

StarLeaf Scheduler for Outlook Office 365

User Guide
13 November 2018



StarLeaf Scheduler for Outlook Office 365

The StarLeaf Scheduler for Outlook Office 365 ('O365') allows all O365 users in an organization to schedule video meetings directly from their O365 client and Outlook web version.

Select a topic below to learn more about installing and using the StarLeaf Scheduler.

- [Installing the StarLeaf Scheduler \(p2\)](#)
- [Connecting the StarLeaf Scheduler to your O365 calendar \(p2\)](#)
- [How to schedule a meeting using the StarLeaf Scheduler \(p3\)](#)
- [Mass deploying the StarLeaf Scheduler for Outlook Office 365 \(p5\)](#)

Installing the StarLeaf Scheduler

To download the StarLeaf Scheduler, go to the StarLeaf Scheduler page in Microsoft AppSource [here](#).

1. Select the blue **Get It Now** button.



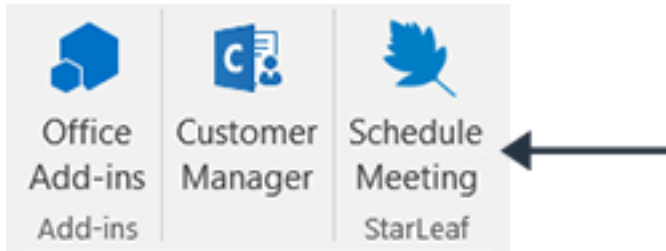
2. If you are not already signed in, sign into your Microsoft account in AppSource. The email address you use to sign in here must be the same as your StarLeaf account email address.
3. Select **Continue** if you agree to the StarLeaf Scheduler terms and policies.
4. Select **Add**.
5. Select **Continue**.

The StarLeaf Scheduler begins installing. When it is successfully installed, follow the steps for [Connecting the StarLeaf Scheduler to your O365 calendar \(p2\)](#) below.

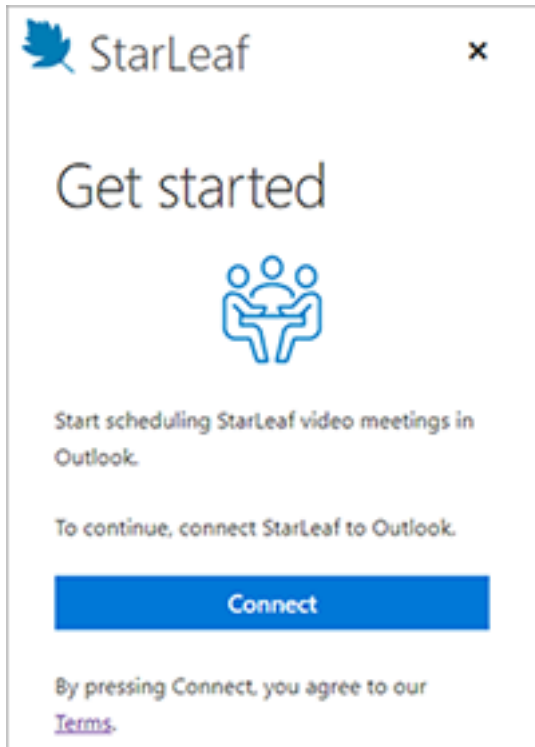
Connecting the StarLeaf Scheduler to your O365 calendar

When the StarLeaf Scheduler is installed, it must then be connected to your O365 calendar. To complete this one-time connection:

1. Open your O365 client.
2. In your O365 calendar, select **New Meeting**.
3. On the Meeting toolbar, select the StarLeaf **Schedule Meeting** button as shown below.



4. Select Connect to connect StarLeaf to your O365 calendar.



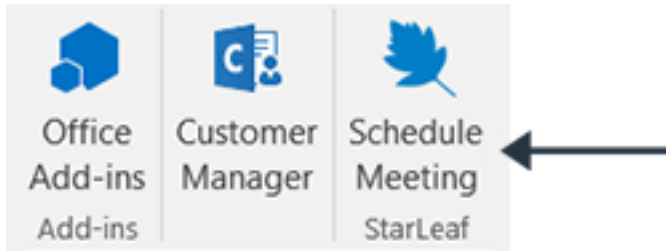
Your StarLeaf account and O365 calendar are now connected.

Note: If you select **Connect** but have not yet signed up to StarLeaf, you are prompted to download StarLeaf. Follow the instructions provided by StarLeaf to sign up, then return to your O365 client for scheduling StarLeaf meetings. For more information about signing up to StarLeaf, see [Signing into the app](#).

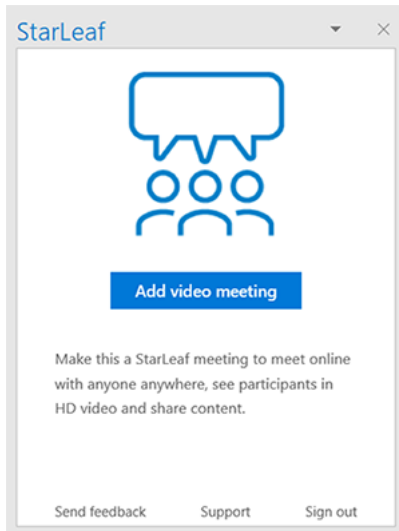
How to schedule a meeting using the StarLeaf Scheduler

You can schedule a StarLeaf meeting directly from your O365 desktop client.

1. In your O365 calendar, select **New Meeting**.
2. On the Meeting toolbar, select the StarLeaf **Schedule Meeting** button as shown below.

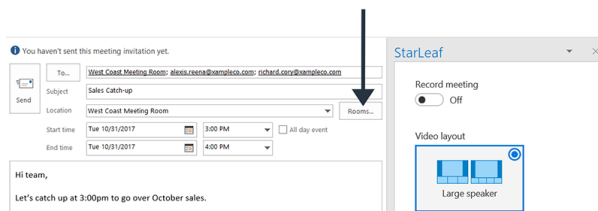


3. Select **Add video meeting**.



The text of your meeting invitation is pre-populated with instructions on how to join the meeting but you can edit this or add your own text.

4. Complete the remaining invitation fields and choose a video layout. You can also add a meeting room from **Rooms...**



5. Select **Send**.
Each participant receives a meeting invite by email.

About meeting invites

When a meeting is scheduled, each participant receives a meeting invite by email which provides instructions for all the different ways of joining a StarLeaf video meeting:

- From the StarLeaf app
- From a meeting room system (Cisco, Polycom, etc.)
- From Skype for Business
- From a web browser
- From a phone (audio-only)

Mass deploying the StarLeaf Scheduler for Outlook Office 365

For information on how to mass deploy the add-in to a group of users, go to [Deploy Office add-ins in the Office 365 admin center](#).

Legal information

Third party software acknowledgments

Acknowledgments of third-party software are available at:

www.starleaf.com/support/legal

Disclaimers and notices

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