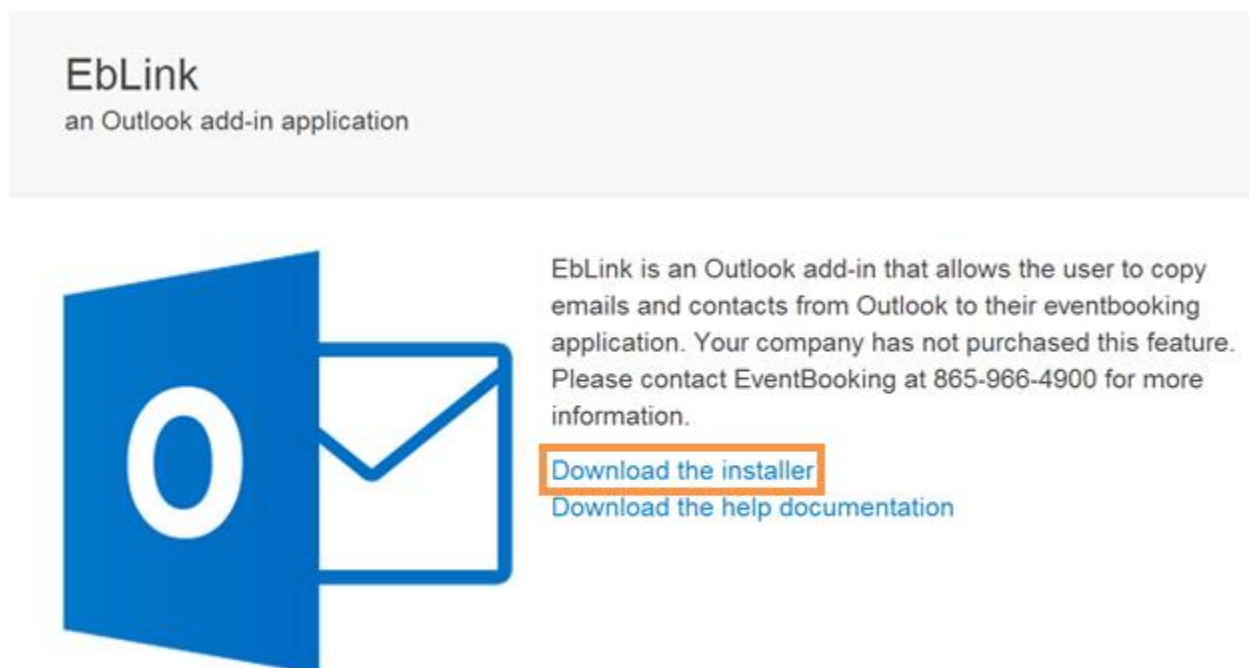


Internet Explorer 11

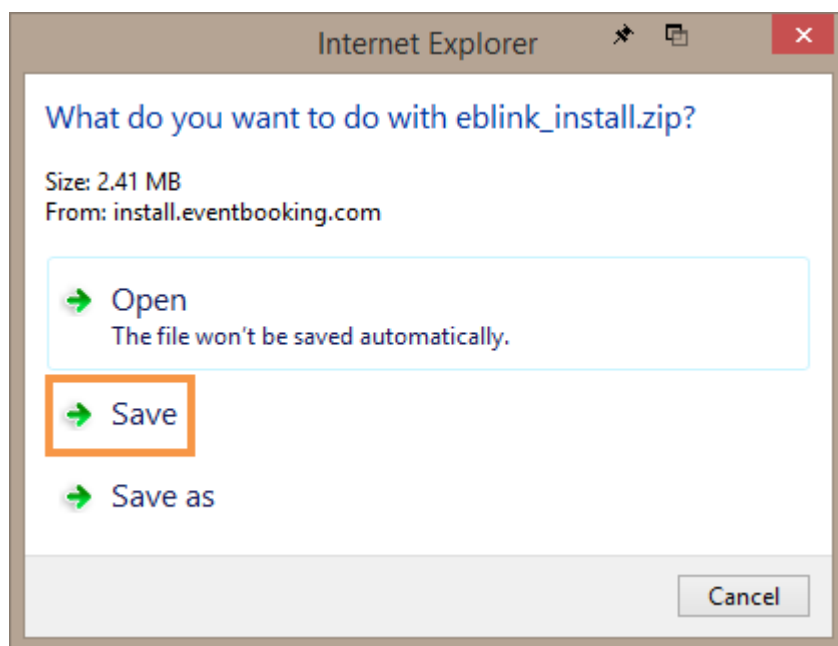
1. Sign in to your account.
2. Hover over your name in the upper-right corner of the browser window.
3. Click **About EbLink**.



4. Click **Download the installer**.



5. Click **Save** to save the installer to your default download location or **Save as** to save the installer to a different location of your choosing.

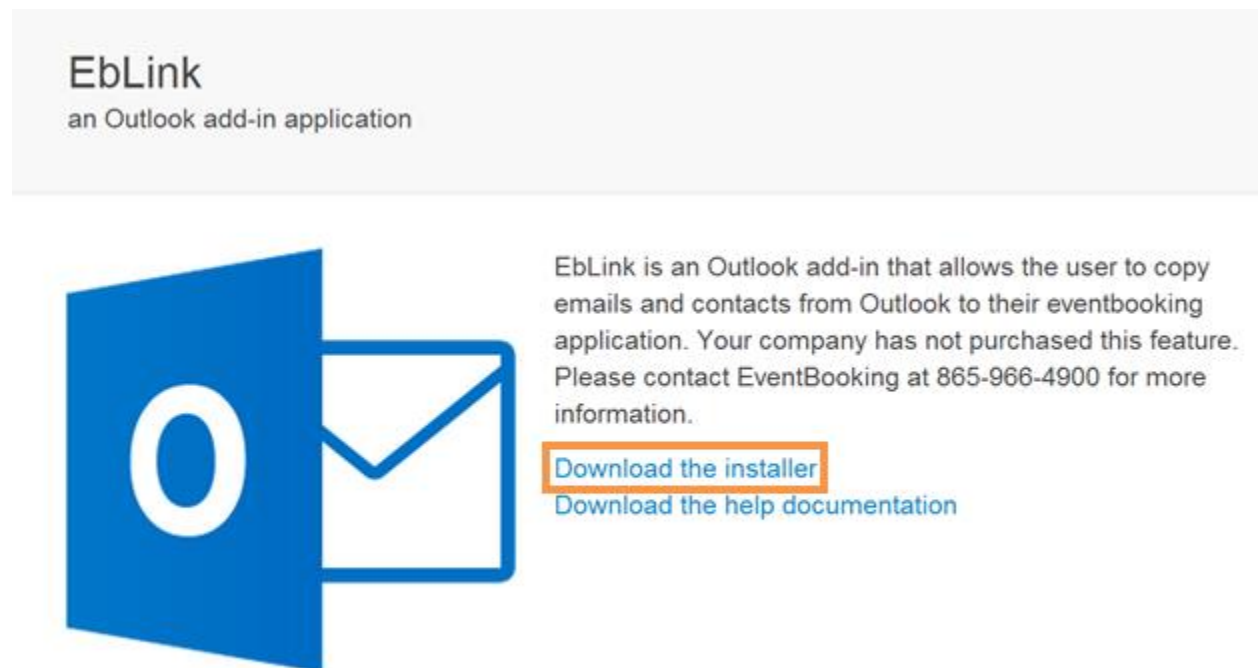


Safari

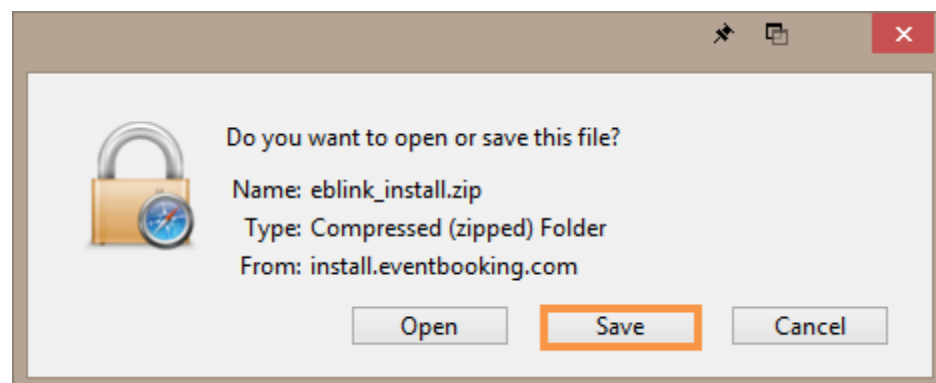
1. Sign in to your account.
2. Hover over your name in the upper-right corner of the browser window.
3. Click **About EbLink**.



4. Click **Download the installer**.



5. Click **Save**.



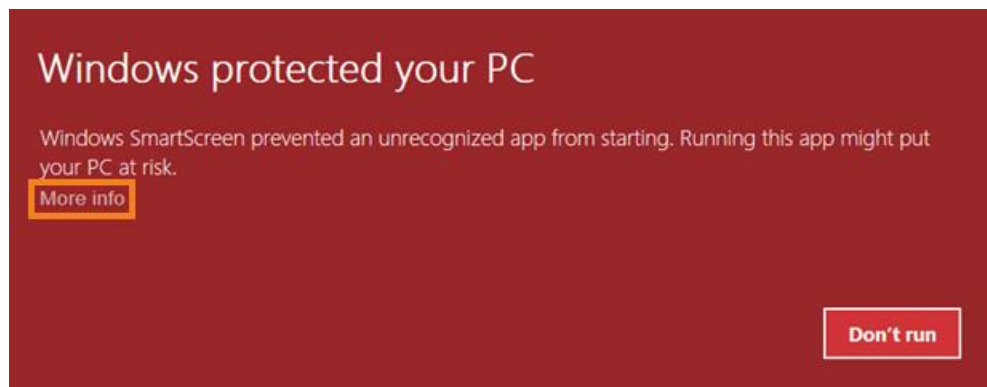
Installing EbLink

1. Go to the folder on your computer to which you downloaded the installation file.
2. Double-click **EBLink.OutlookInstaller.exe**.

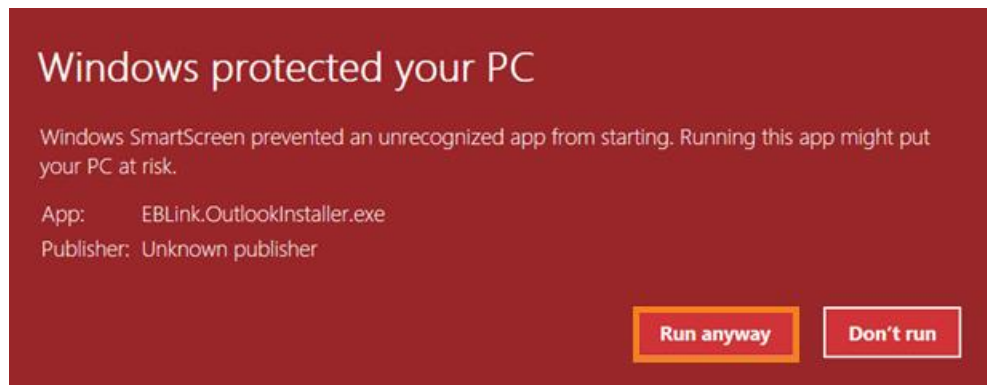
| Name | Date | Type |
|-----------------------------|------------------|-------------|
| Sort | 9/9/2016 9:29 AM | File folder |
| EBLink.OutlookInstaller.exe | 9/7/2016 2:46 PM | Application |

If you get a security warning, continue with steps 3 and 4. Otherwise, [please skip to step 5](#).

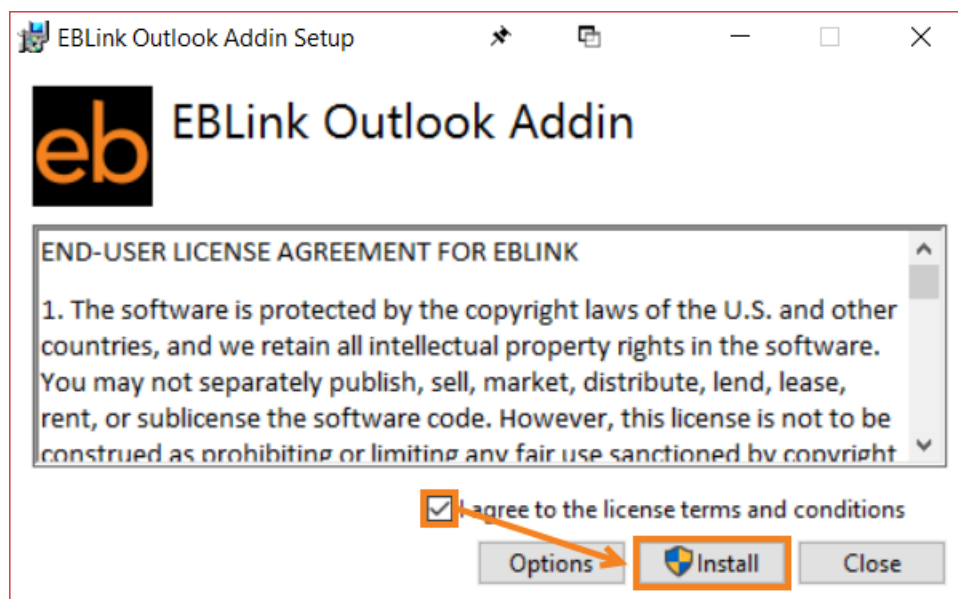
3. Click **More Info**.



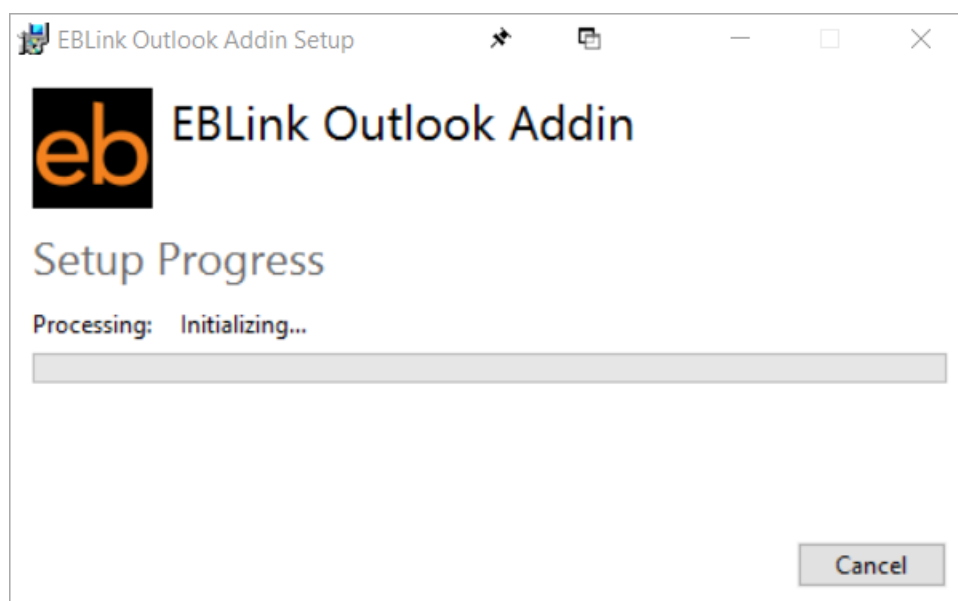
4. Click **Run anyway**.



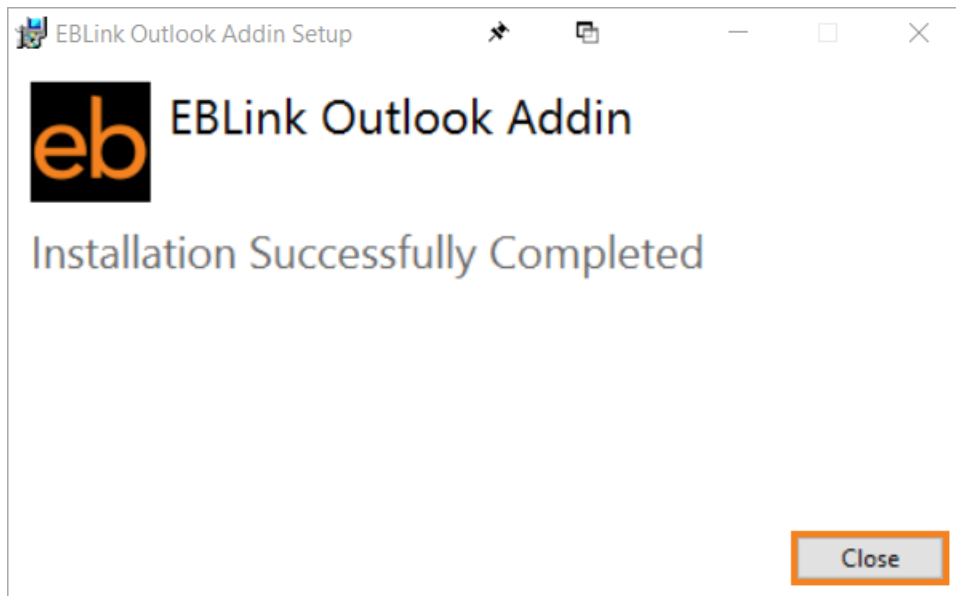
5. Check the box saying *I agree to the license terms and conditions* if you have read and agree with the end-user license agreement.
6. Click **Install**.



7. Click **Yes** if a user account control window asks if you want to permit an unknown publisher to make changes.
8. Wait for the setup process to complete.



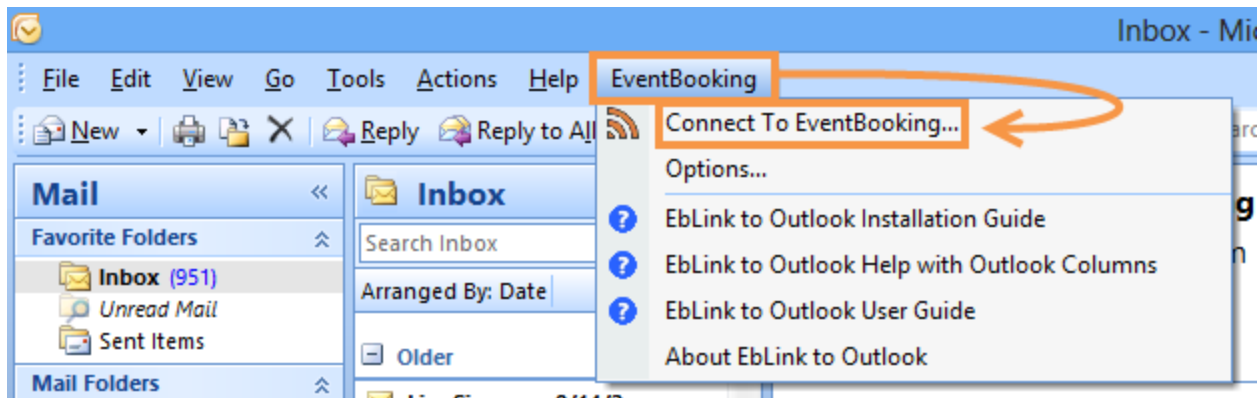
9. Click **Close**.



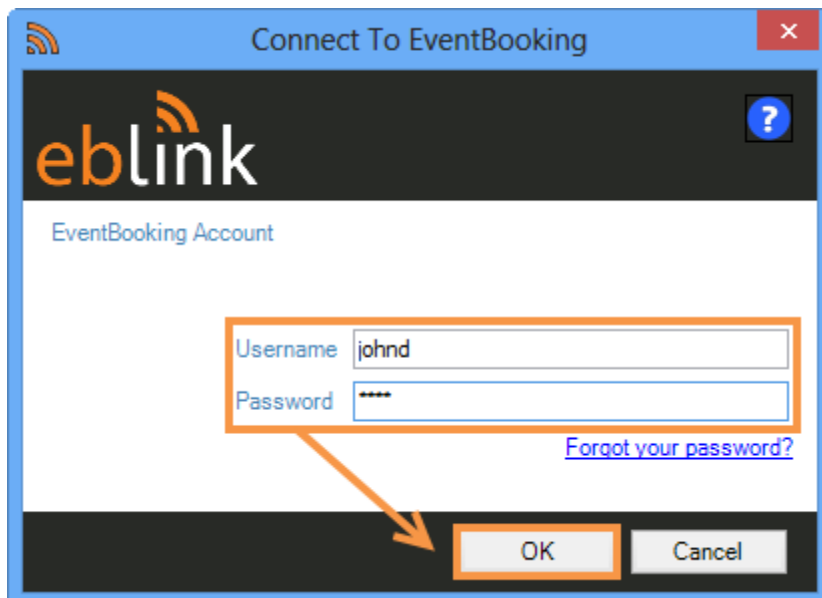
Connecting to EventBooking

Outlook 2007

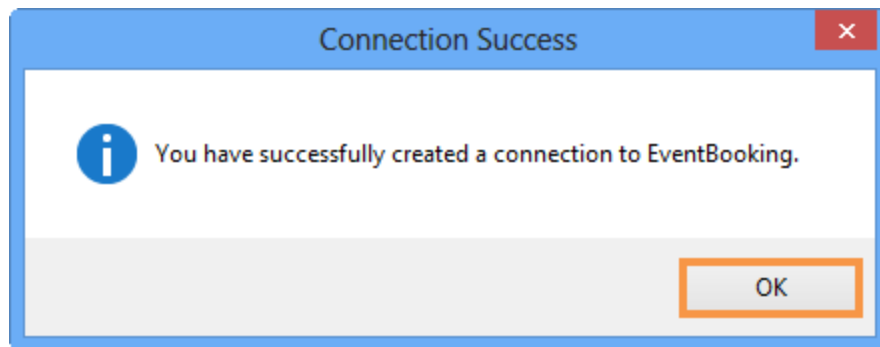
1. Open Outlook.
2. Click **EventBooking** on the menu bar.
3. Click **Connect To EventBooking**.



4. Enter your username and password.
5. Click **OK**.

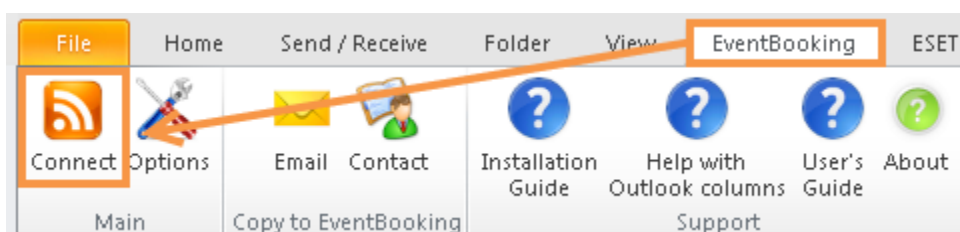


6. Click **OK**.

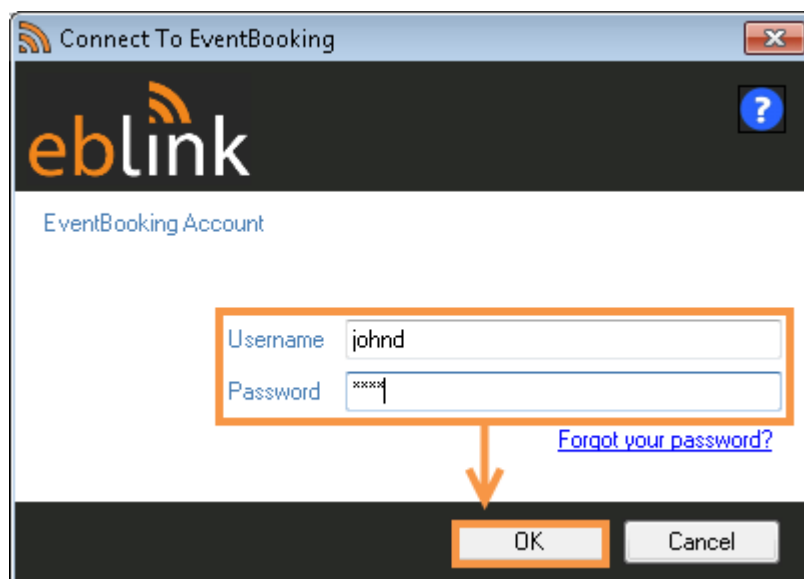


Outlook 2010

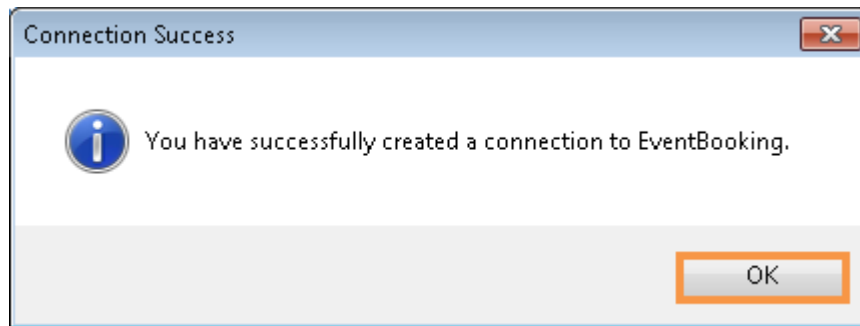
1. Open Outlook.
2. Click the **EventBooking** tab on the menu ribbon.
3. Click **Connect**.



4. Enter your username and password.
5. Click **OK**.

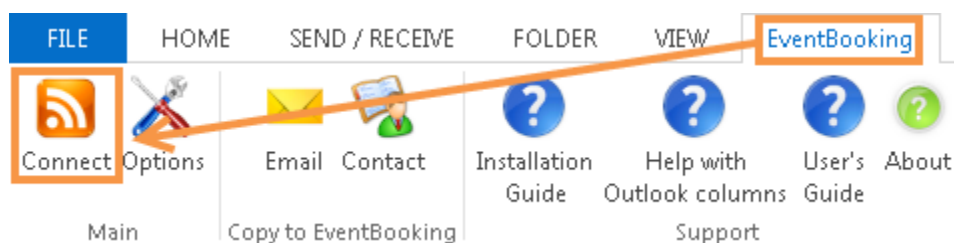


6. Click **OK**.

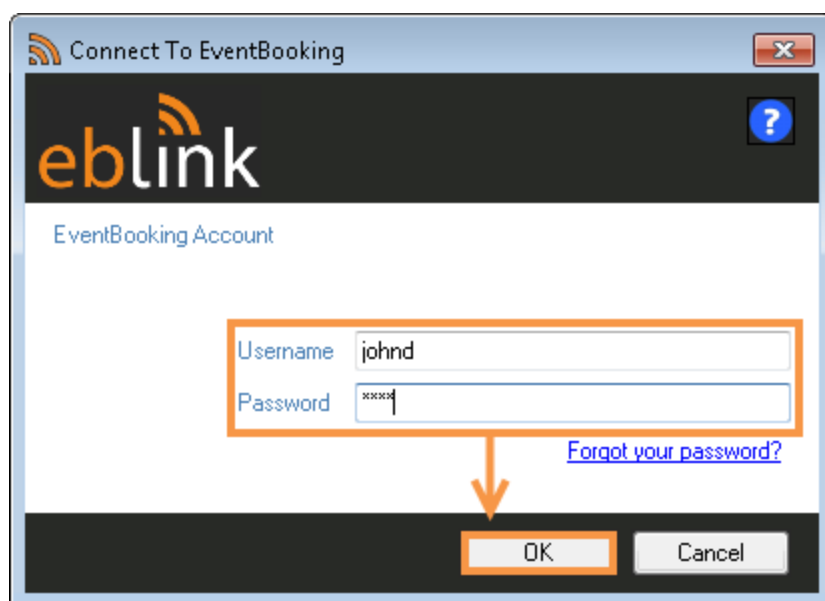


Outlook 2013

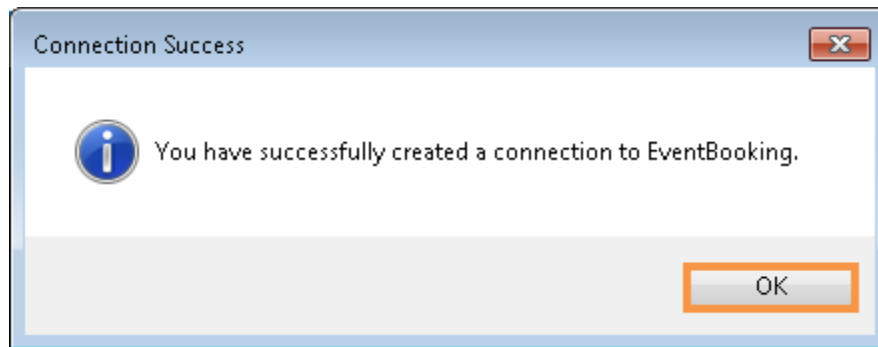
1. Open Outlook.
2. Click the **EventBooking** tab on the menu ribbon.
3. Click **Connect**.



4. Enter your username and password.
5. Click **OK**.

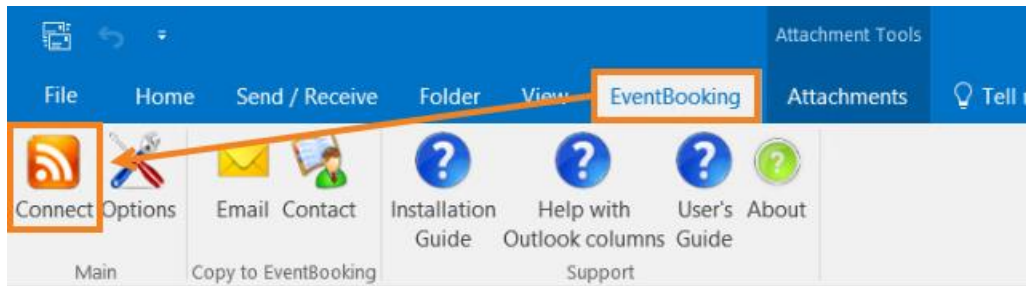


6. Click **OK**.

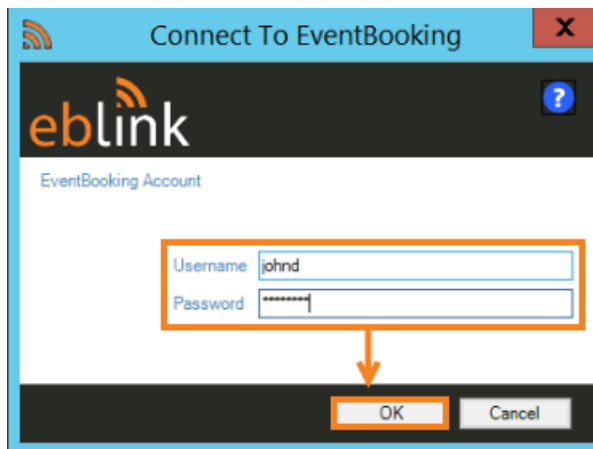


Outlook 2016

1. Open Outlook.
2. Click the **EventBooking** tab on the menu ribbon.
3. Click **Connect**.



4. Enter your username and password.
5. Click **OK**.



6. Click **OK**.

