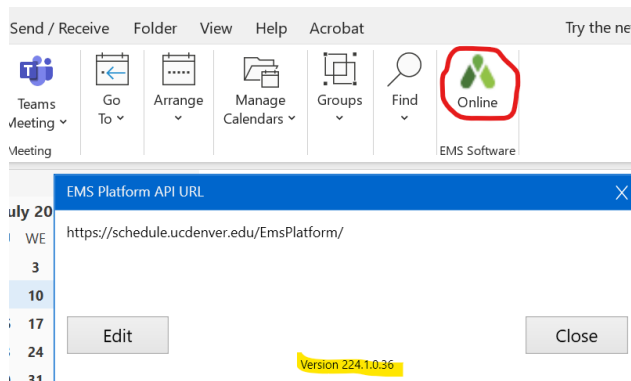


# EMS Outlook Plug-In Web Deploy Instructions

## Update steps:

If you already have an old version of EMS for Outlook installed, when you open your Outlook calendar, EMS for Outlook will ask you if you want to update it.

To ensure that your EMS for Outlook plugin is connected to the server, open your Outlook Calendar and the EMS Software icon will say Online as indicated in the picture below.



Also verify that you have the current version installed which is version 224.1.0.36.

If the EMS Software icon shows offline, verify that you have the correct EMS Platform API URL.

<https://schedule.ucdenver.edu/EmsPlatform>

## New Installation steps:

1. Open your internet browser and enter this URL or click this link:  
<https://schedule.ucdenver.edu/emsforoutlookwebdeploy>

**Denver | Anschutz**

EMS For Outlook Installation Instructions

[Download and Install EMS For Outlook](#)

**Please note:** To access the Outlook Plug In on Windows 11, first uninstall the current version of the Outlook Plug In, navigate to C:\Users\yourUsername\AppData\Roaming\EMS Software\ and delete the "EMS for Outlook" folder, and then follow the installation instructions below.

The EMS For Outlook file (EMSForOutlook.exe) may not download properly if you have a popup blocker enabled.

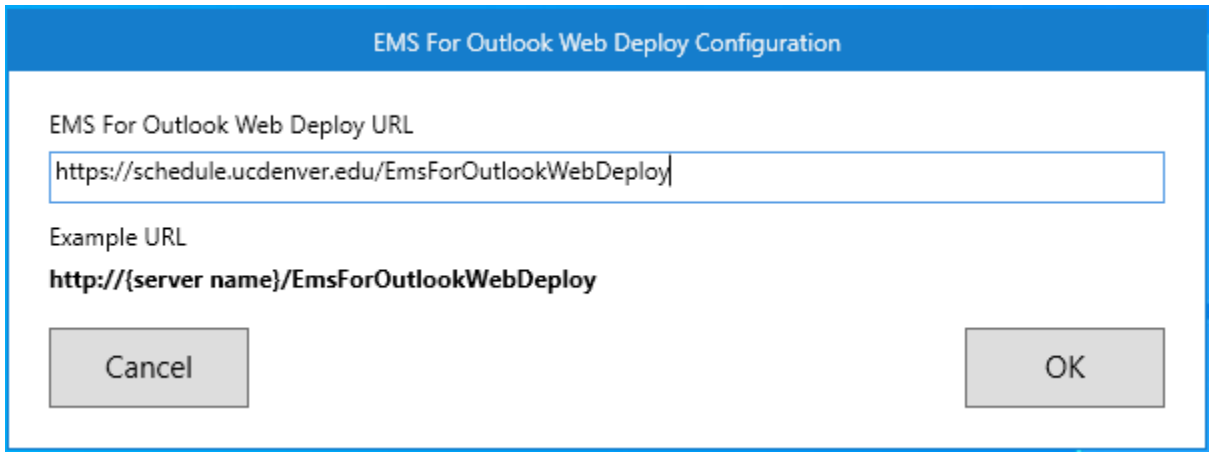
To begin the installation process, double-click EMSForOutlook.exe.

When the installation is complete, restart Outlook and you will be able to use the EMS For Outlook Add-in.

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2. Click the "Download and Install" link
3. Locate the downloaded installer EMSForOutlook.exe and open it (usually located in your download folder). An installer popup window will show the installer progress and will disappear once the installation process is complete.

- If the installer asks for EMS For Outlook Web Deploy URL, enter <https://schedule.ucdenver.edu/emsforoutlookwebdeploy> and click OK.  
**Note – the link needs to start with Https and there should be no spaces after the end of the link, as this will cause an error.**



The screenshot shows a dialog box titled "EMS For Outlook Web Deploy Configuration". It contains a text input field with the URL "https://schedule.ucdenver.edu/EmsForOutlookWebDeploy". Below the input field is an "Example URL" section with the text "http://{server name}/EmsForOutlookWebDeploy". At the bottom of the dialog are two buttons: "Cancel" on the left and "OK" on the right.

- Once the installation is complete, open Outlook Calendar to verify that EMS For Outlook is installed. If you had Outlook open during the installation process, close Outlook and open it again. You should see an EMS Software icon showing Online.

