



LoopUp for Outlook

Deployment Guide for IT Professionals

LoopUp for Outlook

Purpose

This guide provides information for IT professionals when doing managed deployments of LoopUp for Outlook.

Overview

LoopUp for Outlook makes it easier for users to invite and enter their LoopUp meetings. With a couple of clicks the meeting details are automatically inserted into Outlook calendar invitations and emails.

There are two versions of the add-in:

- LoopUp for Outlook 2010/2013/2016 (32-bit)
- LoopUp for Outlook 2010/2013/2016 (64-bit)

There are two types of installers available:

- an .exe installer package, that checks that the additional system pre-requisites have been installed, suitable for installing locally on a single machine
- an MSI- only package for IT-managed installations to multiple machines

We recommend that you install both the 32 and 64-bit versions of the add-in on each machine, regardless of whether 32-bit or 64-bit Outlook is being used. Outlook will then find and load the version of the add-in that it needs. The single installer package will install both versions automatically.

Requirements

LoopUp for Outlook requires:

- An active LoopUp account
- Microsoft Office 2010/2013/2016 (32-bit/64-bit)
- Microsoft Windows 7/8/10 (32-bit/64-bit)

Installer (.exe)

If it is more convenient to you, an .exe package is available from the LoopUp website, which automatically installs LoopUp for Outlook and any of the pre-requisites that are not already installed on the machine. This is based on a bootstrapper program, which detects existing installations, downloads and installs the necessary pre-requisite packages from the Microsoft website, and then installs or upgrades LoopUp for Outlook.

IT-managed installation overview

LoopUp for Outlook leverages the VSTO framework and is installed by running one of the MSI files (within the installer zip files) available on the LoopUp website.

Certain pre-requisite packages must be already installed on the PC before the MSI is installed (see the readme document provided with the installation zip file). These pre-requisites are all Microsoft packages which are freely downloadable from the Microsoft website.

LoopUp Installer Packages:

- Will work with a wide range of commonly use installation tools such as SMS, SCCM or Group Policy
- Install per-machine, so they're available to all users who log in to that machine

Upgrading from earlier versions

When upgrading Outlook from 2003 or 2007 to 2010/2013/2016 you will first need to uninstall any 2003/2007 versions of LoopUp for Outlook from the machine. This needs to be done before running the new add-in installers because the 2010/2013/2016 installers do not detect or remove the 2003/2007 versions of LoopUp for Outlook.

Further assistance

For additional information, please contact your account manager or the LoopUp Customer Success team.