

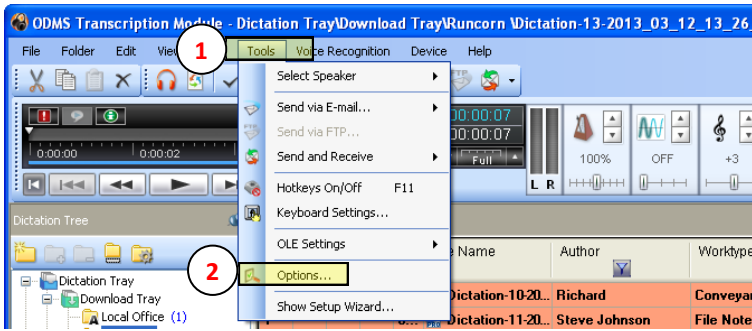


## **Automatic Integration into Olympus Transcription Via Microsoft Outlook**

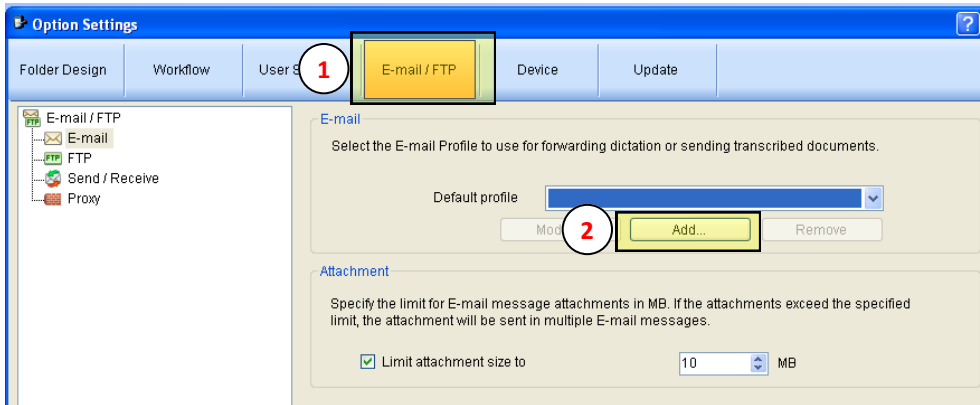
The following Guide demonstrates how to enable integration from the Hugo Dictation App via Microsoft Outlook into the Olympus Transcription Software

The set-up of Microsoft Outlook to receive emails is outside the scope of this tutorial and it is therefore presumed that emails are being received with the attached dictation file into the Outlook software

This guide will demonstrate how to enable integration and also how to use routing rules to move dictation files into specific Olympus folders based on the senders email address

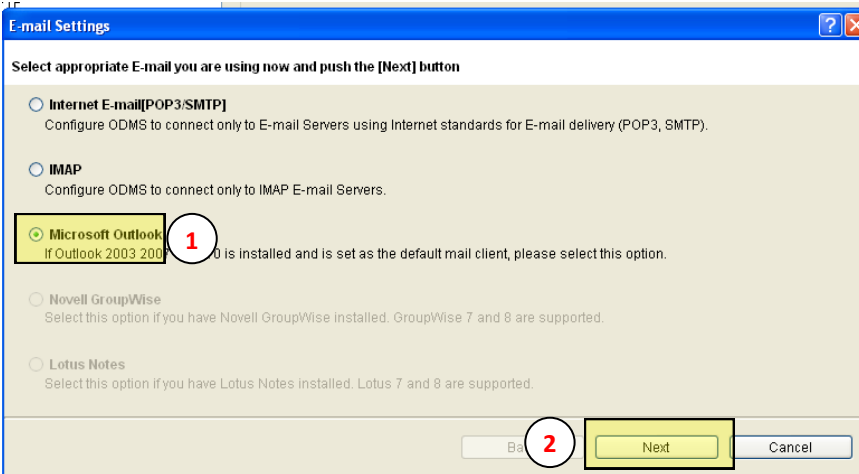


From the Olympus Transcription Software Click “Tools” (1) > “Options” (2)



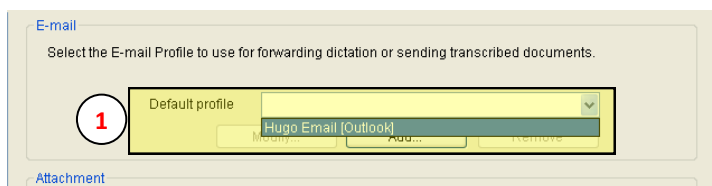
Click the “E-mail / FTP” tab (1)

In the Email section click “Add” to create a new profile (2)



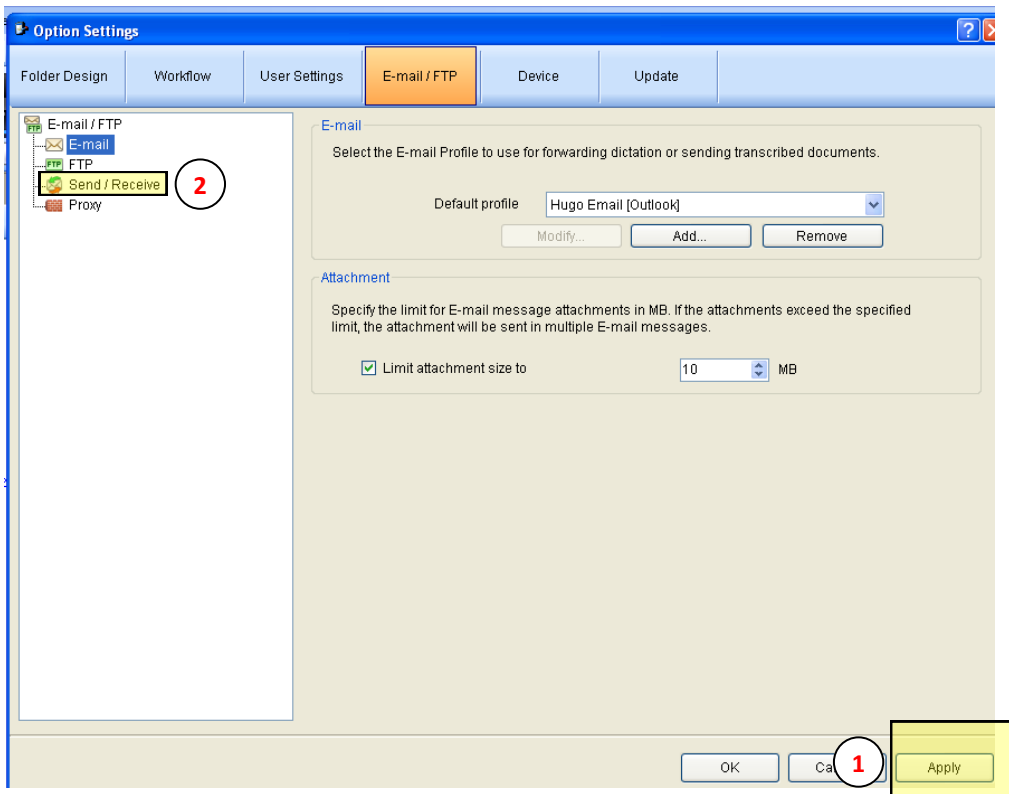
Click “Microsoft Outlook” (1) > “Next” (2)

*Warning: The Outlook account you wish to use must be set as the default within outlook*



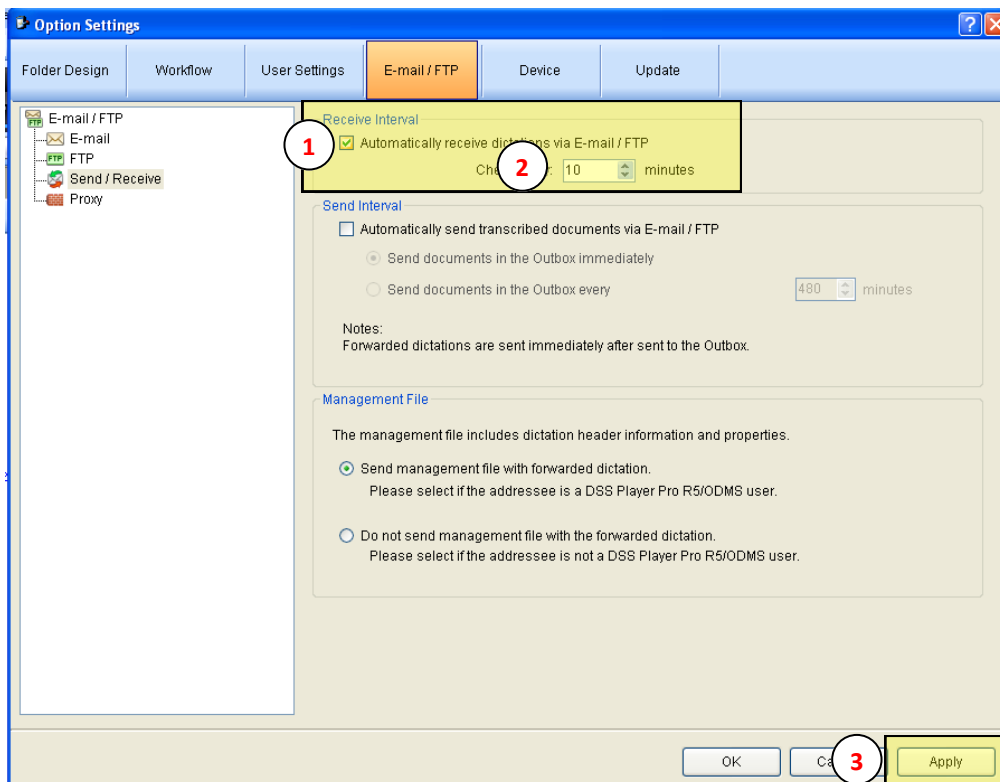
You will be returned to the previous page “Email / FTP tab”

Your Outlook profile will now be available in the drop down box > Please select accordingly (1)



Click Apply (1)

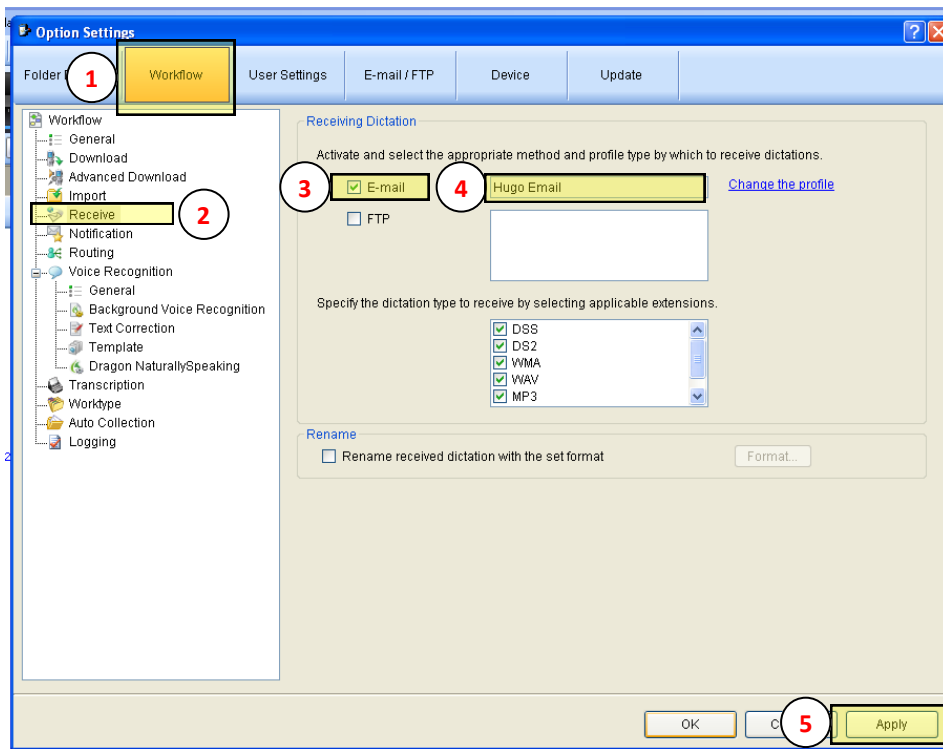
Click on the “Send / Receive” option (2) on the left hand side menu



Place a tick in the “Automatically receive dictations via E-mail / FTP” box (1)

Set the frequency you wish to automatically check for emails (2)

Click Apply (3)

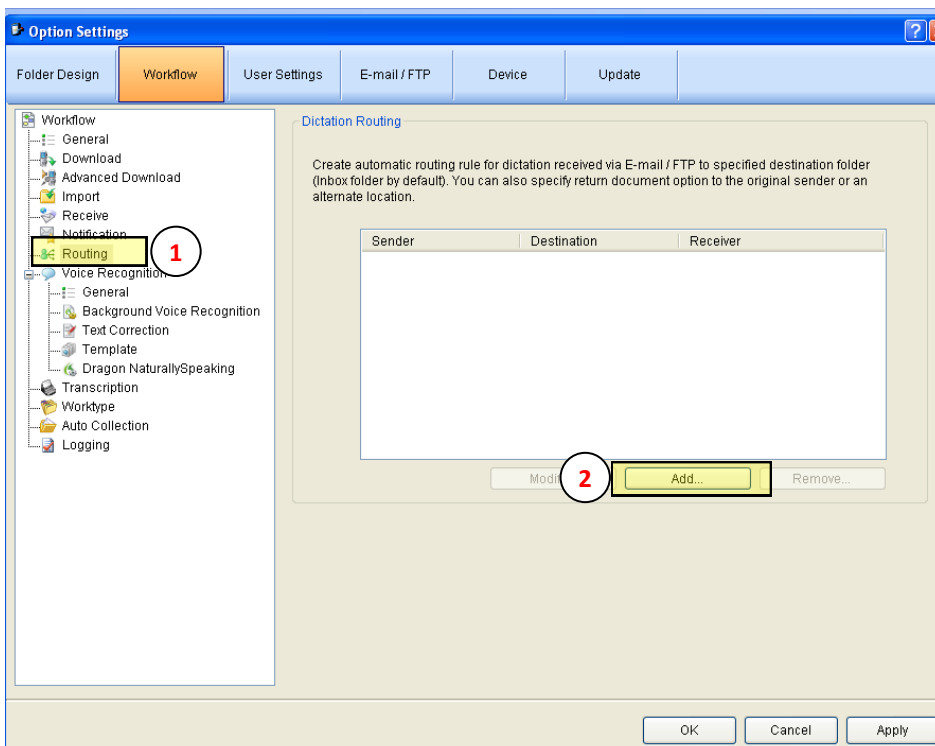


Click on the “Workflow” tab (1)

Click on the “Receive” option from the left hand side menu (2)

Place a tick in the “E-mail” box (3) in the “Receiving Dictation” section (At this point the name of the Outlook profile should be shown in adjacent box (4) )

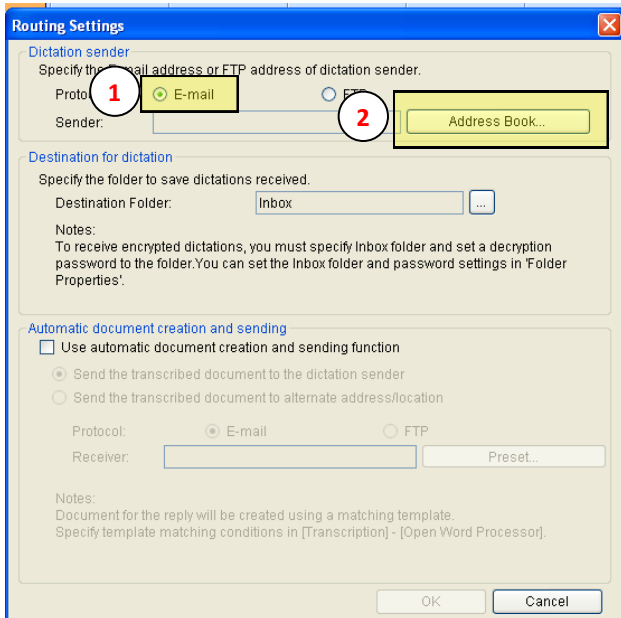
Click “Apply” (5)



**This part of the guide will show you how to automatically move files based on the “Author’s” email address into a specified working folder, such as folder A. Without this, the dictation is routed to the Olympus Inbox as default.**

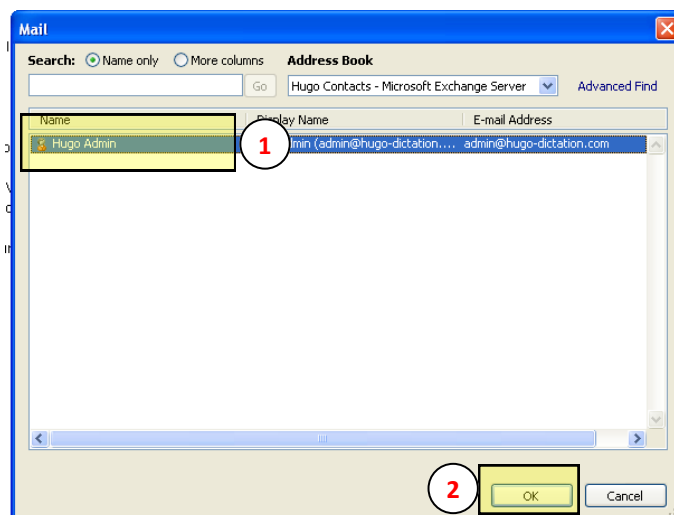
Click on the “Routing” option from the left had side menu (1)

Click “Add” in the Dictation Routing section (2)



Make sure "Email" (1) is selected under "Protocol"

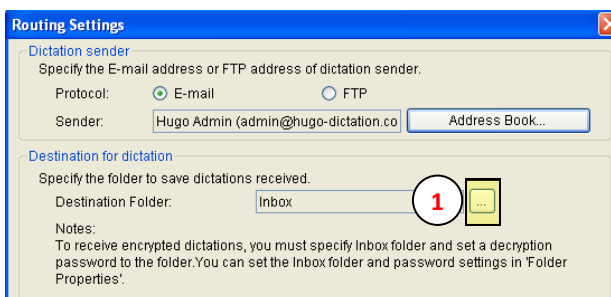
Click on "Address Book" (2) to chose sender



You can now select the contact that the rule is to be based on (\* this is the email address of the "Author" who is sending the dictation files)

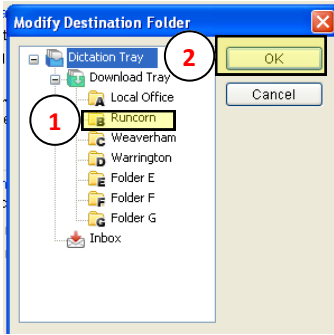
Select the appropriate contact (1) > Click "Ok" (2)

**WARNING:** The contact has to be entered into OUTLOOK address book prior to adding



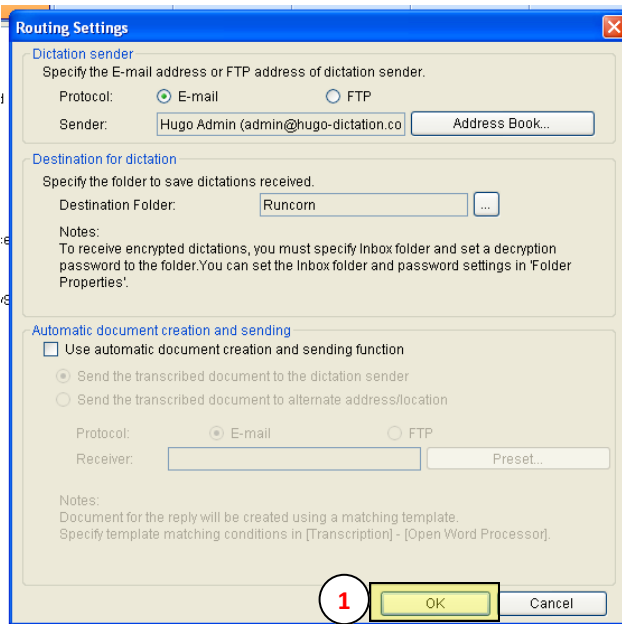
You will now be back on the previous screen with the selected "sender" populated in the appropriate field

Click the box at the side of the "Destination folder" field (1)



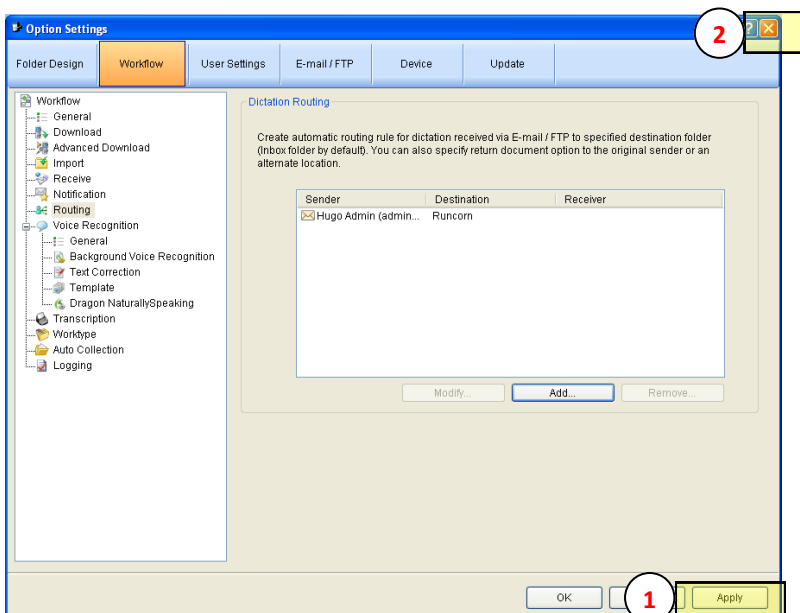
Select the required destination folder from the list (1)

Click "OK" (2)



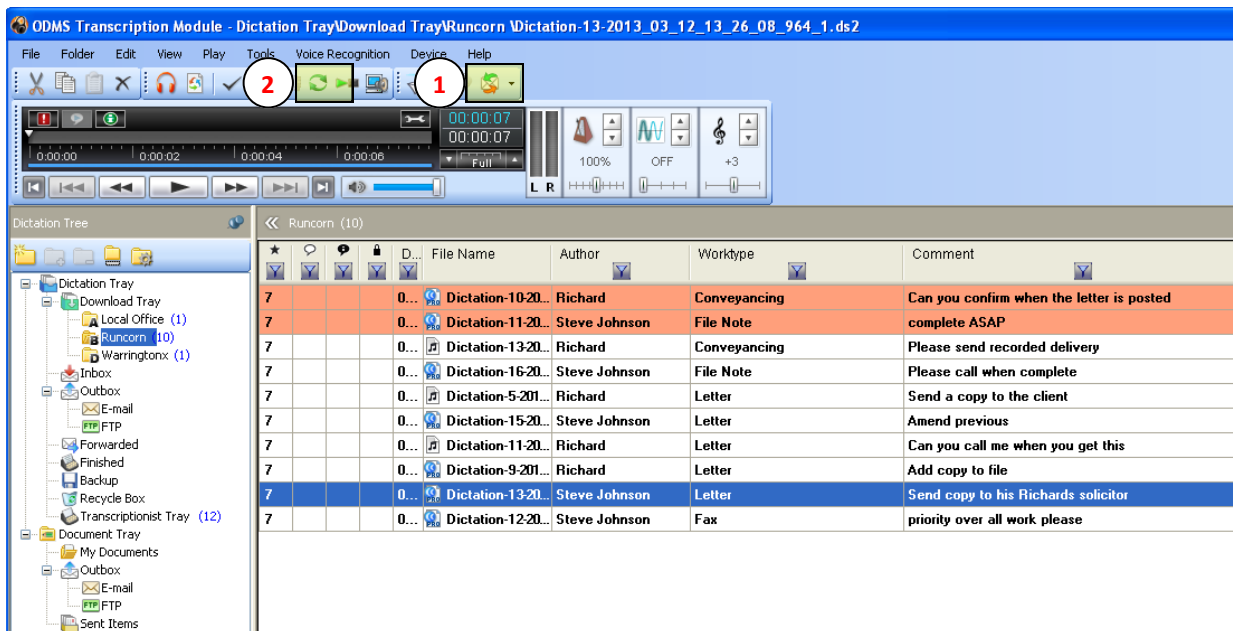
You will now be back on the previous screen with the selected "Destination Folder" populated in the appropriate field

Click "OK" (1)



You will now be back in the main routing page, repeat the process to add more routing rules otherwise: Click "Apply" (1)

Setup is now complete and you can exit via clicking the red cross (2)



With Outlook open in the background, emails should now be processed accordingly and the dictation files automatically routed to the appropriate folder.

Should you require this process to run in-between the specified intervals click on the "Send/Receive" (1) icon shown. You may also need to refresh the screen after updating using the green "Refresh" (2) icon as shown

**Email support is available at:** [support@hugo-dictation.com](mailto:support@hugo-dictation.com)

**For further assistance in setting up Hugo Dictation and the Olympus Transcription Software to fully take advantage of integration please contact your Dictation Solutions provider.**