



Clearspan PING

Microsoft Outlook Calendar Add-in

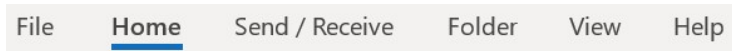
Installation and Configuration

Version 1

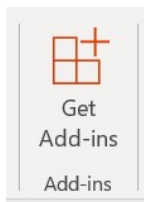
Installing Clearspan PING Outlook Add-in

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

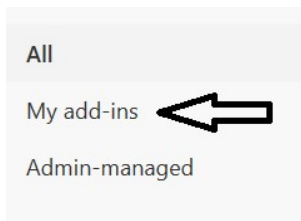
STEP 1: Open the Microsoft Outlook application and within the Email view select the 'Home' tab



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



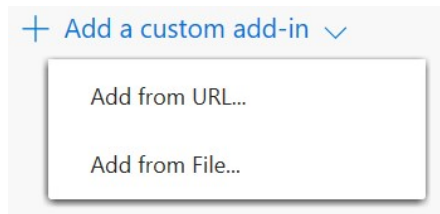
STEP 3: From the 'Add-ins' screen that is presented – select the 'My add-ins' option from the left-hand menu.



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.

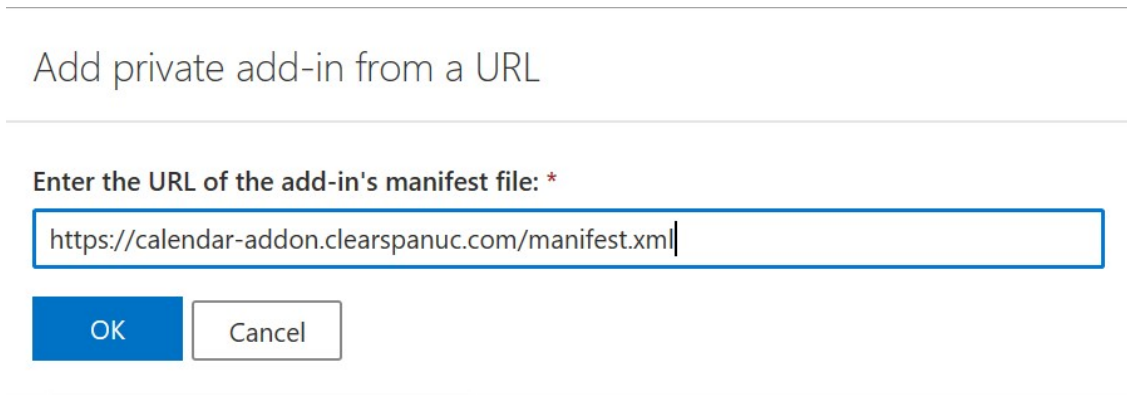


STEP 5: Select 'Add from URL'



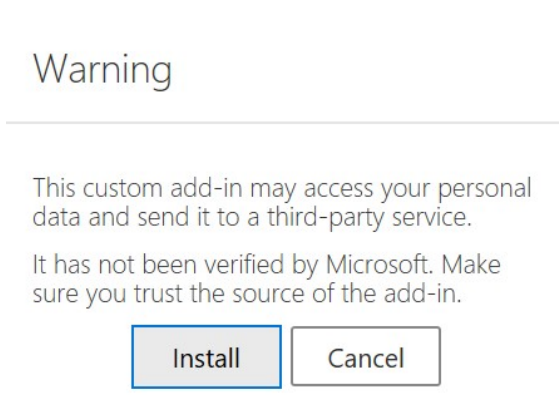
STEP 6: Copy and paste the following URL into the "Add private add-in from a URL"

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



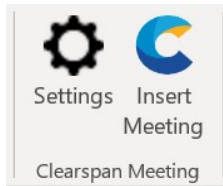
STEP 6: click 'OK'.

STEP 7: Select 'Install' button and then close the 'Add-ins' window to return to Outlook.

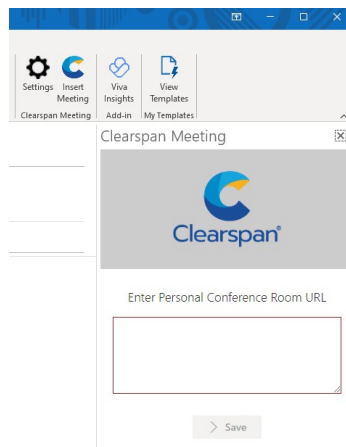


Configure Clearspan PING Outlook Add-in

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.



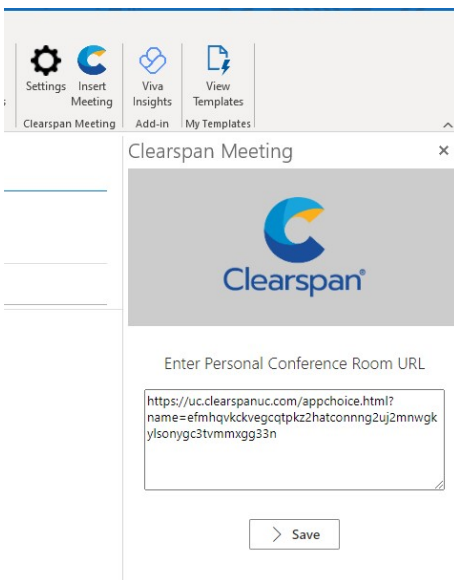
STEP 2 : Go to your Clearspan PING Personal Conference Room



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: 'Actions' (Delete, Forward), 'Scheduling Assistant' (Teams Meeting, Meeting Notes), 'Insert' (Cancel Invitation, Address Book, Check Names, Response Options), 'Format Text' (Show As: Busy, Recurrence), 'Review' (Categorize, Private, High Importance, Low Importance), and 'Help' (Dictate, Settings, Insert Meeting, Viva Insights, View Templates). A notification at the top left states: 'You haven't sent this meeting invitation yet.'

The meeting invitation form contains the following fields:

- Title:** A text input field.
- Required:** A checkbox.
- Optional:** A checkbox.
- Start time:** Tue 01/03/2022, 11:00. Includes checkboxes for 'All day' and 'Time zones'.
- End time:** Tue 01/03/2022, 11:30. Includes a 'Make Recurring' link.
- Location:** https://uc.clearspanuc.com/#/personal_room/join?name=efeeoy2kjfneg4lgkzdeqkzfnfxge4j2mnwglv/sorygc-3tvmxgg33n. Includes a 'Room Finder' icon.

At the bottom of the form, there is a 'Send' button and the 'Clearspan Meeting' logo with a link: [Click here to join the meeting](#).