

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**[®]
- "TeamAgenda[®] Introduction & Welcome" screen will appear.

After reading the introduction, click on the Continue button.





4) **"TeamAgenda**[®] ReadMe" screen will appear.

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





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



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

-	Install	TeamAgenda 5.0.1b2	
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Software License Agreement

	English	· · · ·
TEAMSOFT IN	C. CENSE AGREEMENT FOR END	USERS
IMPORTANT:	THIS IS AN AGREEMENT BE	TWEEN YOU AND TEAMSOFT®
BY PROCEEDI BOUND BY THI TERMS OF THI THE INSTALLA	ING WITH THE INSTALLATION E TERMS OF THIS AGREEMEN S AGREEMENT, DO NOT SELE ATION. RETURN IT, ALONG TEN DAYS TO TEAMSOFT INC	I, YOU AGREE TO BE LEGALLY IT. IF YOU DO NOT ACCEPT THE COT ACCEPT OR PROCEED WITH WITH ALL OTHER ASSOCIATED
"Software" incl Web, TeamAg programs and s and materials fu	udes TeamAgenda®, TeamA jenda® modules for PDA sy supporting material, and all futu urnished to you by TEAMSOFT	genda® Server, TeamAgenda® vnchronization and all computer re updated or upgraded programs INC.
1. TEAMSOFT the Software or the country in required for use basis during a inoperable.	INC. grants you a non-transfera n your computer or server solel which Software was furnished a of the Software on any additi malfunction of the Authorized	ble and non-exclusive right to use y for your own internal business in to you. A separate license is onal CPUs except on a temporary CPUs that renders the Software
2 You may m	ake copies of the Software for	use on the Authorized CPUs for

7) Click the Agree button to continue.

To continue installing the so of the software license agre	oftware you must agree to the terms ement.
Click Agree to continue or clic and quit the Installer.	ck Disagree to cancel the installation
Read License	Disagree Agree



8) The installation program allows you to "Select a Destination" where you want wo install **TeamAgenda**[®].

Click on the **<Hard Drive>** for "*Standard Installation*"



9) Click on the <u>Install</u> 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.





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.

File	Edit	Context	Commitmen
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14) Enter the name you wish to call your "**New Personal Agenda**".

Example: <MyNewPersoanlAgenda>

Click the Save 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>.



Or do you want to work by yourself?

With Team



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 **Do it** button.



Standalone



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.

P	Do you want to import pre-defined holidays corresponding to your country? If you later join a team, these holidays will be replaced by team holidays.
	replaced by team holidays.
np	ort pre-defined holidays
or	ate categories sult the Online User Guide
ef	ine your preferences

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

Context	Commitment	For
Catego	ries	
Workse	ts	
Templa	tes	
Persona	al Agenda Setur	
Hide To	ol Bar	
Switch	to Lite Version	



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