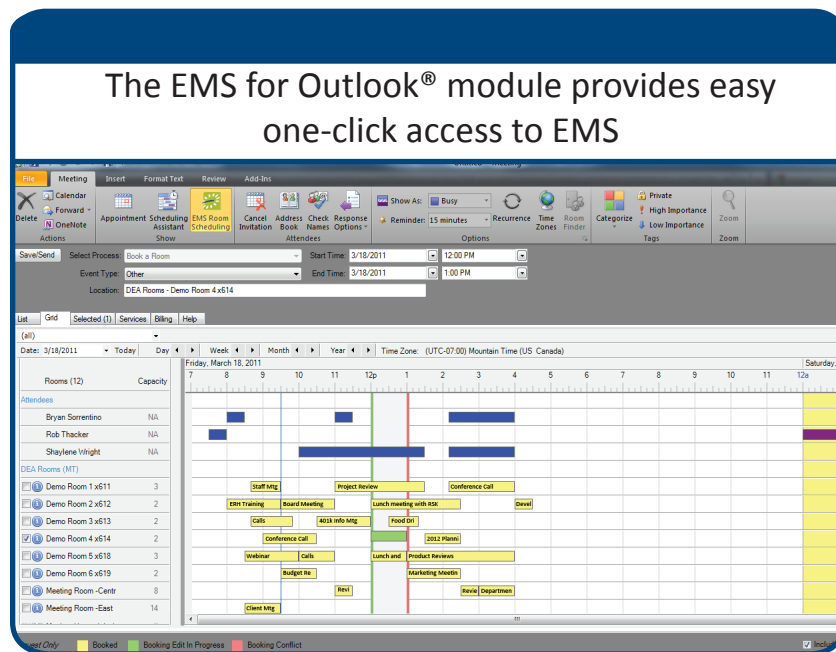


## OVERVIEW

The EMS for Outlook<sup>®</sup> module gives users one-click access to self-service room reservation and resource booking functionality from within a familiar personal scheduling interface.

Ideal for use with “unmanaged” space (i.e. rooms for which no official approval is required), this time-saving integration lets users find available rooms, review their details, reserve them and book any necessary resources (equipment, etc.) all from within Microsoft Outlook<sup>®</sup>.



## FEATURES AND BENEFITS

- Reserve rooms, secure resources and request attendee participation all from within Outlook<sup>®</sup>
- Familiar interface facilitates user acceptance of EMS
- Easily find room availability for recurring meetings
- Graphical Reservation Book-type view of room activity/availability
- Quick access to room details for confirming that a space is appropriate for the meeting

*This optional module is compatible with Microsoft<sup>®</sup> Exchange 2003 SP2, 2007 SP1 or 2010, and Microsoft Outlook<sup>®</sup> 2007 or 2010.*