GSD. Outlook - How to enable and use Translator Add-in in Microsoft Outlook

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General Information:

Possible symptoms/errors:

Users want to know How to enable and use Translator Add-in in Microsoft Outlook

Alternative names of the system:

Outlook 2016

IMPORTANT NOTICE:

N/A

Solution:

A. Enable Translator add-in

Method 1

In Outlook, Ask user to click on File tab then select Manage Add-ins.Alternatively, you can go directly to this link: https://outlook.office.com/owa/?path=/options/manageappsAdvise user to login in using your Fresenius credentials when prompted or select their account.Note: If users are using an account other than the Windows account assigned to you, they will be asked to enter their email address and password again. Then ask to click Sign in.It will open Add-ins for Outlook window. Advise user to select All add-ins then search Translator for Outlook on the Search bar. Once found, click on it.In the next window, ask user to click on Add button under Translator for Outlook.Inform user to close and re-launch the Outlook application for the settings to be applied. User should now find the Translate Message option at the top right of the Outlook ribbon under home tab.

Method 2

Go to this link: https://outlook.office365.com/ecp/Under Options, click add-ins.Ask user to find and select Translator on the list of installed add-ins then click Enable.Translator should now be activated.Restart Outlook and see if you can start using this add-in.

B. Translate your message text

1. Outlook Application

Ask user to select the email message you want to translate.In the Home tab, advise user to select Translate Message.   In the Translator window, ask user to select the language to which you

will translate their message.The translated message is displayed. Ask user to select X at the top of the Translator window to close it.

2. Outlook Web Application (OWA)

In the selected email which user want to translate, advise them to select Translator - Translate Message icon.In the Translator window, inform user to select the language to which you will translate their message.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

https://outlook.office365.com/ecp/