



## Installing Firm Central's Desktop Integration

Firm Central's Desktop Integration allows you to access matter documents, client communications, and contacts you have created in Firm Central via Microsoft Outlook and Windows Explorer. To take advantage of these features, you need to install a software plug-in on your computer.

Please Verify you meet the systems requirements below before installing the Firm Central Desktop Integration.

### SYSTEM REQUIREMENTS

#### Supported Operating Systems

- Windows 8 Professional (32-bit and 64-bit)
- Windows 8 Enterprise (32-bit and 64-bit)
- Windows 7 Home Premium (32-bit and 64-bit)
- Windows 7 Professional (32-bit and 64-bit)

#### Supported Microsoft Outlook Versions

- Microsoft Office 2007 (32-bit and 64-bit) (requires Service Pack 3)
- Microsoft Office 2010 (32-bit and 64-bit)
- Microsoft Office 2013 (32-bit and 64-bit)

#### Supported Hardware

- Personal Computer with 1 GHz Dual Core or faster processor
- 1 GB of RAM
- 2 GB of available hard disk space

#### Supported Browsers

- Internet Explorer 8 or later
- Firefox 7.0 or later
- Safari 5.0 or later
- Google Chrome 7 or later

To install and update software, you must have administrator privileges on the computer.

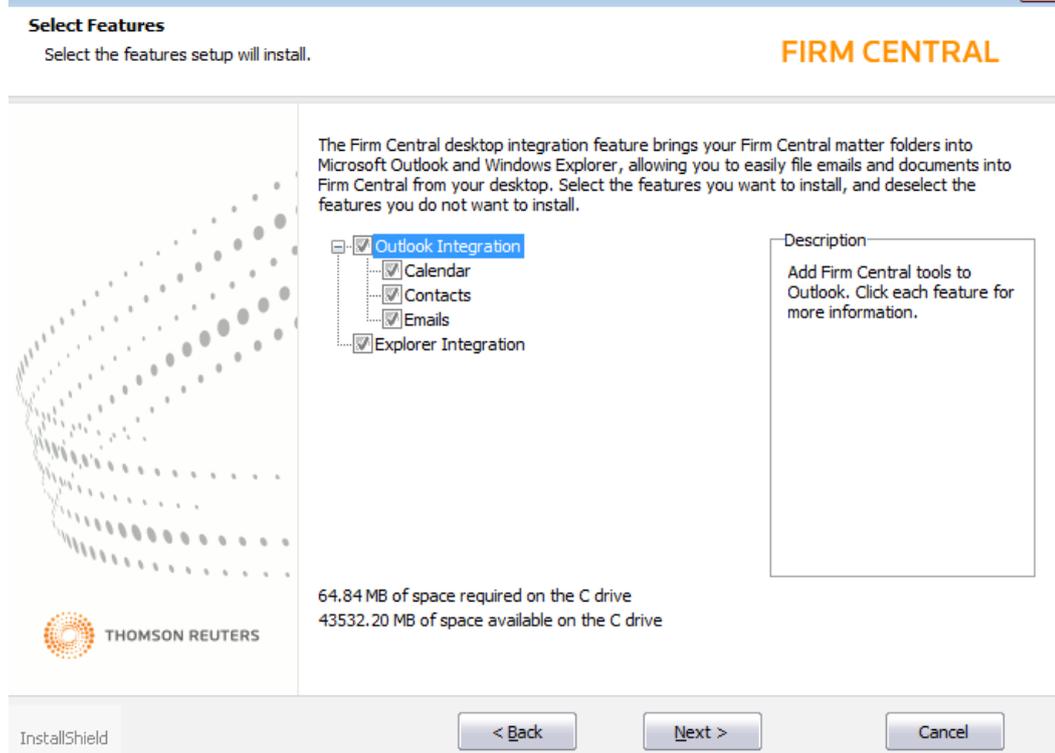
### **Install the desktop plug-in on a Single Computer:**

To install the Desktop Integration on your computer you will need to download an .exe file, and then run the .exe. You can download and run the .exe file by doing the following:

1. Close Microsoft Word and Microsoft Outlook, if open.
2. Click the following link:

<http://software.west.thomson.com/esd/software/westsolutions/prod/Firmcentral/2.0.0063/FirmCentralSetup.exe>.

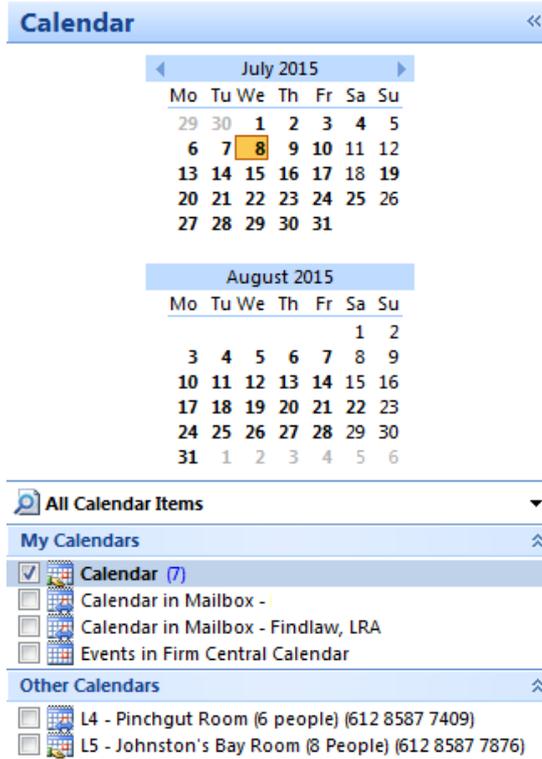
3. The **OpeningFirmCentralSetup.exe** screen will display. Click **Save File**.
4. The Save will take a while to complete. Once the save is complete, double-click the saved file to run it and install the software.
5. If you receive a Security Warning dialog from your browser, click **Run**.
6. If you are prompted whether you want to allow the program to make changes to this computer, click **Yes**.
7. When prompted to install the **Firm Central - InstallShield Wizard**, click **Install**.
8. At the **Welcome to the installation wizard for Firm Central** dialog, click **Next**.
9. At the **Choose Destination Location** dialog, make sure that **Australia** is selected as the destination, and then click **Next**.
10. After selecting the destination folder and clicking **Next**, you will be directed to the **Select Features** dialog window which allows you to select the components of the Firm Central desktop integration software you wish to install. Make sure that Outlook Integration and Explorer Integration are both selected
11. Click **Intall** to continue.
12. To begin the installation of the integration components you selected, click **Install**. If you wish to review or change any of your installation settings, click **Back**. Click **Cancel** to exit the installation wizard.
13. If you wish to integrate a different calendar (eg Google calendar), please ensure you "untick" the Outlook integration box.



14. Once the installation is complete, the Installation Wizard will notify you that the installation is successful; you are almost done and need to click **Finish** to authenticate your account and access Firm Central.
15. After you click **Finish**, a new window will open asking you to enter your Firm Central OnePass Sign In Username and Password. **Enter your Username and Password** and click **Sign In**. Your desktop applications can display your matter folders and documents only if you are signed in to Firm Central. After

this initial sign in, you will remain signed in to Firm Central desktop integration.

16. Once you sign in to Firm Central, a Thomson Reuters Firm Central shortcut is available on your computer's desktop to access the information integrated into Windows Explorer. You can also access the information integrated into Explorer by opening the Explorer application itself. Information integrated into Microsoft Outlook can be accessed by opening the Outlook application itself.
17. After you return to Outlook, ensure that you tick the "Events in Firm Central" box when you are in the Calendar section.



18. Your Firm Central Desktop Integration features are now installed and ready to be used in conjunction with Firm Central.