

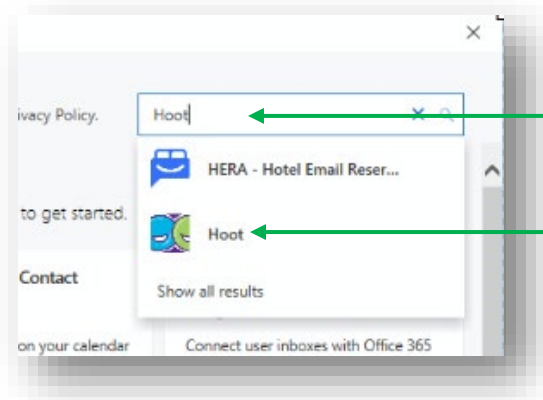
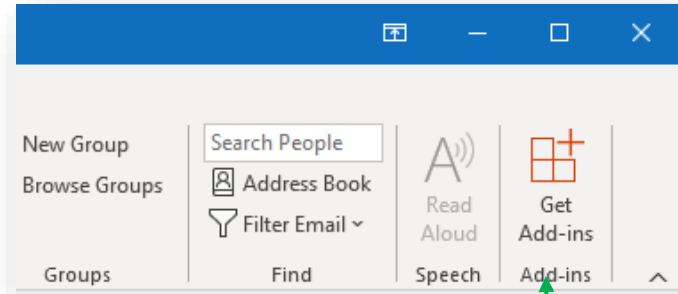


End User Actions | Hoot™ Outlook Add-In Install Get Add-Ins

Hoot™ Meeting

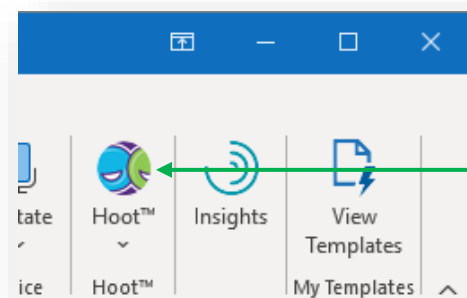
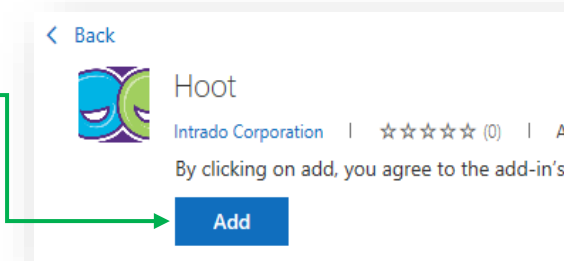
To schedule your meeting from Outlook, you will need to install the Hoot™ Outlook Add-In.

- In Outlook, click Home, then select Get Add-ins on the far right of the ribbon



- This will open the ADD-INS page.
- Under All category, search for “Hoot” in the Search add-ins box
- You will see the Hoot logo appear in the drop down, click on Hoot

- The Hoot box appears
- Click on the Add button
- Once its finished adding, you will now see Added where the Add button was located.
- Close the window



- Go back to Outlook, click on your calendar
- Click on New Meeting and you will see Hoot™ has been added to your ribbon