Step-by-step guidance for installing the Inspirometer add-in in Outlook.

Please follow these steps diligently, even if the next steps seem obvious. We want to maximise the likelihood of your Inspirometer add-in working first time. This installation, following these instructions, should take you no more than 5-10 minutes.

Step 0. What are we seeking to achieve?

We are looking to provide you with a complete and ongoing analysis of your meetings over the past 30 days, which will look something like the picture on the right.

You will be able to use the analysis to think through how your time in meetings is spent currently and how you would like it to change.

The steps to obtaining this are as follows.

Step 1. Ensure you are using Outlook 2010 or later.

To determine whether you are using Outlook 2010 or later, please follow the steps defined below (these are copied from Microsoft guidance).

1. In Outlook, choose **File**.

2. Choose **Office Account**. If you don't see **Office Account**, option, choose **Help**. You'll see the product version on the right side of the page.

3. You'll find the version and build number under **Product Information**.
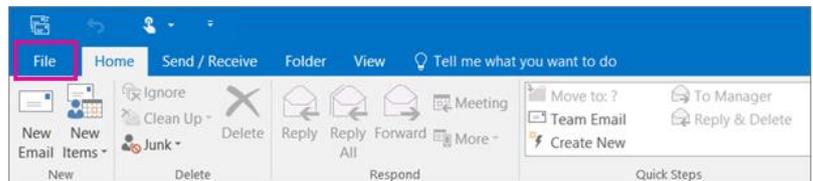
If your version is 2010 or later, please follow the instructions below. We regret that due to the limitation of earlier software, there is no add-in available for anything earlier than Outlook 2007. If your version of Outlook is 2007, please follow this link to find your correct documentation.

Step 2. Close down Outlook.

Outlook needs to be reopened once the installation process has completed, and so we recommend that you close it down before you start.
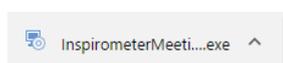
Step 3. Click on the link below.

http://help.inspirometer.com/plugins/inspirometerForOutlook/InspirometerMeetingsTool.exe

Depending on whether your default browser is Internet Explorer or Chrome you will see either (a) …

Or (b) … at the bottom of your browser window. Click 'Run' in (a) or the item (b) [N.B. There may be security warnings in (b) until each update has been downloaded many times – in which case you may need to click the chevron to see your download options]

This link will begin a process of installing the Inspirometer meetings add-in into your Outlook.

Step 4. Click 'Yes'

These dialogue boxes will appear as the Implementation progresses. **Sometimes dialogue boxes may be hidden** by other boxes (though this is more common in Step 6). If your installation appears to stall at any point, this may have happened to you – if so, move the boxes you can see to find if there are any you cannot.

Step 5. Click 'Install'

This will begin a progress bar which will keep you informed of how far through the installation you have progressed.
If you are lucky, and your computer already has everything it needs to run the add-in, then the next dialogue box you see after the progress bar may be the one for Step 7.
If not, please proceed with Step 6.

Step 6. Click 'Run' > 'Next' > 'Install' & 'Finish' (maybe twice)

If you are missing key pieces of software, please do not worry, the installation process will find these and install them for you.
The missing software may be Microsoft's Visual Studio Tools for Office or their .NET framework or both. Simply confirm you accept the license terms and click 'Install'. You will then see a progress bar which keeps you updated on how far the installation has progressed. Clicking 'Finish' will either take you to Step 7, or if there is more software required it will repeat Step 6.
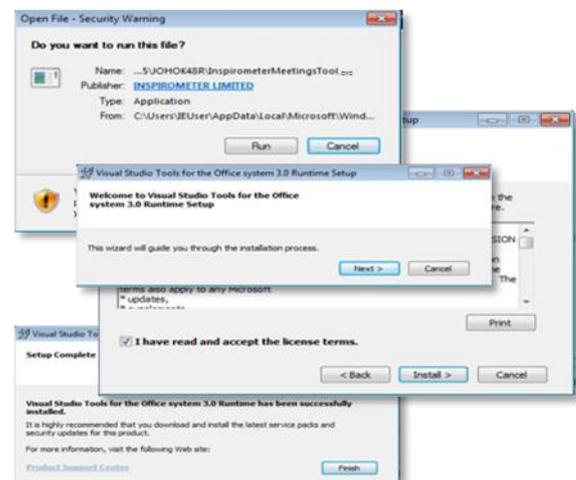
Step 7. Click 'Finish'

You have now completed installation of your add-in. However you are not yet finished.

The next steps are important to make sure that your add-in works effectively
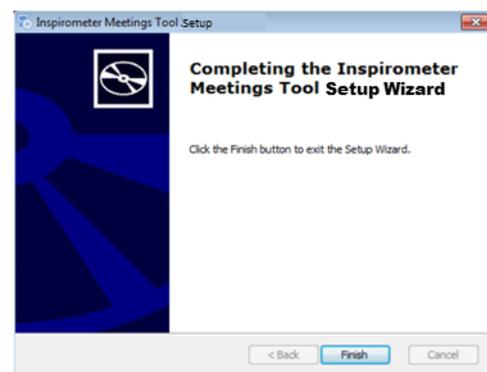
Step 8. Reopen Outlook … twice.

After reopening Outlook, **please do not take any action or press any keys until you receive a welcome email titled 'Thanks for installing Inspirometer for Outlook!'**

This has important codes within it. It may take a minute or two to arrive in your inbox. When it arrives, it is very important that you leave it in your inbox, as your add-in uses this email to set itself up. If it cannot find the email, it cannot complete its installation and it will not work properly.

If you do not receive the email after 5 minutes, please check that it has not been diverted to another folder (like 'junk'). If it has been diverted, please move it back to the inbox. Close and reopen Outlook a second time after the email has arrived.

Step 9. Check that you have the Inspirometer button(s) in your Outlook.

If your add-in has installed correctly, and if you have allowed it the time and space to sort itself out, then you should be rewarded with a screen that looks something like the one below.
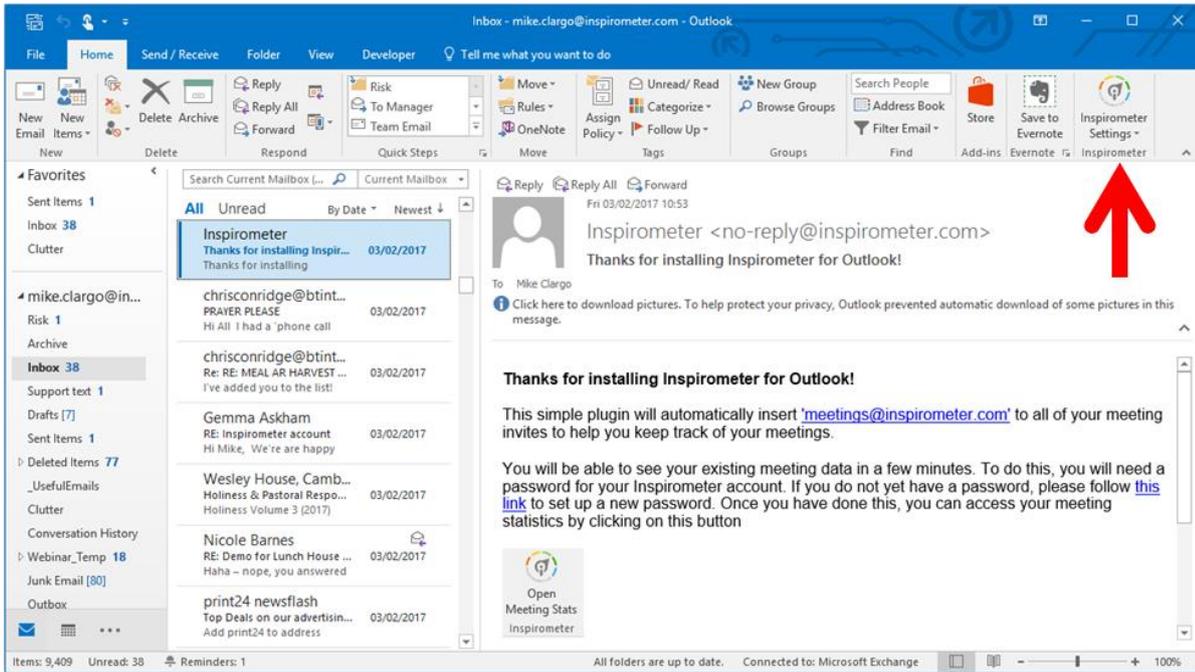

You may notice that you now have an additional button in your ribbon. Clicking the button will reveal a drop down with two options: 'Open Meeting Stats' and 'Refresh Meeting Stats'.
Congratulations, you have successfully installed Inspirometer.

Step 10. Open Meeting Stats.

Click on the Inspirometer button on the right of your 'Home' ribbon, and then on the 'Open Meeting Stats' option. If you are currently logged into your Inspirometer account, you will be rewarded with a display very much like the one you saw on page 1. However, if (as is more likely) you are not logged in and do not have (or remember) your password, then you will need to follow the steps below:

a) On the page that appears after you clicking the 'Open Meeting Stats' link, click the 'Forgot your password?' link just below the large blue LOG IN button.

b) Type your email address in the box marked 'Email:' and click the 'CREATE NEW PASSWORD' button.

c) Receive two emails. The first is simply to check that you are 'you' and that someone else is not creating mischief by changing your password. The second is to send you your new password. Please keep this safe.

d) Click the 'Open Meeting Stats' link again to enter your new details.
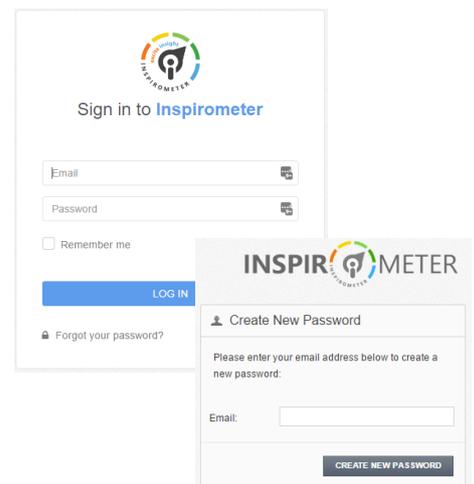
However, if the buttons have not appeared, or if, instead of the nice blue and green donut charts from page 1, you see a page full of images that look like the one on the right, then something may have gone wrong somewhere. In which case, please take a look at the troubleshooting guide: http://help.inspirometer.com/imta-support/

Conversely, if everything has gone okay, your next step is to make sure your meeting stats accurately reflect reality. You can find guidance on this here: http://help.inspirometer.com/data/