

# InOutBoard Start-up Options

## **Web Site Start-up Options** (assumes Internet Explorer as your browser)

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### **1. Run from Internet.**

Run Internet Explorer and type [www.Inoutboard.net](http://www.Inoutboard.net) in the web site address box.

### **2. Provide a link from Internet Explorer.**

- Go to the web site [www.Inoutboard.net](http://www.Inoutboard.net).
- Click on Favorites on the top bar menu
- Click on Add to Favorites
- Change the "Name" to In/Out Board
- Click on Links
- Click on OK

In/Out Board will appear as a link on the top bar each time you run Internet Explorer.

### **3. Set InOutBoard as your Home Page.**

- Go to the web site [www.Inoutboard.net](http://www.Inoutboard.net).
- Click on "Tools"
- Click on "Internet Options"
- Click on "Use Current"

This will bring up InOutBoard as your default home site when you run Internet.

### **4. Create an InOutBoard Shortcut on your desktop.**

- Go to the web site [www.Inoutboard.net](http://www.Inoutboard.net).
- Right click anywhere on the screen and a menu will appear.
- Choose "Create Shortcut"

This will create a desktop icon that links directly to InOutBoard.net

### **5. Run [www.InOutBoard.net](http://www.InOutBoard.net) automatically upon login.**

*The procedure below only works if your login is password protected. If you do not have a password for your desktop, click on Start, then Settings, then Control Panel, then double click on User Accounts. Click on your login account name, then click on "Change my password" and follow the instructions.*

To automatically launch [www.InOutBoard.net](http://www.InOutBoard.net) upon login:

- Click on Start at the bottom left of your screen
- Click on Settings
- Click on Control Panel
- Double-click on Scheduled tasks
- Double-click on "Add Scheduled Task"
- A wizard dialogue will appear. Click on Next.
- Select "Internet Explorer" in the application list and click on "Next"

- Click on the radio button for "When I Log In"
- Click Next
- Enter and confirm your login password. You must have a password for scheduled items to run when you login. Click Finish.

If you have set InOutBoard as your home page (see 3 above), then you are done. The web site will appear each time you login to your desktop. If you want InOutBoard to appear when you login, but you do not want it to be your home page, then you have one more step to do.

- Double click on "Internet Explorer" in the list of scheduled tasks. This will pop-up a dialogue box that shows Run: ...iexplorer.exe.
- Edit this box and add a space after the .exe, followed by [www.inoutboard.net](http://www.inoutboard.net)
- Click OK. It may ask you to enter and confirm your password again.

This procedure will cause InOutBoard to appear each time you login without it being set as your home page.

#### **6. Integrate [www.InOutBoard.net](http://www.InOutBoard.net) with Microsoft Outlook**

*You can integrate InOutBoard with Microsoft Office by adding the application as a menu choice within Outlook. See our InOutBoard Outlook Integration document for details.*

## **InOutBoard Agent Start-up Options**

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The InOutBoard Agent works like an Instant Messenger and is used to make fast status updates, eliminating the need to go to the web site. You can install the Agent on your desktop by clicking on the Help tab from any InOutBoard screen and clicking on the Download IOB Agent link. The options below assume you have already installed the InOutBoard Agent on your PC.

### **1. Run the Agent.**

- Click on Start
- Click on Programs
- Click on "InOutBoard Agent"

### **2. Auto-Run the Agent at start-up.**

- Run the Agent using the procedure above.
- Enter your password and click "Login"
- Click on Tools
- Select Options
- Click on the box for "Run In/Out Board Agent when Windows starts"

We also recommend clicking on the box for "Start In/Out Board Agent in the System Tray"