**Reconnecting Outlook Plugins**

**Issue/Environment/User Group**

A Faculty or Staff member has had a Outlook plugin (such as RingCentral Meetings for Outlook) disappear from their Outlook desktop application.

**Cause**

Due to situation like updates, certain plugins can slow Outlook, so Outlook will automatically disable them.

**Resolution**

1. Open Outlook and click on “File”:



1. Click on the Manage COM Add-ins button:



1. (1) Select the down arrow next to options for the plugin that has been disabled, (2) select the circle next to “Enable this Add-in”, and (3) click Apply:



(1)

(3)

(2)

1. Once you go back to Outlook home the Add-in should have reappeared.