

# Outlook 2007 DIT

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# **Part I**

**Outlook 2007  
Display  
International  
Times add-in**

## 1 . Outlook 2007 Display International Times add-in

### 1 . 1 . Introduction

#### 1 . 1 . 1 . Overview

Do you often use outlook to schedule meetings with associates / contacts who are in locations around the world.

This outlook add-in displays adds a new region to the bottom of an appointment or meeting notice that displays the local time for each unique time zone from the meeting attendees.

#### Features

- As attendees are added to the meeting request the International Times region is updated with the local times for the locations of the attendees
- Each unique city, state, country combination is associated with a time zone and stored for future reference. IE. Once a combination has been assigned a time zone by the user that combination will no longer need to be resolved to a time zone.
- A dialog box is presented to the user when a new location is discovered that presents the user with a list of the cities in that time zone based on the location.
- A time zone matrix for all the locations is viewable to determine the best time to host a meeting.

## 1 . Outlook 2007 Display International Times add-in

### 1 . 1 . Introduction

#### 1 . 1 . 2 . Screen Shot

The following picture illustrates how a region is added to the bottom of the meeting invite and shows the times for each time zone that is different than that of the originator.

The screenshot shows the Outlook 2007 interface for creating a meeting. The 'Meeting' tab is active in the ribbon. The 'To...' field contains 'Dot Matrix (dot.matrix@live.com); Bill Boring (bill.boring@live.com)'. The 'Start time' is set to 'Wed 1/14/2009 11:30 AM' and the 'End time' is 'Wed 1/14/2009 12:00 PM'. The 'All day event' checkbox is unchecked. Below the main meeting form, the 'International Times' add-in is visible, displaying a table of time zones and their corresponding start and end times for the meeting.

Location	Start Date	Start Time	End Date	End Time	Time Zone
Shanghai, China	1/15/2009	1:30 AM	1/15/2009	2:00 AM	(GMT+08:00) Beijing, Chongqing, Hong Kong, Urumqi
Asheville, NC, United States of America	1/14/2009	12:30 PM	1/14/2009	1:00 PM	(GMT-05:00) Eastern Time (US & Canada)

## 1 . Outlook 2007 Display International Times add-in

### 1 . 1 . Introduction

#### 1 . 1 . 2 . Screen Shot

Meeting Insert Format Text

Cancel Invitation Calendar Delete Forward Add WebEx Meeting Appointment Scheduling Time Zones Matrix Meeting Workspace

Actions WebEx Show Attendee

(GMT-06:00) Central Time (US & Canada)		SHANGHAI, CHINA, . China		SYDNEY, NSW, Australia		ZUIDOOST, . Netherlands	
Thu	07 AM	Thu	08 PM	Thu	10 PM	Thu	02 PM
Thu	08 AM	Thu	09 PM	Thu	11 PM	Thu	03 PM
Thu	09 AM	Thu	10 PM	Fri	midnight	Thu	04 PM
Thu	10 AM	Thu	11 PM	Fri	01 AM	Thu	05 PM
Thu	11 AM	Fri	midnight	Fri	02 AM	Thu	06 PM
Thu	noon	Fri	01 AM	Fri	03 AM	Thu	07 PM
Thu	01 PM	Fri	02 AM	Fri	04 AM	Thu	08 PM
Thu	02 PM	Fri	03 AM	Fri	05 AM	Thu	09 PM
Thu	03 PM	Fri	04 AM	Fri	06 AM	Thu	10 PM
Thu	04 PM	Fri	05 AM	Fri	07 AM	Thu	11 PM
Thu	05 PM	Fri	06 AM	Fri	08 AM	Fri	midnight
Thu	06 PM	Fri	07 AM	Fri	09 AM	Fri	01 AM
Thu	07 PM	Fri	08 AM	Fri	10 AM	Fri	02 AM
Thu	08 PM	Fri	09 AM	Fri	11 AM	Fri	03 AM
Thu	09 PM	Fri	10 AM	Fri	noon	Fri	04 AM
Thu	10 PM	Fri	11 AM	Fri	01 PM	Fri	05 AM
Thu	11 PM	Fri	noon	Fri	02 PM	Fri	06 AM
Fri	midnight	Fri	01 PM	Fri	03 PM	Fri	07 AM
Fri	01 AM	Fri	02 PM	Fri	04 PM	Fri	08 AM
Fri	02 AM	Fri	03 PM	Fri	05 PM	Fri	09 AM
Fri	03 AM	Fri	04 PM	Fri	06 PM	Fri	10 AM
Fri	04 AM	Fri	05 PM	Fri	07 PM	Fri	11 AM
Fri	05 AM	Fri	06 PM	Fri	08 PM	Fri	noon
Fri	06 AM	Fri	07 PM	Fri	09 PM	Fri	01 PM

## **1 . Outlook 2007 Display International Times add-in**

### **1 . 1 . Introduction**

#### **1 . 1 . 3 . Contacting Us**

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Open Source Project for this solution can be found at:

<http://www.codeplex.com/outlook2007DIT>.



## **1 . Outlook 2007 Display International Times add-in**

### **1 . 1 . Introduction**

#### **1 . 1 . 4 . License**

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## 1 . Outlook 2007 Display International Times add-in

### 1 . 1 . Introduction

#### 1 . 1 . 5 . Credits

### Credits

Help file and PDF help file created from a free utility called HelpMaker from <http://www.vizacc.com/>. It took less the an hour to download, figure it out, and create my first draft of documentation. Albeit my documentation is rather sparse.

The application uses two REST web services for looking up the time zone from the latitude longitude parameters. Those web services are provided by:

<http://www.earthtools.org/>

<http://www.geonames.org/>

The application uses a google REST web service for looking up the latitude longitude of a location.

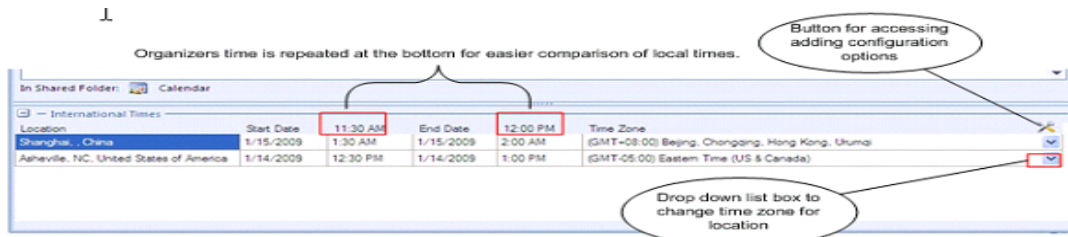
<http://code.google.com/apis/maps/documentation/introduction.html#Intro>

## 1 . Outlook 2007 Display International Times add-in

### 1 . 2 . Features

#### 1 . 2 . 1 . Window Layout

When an attendee is added to the meeting request the location against the location time zone cache to determine if there is an existing association for that location. The location is define as the combination of the city, state, and country values from the business address of the contact.



## 1 . Outlook 2007 Display International Times add-in

### 1 . 2 . Features

#### 1 . 2 . 2 . New Time Zone Dialog

When an attendee is added to the meeting request and their location does not have an associated time zone. The new time zone dialog box is displayed unless it has been disabled in the options dialog box.

Because there can be several cities that are in the same time zone the user is presented with a filtered list of time zones for that location to select from.

If the application guessed wrong about the time zones for that location the user can select from any of the time zones available in the drop down list box.



#### What's happening behind the scenes

The time zones available for selection are listed from the windows registry. Thus only those time zones that are defined on the system are available for selection.

In order to filter the list of time zones for the location the add-in must first determine the time zone for that location. This is done by getting the latitude longitude information from a web service for the location specified and then calling another web service to retrieve the time zone information for that latitude longitude.



## 1 . Outlook 2007 Display International Times add-in

### 1 . 2 . Features

#### 1 . 2 . 3 . Attendees with No Location Information

When you add an attendee that does not have any location information (no city, state, or country) then a warning icon is displayed on the toolbar just above the time zone list.



For convince when you click on the icon the name of the person with no location information is displayed in a context menu. If you click on the persons name the add-in will display the details for that contact where you can update their information. Note however that if you update their information, save it, and close the details dialog the add-in will not immediately recheck their information and display a dialog box to select their time zone information from. If however you add another attendee after update the prior attendee's address then the add-in will check the first attendee's information and display a dialog box to select the time zone if it is not already defined for their location.



## 1 . Outlook 2007 Display International Times add-in

### 1 . 2 . Features

#### 1 . 2 . 4 . Time Zone Matrix

In the message ribbon for a new meeting invitation a new button has been added in the show group box called 'Time Zones Matrix'.



This button when clicked displays another page in the meeting invitation that displays a matrix showing a 24 hour time line for the meeting start date that shows all the locations local times so that the user can determine the best time to host a meeting that is most convenient for attendees in different locations.

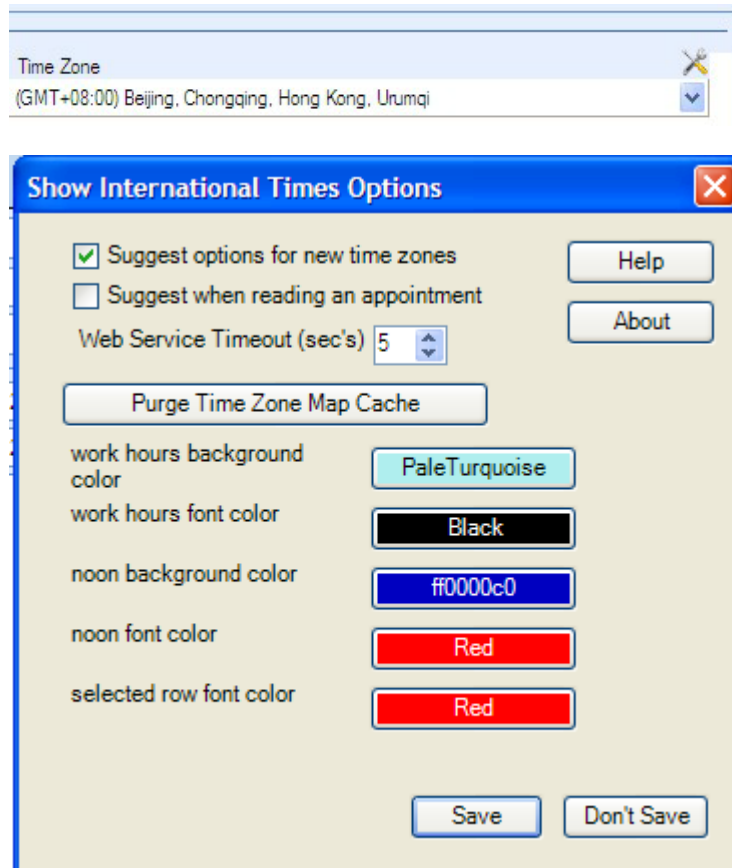
(GMT-06:00) Central Time (US & Canada)		SHANGHAI, CHINA, China		SYDNEY, NSW, Australia		ZUIDOOST, . Netherlands	
Thu	07 AM	Thu	08 PM	Thu	10 PM	Thu	02 PM
Thu	08 AM	Thu	09 PM	Thu	11 PM	Thu	03 PM
Thu	09 AM	Thu	10 PM	Fri	midnight	Thu	04 PM
Thu	10 AM	Thu	11 PM	Fri	01 AM	Thu	05 PM
Thu	11 AM	Fri	midnight	Fri	02 AM	Thu	06 PM
Thu	noon	Fri	01 AM	Fri	03 AM	Thu	07 PM
Thu	01 PM	Fri	02 AM	Fri	04 AM	Thu	08 PM
Thu	02 PM	Fri	03 AM	Fri	05 AM	Thu	09 PM
Thu	03 PM	Fri	04 AM	Fri	06 AM	Thu	10 PM
Thu	04 PM	Fri	05 AM	Fri	07 AM	Thu	11 PM
Thu	05 PM	Fri	06 AM	Fri	08 AM	Fri	midnight
Thu	06 PM	Fri	07 AM	Fri	09 AM	Fri	01 AM
Thu	07 PM	Fri	08 AM	Fri	10 AM	Fri	02 AM
Thu	08 PM	Fri	09 AM	Fri	11 AM	Fri	03 AM
Thu	09 PM	Fri	10 AM	Fri	noon	Fri	04 AM
Thu	10 PM	Fri	11 AM	Fri	01 PM	Fri	05 AM
Thu	11 PM	Fri	noon	Fri	02 PM	Fri	06 AM
Fri	midnight	Fri	01 PM	Fri	03 PM	Fri	07 AM
Fri	01 AM	Fri	02 PM	Fri	04 PM	Fri	08 AM
Fri	02 AM	Fri	03 PM	Fri	05 PM	Fri	09 AM
Fri	03 AM	Fri	04 PM	Fri	06 PM	Fri	10 AM
Fri	04 AM	Fri	05 PM	Fri	07 PM	Fri	11 AM
Fri	05 AM	Fri	06 PM	Fri	08 PM	Fri	noon
Fri	06 AM	Fri	07 PM	Fri	09 PM	Fri	01 PM

## 1 . Outlook 2007 Display International Times add-in

### 1 . 2 . Features

#### 1 . 2 . 5 . Options

Selecting the options button on the tool bar will display the options dialog box.

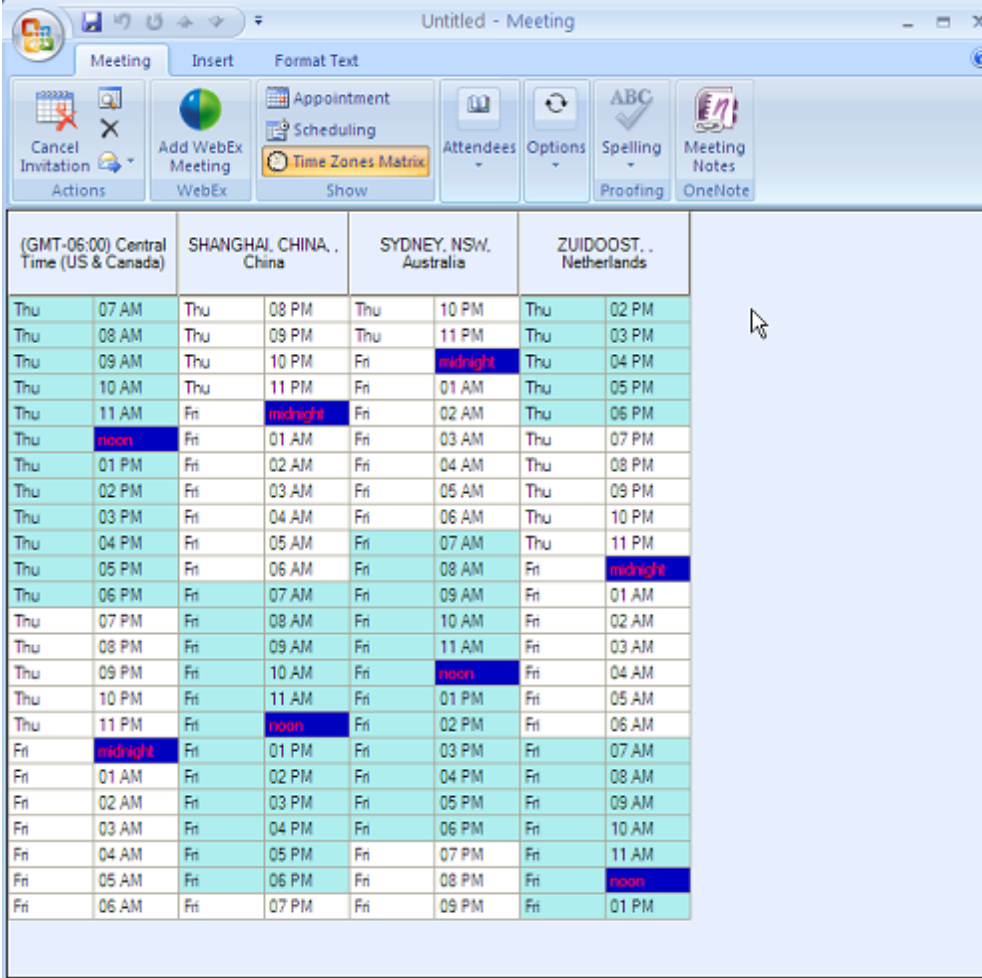


1. Suggest options for new time zones  
When checked this option will display a dialog box to select a time zone for a new location. For example when an attendee is added to the meeting and that location has not previously been matched up with a time zone the dialog box is displayed that allows the user to select the time zone for that location.
2. Suggest when reading an appointment  
When checked this option will display the dialog box when opening up an existing meeting request and there are attendees with locations that have not been matched to a time zone. Users may find this option useful and turn it off if they do not want to bother with matching time zones when just viewing meetings.
3. Purge Time Zone Map Cache  
Clicking this button will clear the location to time zone associations. This option clears all associations.
4. Color Options for Time Zone Matrix  
The colors to highlight typical business hours can be adjusted using the color button options.

## 1 . Outlook 2007 Display International Times add-in

### 1 . 2 . Features

#### 1 . 2 . 5 . Options



(GMT-06:00) Central Time (US & Canada)		SHANGHAI, CHINA, China		SYDNEY, NSW, Australia		ZUIDOOST, Netherlands	
Thu	07 AM	Thu	08 PM	Thu	10 PM	Thu	02 PM
Thu	08 AM	Thu	09 PM	Thu	11 PM	Thu	03 PM
Thu	09 AM	Thu	10 PM	Fri	midnight	Thu	04 PM
Thu	10 AM	Thu	11 PM	Fri	01 AM	Thu	05 PM
Thu	11 AM	Fri	midnight	Fri	02 AM	Thu	06 PM
Thu	noon	Fri	01 AM	Fri	03 AM	Thu	07 PM
Thu	01 PM	Fri	02 AM	Fri	04 AM	Thu	08 PM
Thu	02 PM	Fri	03 AM	Fri	05 AM	Thu	09 PM
Thu	03 PM	Fri	04 AM	Fri	06 AM	Thu	10 PM
Thu	04 PM	Fri	05 AM	Fri	07 AM	Thu	11 PM
Thu	05 PM	Fri	06 AM	Fri	08 AM	Fri	midnight
Thu	06 PM	Fri	07 AM	Fri	09 AM	Fri	01 AM
Thu	07 PM	Fri	08 AM	Fri	10 AM	Fri	02 AM
Thu	08 PM	Fri	09 AM	Fri	11 AM	Fri	03 AM
Thu	09 PM	Fri	10 AM	Fri	noon	Fri	04 AM
Thu	10 PM	Fri	11 AM	Fri	01 PM	Fri	05 AM
Thu	11 PM	Fri	noon	Fri	02 PM	Fri	06 AM
Fri	midnight	Fri	01 PM	Fri	03 PM	Fri	07 AM
Fri	01 AM	Fri	02 PM	Fri	04 PM	Fri	08 AM
Fri	02 AM	Fri	03 PM	Fri	05 PM	Fri	09 AM
Fri	03 AM	Fri	04 PM	Fri	06 PM	Fri	10 AM
Fri	04 AM	Fri	05 PM	Fri	07 PM	Fri	11 AM
Fri	05 AM	Fri	06 PM	Fri	08 PM	Fri	noon
Fri	06 AM	Fri	07 PM	Fri	09 PM	Fri	01 PM

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