

# LOOK 5.2

## User's Guide

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Symprex Ltd.,  
London, England.

Web: <http://www.symprex.com>

General: [info@symprex.com](mailto:info@symprex.com)  
Sales: [sales@symprex.com](mailto:sales@symprex.com)  
Support: [support@symprex.com](mailto:support@symprex.com)



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# Introduction

The purpose of this LOOK User's Guide is to give you, the reader, a quick and easy introduction to LOOK.

## About LOOK

LOOK is developed by Symprex and is a comprehensive group calendar solution that can replace the built-in group calendar in Outlook. LOOK provides a number of features that can greatly enhance productivity and efficiency, and is more powerful and flexible than the built-in group calendar in Outlook.

## Features

Some of the most important features of LOOK are:

- **Real-time group calendar overviews and very fast view updates with LOOK Enterprise Edition** not possible with Outlook. Outlook relies on what is called free/busy information that has a latency of up to 15 minutes.
- **Enhanced views and additional view types offer better overviews and provide more functionality and details** compared to Outlook.
- **Superior browsing and selection of users, groups and public calendar folders** compared to Outlook.
- **Superior favorites features allow both personal favorites and adding existing groups to favorites** compared to Outlook.
- **User-defined filters that can be applied to any view at any time makes it very easy to view for example work plans or holiday plans** not available in Outlook.
- **Category color-coding of appointments** greatly extends the few limited free/busy types and labels in Outlook.
- **Export of group calendars to HTML, Word, Excel and Clipboard** not available in Outlook.
- **Print of group calendar views** not available in Outlook.
- **Search across multiple calendars and advanced booking features** not available in Outlook.
- **Find and resolve appointment conflicts** not available in Outlook.
- **And more!**

## Requirements

LOOK works with the following versions of Outlook, Exchange and Windows:

- Microsoft Outlook 2000, 2002, 2003, 2007 and 2010
- Microsoft Exchange 2000, 2003, 2007 and 2010
- Microsoft Windows 2000, XP, Vista and 7

LOOK also supports the following platforms:

- Microsoft Terminal Services on Windows 2000, 2003 and 2008
- Citrix MetaFrame on Windows 2000, 2003 and 2008

LOOK hardware requirements are the same as for the version of Microsoft Office that LOOK is used with. A screen resolution of 800x600 or higher is recommended. 20 MB of hard disk space is required.

# 1

## User's Guide

This chapter explains how to start LOOK and use its primary features with an introduction to the main window, explorer and calendar views, and how to navigate the application.

### Starting LOOK

You can start LOOK from Outlook via the Outlook toolbar or *Tools* menu. Select LOOK, which appears as a button and menu with the label LOOK and the LOOK icon:



You can also start the stand-alone version of LOOK in the *Programs* folder in the Windows *Start* menu.

Once LOOK is running you can activate it pressing *Ctrl+F12* from anywhere in Windows. You can change this hot key to another key combination in the *Options* dialog.

### LOOK Window Overview

LOOK is a standard Windows application and is designed to be as easy to get started with as possible. The figure below shows what LOOK looks like. At the top, you find the usual menu bar and toolbar. To the left is an explorer to browse address lists and public folders, as well as your own favorites. To the right is the graphical free/busy view and, under it, the calendar view. At the bottom, you find the status line, which shows progress of operations as well as status information.

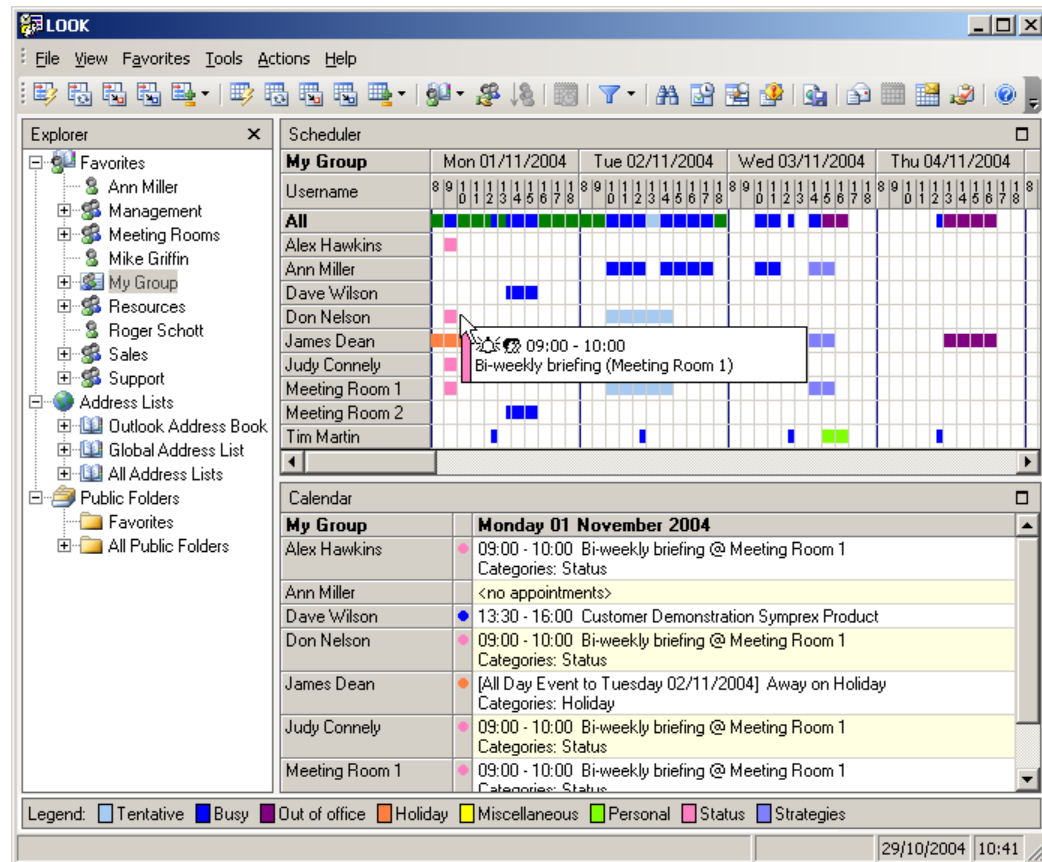
When you start LOOK for the first time both views to the right are empty. The explorer shows *Favorites*, *Address lists* and *Public Folders*. The *Favorites* folder is empty to start with.

By double-clicking *Address lists*, you will see a list of the address books that are available in your system. By double-clicking an address book, for example the *Global Address List*, you will see all members of it, i.e. the groups and users and/or resources that are members of the list.

To update the graphical free/busy view for a user or a group, you can, for example, select the user or group in the explorer and select *Update Scheduler View* from the *Actions* menu. You can also right-click on the user or group to perform this operation.

To view the detailed calendar of for user or a group of users, select the user or group and then select *Update Calendar View*. You can also right-click on the user or group to perform this operation.

LOOK also offers drag-and-drop so you can also drag a user or group from the explorer and drop it on the view you wish to update.



There are many other actions that can be performed. Try right-clicking a user or a group and select some of the other actions. Also note that most actions are available as buttons on the toolbar. By letting the mouse pointer rest on top of a button, you will see a tool tip that explains what the button does.

You can select several items in the explorer by using the *Ctrl* key and the *Shift* key, and then perform the action you want, exactly like when you need to select multiple items in a list or file dialog in other Windows applications.

Just updating the views from the explorer, you will already now have noticed the immediate and most important benefit of LOOK.

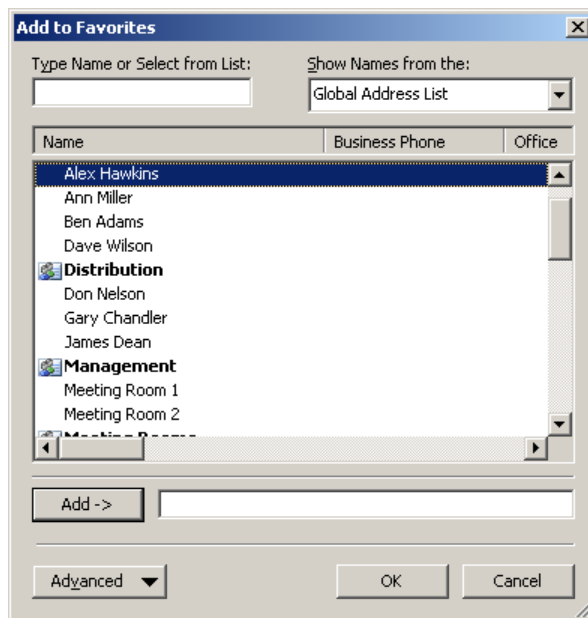
## Working with Favorites

The users, resources and groups you use the most can be added to your favorites. You can also create your own private groups.

You can add favorites in two different ways, by adding existing users, resources and groups to your favorites, or by creating your own private groups.

To add an existing user, resource or group to favorites, select it in the explorer and select *Add to Favorites* from the *Favorites* menu. You can also right-click on the user, resource or group and select *Add to Favorites*.

Another way to add existing users, resources and groups is to select *Add from Address Book* from the *Favorites* menu. This will open the LOOK *Add to Favorites* dialog as shown below, from which you can select all the users, resources and groups to add to your favorites.



## Creating Private Groups

To create a new group, which will then become your own private group, select *Create new Group* from the *Favorites* menu. This will allow you to give the new group a name and add or remove members, as illustrated below.

## Using the Scheduler View

The graphical free/busy view, called the scheduler view, in LOOK is similar to the *Meeting Planner* in Outlook. LOOK uses the same colors for the types of appointments (*Tentative*, *Busy* and *Out of office*). Appointments marked as *Free* are *not* shown.



By right-clicking on a column corresponding to a time on a certain date, you can select the function *Plan a Meeting* which will allow you to select some of or all of the users/resources shown and then to plan a meeting with start date and time and attendees already inserted. Other functions are also available by right-clicking on the scheduler view, such as *Send Mail*, *Open Calendar* and *Assign Task*.

The scheduler view can be toggled on and off from the *View* menu. By toggling it off, there will be more room for the calendar view.

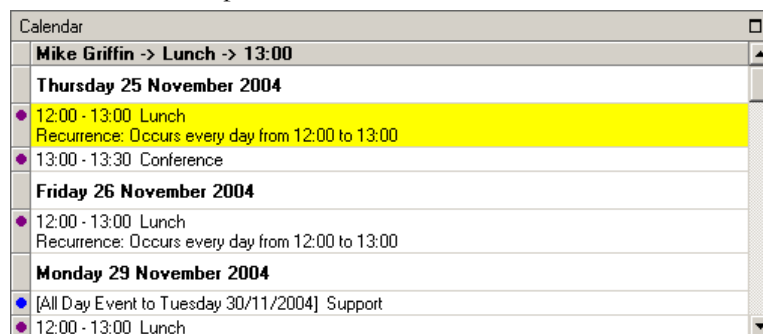
## Using the Calendar View

The calendar view shows the calendar for a user, resource or a group. You can update the calendar view by selecting the user or group in the explorer and select *Update Calendar View* from the *Actions* menu. You can also drag-and-drop the user or group from the explorer to the calendar view.

There are three types of calendar views available; the *list* view, the *week* view and the *month* view. They all show appointment details if you have at least read permission to calendars. Otherwise, they will show free/busy information.

The *list* view lists appointments as a simple list. When updated for a user or resource, the view lists appointments day by day. When updated for a group, the view lists appointments for each user one day at a time.

Updating the *list* view with a user or resource, any active appointments (appointments that start before and end after the current date and time) are shown with a yellow background. Further, if there are any active appointments, the top row will show not only the name of the user or resource, but also the currently active appointment that has the latest end date and/or time. This makes it quick and easy to see when the user or resource will be back or available. An example of a calendar *list* view for a user is shown below.



Updating the *list* view with a group looks like shown in the example below. The view lists appointments for each user one day at a time.

Calendar	
My Group	
Monday 01 November 2004	
Alex Hawkins	09:00 - 10:00 Bi-weekly briefing @ Meeting Room 1 Categories: Status
Ann Miller	<no appointments>
Dave Wilson	13:30 - 16:00 Customer Demonstration Symprex Product
Don Nelson	09:00 - 10:00 Bi-weekly briefing @ Meeting Room 1 Categories: Status
James Dean	[All Day Event to Tuesday 02/11/2004] Away on Holiday Categories: Holiday
Judy Connelly	09:00 - 10:00 Bi-weekly briefing @ Meeting Room 1 Categories: Status
Meeting Room 1	09:00 - 10:00 Bi-weekly briefing @ Meeting Room 1 Categories: Status

The *week* and *month* calendar view resembles the *week* and *month* calendar views in Outlook. An example of the calendar *month* view for a user is shown below.

Calendar				
Mike Griffin				
Monday	Tuesday	Wednesday	Thursday	Friday
November 22 ■ 12:00 Lunch ■ 14:00 Meeting	23 ■ 12:00 Lunch	24 ■ 12:00 Lunch	25 ■ 12:00 Lunch ■ 13:00 Conference	26 ■ 12:00 Lunch
29 ■ Support ■ 12:00 Lunch	30 ■ Support ■ 12:00 Lunch	December 1 ■ 12:00 Lunch	2 ■ 12:00 Lunch	3 ■ 12:00 Lunch
6 ■ 12:00 Lunch	7 ■ 12:00 Lunch	8 ■ 12:00 Lunch	9 ■ 12:00 Lunch	10 ■ 12:00 Lunch

Moving the mouse pointer over an appointment in the *week* or *month* view, the full details for that appointment are shown. If there are more appointments on a day than LOOK can show, it is shown with a little yellow arrow. Double-clicking on a date in the view, or on the little yellow arrow when present, zooms in on the day to show all appointments and appointment details on that date.

In all the calendar views, you can double-click any appointment to open it in a standard Outlook Appointment form. This requires read permission to the calendar containing the appointment. If you have write permission to the calendar containing the appointment, you can make and save changes to an appointment after opening it.

A number of other functions are available by right-clicking on a day or appointment in the calendar view.

By default the calendar view shows calendars from the current date and a number of days ahead. You can make another date the starting date for the view, by selecting *Calendar View Go to Date* in the *Actions* menu. Selecting this menu opens a calendar from which any date can be selected.

You can refresh the calendar view for the already shown users by selecting *Refresh Calendar View* in the *View* menu. The view will be updated with any changes that may have occurred to each calendar since the last update of the view.

The calendar view can be toggled on and off from the *View* menu. By toggling it off, there will be more room for the scheduler view.

Finally, note that the calendar view only shows appointment information when you have at least read permission to the calendars you want to view. Without read permission, LOOK will show free/busy information.

## Printing Views

You can print both the scheduler view and the calendar view to any printer of your choice. LOOK will print in color if the selected printer supports it.

By default, LOOK prints the complete view, but selecting *Print Setup* from the *File* menu allows you to specify whether to print complete views or a specific number of days ahead (or if you want LOOK to ask for this information when printing). The *Print Setup* dialog also allows you to specify default margins and default print orientation for the scheduler view and the calendar view respectively.

To print the scheduler view, choose *Print Scheduler View* from the *File* menu. To print the calendar view, choose *Print Calendar View* from the *File* menu.

## Other Features

LOOK provides other functionality for, for example, sending a message or a task to a user or group in the explorer and from the views. By right-clicking on a user's name anywhere in the LOOK window, or on a user or group in the explorer, you can choose one of these functions.

You can also, for example, arrange a meeting with a group. Select a group and the function *Plan a Meeting*. Note that LOOK gives you the possibility to select individual members of the group to be invited as attendees contrary to the Meeting Planner in Outlook. You can also plan a meeting by updating the scheduler view, finding a time, right-click and select *Plan a Meeting*.

Finally, you can copy data from views in LOOK to the Windows Clipboard, Microsoft Word and Microsoft Excel. These functions are available through the *File* menu.

## About Free/Busy Information

To get the full benefit of the LOOK scheduler view, there are a few extra things that are good to know. With LOOK, you can actually update the scheduler view with two different types of information from the server. One is the so-called *free/busy information* and the other is actual *calendar information*. The difference between the two is described below. This section will also explain a few other important things to know about the scheduler view.

---

**Note** If you use LOOK with the Symprex Exchange Connector (Real-Time Service), LOOK always uses calendar information and there is no delay in the data you see in LOOK. Using LOOK with Symprex Exchange Connector offers real-time views and very fast view updates.

---

Updating the view with *free/busy information* is the fastest method and the method you will normally use. It provides a slightly delayed picture of each calendar – there can be a delay

between changes in a calendar and the change appearing in the view. This method uses the same data as Outlook itself uses in the Meeting Planner.

Updating the view with *calendar information* is a slower method as LOOK tries to open each calendar to read the appointments in it. It is slower and it requires at least read permission to each calendar. It does, however, provide an exact picture of each calendar. If you use this type of update and LOOK cannot open a given calendar, free/busy information is shown instead.

The scheduler view is updated with free/busy information by choosing *Update Scheduler View* and with calendar information by choosing *Update Scheduler View (Calendar)* in the *Actions* menu.

How long the delay is before a change in a calendar appears in the scheduler view, when updating with *free/busy information*, depends on the environment in which, you are using LOOK. It is typically between a few minutes.

If you find that you often, or for some reason always, need to update the scheduler view with *calendar information*, it is recommended to limit the number of days shown in the view as much as possible. The number of days shown can be configured in the LOOK *Options* dialog.

When you move to another start date for the scheduler view (selecting *Scheduler View Go to Date* from the *Actions* menu), LOOK usually has to switch to use calendar information, even if you selected update using free/busy information. This is because the free/busy information available from the server is limited to a certain period of time.

# 2

## Advanced Features

This chapter explains the features available in the *Advanced* menu when having selected one or more users, resources or groups. These features are *Find Appointments*, *Check Availability*, *Find Available Time*, *Show Appointment Conflicts* and *Export to HTML*.

### Find Appointments

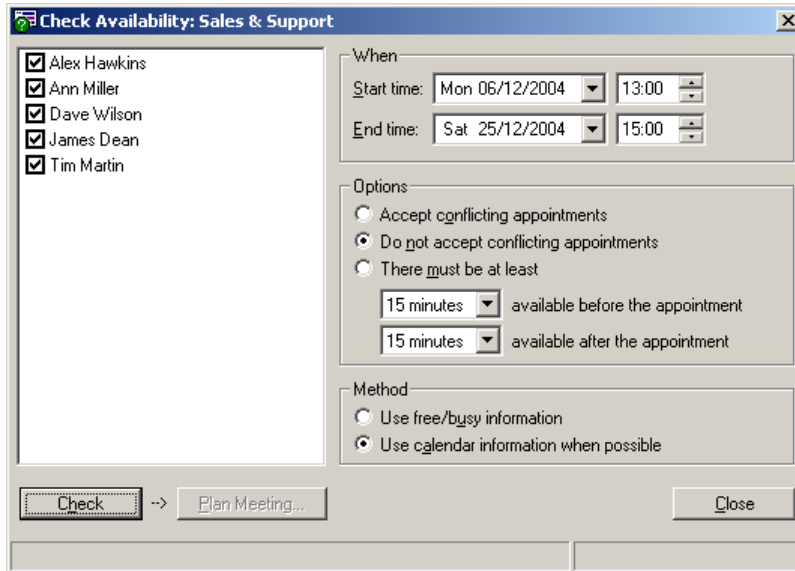
LOOK enables you to search for appointments in multiple calendars in one single action. Simply select the users, resources and groups you want to include in the search and select *Find Appointments* from the *Actions* menu.

The screenshot shows a dialog box titled "Find Appointments: Sales & Support". On the left side, there is a list of names with checkboxes: Alex Hawkins, Ann Miller, Dave Wilson, James Dean, and Tim Martin. All checkboxes are checked. On the right side, there are search criteria sections. The "When" section has "Between:" with a date dropdown set to "Mon 06/12/2004" and "and:" with a date dropdown set to "Fri 10/12/2004". The "Find" section has several rows of dropdown menus and text boxes: "Subject:" with "contains" and "meeting"; "Message:" with empty dropdowns; "Location:" with "is empty" and an empty text box; "Categories:" with empty dropdowns; "Show Time As:" with "equals" and "Out of office"; and "All Day Event:" with empty dropdowns. At the bottom, there are "Find" and "Close" buttons.

An example of the *Find Appointments* dialog is shown below. Pick the start and end date for your search, specify the search criterias, press *Find* and you will get a list of all the matching appointments that is found.

## Check Availability

It is easy check the availability of users and resources with LOOK. Simply select the users, resources and groups you want to include and select *Check Availability* from the *Actions* menu. This will open the *Check Availability* dialog as illustrated below.



Pick the start time and end time of the period to check availability for and press *Check* and LOOK will tell you if the selected users and/or resources are available. If they are, you can press *Plan Meeting* and LOOK will open a new Outlook meeting with the specified start and end time inserted and with the users/resources as attendees.

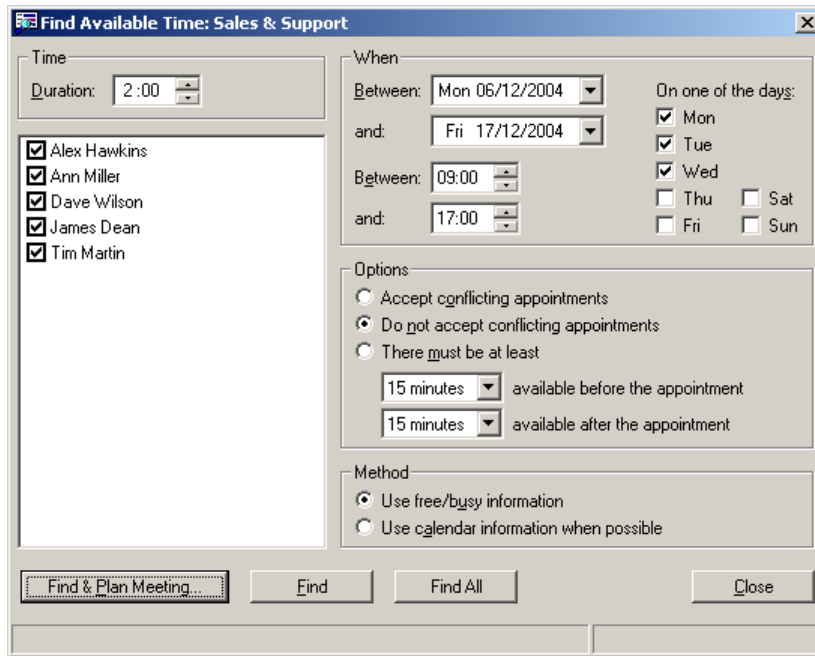
If necessary, you can specify whether to accept conflicting appointments, not to accept conflicting appointments or that there must be a certain period of time available before and/or after the start time and end time. Accepting conflicting appointments will return available, even if there are conflicting appointments, but not if any of them are marked as *Out of office*.

You can also specify if LOOK should check for availability using free/busy information or calendar information. Free/busy information is the same information as Microsoft Outlook shows in its Meeting Planner. It is the fastest method and does not require read permission on calendars; however, it gives a slightly delayed picture of each calendar.

Using calendar information means that LOOK will try to open each calendar and check for availability. This is slower and requires read permission on each calendar. If LOOK cannot open a given calendar it uses the corresponding free/busy information instead.

## Find Available Time

To find available time for users and/or resources, for example for a meeting, just select the users, resources and groups to include and select *Find Available Time* from the *Actions* menu. This will open the *Find Available Time* dialog as illustrated below.

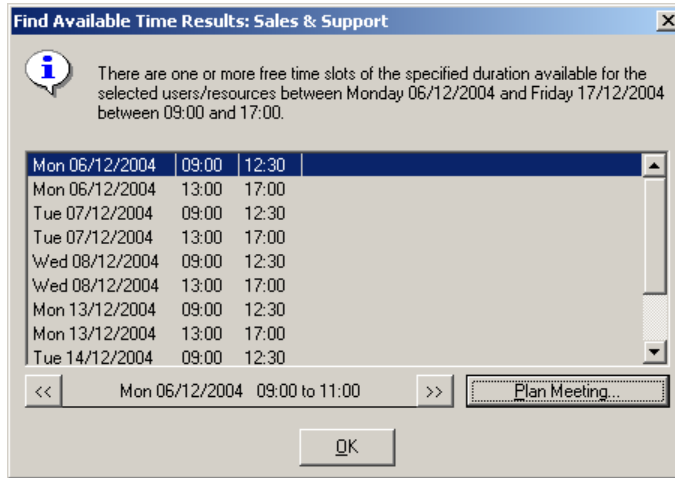


Specify the duration of the available time to find, between what dates and what time of day to search, and what week days to search, then press *Find*, and LOOK will provide you with the first available time it finds. If the time is acceptable and you need to plan a meeting, you can proceed directly to a new Outlook meeting with the start and end time inserted and with the users/resources as attendees. Pressing *Find & Plan Meeting* instead of *Find* does all this automatically.

If you press *Find All*, LOOK will show all possible available times found, as illustrated in the example below. Choose a time from the list, press *Plan Meeting* and LOOK will open a new Outlook meeting with the start and end time inserted and with the users/resources as attendees.

The *Options* and *Method* settings have the same meaning as in the *Check Availability* dialog.

If necessary, you can specify whether to accept conflicting appointments, not to accept conflicting appointments or that there must be a certain period of time available before and/or after the start time and end time. Accepting conflicting appointments will return available, even if there are conflicting appointments, but not if any of them are marked as *Out of office*.

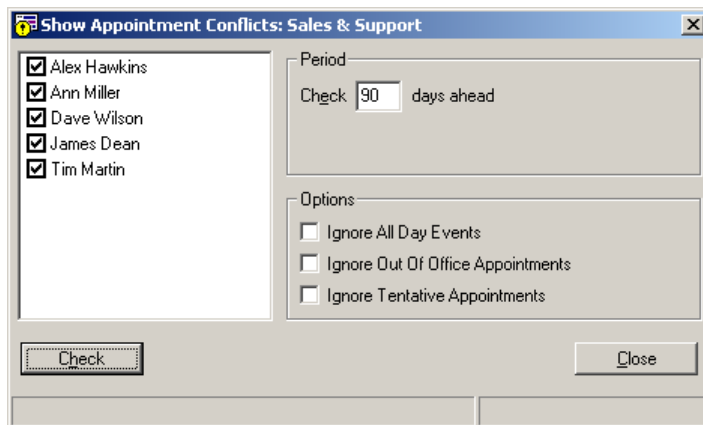


You can also specify if LOOK should check for availability using free/busy information or calendar information. Free/busy information is the same information as Microsoft Outlook shows in its Meeting Planner. It is the fastest method and does not require read permission on calendars; however, it gives a slightly delayed picture of each calendar.

Using calendar information means that LOOK will try to open each calendar and check for availability. This is slower and requires read permission on each calendar. If LOOK cannot open a given calendar it uses the corresponding free/busy information instead.

## Show Appointment Conflicts

Because Microsoft Outlook does not prevent appointment conflicts, or appointments that overlap, it is often useful to be able to find such appointment conflicts and to resolve them. You can use LOOK for this purpose. Select the users, resources and groups to include and select *Show Appointment Conflicts* from the *Actions* menu.



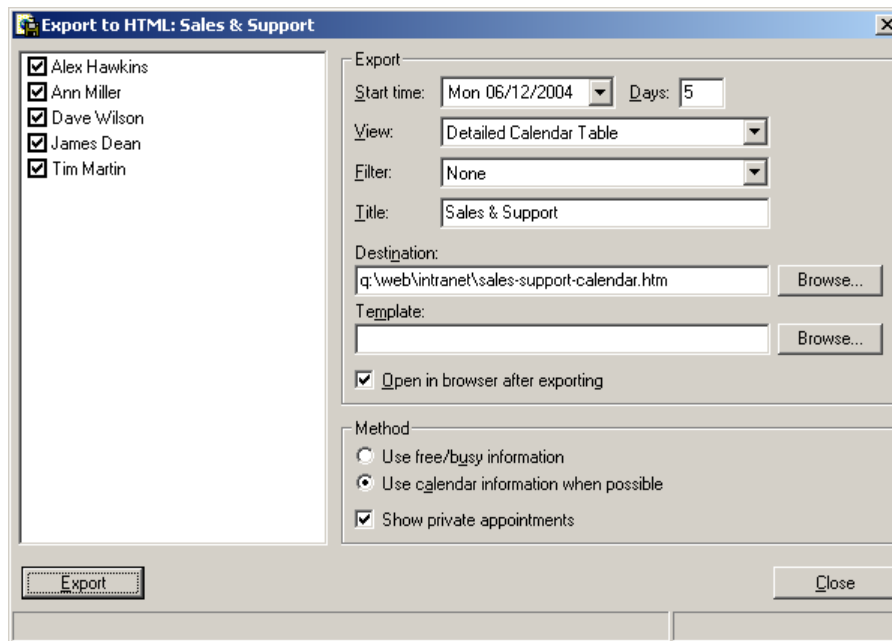
Specify the number of days ahead to check, press *Check*, and LOOK will show you a list of all found appointment conflicts by user and/or resource. You can then resolve the conflicts by opening appointments and changing them.

Checking for conflicts requires you to have at least read permission to calendars. Resolving conflicts also requires you to have at least write permission.

You can optionally specify to ignore *All Day Events*, appointments marked as *Out of office* and/or appointments marked as *Tentative*.

## Export to HTML

LOOK enables you to export calendars to an Internet or Intranet server as HTML documents. Select the users, resources and groups to export and select *Export to HTML* from the *Actions* menu, LOOK will open a dialog as shown in the example below.



Specify the start date, the number of days to export, the view type you wish to export, a title for the HTML document and a destination file, and you can export by clicking *Export*.



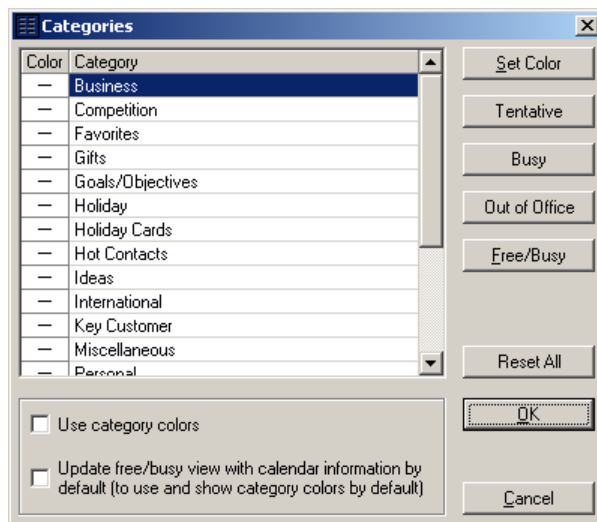
# 3

## Using Categories

If you are using Outlook categories with appointments in your Outlook installation you can get LOOK to color-code appointments based on categories. This chapter explains how.

### How to Assign Category Colors

To assign colors to categories, you need to open the *Categories* dialog by selecting *Categories* from the *Tools* menu. Unless category colors have already been defined, the dialog will open as shown in the example below.



The option *Use category colors* must be checked to activate the use of category coloring, and before you can change any settings in the *Categories* dialog.

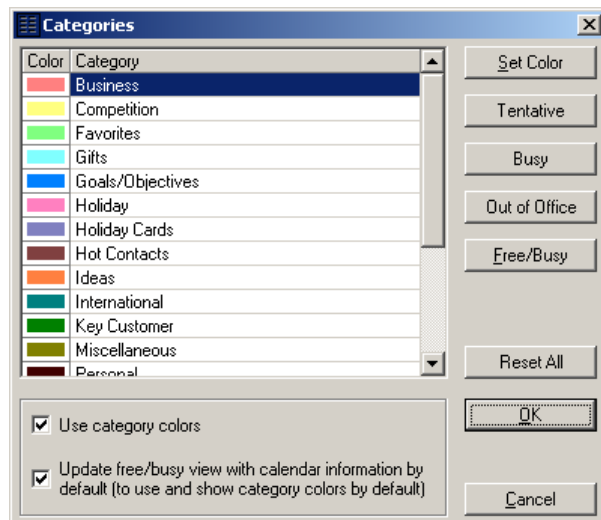
The *Use Outlook category colors* option is available if you are using LOOK with Outlook 2007 or 2010. When you select this option, LOOK will use the categories and colors defined in Outlook, and the buttons to change category colors will be disabled.

The final option *Update free/busy view with calendar information by default* is described in the following section below.

If you have not selected the option to use Outlook category colors (which is only available when you use LOOK with Outlook 2007 or 2010), you can specify the category colors you want to use.

By selecting a category you can define its color. Assign a color by pressing *Set Color*, or assign the standard color of one of the appointment types (*Tentative*, *Busy* or *Out of office*). You can remove an assigned color by pressing *Free/Busy*. Categories that have not been assigned a color are shown with a small black line.

An example where colors have been assigned to a number of categories and where the use of category colors has been enabled is shown below.



Appointments with no category, or a category that has not been assigned a color, are shown in the views using the color that corresponds to its type (*Tentative*, *Busy* or *Out of office*).

## Additional Information

Since free/busy information does not contain any category information, you must update the scheduler view with calendar information to see appointments with the category colors you have specified.

The scheduler view is updated with free/busy information when selecting the function *Update Scheduler View* and with calendar information by selecting the alternative function *Update Scheduler View (Calendar)* from the *Actions* menu.

You can check the *Update free/busy view with calendar information by default* to change the two functions around so that *Update Scheduler View* updates the view with calendar information and *Update Scheduler view (Calendar)* becomes *Update Scheduler view (Free/Busy)* and updates the view with free/busy information.

Using category colors requires LOOK to read calendar information and it requires you to have at least read access to calendars. If LOOK cannot open a given calendar, it reads the free/busy information instead and the calendar will not be shown using category colors.



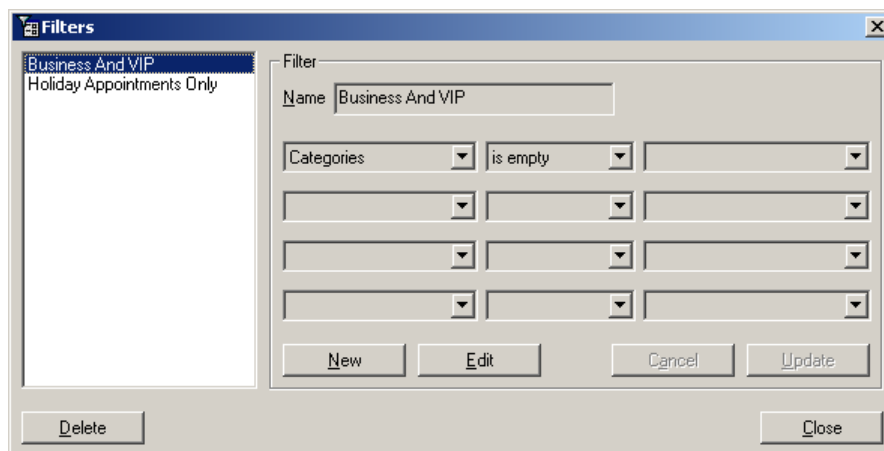
# 4

## Other Features

### Using Filters

LOOK allows you to define filters that you can apply at any time to view appointments that conform to a specific set of criterias; for example to view only appointments that have the category Holiday.

You can define as many filters as you wish. To define new filters, or edit or delete existing filters, you must open the *Filters* dialog, shown in the example below, selecting *Filters* from the *Tools* menu.



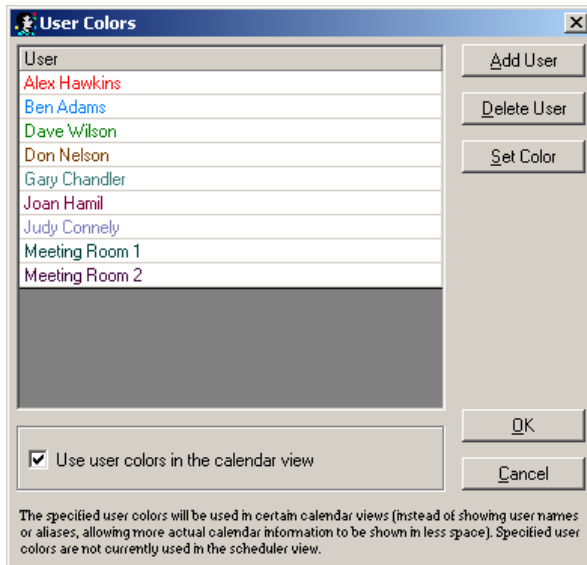
You can apply a filter (or remove an active filter) using the filter button on the toolbar or via the *Filters* menu in the *Actions* menu.

If LOOK cannot not open a given calendar and shows the free/busy information for that calendar instead, or if the scheduler view is updated with free/busy information, the filter will remain selected, but all appointments will be shown as the filter cannot be applied because LOOK cannot filter on free/busy information.

## Enabling User Colors

When the calendar view in LOOK is in *week* or *month* mode the space for appointment details in the actual view are limited. This is especially true when the view is updated for a group or several selected users and/or resources because LOOK must then also show the user or resource name in front of each appointment. LOOK therefore allows you to define a color to use for the calendars you view the most.

If you define a color for a user or resource, appointments belonging to the user or resource are colored in that color when the calendar view is updated and is in *week* or *month* mode, and when the user or resource name is not shown allowing more space for appointment details. You can define user colors by selecting *User Colors* from the *Tools* menu. This will open the *User Colors* dialog, which is shown in the example below.



## Using Quick Search

LOOK provides a *quick search* feature in the form of a *Search* textbox that can be used for updating the calendar or scheduler view. By entering the *alias* of a user or resource and pressing *Enter*, the calendar view is updated for that user or resource. Pressing *Shift+Enter* updates the scheduler view.

The *alias* is the mailbox name of the user or resource. You can find the alias of a user or resource by selecting it in the address books or in your favorites and selecting *Properties* from the *Actions* menu.

# 5

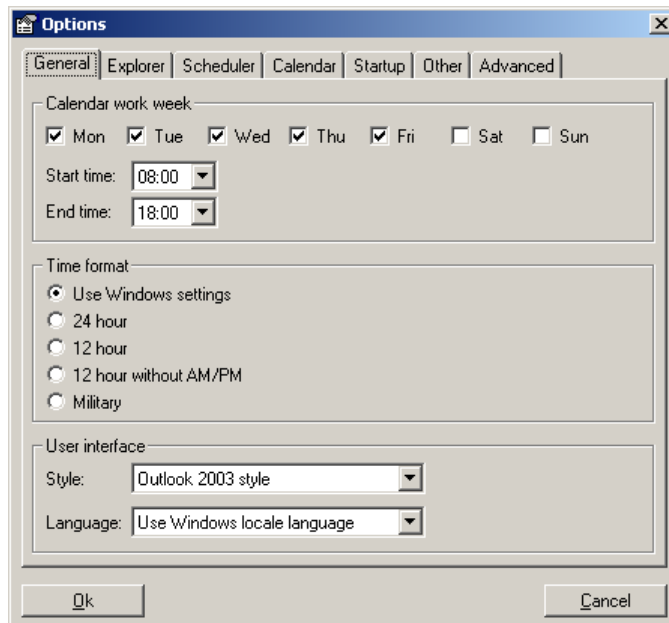
## Options and Settings

There are a number of settings in LOOK that can be used to configure it to your preferences. These settings can be changed by selecting *Options* from the *Tools* menu. The *Options* dialog contains seven tabs: *General*, *Explorer*, *Scheduler*, *Calendar*, *Startup*, *Other* and *Advanced*.

Note that you can restore the original settings at any time by selecting *Set Installation Defaults* in the *Tools* menu.

### General Settings

The *General* settings tab in the *Options* dialog is shown below:

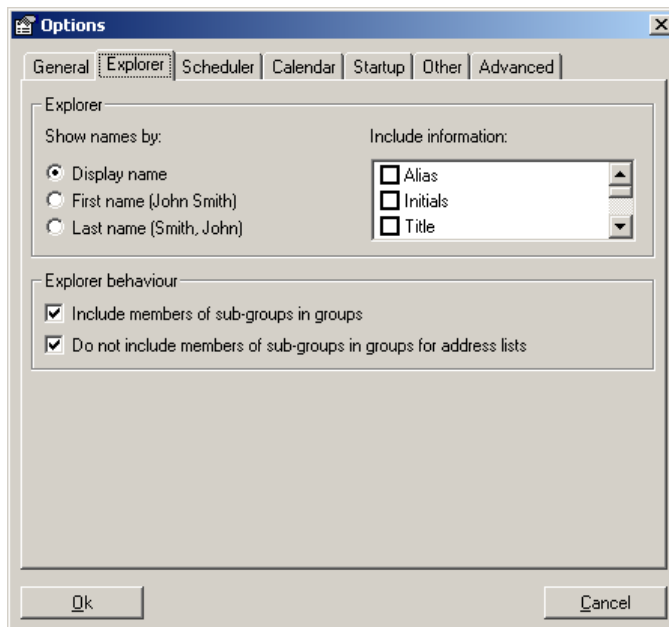


The settings are explained in the table below:

Setting	Description
Calendar work week	Weekdays to show in views, and workday start and end time. The default is to show Monday to Friday and 8 to 18.
Time format	Time format to be used. The default is to use Windows settings time format.
User interface style	User interface style to be used. Default is Outlook 2003 style.
User interface language	Language to be used. The default is to use the Windows locale language if available in LOOK.

## Explorer Settings

The *Explorer* settings tab in the Options dialog is shown below:



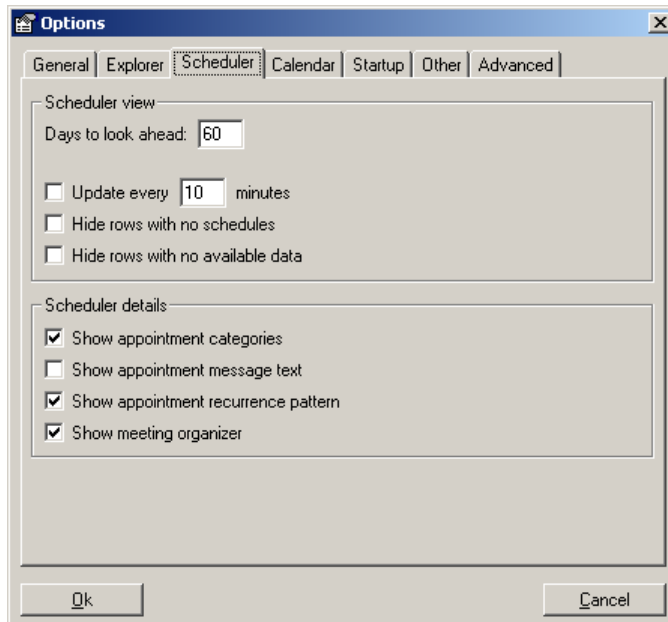
The settings are explained in the table below:

Setting	Description
Show names by	Show users in the explorer sorted by display name, first name or last name. Default is display name.
Include information	Additional information to show for users in the explorer, such as title, office, and phone number.

Setting	Description
Include members of sub-groups in groups	Include all members of any selected groups, including any members in any sub-groups. Default is on (selected).
Do not include members of sub-groups in groups for address lists	If an address book is selected, do not include members of any sub-groups of groups that are immediate members of the address book. Default is on (selected).

## Scheduler Settings

The *Scheduler* settings tab in the Options dialog is shown below:



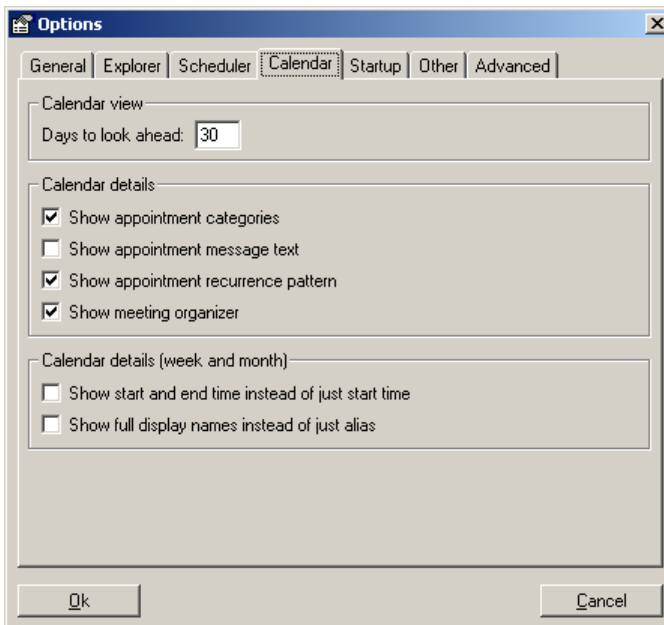
The settings are explained in the table below:

Setting	Description
Days to look ahead	Number of days to show in the scheduler view. Default is 30 days.
Update every minutes	Refresh the scheduler view every specified number of minutes. Default is off.
Hide rows with no schedules	Hide rows in the scheduler view with no schedules. Default is off.
Hide rows with no available data	Hide rows in the scheduler view with no available data. Default is off.

Setting	Description
Scheduler details	Details to include in tool tips in the scheduler view. Default is appointment categories, recurrent patterns and meeting organizer.

## Calendar Settings

The *Calendar* settings tab in the Options dialog is shown below:

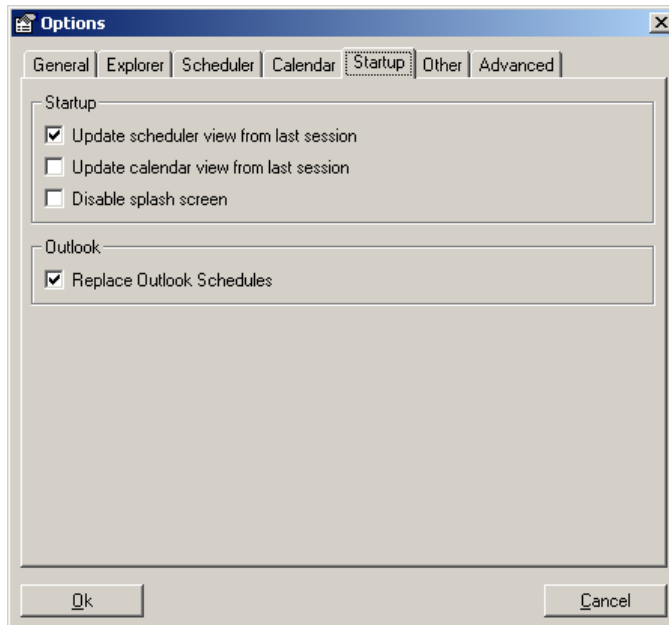


The settings are explained in the table below:

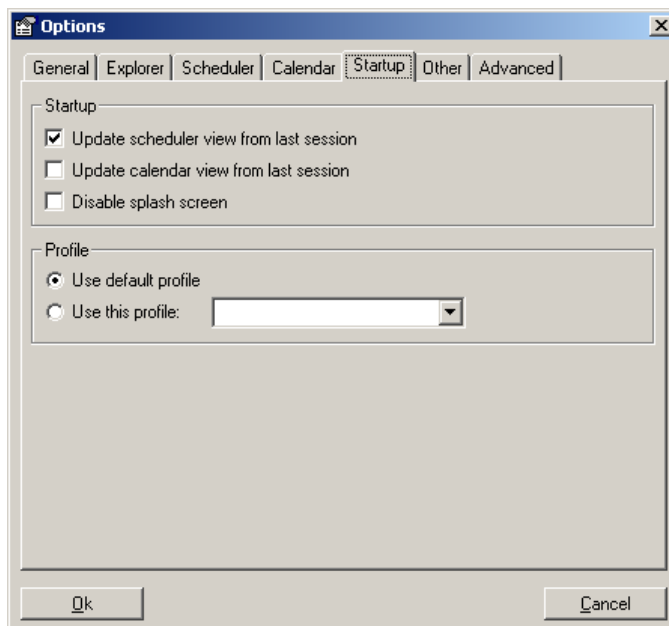
Setting	Description
Days to look ahead	Number of days to show in the calendar view. Default is 30 days.
Calendar details	Appointment details to include in the calendar view. The default is appointment categories, recurrent patterns and meeting organizer.
Show start and end time instead of just start time	In the calendar <i>week</i> and <i>month</i> view, show start and end time instead of just start time. Default is off.
Show full display names instead of just alias	In the calendar <i>week</i> and <i>month</i> view, show full display names instead of just alias. Default is off.

## Startup Settings

The *Startup* settings tab in the Options dialog is shown below for the true Outlook add-in version of LOOK:



The *Startup* settings tab in the Options dialog is shown below for the stand-alone version of LOOK:

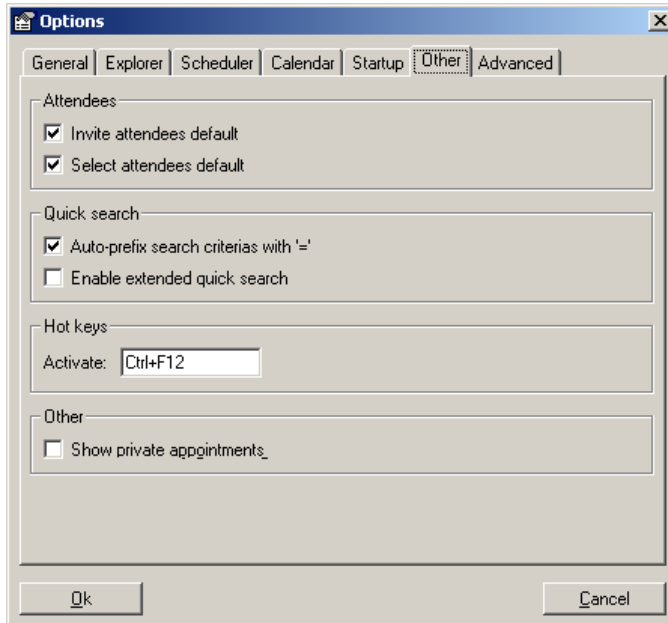


The settings are explained in the table below:

Setting	Description
Update scheduler view from last session	Update the scheduler view with the overview from the previous session. Default is on.
Update calendar view from last session	Update the calendar view with the overview from the previous session. Default is off.
Disable splash screen	Disable the splash screen. Default is off.
Profile (stand-alone version of LOOK)	Optionally specify the profile that LOOK should use on startup if Outlook is not running.
Replace Outlook Schedules (add-in version of LOOK)	Replace Outlook 2002/2003/2007/2010 Schedules view with LOOK. Default is on.

## Other Settings

The *Other* settings tab in the Options dialog is shown below:



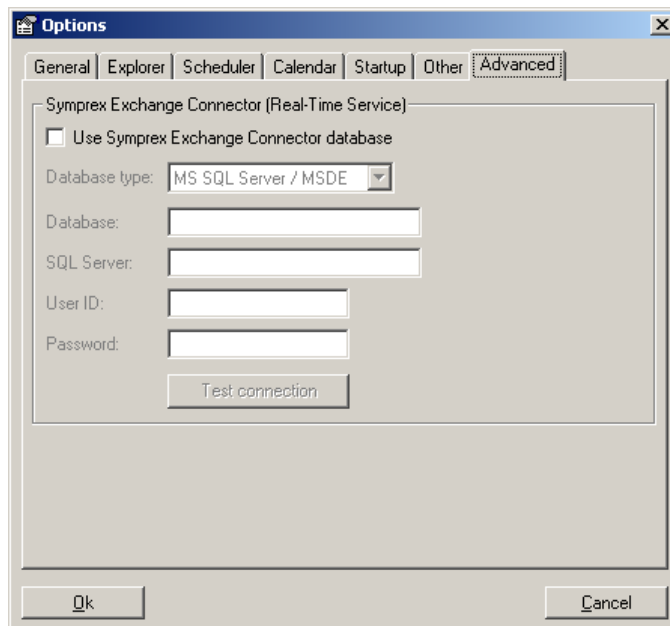
The settings are explained in the table below:

Setting	Description
Invite attendees default	Invite attendees default in LOOK <i>Plan Meeting</i> dialog. Default is on.

Setting	Description
Select attendees default	Select all attendees default in <i>LOOK Plan Meeting</i> dialog. Default is on.
Auto-prefix search criterias with '='	Auto-prefix search criterias with '=' during quick search. Default is on (should be left on).
Enable extended quick search	Enable extended quick search. LOOK will load the entire Global Address List on start-up (this can take time in large installations) to enhance the quick search feature with a drop-down list. When enabled, the loading of the Global Address List can be interrupted during start-up by holding down the Shift key. Default is off.
Hot key activate	Global hot key that will activate LOOK from anywhere in Windows (LOOK must be running). Default is Ctrl+F12.
Show private appointments	Show private appointments. Default is off. <b>Note</b> your own private appointments will always show.

## Advanced Settings

The *Advanced* settings tab in the Options dialog is shown below:



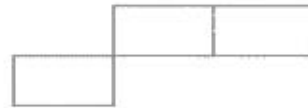
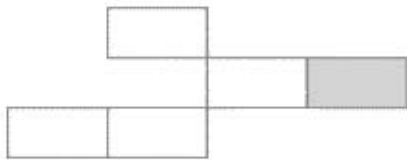
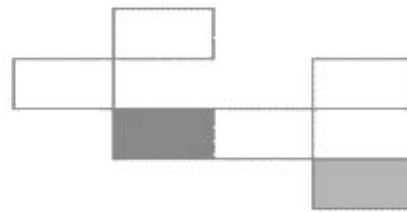
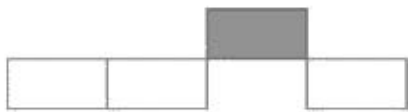
The settings are explained in the table below:

Setting	Description
Use Symprex Exchange Connector database	Enable to use Symprex Exchange Connector (Real-Time Service) database. Default is off.
Database type	Database type. Can be <i>MS SQL Server / MSDE</i> or <i>Access</i> .
Database	If the database type is <i>SQL Server</i> , specify the name of the database. If the database type is <i>Access</i> , specify the full qualified file name of the database.
SQL Server	If the database type is <i>SQL Server</i> , specify the name of the server.
User ID	If the database type is <i>SQL Server</i> , specify the user name to use when logging on to the database.
Password	If the database type is <i>SQL Server</i> , specify the password to use when logging on to the database. If the database type is <i>Access</i> and the database is password enabled, specify the database password.

Click the *Test connection* button to test the connection when you have specified the required settings.

You can find information about the Symprex Exchange Connector (Real-Time Service) on [Symprex.com](http://Symprex.com). You are of course also welcome to contact Symprex for more information.

# Appendices







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