



TRAVEL BOOSTER OUTLOOK ADD-IN

Installation Guide



Version #	1.0
Version Date	July, 2017



1. Go to <http://www.travelbooster.com/resources>
2. In the **MS Outlook Add-in** section, select the add-in that matches the version installed on your computer:
 - ◆ Outlook 2010/2013
 - ◆ Outlook 2007 and Windows XP

→ MS Outlook Add-in

The MS Outlook Add-in allows Travel Booster users to integrate their MS Outlook e-mails with bookings in Travel Booster. Main functionalities include:

- * Uploading e-mails (including attachments) to a specific booking
- * Ability to view bookings directly from MS Outlook

To download the add-in for Outlook 2010 and 2013 latest version (Including terminal servers) click [here](#)

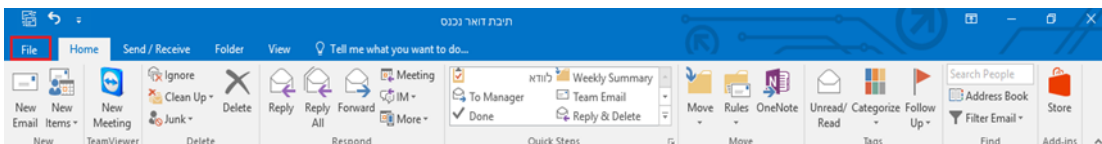
Notes: Windows XP is not supported, only Outlook version 32-bit is supported (64-bit not supported)

To download the add-in for Outlook older versions (Outlook 2007 and Windows XP) click [here](#)

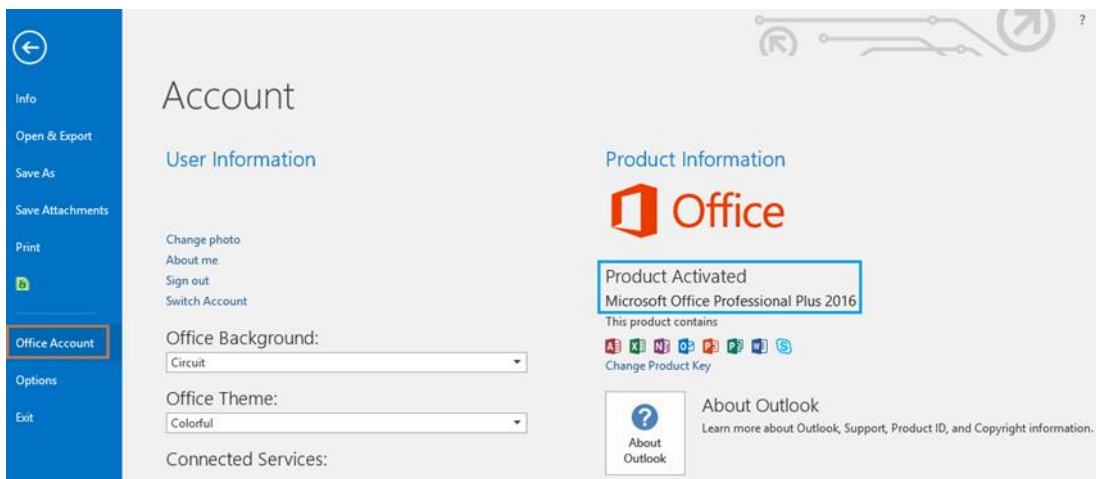
To download the G4W Outlook add-in install guide click [here](#)

Note: If you do not know which version of Outlook is installed in your computer:

1. In the Outlook menu bar, select the **File** tab.



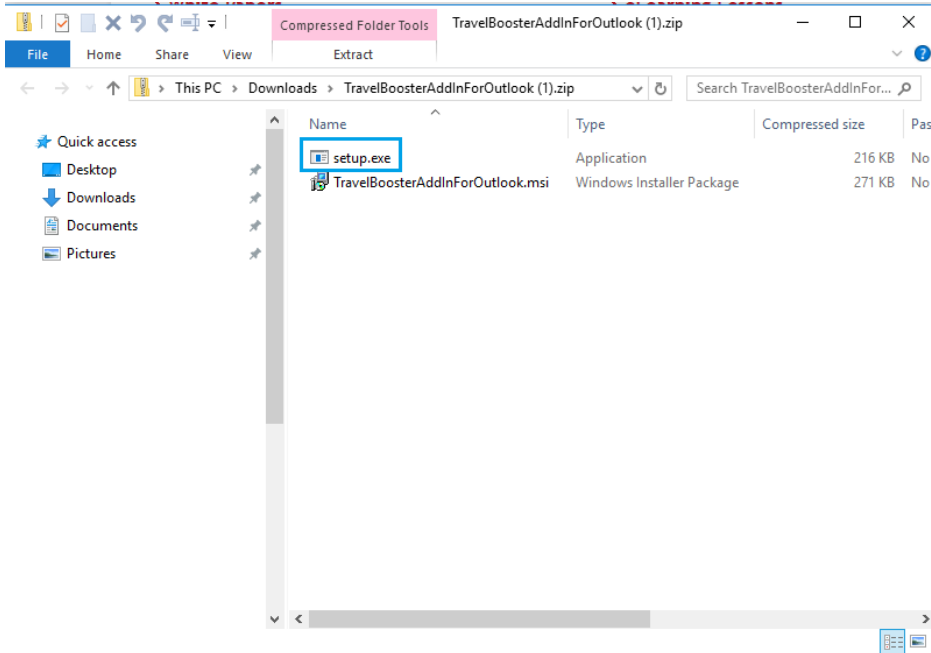
2. In the menu on the left, select Office Account, the Outlook version is displayed on the right.



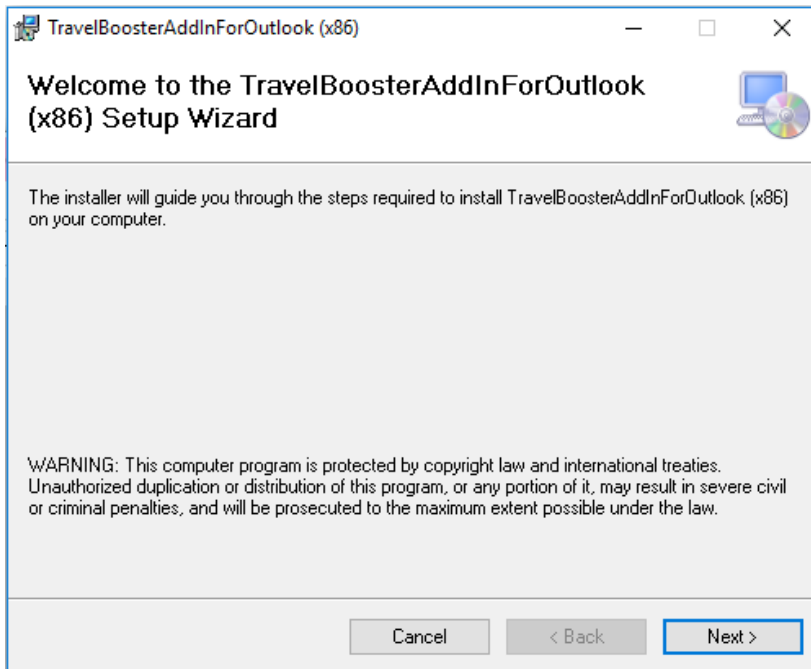
3. After clicking on the correct version, the browser will download the file to your computer.



4. Open the archived (*.zip) file which was downloaded to your computer.
5. In the window that is opened for the downloaded file, double-click on **Setup**.

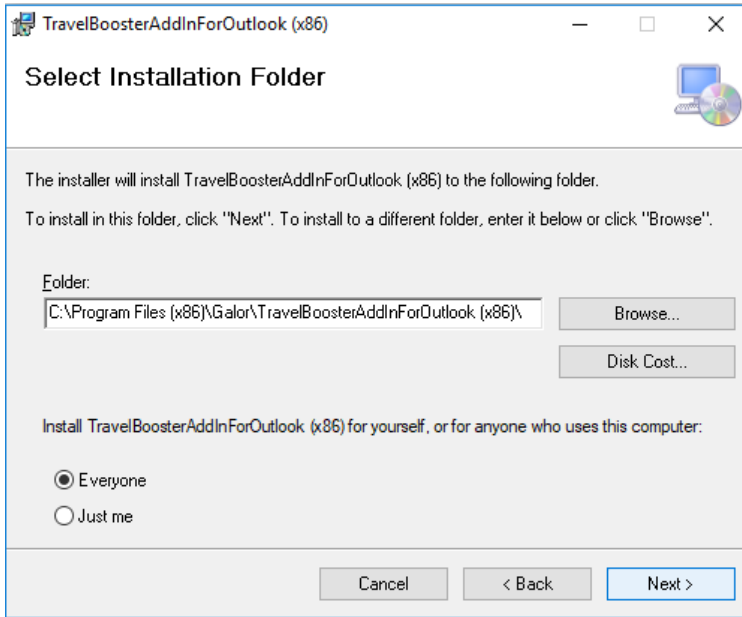


After the file is opened, the following dialog box is displayed.



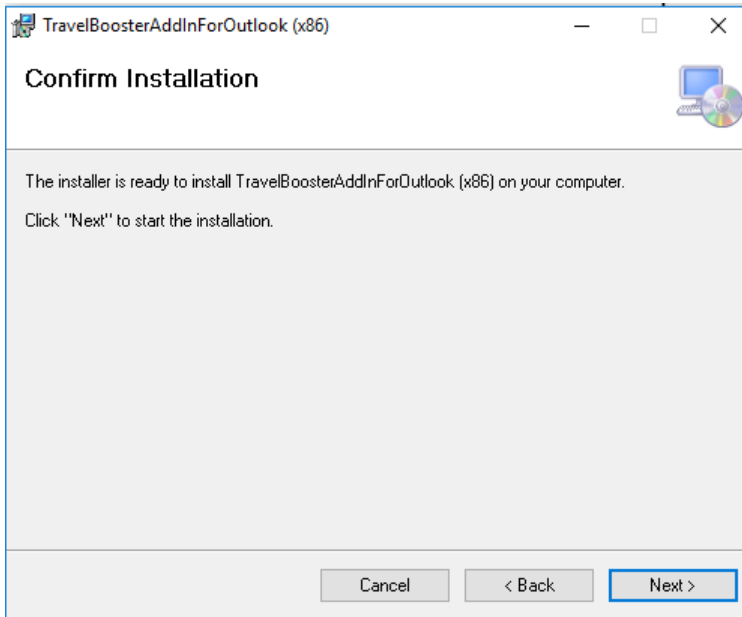
6. Click **Next**.

The **Select Installation Folder** page is displayed.



7. Click **Next**.

The **Confirm Installation** page is displayed.



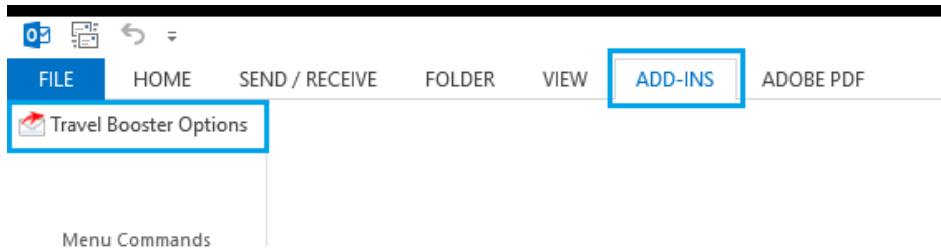
8. Click **Next**.

The installation of the Outlook add-in begins. The installation takes a few seconds, and afterwards the **Installation Complete** page is displayed.

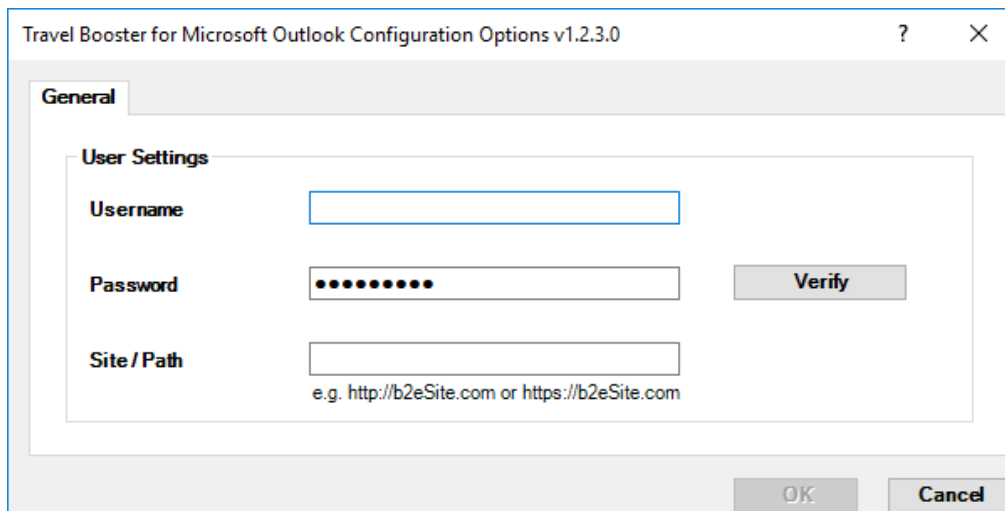
9. To close the dialog box, click **Close**.

10. If Outlook is open, close the program and reopen it.

11. After reopening Outlook, in the **Add-ins** tab, click on **Travel Booster Options**.



The following dialog box is displayed.

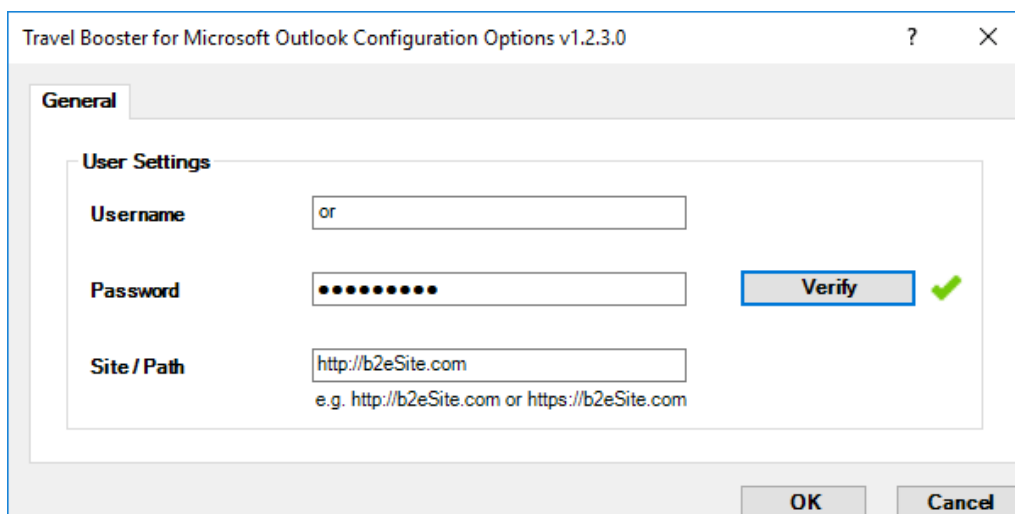


12. In the **Username** and **Password** fields enter the username and password you use to log into the Travel Booster site.

13. In the **Site/Path** field enter the address of the Travel Booster site.

14. Click **Verify**.

If all the information you entered is correct, a green checkmark is displayed next to the button.



You can now append e-mail messages to travel files.





TABLE OF REVISIONS

Rev #	Description	Author	Date



1. HEADING 1

1.1. Heading 2

1.1.1. Heading 3

1.1.1.1. Heading 4

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Heading 4 NoNum

Heading 5 NoNum

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Table 1. Table Caption Wide (Wide Table)

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Table 2. Table Caption (Regular Table)

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Figure 1. <Type your Figure Caption here>

Appendix A. Appendix L1

A.1. Appendix L2

A.1.1. Appendix L3

A.1.1.1. Appendix L4

A.1.1.1.1. Appendix L5

A.1.1.2. Appendix L4

A.1.1.2.1. Appendix L5

A.1.1.2.1.1. Appendix L6

A.1.1.2.2. Appendix L5

A.1.1.2.2.1. Appendix L6