## COLUMBIA UNIVERSITY Information Technology ENTERPRISE CONTENT MANAGEMENT

# **ONBASE 16 UNITY CLIENT** WITH WORKVIEW INTEGRATION FOR MICROSOFT OUTLOOK 2016

INSTALLATION INSTRUCTIONS

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#### **Overview**

The information in this document outlines the installation process of the OnBase 16 Unity Client. Anyone within Columbia University using OnBase and Windows should have the ability to install and use the OnBase Unity Client.

#### **Requirements**

#### **Unity Client Supported Operating Systems**

- Windows Server 2008 R2 SP1 or later service pack
- Windows 7 SP1 or later service pack
- Windows 8.1
- Windows Server 2012 R2
- Windows 10

#### **.NET Framework on Client Machines**

This module requires Microsoft<sup>®</sup>.NET Framework 4.5.2. The .NET Framework can be obtained from the Microsoft Download Center at <u>http://www.microsoft.com/downloads</u>.

Note: Installing the .Net Framework 4.5.2 requires Administrative access.

#### Installation

The OnBase Unity Client installation must be initiated from an Internet Explorer (IE) web browser.

- 1. Open an Internet Explorer web browser.
- 2. Copy and paste the following link to the Address Bar of the IE browser window:

https://onbase.enterprise.columbia.edu/OBVW16\_Prd/OutlookIntegration2016OBVW16\_Prd.vsto

$\langle \Leftarrow \rangle$	))	啦 htt	ps://onbase	.enterpri:	e.columbia.edu/OBVW16_Prd/OutlookIntegration2016OBVW16_Prd.vsto	,0 - →	🖆 Columbia University in the 🗙	
File	Edit	View	Favorites	Tools	Help		2	

**Note:** The link above is for the "enhanced" Unity Client installer. You may need a different installation link, depending on your department's solution. Please reach out to your respective EDM Departmental Contact for more information.

3. Press the Enter key on the keyboard, or the arrow next the Address Bar.

4. The following message box will appear:



5. The message box from step 4 will disappear and the following window will appear.

Application Install - Security Warning	×
Publisher cannot be verified. Are you sure you want to install this application?	
Name: Hyland Unity Client [UC_PROD] From (Hover over the string below to see the fu onbase.enterprise.columbia.edu Publisher:	ull domain):
Unknown Publisher	
	Install Don't Install
While applications from the Internet can be useful, computer. If you do not trust the source, do not in	, they can potentially harm your istall this software. <u>More Information</u>

- 6. Click on the "Install" button.
- 7. The install process will begin. There will be a progress bar to indicate the progress of the installation.



(27%) In	stalling	Hyland Unity Client [UC_PROD]		
Installing Hyland Unity Client [UC_PROD] This may take several minutes. You can use your computer to do other tasks during the installation.				
OnBase	Name:	Hyland Unity Client [UC_PROD]		
	From:	onbase.enterprise.columbia.edu		
	Downloa	ading: 81.2 MB of 301 MB		
			Cancel	

- 8. Wait for the install to complete.
- 9. Once the installation is completed, a new shortcut will appear on your desktop called "Hyland Unity Client [UC\_PROD]" and will look like the image below.

