

# Surround SCM and Microsoft Office Integration Issues

## Problem #1

The Surround SCM menu is still available in Microsoft Office applications after you clear the Enable Microsoft Office plug-in option in the Surround SCM User Options dialog box.

## Problem #2

Microsoft Office applications retain Surround SCM settings after closing a document. For example, the Surround SCM Login dialog box retains the login information even if the Always login with this username and password option is not selected.

## Cause

An application that uses Microsoft Word to edit files is running (e.g., Outlook). The Microsoft Office plug-in was loaded when the application started and the plug-in parameters were stored in memory.

## Solution

Close the applications such as Microsoft Outlook that use Word to edit files before starting other Office applications or use a different editor. For example, in Outlook you can disable the Word settings.

1. Choose Tools > Options.
2. Click the Mail Format tab.
3. Clear the Microsoft Word options.
4. Click OK.
5. Close and restart Outlook.

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