Inviting visitors via Outlook

Employees can send visitors a pre-registration email containing a QR code and PIN code for check-in and check-out. This speeds up and simplifies the process, while ensuring visitors know in advance what to expect.

Setting up this process is straightforward. One email address must be linked to the digital reception system. By default, we provide **meet@digitalreception.app**, but you may also use your own address, such as **reception@companyname.nl** (see the *Outlook Integration Manual* for instructions on linking your own email address).

When creating an invitation, the employee simply adds the reception email address in addition to the visitor's email address. This ensures that the visitor automatically receives an email with their registration details. At the same time, the employee receives a confirmation that the invitation has been successfully created and that the visitor has received all necessary check-in information.

Below is an example of an Outlook invitation, showing how visitors John Doe and Jane Roe receive their invitation through the addition of **meet@digitalreception.app** to the email.