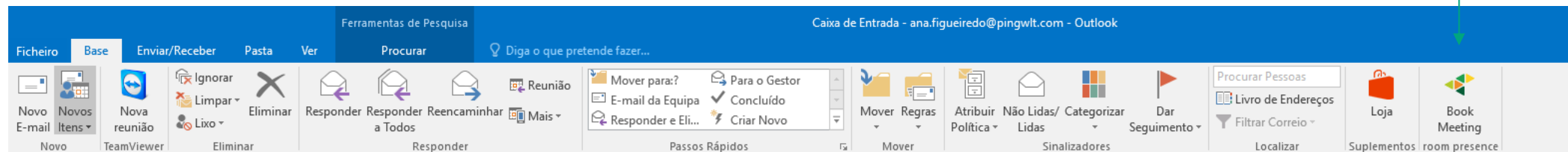# OUTLOOK - ADD-IN

room presence is a last generation software developed with the purpose to help you manage your meetings from any location at any time. Your calendar automatically syncs with all your devices.
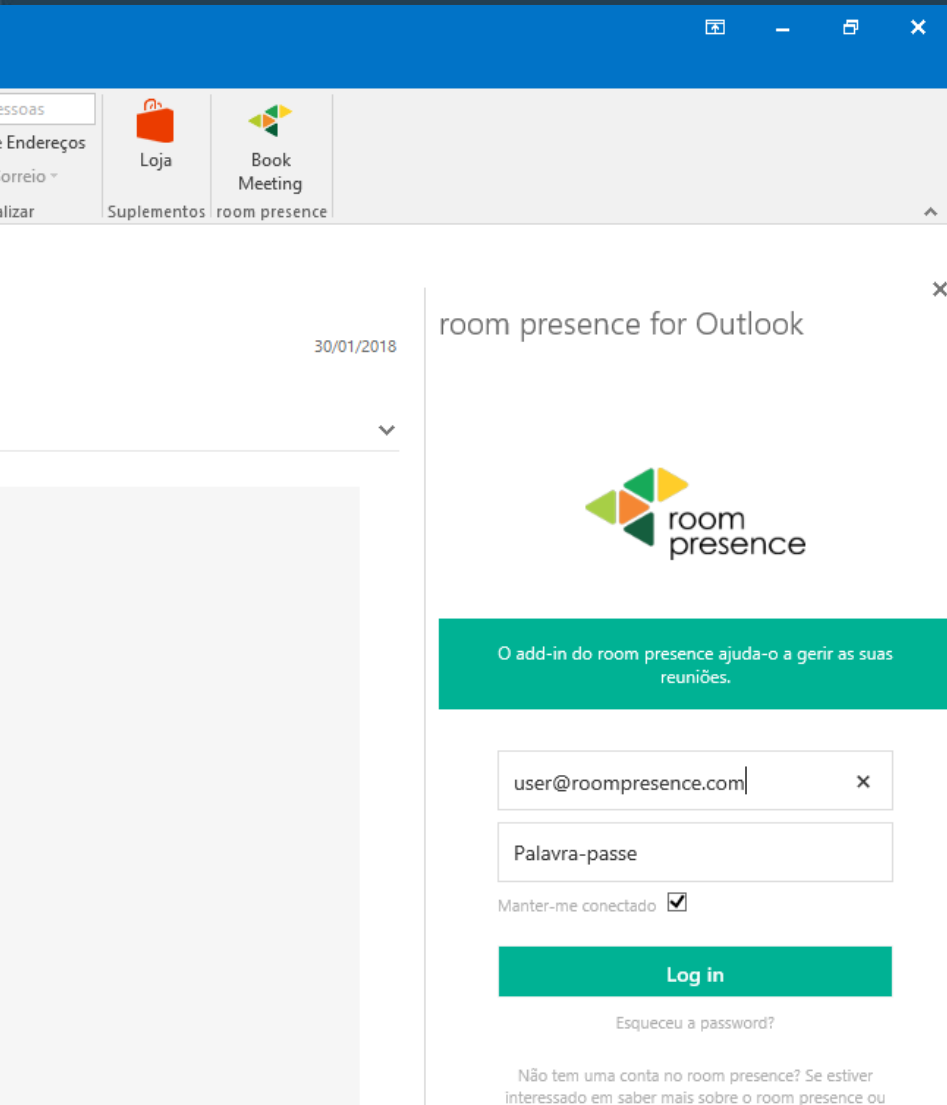
DONE SIMPLY, QUICKLY AND EFFECTIVE.

NOW EVEN MORE ... SIMPLE, EASY & EFFECTIVE

The best room and meeting management software is **NOW AVAILABLE FOR OUTLOOK**

Thinking on you and your time management, the **room presence**'s team has developed an application for Outlook, so you can schedule your meetings without the need to open your browser.

30/01/2018

room presence for Outlook

room presence

O add-in do room presence ajuda-o a gerir as suas reuniões.

user@roompresence.com

Palavra-passe

Manter-me conectado ☑

Log in

Esqueceu a password?

Não tem uma conta no room presence? Se estiver interessado em saber mais sobre o room presence ou quiser enviar-nos um e-mail, pode fazê-lo aqui

With room presence you can book a meeting with all the features you want, from an email, in a fast manner.

Choose the ideal room available for your meeting including room type, resources you need such as a projector, coffee machine... or check the availability of the collaborators you want to call.

Now, it is all possible without ever leaving Outlook.

NOTIFICATIONS

You will also receive notifications through Outlook about your meetings.

Such as:

- Email confirmation of successful booking including a given code to check-in at the time.

- Responses to your meetings' invitations such as accepted, pending or denied by your guests.

- Modifications to meetings for which you have been invited such as time and/or location.

SYNC WITH OUTLOOK

INSTANT SYNC Whenever you create a meeting from an email, both your **subject and description are automatically imported into the meeting settings**.

In addition, it will be instantly synchronized with your Outlook calendar.

BOOK A MEETING IN OUTLOOK ADD-IN

1º STEP

Login

room presence

O add-in do room presence ajuda-o a gerir as suas reuniões.

| user@roompresence.com | ✕ |

| Palavra-passe |

Manter-me conectado ☑

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room presence

Creating appointment to "RP Outlook Add-in Launch"

1. Setup date   /   2. Insert details

All day ☐

Start date

05/11/2018

End date

Start hour

End hour

Place

Search by buildings, rooms or type all

Number of attendees
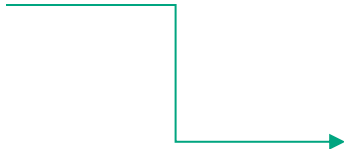
4   100

2º STEP

Choose the date, the location, start and end time, number of guests, the features you need to have in your room, the room typology, and how often your meeting will happen (when applicable).

BOOK A MEETING IN OUTLOOK ADD-IN

room presence for Outlook

Typology

Choose typology

Frequency

☐ Enable frequency

DATE/HOUR: 03/16/2018 At 13:00 Until 14:00 CAPACITY: 4

Full Match

Suggestions Singleroom

Suggestions Multiroom

Índico LX
Ping Lisboa

Select room

Pacífico LX
Ping Lisboa

Select room

3º STEP

Choose a meeting room

room presence

Creating appointment to "RP Outlook Add-in Launch"

1. Setup date / 2. Insert details

All day ☐

Start date

05/11/2018

End date
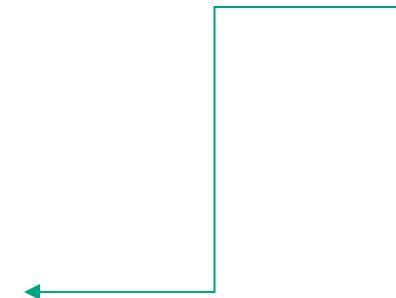
Start hour

End hour

Place

Search by buildings, rooms or type all

Number of attendees

4   100

4º STEP

Choose who's attending, internal or external (to room presence) that you want to invite to your meeting.

room presence

Anual meeting 👤
HOSTED BY: USER TESTE

03/09/2018
🕐 12:00 – 13:00
📍 Without building, Online Meeting
📍 Without building, Outside Meeting

Resources
No resources

Files
You haven't uploaded any files for this meeting.

Attendees
Invited 0

Visibility
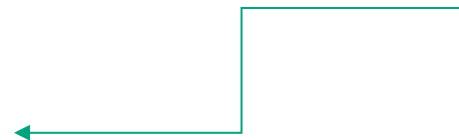Private

Keywords
No keywords

Description
No description was written for this meeting

BOOK NEW MEETING

5º STEP

In the last step you can see all the details of the meeting you just scheduled.

As mentioned before, these details can also be seen in our online platform as well as in your Outlook calendar.

room presence

HOPE TO HEAR FROM YOU REAL SOON

The room presence team

www.roompresence.com | support@roompresence.com