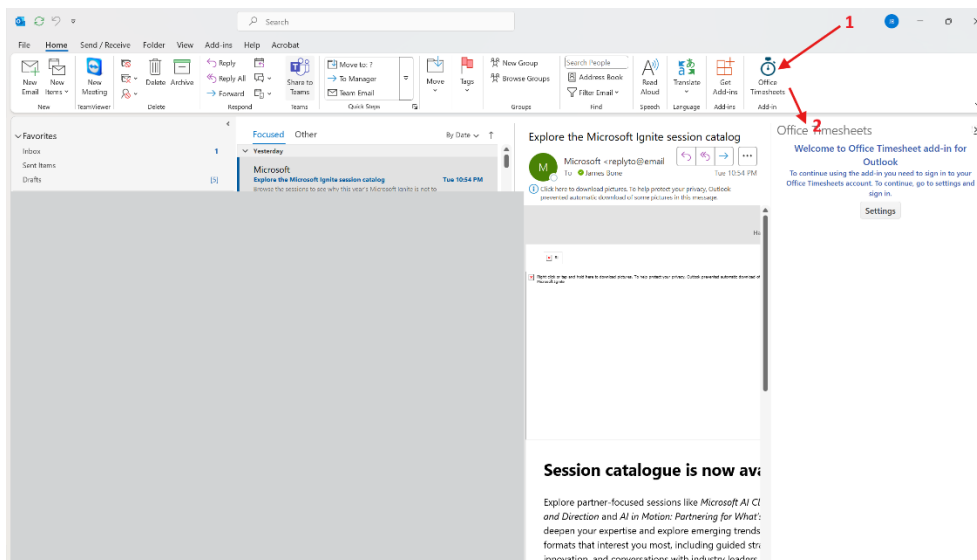


Office Timesheets Add-in for Outlook

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**.

Office Timesheets

Settings

OTS url

☐ Use OTS login

User name

Password

Login

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

Office Timesheets

Settings

OTS url

Logged as

Logout

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.

Office Timesheets

Time entry record

Select task

Employee

Client

Project

Activity

Entry date

Duration

☒ Time spent only

Note

Enter time entry notes here.

Delete Save

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.

The screenshot displays the 'View Sheets' interface for a time management system. At the top, there's a navigation bar with icons for Timesheet, Filter, Expenses, Add, Timer, Copy/Paste, Delete, Add/Edit Tasks, Print Timesheets, Employee, and My Time Off. Below this is a 'View' section with 'Timesheet View' selected and a 'Start Stopwatch' button. A large red arrow points to the date '09/29/2025' in the date picker. The main table displays a list of clients and projects with columns for Client, Project, Activity, and dates from Mon 29 Sept to Pers Total. The first row shows 'StackRock Manufacturing Partners, Inc.' with 'Gemma CRM' and 'Administration' activity.

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