

# Clearspan PING Microsoft Outlook Calendar Add-in Installation and Configuration

Version 1

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## Installing Clearspan PING Outlook Add-in

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

**<u>STEP 1</u>**: Open the Microsoft Outlook application and within the Email view select the 'Home' tab

File <b>Home</b> Send / Receive Folder View He	Send / Receive Folder View	Folder	/ Receive	Home	File
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STEP 2: Select the 'Add-ins' button located on the 'Home' tab



**STEP 3 :** From the 'Add-ins' screen that is presented – select the 'My add-ins' option from the left- hand menu.



**STEP 4 :** Scroll to the bottom of the icons listed in the 'My add-ins' screen and you will be presented with the following option.





# STEP 5 : Select 'Add from URL'



**STEP 6 :** Copy and paste the following URL into the "Add private add-in from a URL"

https://calendar-addon.clearspanuc.com/manifest.xml

# Add private add-in from a URL



https://calendar-addon.clearspanuc.com/manifest.xml

OK Cancel

STEP 6: click 'OK'.

**STEP 7 :** 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				

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## Configure Clearspan PING Outlook Add-in

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



**STEP 1**: Select 'Settings' to configure your Personal Conference Room Settings.



STEP 2 : Go to your Clearspan PING Personal Conference Room

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STEP 3 : Copy your Clearspan PING Personal Conference Room URL

https://uc.clearspanuc.com/appchoice.html?name=efmhqvkck Copyroom URL pro	

**<u>STEP 4</u>**: Paste\_your Clearspan PING Personal Conference Room URL into your Clearspan PING Microsoft Outlook Add In under "Enter Personal Conference Room URL"

	Settings Insert Meeting Clearspan Meeting	Viva Insights Add-in	View Templates My Templates		^
		Clears	pan Me	eting	×
		Clearspan			
		Enter Personal Conference Room URL https://uc.clearspanuc.com/appchoice.html? name=efmhqvkckvegcqtpkz2hatconnng2uj2mnwgk ylsonygc3tvmmxgg33n			
			[	> Save	

#### STEP 5 : Click Save

<u>STEP 6</u>: Close the Settings screen using the 'X' in the top right hand corner of the panel. A message will appear confirming the Save.



- The Add-in is now ready for use.
- When creating a meeting invite, selecting 'Insert Meeting' will now automatically add a simple link for users to join the meeting.

File	Meeting	Scheduling	Assistant	Insert	Format T	Text Rev	iew Help 🛛 🛛 Tell me what you want to do		
Delete	← Calendar → Forward ~	Teams Meeting	Meeting Notes	Cancel Invitation	Address C Book N	Check Respo	Inse s ~ Recurrence A Reminder: 15 minutes ~ Recurrence S ~ Recurrence S ~ Recurrence S ~ Recurrence S ~ Recurrence S ~ Recurrence S ~ S ~ S ~ S ~ S ~ S ~ S ~ S ~ S ~ S ~	Viva View nsights Templates	
	Actions	Teams Meeti	Meeting Not		Attende	ees	Options Tags Voice Clearspan Meeting	Add-in My Templates	
(i) You	u haven't sent this i	neeting invitatio	on yet.						
Ser	► nd Re	Title quired ptional							
	Sta	rt time	Tue 01/03/202	2 🗄	11:00	-	🗋 All day 🔄 👲 Time zones		
	En	d time	Tue 01/03/202	2	1 <mark>1</mark> :30	-	O Make Recurring		
Location https://uc.clearspanuc.com/#/personal room/join?nam				anuc.com/#	/personal	room/join?n	me=efneoy2kjfneg4lgkzdeqykznfxge4j2mnwgkylsonygc3tvmmxgg33n	Room Finder	

# Clearspan Meeting

Click here to join the meeting