Archibus

By iOFFICE + SpaceIQ

Archibus Extension
for Microsoft Exchange

Synchronization that empowers a seamless user experience.

The Archibus Extension for Microsoft Exchange streamlines every part of meeting room and participant coordination. Connecting tools and data between the two platforms delivers greater visibility and flexibility that help your workplace be more productive.

The Extension for Microsoft Exchange supports:

- **Put desk bookings on your calendar** without disrupting your schedule. With the extension, desk bookings show as free time.

- **Changes and cancellations** made in the Exchange Calendar flow directly to Archibus, and vice versa. For instance, a change of a meeting time in Outlook flows directly to the corresponding Archibus reservation.

- **Archibus applications use Exchange's indications of "free/busy" time when presenting calendars,** such as the calendars for craftsperson scheduling. The free/busy time of all invited attendees is based on their Exchange calendars. Without Exchange integration, the free/busy time is based only on the existing reservations in the Archibus database.

- **Remote users** stay in sync with meeting invitations, room reservations, and changes.

- **The Exchange Server,** rather than the Reservations application, handles all notifications except notifications that approval is overdue.

- **In addition to Archibus Reservations,** the Extension enables you to integrate Microsoft Exchange Servers with other Archibus applications that use calendars, such as Archibus Preventive Maintenance and Archibus Corrective Maintenance.
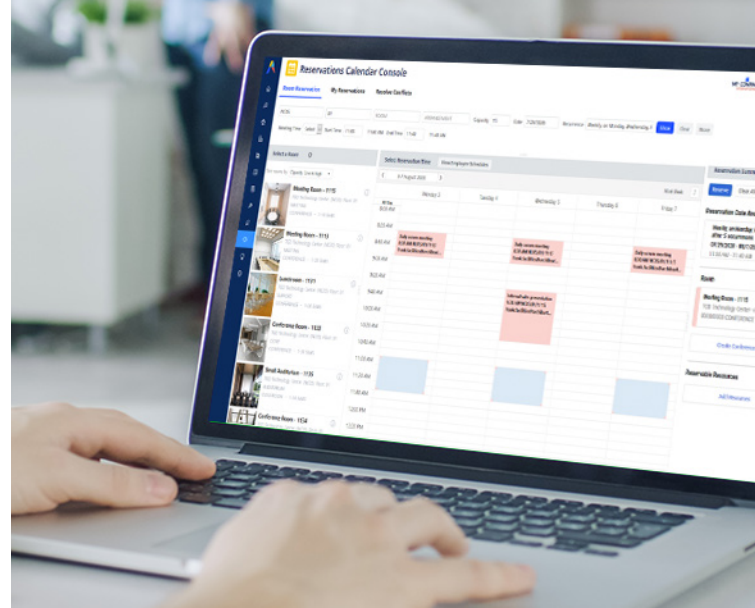
System requirements

Archibus V.2022.01 or later
Microsoft Office 365 subscription

A true view of free/busy time

- By using Exchange's indications of "free/busy" time, attendees' availabilities is based on their Exchange calendars.

- This allows improved availability tracking over relying solely on the Archibus database.

- Scheduling technicians becomes easier when you can know their schedules are accurate in not just Archibus but Microsoft Exchange as well.

Key Benefits

- **The Archibus Extension** integrates fully and smoothly with your Outlook plugin

- **Keep your calendars in sync**
  Book in Microsoft Outlook, within Archibus, or from your mobile device.

- **Enhanced experience**
  Sync between Archibus and Microsoft Exchange makes it easier to succeed in both platforms.

- **Decrease data loss**
  Keep remote users in sync automatically.

- **Reservations and Maintenance**
  The Archibus Extension supports both room reservations and technician scheduling.

- **Support Room Mailboxes**
  Users can create room reservations by directly adding those rooms to the appointment request on Exchange

Connect the capabilities of Archibus with those of Microsoft Exchange and **make it even easier for employees to collaborate.**

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