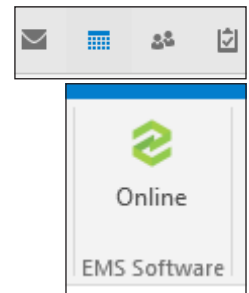


EMS Outlook Plugin: Installation

For more “how-to guides” visit: www.commerce.virginia.edu/technology

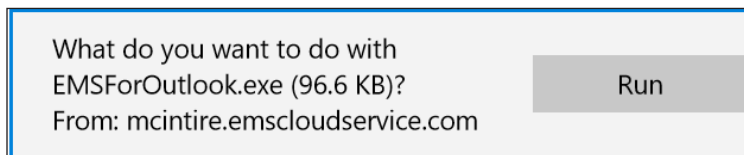
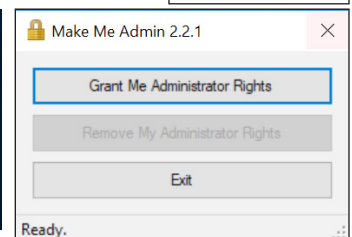
Windows users can use the EMS Outlook plugin to book spaces at the McIntire School. **The Outlook plugin is not available for Mac OS. Mac users, see separate instructions on using EMS Web Access.**

To determine if the Outlook plugin is already installed: open Outlook and click on the calendar button at the bottom of the screen. If EMS is already installed, you will see an “EMS Software” button in the menu bar. **If the EMS plugin is already installed, you can disregard this document.** If not, please continue below.

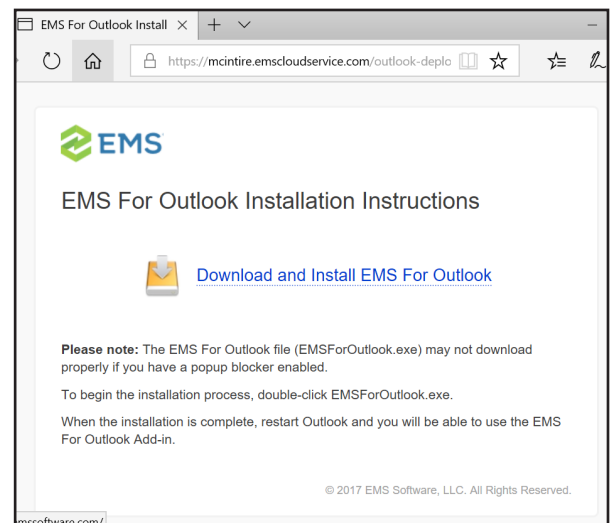
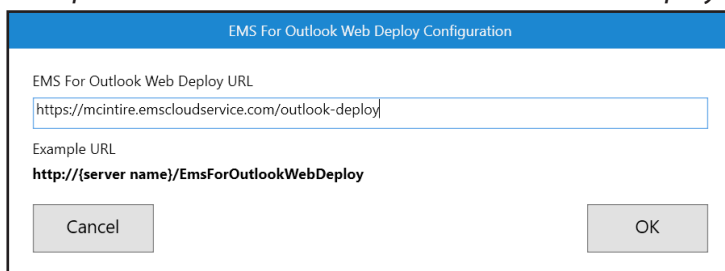


To Install the Outlook Plugin for Windows:

1. First, give yourself admin permissions. Double-click the “Make Me Admin” icon on your desktop, and then click “Grant Me Administrator Rights.”
2. Open a browser and go to commerce.virginia.edu/ems-outlook
3. Click the “Download and Install EMS for Outlook” link, and choose “Run” when prompted.



4. *Optional: if prompted for a server address, enter <https://mcintire.emscloudservice.com/outlook-deploy>*



5. When the installation completes, click “Close” and then close and restart Outlook.

EMS For Outlook installed successfully.
Please restart Microsoft Outlook.

Close