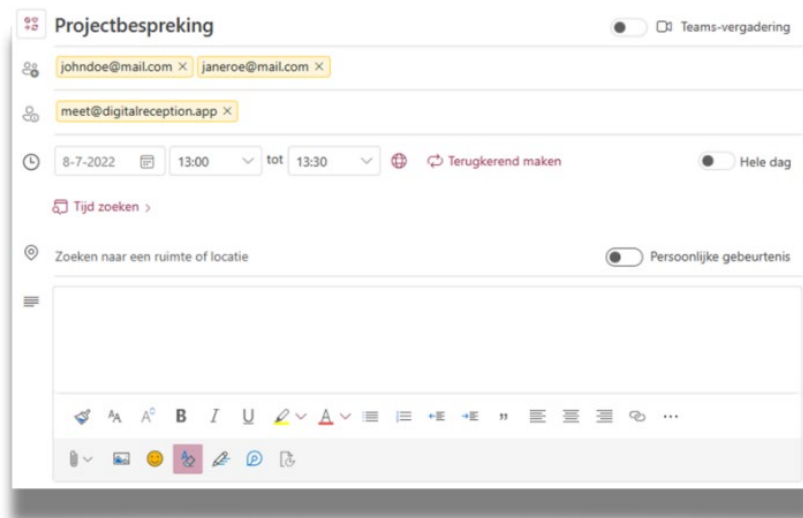## Outlook Integration

To invite a visitor in advance and provide them with a QR- and pincode, the email address linked to the digital reception system must be added to the invitation (see the screenshot below).

By default, we have the email address **meet@digitalreception.app** available for this purpose. If you would like to use your own email address, such as **reception@yourcompany.com**, this is possible. Below, we explain how to set this up.

Note! If you wish to use your own email address, it must have an Office365 license.

1. Open "Client settings", click on ''Outlook'', and then click on "Generate new".

2. Log in with the e-mail address that you want to link tot he digital reception and grant the requested permissions.

3. You should see the newly created integration. If there are any issues or you don't see your integration, please repeat the process starting from step 1.

Now you can see some basic information about your integration. Also, you can see the date of creation and date of expiration. Do mind that Azure subscriptions are not allowed to be more than 4 days. Because of this, our system automatically extends your integration with the token provided by Microsoft upon your registration. However, sometimes the token provided to our application can expire or become invalid. For example, when the account password is changed. That is why it's good to check the expiration in case your synchronization stops working. In that case, just remove your integration and generate new.

Now you can immediately start inviting visitors using this integration, give it a try!