

# BookMe

Microsoft Outlook Add-in /// Support Documentation

The screenshot displays the BookMe add-in interface. At the top, there is a calendar for March 2020. The calendar grid shows dates from 16 to 22, with 17, 18, and 19 highlighted in light blue. Below the calendar, the 'Recipient's Time Zone' is set to 'EDT - Eastern Daylight Time (UTC...)' with a dropdown arrow. The 'Meeting Length' is controlled by a slider, currently set to 30m, with options ranging from 15m to 2h. A 'Search Contacts' input field is located below the slider. A checkbox labeled 'No Back-to-Backs' is checked. At the bottom, there are three buttons: 'BookMe', 'Clear', and 'Settings'. Below these are two more buttons: 'Send Feedback' and 'Help'.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

Recipient's Time Zone

EDT - Eastern Daylight Time (UTC... ▾)

Meeting Length

15m 30m 45m 1h 1.5h 2h

Search Contacts

No Back-to-Backs

BookMe Clear

Settings Send Feedback Help

## Contents

Add-in Overview.....	3
Purpose .....	3
Created for .....	3
Can help with .....	3
Setting your options .....	3
Calendar .....	3
Time zone .....	3
Length Slider .....	3
Search Contacts.....	3
No Back-to-Backs.....	4
Communicating your availability.....	4
BookMe button .....	4
Issues, Feedback, Support.....	4
Frequently Asked Questions .....	4
Image 1 - Example user scenario.....	6

## Add-in Overview

### Purpose

BookMe was created to help cross reference you and your colleague's calendars. When creating a new email in Outlook, you can insert your future availability into a draft email message. BookMe generates text of available days and times by cross-checking you and your colleague's calendars. The specific dates, length of meeting time, those colleagues to cross reference with, and other options can be chosen to dictate the availability that is proposed. This add-in removes the temptation of providing incomplete availability and dramatically reduces the time spent to provide complete (and accurate) availability. BookMe is essential for anyone setting meetings with external personnel, where calendars can't be shared.

### Created for

BookMe was created for anyone who uses Microsoft Outlook to propose future meeting times. The add-in can handle many different time zones and propose times so they're easily understood by the recipient.

### Can help with

You will no longer have to convert proposed meeting times to another time zone. BookMe automatically takes care of proposing your availability in the time zone you choose. No longer worry about opening extra windows, looking through calendars, checking time zones, or the tedious/repetitive task of typing dates and times.

## Setting your options

### Calendar

The calendar allows you to choose a set of dates to propose in the new email message. The calendar will show the current week along with the next three future weeks. A span of consecutive or sporadic days can be chosen.

### Time zone

Proposed dates will be converted to the chosen time zone. This feature is helpful when the recipient resides in a different time zone than the sender of the email.

### Length Slider

The meeting length slider allows the user to choose the length of a proposed meeting. This value goes into the calculation when determining availabilities. If, for example, there is only a 1-hour available window of time throughout a day and a proposed meeting is set to last 1.5 hours, there will be no available times for that day.

### Search Contacts

The search contacts feature allows the sender to choose other contacts of theirs to cross reference calendars with. This feature is used when a proposed meeting will include the sender

along with any number of other colleagues or contacts. The add-in will cross-reference existing meetings or unavailable times of these contacts and ensure the proposed future meeting times will not overlap.

### No Back-to-Backs

The No Back-to-Backs option will ensure there is a gap (the gap length is set in the Settings panel) between any two meetings. This option alleviates, for example, a meeting ending at 2:00pm, while another meeting is set to start at 2:00pm.

## Communicating your availability

### BookMe button

The BookMe button will generate the availability for the given options that were set. The availability text will be inserted into your existing email message. The text will be put where the user's cursor is. By default, the available working timespan will be from 8:00am-5:00pm of the time zone chosen in the time zone selector.

## Issues, Feedback, Support

We're always looking to improve BookMe's experience for the user. If you run into any issues, contact support at [info@bookmeaddin.com](mailto:info@bookmeaddin.com) describing the issue. We also welcome any feedback or improvements.

## Frequently Asked Questions

Q: Why is the text 'No Availability' being put into my message?

A: 'No Availability' is inserted when no available times are found for the settings you chose. Be sure to double check the time zone and contacts you've chosen as these options have the largest impact on removing available times.

Q: Why aren't contacts appearing when I search for them?

A: The Search contacts feature looks for contacts in your Outlook address book. Ensure you've added contacts to your address book and that they're in your same organization.

Q: The Length Slider doesn't change the text put into my message.

A: The Length Slider is for setting the length of your proposed meeting, on the other hand, the message text is a span of time when your meeting could be held. That text won't change unless the span isn't large enough for the meeting length. For example, if all colleagues have availability from 8:00am-10:00am, a meeting lasting either 30 minutes or 1.5 hours can be accommodated within that timeframe.

Q: The No Back-to-Backs option doesn't change the text put into my message.

A: The No Back-to-Backs option only comes into play when any colleague has a meeting within the proposed timespan. With this option selected, the proposed times will leave a gap between any two meetings.

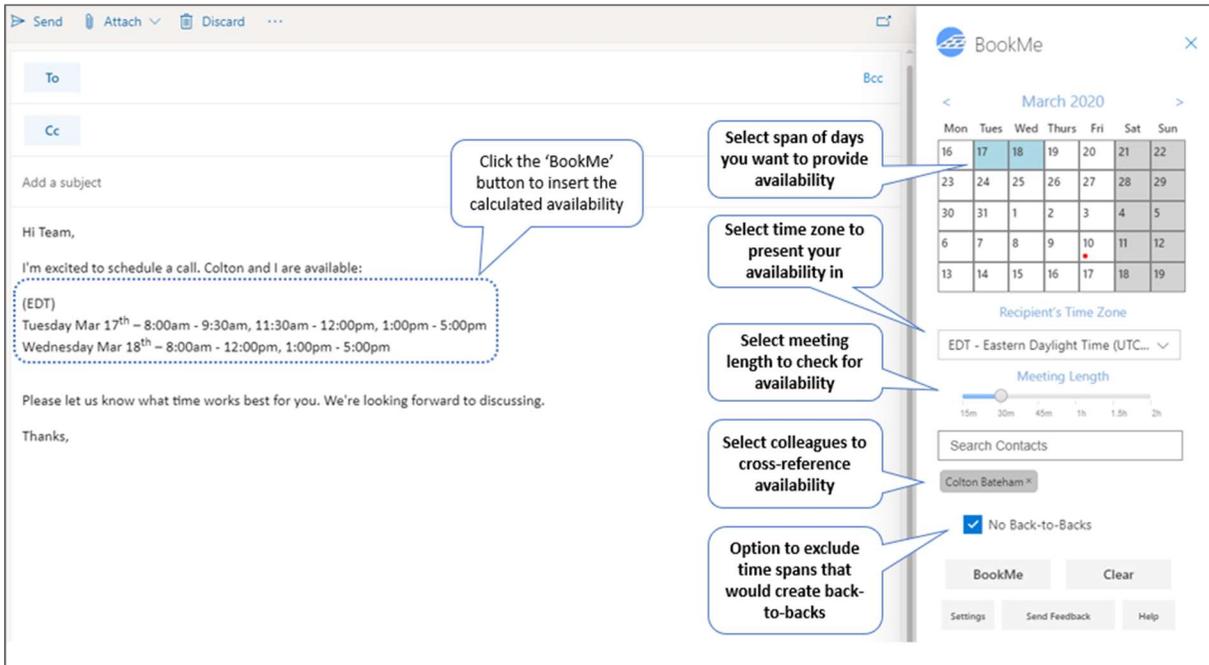


Image 1 - Example user scenario

The user in the image above has chosen two dates from the calendar. They're planning to have a meeting in the EST time zone that will last 30 minutes in duration. Colton will be attending the meeting as well, so he has been added from the Search Contacts feature. The user has their lunch hour blocked so the meeting wouldn't span from 12:00pm-1:00pm. Based on both of their existing calendars and meetings, possible meeting times were found on Tuesday March 17<sup>th</sup> and Wednesday March 18<sup>th</sup>. Since the recipient of the email is also in the EST time zone, no adjustments were made to the start or end of the day.