

P2O FAQs

FAQs – software and installation

Which version of Project does P2O work with?

P2O has been designed as VSTO add-in for Project 2013, 2016 and 2019, plus the current released version purchased as part of an O365 subscription. However, it will also work with Project 2010. Our aim is to support the current and previous release of both Project and Outlook.

Which version of Outlook does P2O work with?

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Will P2O work with my Office 365 subscription?

Yes, P2O will work with both Project Click to Run (C2R) and Outlook C2R.

Are there any pre-requisites for P2O?

P2O requires the Visual Studio Tools for Office Runtime 2010 to be installed. If this is not already installed then you will be prompted to install it as part of the P2O setup routine.

How do I uninstall P2O?

Use the add/remove feature in the control panel.

Will the software run on both 32/64 bit versions of Office?

Yes. P2O file will work with both the 32 and 64 bit versions of Office.

Am I entitled to software updates?

Yes. P2O will attempt to connect to the internet when Project is started and will download a new version if it is available. <https://youtu.be/e92gy2ruLeM>

FAQs – Creating Appointments

How do I create appointments?

Please watch this video - <https://youtu.be/C0FJMZ1WIV0>.

Can I export Manually Scheduled Tasks?

Yes, as long as the manually scheduled task has a valid duration, start and finish date.

Can I export Summary Tasks?

Yes, any task can be exported as long as it has a valid duration, start and finish date.

FAQs – Creating & Editing Meeting Requests

How do I create meeting requests?

Please watch this video - <https://youtu.be/Sb-To9zDEUM>.

What happens when my tasks move in Project?

When you next export the tasks as meeting requests the updated requests will be sent to the resource(s). <https://youtu.be/4ulJm90Hv8A>.

What happens if one of my resources does not have a valid email address?

P2O displays an error saying that you have a missing or invalid email address for the resource.

What happens if I remove a resource from a task that I've previously exported as a meeting request?

If you remove the resource from a previously exported meeting request and export the task as an appointment, then the meeting request is cancelled via Outlook.

What happens if I change the resource on a task that I've previously exported as a meeting request?

If you change the resource on a previously exported meeting request and export the task again then the meeting request is cancelled for the original resource and a new one created for the new resource.

My resource no longer works on that task and I need to cancel their meeting request.

If you know the resource who will work on the task, then assign the new resource to the task. If you don't yet know the new resource or you don't want to send them a meeting request, then remove the resource and export the item as a calendar appointment. This will send a meeting request cancellation to the original resource,

FAQs – Removing items from Outlook

How do I remove all Outlook items for a specific Project?

The easiest way to remove items in Outlook that you no longer need is to list them by category. In Outlook display the calendar in a list view and group by Category. If you selected "Create Category from Project Summary Task Name" checkbox in P2O then the items will be grouped by Project name, if not, they will be listed in the default category of P2O. Select the items to remove and press delete. Note that if the items are meeting requests then an cancellation will be sent to the resources.

FAQs – Licensing

Can I evaluate P2O?

Yes. When you initially install P2O it will have a licence of between 14 and 28 days, so at a minimum you have 14 days to evaluate the product.

How long is a P2O licence valid for?

A licence is typically valid for a year.

Can I install P2O on multiple PCs with a single licence?

No, P2O is licence per PC. If you require to install P2O on multiple PCs then you need to purchase a separate licence for each PC.

How is P2O licensed?

P2O is licensed per PC.

How do I install a P2O license?

Please review the following link - <https://www.youtube.com/watch?v=OS1Rynjo8Zk>