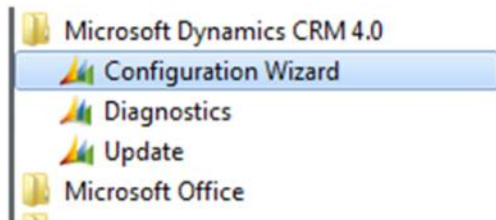
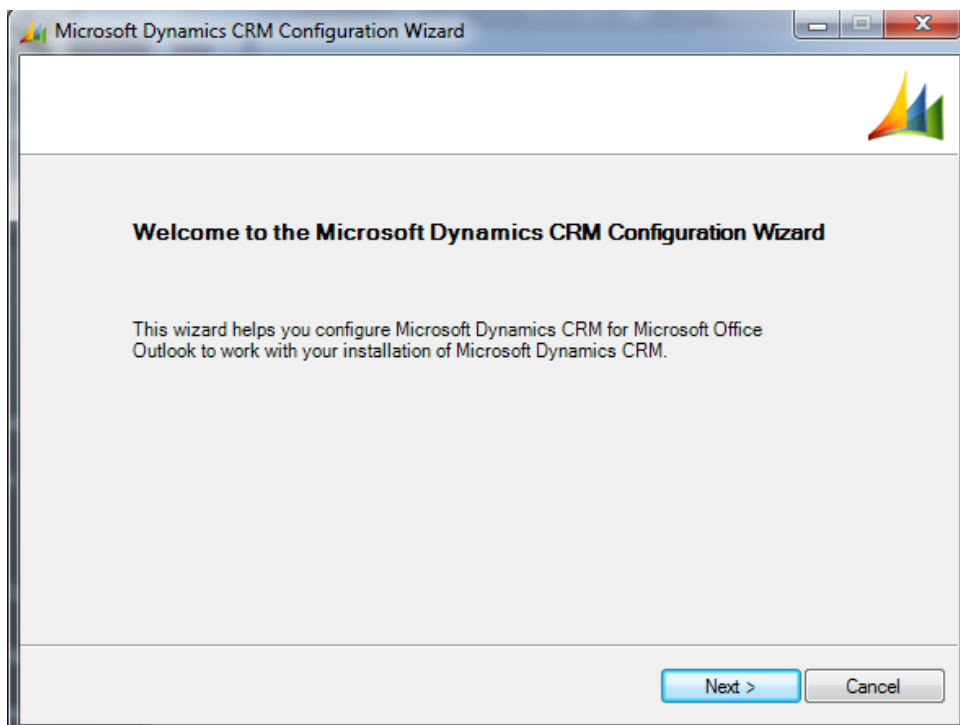


How To Configure The CRM Wizard

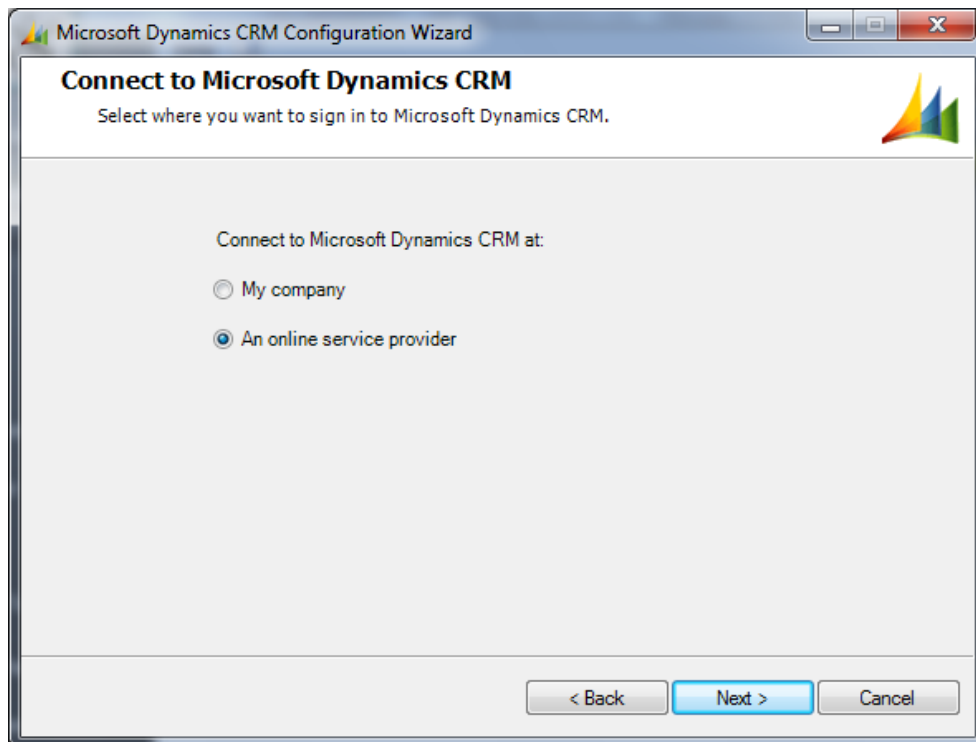
1. Go to Start/Program Files/Microsoft Dynamics CRM 4.0 Folder - click Configuration Wizard



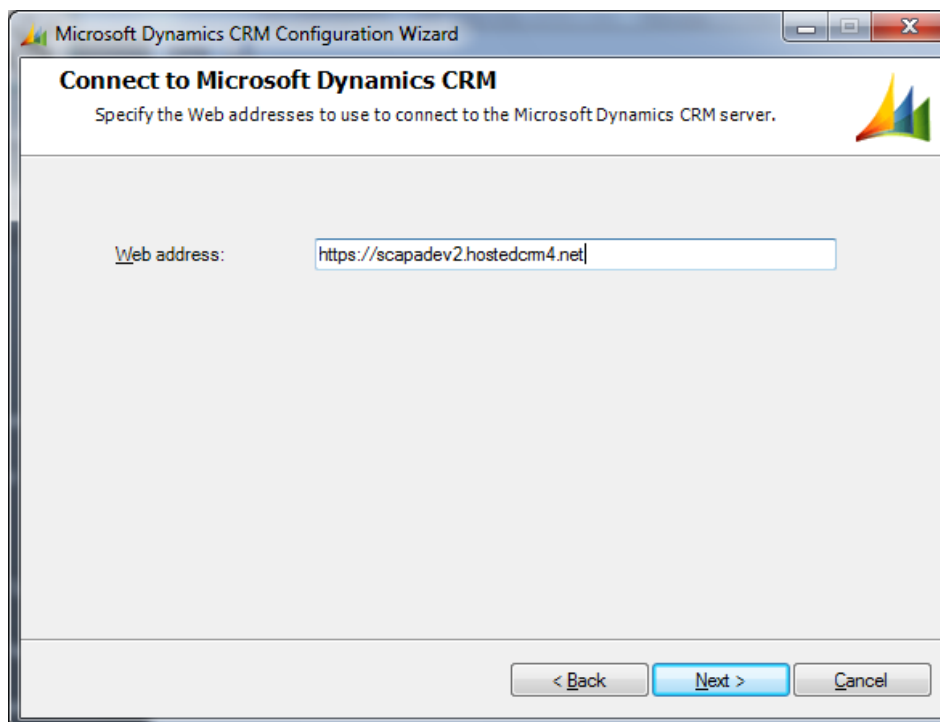
2. The Wizard will open with its welcome message - Click Next



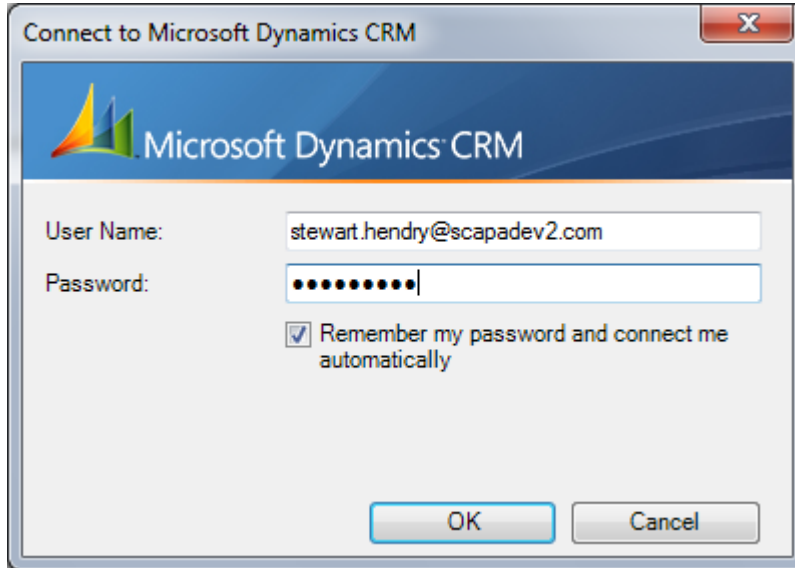
3. You now need to decide which CRM service you need to connect to - Click 'An online service provider' then Next.



4. Now you need to specify the web address of the CRM server - type <https://scapadev2.hostedcrm4.net> or <https://scapacom.hostedcrm4.net> and click Next. * Scapadev2 is the Development platform and scapacom is the Production platform.

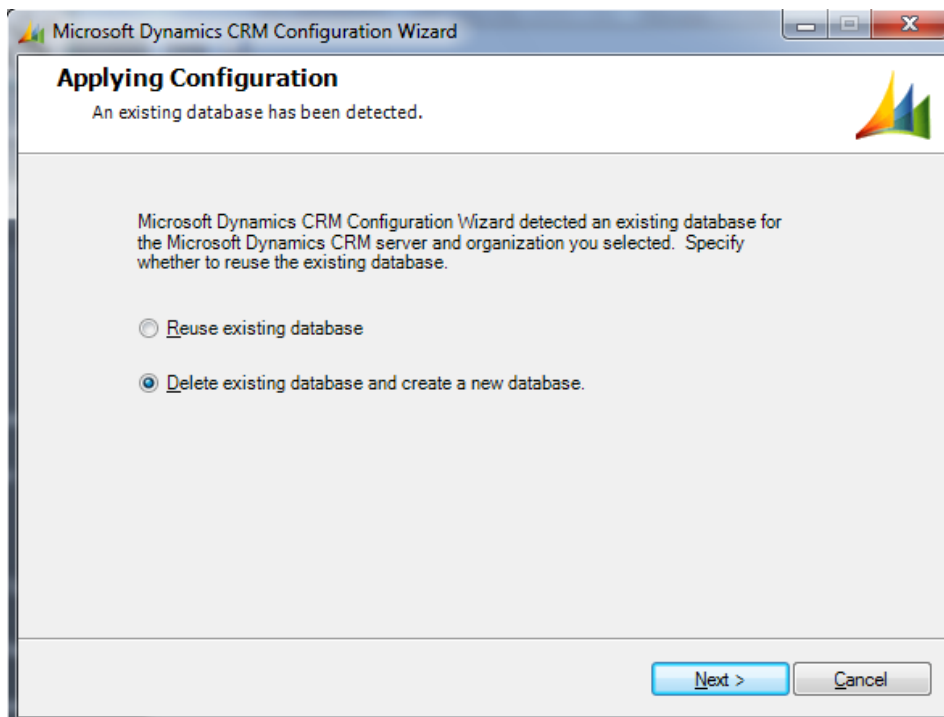


5. Now enter your account details and click OK. Your details will be - firstname.lastname@scapadev2.com or firstname.lastname@scapa.com and the password is Password1 * The Scapadev2 account is the Development platform and scapa.com is the Production platform.



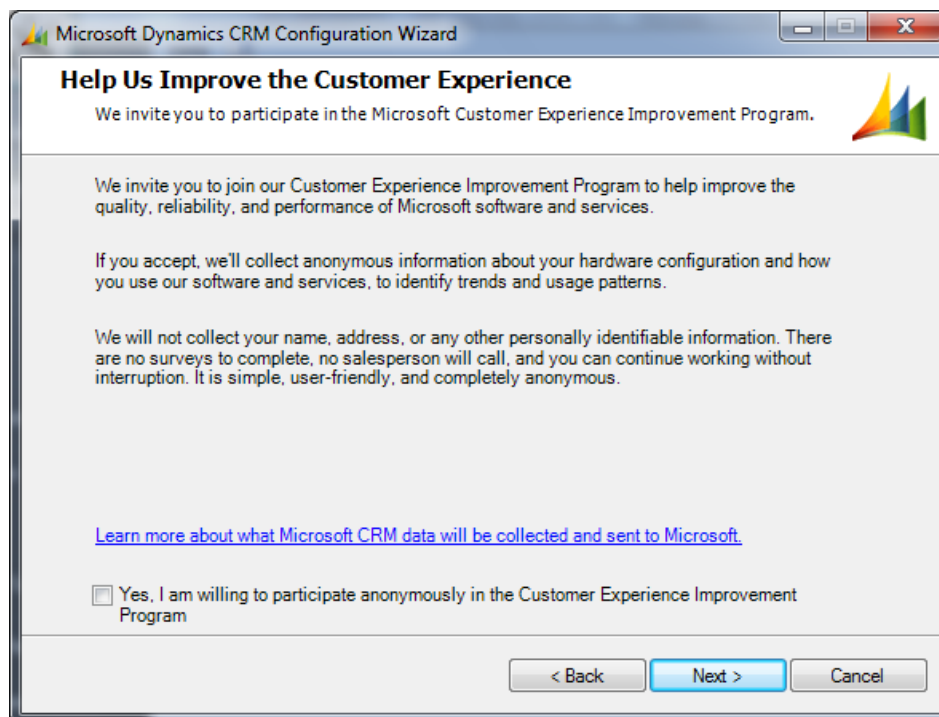
The image shows a 'Connect to Microsoft Dynamics CRM' dialog box. It features the Microsoft Dynamics CRM logo at the top. Below the logo, there are two text input fields: 'User Name' and 'Password'. The 'User Name' field contains the text 'stewart.hendry@scapadev2.com'. The 'Password' field contains a series of dots. Below the password field, there is a checkbox labeled 'Remember my password and connect me automatically' which is checked. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

6. Applying configuration - Select 'Delete existing database and create a new database' and click Next.

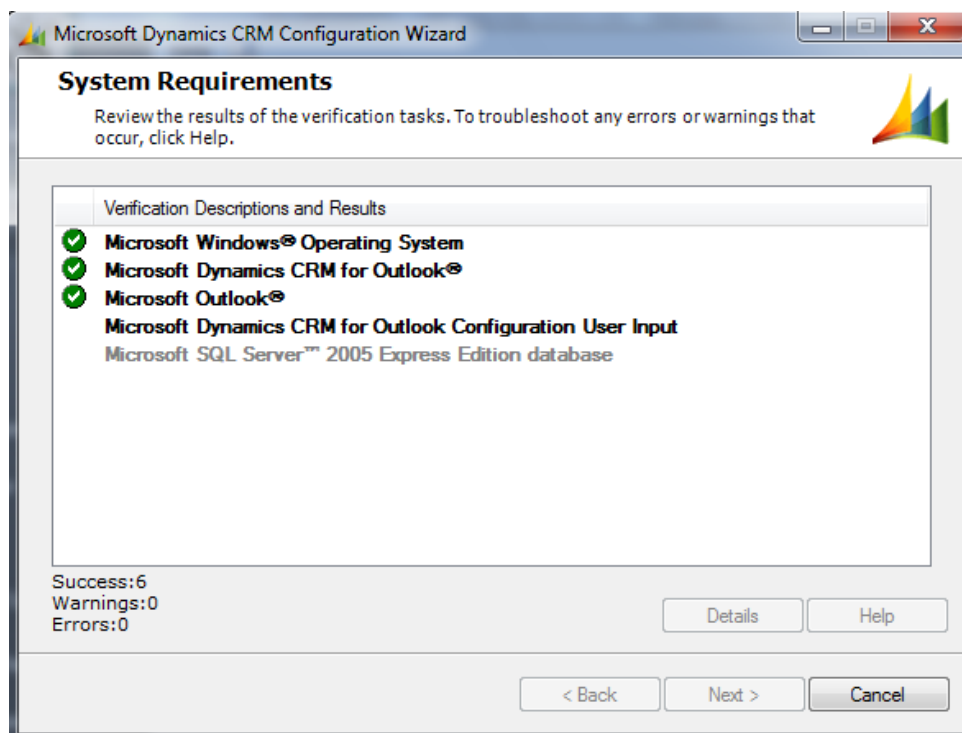


The image shows the 'Microsoft Dynamics CRM Configuration Wizard' window, specifically the 'Applying Configuration' step. The title bar reads 'Microsoft Dynamics CRM Configuration Wizard'. The main heading is 'Applying Configuration'. Below the heading, it says 'An existing database has been detected.' There is a Microsoft Dynamics CRM logo in the top right corner. The main text area contains the following text: 'Microsoft Dynamics CRM Configuration Wizard detected an existing database for the Microsoft Dynamics CRM server and organization you selected. Specify whether to reuse the existing database.' Below this text, there are two radio button options: 'Reuse existing database' and 'Delete existing database and create a new database.' The 'Delete existing database and create a new database' option is selected. At the bottom right, there are two buttons: 'Next >' and 'Cancel'.

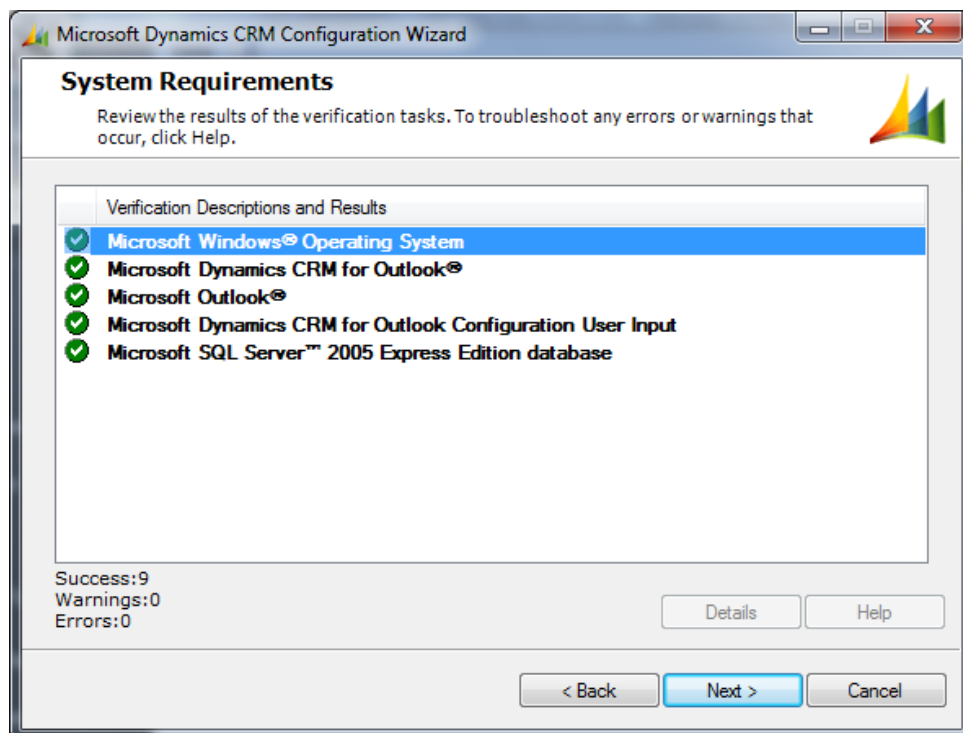
7. Ignore this next screen - Click Next.



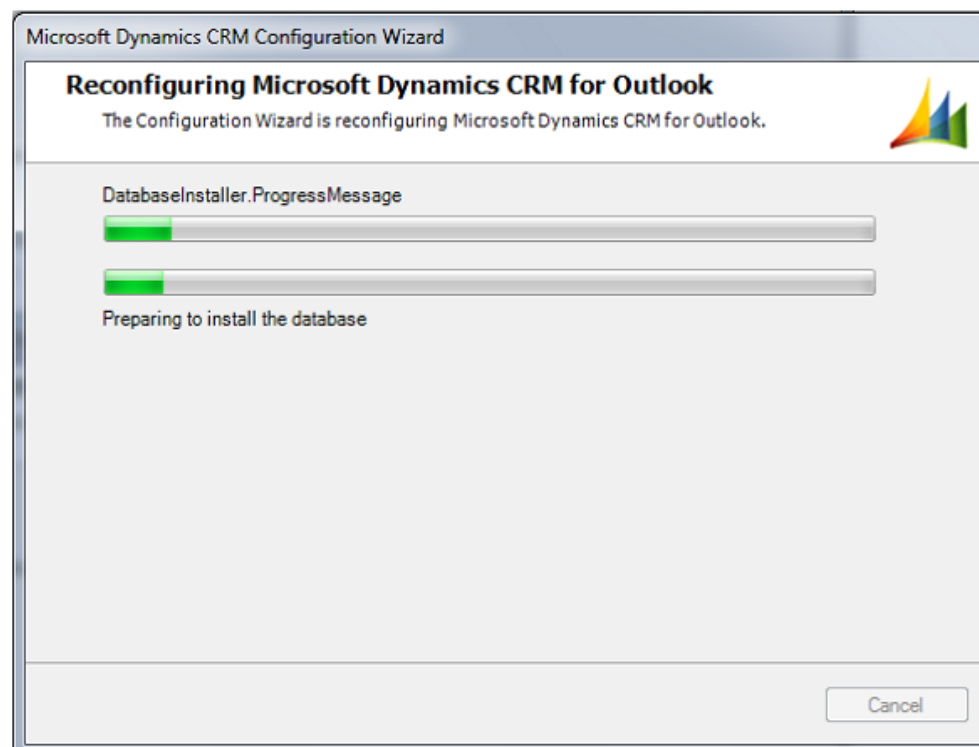
8. Your details are now processed, please wait while it does this....



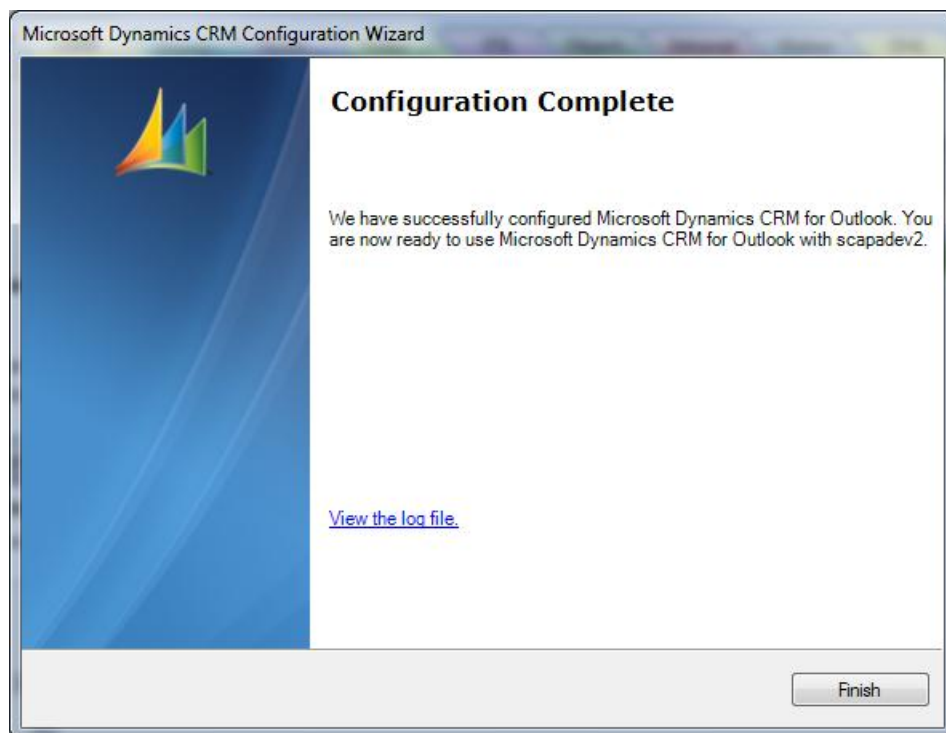
9. After it has completed, you can click Next.



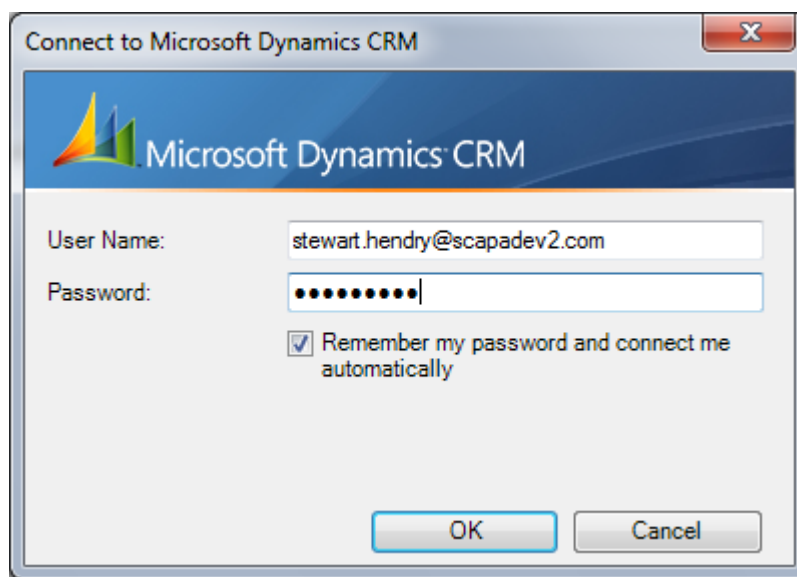
10. The database will now be created for you



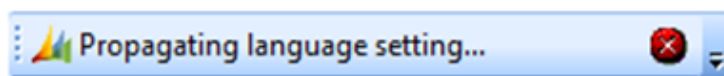
11. When Configuration has been completed, you will see this screen and can click 'Finish'



12. You can now open Outlook. When prompted enter your account details



13. Your Outlook will now have another Add-in/Toolbar, which will synchronise as you start.



14. When fully loaded, your Outlook will show the toolbar

