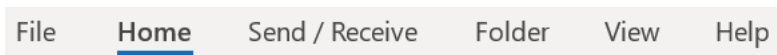




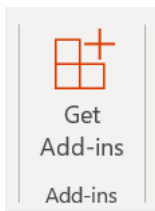
Installing the Clearspan Add-in for Microsoft Outlook Calendar

Complete the following steps to install the Clearspan Outlook Calendar Add-In:

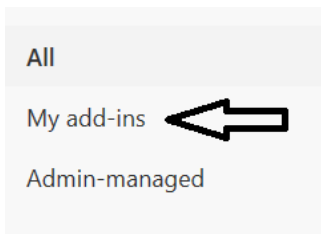
- Open the Microsoft Outlook application and within the Email view select the 'Home' tab



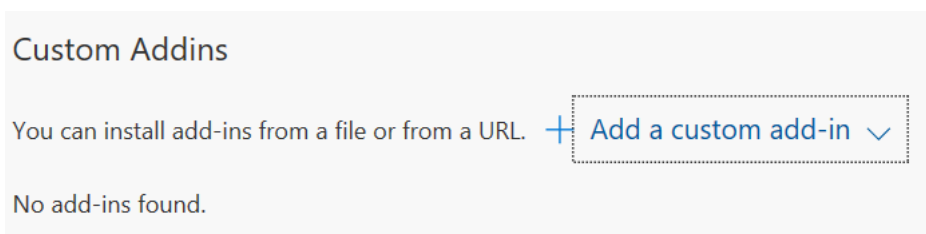
- Select the 'Add-ins' button located on the 'Home' tab



- From the 'Add-ins' screen that is presented – select the 'My add-ins' option from the left-hand menu.



- Scroll to the bottom of the icons listed in the 'My add-ins' screen and you will be presented with the following option.



- Select 'Add from URL' and add the following '<https://calendar-addon.clearspanuc.com/manifest.xml>' and click 'OK'.

+ Add a custom add-in ▾

Add from URL...

Add from File...

Add private add-in from a URL

Enter the URL of the add-in's manifest file: *

OK

Cancel

- Select 'Install' button and then close the 'Add-ins' window to return to Outlook.

Warning

This custom add-in may access your personal data and send it to a third-party service.

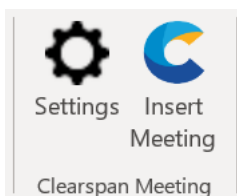
It has not been verified by Microsoft. Make sure you trust the source of the add-in.

Install


Cancel

Configure Outlook Add-in

The Outlook Clearspan Outlook 'Add-in' should now appear as an option when you create a calendar event or email:



- Select 'Settings' to configure your Personal Conference Room Settings.



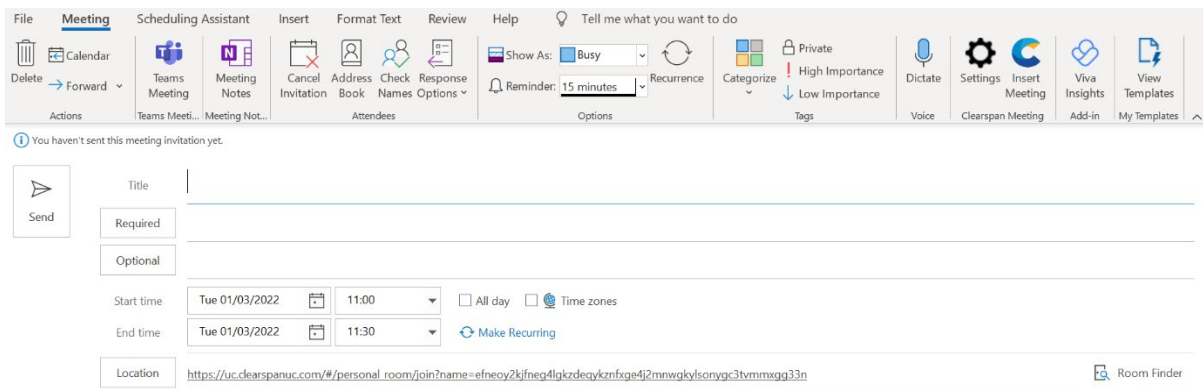
Invite Settings

Enter your PCR URL below

```
https://uc.clearspanuc.com/#/personal_room/join?name=efneoy2kjfneq4lgkzdeaykzfnfxge4j2mnrwgkylsonygc3tvmxgg33n
```

> Save

- Enter the copied PCR URL from your Clearspan Client (can be copied from either Personal Conference Room or Calendar screen 'Copy' buttons from within the Client) into the entry box provided and select 'Save'.
- Close the Settings screen using the 'X' in the top right hand corner of the panel. A will appear confirming the Save.
- The Add-in is now ready for use.
- When creating a meeting invite, selecting 'Insert PCR Invite' will now add the appropriate details t the event.



The screenshot shows the Outlook Meeting ribbon with various options like 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Reminder: 15 minutes', 'Recurrence', 'Categorize', 'Private', 'High Importance', 'Low Importance', 'Dictate', 'Settings', 'Insert Meeting', 'Viva Insights', and 'View Templates'. Below the ribbon is a notification: "You haven't sent this meeting invitation yet." The meeting form includes fields for Title, Required/Optional attendees, Start time (Tue 01/03/2022, 11:00), End time (Tue 01/03/2022, 11:30), and Location (https://uc.clearspanuc.com/#/personal_room/join?name=efneoy2kjfneq4lgkzdeaykzfnfxge4j2mnrwgkylsonygc3tvmxgg33n). There is also a 'Room Finder' icon.

Clearspan Meeting
[Click here to join the meeting](#)