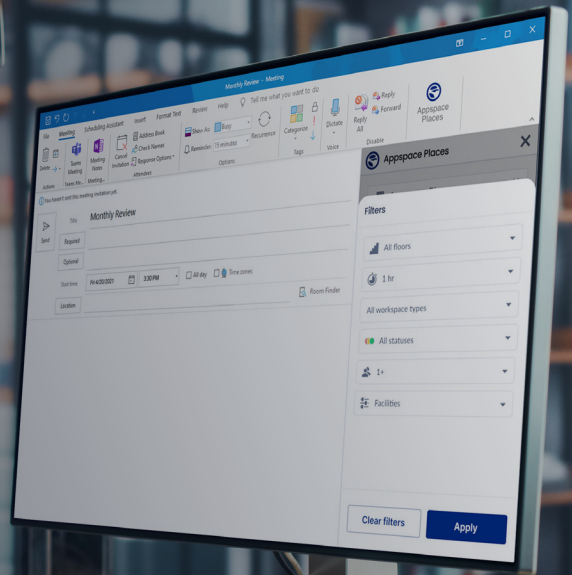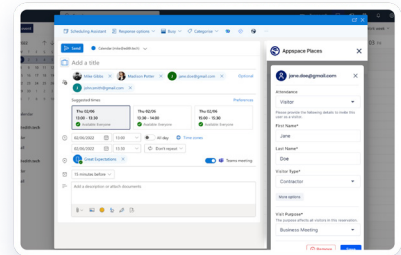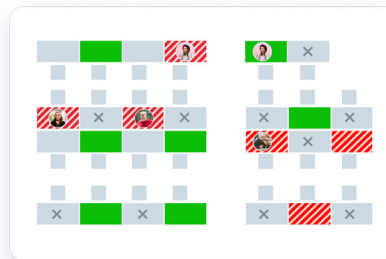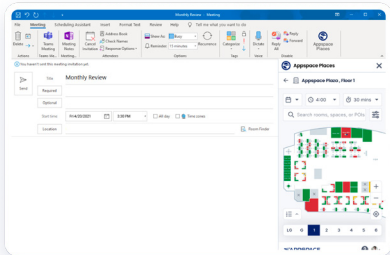APPSPACE

APPSPACE ADD-IN FOR MICROSOFT OUTLOOK

Next-level workplace reservation capabilities for Microsoft Outlook

Enhance the traditional reservation process in Microsoft Outlook with added functionality

The Appspace Add-in for Microsoft Outlook is a more powerful way to find and reserve the perfect space that meets all your requirements with flexible features you won't find in Outlook. By adding all of your resources to Appspace and installing the Appspace add-in for Outlook, you can browse maps and apply advanced filters that go beyond Outlook to find and reserve the perfect workspace, meeting room, or any other bookable resource.

A more visual experience

The Appspace add-in allows you to reserve spaces using an interactive map view with images of each bookable resource so you can pick the best space for you and others.

Find a space near the right colleagues

Enable the Show Colleagues function to locate reservations made by co-workers so you can find a workspace or meeting space near the right people and teams.

Invite external guests

Combine Visitor Management into the scheduling process by inviting external guests and sending registration links all in one process. All external meeting attendees will be indicated in the meeting details.

Learn more at **appspace.com/microsoft**

appspace.com