

## 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 support (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.

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File Ho	ome Send	d / Receive	Folder	View	🛛 Tell m	ne what you want to	1 do											
		R Ignore	×	0	R	Meeting	1	לוודא 🐸 Weekly Summary 🖂 Team Email		2	<b>1</b>				Search Peo	ople	-	
New New Email Items *		Clean Up *	Delete	Reply	Reply Forv	vard 🕞 More -	C To Manager	El Team Email Reply & Delete	*	Move	Rules OneNote	Unread/ 0 Read	Categorize	Follow Up ~	Address	s Book mail •	Store	
New	TeamViewer	Delete			Respo	ond		Quick Steps	15		Move		Tags		Find	d i	Add-ins	

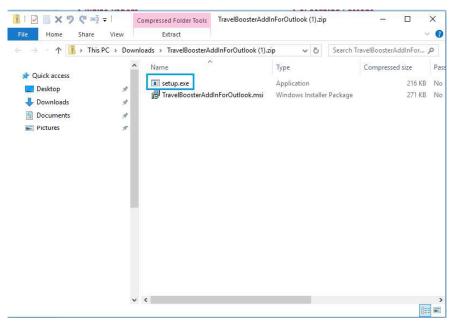
2. In the menu on the left, select Office Account, the Outlook version is displayed on the right.

G	S and a second s	) ?
Info	Account	
Open & Export		
Save As	User Information Product Information	
Save Attachments	Office	
Print	Change photo About me	
в	Sign out Switch Account Product Activated Microsoft Office Professional Plus 2016	
Office Account	Office Background:	
Options	Office Theorem	
Exit	Colorful   Colorful  Color	ormation.
	Connected Services: Outlook	

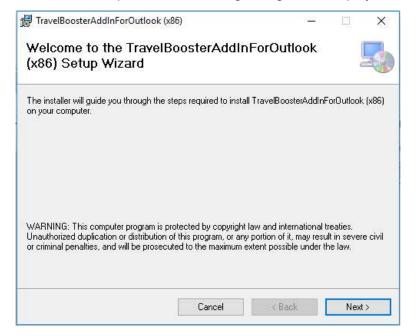
3. After clicking on the correct version, the browser will download the file to yout computer.



- 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.



😸 TravelBoosterAddInForOutlook (x86)	e <u>ntr</u> i		×
Select Installation Folder		(	
The installer will install TravelBoosterAddInForOutlook (x86) to the following fo			
To install in this folder, click "Next". To install to a different folder, enter it belo	IW OF C	lick "Brow	/se".
<u>F</u> older:			
C:\Program Files (x86)\Galor\TravelBoosterAddInForDutlook (x86)\		Browse	a ()
	C	)isk Cost.	. ()
Install TravelBoosterAddInForOutlook (x86) for yourself, or for anyone who	uses th	is comput	ter:
Everyone			
⊖ Just me			
Cancel < Back		Next	>

7. Click Next.

The **Confirm Installation** page is displayed.

🔀 TravelBoosterAddInForOutlook (x8	36)		<u>inter</u> i	ď	×
Confirm Installation					5
The installer is ready to install TravelBoo Click "Next" to start the installation.	sterAddInForDutloo	k (x86) on your c	omputer.		
	Cancel	< Back		Ne	xxt >

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**.



FILE	SEND / RECEIVE	FOLDER	VIEW	ADD-INS	ADOBE PDF
		SEND / RECEIVE	SEND / RECEIVE FOLDER	SEND / RECEIVE FOLDER VIEW	SEND / RECEIVE FOLDER VIEW ADD-INS

## The following dialog box is displayed.

General			
User Settings			
Username			
Password	•••••	Verify	
Site / Path			
	e.g. http://b2eSite.com or https://b2eSite.com		

- 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.

User Settings			
Username	or		
Password	•••••	Verify	
Site / Path	http://b2eSite.com		
	e.g. http://b2eSite.com or https://b2eSite.com		

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