



# **Clearspan PING**

## **Microsoft Outlook Calendar Add-in**

### **Installation and Configuration**

Version 1

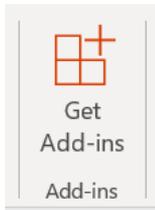
## Installing Clearspan PING Outlook Add-in

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

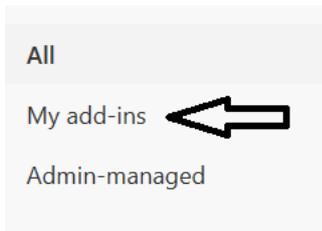
**STEP 1:** Open the Microsoft Outlook application and within the Email view select the 'Home' tab



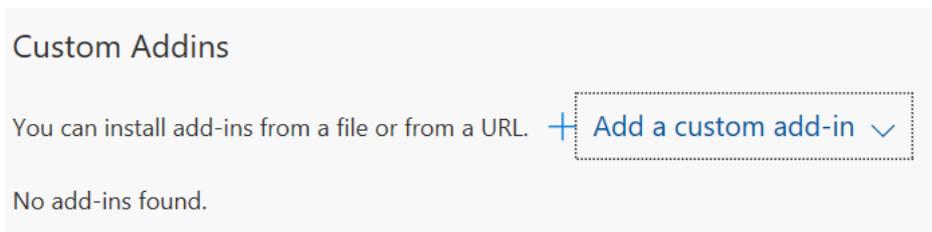
**STEP 2:** Select the 'Add-ins' button located on the 'Home' tab



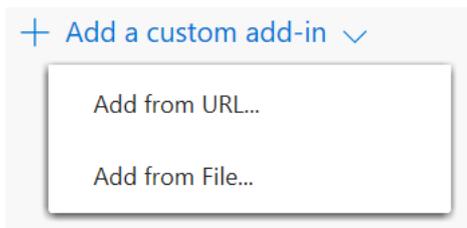
**STEP 3:** From the 'Add-ins' screen that is presented – select the 'My add-ins' option from the left-hand menu.



**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.

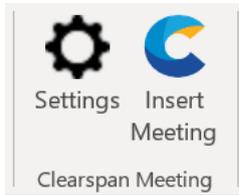
It has not been verified by Microsoft. Make sure you trust the source of the add-in.

Install

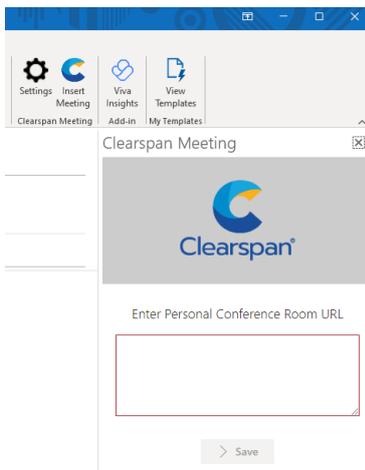
Cancel

## **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.



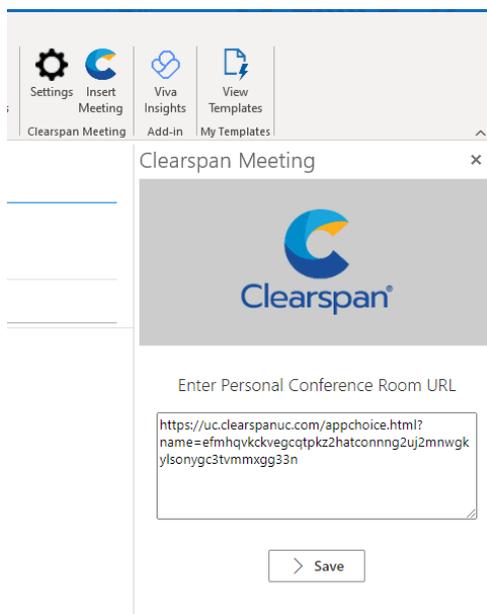
**STEP 2 :** Go to your Clearspan PING Personal Conference Room



**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.

The screenshot shows the Microsoft Word ribbon with the 'Meeting' tab selected. The ribbon includes the following groups and options:

- File**: Meeting
- Scheduling Assistant**: Calendar, Forward, Teams Meeting, Meeting Notes
- Insert**: Cancel Invitation, Address Book, Check Names, Response Options
- Format Text**: (Empty)
- Review**: (Empty)
- Help**: Tell me what you want to do
- Options**: Show As: Busy, Recurrence, Reminder: 15 minutes
- Tags**: Categorize, Private, High Importance, Low Importance
- Voice**: Dictate
- Clearspan Meeting**: Settings, Insert Meeting
- Add-in**: Viva Insights
- My Templates**: View Templates

Below the ribbon, a notification states: "You haven't sent this meeting invitation yet."

The meeting invitation form includes the following fields:

- Title**: (Empty text box)
- Required**: (Button)
- Optional**: (Button)
- Start time**: Tue 01/03/2022, 11:00, with checkboxes for "All day" and "Time zones"
- End time**: Tue 01/03/2022, 11:30, with a "Make Recurring" button
- Location**: [https://uc.clearspanuc.com/#/personal\\_room/join?name=efneoy2kjfneq4lqkzdeaykzrfzge4j2mnmwgkylsorygc3tvmxmgg33n](https://uc.clearspanuc.com/#/personal_room/join?name=efneoy2kjfneq4lqkzdeaykzrfzge4j2mnmwgkylsorygc3tvmxmgg33n), with a "Room Finder" button

At the bottom of the page, the Clearspan Meeting logo is displayed, along with a link: [Click here to join the meeting](#)