# **How to Enable Outlook Connect**

# **Objectives**

- Install Outlook Connect by User
- Install Outlook Connect by Global Admin
- Install the app via the offline package.

# **Steps**

This Add-on is installed in the Microsoft Outlook Web and Desktop application for all platforms: Windows / Mac / Linux / Mobile and supports all the available browsers.

Outlook Connect is your perfect combination to connect with LEXZUR. It operates at the top of your email with just one click, resulting in a full tracking of conversation history with your co-workers and clients.



. How to Install the add-on?

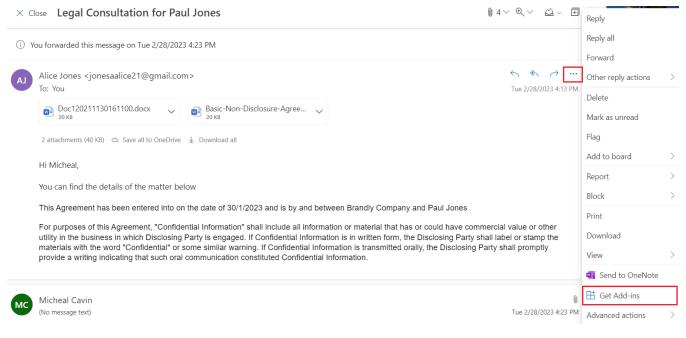
This app could be installed either individually by the user on his personal/business account or by the admin if the user is a member of an organization.

### · Install the add-on by the User

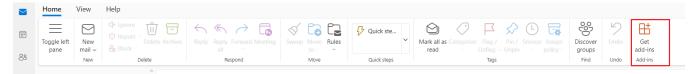
Outlook Connect is installed on the account level of the user, so once added, it will be available on all his devices where it has either Outlook web (available on the browsers) or desktop application (Microsoft Outlook 365 or standard edition).

To do so, follow the next steps:

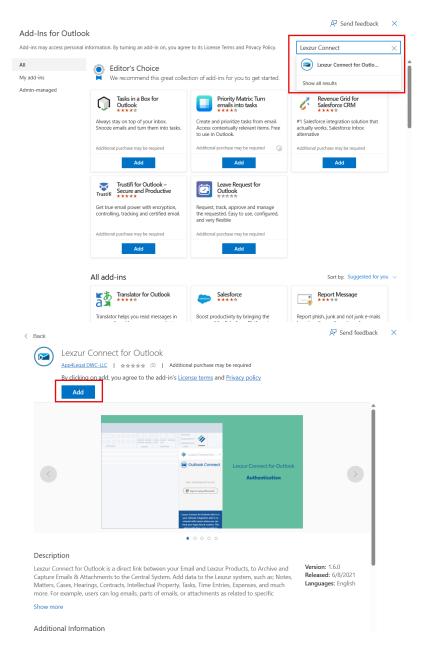
- Open Outlook.com and sign in with the Outlook account.
- Select a randomly received email and open it.
- · Click on the 3 dots next to the email, and choose the Get Add-ins option.



or use the Get Add-ins button in the Home menu, to open the office store.



• From the office store, search for "Lexzur Connect for Outlook", and Add it.

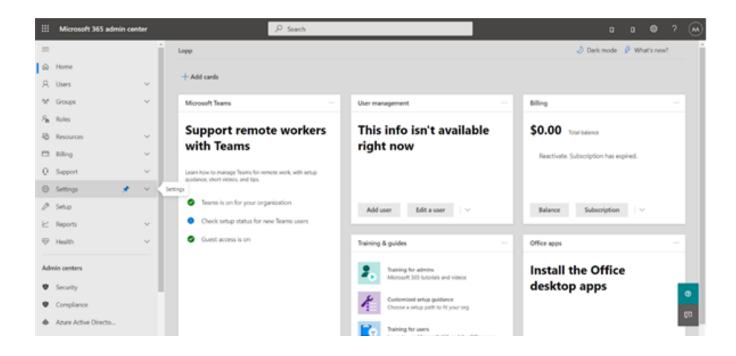


#### · Install the add-on on behalf of the user

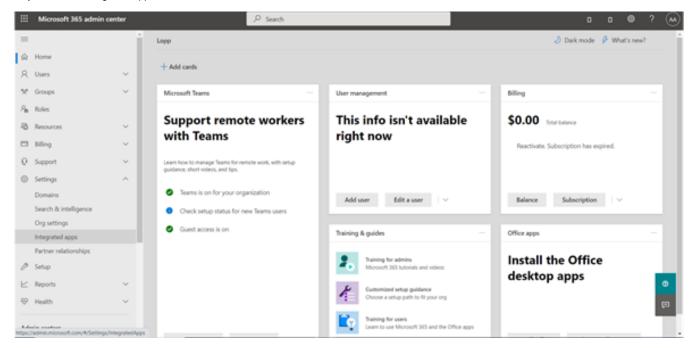
As an organization, Microsoft offers the chance for installing any add-on in their products in just a few steps for all the members. The admin doing the process must be a global admin with the most privileged permissions to do such an approach.

Step 1: Sign in to https://www.microsoft.com/en-us/microsoft-365/business/office-365-administration with a global admin account.

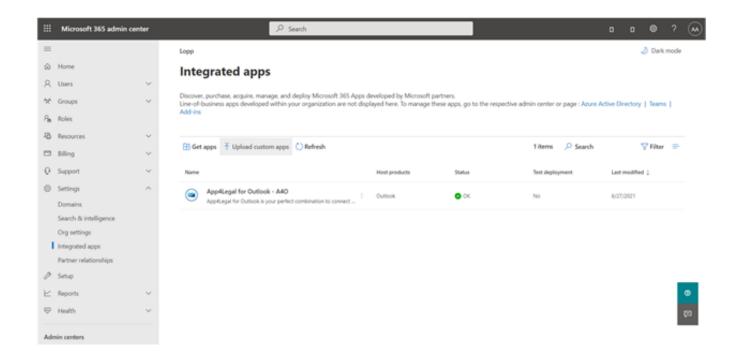
Step 2: Choose Settings in the navigation drawer



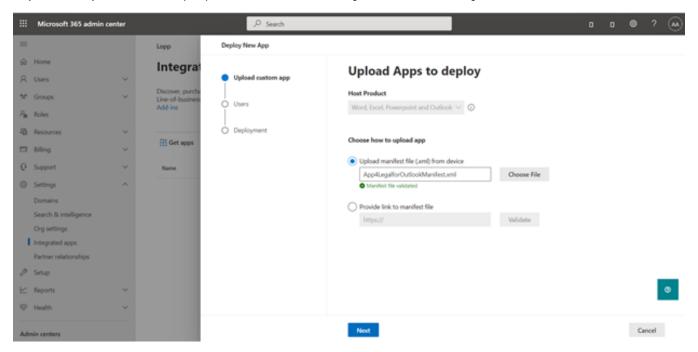
Step 3: Choose Integrated apps



Step 4: Click on Upload Custom apps

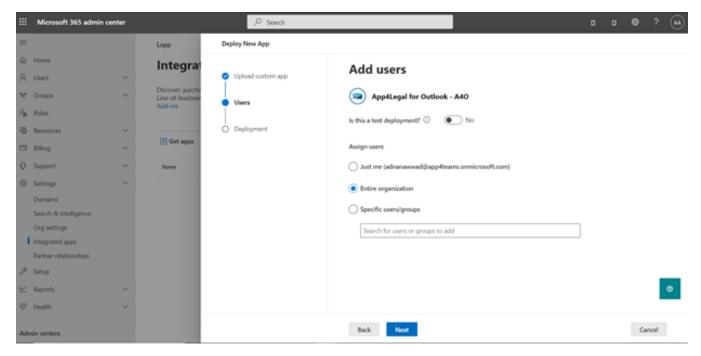


Step 5: Select "Upload manifest file (.xml) from device" and choose the right manifest file for Add4legal add-in from the local machine then click Next.

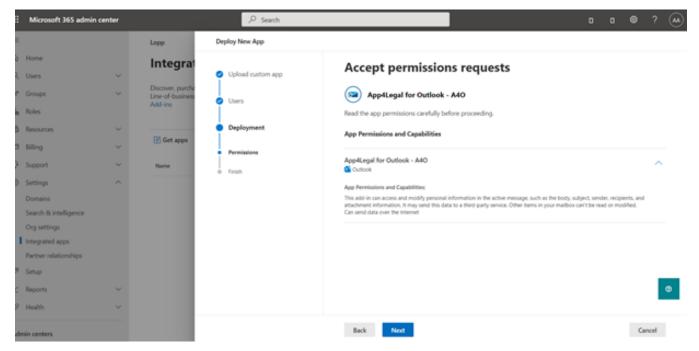


Click on the Download link to have the latest Outlook manifest.

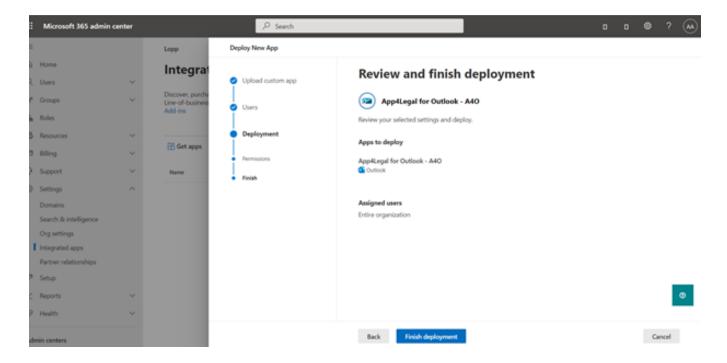
Step 6: Choose Entire Organization for installing the add-on for all users OR Specific users/groups for installing it for just specific people, then click Ne xt



 $\underline{\textbf{Step 7}}\text{: Review the permissions needed for the app and click } \textbf{Next}.$ 



Step 8: Click on Finish deployment. Now the app is installed for all organization members, it may take some hours to be added for each user.



### · Install the app via the offline package

Many organizations may have an internal network and limited internet access for security reasons. Even though, they can benefit from using the add-on by taking our offline app package and installing it on their hosting server. This procedure must be done after doing some changes as follow:

- 1. Install the packages needed for hosting the add-on (e.g. .NET core SDK and .NET core hosting bundle for hosting the app in the IIS server).
- 2. Whitelisting some URLs accessed by the app:
  - https://appsforoffice.microsoft.com/lib/1/hosted/office.js
  - https://graph.microsoft.com/v1.0
  - https://login.microsoftonline.com
  - https://outlook.Lexzur.com (this link must be whitelisted just in case the app is hosted by our side)

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!