I want to install the Microsoft Outlook 2007 add-in for Recruit Studio

If you use Microsoft Outlook 2007 or higher you can make use of a special add-in that enhances the connection between Outlook and your Recruit Studio. The add-in will:

- *On receiving an email, find the sender (client or candidate) in your database*

- *Save the received email text directly to that client or candidate's log in Recruit Studio*

- *Create a new client or candidate record if the sender does not yet exist in Recruit Studio*

- *Import CVs and other files and attach them to the relevant candidate or client record*

The add-in saves you time when importing CVs as you can do the whole process of importing the CV and attaching it to a new candidate record within Outlook.

1. Go to www.recruitstudio.co.uk and from the Download menu choose 'MS Outlook add-in 2007'.

2. Click on step 1 to download the add-in and click 'Save' when prompted. Save the zipped folder somewhere convenient such as your computer's Desktop.

3. Locate the zipped folder on your PC – it's called 'RSOutlook.zip'.

4. Right-click the folder and choose 'Extract all'. The folder will unzip.

5. Inside the folder you will see a file called 'Setup'. Double-click it to install.

6. In Microsoft Outlook double-click an email and you will see the new 'Recruit Studio' tab at the top. This contains the Recruit Studio functions.