Why has my SenditCertified Icon disappeared in MS Outlook?



The SenditCertified Icon should not disappear in MS Outlook once installed, but if this occurs it is likely due to the Add-in being disabled my MS Outlook. Review the following steps to re-enable the Add-in.

- 1. Start Outlook.
- 2. On the main menu, click "File"



From the Info section, select "Options".

General	View and manage Microsoft Office Add-ins.		
Mail			
Calendar	Add-in Options		
Contacts	Launch Add-in options dialog: Add-in Options		
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	MobileMe Outlook Add-in	C:\s\Apple\Mobile Device Support\OutMMe32.dll	COM Add-ir
	WebEx Productivity Tools Windows Search Email Indexer	C:\m Files\WebEx\Productivity Tools\ptolkadd.dll C:\Windows\System32\mssphtb.dll	COM Add-ir COM Add-ir
	Add-in: Business Connectivity Services Add-In		
	Publisher: Microsoft Corporation		
	Compatibility: No compatibility information available		
	Location: C:\Program Files\Microsoft Office\Office14\ADDINS	BCSAddin.dll	
	Description: This Add-in is used by Business Connectivity Service	5.	
	Manage: COM Add-ins 🔽 Go		
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In the Outlook Options window, complete the following steps.

1. Select "Add-Ins" from the menu on the left.

2. Verify that "COM Add-ins" is selected In the drop down list at the bottom of the window and Click "Go"

Add-Ins available:	
Outlook2007ToolBar	
PDFMOutlook	Ca
Redemption Helper Outlook Extension	Ca
Salesforce for Outlook Add to Salesforce Toolbar	
Salesforce for Outlook Side Panel	Ad
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First look for the "SendItCertified AddIn" in the <u>Add-Ins available list</u>. Next you will check the box to left of "SendItCertified AddIn", then click "OK" to exit.

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Click "New Email" to open the new email window.

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The SenditCertified icon should now be displayed in the new email window as shown in the image above.

NOTE: If the SenditCertified button is showing up... you are done. If not, please continue with the following steps.

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- 1. Start Outlook.
- 2. On the main menu, click "File"



From the Info section, select "Options".

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Publisher: Citrix Online		
Compatibility: No compatibility information available		
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In the Outlook Options window, complete the following steps.

1. Select "Add-Ins" from the menu on the left.

2. Verify that "**Disabled Items**" is selected In the drop down list at the bottom of the window and Click "**Go**"

General			
	🙀 View and manage Microsoft Office Add-ins.		
Mail			
Calendar	Add-in Options		
People	Launch Add-in options dialog: Add-in Options		
Tasks	Add-ins		
Search	Add-Ins		
Language	Name 🔺	Location	Туре
Advanced	Microsoft Exchange Add-in	C:\UmOutlookAddin.dll	COM Add-i
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In the "Disabled Items" window, select the SenditCertified Addin and click "Enable". Click "Close" and "OK" to exit.



Click "New Email" to open the new email window.

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The SenditCertified icon should now be displayed in the new email window as shown in the image above.

Note:

1) Verify that the once "Enabled" that the addin status is Active. Occassionally Outlook will make the addin "Inactive" after the "Enable" step.

2) If the SenditCertified button is still not displayed, please verify that the antivirus software on your PC is not blocking the SenditCertified Add-in.