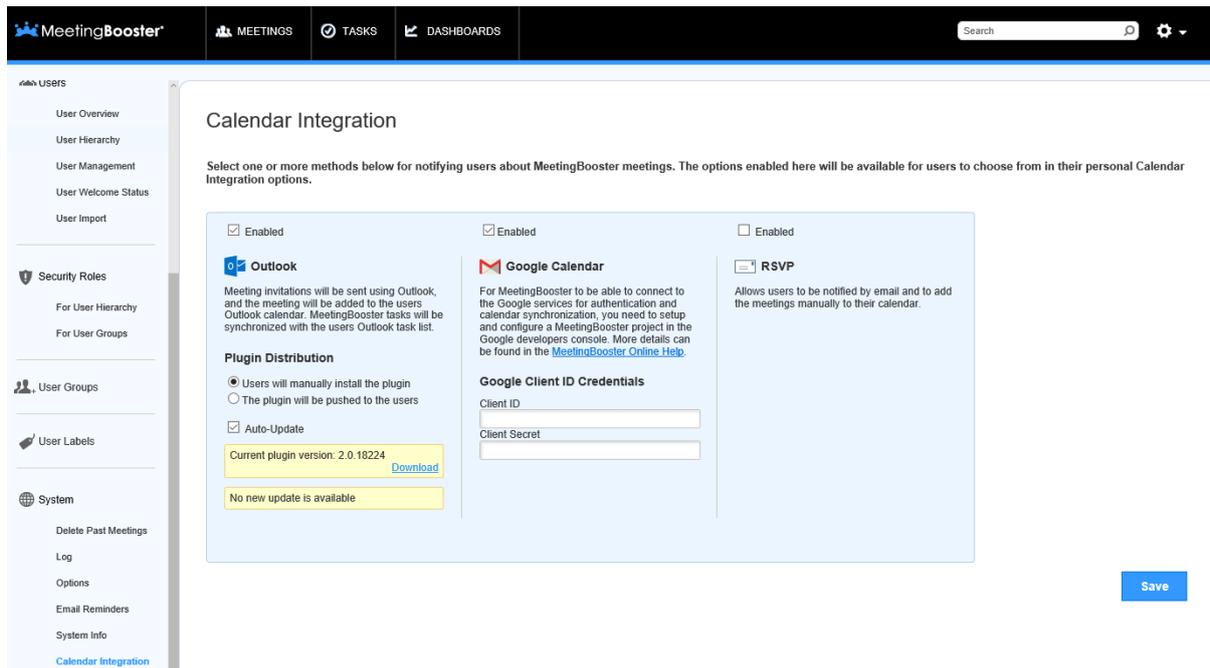


Downloading the Microsoft Outlook plug-in

As a MeetingBooster Admin user:

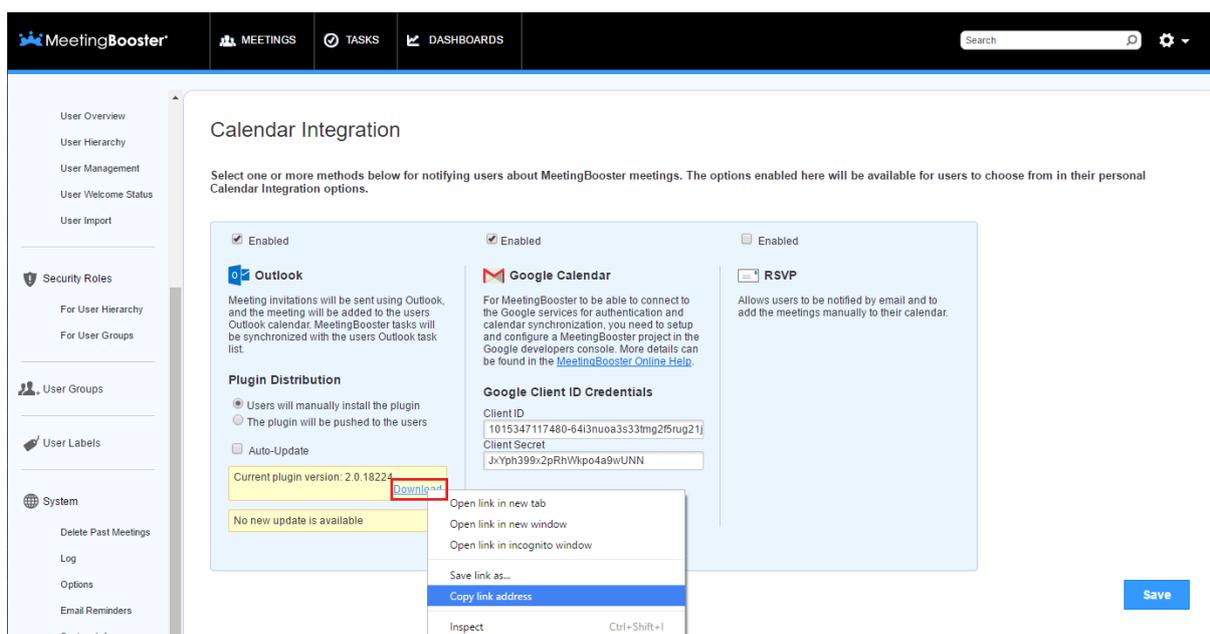
1. Log into your MeetingBooster site > Go to Settings > Admin > System > Calendar Integration:



2. Choose to enable “Auto-Update” option if the MeetingBooster server should automatically make the latest release of the plug-in available to the end-users
3. Select “Download” option next to Current Plugin Version. This will download the setup file of the latest version of the Outlook plug-in locally on to your workstation.

If you wish for every user to manually and individually install the plug-in:

- a) Select “Users will manually install the plugin” option
- b) Right click “Download” > select to copy link:



c) Send the download plug-in link to all of your users

NB: End-users (whom are non-Admin users) are also able to access the Calendar Integration page from Settings > Admin > Personal > Calendar Integration to download the latest version of the Outlook plugin

If you wish for the plug-in to be pushed to all your users:

a) Use this option if your company does not allow end-users to install software on their workstations

b) Select “The plugin will be pushed to the users” option:

The screenshot shows the MeetingBooster admin interface. The top navigation bar includes 'MEETINGS', 'TASKS', and 'DASHBOARDS'. The left sidebar lists various user management and system options. The main content area is titled 'Calendar Integration' and contains the following sections:

- Outlook:** 'Enabled' is checked. Under 'Plugin Distribution', 'The plugin will be pushed to the users' is selected. A 'Download' button is present for the current version 2.0.18224.
- Google Calendar:** 'Enabled' is checked. It includes fields for 'Client ID' (1015347117480-64i3nuoa3s33tmg2f5rug21) and 'Client Secret' (JxYph399x2pRhWkpo4a9wUNN).
- RSVP:** 'Enabled' is unchecked. Description: 'Allows users to be notified by email and to add the meetings manually to their calendar.'

A 'Save' button is located at the bottom right of the settings area.

c) Place the downloaded plug-in setup file to a location where you can push the installation to the end-users’ workstations. Note: MeetingBooster does not handle the location from which you will push the plug-in from.

Installing the Microsoft Outlook plug-in

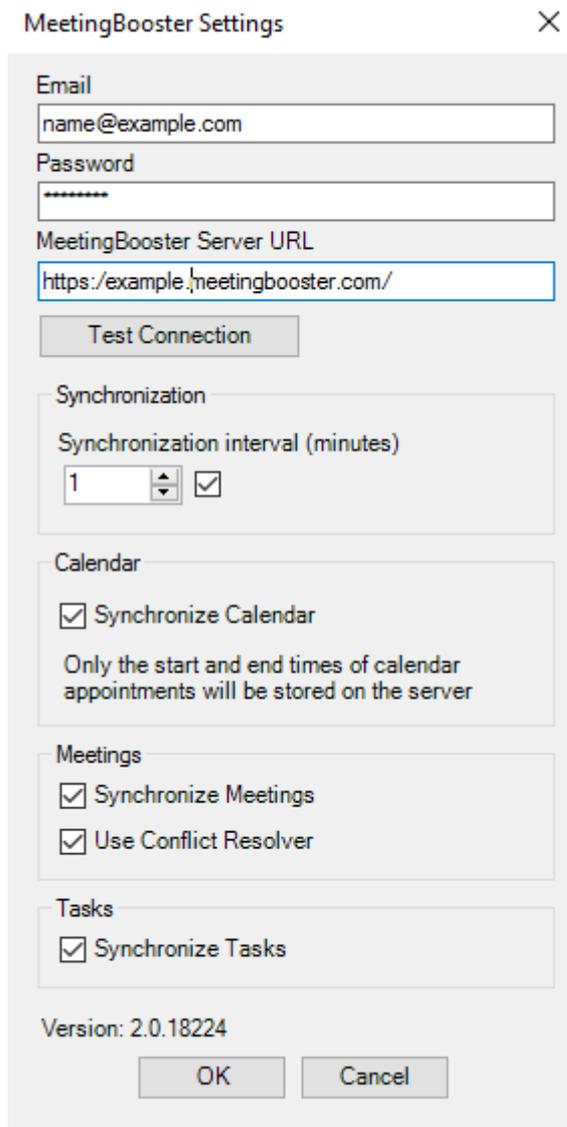
1. Double-click the setup executable file and follow the instructions on the screen.
2. Restart Microsoft Outlook if it was running during the plug-in installation.

Setting up the Microsoft Outlook plug-in

To access the Microsoft Outlook plug-in settings:

- For Microsoft Outlook 2007, choose Tools | MeetingBooster Settings.
- For Microsoft Outlook 2010 and above, choose Settings  from the MeetingBooster ribbon tab.

You will see following dialogue box:



The image shows a 'MeetingBooster Settings' dialog box with a close button (X) in the top right corner. It contains several sections: 'Email' with fields for 'name@example.com' and a password field with asterisks; 'MeetingBooster Server URL' with 'https://example.meetingbooster.com/' and a 'Test Connection' button; 'Synchronization' with a 'Synchronization interval (minutes)' spinner set to '1' and a checked checkbox; 'Calendar' with a checked checkbox for 'Synchronize Calendar' and a note 'Only the start and end times of calendar appointments will be stored on the server'; 'Meetings' with checked checkboxes for 'Synchronize Meetings' and 'Use Conflict Resolver'; and 'Tasks' with a checked checkbox for 'Synchronize Tasks'. At the bottom, it shows 'Version: 2.0.18224' and 'OK' and 'Cancel' buttons.

- Enter your e-mail address and your MeetingBooster password. The URL of your MeetingBooster site will be automatically populated
- Click Test Connection to test that the logon credentials provided work.
- Select whether your Microsoft Outlook calendar should be synchronized with MeetingBooster.
- Enter how often your Microsoft Outlook plug-in should synchronize with the MeetingBooster server, and select if the Conflict Resolver should be used. For more information on using the Conflict Resolver, see the online help file in your MeetingBooster website.
- Click OK.