# Office Timesheets Add-in for Outlook

Office Timesheets Outlook add-in lets users log time directly from emails and calendar appointments. The add-in links to your Office Timesheets account, enabling seamless time entry without leaving Outlook.

Configuring the Add-in

1. After installing the add-in, open an email or appointment in Outlook and click the **Office Timesheets icon** (#1).
2. The add-in panel opens (#2).
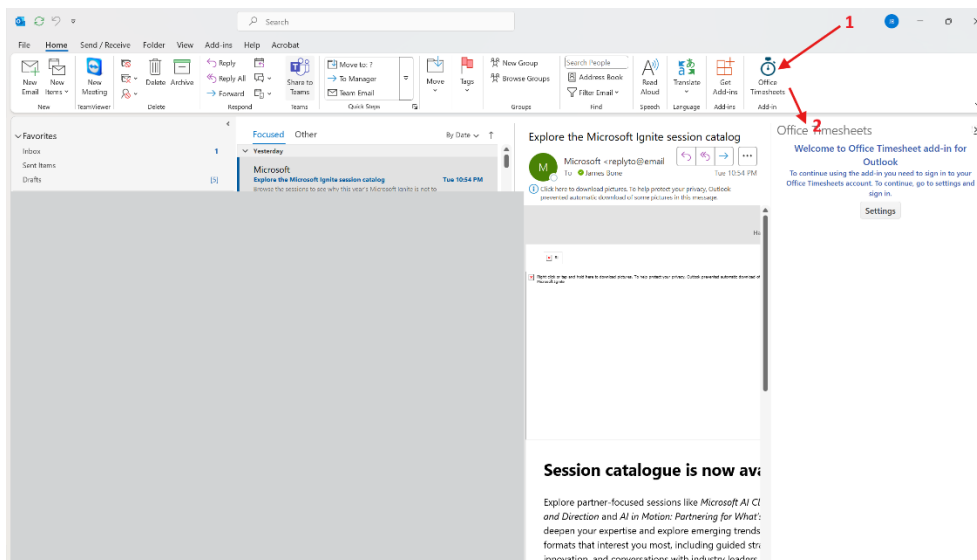
3. Click **Settings** and enter:

   OTS URL: https://officetimesheets.com/ots/YourAccountName.login

   Username: {your username}

   Password: {your password}

4. Click **Login**.

5. After logging in, click the **back arrow** to return to the main screen.

Entering Time in Outlook

1. From the **Time Entry Record** form, select **Client, Project, and Activity (or whatever elements you are required to pick)** from the dropdowns (pulled from your Office Timesheets account).

2. Choose a **date** using the date picker.

3. Enter time spent in the **Duration** field.

4. Add notes in the **Note** field.

5. Click **Save** to record the entry.

Viewing the Entries in your timesheet

To view your time entries online:

1. Go to https://officetimesheets.com/ots/YourAccountName.login

2. Log in with your {Your username} and {Your password}

3. Use the **date picker** to navigate to the correct week and view your entries.

You should see the entries you made from Outlook in your timesheet now!