

# WAFUNIF Directory Outlook Plugin v1.0 User's Guide

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## Intended Audience

This tool is intended to be used by individuals who need to lookup contact information for the various entities that comprise the United Nations: United Nations Protocol and Liaison Service; Member States maintaining permanent mission at the UNHQ; Non-Member States; Intergovernmental organizations and Specialized agencies and related organization maintaining liaison office at the UNHQ.

## About WAFUNIF

The World Association of Former United Nations Interns and Fellows (WAFUNIF) was founded in 1978 by the United Nations to serve as the official alumni organization of the United Nations internship and fellowship programs and subsequently gained consultative status with the Economic and Social Council of the United Nations (ECOSOC) and with the United Nations Department of Public Information (UNDPI), now the Department of Global Communications (DGC), in 1980-1981. Additionally, in October 1983, the Trade and Development Board accorded WAFUNIF Consultative status in the General Category with the United Nations Conference on Trade and Development. In recognition of WAFUNIF's significant contribution to the International Year of Peace, the former UN Secretary-General H. E. Dr. Javier Perez de Cuellar designated WAFUNIF as a United Nations Peace Messenger on September 15th 1987.

Membership in WAFUNIF is open to all former UN interns and fellows, but current interns and fellows with an interest in future membership are encouraged to begin their application during their internship or fellowship. For more information about WAFUNIF, please visit our website at <https://www.wafunif.org>.

## User Data

The WAFUNIF Directory Outlook Plugin uses Google Analytics to capture usage data. Such data is used to analyze where users may be experiencing problems, and which features they find most useful. This is currently experimental and may be removed in future versions. More information can be found at the [GA4] Data Collection info page on Google Support <https://support.google.com/analytics/answer/11593727?hl=en>.

Additionally, this plugin does take advantage of third-party user interface (UI) libraries such as Bootstrap, Selectize.JS, and JQuery. To the best of our understanding, none of these UI tools collect and store such data either.

## Source Data

The current data set is sourced partially or completely from the [UN blue book](#). If you should find an **error or omission**, or **wish to add your organization's information** to our directory, please report it to WAFUNIF using our Contact Us form, located at <https://www.wafunif.org/contactus.html>.

## License

This tool has been developed by the World Association of Former United Nations Interns and Fellows (WAFUNIF) and is offered free of charge for your use. All rights are governed via the MIT software license (see [Appendix A – MIT Software License](#) ).

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*If you find this tool useful, please consider [making a donation](#). To make a donation, use the supplied hyperlink found in this document or within the plugin, or point your browser to the WAFUNIF homepage ( <https://www.wafunif.org> ) and click the yellow Donate button.*

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## System Requirements

The WAFUNIF Directory Outlook Plugin itself has no special requirements beyond what is imposed by the Microsoft Outlook application itself. However, it must be stated that this plugin was written for and tested with the **new version of the Outlook for Windows**. Therefore, while the plug-in likely will work with the other platforms listed below, such usage is untested. We do encourage and appreciate users who wish to experiment with such platforms to report their results back to us.

As of the time of the release of this publication, Microsoft claims support for the following platforms:

- Outlook 2013 or later on Windows
- Outlook 2016 or later on Mac
- Outlook on iOS
- Outlook on Android
- Outlook on the web for Exchange 2016 or later
- Outlook on the web for Exchange 2013
- Outlook.com

Please note, with the latest redesign of Outlook, Microsoft has taken their plugin development strategy in a new direction. Thus, the older style interface uses a different technology that is incompatible.

More information can be found on the Microsoft Outlook Plugin Requirements website, located at <https://learn.microsoft.com/en-us/office/dev/add-ins/outlook/add-in-requirements>.

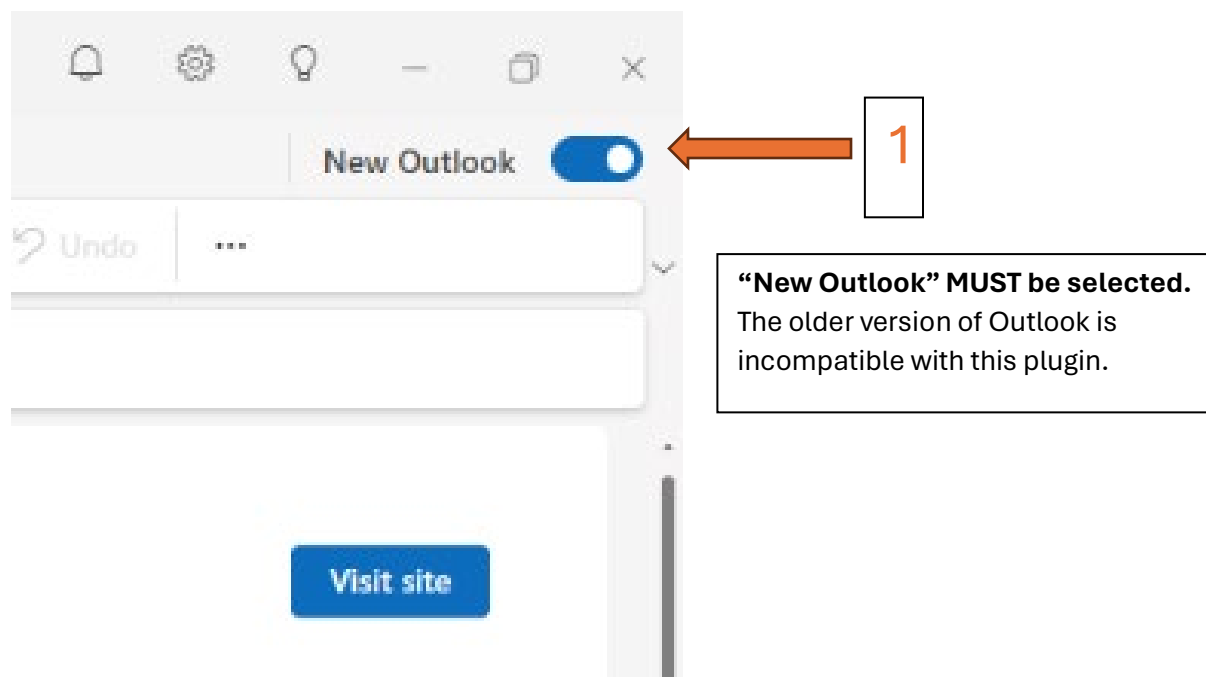
# Installation Instructions

Installation of the plugin is simply a matter of accessing the plugin registration screen and pointing it to the plugin’s manifest file. Instructions for how to obtain the manifest file can be found in [Appendix B – Obtaining the manifest.xml file](#). The process is not difficult, but accessing the menu to install the application may be a bit tricky for some users. The following sequence of screenshots will hopefully guide you in navigating to this menu and installing the plugin.

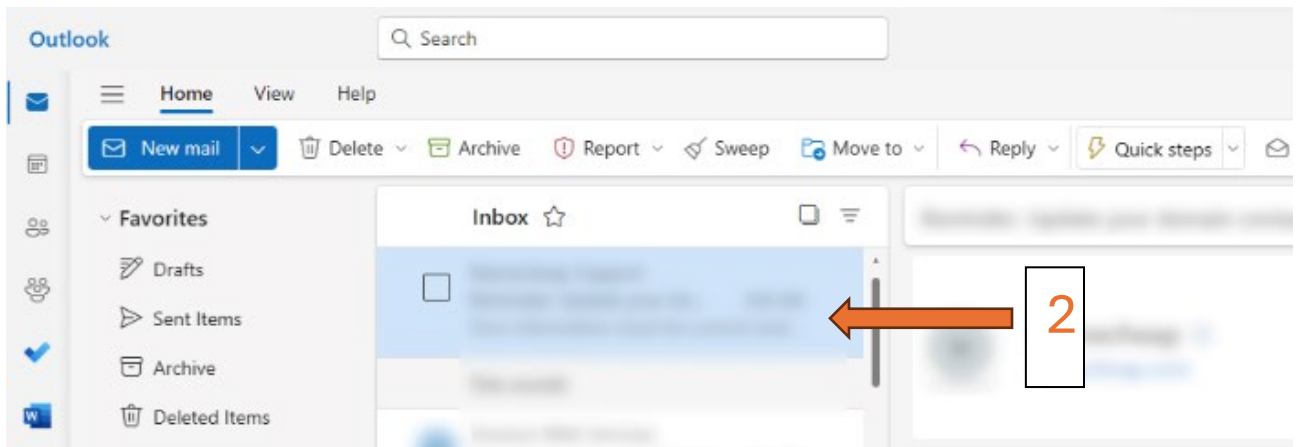
## Prerequisites

Before proceeding, make sure you have a copy of the manifest file. The manifest file can be downloaded from the WAFUNIF website using [this link](#).

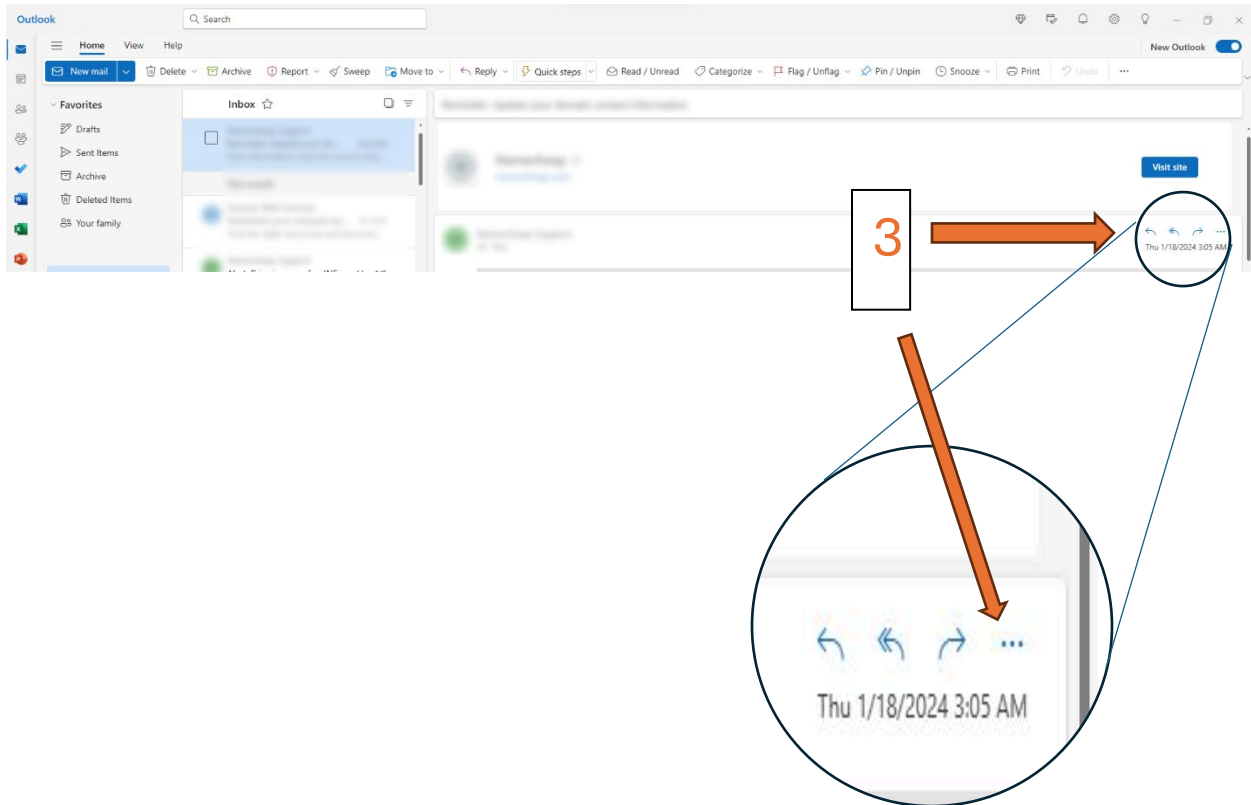
### Step 1 – Ensure you are using the correct version of Outlook



## Step 2 – Click on an email (any email) from your Inbox



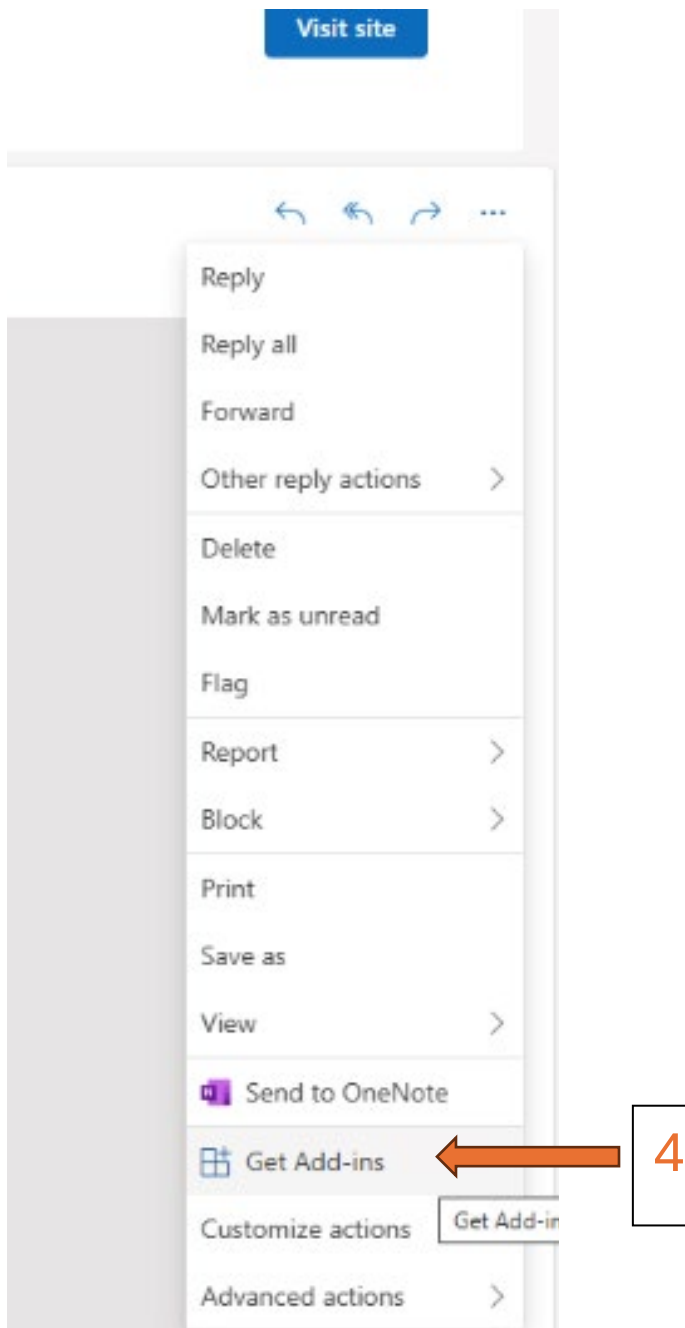
## Step 3 – Expand the options menu located in the details pane for the selected message







Step 4 – On the expanded menu, select “Get Add-ins”



## Step 5 – Click “My add-ins”. Expand the dropdown located in the “Custom Addins” subsection

Be sure you have selected ‘My add-ins’

Add-Ins for Outlook

Add-ins may access personal information. By turning an add-in on, you agree to its License Terms and Privacy Policy.

All

**My add-ins**

Send feedback X

Search add-ins

### Store Add-ins

Add-ins that you added from the Office store

No add-ins found.

### Admin Managed

Add-ins deployed by your administrator. [Browse all admin-managed add-ins](#)

**My Templates**

Added

**Bing Maps**

Map addresses found in your email. This add-in will send addresses to Bing but will not share your data with any

Added

### Added by Microsoft

Microsoft has provided these add-ins so you can try them out.

**My Templates**

Added

**Bing Maps**

Map addresses found in your email. This add-in will send addresses to Bing but will not share your data with any

Added

### Custom Addins

You can install add-ins from a file or from a URL. [+ Add a custom add-in](#) v

No add-ins found.

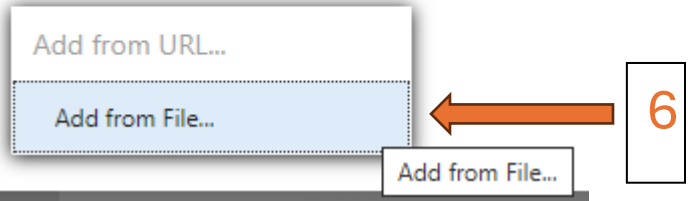
5

## Step 6 – Select the “Add from File...” menu option

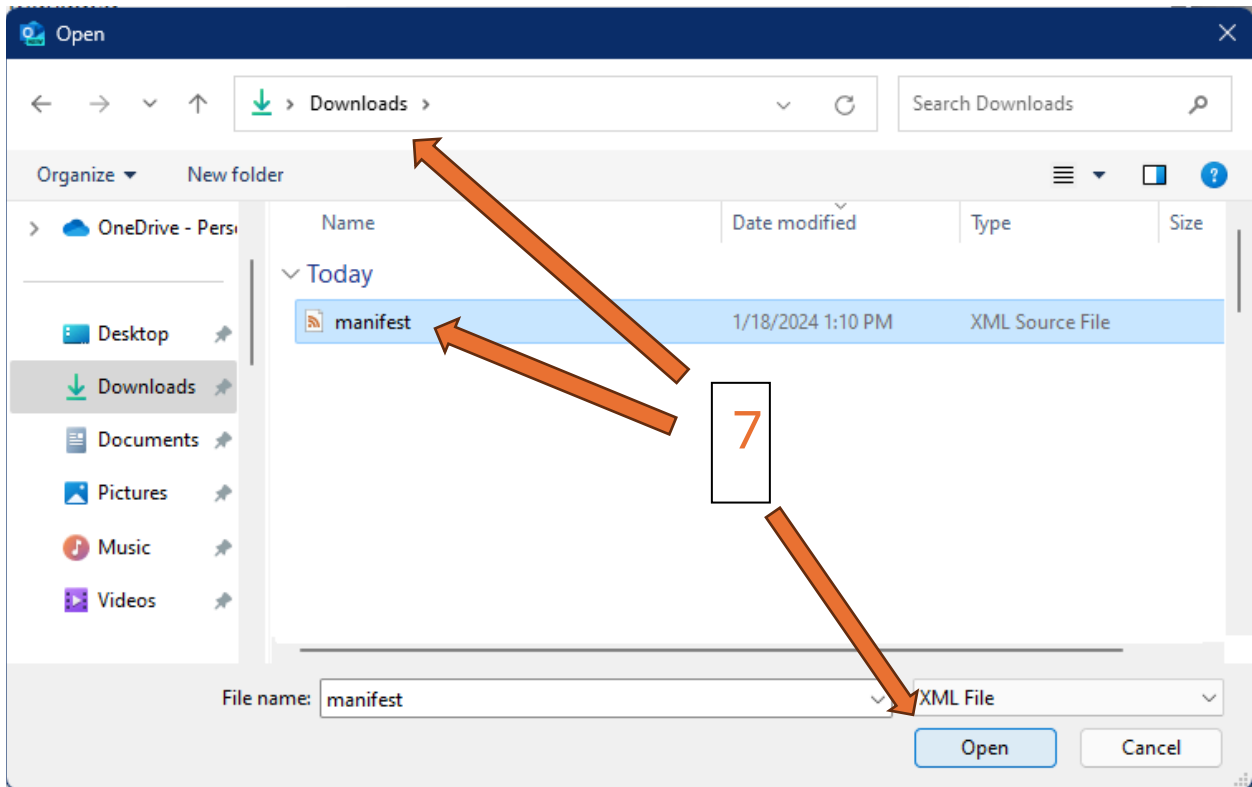
### Custom Addins

You can install add-ins from a file or from a URL. [+ Add a custom add-in](#) ▾

No add-ins found.

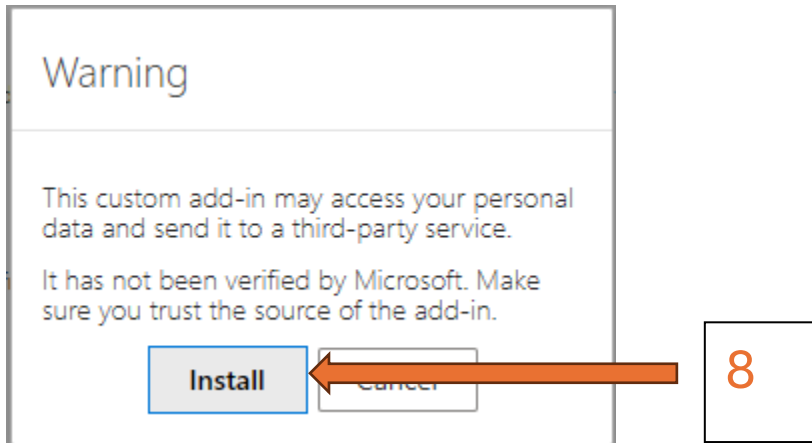


## Step 7 – Navigate to the plugin’s manifest file and select ‘Open’.





## Step 8 – Select the ‘Install’ button in the pop-up window



## Step 9 – Confirm addition of the plugin

Custom Addins

You can install add-ins from a file or from a URL. [+ Add a custom add-in](#) ▾

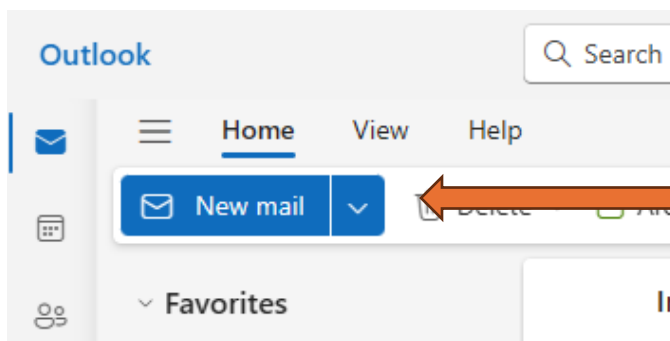


Once installed, you should see this box appear beneath the “Custom Addins” subsection.

# Usage Guide

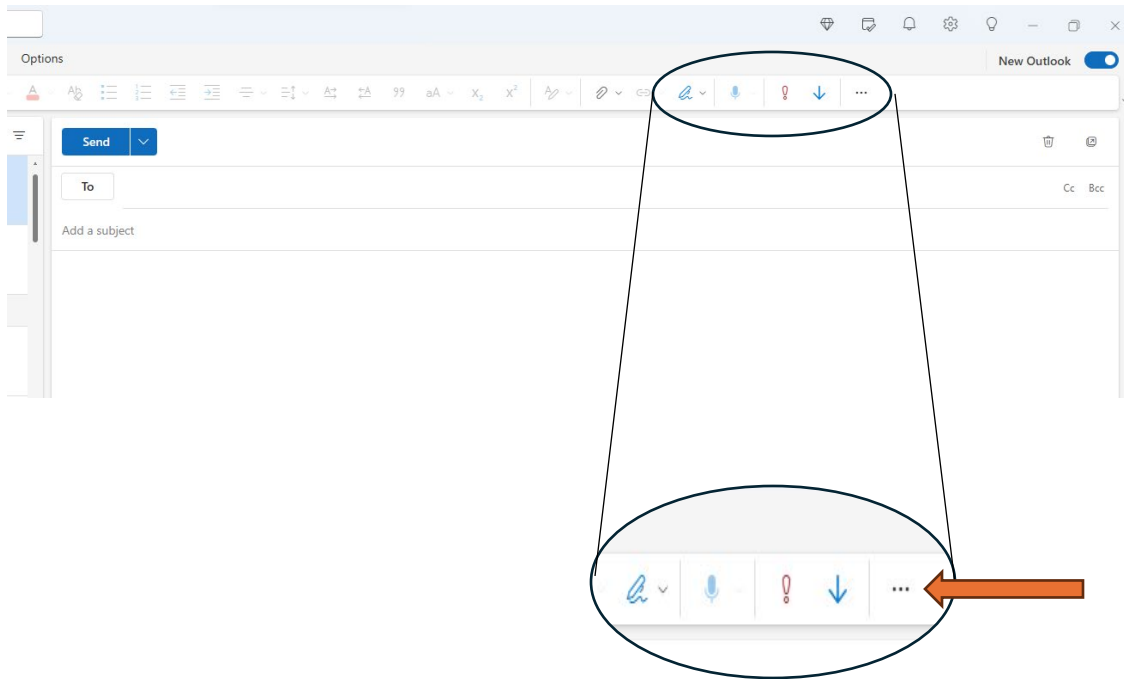
## Opening the WAFUNIF directory plugin

To open the plugin, click the New Message button to open the email editor. From the new email editor's context menu, select the button labelled 'UN System Directory'. This will open the task pane for the plugin.

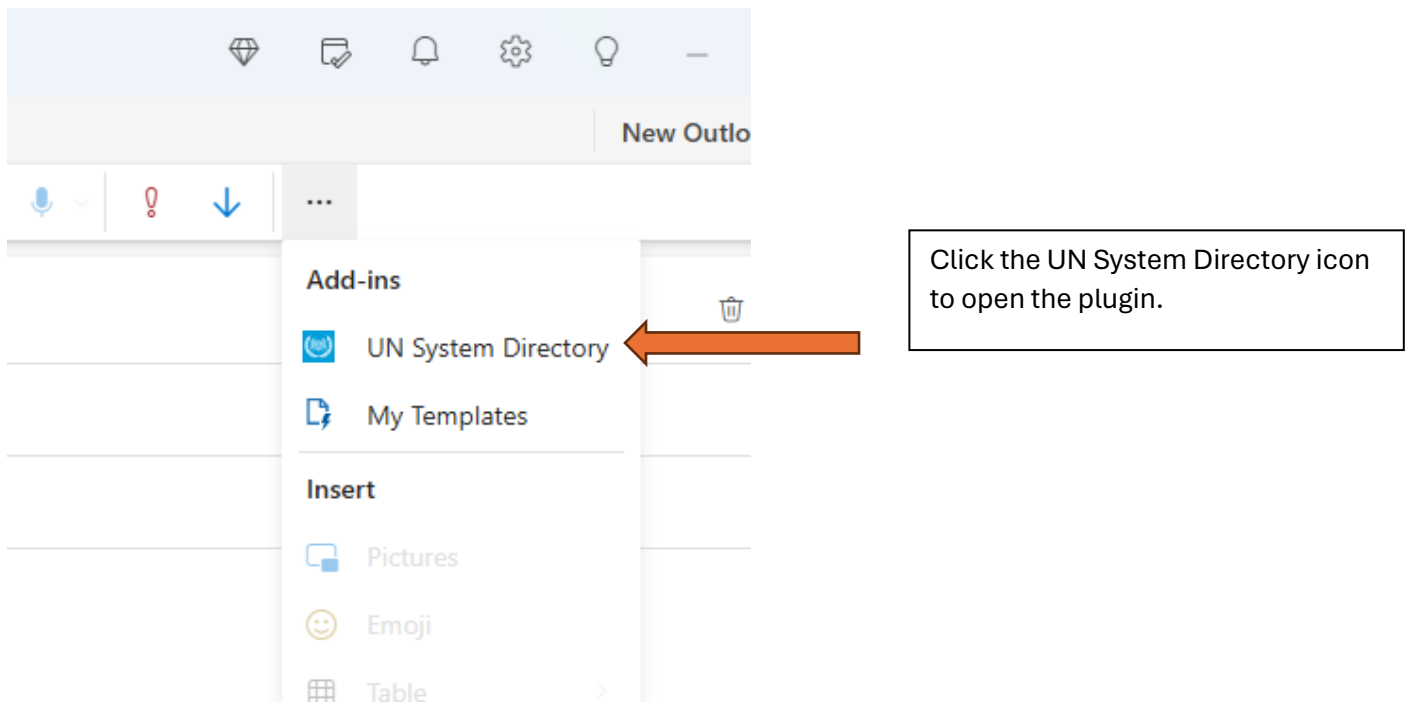


Click here to open the new email editor.

Expand the editor's context menu by clicking the '...' button as show below.

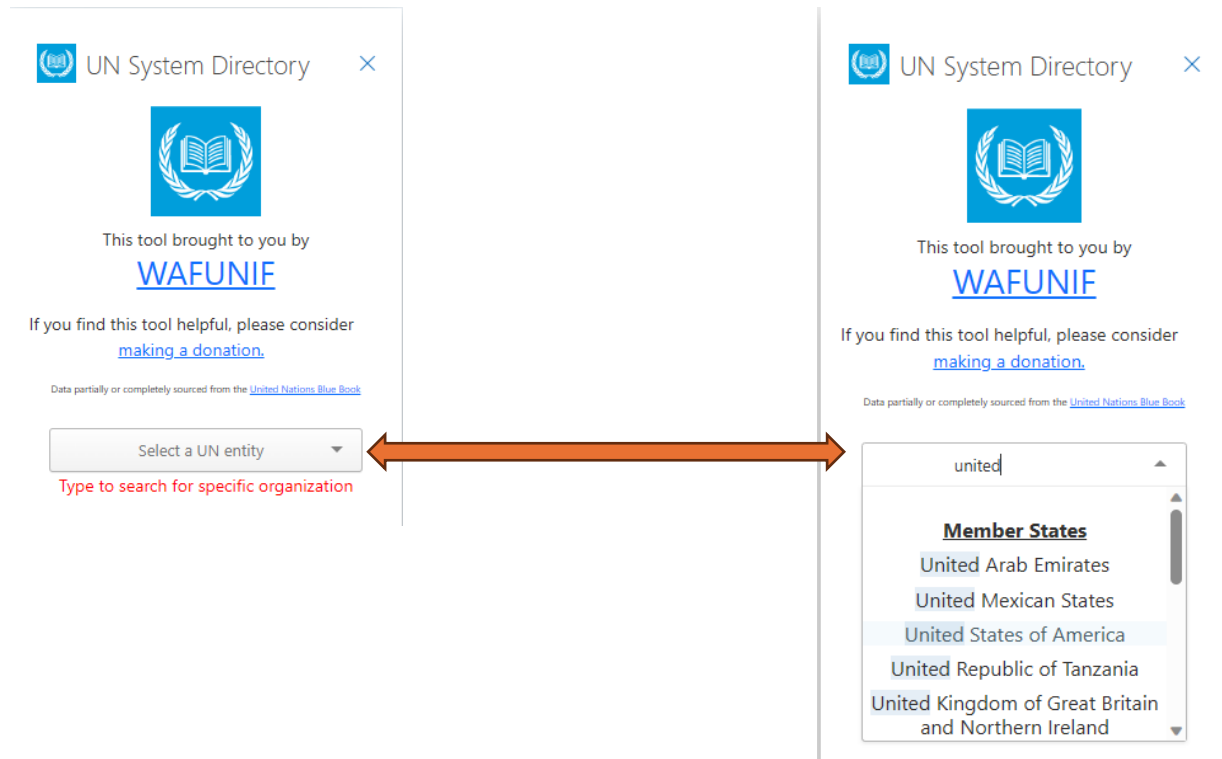


Finally, left click the UN System Directory icon shown on the expanded menu.



## Searching for a UN Entity

Entities can be selected or searched using the UN entity dropdown labelled below. To search for an entity left-click on the the dropdown and start typing.





## Searching for a different entity

If you need to change the currently selected entity, then select the dropdown and hit the Backspace key to clear the current selection.



The screenshot shows the 'UN System Directory' search interface. At the top left is the UN logo and the text 'UN System Directory' with a close button (X). Below this is the WAFUNIF logo, which consists of a blue square containing a white book icon surrounded by a laurel wreath. Text below the logo reads: 'This tool brought to you by **WAFUNIF**'. Further down, it says: 'If you find this tool helpful, please consider [making a donation](#).' At the bottom of this section, it notes: 'Data partially or completely sourced from the [United Nations Blue Book](#)'. A search dropdown menu is open, showing a list of countries: 'United States of America', 'Republic of Türkiye', 'Republic of South Africa', 'Democratic Socialist Republic of Sri Lanka', 'Syrian Arab Republic', and 'Republic of Trinidad and Tobago'. The 'United States of America' entry is highlighted with a green bar. An orange arrow points from a callout box to the 'United States of America' text in the dropdown. The callout box contains the text: 'Hitting the Backspace key here will clear the search result and permit you to perform a new entity lookup.'

## Viewing Entity Information

Once an entity has been selected, all of the available information is summarized as show below. If our directory does not have any information for a particular field, then it is not show. For example, if the United States Mission did not have a website, the website dropdown would not be shown.

The screenshot shows the 'UN System Directory' interface. At the top, it features the UN logo and the text 'UN System Directory'. Below this is the WAFUNIF logo and a message: 'This tool brought to you by WAFUNIF. If you find this tool helpful, please consider making a donation. Data partially or completely sourced from the United Nations Blue Book'. The main content area is titled 'United States of America' and includes several sections:

- Entity Name:** A dropdown menu showing 'United States of America'.
- Contact Information:** A list of dropdown menus for 'Address', 'E-mail', 'Telephone Numbers', and 'Website'.
- Useful facts:** Information including 'National Holiday: Independence Day, 4 July' and 'Languages: English'.
- Ambassador and staff listings:** A section titled 'Staff Listings' with the text 'Ambassador Extraordinary and Plenipotentiary H.E. Mrs. Linda Thomas-Greenfield'.

Orange arrows and boxes on the right side of the screenshot point to these specific sections, labeling them as 'Entity Name', 'Contact Information', 'Useful facts', and 'Ambassador and staff listings'.



## Hyperlinked data

Some data is hyperlinked. Clicking the hyperlink will take an appropriate action for the given link. Continuing with the current example using the data for the United States mission, if you wish to email them all you would need to do is click their email address and the email address is populated into the mail recipient list.

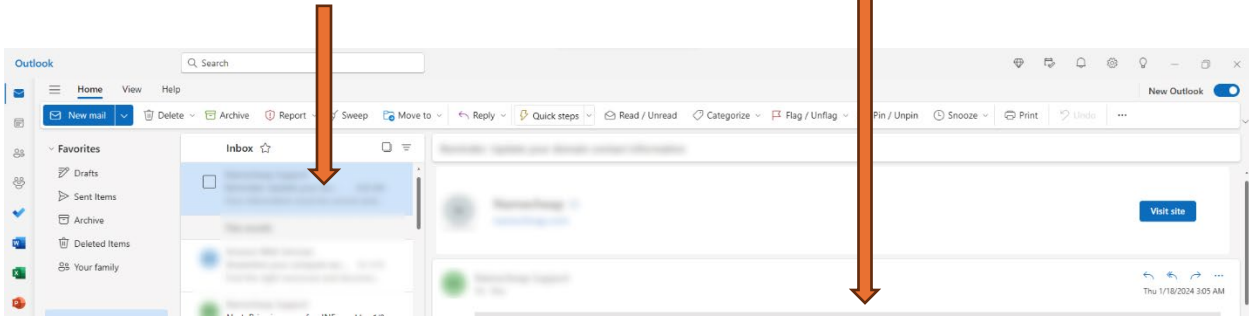
The screenshot shows the 'UN System Directory' interface. At the top, it says 'United States of America'. Below that, there are four expandable sections: 'Address', 'E-mail', 'Telephone Numbers', and 'Website'. Each section contains a list of links. Three orange arrows point from text boxes on the right to the address, email, and website links.

Category	Link	Action
Address	<a href="#">United States Mission to the United Nations 799 United Nations Plaza New York, NY 10017</a>	Clicking here will open your browser and show you the address in Google Maps, where you can get directions, etc.
E-mail	<a href="mailto:usun.newyork@state.gov">usun.newyork@state.gov</a>	Clicking here will populate the current email's To: field with the information listed.
Website	<a href="http://usun.state.gov">usun.state.gov</a>	Clicking here will open your browser and take you to their declared homepage.

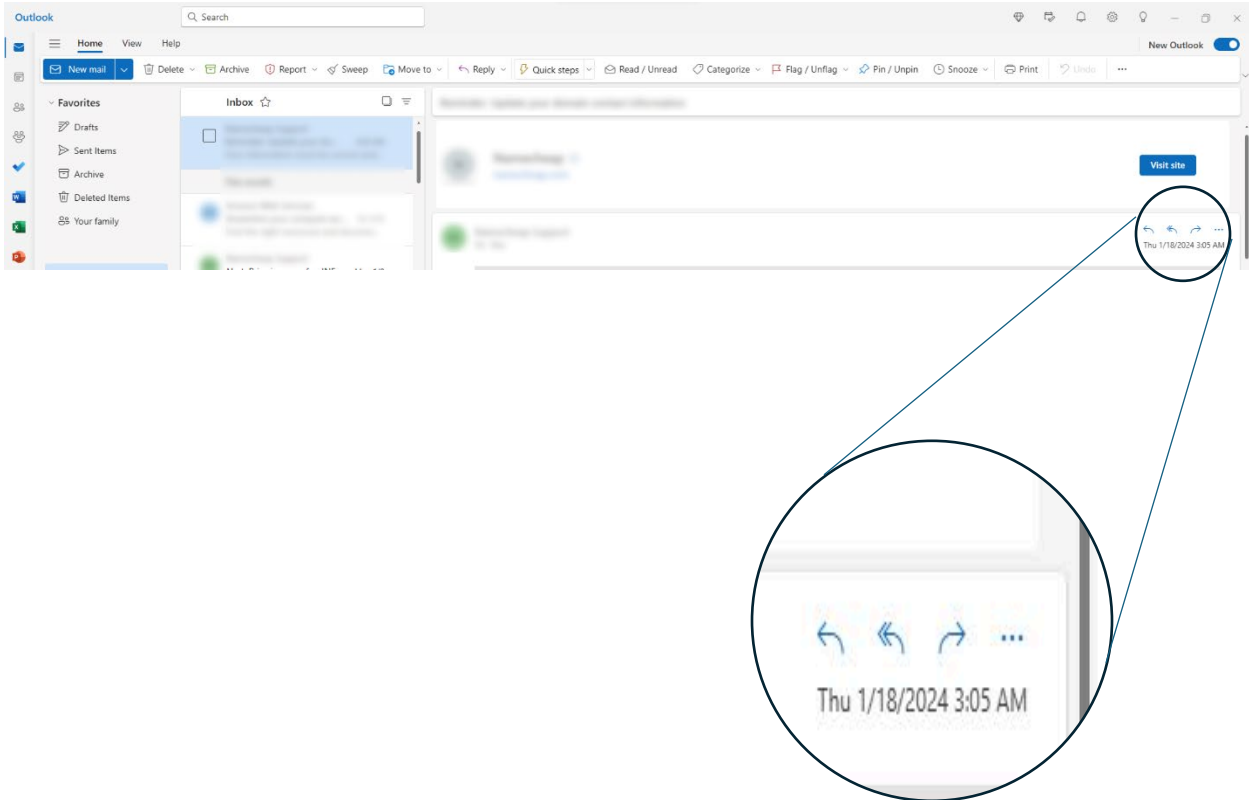
# Uninstall the plugin

This is the detailed message page

## Step 1 – Select an existing mail



## Step 2 – Expand the context message in the detailed message pane



### Step 3 – Select ‘Remove’ from plugin’s context menu

Be sure you have selected ‘My add-ins’

The screenshot shows the 'Add-Ins for Outlook' interface. At the top, there is a warning: 'Add-ins may access personal information. By turning an add-in on, you agree to its License Terms and Privacy Policy'. Below this, there are two tabs: 'All' and 'My add-ins', with 'My add-ins' selected. An orange arrow points from the text box above to this tab. The main content area is divided into three sections: 'Added by Microsoft' and 'Custom Addins'. Under 'Added by Microsoft', there are two add-ins: 'My Templates' and 'Bing Maps'. Under 'Custom Addins', there is one add-in: 'UN System Directory'. The 'UN System Directory' add-in card has a three-dot menu icon to its right. An orange arrow points from the text box 'Expand the context menu for the plugin.' to this menu icon. The context menu is expanded, showing two options: 'View Details' and 'Remove'. Another orange arrow points from the text box 'Select ‘Remove’.' to the 'Remove' option.

Expand the context menu for the plugin.

Select ‘Remove’.

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## Appendix A – MIT Software License

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## Appendix B – Obtaining the manifest.xml file

All Outlook plugins are installed via a manifest file. This file is an XML file that contains information that Outlook uses to create the appropriate UI elements. The manifest file for the WAFUNIF Directory Outlook Plugin is creatively named 'manifest.xml' and can be downloaded at the WAFUNIF directory webpage ( <http://www.wafunif.org/directory.html> ).