

Installation

Here in this guide the appropriate method to install the software has been provided underneath.

Download the software from the given link <https://www.shoviv.com/dl/lotus-notes-to-office365.exe> and save it to your system.

Before installing the software you are required to make sure that the basic criteria for the system requirement are read carefully before fulfilling all the details mentioned

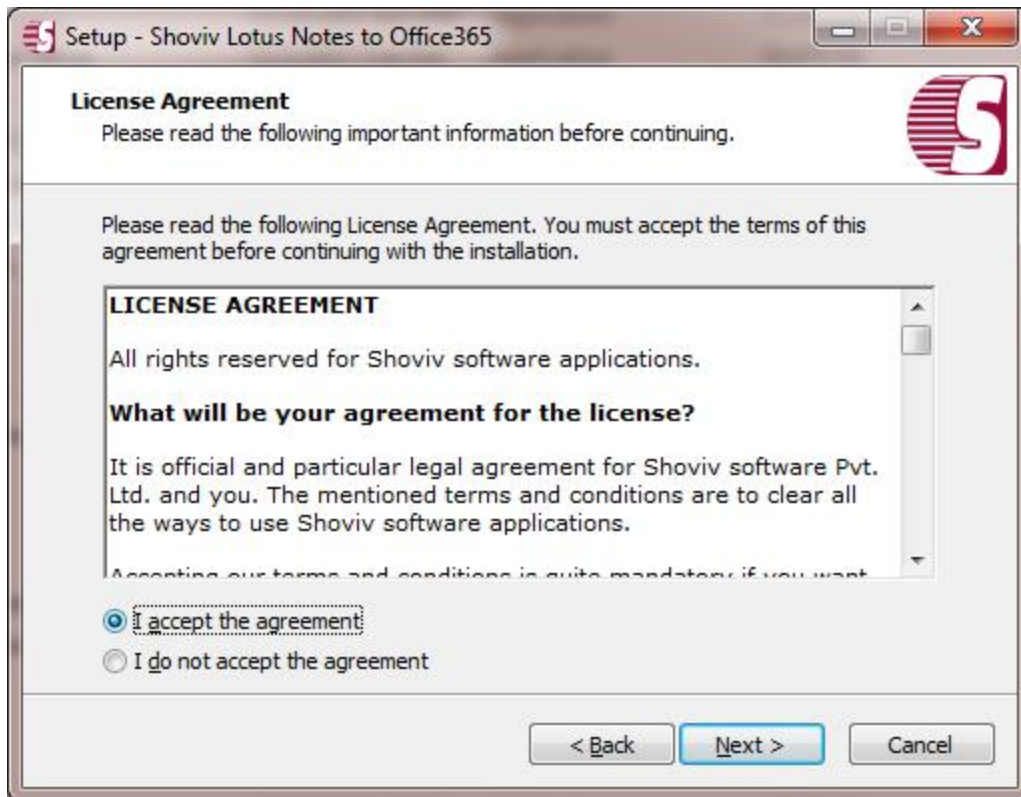
Please make a note that the software installer is available in your system. If the installer file is not available you can download the file from our website <http://www.shoviv.com>

The steps for installing the setup file is as follows:-

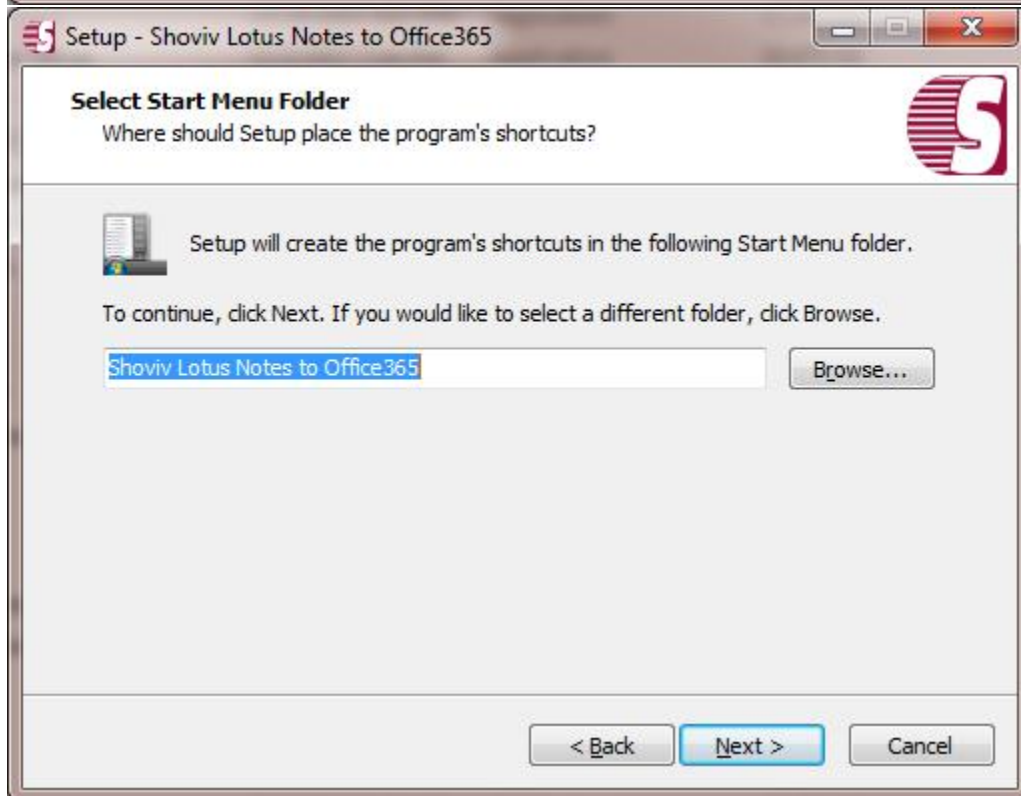
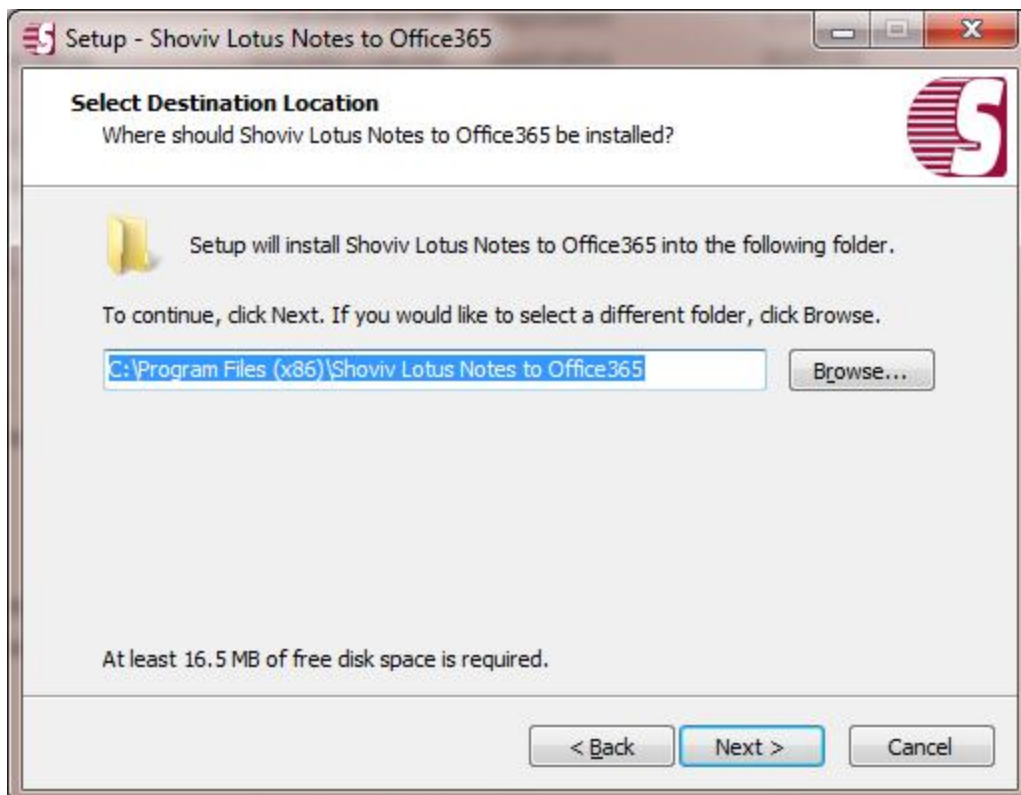
- Double-click the Shoviv Lotus Notes to Office 365 Installer file. It will initiate the installation process with the following setup wizard.
- Click "**Next**" option in the Wizard to continue the process.



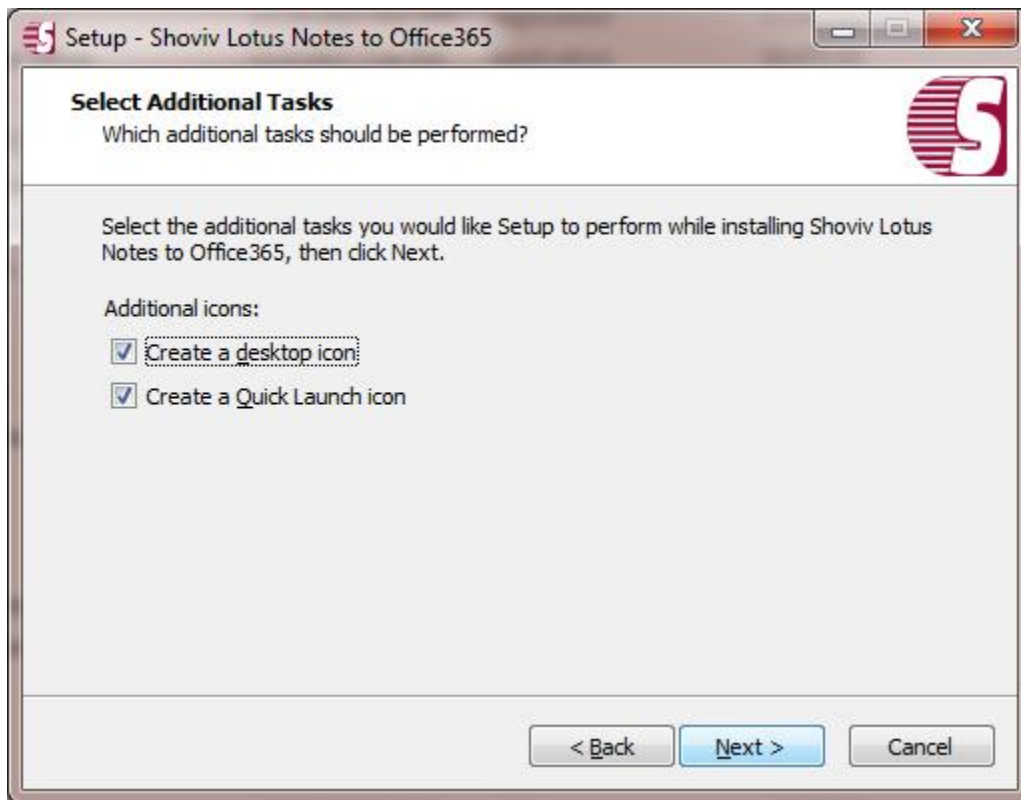
- Read the License agreement carefully before accepting. Click on "**I accept the agreement**" option after reading the license agreement. And if you do not agree with the term and condition of the agreement click on "**I do not agree the agreement**".



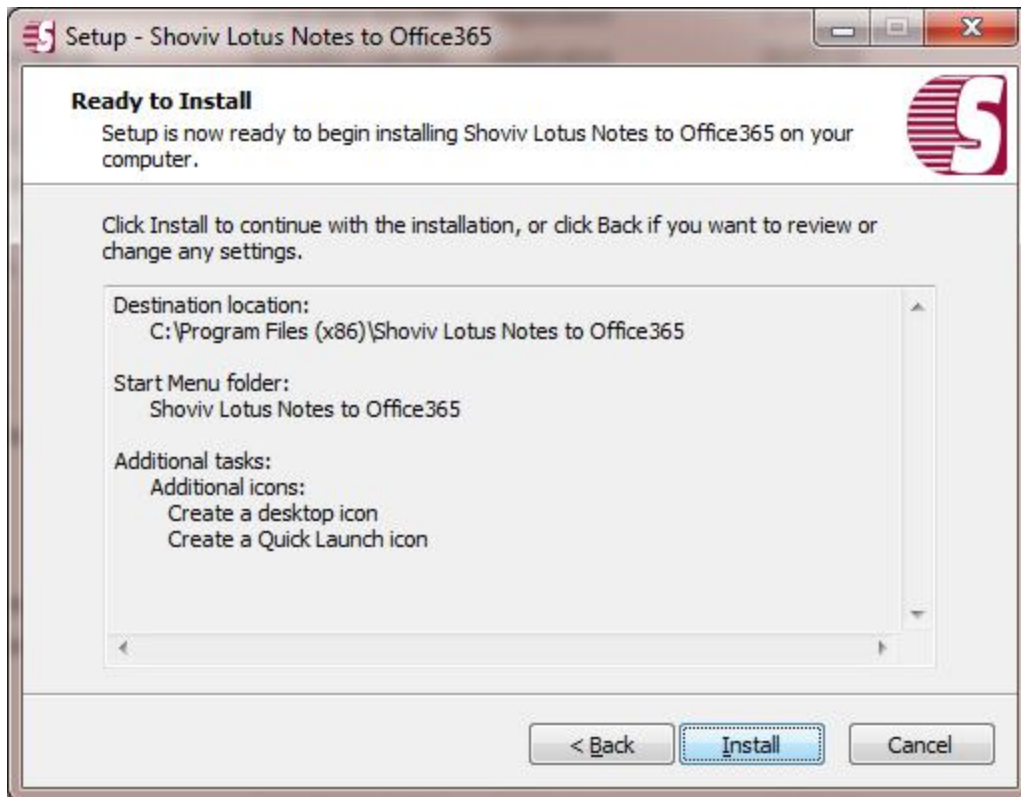
- Click on "**Next**" to continue. This will display the following wizard dialog box to change the destination location. After the destination location has been set setup will create the program location of the shortcuts folder in the Start Menu and click "**Next**".



- After clicking **Next**. A select additional tasks icon will continue. In which you can check to **create a desktop icon** or **create a quick launch icon**. Select **Next** and continue with further steps.



- Click **Next** to finally install the program wait for the installation process to get complete.



- **Finish** the program when installation is done.

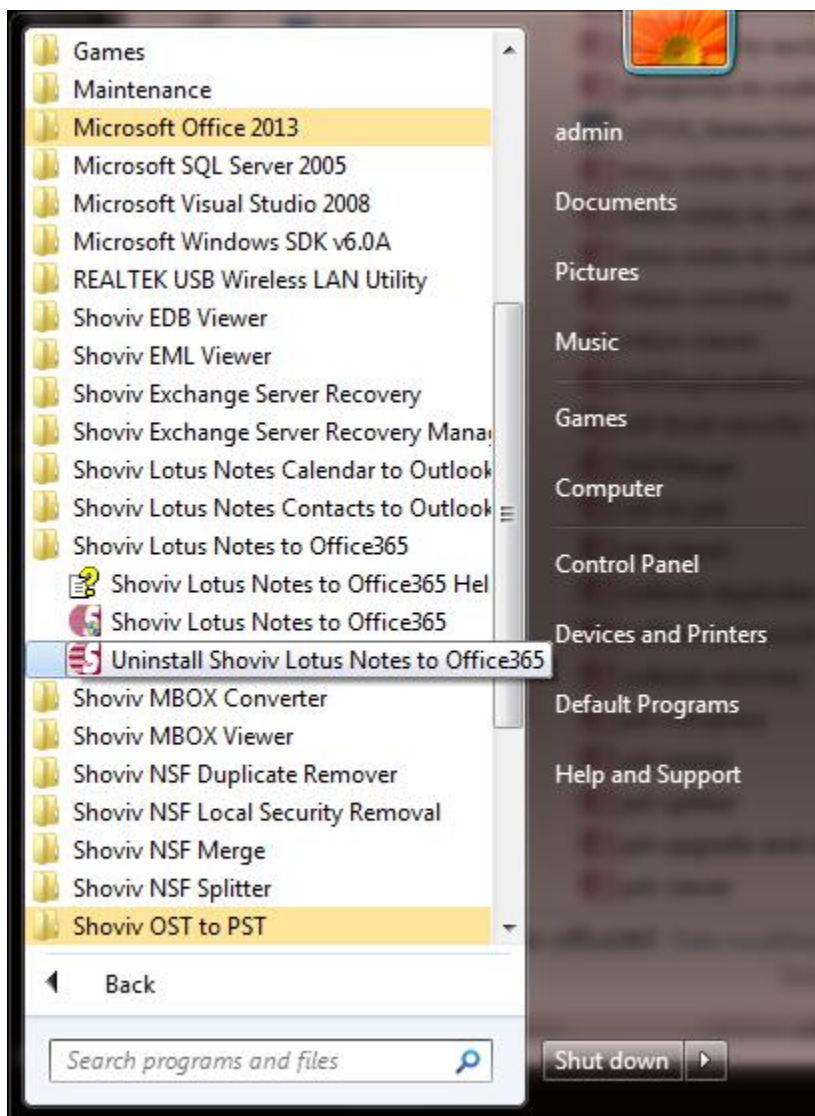


Un-installation

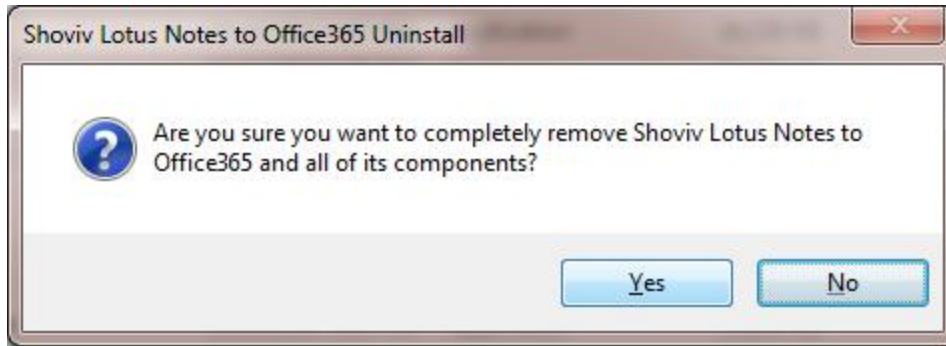
Uninstall Shoviv Lotus Notes to Office 365 software from Windows Start Menu

Uninstall from the Windows Start Menu

- **Click Start > All program > Shoviv for Lotus Notes to Office 365 >Uninstall Shoviv Lotus Notes to Office 365 Software** followed by a warning message which will display.



- Click the Yes button to continue with the uninstalling process for Shoviv Lotus Notes to Office 365 Software followed by **“Shoviv Lotus Notes to Office 365 Software was successfully removed from your computer”** message.



- After the Message has been displayed click **OK** button to complete the Lotus Notes to Office 365 Software un-installation process.

