



Clearspan PING

Microsoft Outlook Calendar Add-in

Installation and Configuration

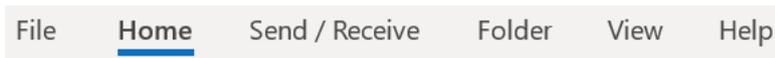
Version 1



Installing Clearspan PING Outlook Add-in

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

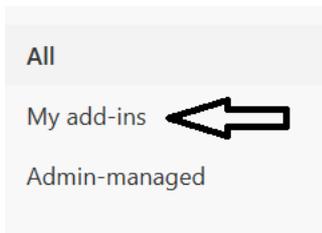
STEP 1 : Open the Microsoft Outlook application and within the Email view select the 'Home' tab



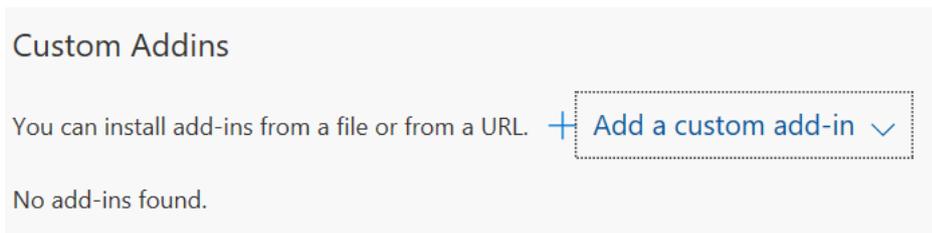
STEP 2 : Select the 'Add-ins' button located on the 'Home' tab



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

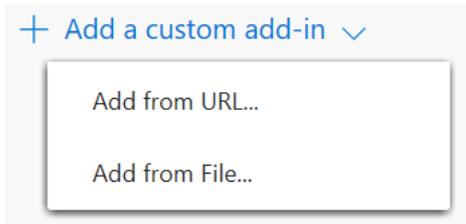


STEP 4 : Scroll to the bottom of the icons listed in the 'My add-ins' screen and you will be presented with the following option.





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

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

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.

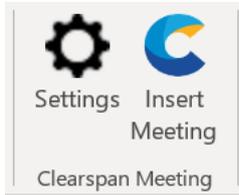
Install

Cancel

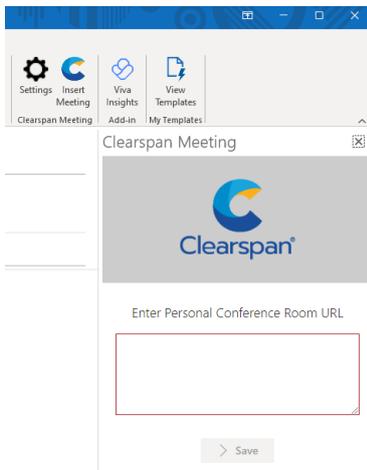


Configure Clearspan PING Outlook Add-in

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

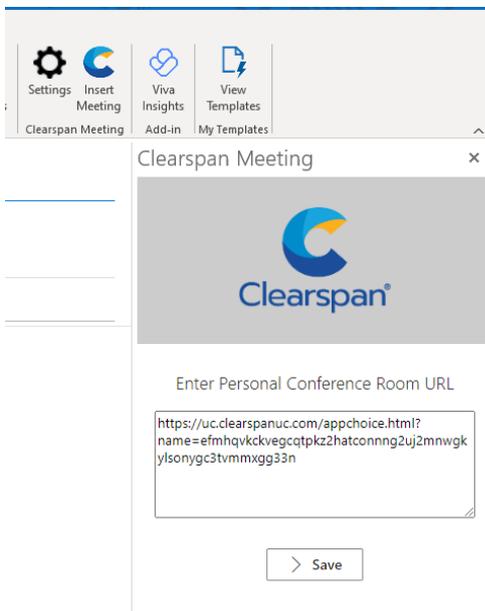




STEP 3 : Copy your Clearspan PING Personal Conference Room URL



STEP 4 : Paste your Clearspan PING Personal Conference Room URL into your Clearspan PING Microsoft Outlook Add In under “Enter Personal Conference Room URL”

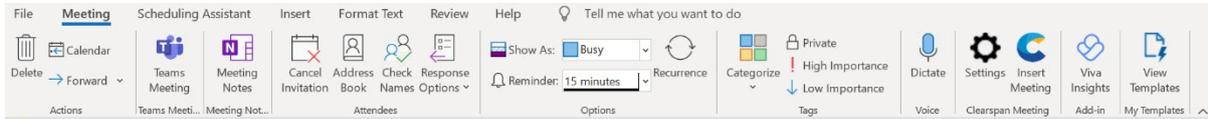


STEP 5 : Click Save

STEP 6 : 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.



You haven't sent this meeting invitation yet.

Send

Title

Required

Optional

Start time: Tue 01/03/2022 11:00 All day Time zones

End time: Tue 01/03/2022 11:30 [Make Recurring](#)

Location: <https://uc.clearspanuc.com/#/personal/room/join?name=efneoy2kifneq4lqkzdeqyknfsg64j2mrvwkylysonygc3tvmxgg33n> [Room Finder](#)



[Click here to join the meeting](#)

Proprietary Notice