



T E A M S O F T ®

**MACINTOSH**  
**TEAMAGENDA®**  
**INSTALLATION**



**Attention: Please be advised that depending on your operating system and configuration the images displayed in this document may vary from your own.**



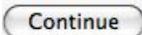
- 1) Locate “TeamAgenda.X.X.X.DMG” file on your download folder and double-click it to mount the disk image.

*n.b. Double click the disk image if the disk image does not open automatically.*

- 2) From the hard drive double-click on the icon to launch **TeamAgenda®**



- 3) “**TeamAgenda®** Introduction & Welcome” screen will appear.

After reading the introduction, click on the  button.



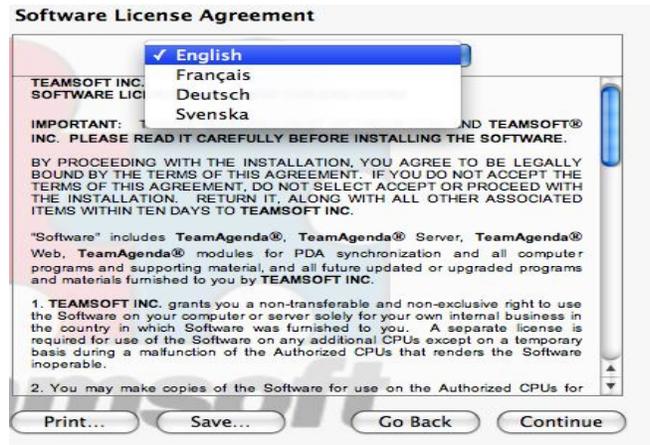
- 4) “**TeamAgenda®** ReadMe” screen will appear.

After reading the read me, click on the  button to continue.

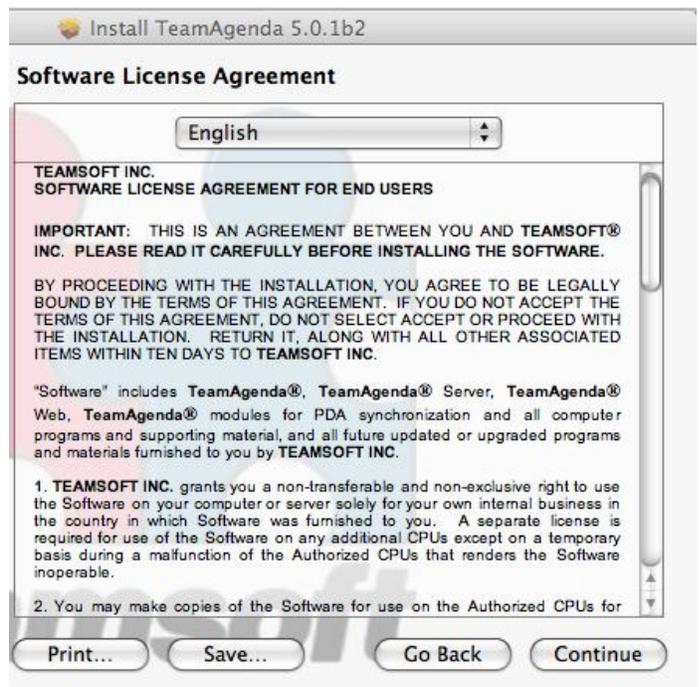


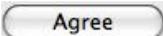


- 5) From the drop list select the language to use to read the license agreement and click the  button to continue.



- 6) After reading the license agreement, click the  button to continue.



- 7) Click the  button to continue.





- 8) The installation program allows you to “Select a Destination” where you want to install **TeamAgenda**®.

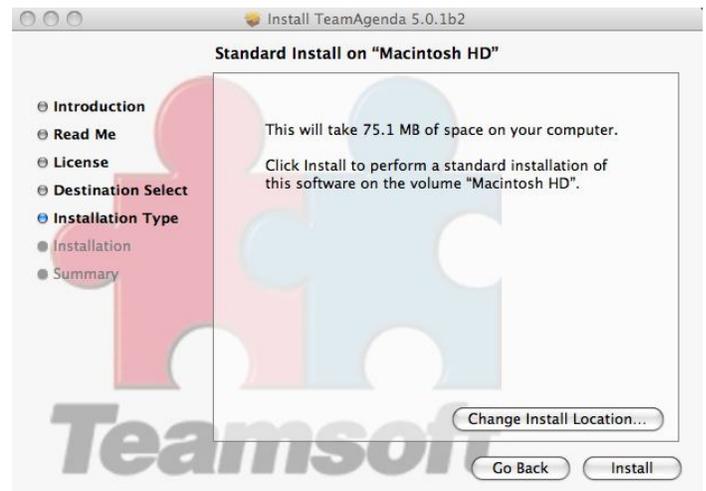
Click on the <Hard Drive> for “*Standard Installation*”



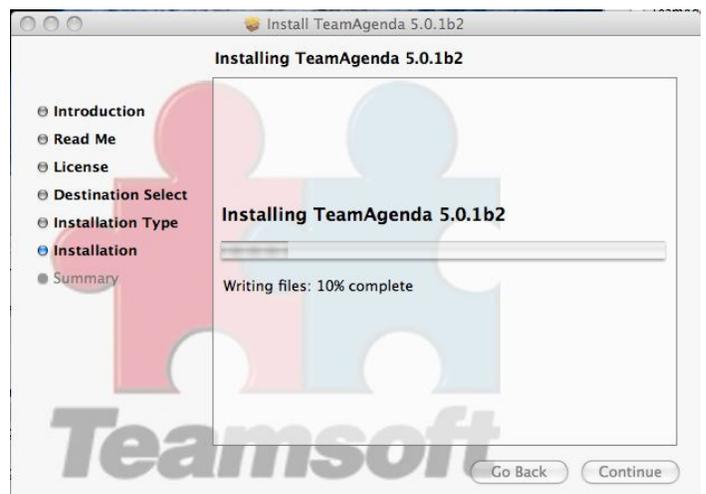
- 9) Click on the **Install** button to continue with the installation.

Or

Click on the “*Change Install Location*” to install in a different folder/location.



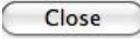
- 10) The installation program will display the progress of the installation.

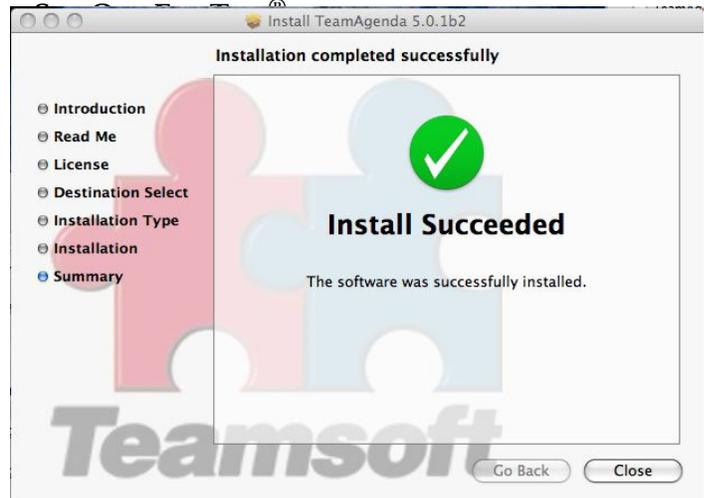




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11) The installation program will display the “Install Succeeded” screen.

Click on the  button.

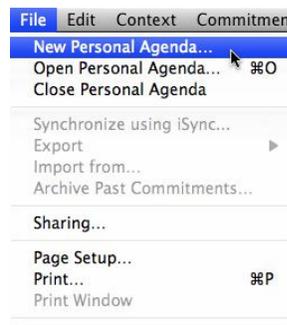


12) From the *Application folder > TeamAgenda* click on the **TeamAgenda®** item to launch the application.



13) To “Open” a new Personal Agenda.

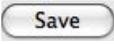
Select **<New Personal Agenda>** from the **<File>** menu.

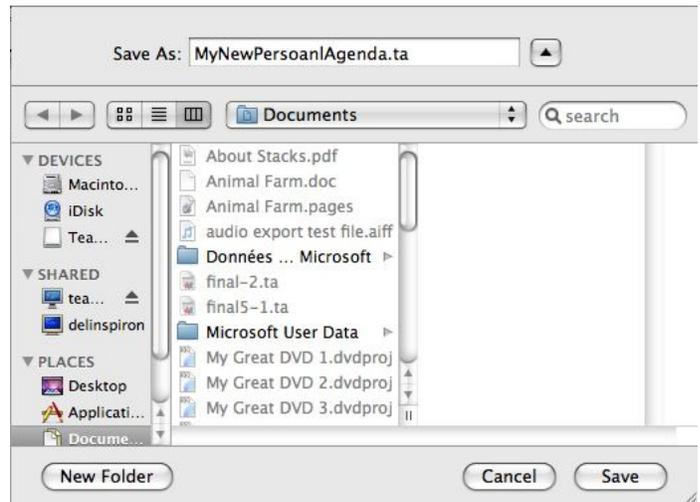




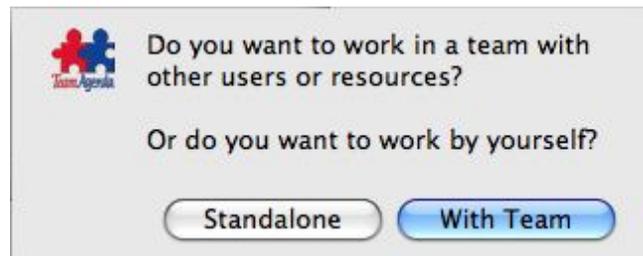
14) Enter the name you wish to call your “**New Personal Agenda**”.

*Example: <MyNewPersoanlAgenda>*

Click the  button to continue.



15) **TeamAgenda**® will now prompt you how you want to use your agenda as a **<Stand Alone>** or **<Shared With a Team>**.



If you choose  mode:

- This pop up will appear to allow you to set your password, your log in name in the team, define your categories and your personal preferences.

Select **<Connect your personal agenda to team>**

Click the  button.



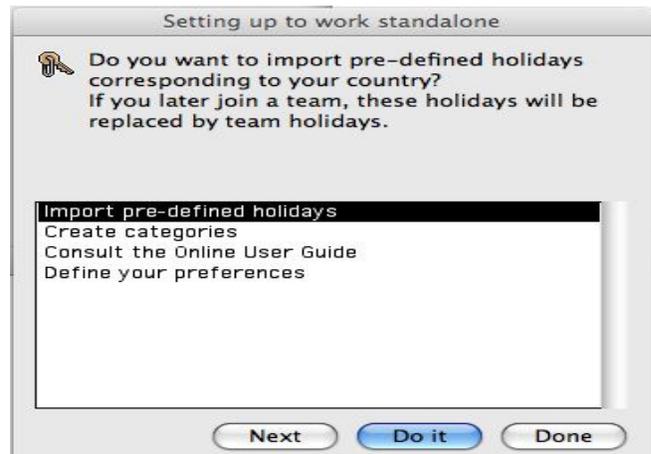


If you choose **Standalone** mode:

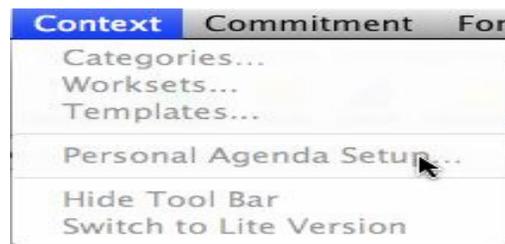
- This pop up will appear to allow you to import your personal holiday file, define categories and define your preferences.

Select **<Import pre-defined holidays>**.

Click the **Do it** button.



*Note: You can always change these configurations at any time by selecting **<Personal Agenda Setup...>** from the **<Context>** menu.*





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