

## OUTLOOK MEETINGS USER MANUAL

### 1 GENERAL

This document is a user manual for Outlook Meetings Addin from Wang Sweden AB (Wang.se). © 2007 Wang Sweden AB.

### 2 WHAT IS OUTLOOK MEETINGS

Outlook Meetings is an Outlook Addin. It adds new features to your Microsoft Outlook installation. Specifically, Outlook Meetings helps to simplify making appointments and booking resources.

### 3 WHO CAN USE OUTLOOK MEETINGS

Outlook Meetings is designed for users in medium to large organizations, using Exchange server accounts for users and resources such as conference rooms. The main feature is to simplify the process of meeting invitation in Outlook and user and resource selection.

### 4 REQUIREMENTS

Outlook Meetings Addin is tested on Microsoft Outlook 2000, Outlook XP, Outlook 2003 and Outlook 2007. No specific requirements on OS or Exchange server other than that the Outlook installation is configured and working correctly. Outlook Meetings Addin can even be installed and run on an Outlook without Exchange.

### 5 INSTALLATION

Installation is quite straight forward. Simply run the setup application on the client computer where your Outlook is installed. Depending on your IT-environment, the logged in user may need to have administrative permissions on the client computer.

The setup application is called OutlookMeetingsSetup.exe.

To uninstall, an entry is found in the usual “Add or Remove Programs” on the Control Panel in Windows.

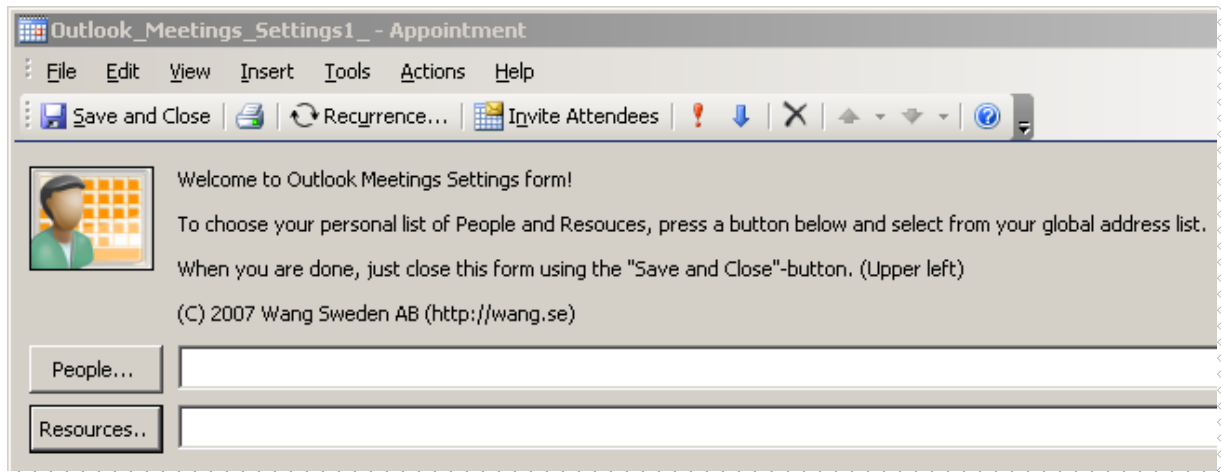
### 6 SETTINGS

After successful installation, start Outlook and a new toolbar can be found:

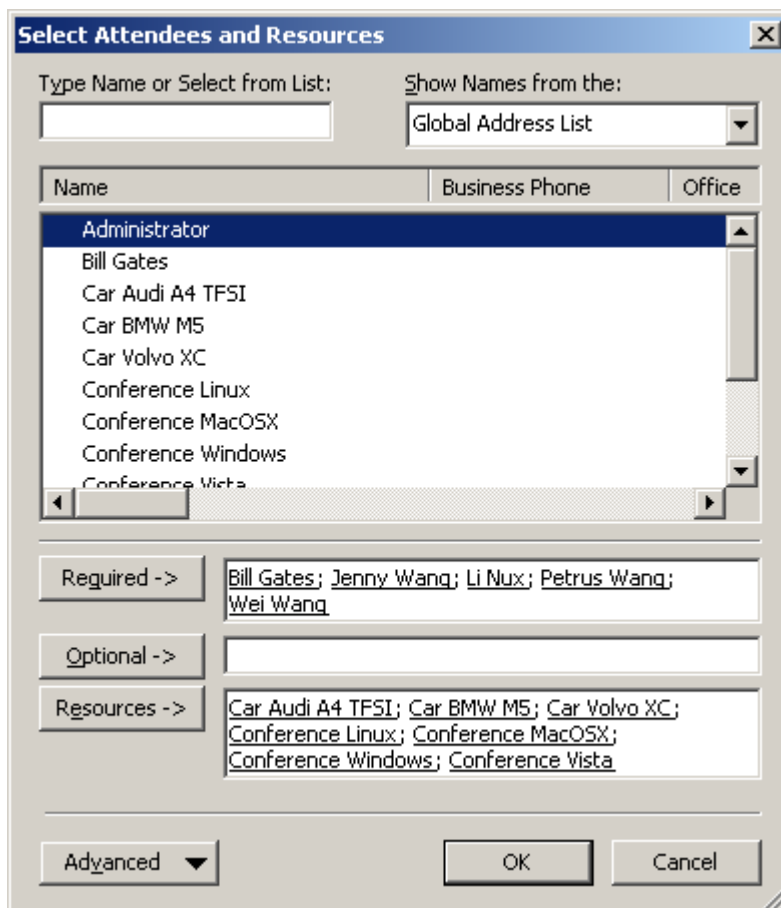


First, you need to setup Outlook Meetings by choosing your preferred people and resources from the Global Address List. Press “Settings” on the command bar.

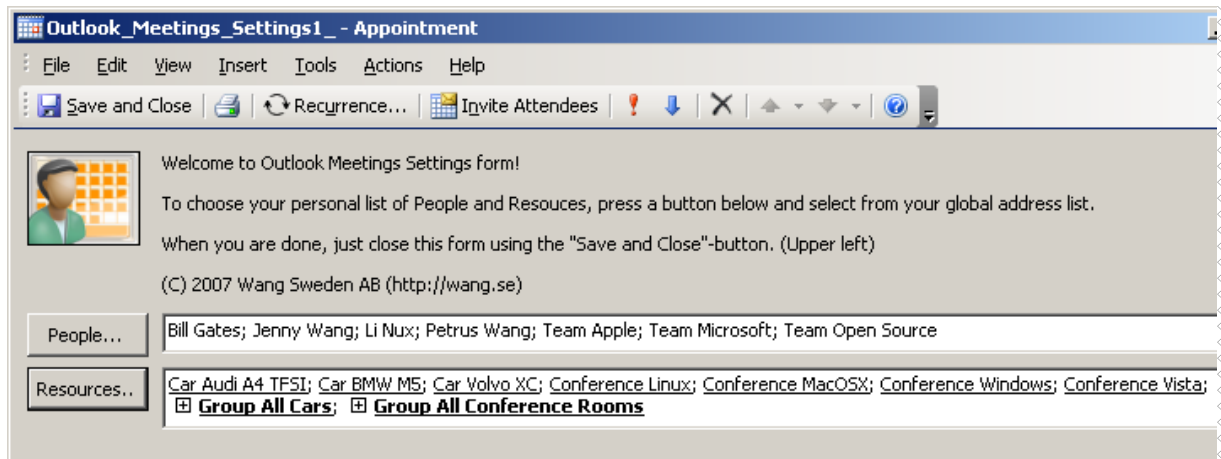
This opens the Outlook Meetings Settings form:



By pressing on either button “People...” or “Resources...” you get to make your selection:  
(This selection dialog may differ slightly depending on your Outlook version)



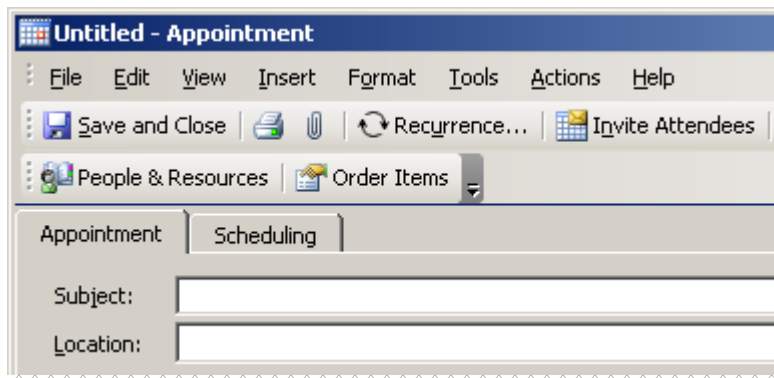
Choose one or more entries from the list and add them to “Required” (People) or “Resources” respectively. Press OK when done.



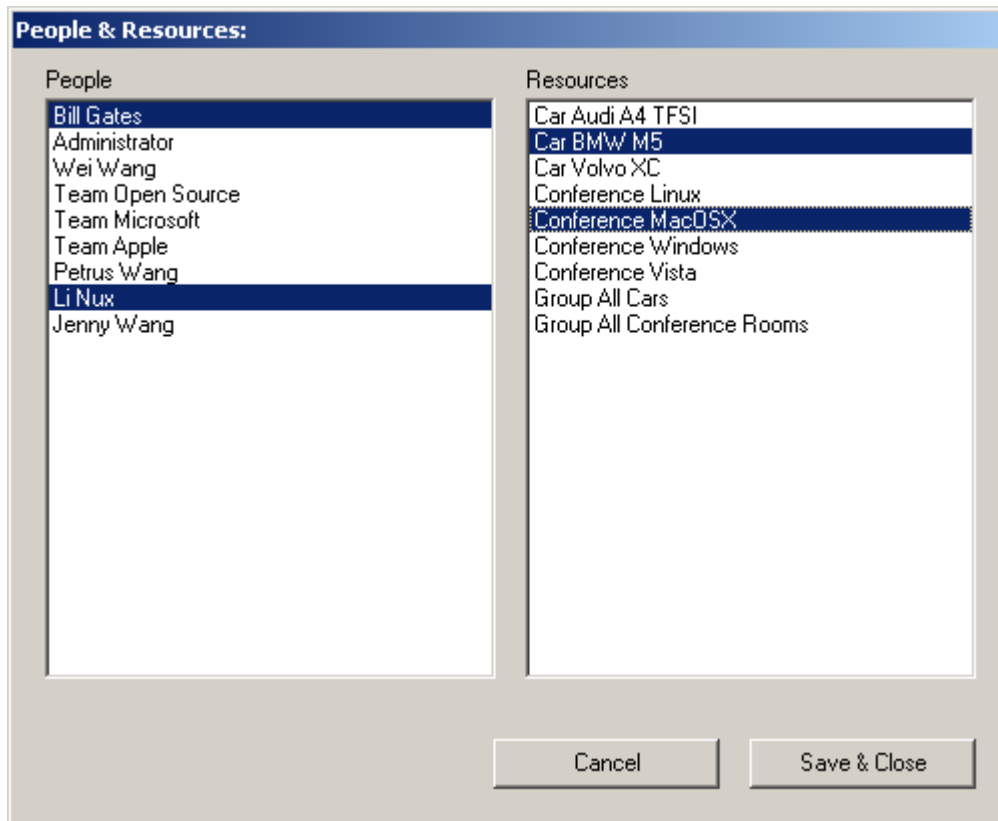
Back on the Outlook Meetings Settings Form, click on “Save and Close” to save the settings. You can come back here anytime to change your settings.

## 7 USING OUTLOOK MEETINGS

With Outlook Meetings Setup, you can make an appointment with the button “New Meeting” in the Outlook toolbar, or double-click in your calendar, or any other way to create a new appointment. A new toolbar is added to appointment items in Outlook:

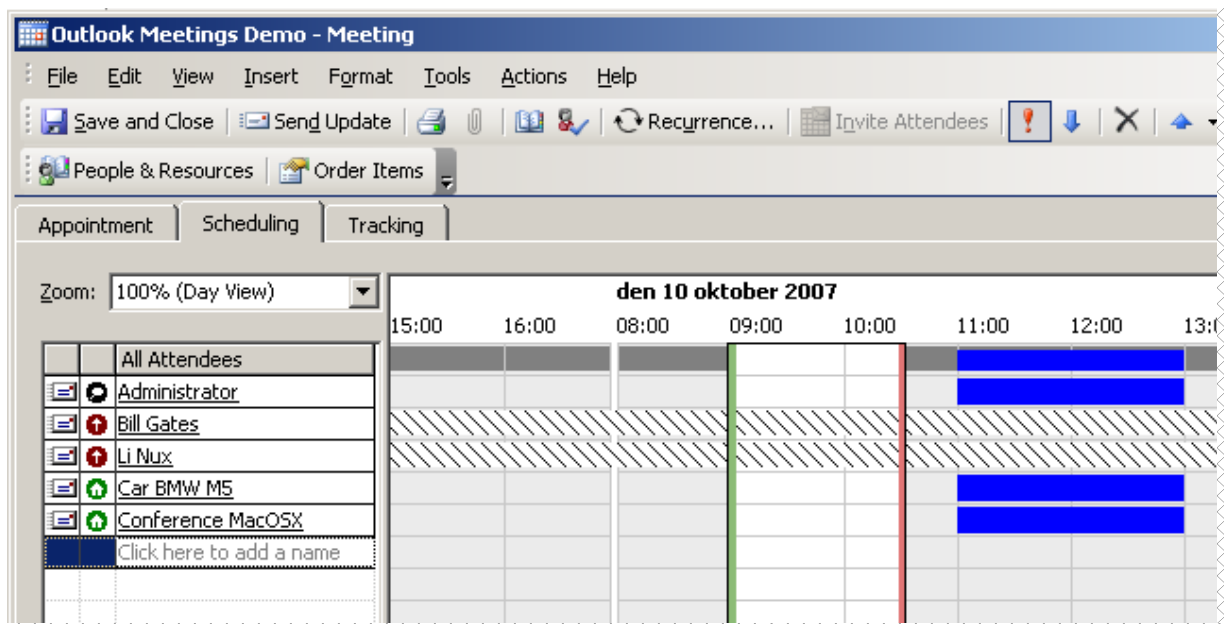


If you want to invite people and/or book resources, simply click on the “People & Resources” button. This will open a selection dialog:



This will contain the people and resources you have selected in Outlook Meetings Settings. Notice that you can also have groups and distributions lists as favorites. Click once to select/deselect people and resources you want to add to this meeting/appointment. Then press “Save & Close” to add those to the appointment, or “Cancel” to cancel any changes.

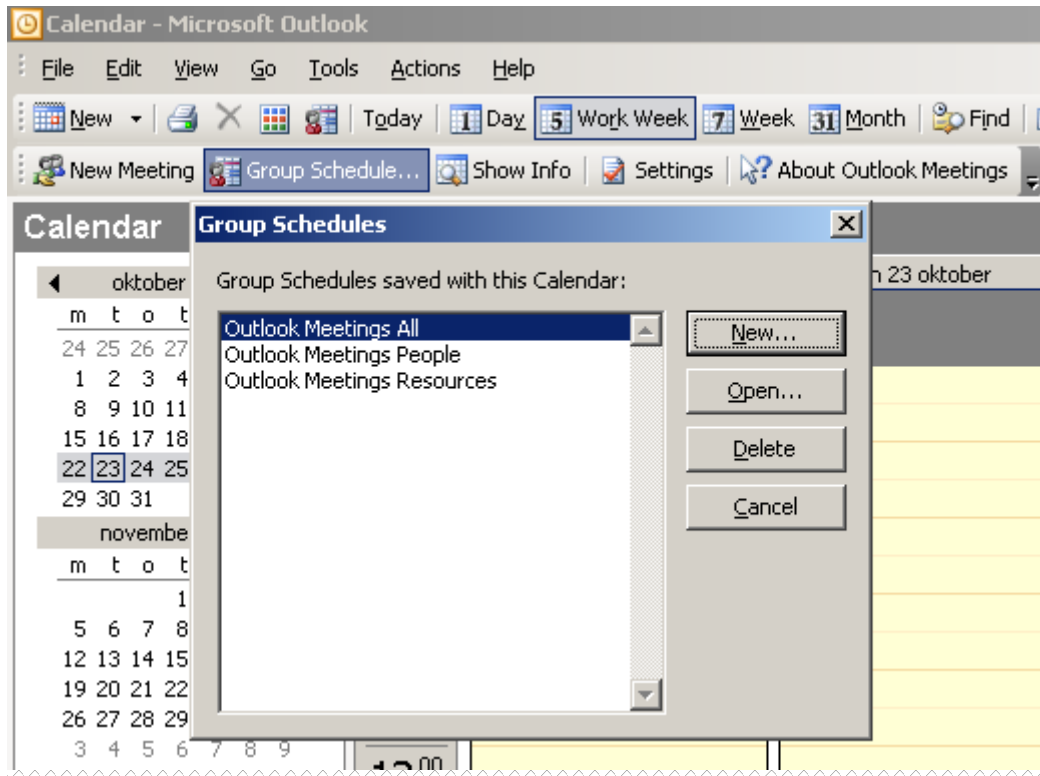
You can then verify in the Scheduling tab that all the people and resources chosen are added correctly:



## 8 USING GROUP SCHEDULE

This feature is only available on Outlook 2002 (XP) and later.

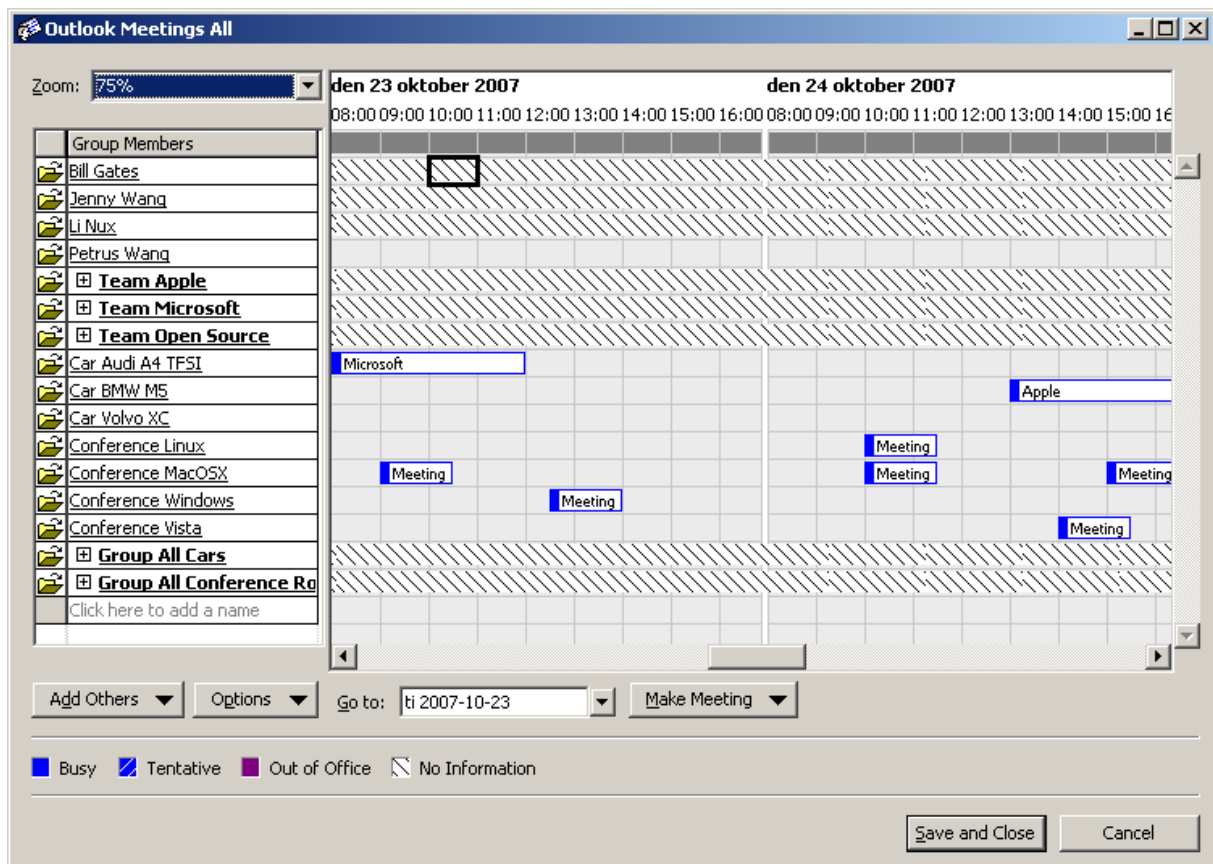
From the main Outlook Toolbar, press the button “Group Schedule...” This will open Outlook’s Group Schedules list. Outlook Meetings automatically creates and updates three Group Schedules based on your selections in Settings:



These three schedules are:

- Outlook Meetings All: All your selected People and Resources
- Outlook Meetings People: Your selected People
- Outlook Meetings Resources: Your selected Resources

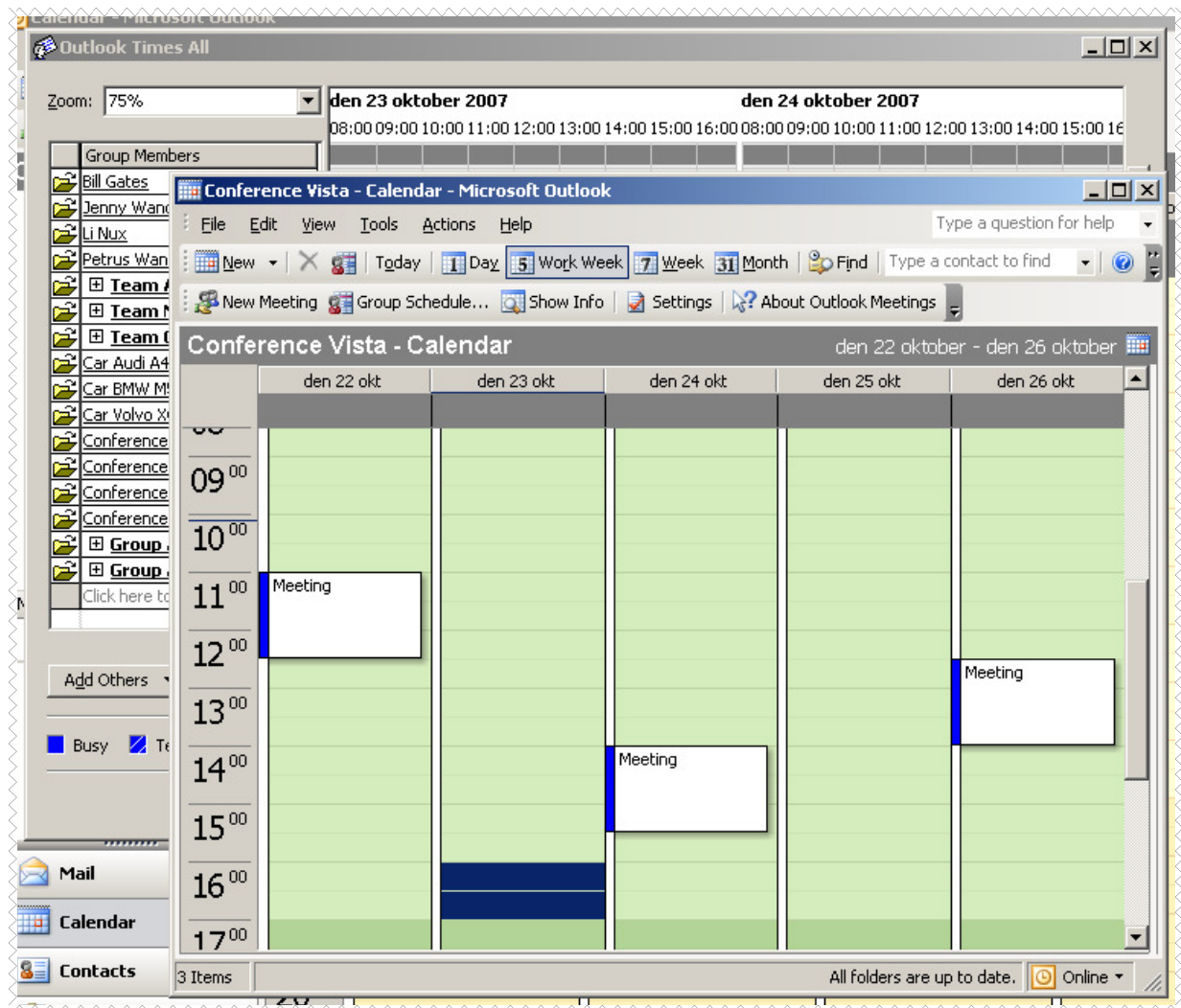
Simply double-click on a schedule to open it:



The Group Schedules is an excellent tool to get an overview of the availability of your co-workers and resources in your organization. From here you can also create new appointments when you find a suitable date and time.

Please note: You can edit the Group Schedule by adding or removing members on the list. However the Outlook Meetings Schedules are automatically updated when you make changes in Settings. If you want to maintain other schedules, please create new ones and give them other names.

From the Group Schedule, providing you have permission, you can also open a co-worker's or resource's Outlook calendar. Simply press the "open folder" icon to the left of the name. This will open the Outlook calendar for you.



## 9 TROUBLESHOOTING OUTLOOK MEETINGS

### 9.1 OUTLOOK SECURITY

If you are using Outlook 2000 or Outlook 2002 (XP), you will receive Outlook Security warnings asking you to allow access to Outlook. In order for Outlook Meetings to work correctly, you need to allow access each time.

Please contact us for ways to work around this problem.

## 10 MORE INFO AND CONTACT

For more information on Outlook Meetings and other products and solutions, please contact us:

Web: <http://wang.se>

Email: [info@wang.se](mailto:info@wang.se)