



NEW OUTLOOK



Microsoft have developed a new Outlook that does not support the OneLaw add-ins. **Do not use this version, as you will lose access to OneLaw functionality from Outlook.** You will need to continue using the existing Outlook, which is now called Outlook Classic.

Microsoft communicated that they will begin automatically enabling the new Outlook for some users starting January 2025. **Your IT provider can set a policy to disable the option to use the new Outlook, which will prevent an automatic switch.** Eventually, Outlook Classic will be retired, however this will not be for a few years. By then our development team will have completed work to ensure you can continue managing documents etc. from the new Outlook into OneLaw. Learn more below.

### What is happening?

Microsoft have developed an Outlook desktop application based on their web offering. This is replacing the Windows Mail and Calendar applications already, and will ultimately replace the current Outlook Classic application.

The new Outlook does not support COM Add-Ins, which is the older style of add-ins used by OneLaw. These add-ins enable you to manage emails and documents directly to OneLaw from Outlook Classic, and to create emails from within OneLaw. Microsoft has no plans to support COM Add-Ins in the new Outlook, which means our development team need to develop a new integration.

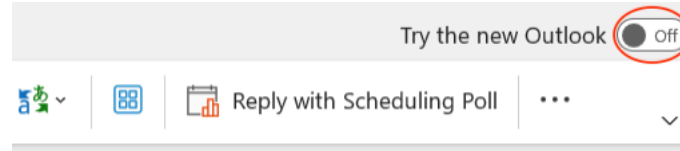
Microsoft representatives have advised that Outlook Classic will remain available (and supported) for at least a few more years. Our development team will work through a solution to integrate OneLaw and the new Outlook. This will be delivered well in advance of the retirement of the Outlook Classic.



### What do you need to do?

If you would like to continue to utilise the OneLaw add-ins, please continue to use Outlook Classic and not switch to the new Outlook. Your IT provider can set a policy to disable the option to use the new Outlook, which will prevent the automatic switch Microsoft is beginning to implement for some users. We recommend that this is configured for all OneLaw users. View instructions to set the policy [here](#).

In the case where a policy is not set, individual users will see an option to try the new Outlook displayed on the top right of your Outlook window (see screenshot below).



If you are using the new Outlook and need to switch back to Outlook Classic, simply click the same toggle you clicked to try the new Outlook (see screenshot below).

