

FocusMe for VBA

Installation Instructions

Overview

Microsoft Outlook stores its Macros in a file called “VBAProject.OTM”, located in the directory:

C:\Users\{WindowsUserName}\AppData\Roaming\Microsoft\Outlook. Outlook uses XML formatted files to customize the Ribbon user interface.

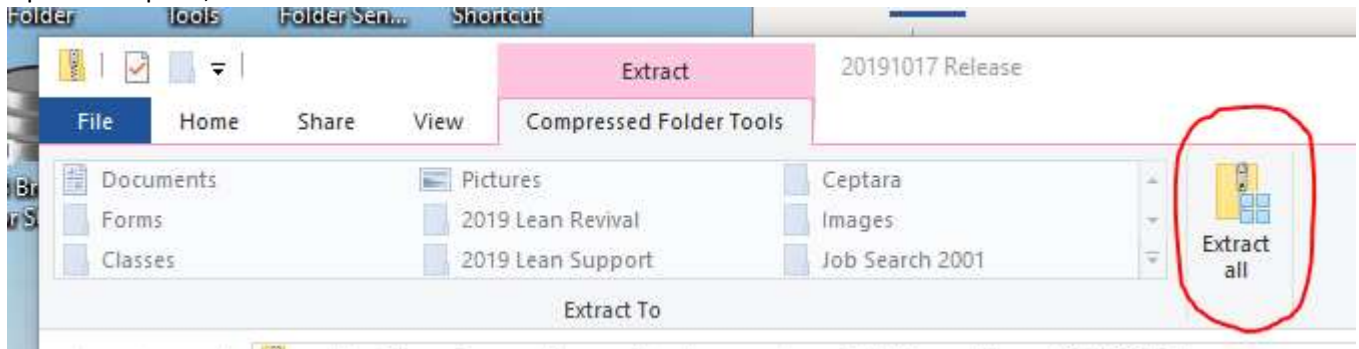
There are three files in the FocusMe Release package (compressed into a zip file);

- 1) The binary VBA macros – i.e. VBAProject.OTM
- 2) An XML formatted file that defines the user interface buttons – i.e. 20190821 Outlook Customizations (olkexplorer).xml
- 3) Instructions on how to install the macros (Installation Instructions.pdf)

Installation – Part One

Install the VBA Macros File

- 1) Shutdown Outlook
- 2) Copy the latest zip file to the local desktop, e.g. 20171017 Release.zip
- 3) Open the Zip file, and select Extract All

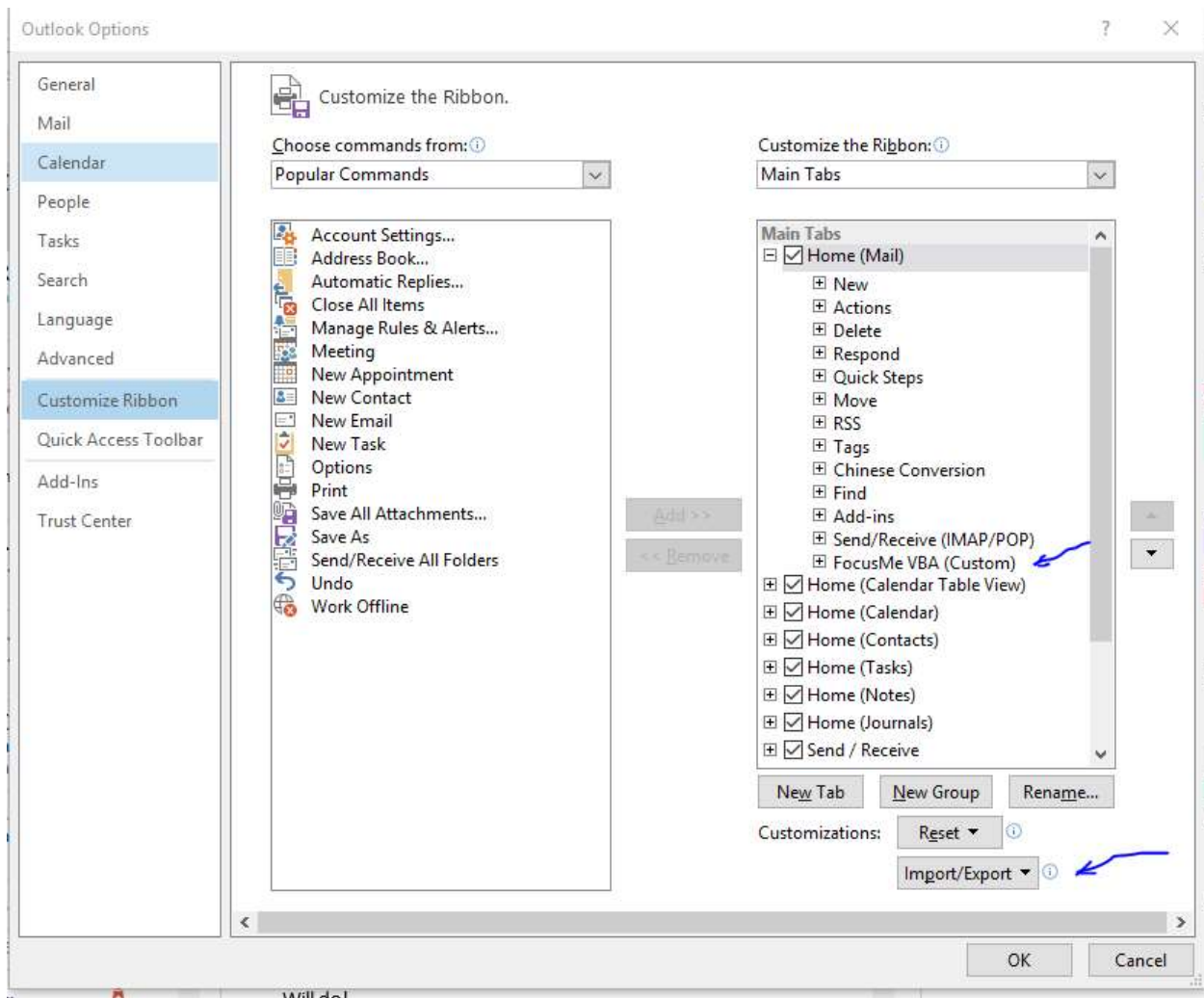


- 4) From the newly created Folder (generated from the Extract All)
 - a. Copy the ‘VBAProject.OTM’ file you just downloaded via the Zip file to the Microsoft Outlook AppData directory - C:\Users\{WindowsUserName}\AppData\Roaming\Microsoft\Outlook
- 5) Start Outlook
- 6) When you see the Microsoft Outlook Security Notice, select the ‘Enable Macros’ button – this should automatically start the FME Task List window.

Installation – Part Two

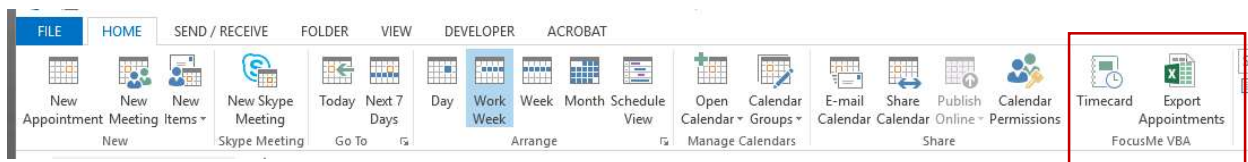
Install the XML UI file

- 1) Make sure Outlook is running
- 2) From the Outlook main window, select the ‘FILE’ tab
- 3) Select the ‘Options’ menu item, this should start the Outlook Options dialog
- 4) Select ‘Customize Ribbon’, press the Import/Export button – Import Customization file option
- 5) In the File Open dialog, select the UI XML file that you extracted in step 5 above, i.e. 20190821 Outlook Customizations (olkexplorer).xml
- 6) Select Open
- 7) Look for the FocusMe group added to the Home (Mail) tab



- 8) This will add a FocusMe VBA, 5D Processing button to the Mail Home tab, and a Timecard button to the Calendar Home tab

Calendar Home Tab



Mail Home Tab

