

# Technical Deployment Guide

## Installing Outlook plugin for Kinly Cloud

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### 1 Install and configure Outlook Plugin

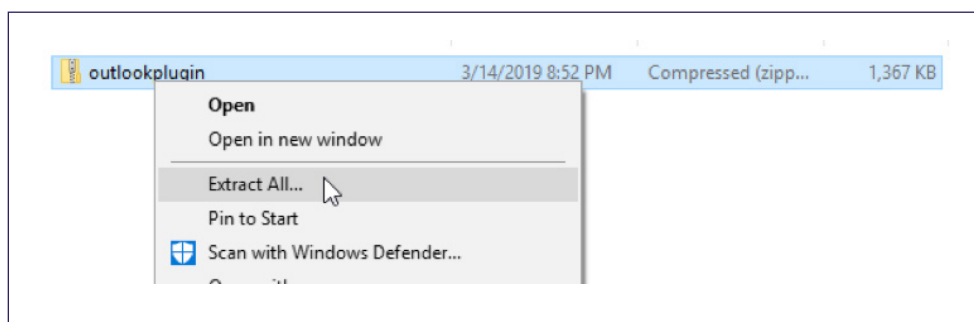
This guide takes you through set up Outlook to work with the Kinly Cloud.

#### 1.2 Download outlook plugin

The Outlook plugin can be downloaded from this link: <https://service.cloudroom.vc/files/outlookplugin.zip>

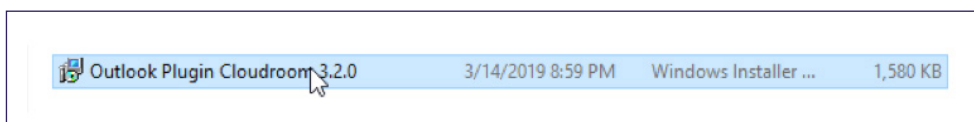
#### 1.2 Unpack .zip file

Locate the **outlookplugin.zip** file in your download folder, then right click on it and press “Extract All” from the pop-up menu.

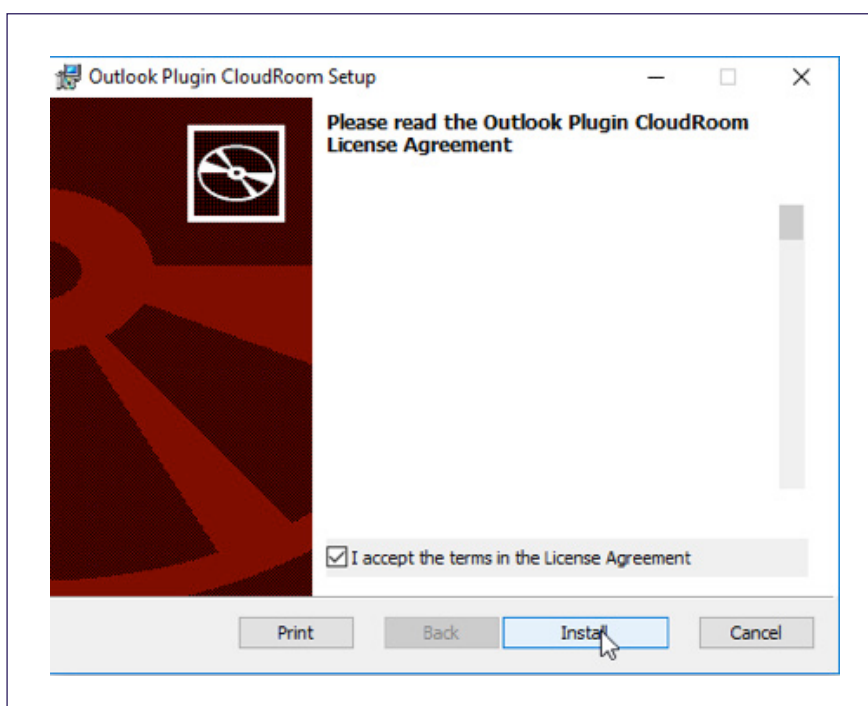


#### 1.3 Run the installer

Once the .zip has been unpacked, double click on the Outlook Plugin installer to run it.



Accept the terms and conditions and press “Install”.

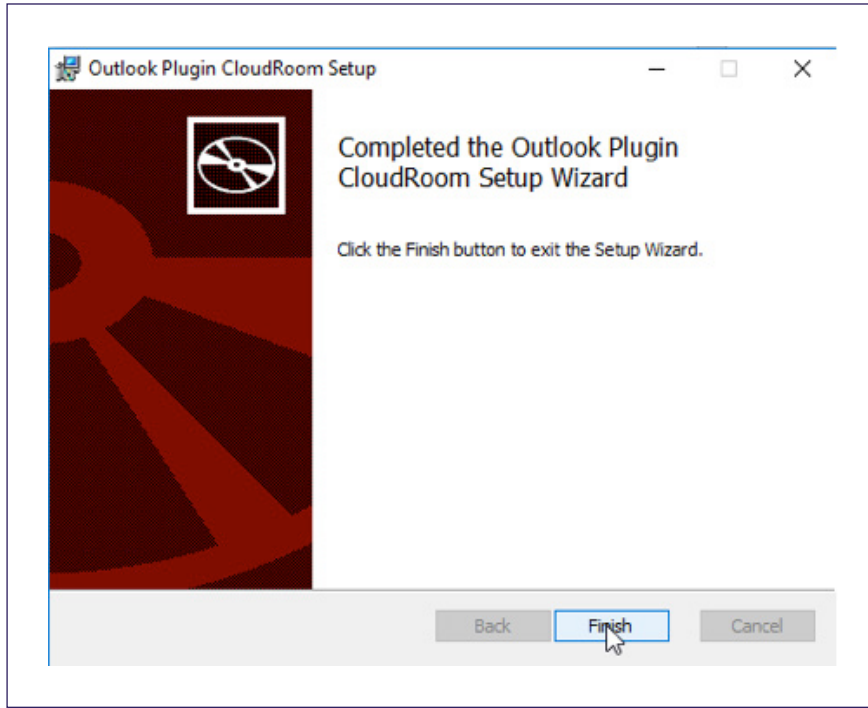


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### 1 Install and configure Outlook Plugin

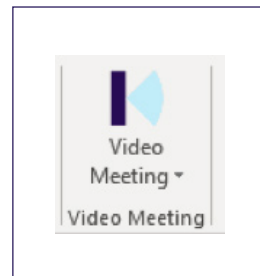
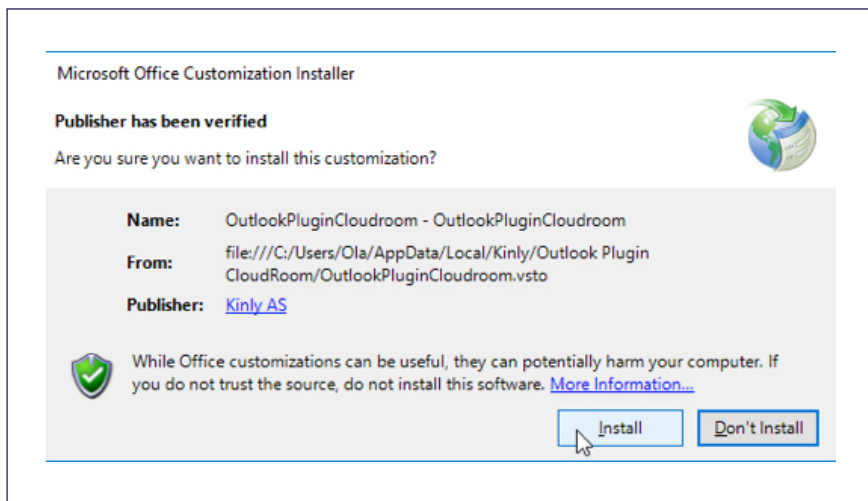
Complete the installation by pressing “Finish”.



#### 1.4 Restart Outlook

Once the installation is complete you will need to restart Outlook.

During restart you will see the warning below. Press “Install” on the pop-up window to allow the plugin to be run in Outlook.



A new icon should now be visible on the top right of the Outlook ribbon (the menu at the top of the Outlook program window).

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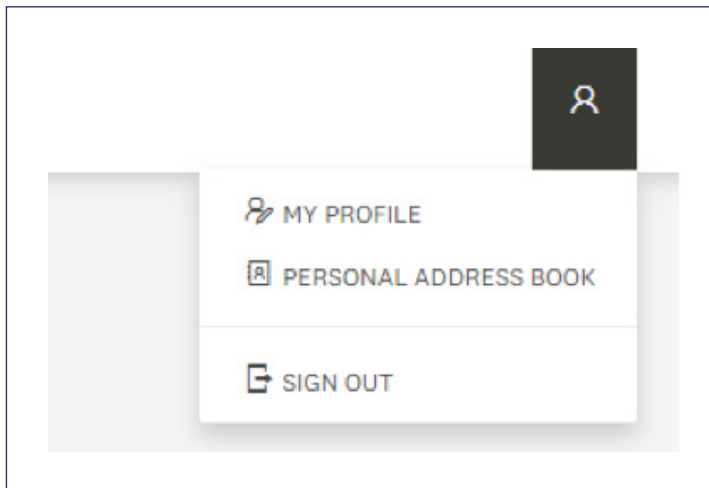
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### 1 Install and configure Outlook Plugin

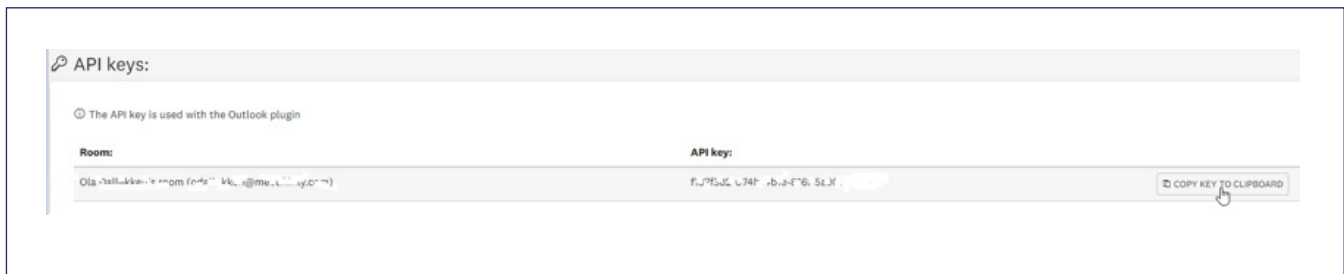
#### 1.5 Configure plugin

The Outlook plugin now needs to be connected to your Personal Cloudroom. To do this, log in to your Personal Cloudroom.

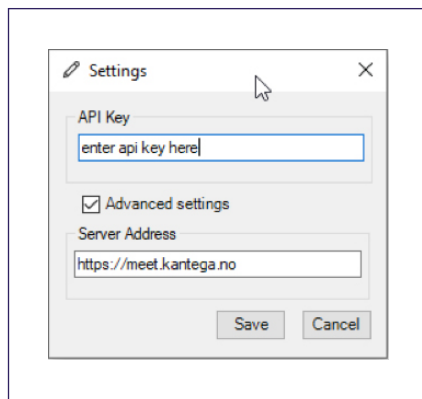
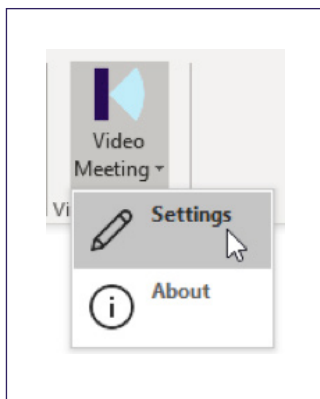
Once you are logged in, click on “My Profile” to reveal your “API key”.



At the bottom of the page click “Copy key to clipboard”.



Go back to Outlook. On the Video Meeting icon on the Outlook ribbon, press the small down arrow to get the dropdown menu as show below. Click on “Settings”.



Paste the API Key that you copied in the previous step into the box under “API Key”.

Tick the “Advanced settings” to open up the “Server address” input box.

In the “Server Address” box, enter **https://<your\_portal\_address>**

Press save.

**You can now invite people to your Cloudroom directly from by pressing the Video Meeting button.**

