

Installing EMS for Outlook

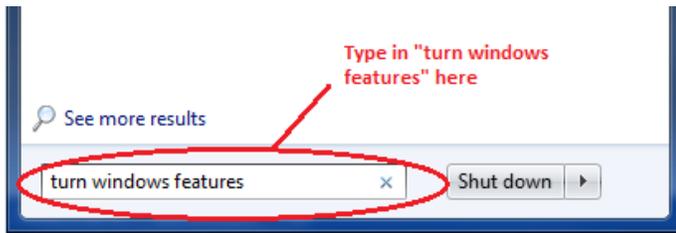
The following instructions have links tied into it. They are there to make it easy for the installation of certain programs please use this document on your computer rather than printing them to use in their paper form.

1. Start New Windows Features

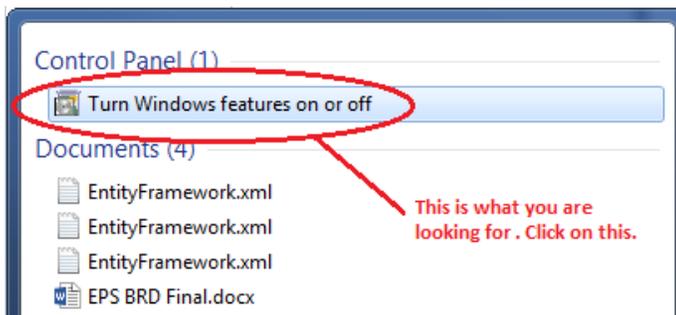
- Click on the Windows Start button in lower left hand side of screen.



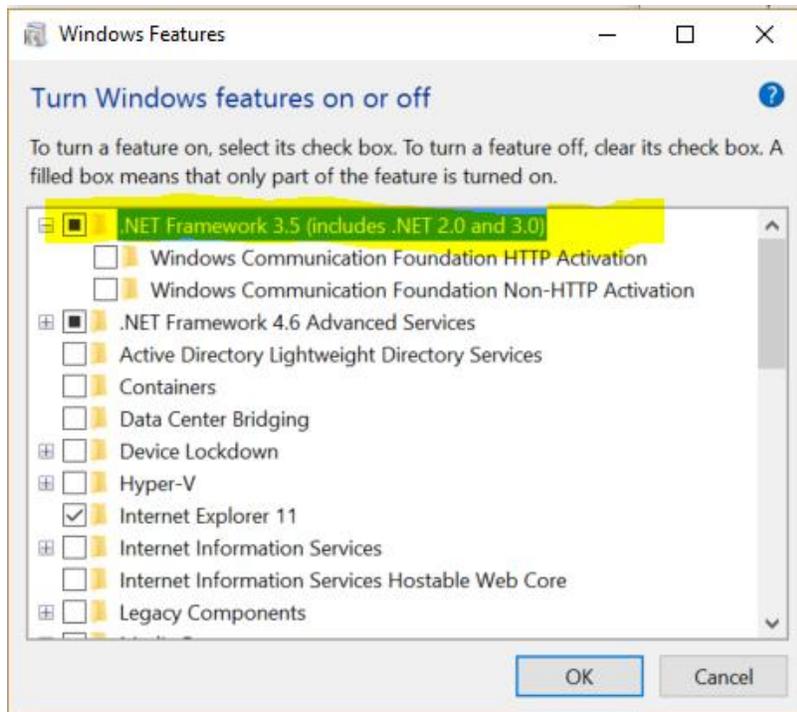
- On the bottom of that window, type in the search field “Turn Windows features”.



- At the top of the list click on, Turn Windows features on or off.



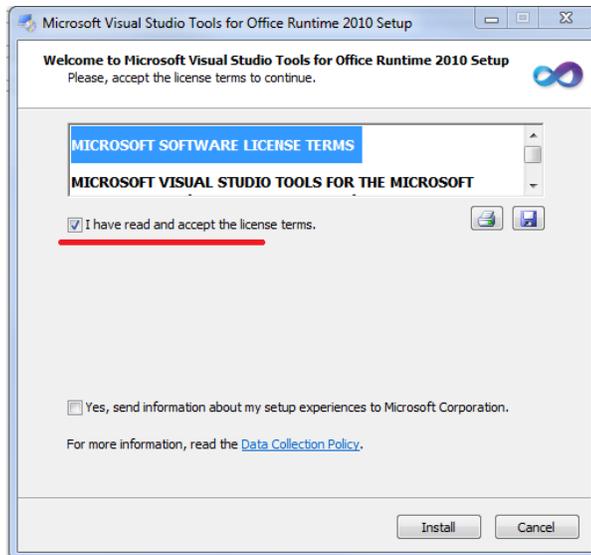
- The following dialog box will appear (on the next Page). Look for the following line named “Microsoft .NET Framework 3.5” make sure the box next to it is highlighted blue; if not click on the box this will highlight the box blue. (In the image below Microsoft .NET Framework 3.5 the box is highlighted blue it is selected and needs no further action)



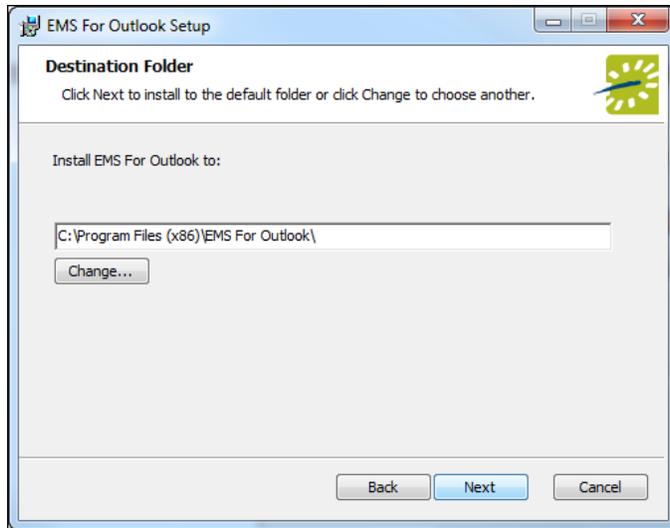
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- If you do not see the line Microsoft.NET Framework 3.5 click on the following link it will install it for you [Microsoft.NET Framework](#).
 - On the first popup window click OK.
 - On the second popup window click run or install.

2. Installing Microsoft Visual Studio Tools for Office Runtime

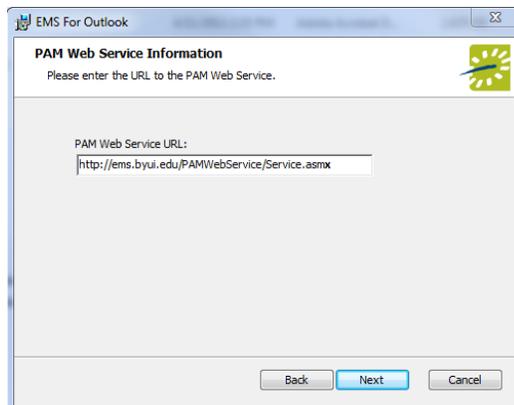
- Click on the following link, [Microsoft Visual Studio Tools for Office Runtime](#)
- On the first popup window click OK.
- When asked to run the program click run.
- Microsoft Visual Studio Tools for Office Runtime setup window will open check the box that reads “I have read and accept the license terms” by clicking on the box and click



- If prompted, restart your computer.
3. Installing a New Outlook Registry
 - Click on the following link 64BitEMSForOutlook.reg.
 - NOTE: This 64 bit reg keys works for both 32 & 64 bit computers.**
 - On the first popup window click Yes.
 - On the second popup window click OK.
 4. Installing EMS for Outlook
 - Make sure Outlook is closed
 - Click on the following link, [Ems for Outlook](#).
 - On the first popup screen click yes
 - When asked to Run click the Run button
 - The first screen welcomes you to the EMS Outlook Add-in Setup Wizard. Click Next to begin the installation process. The Destination Folder screen will appear.



- Specify the installation Folder. (Note - It is recommended that you keep the default setting).
- Click the Next button. The PAM Web Service Information screen will appear.



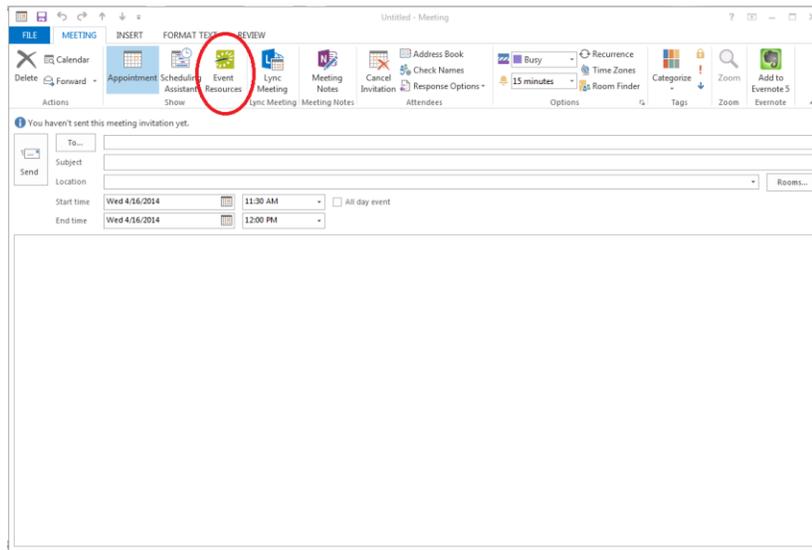
- Input the PAM Web Service Address.

<http://ems.byui.edu/PAMWebService/Service.asmx>

Tip:

Highlight the underlined, line above and copy it and use (control + V) to paste it in to the field, if you type it, it must be exact. If it is not it will not work

- Click the Next button. The Ready to install EMS for Outlook screen will appear.
 - Click the Install button to complete the installation. Click the Finish button to exit.
5. Launch Outlook, the Event Resources button should display on the screen when you Create a New meeting as shown on the following. The first time you start Outlook it could take some time to start and the first time you start Event Resources could take a little while, it will load faster in feature loads.



6. If you get any errors when you open up Outlook please contact LaNae Poulter at the scheduling office for any assistance.

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7. Video Links
 - The following links have videos on how to run Virtual EMS and Outlook EMS

[Ems for Outlook](#)

[Virtual EMS](#)