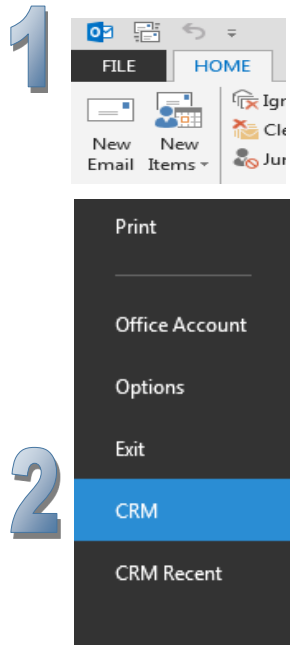


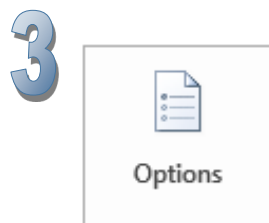
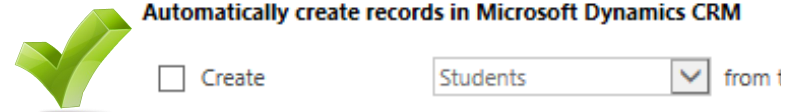
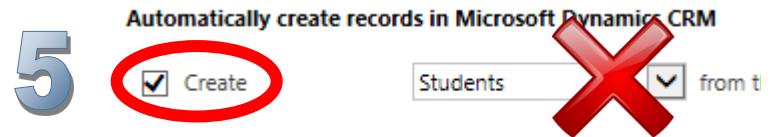
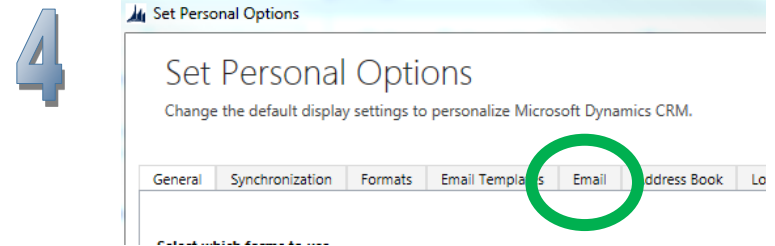
Let's help eliminate duplicate records in Global!

Check Your Outlook Settings



Once you are in Outlook:

- 1) **Select** the *File* tab in the left upper corner of the screen.
- 2) **Select** *CRM* from the menu.
- 3) On the CRM page **Click** the *Options* button.
- 4) A new window will open, **Select** the *Email* tab.
- 5) Under the section, Automatically create records in Microsoft Dynamics CRM, **Uncheck** the *Create* box.
- 6) Then **Click** *OK*, in the lower right corner.



Set Personal Options
Personalize Microsoft Dynamics CRM

