

## QUICK REFERENCE GUIDE Routing Slips In Microsoft Outlook 2007

### Overview

In our last e-mail system, we used routing slips to request vacation or personal time. The request form was attached to a routing slip and moved from the supervisor to Human Resources and back to the employee to insure that the request was approved in a timely manner.

As part of Outlook 2007, a special **add-in** will allow us to send routing slips from Microsoft Word (and Microsoft Excel). This tool, called Office Routing Plus®, will route a document to anyone whose e-mail address you specify or anyone for whom you have created an Outlook contact.

### Using Office Routing Plus

Office Routing Plus is an additional piece of software that will be installed on your PC. Once installed, you will see an additional ribbon tab to the right edge of your Microsoft Word and Excel windows called the **Add-Ins** tab. See the example below.

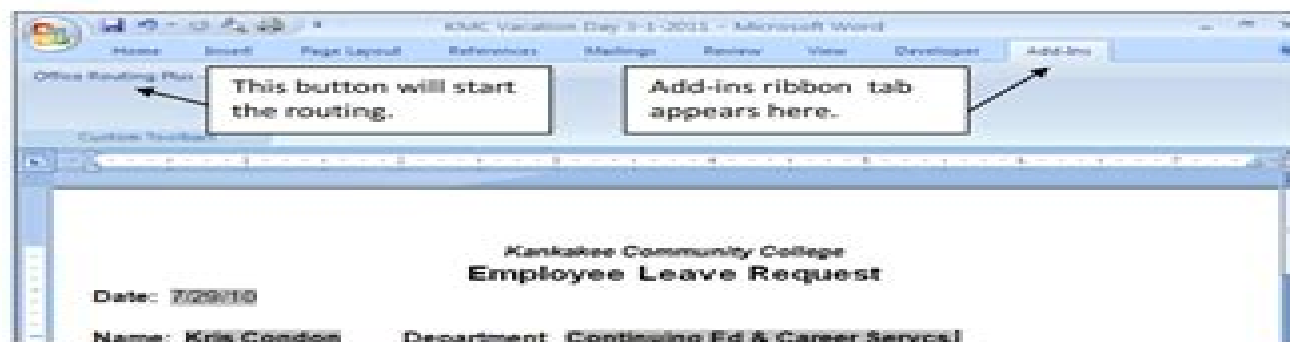


Figure 1: Word Window with Office Routing Plus Installed

Once you begin the routing slip, the Routing Slip Dialog Box will appear on your screen. This will allow you to set up the routing slip; once the routing is completed, the document will automatically be returned to you.

# Routing Guide Sample

**Yi-Tong Ma**

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