

Work smarter together

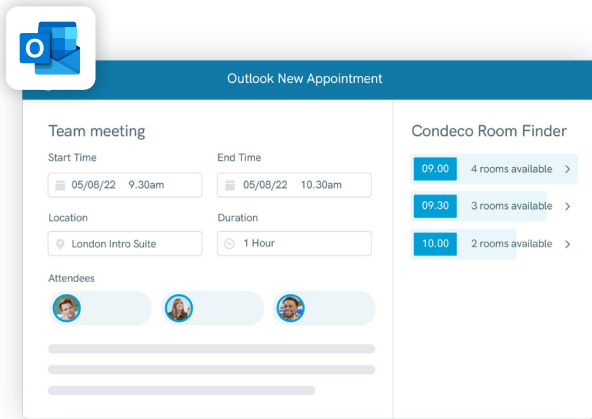
with Microsoft 365 Integration.



Condeco Microsoft 365 integration is the smarter way to connect and collaborate across your organization and manage your flexible workday. By seamlessly connecting Condeco's capabilities into Microsoft 365, it's never been easier to schedule, book, and manage your hybrid workplace with confidence.

Condeco Microsoft 365 integration helps everyone across your company work smarter together, so you can make your hybrid approach work even better for your business. The integration powers productivity-boosting functions and user benefits in the Outlook Calendar Add-in, the NEW Condeco Microsoft Teams App, and the Condeco Mobile Booking App.

Key features.

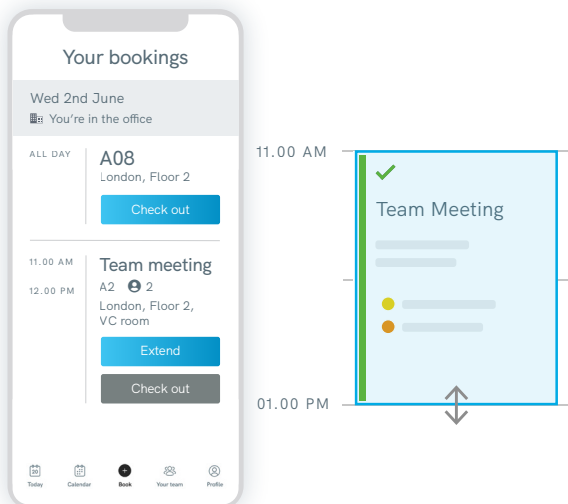
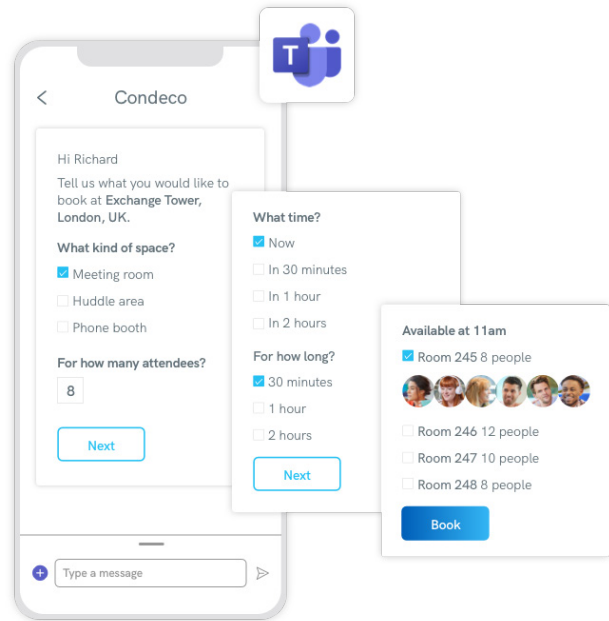


Outlook Calendar Add-in

- ✓ Search for and book meeting spaces directly in Outlook
- ✓ Use Outlook to add visitors to meetings
- ✓ Visitor details are automatically sent to your connected Proxyclick visitor management system for pre-screening
- ✓ Filter by room attributes to get the right space for you
- ✓ Automatically book alternative spaces when plans change
- ✓ Schedule recurring meetings
- ✓ Manage your video conferencing

Teams App

- ✓ See your frequent collaborators in Microsoft Teams
- ✓ Find and book a meeting space with a group of colleagues right in your existing Teams chat or channel
- ✓ Make your meeting a Teams meeting to automatically create a calendar invite
- ✓ Pre-configure in-room equipment so virtual colleagues can join easily
- ✓ Start a chat with the Condeco bot to find and book a personal workspace
- ✓ Choose your office schedule and share it with your teammates
- ✓ See a weekly overview of where everyone on your team is working



Mobile Booking App

- ✓ Book a meeting space in the mobile app, and your Outlook calendar will automatically update to reflect new additions to your schedule
- ✓ Update and manage your existing bookings – whether you made them in the app, in Outlook, in Teams, or through the web portal

System requirements.

Outlook Calendar Add-in

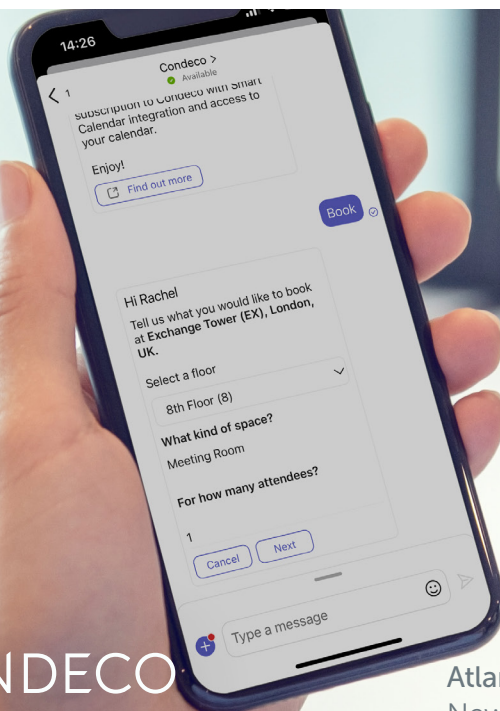
- ✓ For Condeco Microsoft 365 Integration: Condeco Outlook Add-in May 2021 release or later
- ✓ For Exchange Sync: Condeco Outlook Add-in May 2021 release or later. Limited functionality with earlier releases
- ✓ MS Outlook 2016 (build 1910 and later) for Windows
- ✓ MS Outlook for Mac – new UI (Condeco Microsoft 365 Integration configurations only). Connected to a Microsoft 365 subscription
- ✓ MS Outlook for Mac – current UI (Exchange Sync and Condeco Microsoft 365 Integration configurations). Connected to a Microsoft 365 subscription
- ✓ Outlook Web Access (OWA)

Teams App

- ✓ Microsoft 365 integration for Condeco on Evergreen release plan
- ✓ Access to user calendars via Microsoft Graph
- ✓ Microsoft Teams subscription
- ✓ Users must have an active account in Condeco
- ✓ Additional Exchange admin consent to Graph API endpoints

Mobile Booking App

- ✓ Available for Android and iOS (iPhone) only
- ✓ Condeco Cloud release May 2021 or later



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