



# NeedToMeet

find a time that works for everyone

## Microsoft Outlook 3.0 Add-in

**BinaryTree**  
The SMART Migration Company

# NeedToMeet Outlook Add-In 3.0

## Release Notes

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# New in 3.0: Multi-Tiered Services and Features

NeedToMeet services and features are now offered in a multi-tiered service model that provides many basic features at no charge, but also lets you subscribe to a higher tier of advanced and premium features for a very low annual cost. The chart below shows the services and features provided for all four tiers:

- **14-Day Trial:** Provides all Standard, Advanced and Premium features and services for free on a trial basis, for 14 days from the date of installation.
- **Standard:** Provides basic NeedToMeet features for free, forever. NeedToMeet reverts to this Standard level of service when your 14-Day Trial expires if you choose to not subscribe to the Advanced or Premium features.
- **Advanced:** Provides Standard-level services plus eight more very useful features, for \$12 per year (per user).
- **Premium:** Provides all Standard- and Advanced-level services plus three more, for only \$19 per year (per user).

NeedToMeet features are summarized after this chart:

	14-Day Trial	Standard	Advanced	Premium
	Free	Free	\$12 / year / user	\$19 / year / user
Easy Polling	✓	✓	✓	✓
Custom URL	✓	✓	✓	✓
Delivery	✓	✓	✓	✓
Calendar Interface	✓	✓	✓	✓
Notifications	✓	✓	✓	✓
Multi-Platform	✓	✓	✓	✓
Security	✓	✓	✓	✓
Ads Free	✓	✓	✓	✓
Groups	✓	✓	✓	✓
Sync Groups	✓		✓	✓
Comments	✓		✓	✓
Dashboard	✓		✓	✓
Settings	✓		✓	✓
1:1 Meetings	✓		✓	✓
Transparency	✓		✓	✓
Privacy	✓		✓	✓
Sync Contacts	✓		✓	✓
Share Calendar	✓			✓
Outlook Integration	✓			✓
Personal Calendar	✓			✓
	REGISTER TODAY	SCHEDULE A MEETING	REGISTER TODAY	REGISTER TODAY



## Standard Features

- **Easy Polling:** Schedule a meeting in three easy steps to find a time that's good for everyone. Enter your meeting name and place, specify your available dates/times, and invite your attendees. The Meeting Poll shows your available dates/times, and invites attendees to indicate theirs. When all attendees respond, you'll see the time that works best for everyone, and you can then send a calendar invitation.
- **Custom URL:** Invite attendees to a unique NeedToMeet meeting link for the Meeting Poll. You can invite them individually by email, or share the link in your Intranet, or send it in a group email.
- **Delivery:** Invite attendees through NeedToMeet or use your own email program.
- **Calendar Interface:** Propose dates and times using a familiar visual calendar interface. Simply drag and drop your preferred meeting times across multiple dates, and the calendar will show available blocks of time (of your specified duration) on those dates.
- **Notifications:** Receive email notifications when meeting attendees respond.
- **Multi-Platform:** Plan meetings on the web, on mobile apps or with our Microsoft Outlook add-in, and invitees enjoy the same platform options to respond.
- **Security:** NeedToMeet protects the privacy of your calendar and contacts.
- **Ads Free:** Schedule a meeting for free without the distraction of advertisements.
- **Groups:** Invite groups to your meeting—your project team, or a committee, or just a group of friends. Send meeting invites or polls to an existing Outlook group, or create your own custom group in NeedToMeet.

## Advanced Features

Advanced features include all *Standard* features (above), plus:

- **Comments:** View all attendee comments and questions in one place, in the Comments section of the invitee poll.
- **Dashboard:** Easily view and edit all your meetings in one simple Dashboard. NeedToMeet brings every meeting associated with your username into one convenient location.
- **Settings:** Customize your account profile and default settings, to optimize the way you schedule and respond to meetings.
- **1:1 Meetings:** Schedule multiple appointments for a single meeting, to have separate meeting times for different attendees (e.g., for employee performance reviews, or department reports, etc.).
- **Transparency:** Attendees can "follow" meetings to stay in the loop, to be notified of changes to other invitees' availability and attendance statuses (accept vs. decline vs. pending).
- **Privacy:** Set privacy limits to keep responses confidential (to hide attendee responses from other attendees).
- **Sync Contacts:** Sync your NeedToMeet account with your mobile, Outlook and web contacts, so you can invite users from any of your contact lists to meetings that you generate from any platform.
- **Sync Groups:** Sync your NeedToMeet account with your mobile, Outlook and web groups, so you can invite groups from any of your group lists to meetings that you generate from any platform.



## Premium Features

Premium features include all *Standard* and *Advanced* features (above), plus:

- **Share Calendar:** Premium users have access to the Share Calendar feature, which provides the ability to grant other Outlook users access to see your Outlook calendar availability for a set period of time. Those who have access to your calendar will be able to see when you are free or busy each day, cutting down on the time it takes for an agreeable meeting time to be set up. Available now in the NeedToMeet web site and Outlook Add-In, and will be available very soon for mobile users.
- **Outlook Integration:** Use all NeedToMeet features right in Microsoft Outlook. The NeedToMeet Outlook Add-In lets you seamlessly organize meetings and check availability of other Outlook users both inside and outside your company's domain without ever leaving the comfort of Outlook.
- **Personal Calendar:** Publish your Microsoft Outlook calendar as a personal webpage, which you can then share with anyone. This feature lets you make your online personal calendar public or private at any time, and you can provide the link in your email signatures and LinkedIn profile. Available now in the NeedToMeet web site and Outlook Add-In, and will be available very soon for mobile users.

## What Else Is New in Version in 3.0

This release of the NeedToMeet Outlook Add-in also resolves issues discovered since the last release.

- This release resolves a font-scaling issue that had rendered some text unreadable on a Microsoft Surface in some environments. (20290)
- The NeedToMeet *Alerts* now include new alerts to warn you if your 14-day Trial Period is about to expire, or has already expired. These *Alerts* also include links to the NeedToMeet subscription page, so you can subscribe to the *Advanced* or *Premium* level if you like. (20334)
- The *NeedToMeet Settings* menu option has been renamed to just *Settings* on the NeedToMeet drop-down menu — from the *Find a time...* feature in the Outlook ribbon. (20754)
- On the *New NeedToMeet Meeting* screen, the *Create meeting when all Attendees respond* checkbox option is now disabled (grayed out) when the **Send Method** is set to *Copy meeting link to clipboard*, since the attendee list is not required in this scenario. (14551)
- NeedToMeet no longer stores and shows duplicate records during a contacts sync when adding attendees to a meeting. (19451)