

SAVANCE
EIOBOARD

EIOBoard Outlook Integration Guide

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Background and Definition

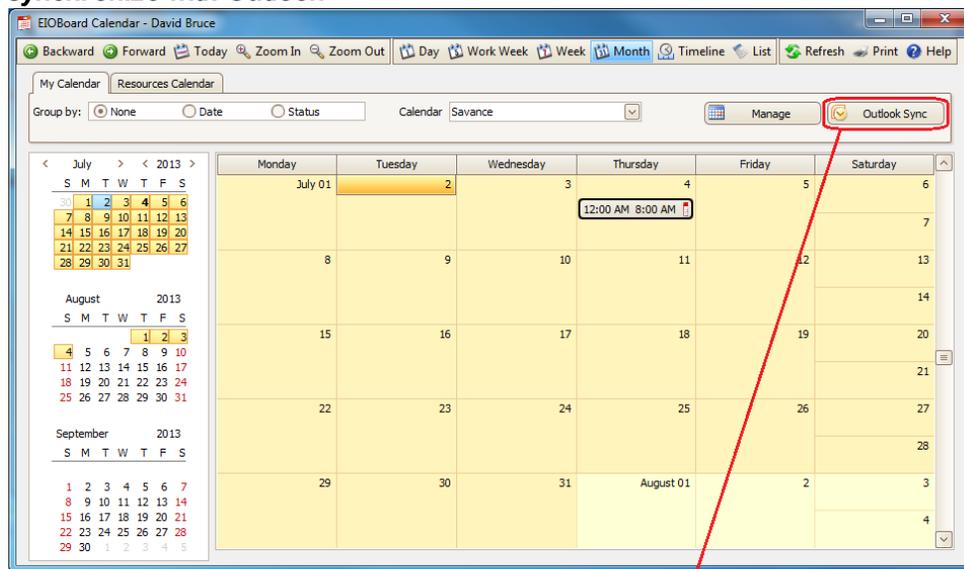
Microsoft Outlook is one of the most accepted forms of e-mail, calendar, and office communication tools in the industry today. Savance’s EIOBoard has taken a few initiatives to include features that allow EIOBoard and Outlook to interact. Currently, EIOBoard can synchronize with your Outlook calendars, add a button to top toolbar of Outlook, and add a folder that links to the EIOBoard web version. These three ways that EIOBoard integrates with Outlook are explained below.

Outlook Calendar Synchronization

Future statuses will automatically update a user’s status even when the user is away. For example, if an employee has a meeting at 8:00AM, then a sales call at 10:00AM, and a lunch meeting at 12:00PM, they can have EIOBoard automatically update their status so other employees and customers can know their whereabouts. Since most employees keep their status updated in Outlook, EIOBoard eliminates the need to duplicate the efforts to update two different calendars by allowing users to synchronize.

EIOBoard allows you to pick a date range, view your events, assign the events to a status (such as out, meeting, or unavailable).

How to synchronize with Outlook

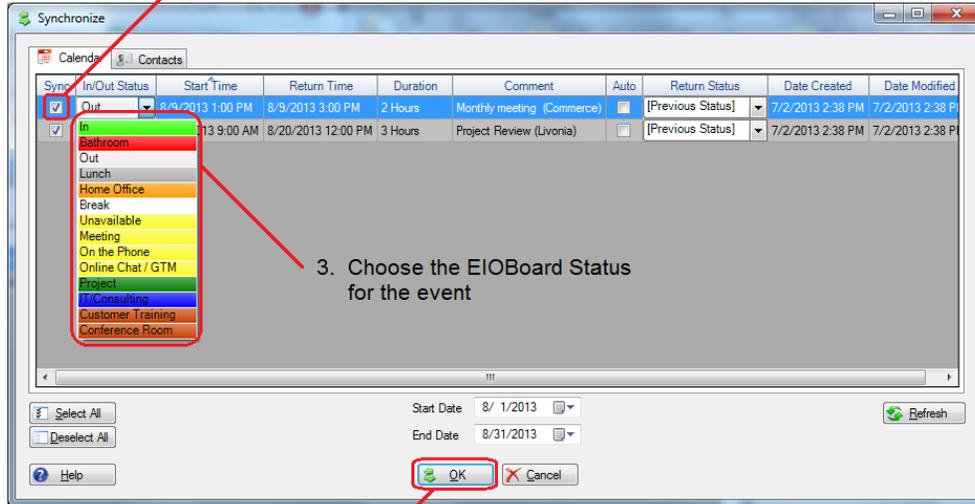


1. Click on Outlook Sync from the EIOBoard Calendar Screen



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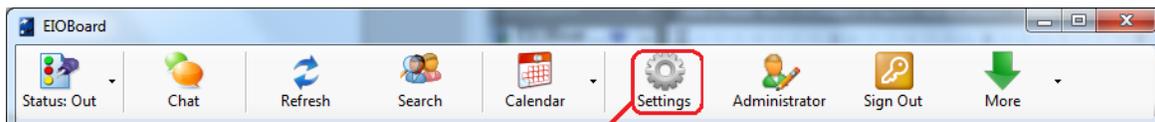
2. Click on Sync for the events you want updated in EIOBoard



3. Choose the EIOBoard Status for the event

4. Click OK

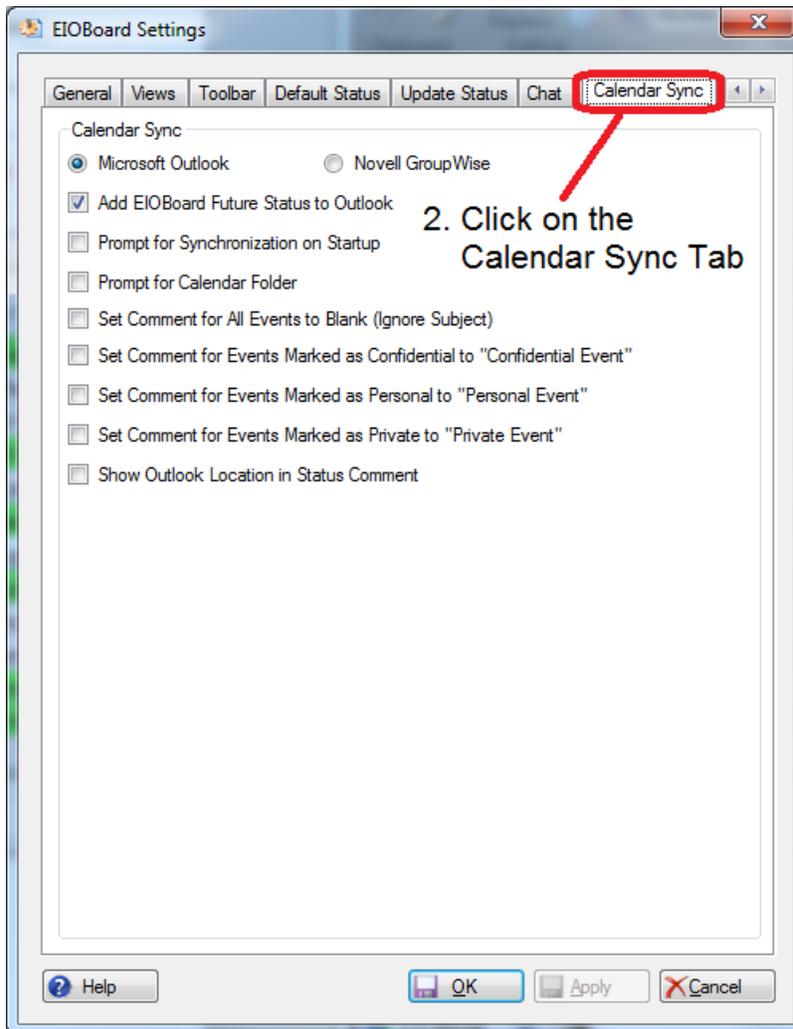
Outlook Synchronization Settings and Auto Synchronization



1. Click on Settings



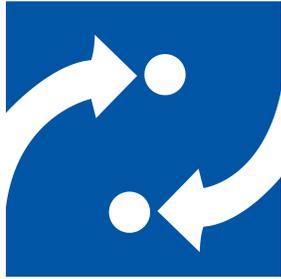
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Add a folder link in EIOBoard to launch the EIOBoard Website

You can add a mail or calendar folder in Outlook and link it to the EIOBoard website. Alternatively, you can add a public folder to allow all users to view the link to the website so users do not have to remember the URL to the Internet or Intranet EIOBoard.

1. Right-click on the mailbox and click **New Folder** (or click on the public folders if you are an administrator).
2. Enter the name for your folder/shortcut (eg. "EIOBoard"). For **Folder Contains**, choose "Mail and Post Items" (determines the icon of the folder). Then choose the folder's location.
3. Now, you have to configure the new folder as a web site link. Right-click on the new folder and choose properties. In the Home Page tab, check **Show home page by default for this folder**. Then type in the address of the EIOBoard server.



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