

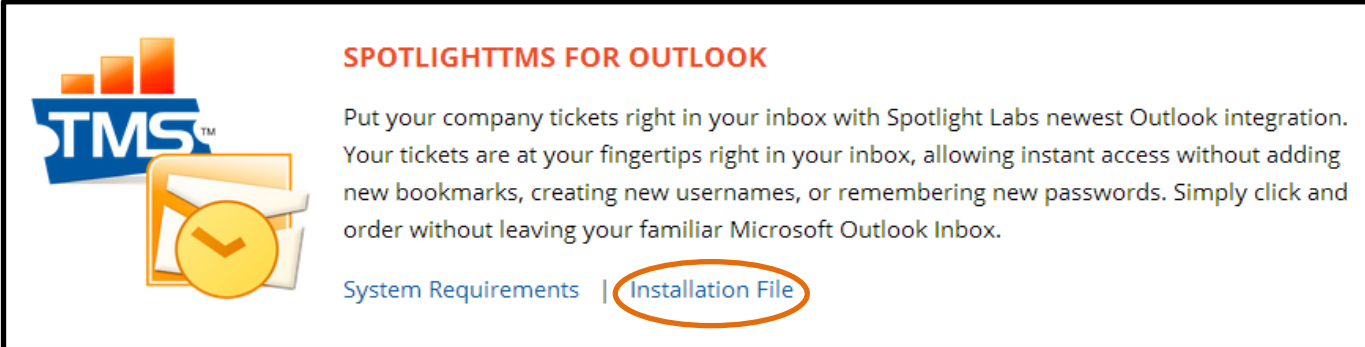
Setting up Spotlight for Outlook



Putting your tickets in your inbox

Here are some simple step-by-step instructions on how to get your tickets straight to your inbox, making events as easy as reading your daily emails.

1. Visit www.spotlighttms.com/resources/labs.
2. Confirm that your computer meets the system requirements and then click “Installation File” to begin the download.



The banner features the TMS logo on the left, which includes a bar chart with three orange bars of increasing height and the letters 'TMS' in white on a blue background. Below the logo is an icon of a yellow envelope with a white checkmark inside a yellow circle. To the right of the logo, the text reads: 'SPOTLIGHTTMS FOR OUTLOOK' in red, followed by a paragraph: 'Put your company tickets right in your inbox with Spotlight Labs newest Outlook integration. Your tickets are at your fingertips right in your inbox, allowing instant access without adding new bookmarks, creating new usernames, or remembering new passwords. Simply click and order without leaving your familiar Microsoft Outlook Inbox.' At the bottom, there are two links: 'System Requirements' and 'Installation File', with the latter circled in orange.

SPOTLIGHTTMS FOR OUTLOOK

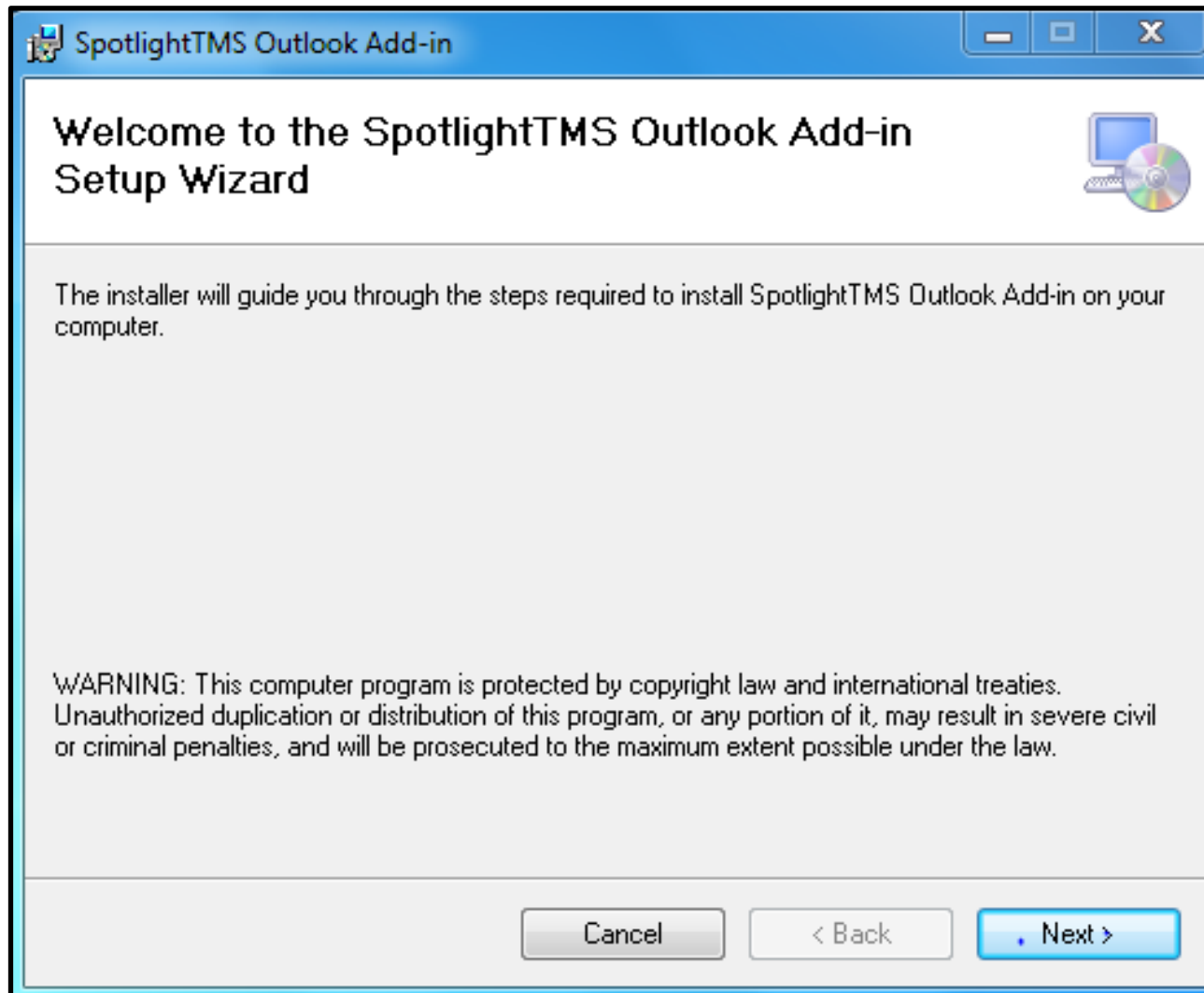
Put your company tickets right in your inbox with Spotlight Labs newest Outlook integration. Your tickets are at your fingertips right in your inbox, allowing instant access without adding new bookmarks, creating new usernames, or remembering new passwords. Simply click and order without leaving your familiar Microsoft Outlook Inbox.

[System Requirements](#) | [Installation File](#)

3. Open the downloaded file to begin the Spotlight for Outlook Add-in download wizard.

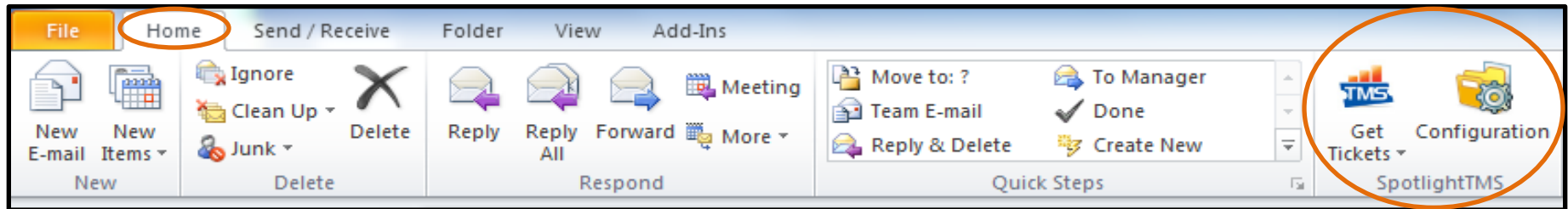
| | | | | | |
|---|---------------------------|--------|----|--------|-----|
|  Setup_109 | Windows Installer Package | 671 KB | No | 968 KB | 31% |
|---|---------------------------|--------|----|--------|-----|

4. Follow the steps of the Add-in setup wizard.

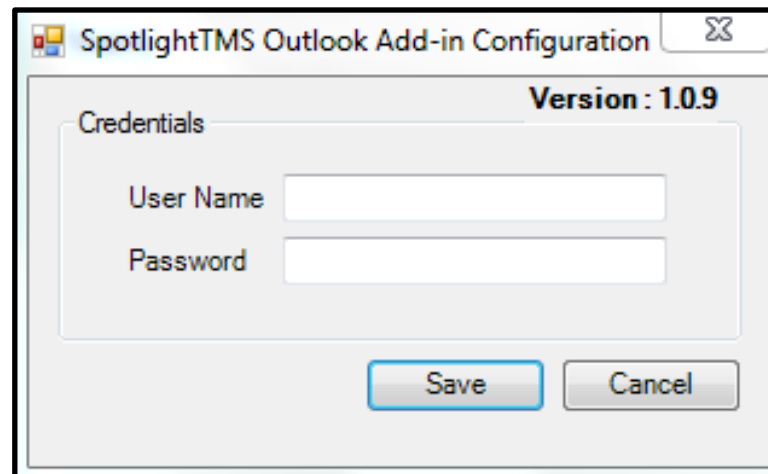


5. If you currently have Outlook running, close and re-open the program.

6. Your Spotlight for Outlook Add-in should now be available on your home toolbar. Click “Configuration” to connect your secure Spotlight account to your inbox.



7. Log into the Add-in using your SpotlightTMS user name and password. You will be redirected to your company instance where you can now begin using Spotlight!



Now you're ready to go!

Once you've downloaded Spotlight for Outlook, you can access your tickets from your inbox at any time. Simply click on "Get Tickets" and search for a game or event based on date, venue or performer and your order will be processed through your integrated Outlook account.