

StarLeaf Scheduler for Outlook Office 365

User Guide
06 January 2020



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.

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Install 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.



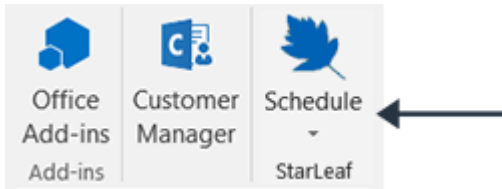
2. If you are not already signed in, sign into your Microsoft account in AppSource. The email address you use to sign in here must be the same as your StarLeaf account email address.
3. Select **Continue** if you agree to the StarLeaf Scheduler terms and policies.
4. Select **Add**.
5. Select **Continue**.

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

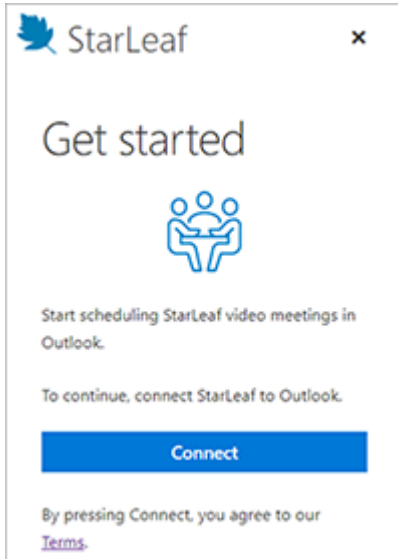
Connect the StarLeaf Scheduler to your O365 calendar

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 **Schedule** beside the StarLeaf icon in the toolbar.



3. Select **Schedule meeting**.
4. Select **Connect** to connect StarLeaf to your O365 calendar.

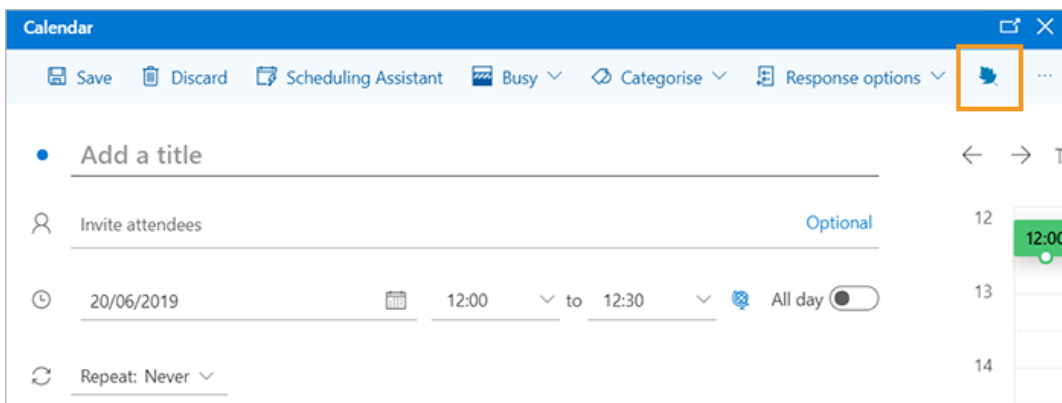


Your StarLeaf account and O365 calendar are now connected.

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.

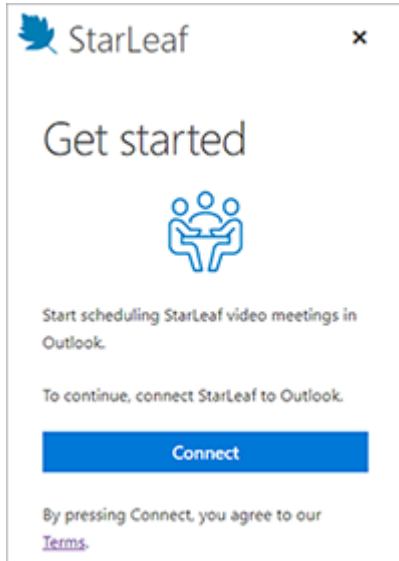
Connect the StarLeaf Scheduler to your O365 calendar (web app)

1. Open the O365 web app in your browser.
2. In your O365 calendar, select **New event**.
3. In the event window, select the StarLeaf icon in the toolbar as shown below.



Note: If you do not see the StarLeaf icon in your toolbar, go to [Add the StarLeaf Scheduler to your O365 calendar toolbar \(web app\) \(p4\)](#).

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

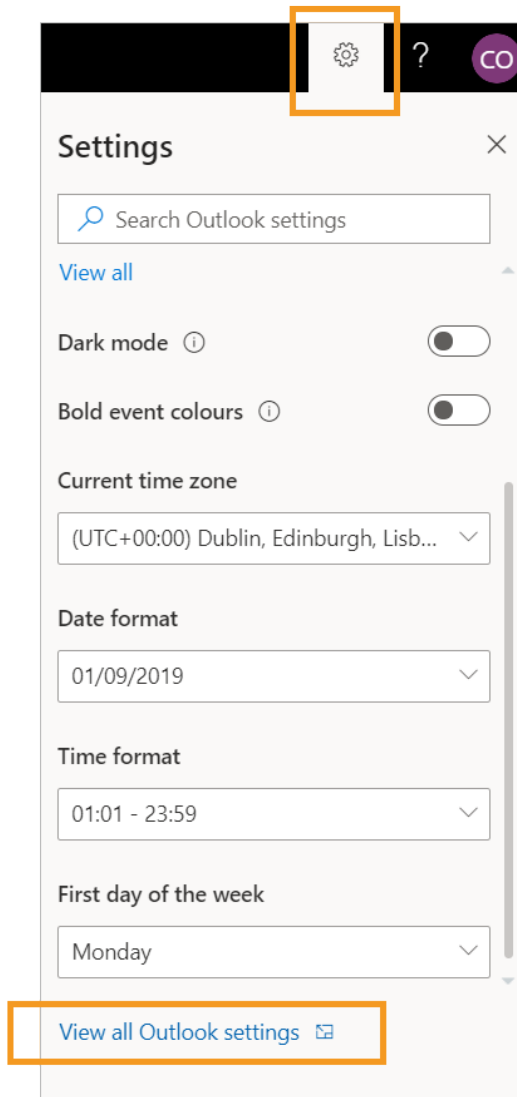


5. In the Microsoft window that opens, select **Yes** to grant StarLeaf permission to access your O365 calendar for scheduling meetings.

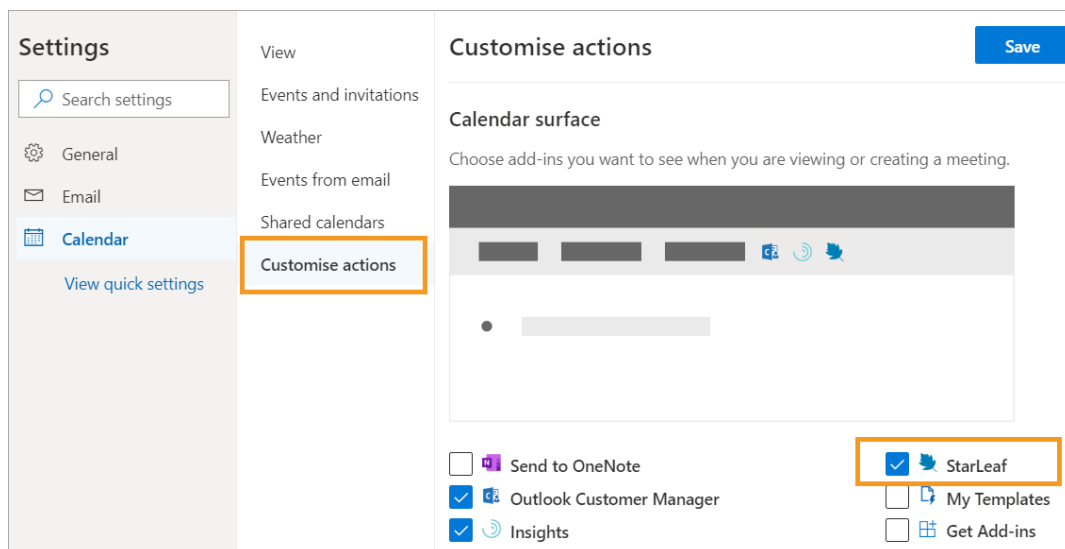
Add the StarLeaf Scheduler to your O365 calendar toolbar (web app)

To add the StarLeaf Scheduler button to your calendar toolbar for easy scheduling:

1. In your O365 calendar web app, go to **Settings**.
2. Select **View all Outlook settings**.



3. In **Settings**, go to the **Calendar** tab on the left-hand side (if you are not already on it).
4. Select **Customise actions**.
5. Tick the box beside StarLeaf as shown below.



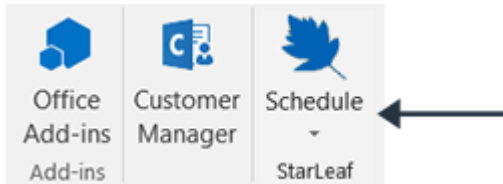
6. Select **Save**.

The StarLeaf Scheduler button now appears in the calendar toolbar.

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 invite 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 invite fields.

Subject	Sales meeting		
Location	West Coast Meeting Room		
Start time	Thu 20-Jun-19	2:00 PM	<input type="checkbox"/> All day event
End time	Thu 20-Jun-19	2:30 PM	

Ways to join your meeting:
<https://meet.starleaf.com/7250622>

Join this meeting from your browser:
<https://meet.starleaf.com/7250622/browser>

Join from your phone (audio only):
 +44 (0)330 828 0796 (GB)
 +44 (0)333 016 2228 (GB)

StarLeaf

Record meeting
 Off

Video layout

Large speaker

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

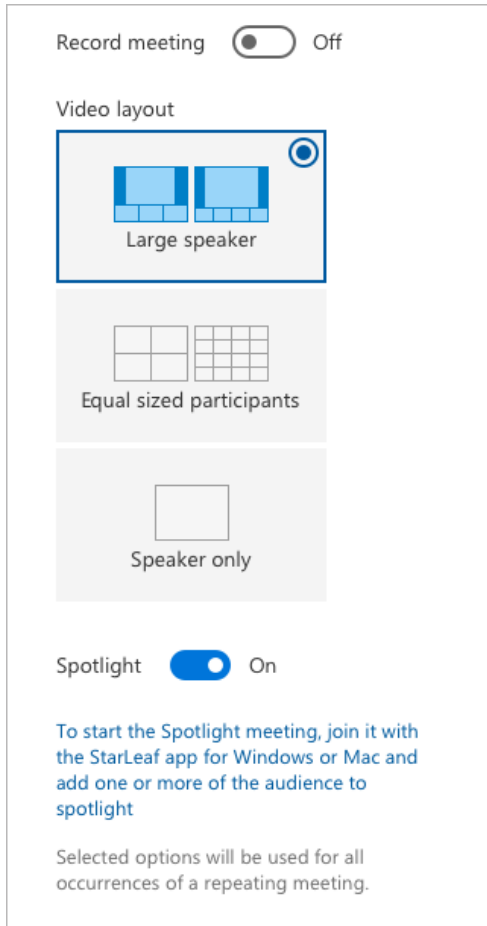
Additional meeting options

When you create a meeting, there is window that displays some additional options that you can use for your meeting.

Record meeting: If your organization has purchased the recording solution, you can select record meeting. You will be able to download and view the meeting again.

Video layout: This determines the layout of the video panes for the speaker and meeting participants.

Spotlight: This feature is useful for large meetings where only one or a few people will be talking or presenting but where there are many participants who want to view and listen. In a Spotlight meeting, only the participants in spotlight are visible and audible by default in the meeting. Audience participants are muted.



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

Mass deploy 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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