

simplex Meeting

Outlook AddIn for Microsoft 365

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1 Overview

Our *simplex* Meeting Outlook AddIn is designed for Microsoft 365 and new Exchange Servers. The AddIn can be deployed company-wide via the Microsoft 365 Admin interface. If you have your own Exchange Server, the installation can be done internally.

Advantages:

- *One software:* You will stay in MS Outlook while using simplex Meeting.
- *Quick start:* One click on the Outlook toolbar and you can join the audio and video conferences without login.
- *Contacts:* You can select your session participants directly from your Outlook address book.
- *Meeting scheduling:* You can check the free appointments directly in your Outlook calendar while creating a meeting.
- *Simple synchronization:* The entries in the simplex meeting calendar can be synchronized with Outlook with one click.

Our *simplex* Meeting Outlook AddIn for Microsoft 365:

<https://meeting.simplex.tv/api/v6/integrations/o365/manifest.xml>

2 simplex Meeting Outlook AddIn Exchange Server Installation Guide

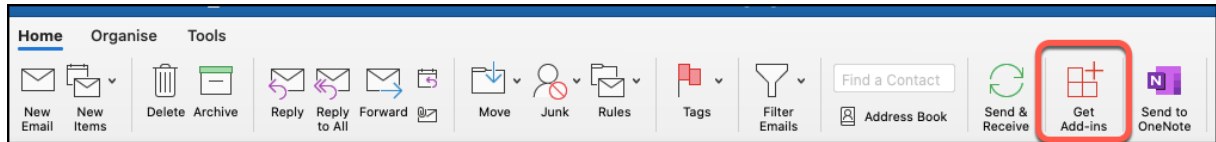
Under the link below you will find the necessary instructions to install the simplex Meeting Outlook AddIn for Microsoft 365 via Exchange Server: [Exchange Server - Outlook AddIn for Microsoft 365 installation guide](#)

Our *simplex* Meeting Outlook AddIn for Microsoft 365:

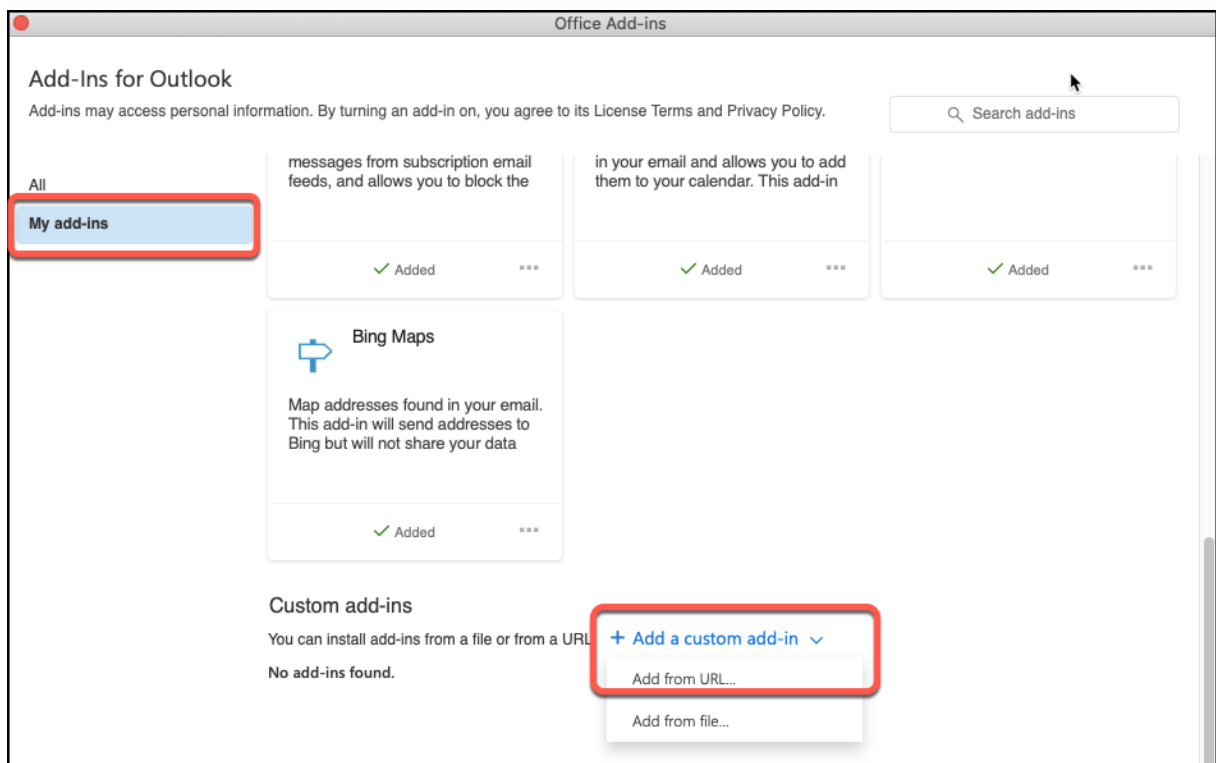
<https://meeting.simplex.tv/api/v6/integrations/o365/manifest.xml>

3 simplex Meeting Outlook AddIn Desktop Installation Guide

1. Select “Get Add-Ins” button in your Desktop Microsoft 365 Outlook.



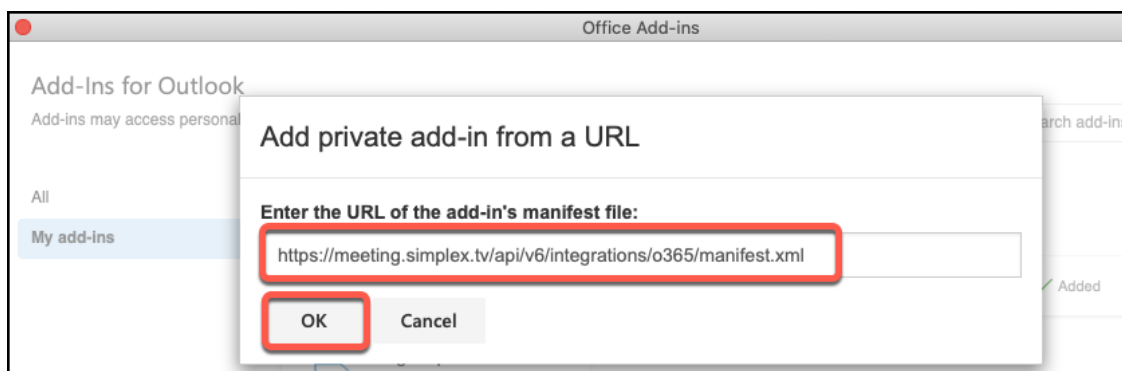
2. Select “My add-ins” > “Add a custom add-in” > “Add from URL ...”



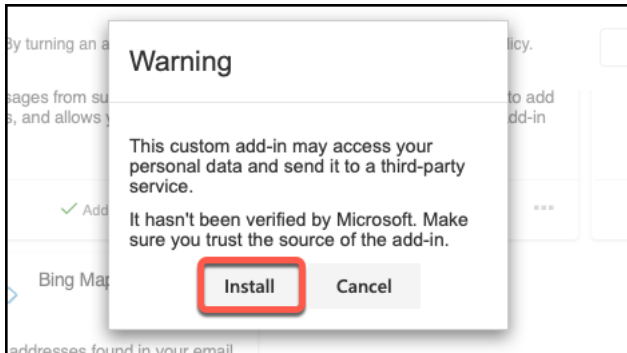
3. Insert simplex Meeting Outlook AddIn link in the field “Enter the URL of the add-in’s manifest file” and confirm with “OK”.

Our *simplex* Meeting Outlook AddIn link for Microsoft 365 is:

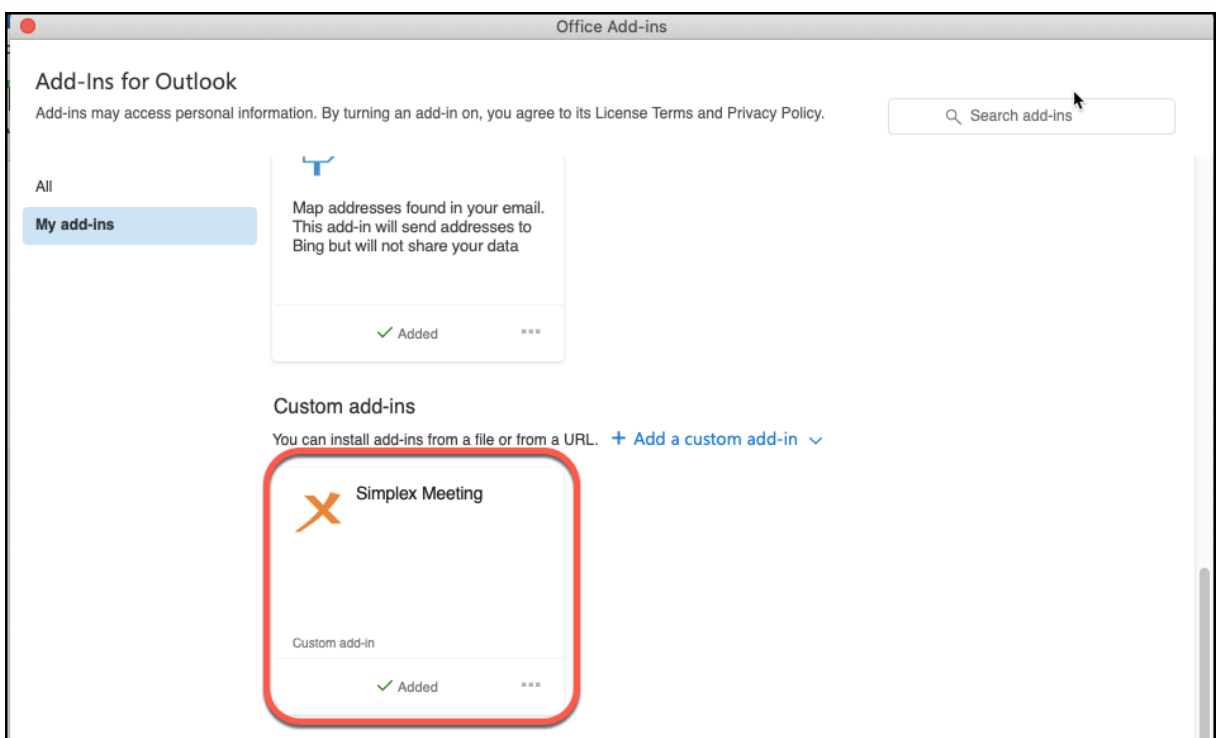
<https://meeting.simplex.tv/api/v6/integrations/o365/manifest.xml>



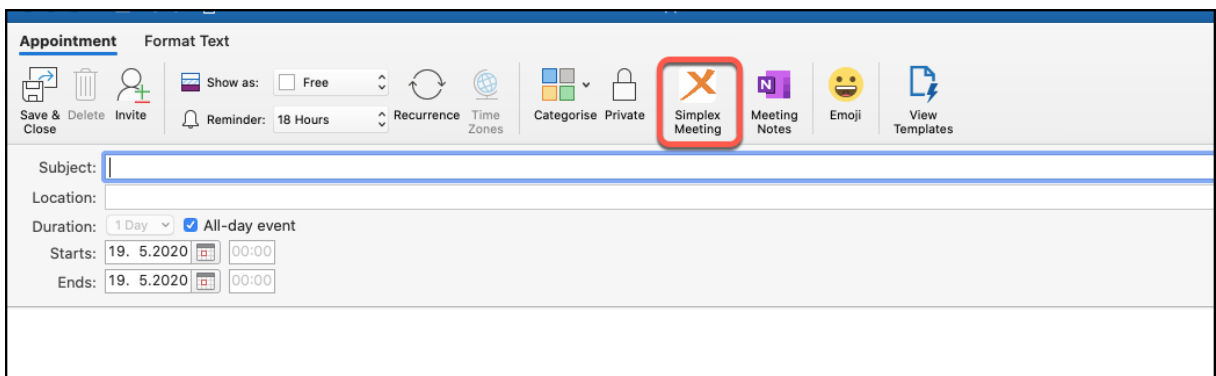
4. Confirm with "Install".



5. The installed simplex Meeting Outlook AddIn is now displayed under your customized add-ins.

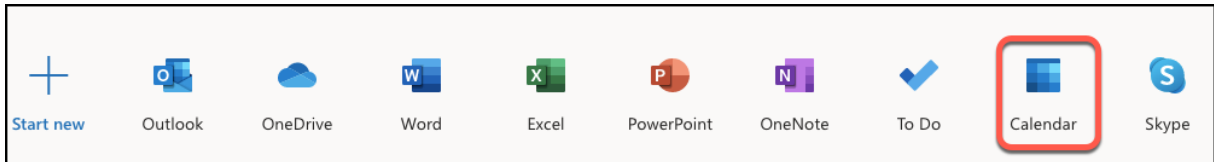


6. When creating a new appointment in your Outlook calendar you can now select the "simplex Meeting Outlook AddIn" and log in once with your login data.

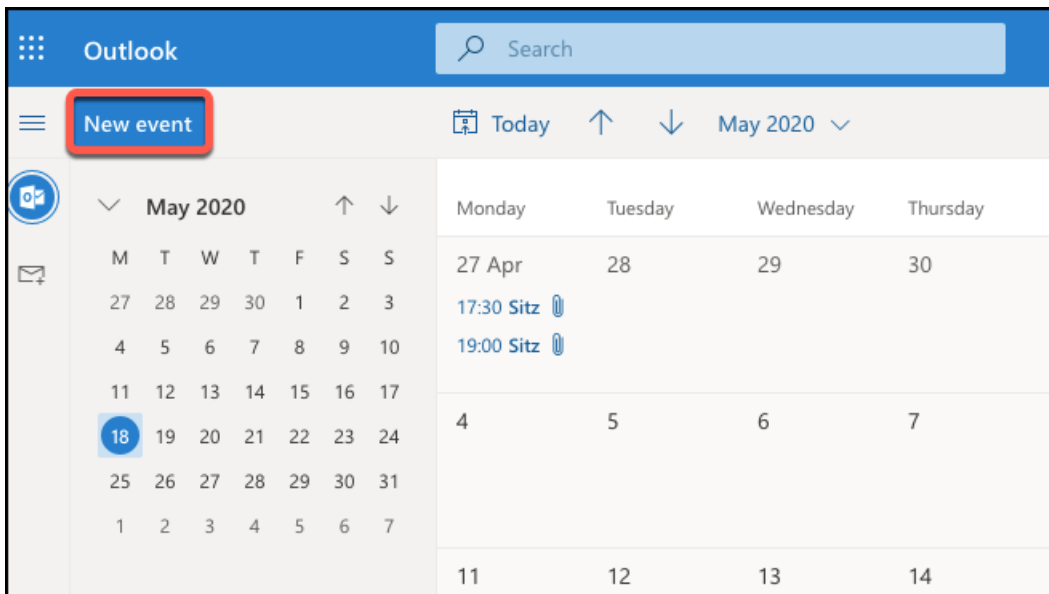


4 simplex Meeting Outlook AddIn Browser Installation Guide

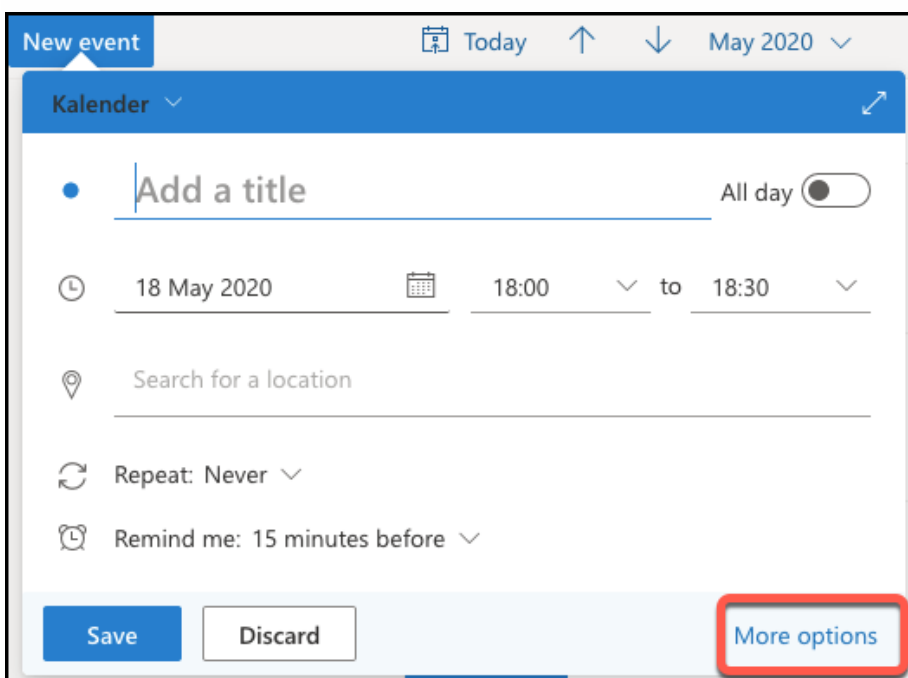
1. Select "Calendar" in your Microsoft 365 browser account.



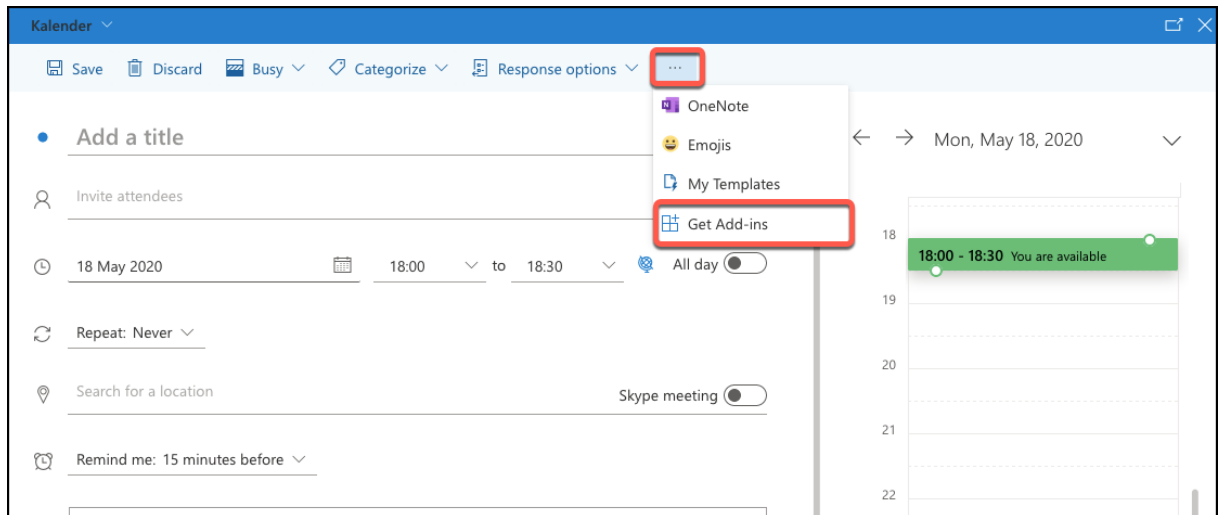
2. Open "New Event"



3. Select "More options"



4. Select “Get Add-ins” under “...”



5. Select “My add-ins” and “Add a custom add-in” > “Add from ...” and insert simplex Meeting Outlook AddIn link in the field “Enter the URL of the add-in’s manifest file” and confirm with “OK”.

Our *simplex* Meeting Outlook AddIn link for Microsoft 365 is:

<https://meeting.simplex.tv/api/v6/integrations/o365/manifest.xml>

