

GSD. Outlook - How to Enable and Manage Add-Ins in Outlook Web Access

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General Information:

Possible symptoms/errors:

Users want to know How to Change Calendar View in Outlook application

Alternative names of the system:

Outlook 2016

IMPORTANT NOTICE:

N/A

Solution:

When you enable add-ins, it add custom commands and new features to Office programs that help you automate tasks when you view or create a message. The steps below will help you to enable and manage your add-ins via Outlook web access.

Details:

Enabling an Available Add-In

Fresenius has set several add-ins on OWA. User can easily enable these add-ins by following these steps.

1. In the Mail window, advise user to click Settings (gear) icon > View all Outlook settings.
2. Inform user to click on Mail > Customize actions.
3. Ask user to scroll down to Message surface section and put a check beside the available add-ins.

Note: Get Add-Ins is a feature that lets you enable other add-ins. You can add this now for later use.

4. Advise user to click Save.

5. Inform user that they can now go back and click message. They should now see the enabled add-ins on the message page.

Enabling Other Add-Ins

1. Ask user to open a message and click Get Add-Ins.

2. On the next section, advise user to type the add-ins name on the search box and click on the result. In this example, the searched add-in is Translator for Outlook.

Note: User can also click Admin-managed tab to see the available admin-managed add-ins.

3. Ask user to click Add on the add-in that they wish to add.

4. User will see a prompt indicating that the add-in has been added. Then they will see the section below introducing the add-in.

5. At this point, the add-in should now be pinned on the message pane. If user do not want to pin the newly enabled add-in, ask user to click Unpin add-in.

6. If user wish to keep the add-in pinned, they will now see it on the message box.

Assignment Group:

Ext_WW_Collaboration_SLS_Capgemini

Ticket Creation:

Template: N/A Categorization: N/A

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A