EMS for Outlook Plug In for Faculty and Staff - Windows Only

If you are a faculty or staff member running Windows, you can use the Outlook plug in for EMS to make room scheduling easy!

Step by Step guide

EMS OUTLOOK 32-BIT PLUGIN INSTALLATION

IMPORTANT: follow these instructions while on the Yale campus or connect via VPN. This plug in is for Faculty and Staff use only.

1. Close Outlook
2. Ensure old plugin is uninstalled
3. Reboot if necessary
4. Ensure that Microsoft .NET framework 4.6.1 or higher is installed
5. Reboot if necessary
7. Click .exe to install
8. Enter URL when prompted, Keep "P" capitalized: https://yalesom.emscloudservice.com/Platform

Step 8: Go into outlook and verify that EMS plugins appears when creating meeting requests

MAKE A MEETING USING EMS FOR OUTLOOK PLUGIN

Note: Should any changes need to be made for any reservation whether created in Outlook or Virtual EMS must be edited from the location in which it was created and only by the person who created the reservation.

1.) Open Outlook
2.) Make a new Meeting
3.) Click on the EMS Room Scheduling Icon

4.) Select Process: Click the drop down > Choose the organization you are making the reservation on behalf of.
5.) Event Type: Click the drop down > Choose the type of event
6.) Groups: Choose the group you are representing or if the reservation is being made on your behalf select yourself
7.) Start and End Time: Click the drop down next to either and a calendar appears. Choose your dates. Time is the same Choose the drop down and a list of times is presented.
8.) Location: will be populated with the building and room number once you have chosen your room.

9.) To choose a room: Based on the "Select Process determines the room list you will be presented. Simply check the box next to the room which in turn will populate the location.
10.) Selected Tab: You can remove the room from here and return to the Grid to choose another. Multiple rooms for one reservation may be chose as well.
11.) Services Tab: The services Tab allows you to choose facilities services and equipment, Media Services and Equipment.

12.) Outlook Scheduling Assistance: (This is your attendees Free/Busy information based on their outlook calendar.) Move to the scheduling assistant to invite your attendees.

13.) All Attendees: Use this to check attendees availability. Click in the box below your name type in the persons name and use the key strokes Control (CTRL) and the letter K to bring up the Check Names box. Select your attendees.

14.) Appointment: Allows you to send the request to the attendees. You can enter notes in here as well, enter your subject and send.
Your reservation is complete. You have chosen the room/space, invited your attendees and are now able to send the meeting request from one location.

<table>
<thead>
<tr>
<th>Location</th>
<th>165 Whitney Ave (Brant Hall) - 2262 Keller Breakout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>5/5/2014 - 2:00 PM - All day event</td>
</tr>
<tr>
<td>End</td>
<td>5/5/2014 - 3:30 PM</td>
</tr>
</tbody>
</table>

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