



# Zoom Email Windows User's Manual

|                             |   |
|-----------------------------|---|
| Welcome.....                | 2 |
| Configuring the Add-in..... | 3 |
| Configuration Page .....    | 3 |
| Troubleshooting.....        | 4 |

## Welcome

Thank you for choosing the Zoom Email Windows Add-in, created by Sperry Software. This Add-in offers two functions. First, it can automatically zoom the text in all your Outlook windows to your pre-defined zoom setting. Second, it adds a button on the toolbar so that you can temporarily turn it off. It also operates in the reverse, it can be off by default, leaving the Outlook window alone until you click the button at which point it will zoom the item so you can see it clearly.

### **To configure the Add-in to automatically zoom windows when you open an email:**

You need do nothing. By default, the add-in ships from Sperry Software to automatically increase the zoom.

### **To configure the add-in to only zoom when the Zoom button is clicked:**

In the Settings area of the Zoom Email Windows add-in, check the circle labeled “Leave the zoom alone; clicking the button turns the zoom on”.

You can also set the zoom percentage in this configuration window.

## Configuring the Add-in

Once the installation is complete, you are ready to use the Add-in. When you open Outlook for the first time after installing, you will notice a new tab “Sperry Software” is displayed on the Ribbon.

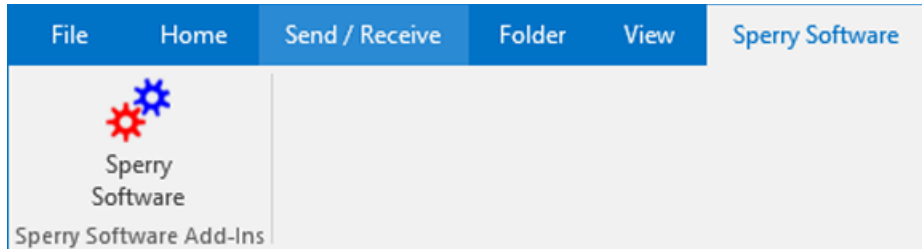


Figure 1 (Outlook 2016 main window shown)

Clicking this tab, then click the Sperry Software button to display the Sperry Software Add-in configuration screen. It is on this screen that settings are made to control the Add-in’s functionality.

## Configuration Page

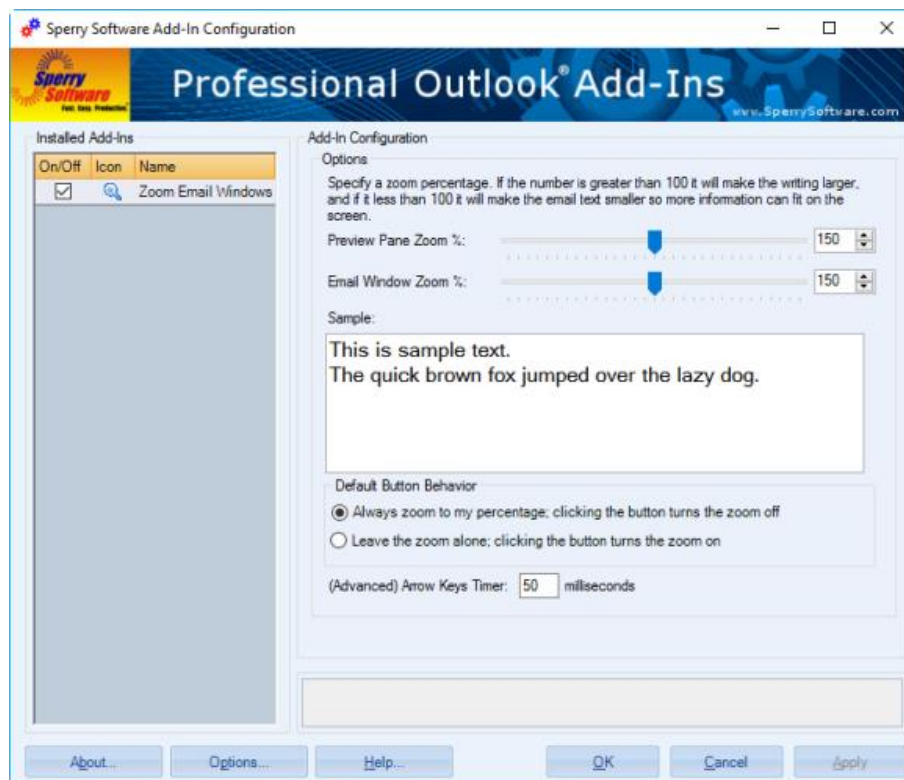


Figure 2 (Configuration Page)

If you need to enable/disable this add-in, you can click the On/Off toggle checkbox in the Installed Add-Ins pane on the left side of the window.

Explanatory text displays in the text box at the bottom of the Configuration window as you move your mouse over certain areas. This explanatory text describes the action that will occur.

The zoom percentage is at the top of the window. You can use the slider bar or you can directly type in a zoom factor that can range from 0 to 300. By default, it is set to 150, which results in a 50% larger view. Setting the value to 100 results in the fonts being the exact size they were before the Add-in was installed.

As the slider is moved, the zoom factor is changed and the sample text in the box changes to reflect the new zoom setting. The same is true if the zoom factor is changed; the slider will snap to the new value and the sample text will reflect the new value.

Underneath the Sample text is where the default behavior of the button that appears in each email window (or contact window, etc.) is controlled. By default, clicking this button while you are in an email will erase the zoom for that one message. Selecting the “Leave the zoom alone; clicking the button turns the zoom on” makes the zoom button behave in the opposite way. That is, the email will not be zoomed *until* the zoom button is clicked.

**To configure the Add-in to only zoom when the Zoom button is clicked:**

In the right pane of the Zoom Email Windows Add-in, check the radio button labeled “Leave the zoom alone; clicking the button turns the zoom on”, click Apply, then click OK.

You can also set the zoom percentage in this configuration window.

## Troubleshooting

Q. The “Sperry Software Add-ins” button is not visible.

A. There could be several reasons for this. See this article to figure out how to resolve this problem:

<https://sperrysoftware.freshdesk.com/solution/articles/5000626926-i-installed-the-add-in-but-i-can-t-see-it-in-outlook->

Q. The “Sperry Software Add-ins” button does not pull up the Configuration window.

A. Run the add-in Reset tool.

The add-in reset tool can be downloaded from

<http://www.sperrysoftware.com/outlook/tools.asp>

Q. How can we contact you for more help?

A. For help on more in-depth issues, check out our [Knowledge Base](#) especially the FAQ about how to enter a bug report.