



FEATURE COMPARISON OF EMS FOR MICROSOFT OUTLOOK AND NATIVE OUTLOOK

EMS for Microsoft Outlook is an optional add-in that integrates EMS room reservation processes directly with Outlook 2010 and later versions. Users can simultaneously view room availability in addition to attendee free/busy information and then book and manage their meetings directly within Outlook. An ideal EMS access point for reserving spaces used on a first-come, first-served basis.

With EMS for Outlook, your employees or students can find and book available rooms and any necessary services and resources – all within Microsoft Outlook, an application they already know.

WHY OUTLOOK ALONE IS NOT SUFFICIENT FOR SCHEDULING

Today's workplace needs have surpassed the capabilities that Outlook alone can provide. While many organizations rely on Outlook to manage their meetings, the tool was never built to manage the realities of today's workplaces and campuses. Schedulers get frustrated with too many calendars, too little information, and no reporting ability.

Outlook offers 'Rooms as Resources,' which in reality books a mailbox that has been labeled as a 'room.' Exchange and Outlook don't understand what space is beyond a title and the ability to add certain limits on user requests and time horizons. For example, Outlook cannot:

- Offer access to services and resources to add to a meeting or event
- Manage conflicts for recurring meetings
- Provide advanced booking rules (such as no cutoff rules)
- Search for available rooms
- Group or filter rooms per building / area / view
- Offer a list of favorite (commonly used) spaces
- Support room attributes or capture any additional meeting details
- Report on meeting, service, and resource details
- Create billing information and send detailed invoices

This brief compares the primary scheduling features of the EMS for Outlook add-on to those of Outlook alone with no add-ons (only its native features). See page 2 for a complete comparison table.

FEATURE COMPARISON CHART

This table below outlines the functionality and features that are available with each tool.

FUNCTIONALITY	EMS FOR OUTLOOK	NATIVE OUTLOOK
AVAILABLE ROOM INFORMATION		
See alerts on rooms	●	X
See notes about rooms	●	X
See features of rooms	●	X
See properties of the rooms	●	X
See capacities of the rooms	●	X
See images of the rooms	●	X
See images of the resources	●	X
See building and room URL	●	X
TOOLS FOR SEARCHING AND LOCATING SPACES		
Searches by setup / capacity	●	●
Displays My Favorite rooms	●	X
Has search views	●	X
Has search areas	●	X



FUNCTIONALITY

EMS FOR OUTLOOK

NATIVE OUTLOOK

MAKING A RESERVATION		
Make a reservation	●	●
Book a single meeting	●	●
Make a meeting / space request	●	●
Invite others to a meeting	●	●
Book a desk / workspace (hoteling)	●	●
Can add services	●	X
Handles random-pattern meetings	X	X
Books across multiple time zones	●	●
Books video conference meetings	●	●
Checks free/busy schedules of colleagues	●	●
Resolves for room conflicts on recurring bookings	●	X
Includes terms and conditions on reservations	●	X
Includes terms and conditions on categories	●	X
Allows visitor management	●	●
Supports form fields for custom questions	●	X
Honors web process template rules	●	X

CONTACT FOR A DEMO



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