



EMS FOR MICROSOFT OUTLOOK

Find and book available rooms and any necessary services and resources — all within Microsoft® Outlook, an application users already know.

EMS for Microsoft Outlook is an optional add-in that integrates EMS room reservation processes directly with Outlook 2010 and later versions. Users can simultaneously view room availability in addition to attendee free / busy information and then book and manage their meetings directly within Outlook. An ideal EMS access point for reserving spaces used on a first-come, first-served basis.

STREAMLINED SCHEDULING FOR EVERY USER

The EMS for Outlook add-in provides one-click access to self-service room reservation and resource booking from within the familiar Outlook personal scheduling interface. While in Outlook, EMS users can.

Expert users can use the Desktop Client do everything in EMS, including:

- Find available rooms and reserve them (using EMS business rules).
- Book reservations with resources, such as audio-visual equipment or catering, visitors, and reservations with service orders.
- Display the availability of users and resources through Exchange integration.
- Invite and update all participants via email.

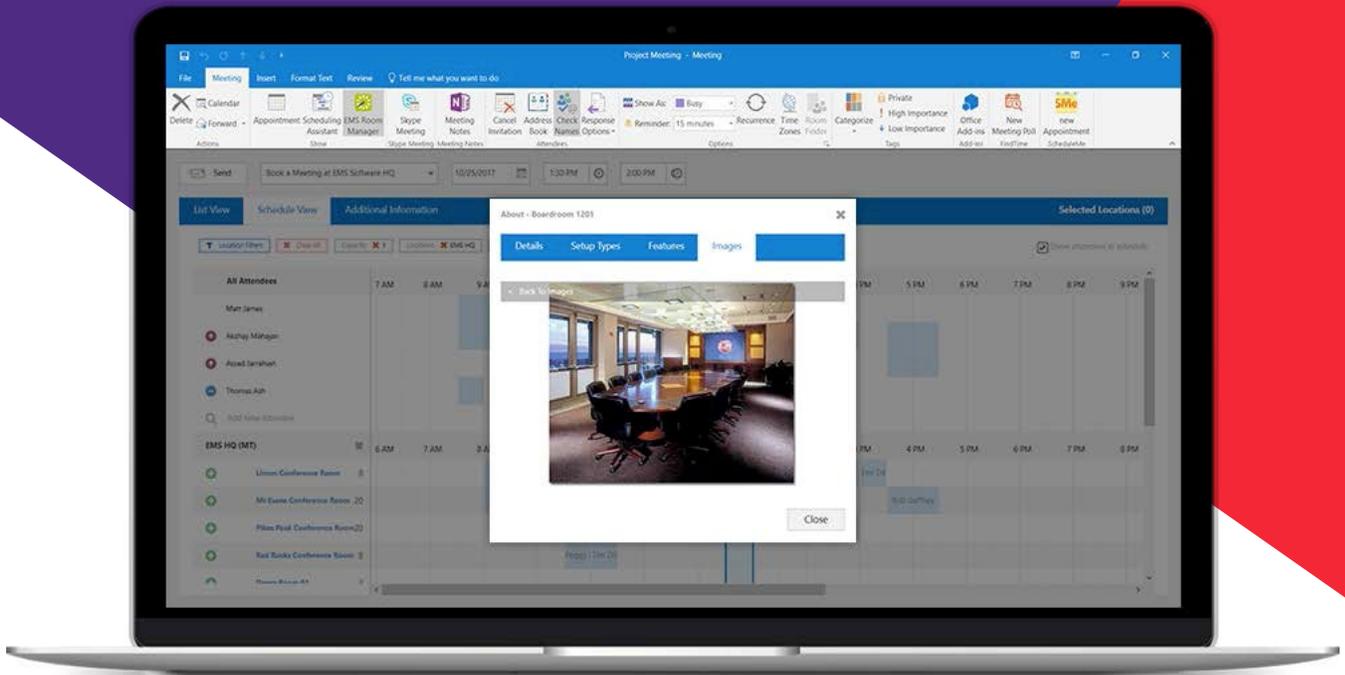
WHY OUTLOOK ALONE IS NOT SUFFICIENT

Today's workplace needs have surpassed the capabilities that Outlook alone can provide. While many organizations rely on Outlook to manage their meetings, the tool was never built to manage the realities of today's workplaces and campuses. Schedulers get frustrated with too many calendars, too little information, and no reporting capability.

Outlook offers 'Rooms as Resources', which in reality books a mailbox that has been labeled as a 'room'. Exchange and Outlook don't understand what space is beyond a title and the ability to add certain limits on user requests and time horizons. For example, Outlook cannot:

- Offer access to services and resources to add to a meeting or event.
- Manage conflicts for recurring meetings.
- Provide advanced booking rules (such as no cutoff rules).
- Search for available rooms.
- Group or filter rooms per building / area / view.
- Offer a list of favorite (commonly used) spaces.
- Support room attributes or capture any additional meeting details.
- Report on meeting, service, and resource details.
- Create billing information and send detailed invoices.





TOP BENEFITS



FLEXIBLE SCHEDULING

Book or change reservations in Outlook while using EMS features and booking rules.



TRANSPARENT

Enable users to easily find the right space for their exact needs and send real-time updates when a meeting is cancelled or changed within Outlook.



HIGHLY CONFIGURABLE

Control what information is seen and what tasks users can perform.



FAMILIAR

Seamlessly access EMS within Outlook, the familiar calendar and scheduling tool you've been using for years.



SELF-SERVICE FRIENDLY

Manage attendees and book a space in the same



KEY FEATURES

EMS for Outlook is an optional add-in for Microsoft® Outlook. When it's installed, users see the EMS for Outlook icon in the top ribbon of the Outlook application window and at the top of any calendar item.

To create an EMS meeting in Outlook, simply click on the EMS icon within Outlook, make your reservation, and then save and send.

With EMS for Outlook, users can:

- Book a one-time meeting, recurring meeting, or video conference.
- Choose from one or more booking templates based on user types and groups.
- Add services, like catering and A/V, and their visitors and billing information to a booking. Resolve room conflicts for changed or recurring meetings.
- Invite and update all participants via email.
- Search for available rooms throughout your EMS database.
- Filter by location, capacity, room attributes, and room type.
- View room, resource, and attendee availability (through Exchange integration).
- Define and select from Favorite rooms and buildings to save time.
- Drill down on any space or room to show details like capacity and photos.
- Use existing Outlook delegation rules and assignments.
- Create self-service video conferencing with Skype for Business.

When a user changes or cancels a meeting, the add-in automatically updates the EMS database. Should the user request a room, service, or resource that does require approvals, EMS can be set to automatically alert the EMS administrator for any notifications or required approvals.

TECHNICAL SPECIFICATIONS

Pre-requisites for Enabling Users

Because EMS for Outlook is an optional access point, organizations must configure EMS to activate the add-in for Outlook users. Each Outlook user must also have an active EMS user account, which will establish their room booking privileges based on their assigned EMS groups and booking templates.

The EMS for Outlook Components

EMS for Outlook is comprised of two main components:

- 1. The Integration to Microsoft® Exchange Web Service.**
This web service manages all communication / transactions between the EMS for Microsoft® Outlook and the EMS database including checking room availability, booking the meeting in EMS, and managing changes.
- 2. EMS for Outlook Add-in.** This add-in integrates EMS' room reservation process directly with Microsoft Outlook 2010 and later versions. This add-in must be installed on each user's PC desktop.

OPERATING SYSTEM	NOTES
Office 365	
Outlook 2016	
Outlook 2013	
Outlook 2010	
.NET Framework	4.6.2
Microsoft Visual Studio 2010 Tools for Office Runtime	VSTOR 2010

**Must be run on Microsoft Windows operating system.
Outlook for Mac is not supported.*

EXCHANGE REQUIREMENTS

VERSION

Office 365

Exchange 2016

Exchange 2013

Exchange 2010 SP3

GET STARTED

To learn more about these products, including pricing, contact EMS Software today at **+1.800.440.3994** or **info@emssoftware.com**.

ABOUT US

EMS Software™ helps millions of people create great meetings. AIG, Yale University, Accenture, and thousands of others rely on EMS Software to increase productivity, attract and retain people, reduce costs, and differentiate their brand. EMS Software offers the greatest depth and breadth of functionality, the fastest and easiest way to schedule a meeting, and an exceptional customer experience. For more information, please visit emssoftware.com.

CONTACT FOR A DEMO

Accruent, LLC

sales@accruent.com | www.accruent.com

© Copyright 2021 Accruent, LLC



ARMOR ACTIVE: BUSINESS SOLUTIONS FOR MOVILITY

ArmorActive delivers unique enclosures for digital conference room scheduling. With ArmorActive, you get:

Tablet modularity expertise—proven experience and knowledge to develop cost effective and flexible solutions for conference room scheduling.

Market ready, enterprise class solutions—robust enclosures solving the unforeseen challenges with tablet deployments within business settings.

Strong partnerships with solution focused software and hardware companies—our goal is to support best-in-class technologies enabling the right integrated solution.



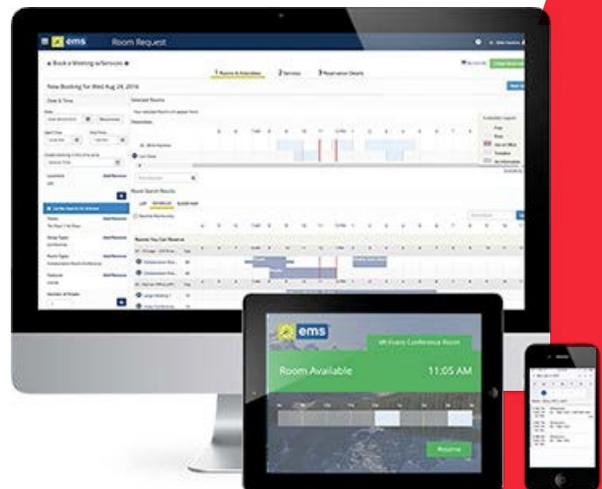
APPLE, ANDROID, AND WINDOWS COMPATIBLE

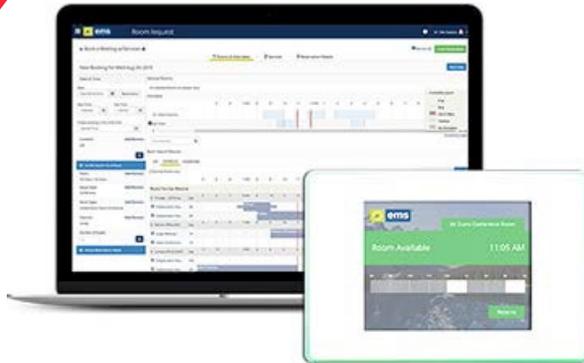
The EMS Room Sign App is easy to install and use. When devices are secured in the ArmorActive Optica Pro LED™ Enclosure, users are able to see a room's status easily from a distance via the glowing rim LED indicator around the enclosure. Together, the Room Sign App and the Optica Pro LED Enclosure digitizes your spaces, helping to increase productivity and differentiate your brand.

EMS SOFTWARE: ONE PLATFORM. VAST CAPABILITIES.

EMS is the industry's leading scheduling platform—connecting people to spaces, resources, services, and technology. Offering the greatest depth and breadth of functionality in the industry, EMS is built to support the entire spectrum of organizational needs, from meeting reservations and workspace hoteling, to resource, event, and services management.

A highly configurable solution, EMS can be aligned to fit your resources and workflows. The EMS platform also serves as a single system of record and integrates with nearly every digital hardware vendor through APIs, modules, and toolkits.





THE PERFECT COMBINATION:

The EMS Room Sign App and ArmorActive's Optica Pro LED™ Enclosure A part of the EMS Software platform, the Room Sign App, is a simple yet powerful tool. The app displays real-time meeting information and room availability on touchscreen room signs mounted outside reservable workspaces. Users can:

Make on-the-go bookings and reservation edits.

Work more efficiently, enabling increased productivity.

Gather important utilization data to inform real estate and workplace decisions.

LEARN MORE ABOUT COMBINING EMS AND ARMORACTIVE

Contact us at **+1.800.440.3994** or visit [emssoftware.com](https://www.emssoftware.com) to get started with a conversation or demo showing **EMS** and **ArmorActive** working together.

CONTACT FOR A DEMO

Accruent, LLC

sales@accruent.com | www.accruent.com