

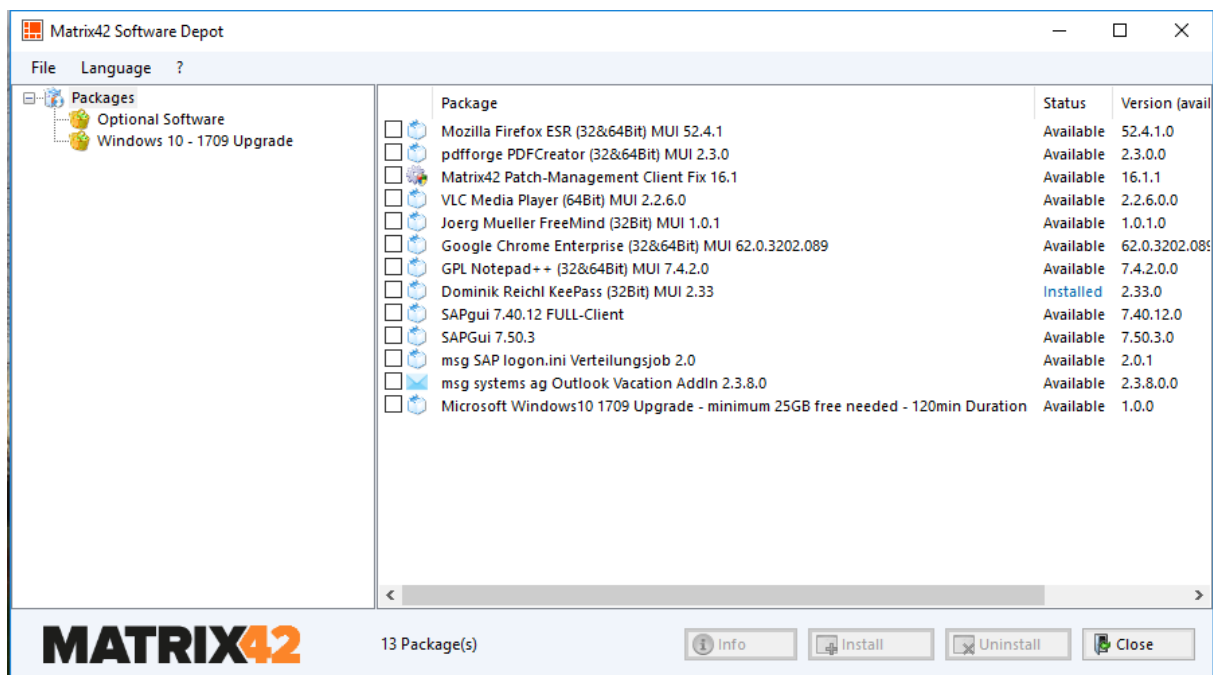
## Add the **abwesenheiten** button in Outlook -Vacation requests-

### Step 1

Search for the Matrix42. You can find it in the windows bas in the **Show hidden icons** section. To make sure that Matrix42 is up to date and working, right-click on it's icon and click on **Check for new approved software**. Double-click on the icon in order to start the software.

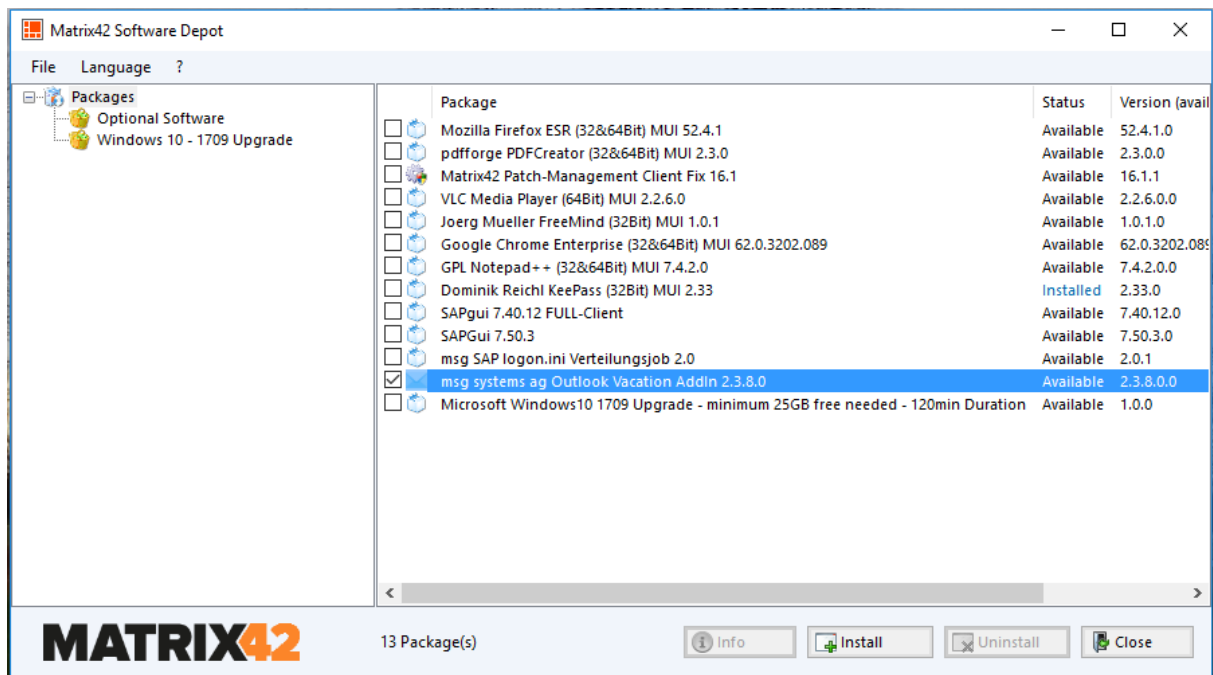
### Step 2

You will see a list of available packages, the **Outlook Vacation Addin** included:



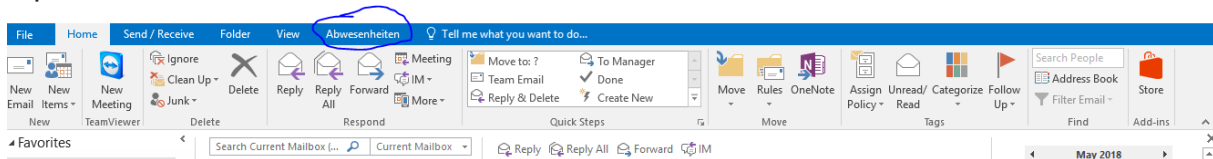
### Step 3

Select the **Outlook Vacation Addin** and click on install. Note that Outlook must not be running in order for this to work:



#### Step 4

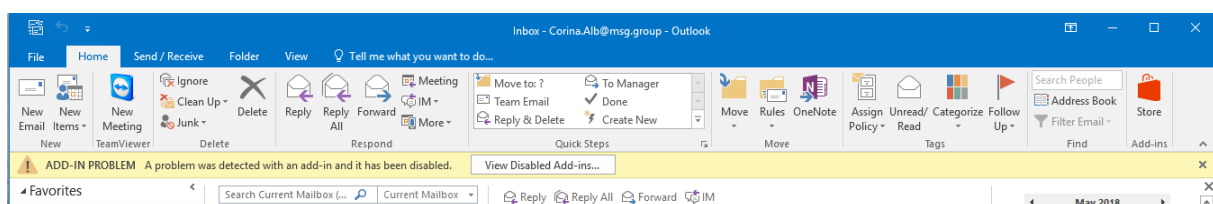
Now you can open Outlook and you should see the **abwesenheiten** button on the top menu.



**! If you get a warning instead, follow the next steps:**

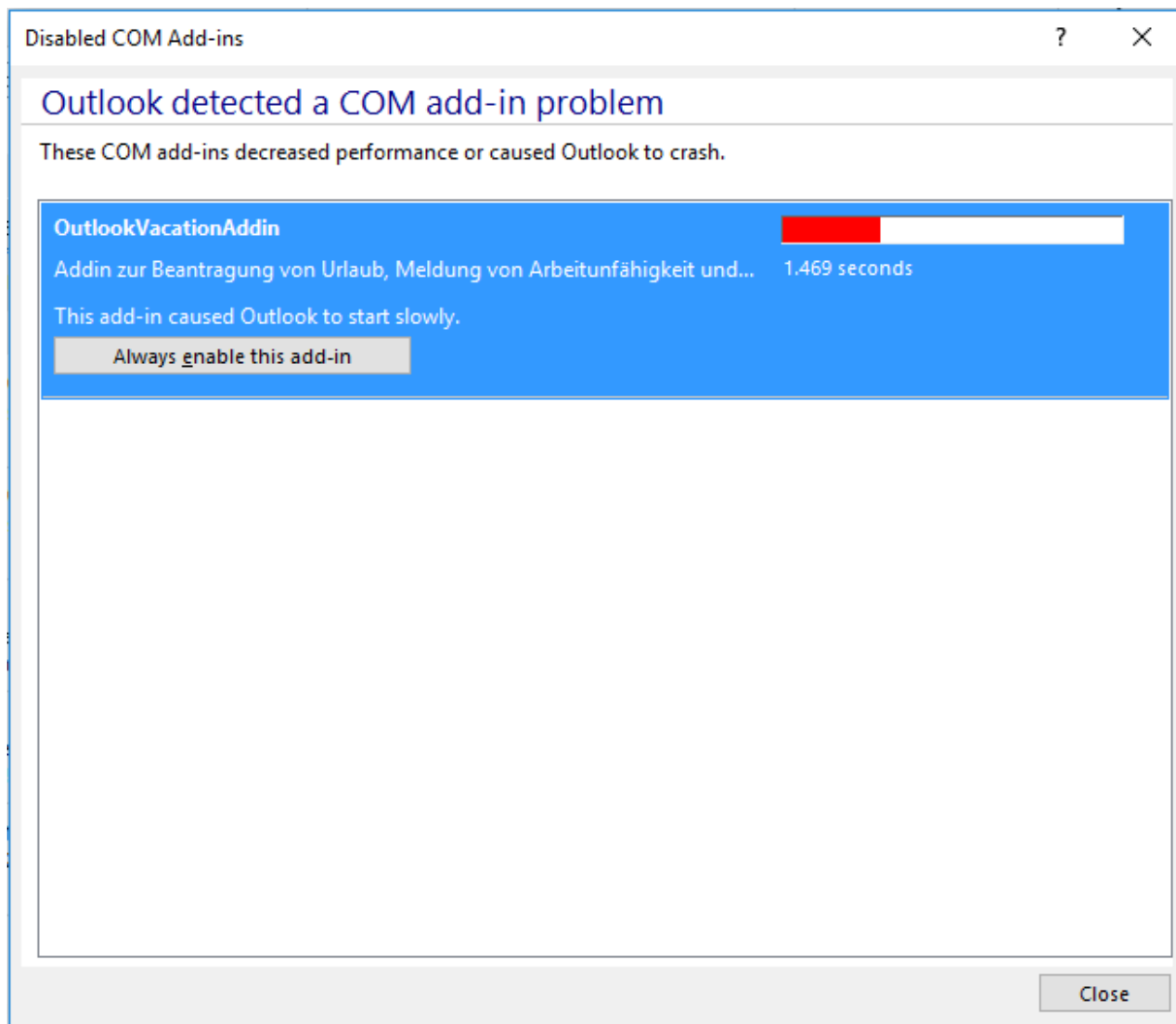
#### Step 4.1

Click on the View Disabled Add-ins button:



#### Step 4.2

A new window should pop-up. Click on the Always enable this add-in button:



#### **Step 4.3**

Now you can should the **abwesenheiten** button on the top menu:



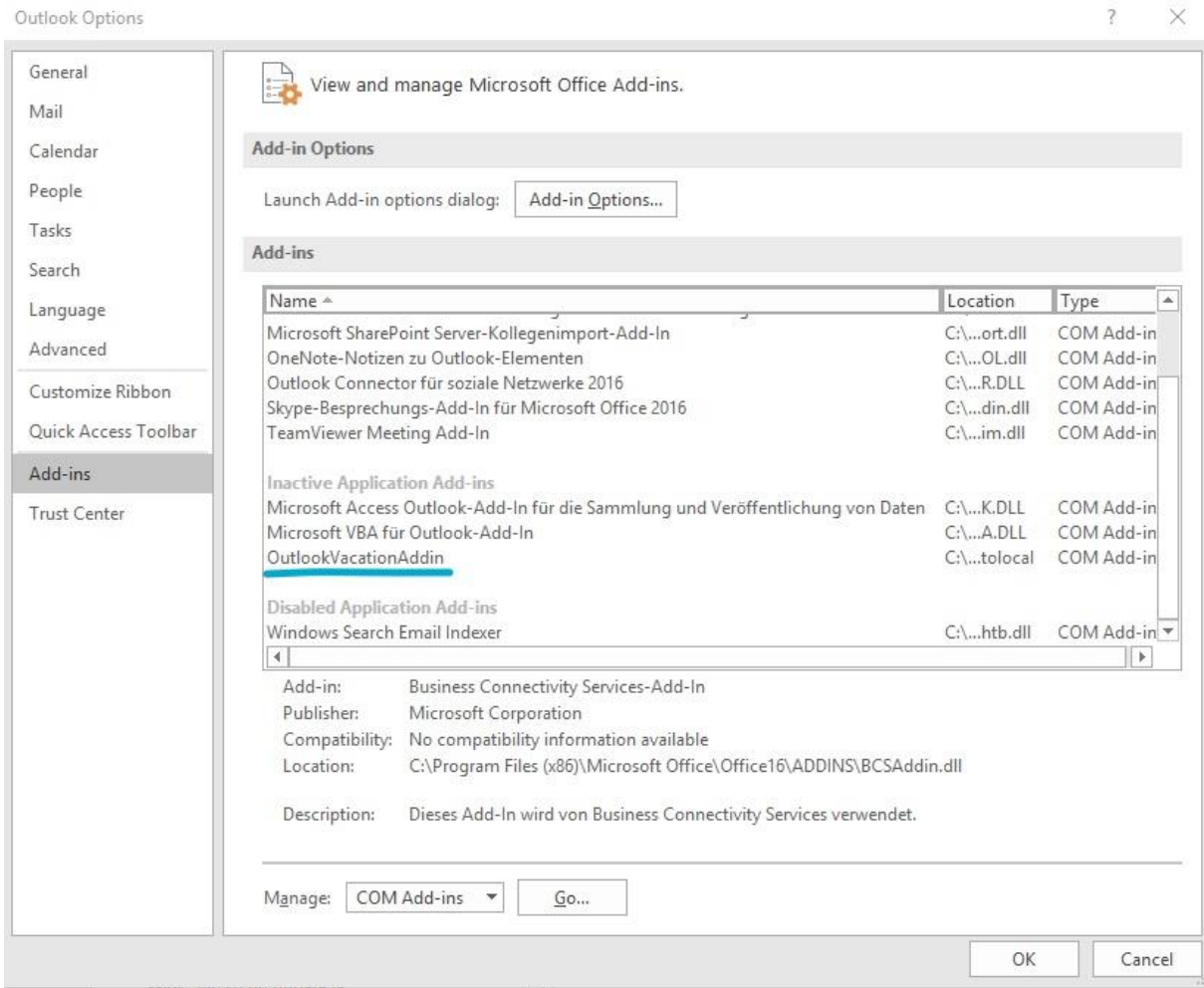
**! If you still cannot see the **abwesenheiten** button, follow the next steps:**

#### **Step 5.1**

In Outlook, click on the **File** tab and then go to the **Options** menu.

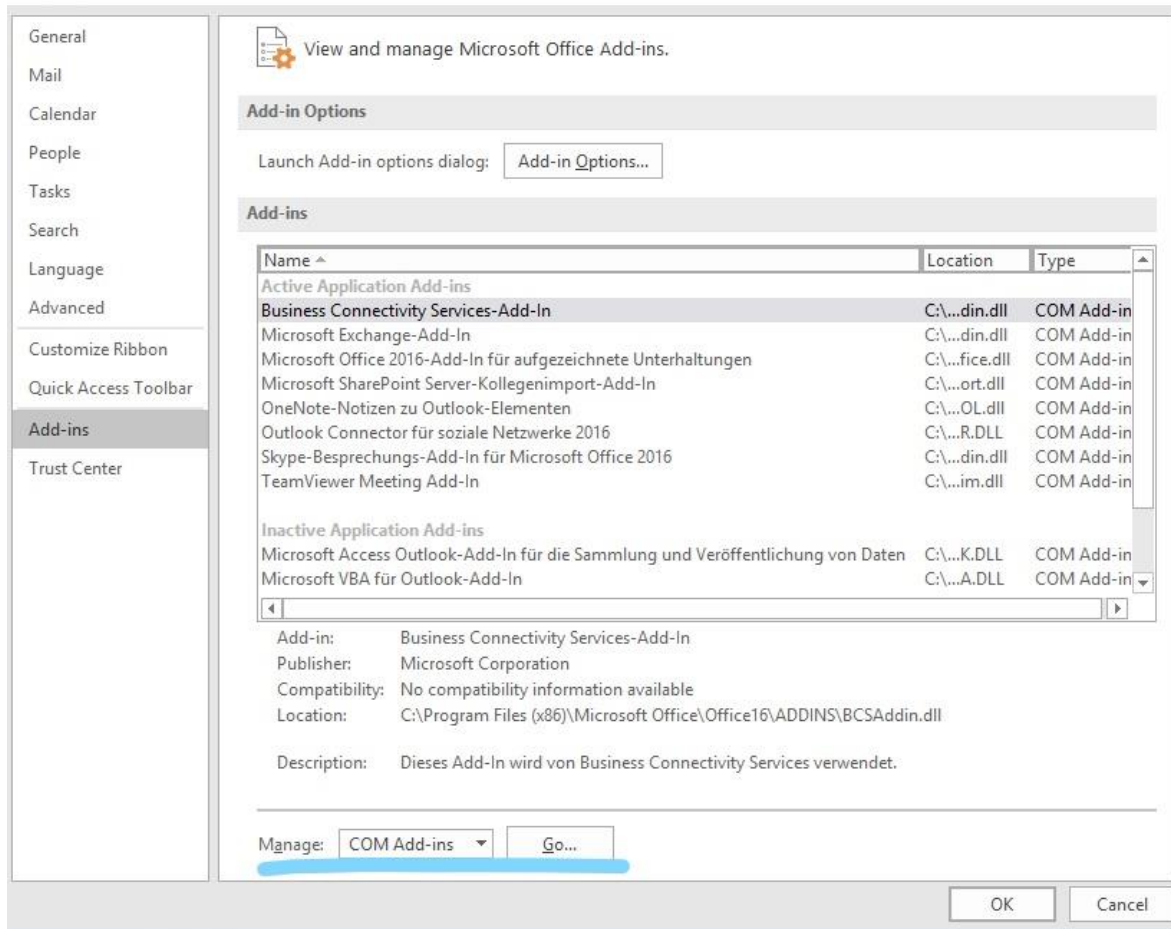
#### **Step 5.2**

On the window that pops-up, select the **Add-ins** button. You should see the **OutlookVacationAddin** in the **Inactive Application Add-ins** section:



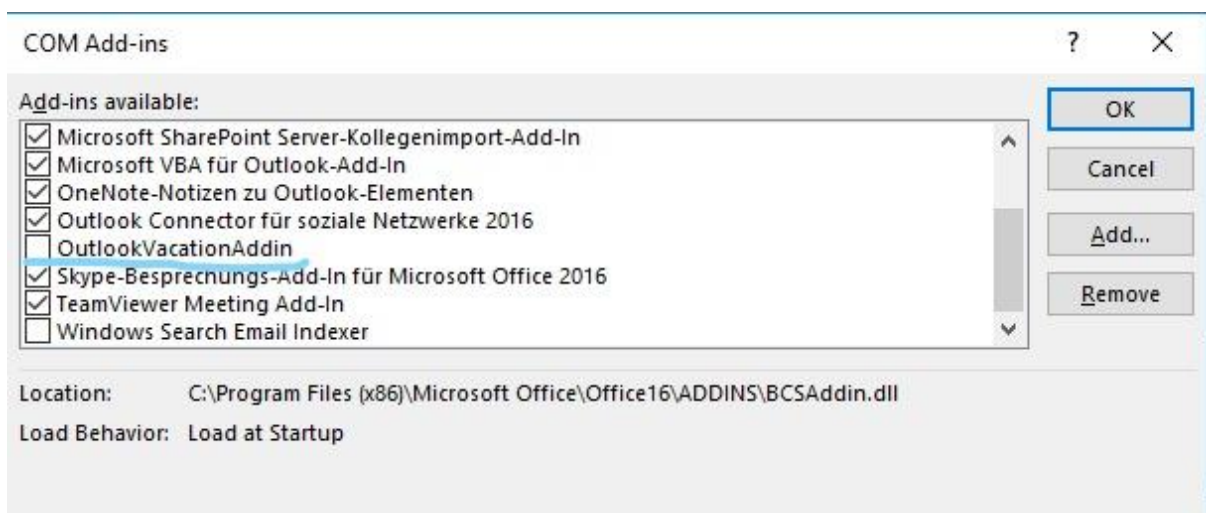
### **Step 5.3**

On the **Manage** option at the bottom of the window select **COM Add-ins** and click the **Go...** button:



### Step 5.4

In the window that pops-up, look for the **OutlookVacationAddin** and check the box beside it then click **ok**.



Now you can see the **abwesenheiten** button on the top menu.