## Downloading the Microsoft Outlook plug-in

As a MeetingBooster Admin user:

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

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User Import	Enabled	Enabled	Enabled	
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System	No new update is available			
Delete Past Meetings Log Options Email Reminders System Info Calendar Integration				Save

- 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:

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	✓ Enabled	Enabled	Enabled	
V Security Roles	Outlook	M Google Calendar	E RSVP	
For User Hierarchy For User Groups	Meeting invitations will be sent using Outlook, and the meeting will be added to the users Outlook calendar. MeetingBooster tasks will be synchronized with the users Outlook task list.	For MeetingBooster to be able to connect to the Google services for authentication and calendar synchronization, you need to setup and configure a MeetingBooster project in the Google developers console. More details can be found in the MediaRecetor Online Help	Allows users to be notified by email and to add the meetings manually to their calendar.	
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Email Reminders System Info	lins	pect Ctrl+Shift+1		Save

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:

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Log Options Email Reminders System Info Calendar Integration							Save

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:

MeetingBooster Settings			
Email			
name@example.com			
Password			
******			
MeetingBooster Server URL			
https:/example.meetingbooster.com/			
Test Connection			
Synchronization			
Synchronization interval (minutes)			
Calendar			
Synchronize Calendar			
appointments will be stored on the server			
Meetings			
Synchronize Meetings			
Use Conflict Resolver			
Tasks			
Synchronize Tasks			
Version: 2.0.18224			
OK Cancel			
OK Calicer			

- 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.