



Welcome to ODCI Installation Guide

Dear ODCI User,

Welcome to ODCI's Installation guide. Here you will find a step-by-step guide on how to install the ODCI system. If you have a question about the ODCI download and installation that is not covered here, please let us know by writing to: support@odci-sys.com

When downloading the product you will receive one ZIP file for every application (Outlook, Word, Excel, PowerPoint) containing the relevant files that need to be installed on your computer.

The Zip file will contain:

- ODCIxxxsetup.msi file to be used if you are distributing the product in an organization with the use of a software distribution tool.
- Setup.exe file for single computer installation.

Remark:

Certain parameters of the ODCI can be tailored to suit the specific requirements of your company, these include:

- The number of classification levels up to a maximum of six levels
- Naming the classification levels
- Option to include "Unclassified" labels (non-show)
- Content and language of tooltips for each classification level
- Position of the classification label in the document - header or footer right/middle/left
- Include images (100x50 pixel) left or right or instead of text labels
- Colors and fonts for the classification label
- Language of the application interface (including direction for right-to-left languages)
- Force encryption (default windows encryption) for high level classification.
- For outlook you can add a disclaimer bottom of mail, different disclaimer for each classification level

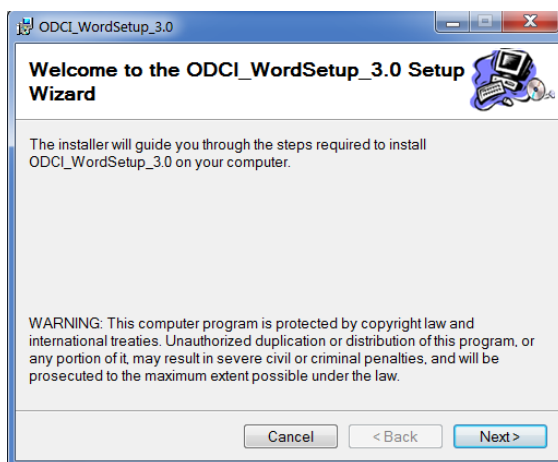
The trial version has preset options that cannot be changed



Installing ODCI for Office

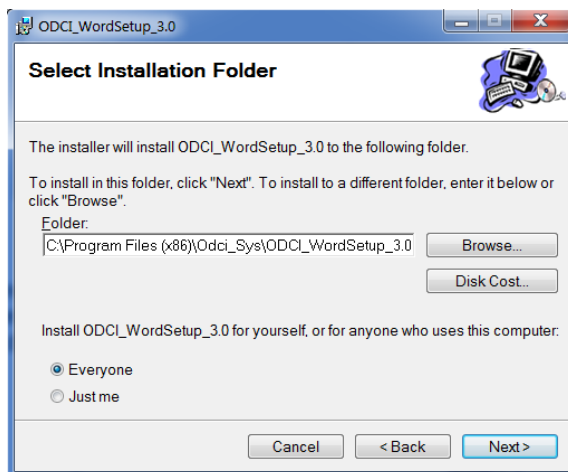
You are now ready to install the ODCI system. The installation process is the same for all 4 add-in's: Outlook, Word, Excel and PowerPoint, we will show the installation of Word as the example.

Double click on the setup.exe file. This will open an installation wizard.



Click on "Next"

This will open a new screen which allows you to choose in which folder you would like to save the ODCI files. The default folder is C:\Program Files\ODCI_WordSetup_3.0\. We strongly suggest you save in default location.

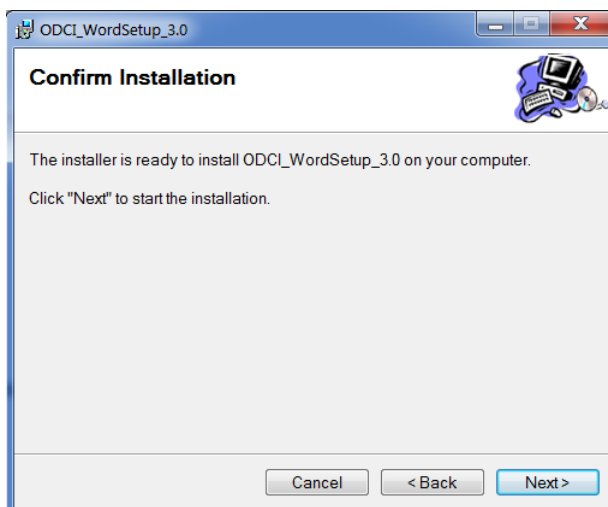


Click on "Next"



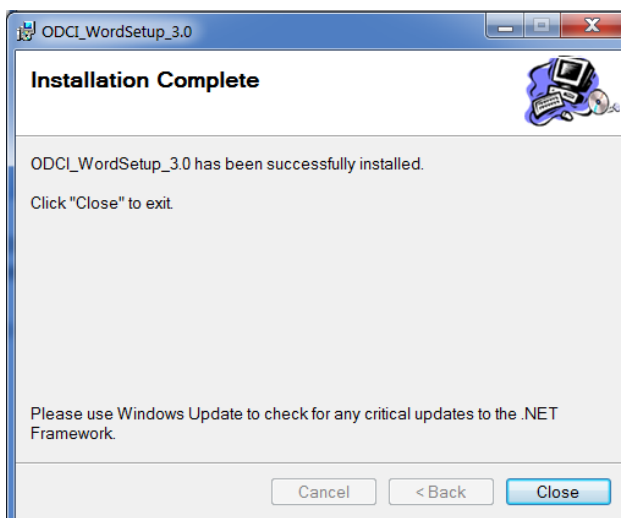


The wizard will now ask you to confirm the installation. Simply click on “Next” to confirm the installation.



The installation process will take a few seconds. Once the installation has been completed, you will see a screen to confirm the installation.

Click on “Close” to exit the installation wizard.



Please note that unlike other installations, an icon will not appear on your desktop. The classification process is automatic and does not require you to open a separate program.

Now you can install in the same way the add-in for Outlook, Excel and PowerPoint

