



# Contacts Manager

Version 4.0

**Installation Guide**

## System Requirements

1. You must install Contacts Manager on any machine which doesn't play any role in Lync.
2. Supported operating systems
  - Windows 8
  - Windows 8.1
  - Windows Server 2008 R2
  - Windows Server 2012
  - Windows Server 2012 R2

### 3. Installed Components

- In case of On-Premise environment
  - Microsoft Lync Server 2010 or Microsoft Lync Server 2013 or both.
- In case of Office 365 environment
  - Office 365 tenant
- In case of Hybrid environment
  - Microsoft Lync Server 2010 or Microsoft Lync Server 2013 or both.
  - Office 365 tenant.

### 4. Permissions

- In case of On-Premise environment

The User must be a member of the following groups

- o Domain Admins
- o RTCUniversalServerAdmins
- o RTCUniversalComponentServices
- o Organization Management (in case of UCS).

- In case of Office 365 environment

The User must be a member of the following groups

- o Domain Admins
- o Impersonate portal admin account to exchange, you can review the following support link: [Contacts Manager support](#)

5. A machine that you will install contacts manager in must join the domain.

## Installation steps

- Run Setup.exe
- The Welcome to the prerequisites wizard screen appears (Figure 1.1).



Figure 1.1

- Press Next to install required prerequisites
- The needed components are selected by the application (Figure 1.2)

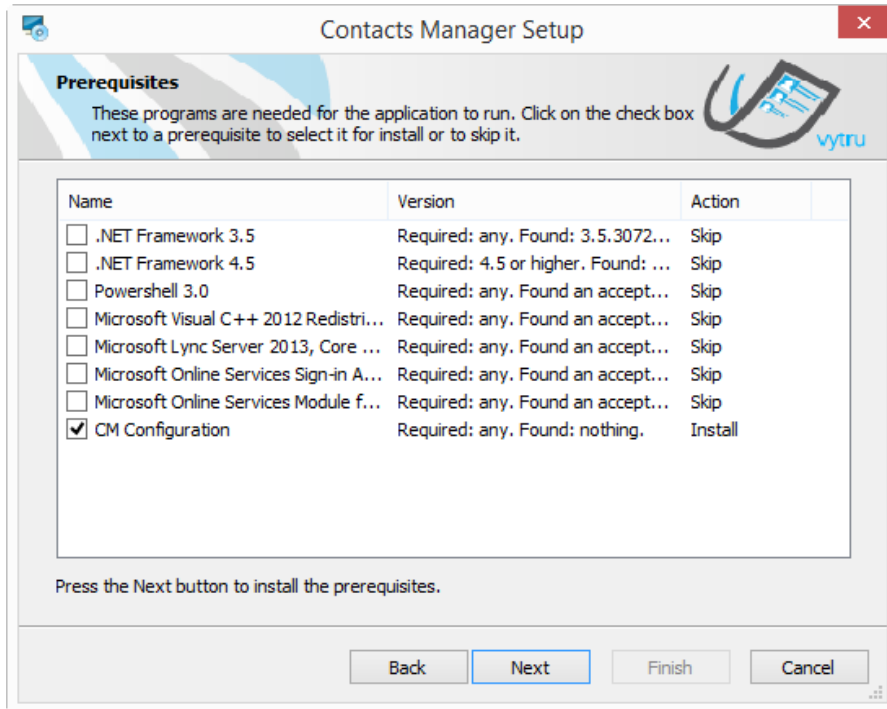


Figure 1.2

- Press Next to install the prerequisite CM Configuration

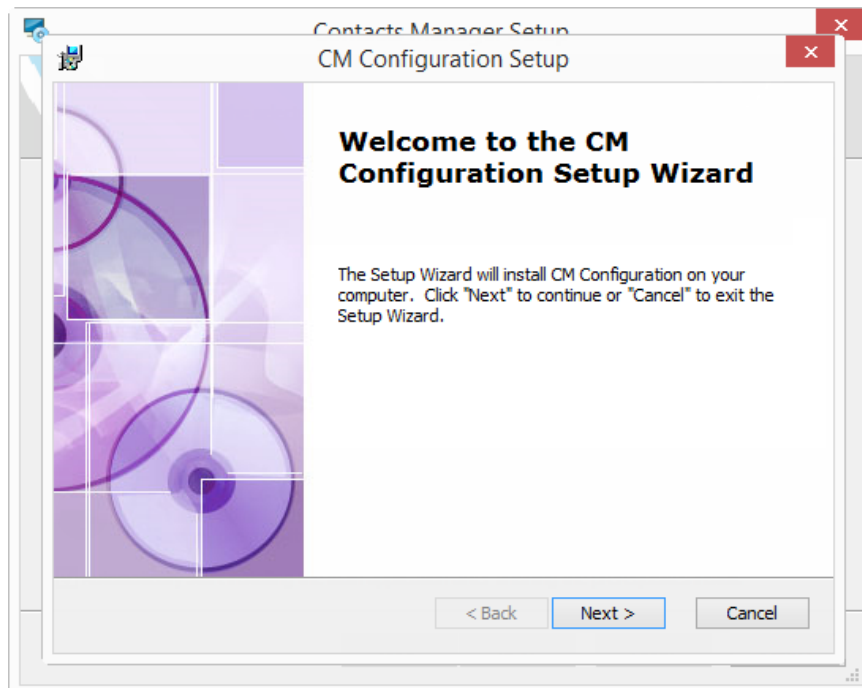


Figure 1.3

- CM Configuration Setup wizard Window appears (Figure 1.3).
- Select the drive that you would like to install the CM Configuration on (Figure 1.4) , then follow the installation steps as shown in the below snapshots.

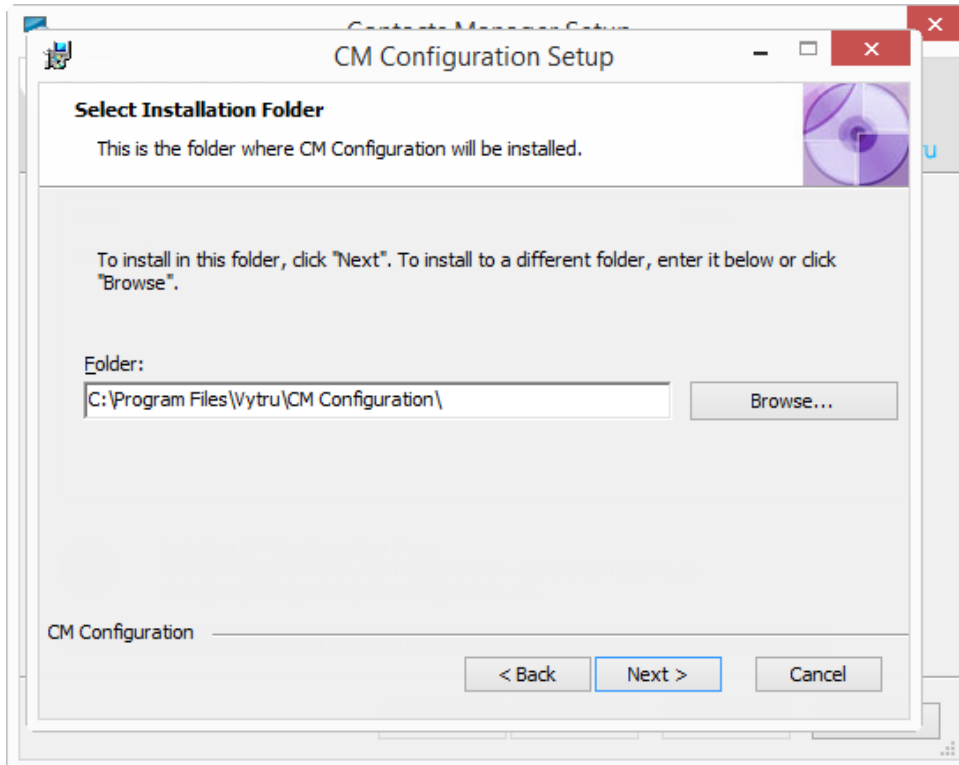


Figure 1.

- Press "install" to start installing CM Configuration (Figure 1.5).

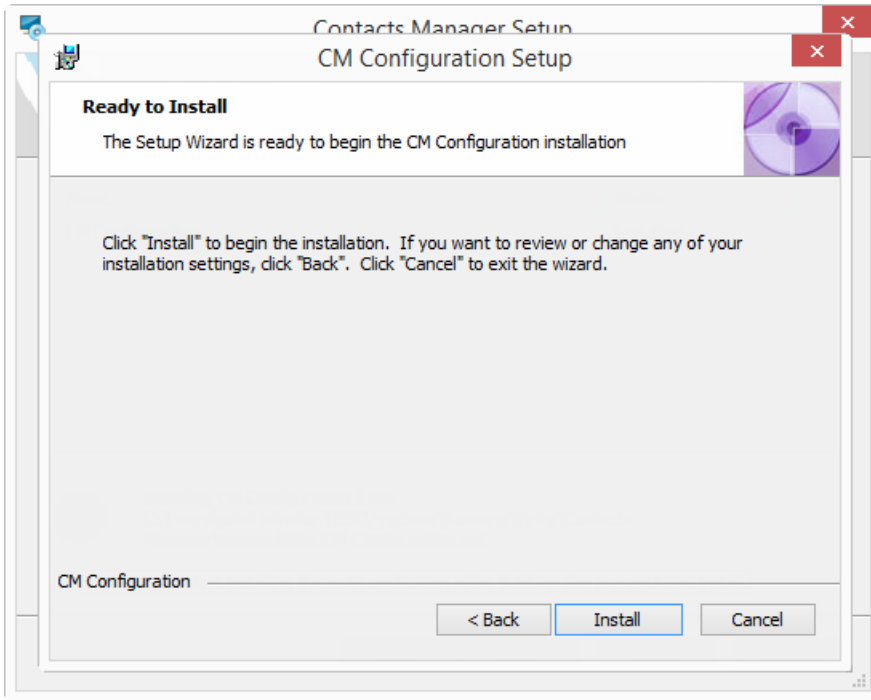


Figure 1.5

- Press "Start" to prepare Contacts Manager (Figure 1.6)

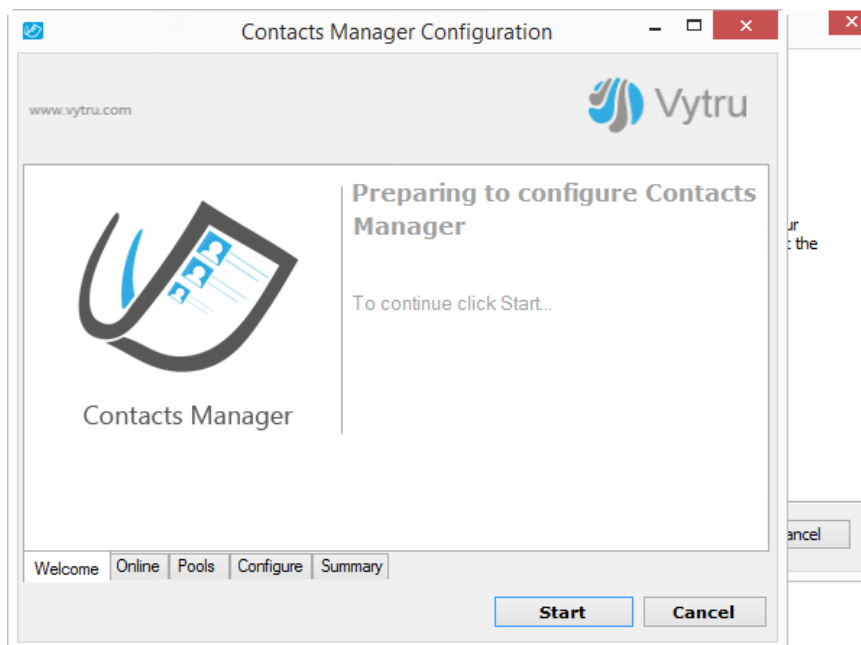


Figure 1.6

- In the "Online" tab screen (Figure 1.7):
  - Select checkbox "On-Premise" if you want Contacts Manager to support On-Premise environment
  - Select checkbox "office 365" if you want Contacts Manager to support office 365 environment
  - Select both checkboxes if you want Contacts Manager to support both On-Premise and office 365 environments.
  - Press "Next".

Note:

*In case you choose checkbox "Office365" you have to type user id and password of the domain admin account.*

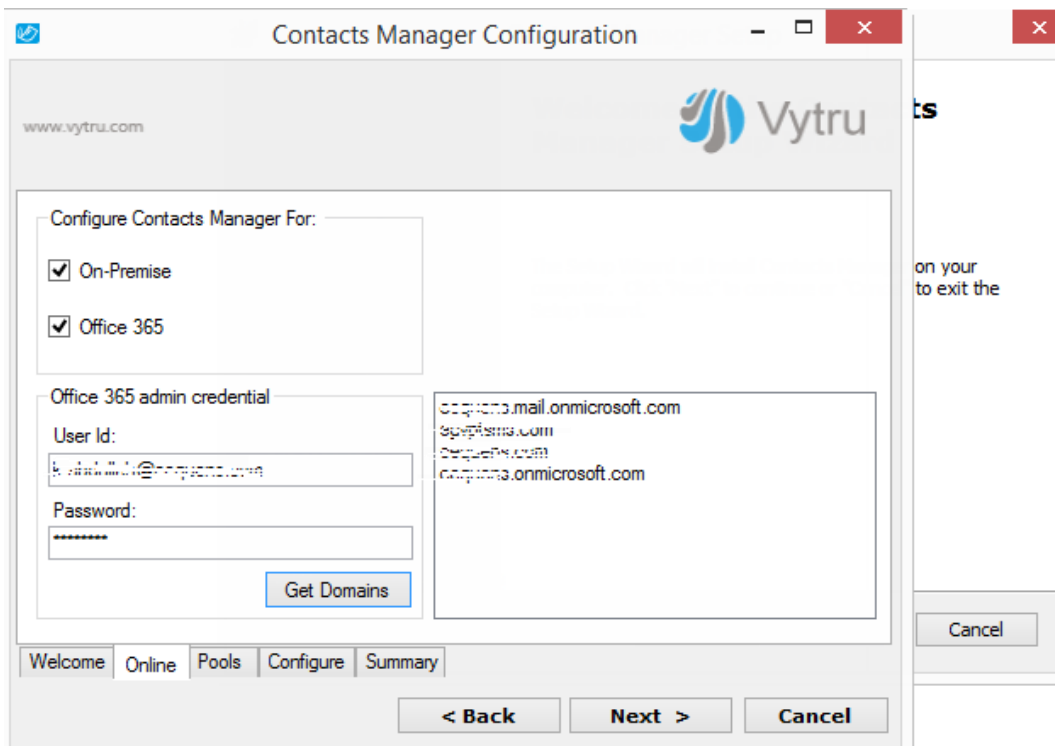


Figure 1.7

- In the "Pool" tab screen (Figure 1.8), press "Next"

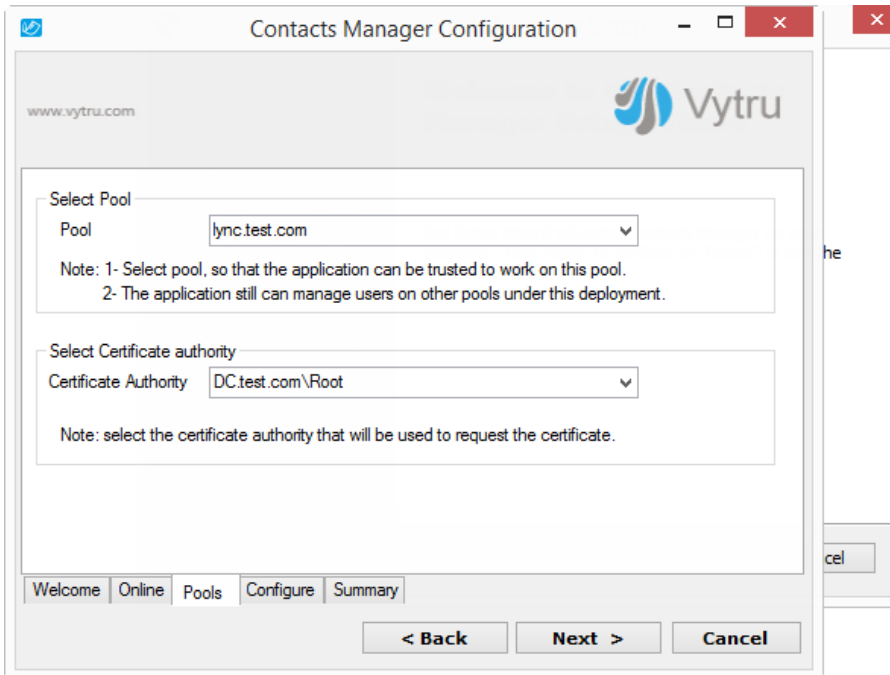


Figure 1.8

- In the "Configure" tab screen (Figure 1.9), press "Next" to complete preparation



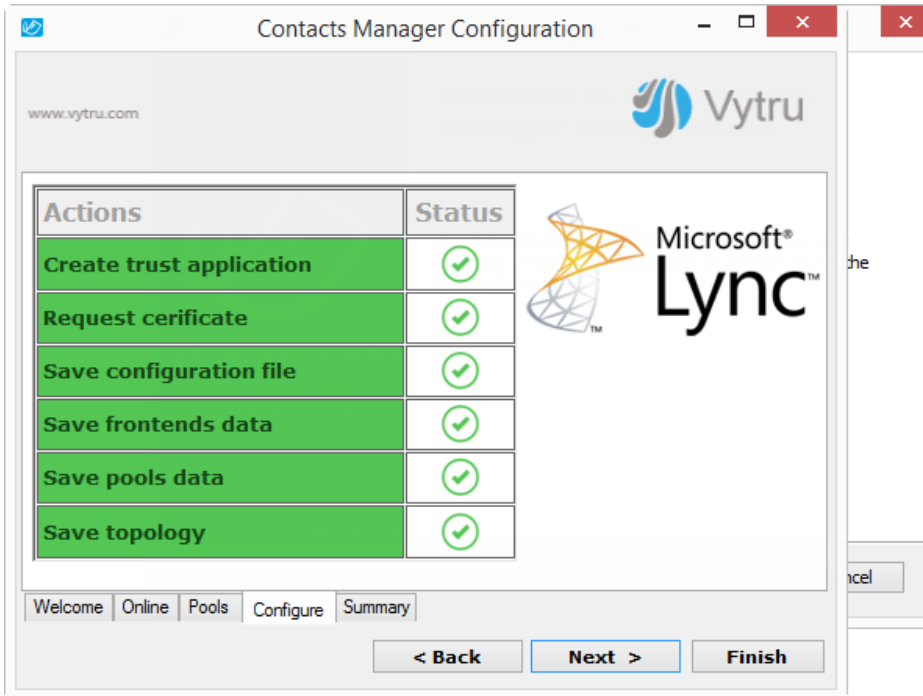


Figure 1.9

- In the "Summary" tab screen (Figure 1.10), press "Finish".

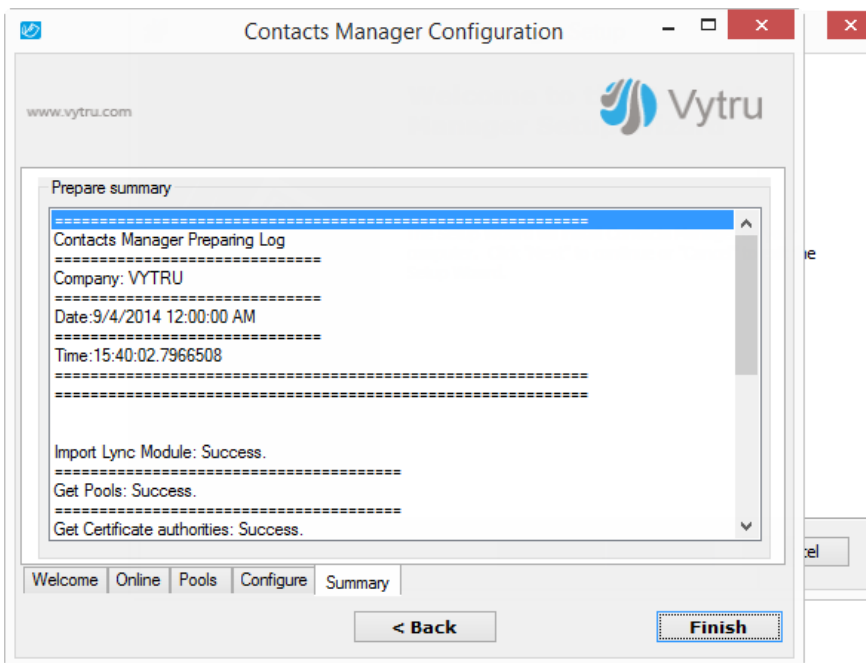


Figure 1.10

- In the Contact Manager setup wizard (Figure 1.11), Press next

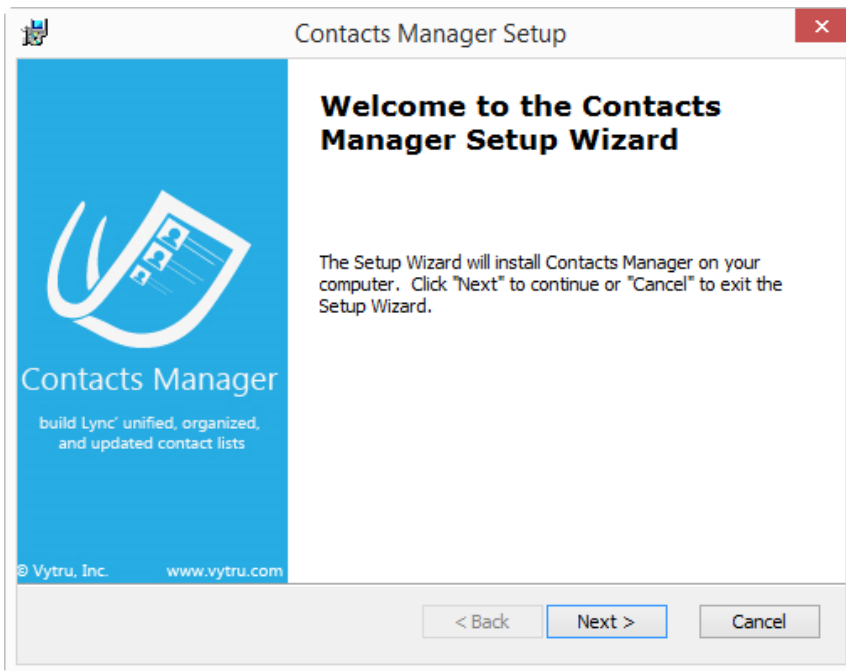


Figure 1.11

- Select the drive that you would like to install the Contacts Manager on (Figure 1.12), then follow the installation steps as indicated in the below snapshots.

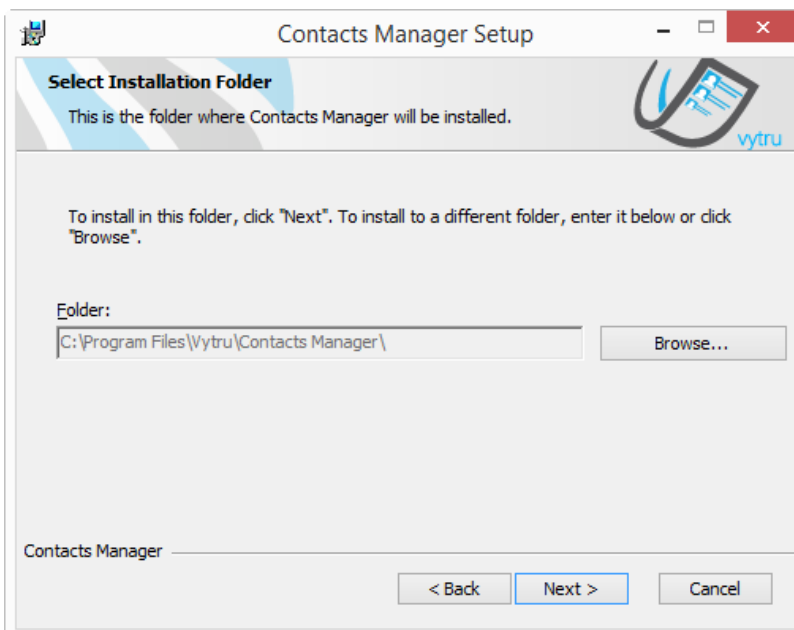


Figure 1.12

- In (Figure 1.13) Press Install

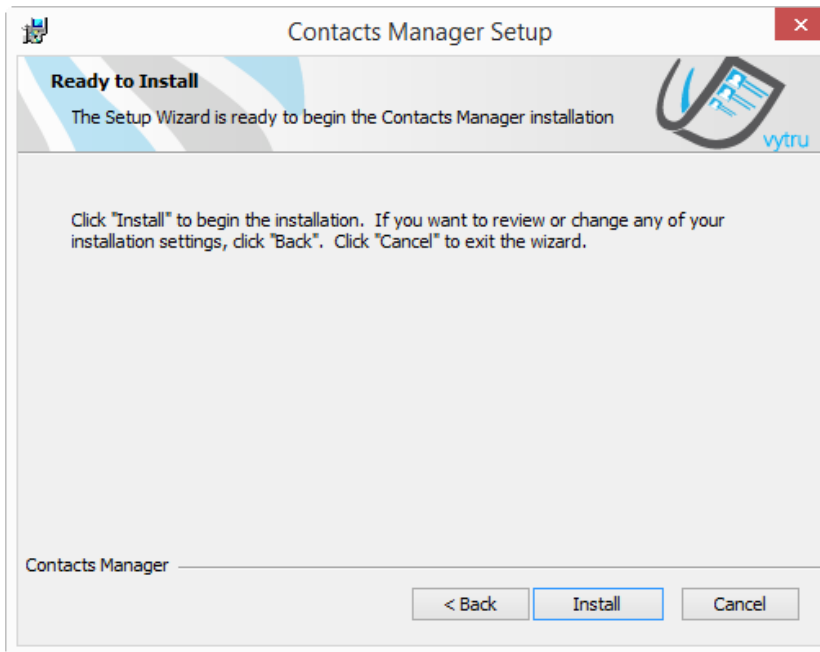


Figure 1.13

- Press Finish in (Figure 1.14), after your application is being installed successfully, you will need to close the installation wizard and open the application.



Figure 1.14