



MS Outlook® integration

With Condeco's MS Outlook plug-in users can reserve rooms and schedule attendees directly from their Outlook interface

With the Condeco Outlook plug-in users can arrange a meeting in Outlook and book a room in one seamless process.

Using the Outlook plug-in allows the user to request a room directly from within the Outlook application. The user selects the meeting time and location from the Appointment page within Outlook.

The user selects the attendees to be invited from the Contacts section within Outlook. This will then display the availability of the internal attendees so that an appropriate time for the meeting can be selected.

The user finally selects the Condeco tab to complete the room booking request form. This form contains separate pages for catering, AV equipment, additional attendees and other supplies that are required for the meeting.

The user then submits the request for the meeting room and the system will automatically check if a suitable room is available, the required services are available and that the user has allowed the pre-determined notice period to allow the room configuration to be set up.

If the room or services are not available the system provides a warning message and asks that the user selects a different time, or removes some of the required services if they are out of stock.

Condeco emails confirmation of the booking to the meeting host, the person that booked the meeting and any attendee that has been entered into the booking.

The client services team can still maintain control of managed rooms if required and accept requests sent via Outlook, providing maximum flexibility for both the users and the administrators.



To find out more or to arrange a meeting
call 020 7001 2055 or visit www.condecsoftware.com



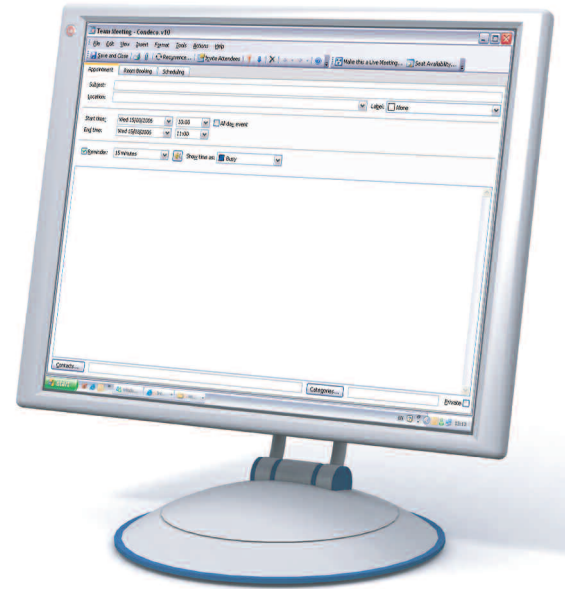
A user-friendly plug-in to your existing system

Key benefits of using the Condeco Outlook plug-in

- Limited training is required as users will be using MS Outlook as their main point of entry.
- Attendees' availability can be checked before confirming the meeting room, providing a quicker booking process.
- No additional logins are required from the user: they simply schedule and book.
- Single point of entry for meeting room bookings, which synchronises calendars and leaves less room for error and conflicts.
- No individual installs required on user machines and no set-up as the Outlook form is centrally administered.

About us

Condeco is a specialist in workspace management software solutions. We pride ourselves on delivering robust technology that maintains flexibility whilst working towards clients' specific needs. Our dedicated team have a wealth of experience in configuration, installation and training, ensuring our clients get the best knowledge and service available in the market today.



Our clients include:

ARUP
Barclays
BBC
Diageo
DLA Piper
Home Office
London Councils
MoD
Nomura
Ofsted
Reuters
Saatchi and Saatchi

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