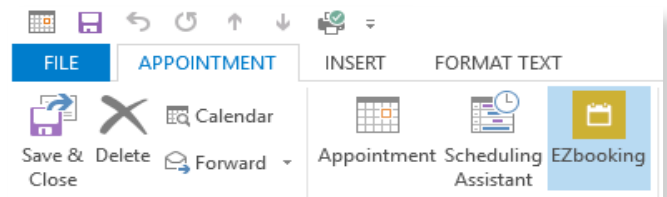# EZ-Outlook
seamless and simple

Ever wanted to book resources directly within your Outlook calendar? This is possible with EZ-Outlook, an integrated plug-in to your Outlook program.

With this free of charge function, you are able to combine your Outlook calendar and meeting requests with EZbooking resources. Thus, your organisation benefits from all the familiar tools of Outlook and scheduling power of EZbooking!

Create and edit a booking from Outlook

You can in an easy way book an object directly from Outlook, by clicking the EZbooking icon while creating a new appointment in your calendar. There, within your Outlook program, you will be able to choose an object and a time. To provide you with an accurate overview, we colour coded the following four categories: bookable time, wanted booking, existing booking and non-bookable time.
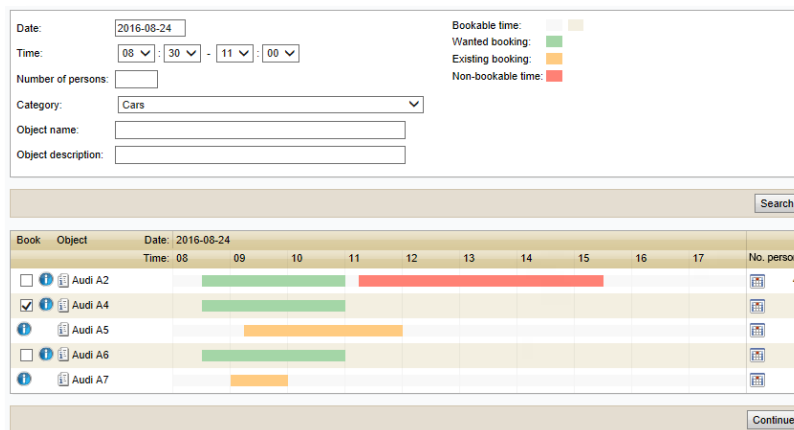
Once created, you will be able to see your booking in both your Outlook calendar and in EZbooking. You can edit your booking from within both programs as well. EZ-Outlook automatically synchronizes calendar changes between Outlook and EZbooking.

Delete options from Outlook

You have the possibility to delete the booking from Outlook or EZbooking, or from EZbooking only. The latest delete option can be useful if you for instance have booked a conference room for a meeting but eventually, only two persons can come. In that case, you might decide to have a Skype meeting instead. Therefore, the meeting will actually be held and remains as an appointment in your Outlook calendar, but is deleted in EZbooking as you will not need the booked room anymore.

A requirement for the function to work, is that a so called Windows Authentication is in use for EZbooking. In other words, the network log-in is also the log-in for EZbooking. It is important to use the same user name both for the network log-in and EZbooking.

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