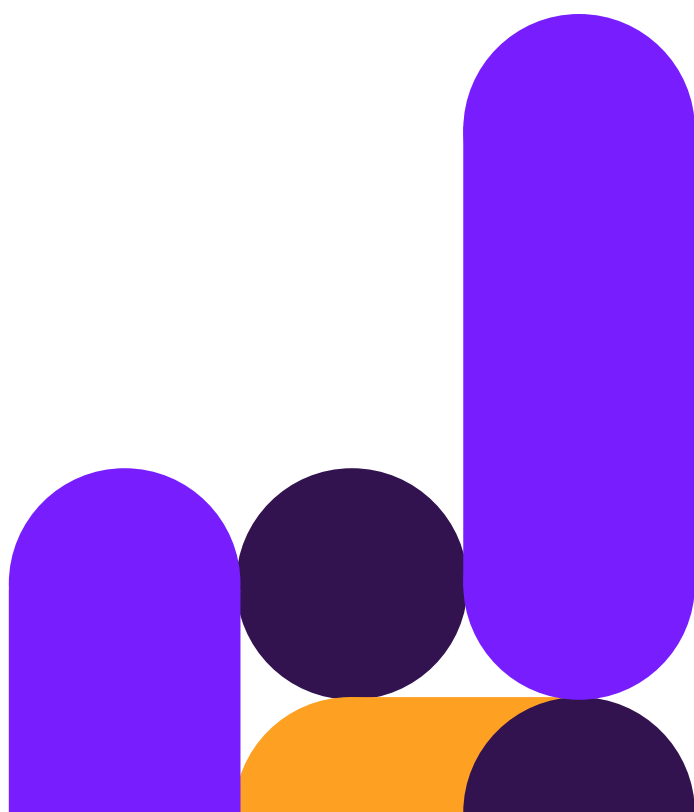




HOW TO INSTALL TRAVEL BOOSTER OUTLOOK ADD-IN

Guide



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Introduction

The MS Outlook add-in enables Travel Booster users to integrate their Outlook emails with travel files.

Key features include:

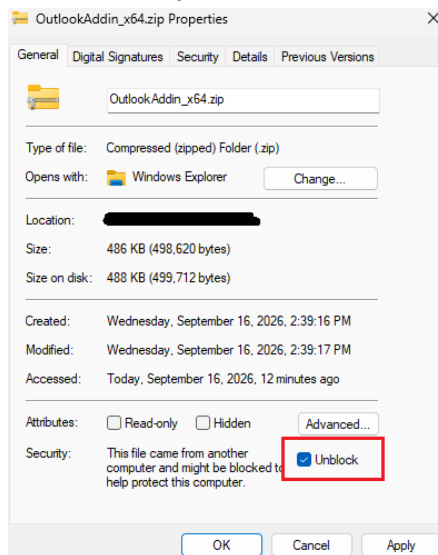
- Uploading emails (including attachments) to a specific travel file.
- Viewing a travel file directly from MS Outlook.

Note:

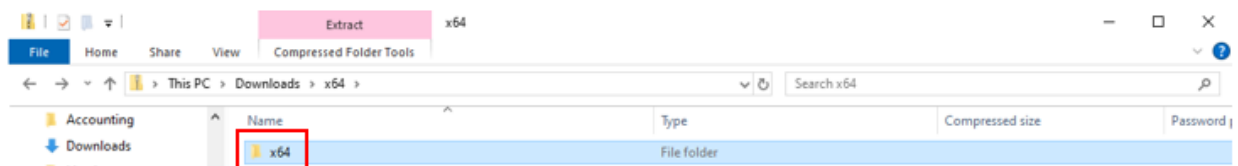
If the old add-in is installed on your computer, it must first be uninstalled [as follows](#) before installing the new add-in.

Installation Process

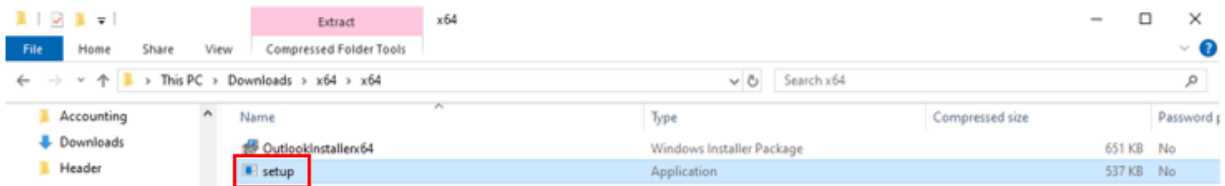
1. Navigate to <https://www.travelbooster.com/ms-outlook-add-in/>.
2. Select the add-in that matches your Outlook version.
3. After clicking the appropriate version, your browser will download a ZIP file to your computer.
4. **Before** extracting the ZIP file, right-click on the ZIP file and select **Properties**.
5. Under **Security**, make sure that the **Unblock** is in **Selected** mode and click Apply.



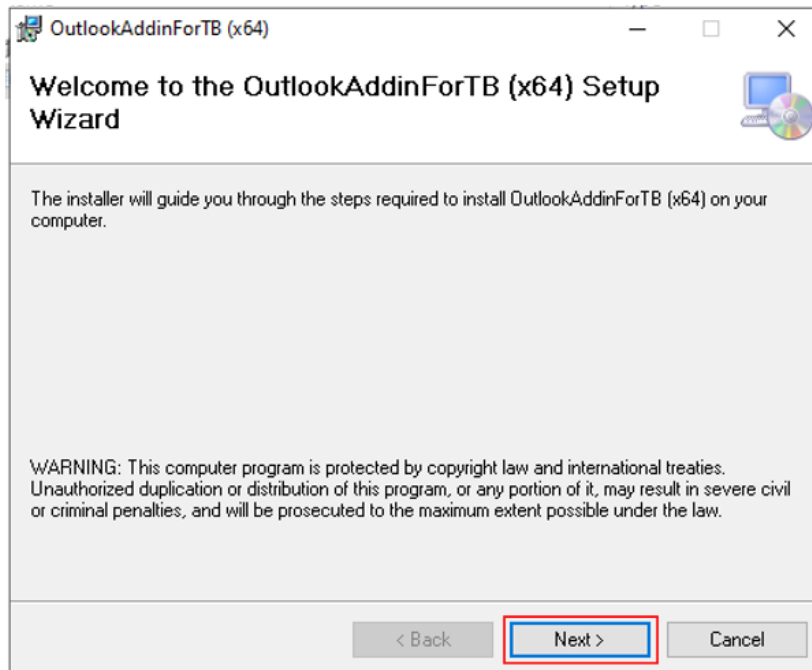
6. Right-click again in the ZIP file and select **Extract All**.
7. Double-click on the extracted folder.

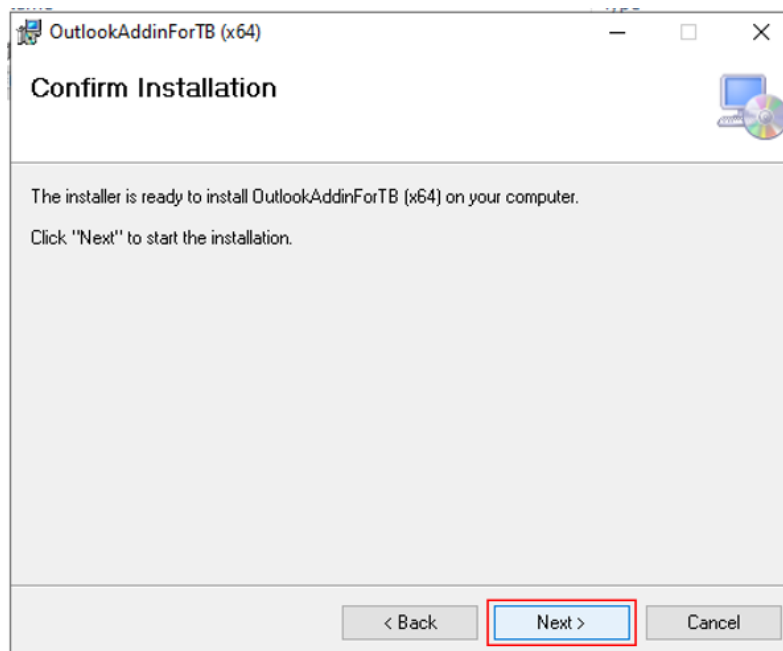
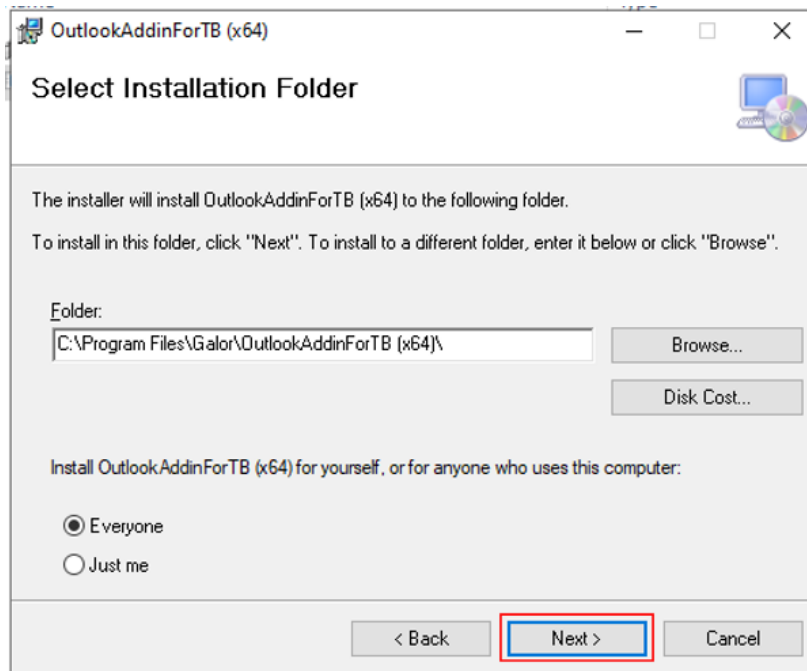


8. In the window that opens, double-click on **Setup**:

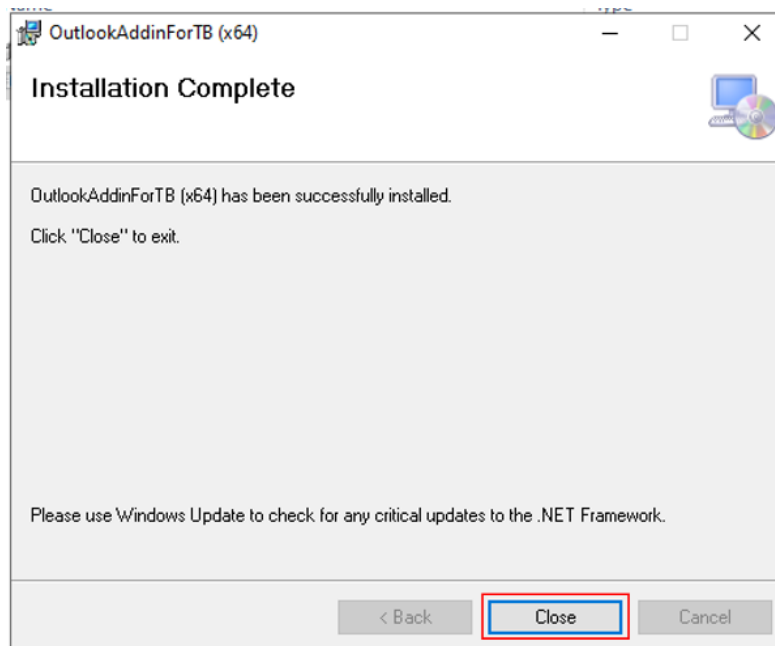


9. After opening the file, a message may appear blocking the installation of the add-in. If such a message appears, allow the installation by clicking **More Info** and then **Run anyway**.
10. Next, three windows will appear — click **Next** in each of them.



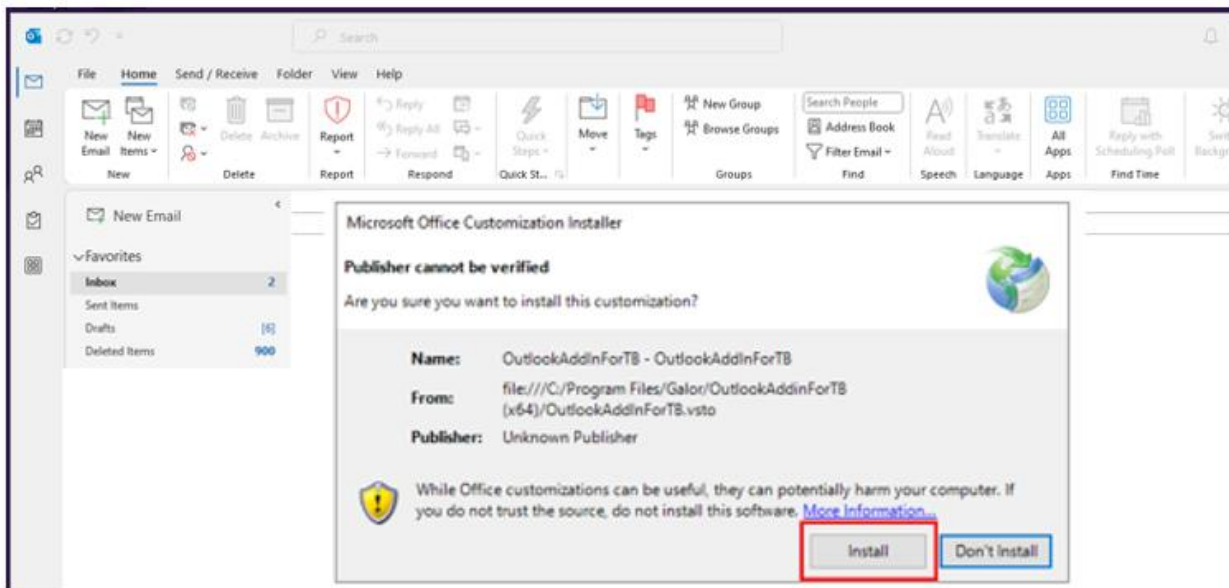


11. The installation will take a few seconds. Once completed, the following screen will appear, indicating that the installation was successful. Click **Close** to exit the installation window.



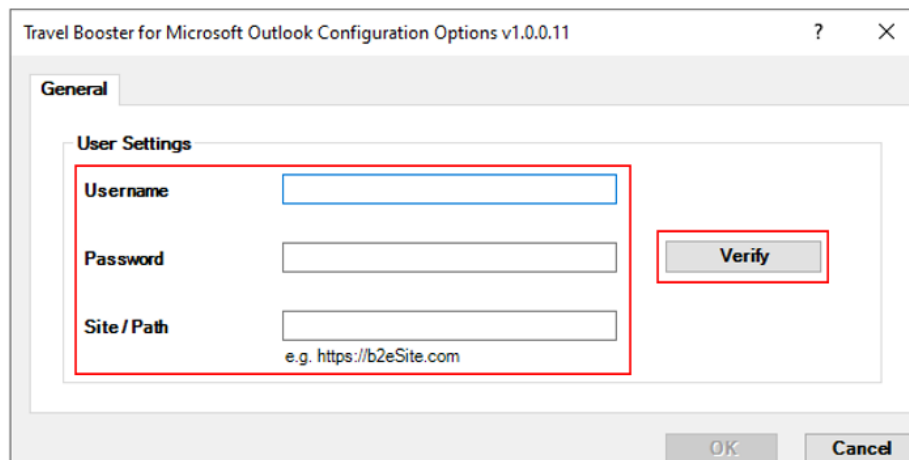
Open the Add-In in Outlook

12. If Outlook is open, close it and reopen it.
13. After installation, the add-in will load when Outlook restarts. In the screen that appears, click **Install**.

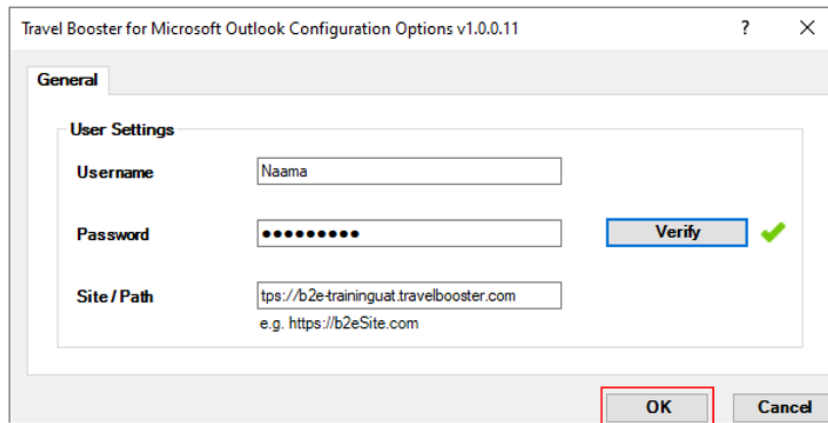


14. In the window that opens, enter your Username and Password as they are entered on the Travel Booster login page.

In the **Site / Path** field, enter your Travel Booster site URL.



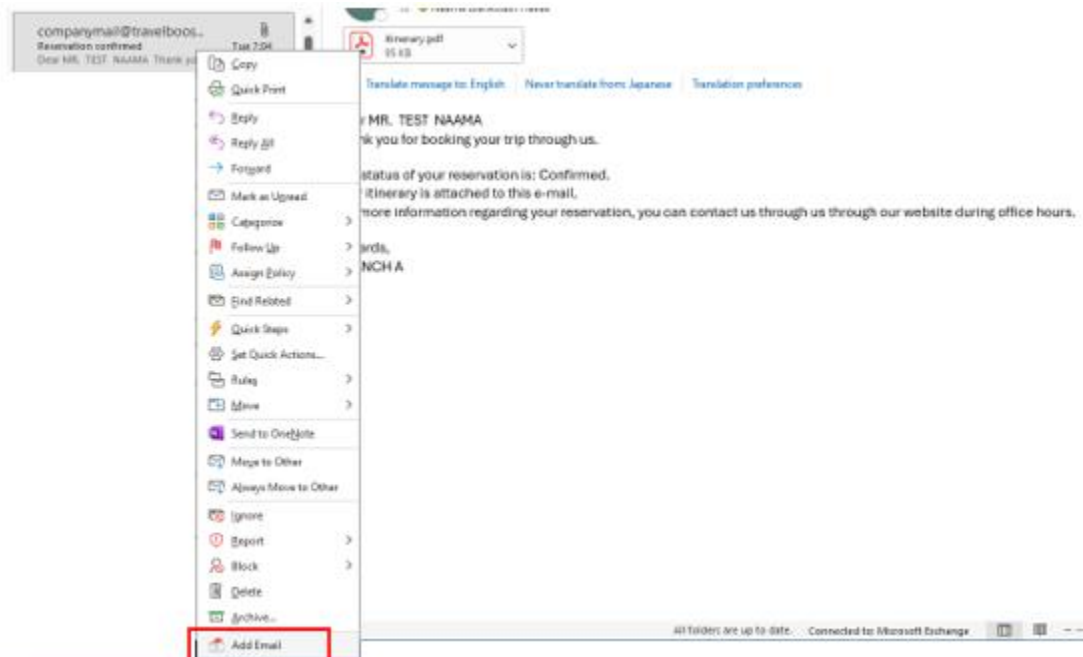
15. After filling in all the above details, click the **Verify** button on the right. If all the information is correct, a green ✓ will appear next to the button. Then, click **OK**.



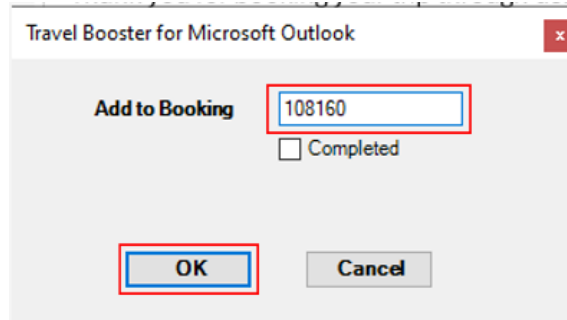
You can now attach emails to travel files.

Operating the Add-In

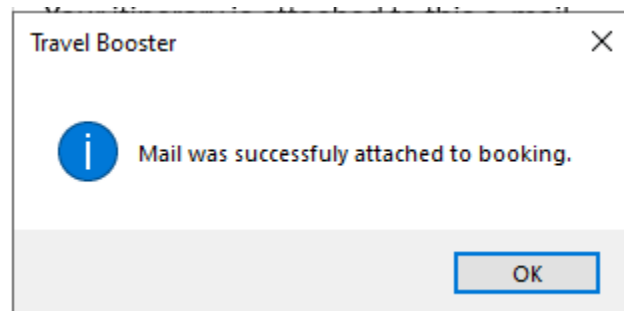
1. To associate an email from Outlook with a travel file, right-click on the email and select the **Add Email** option.



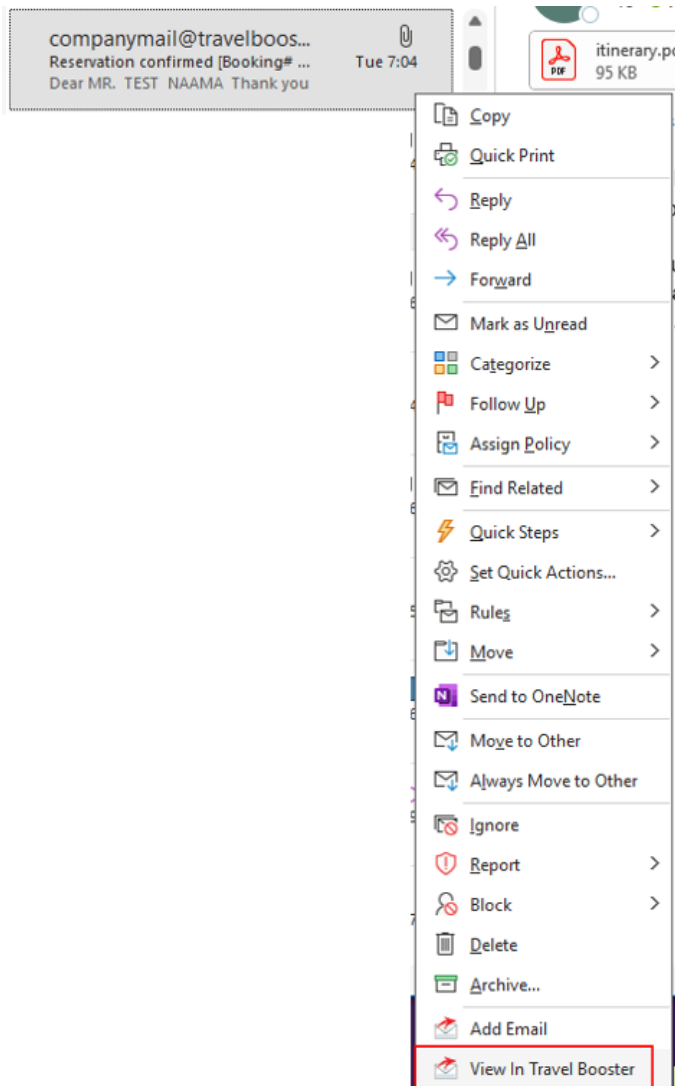
2. In the window that appears, enter the travel file number and click **OK** (you can also associate this email with a task that is in **Completed** status by checking the checkbox).



And the following confirmation will appear:



3. Afterwards, you can access the travel file from Outlook by right-clicking on the email and selecting **View in Travel Booster**.



4. In the travel file, the email will appear in the **Communication** section.

Communication							New	All	Active
Type	Subject	Open	Due ^	Priority	Opened by	Status			
☒	Reservation confirmed	10-Apr-25 06:10	11-Apr-25 17:00	Low	Naama	Open			

Clicking on the subject will display the email. You can open the email, assign it to a user, set a priority, and more, as well as save it and mark it as **Complete**.

Reservation confirmed

X

Subject

Reservation confirmed

History

New comment

Regarding

Assigned To

Naama

Action

OutlookAddIn

Opened by

Naama

Priority

Low

Status

Open

Due

11/Apr/25

17:00

Opened on

10/Apr/25

06:10

Duration (minutes)

0

Total

0

[Open email](#)

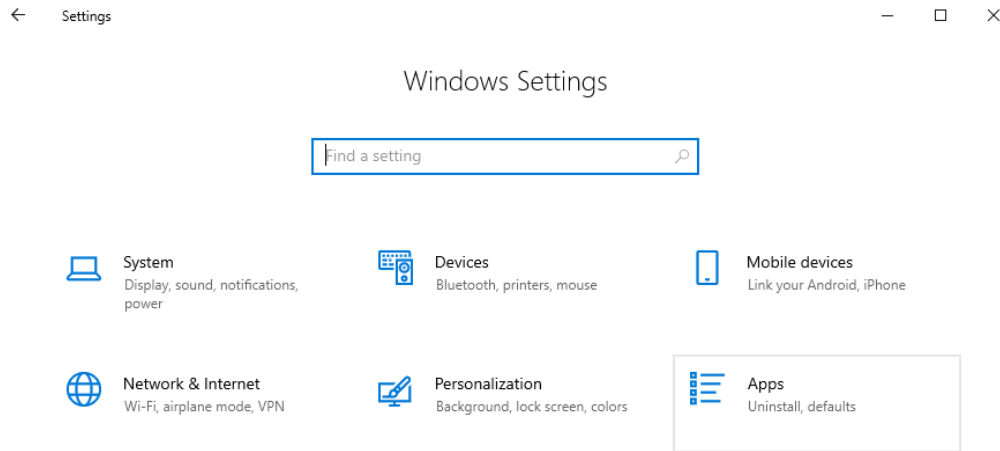
Save

Save and Complete

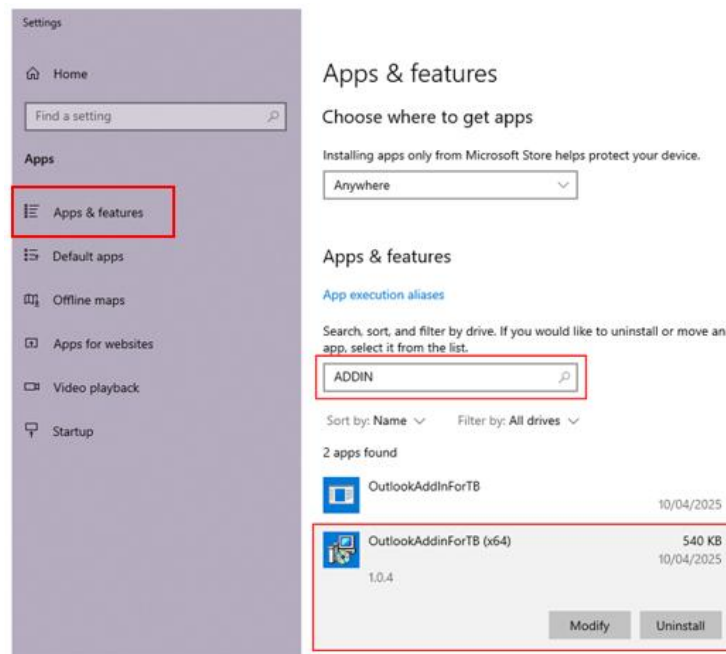
Add-In Removal

To uninstall the add-in, follow these steps:

1. On your computer, go to **Setup** and then **Apps & features**.



2. Find the add-in(s) and click **Uninstall**.



For Windows 11 users, the screen will look like this:

