

# ShareSimple Installation Guide

This document will guide you through the installation and setup of ShareSimple. You'll find a table of contents on the left, and you can use the ... icon in the top right to find options to print, or export as a PDF or Word file.

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## ShareSimple installation as a single user

### Prerequisite

To install ShareSimple you will need an office 365 account.

- i. Go to <https://outlook.office.com/owa/>
- ii. Login with your Office 365 email address and password

**If you are not an administrator**, you will need an administrator to activate your account after installation.

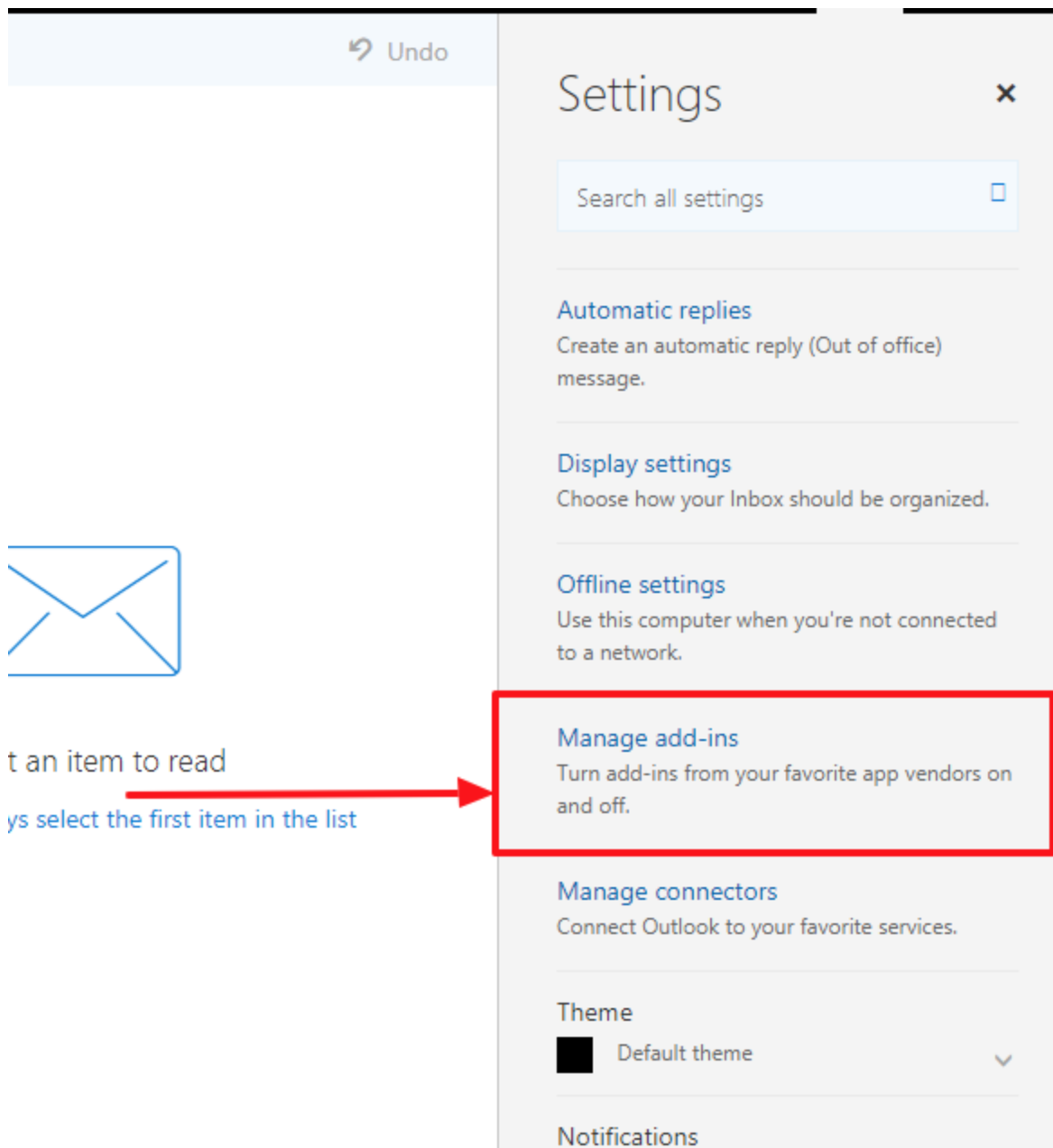
### Installation

To install the ShareSimple add-in you need to follow the instructions listed below

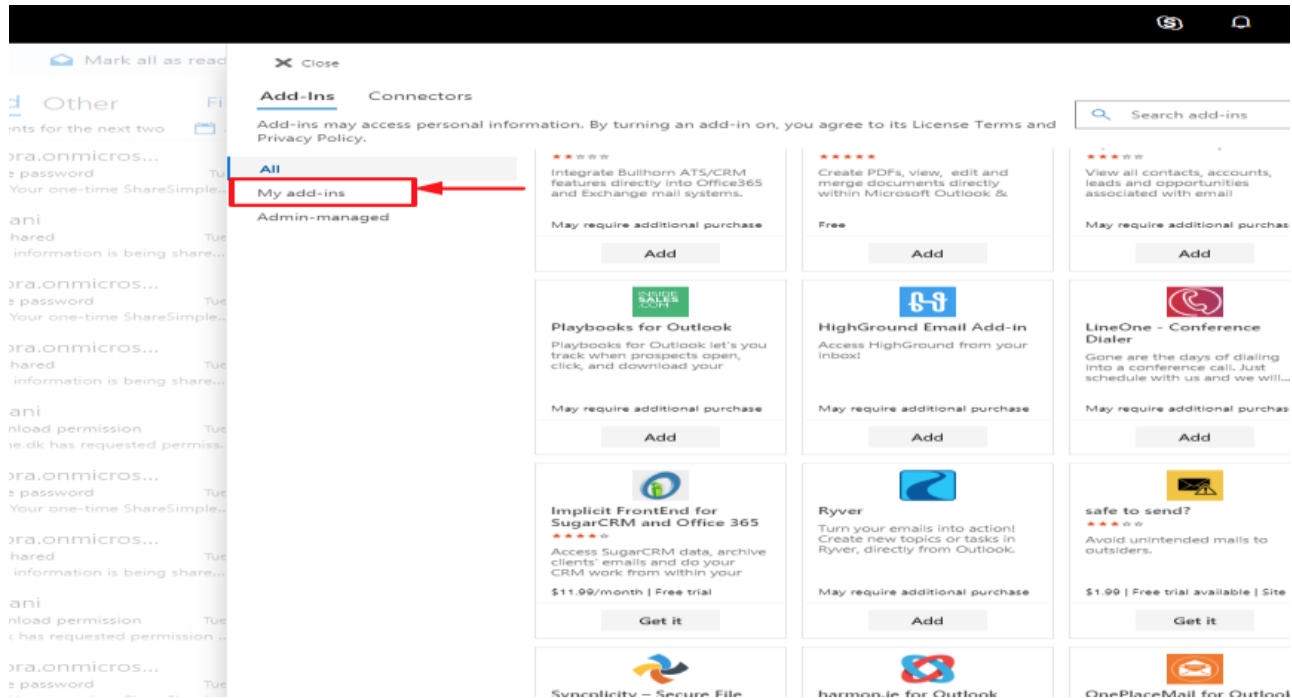
1. Log-in with your outlook account and go to settings at the top right corner



2. Go to manage add-ins



3. Select My Add-ins from the menu on the left side



4. Click the Add Custom Add in button

✕ Close

Send feed

**Add-Ins** Connectors

Add-ins may access personal information. By turning an add-in on, you agree to its License Terms and Privacy Policy.

 Search add-ins

All

**My add-ins**

Admin-managed

## My add-ins

### Store add-ins

Add-ins that you added from the Office store.

No add-ins found.

### Admin-managed add-ins

Add-ins deployed by your administrator. [Browse all admin-managed add-ins.](#)

No add-ins found.

### Custom add-ins

You can install add-ins from a file or from a URL.

No add-ins found.

[+ Add a custom add-in](#) 

## 5. Select the Add from file option

✕ CloseSend feedback

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Connectors

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Custom add-ins

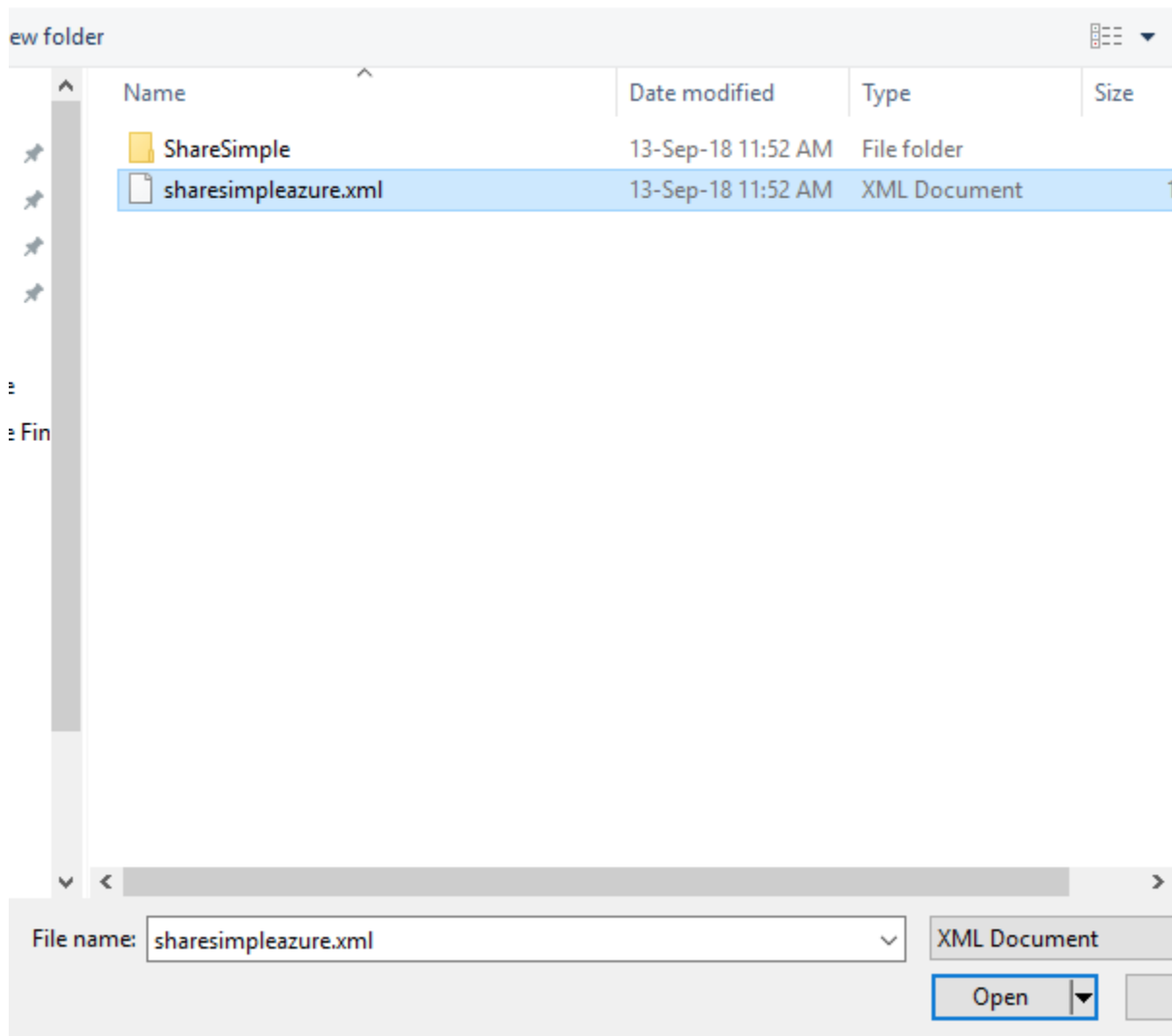
You can install add-ins from a file or from a URL. [+ Add a custom add-in](#) ▼

No add-ins found.

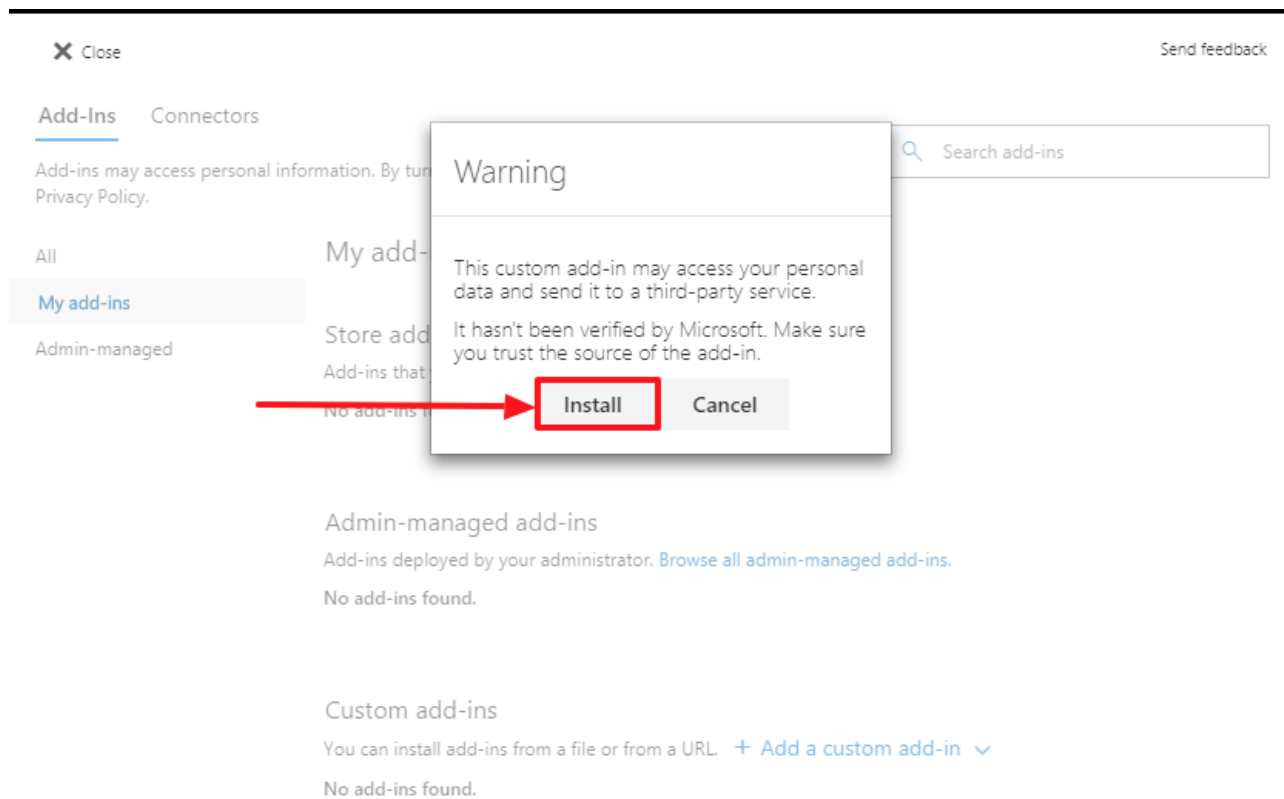
Add from URL...

**Add from file...**

6. Select the .xml file from your computer and click “Open”.



7. Click the install button from pop up



8. Click the close button after installing the file

✕ Close

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ShareSimple

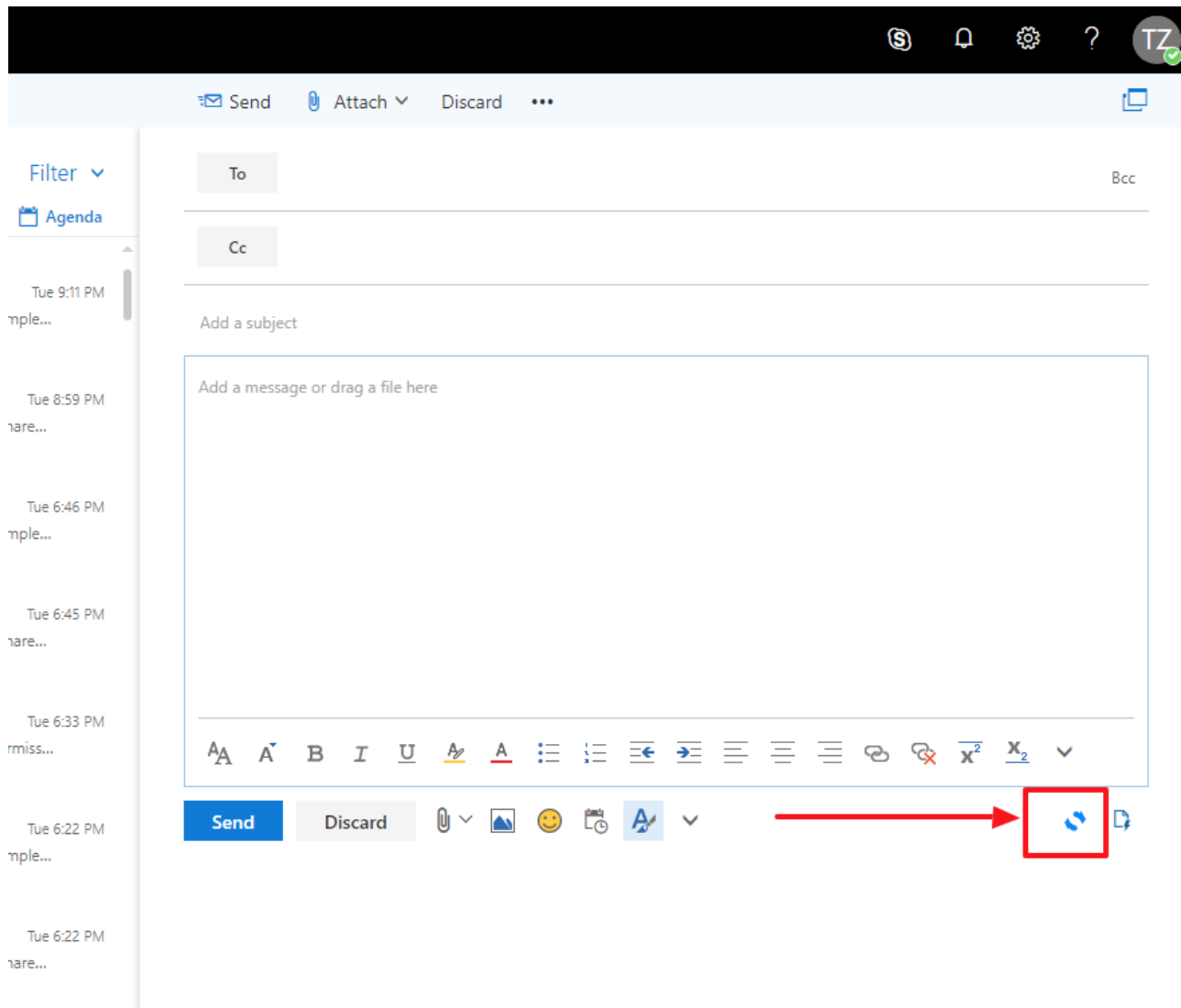
Custom add-in

 Added ...



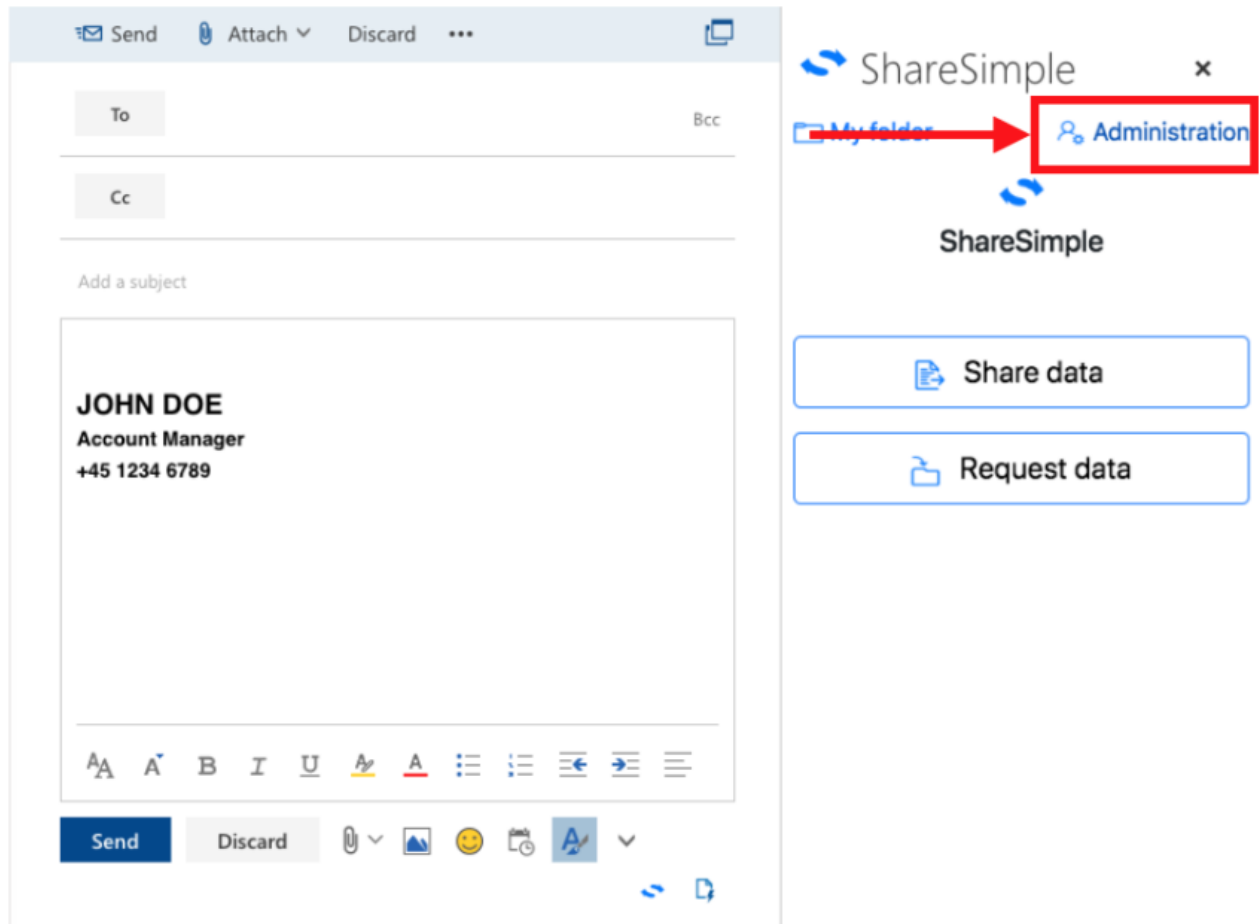
## 9. After successfully installing the add-in you can use ShareSimple on your Outlook account

**Note:** If you are not an administrator, you will need an administrator to activate your account before using.

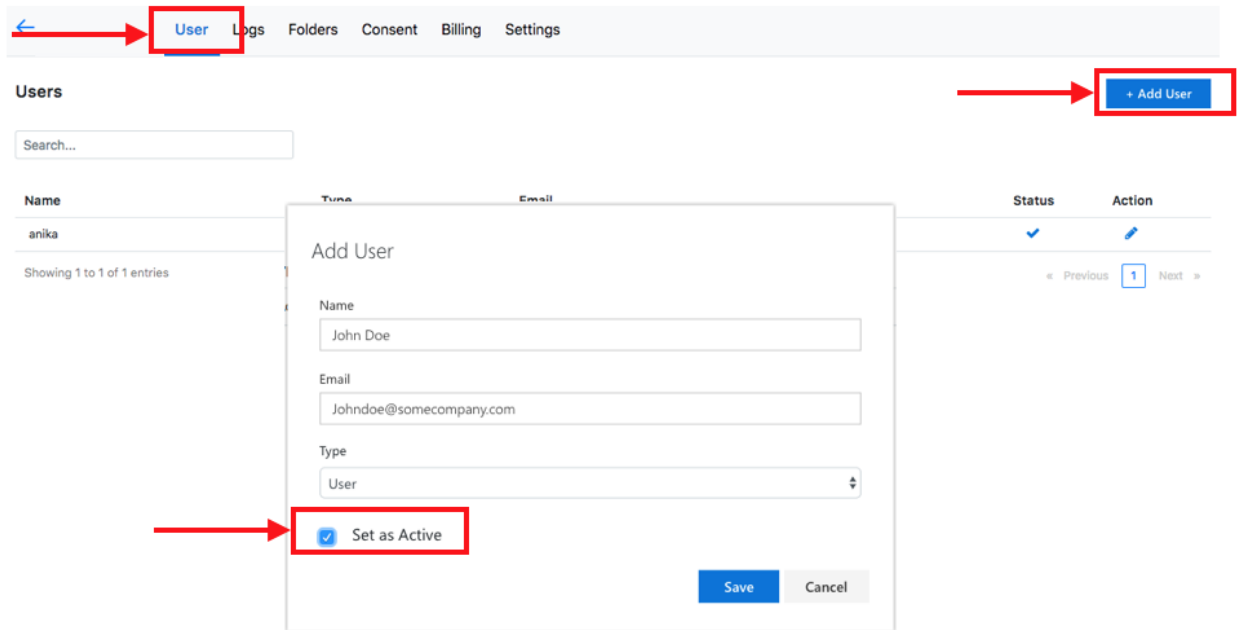


## For administrators:

### 10. To activate users in ShareSimple, go to the admin panel



11. Under USERS, click + Add Users, fill out the information and remember to set the user as Active



Now the users can install the ShareSimple installation file and start using ShareSimple.

To find more information about ShareSimple, and to see the installation process and more, visit [sharesimple.eu/help](https://sharesimple.eu/help).

## ShareSimple installation as a tenant administrator (for all users in a tenant)

### Prerequisite

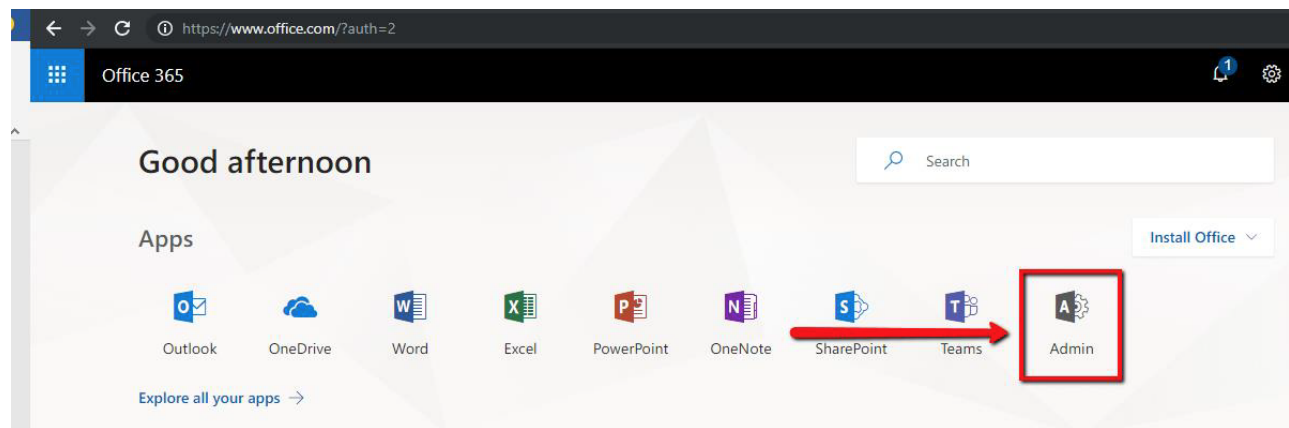
To install ShareSimple in a Tenant to be accessed by all users, you need to have Office365 administrator role for the Office365 Tenant where you want to install the add-in.

- i. Go to <https://www.office.com/>
- ii. Login with your Office 365 email address and password (Office 365 admin account)

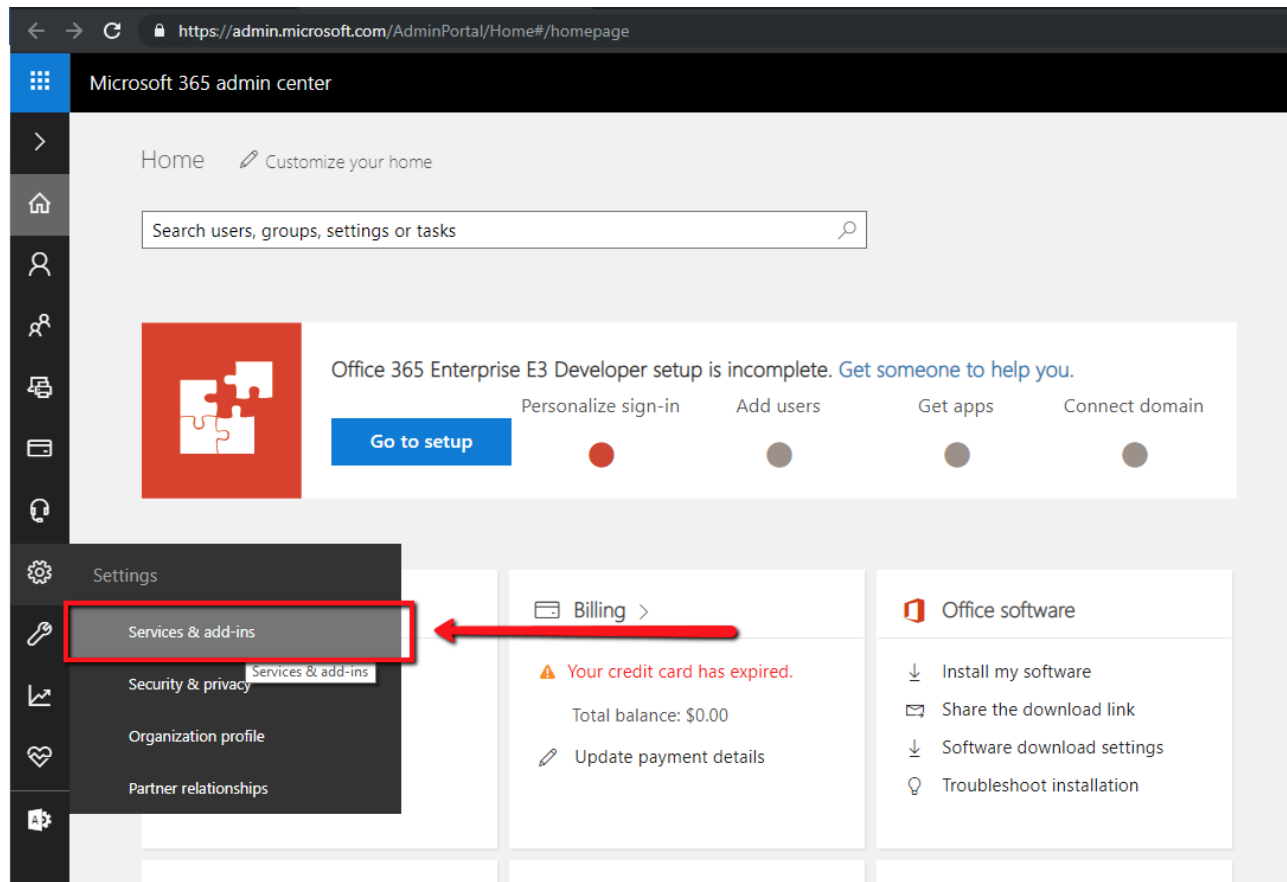
# Installation

To install the ShareSimple add-in in the Tenant to be available for all users to use, you need to follow the instructions listed below:

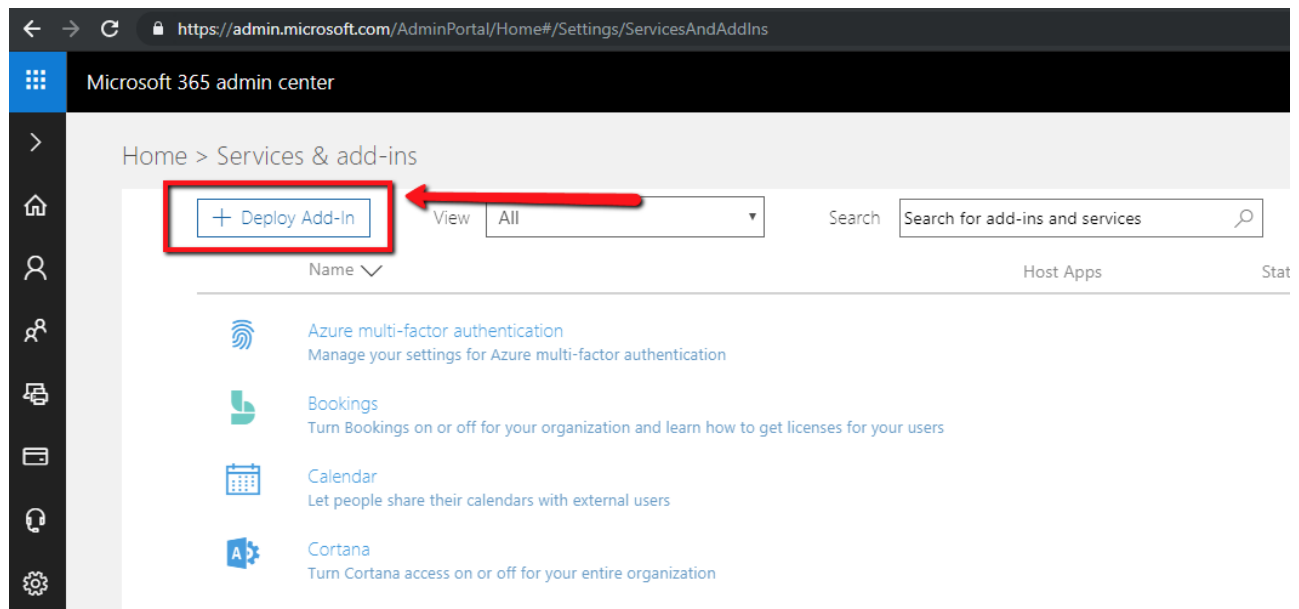
1. **Log-in with your Office365 account and go to Office 365 administration center using the Admin link on the Office Home page.**



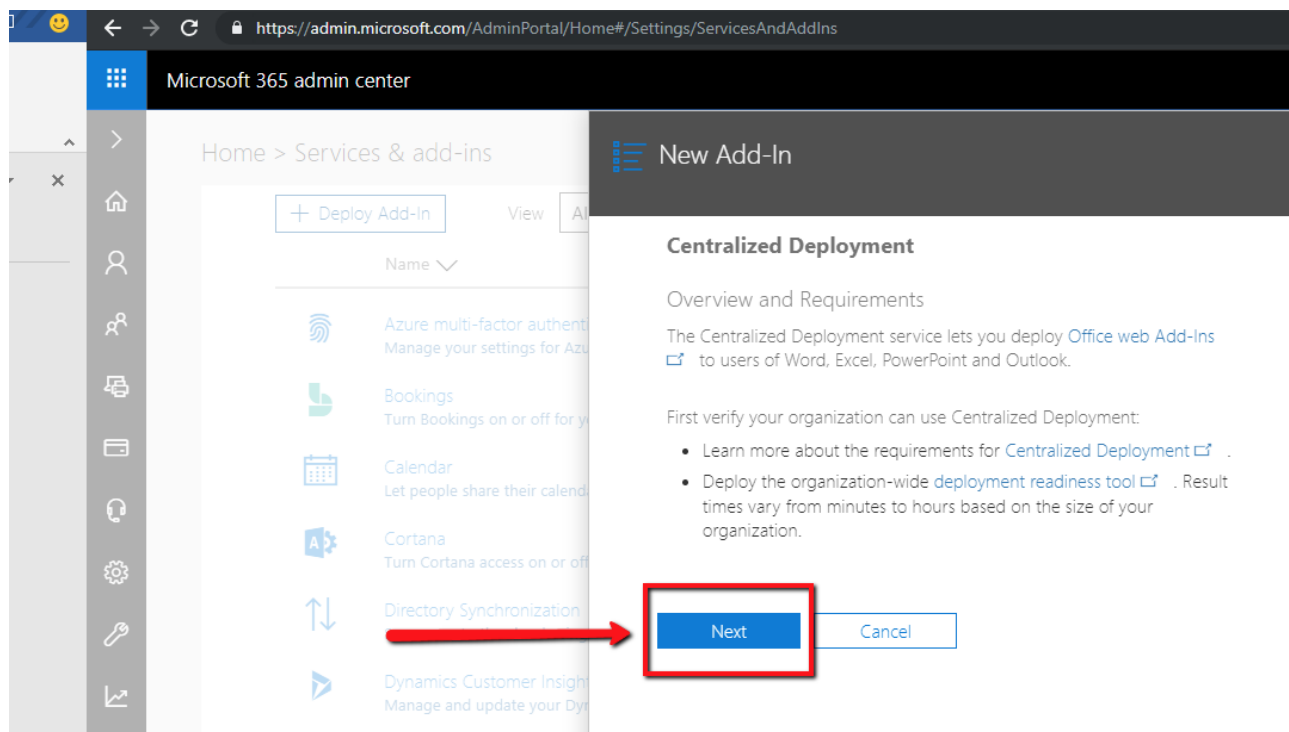
2. **To install an add-in, go to Settings > Services & add-ins in the Office 365 admin center.**



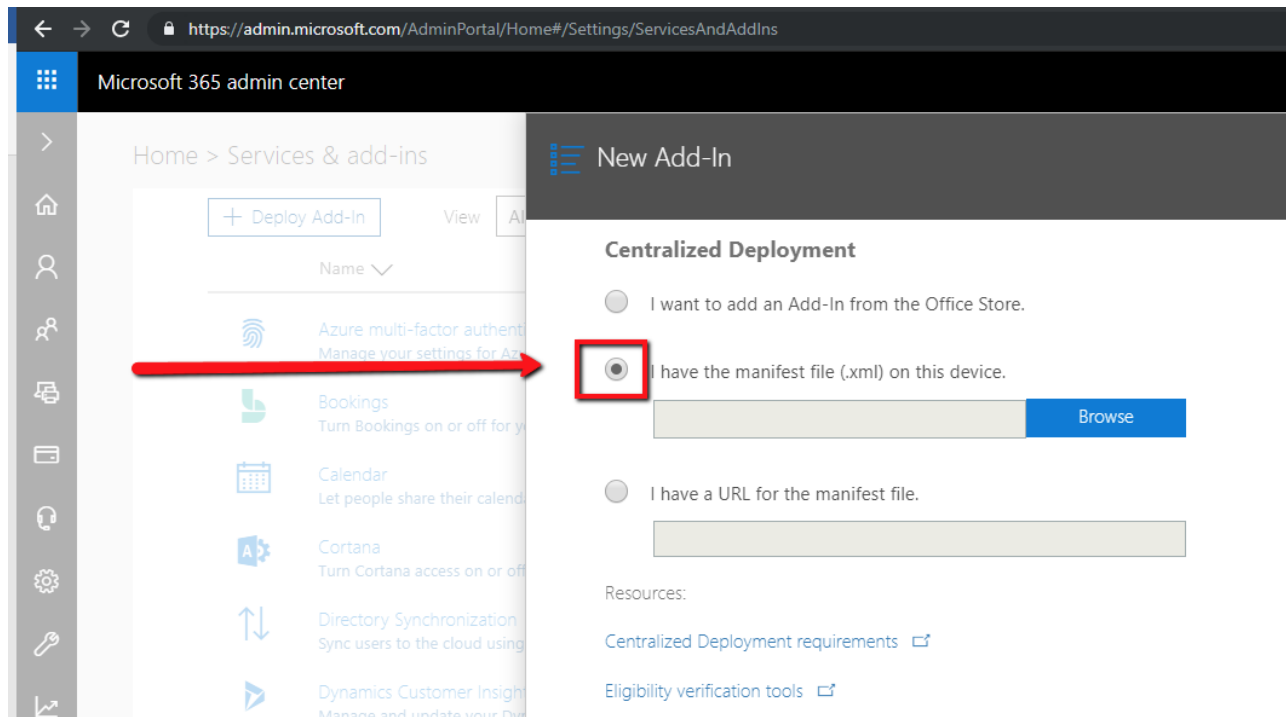
3. Clicking “Deploy Add-in” will take you to the Centralized Deployment page and then you can choose to deploy an add-in from the Office Store/AppSource or from a manifest file.



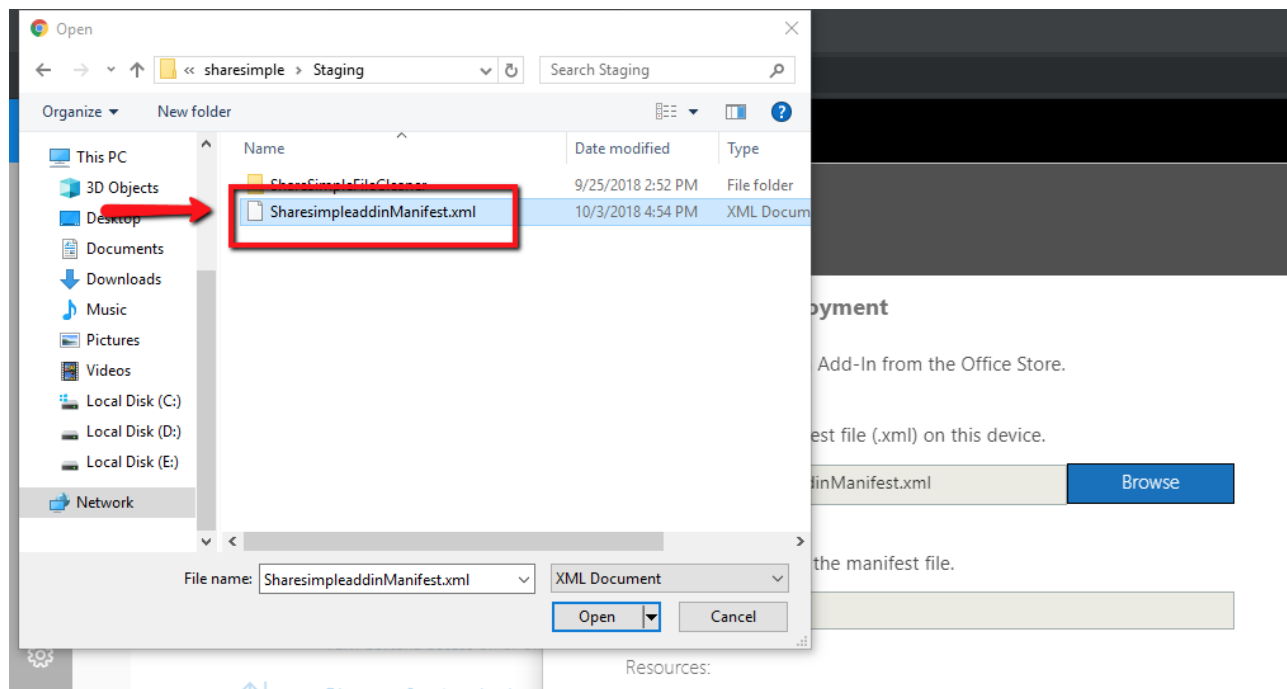
4. Click the “Next” button on the Centralized Deployment wizard.



5. Choose “I have the manifest file (.xml) on this device.” option to install add-in from manifest file.

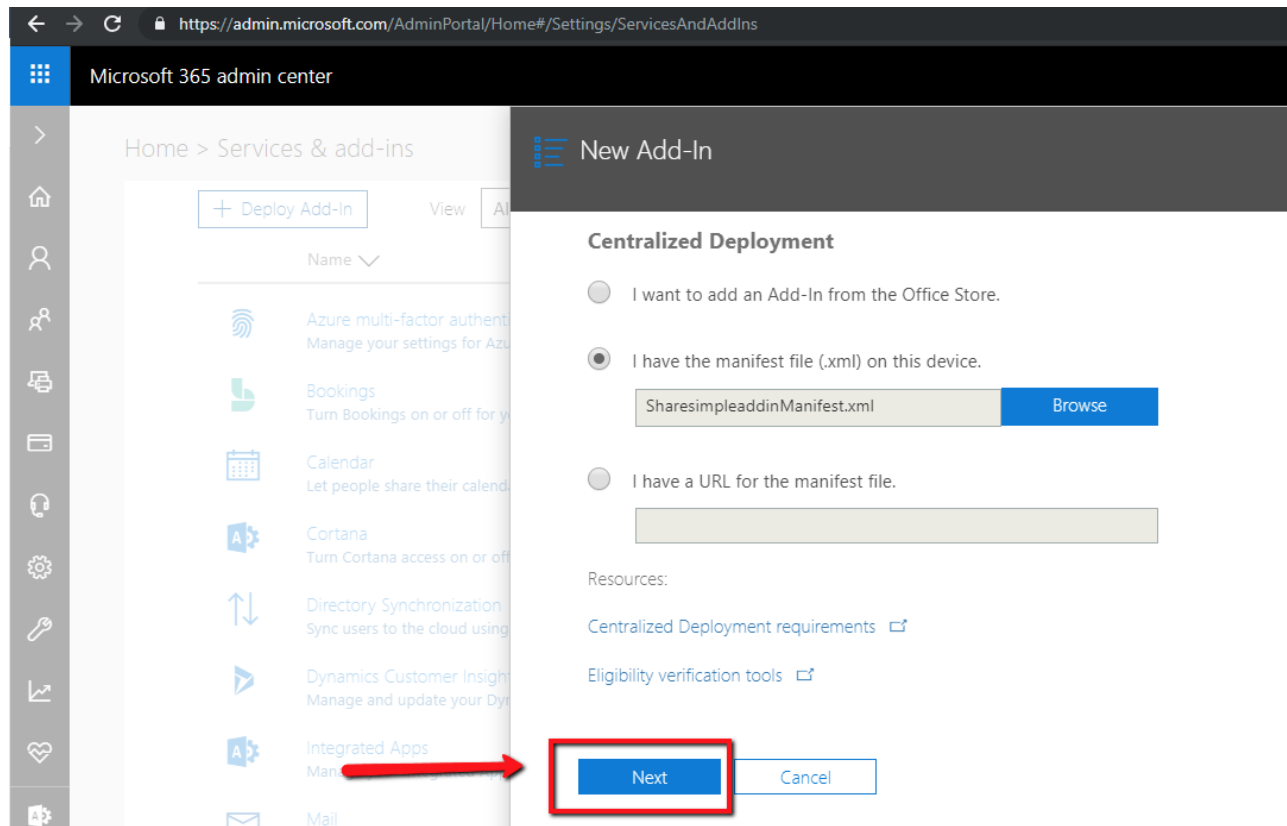


6. Browse for the .xml manifest file and click open to select.

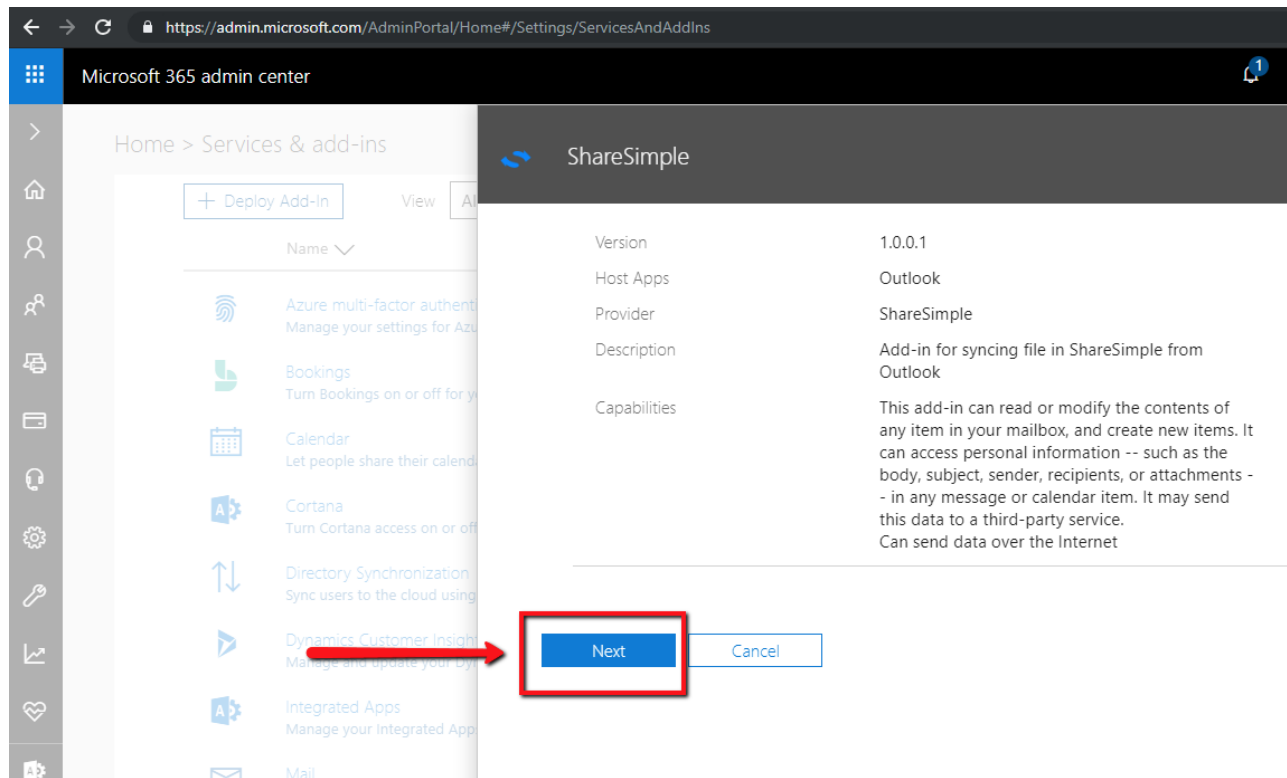


7. Click "Next" button to start installing the add-in.

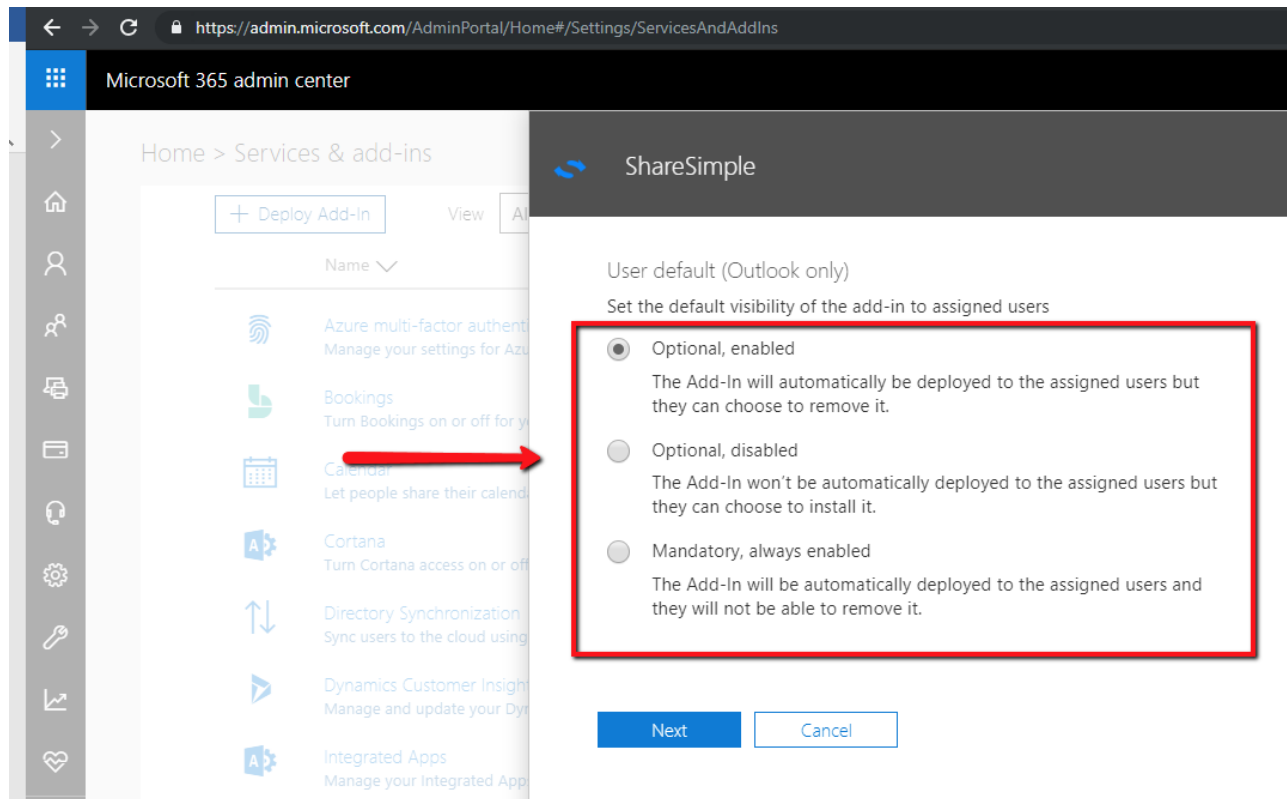




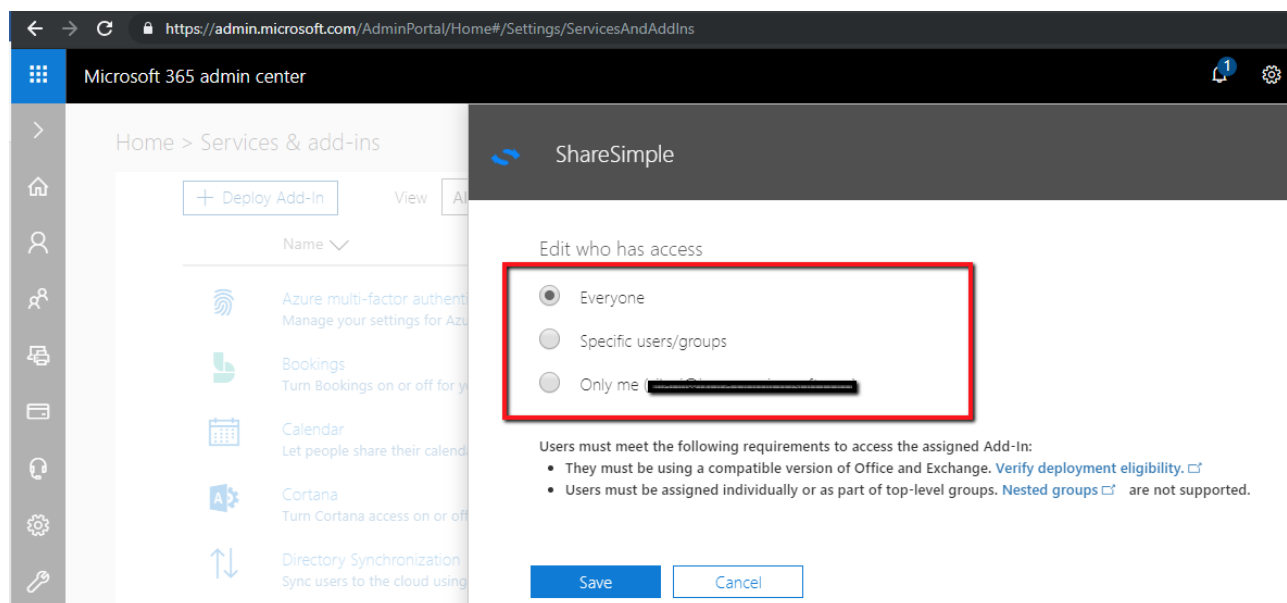
8. After the add-in installation, click “Next” button to proceed to the add-in visibility options.



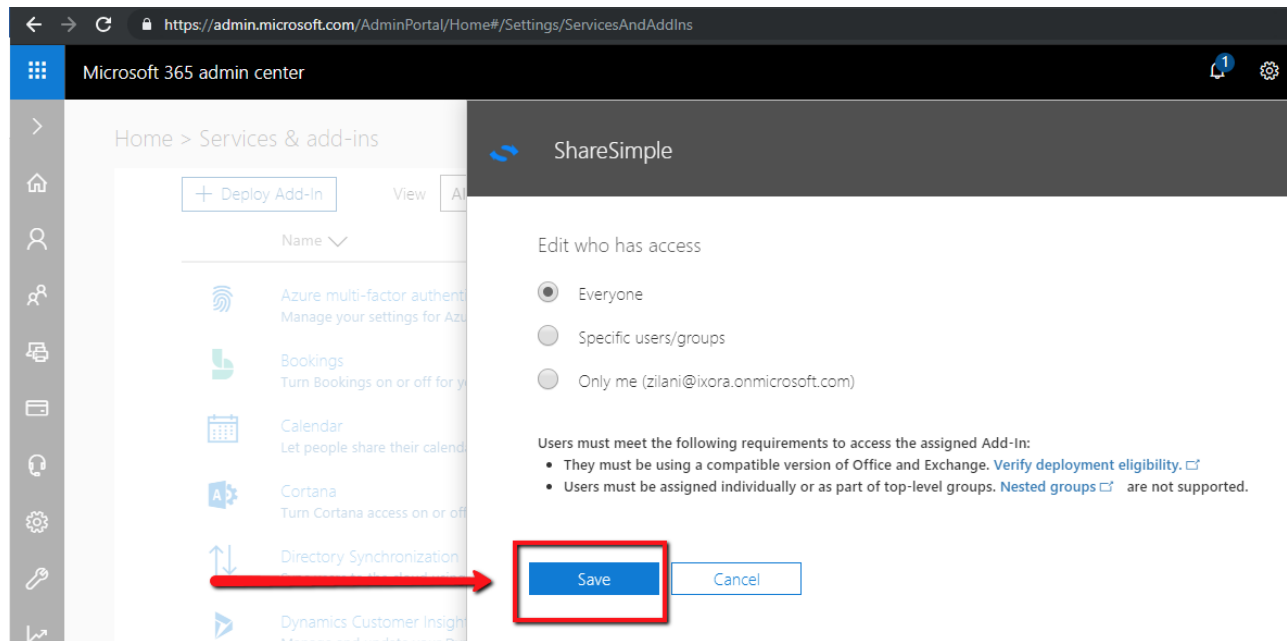
9. Choose the right visibility for the add-in by either enabling it by default for everyone or give end users options to enable or disable it. Click "Next" to proceed to users/group selection options.



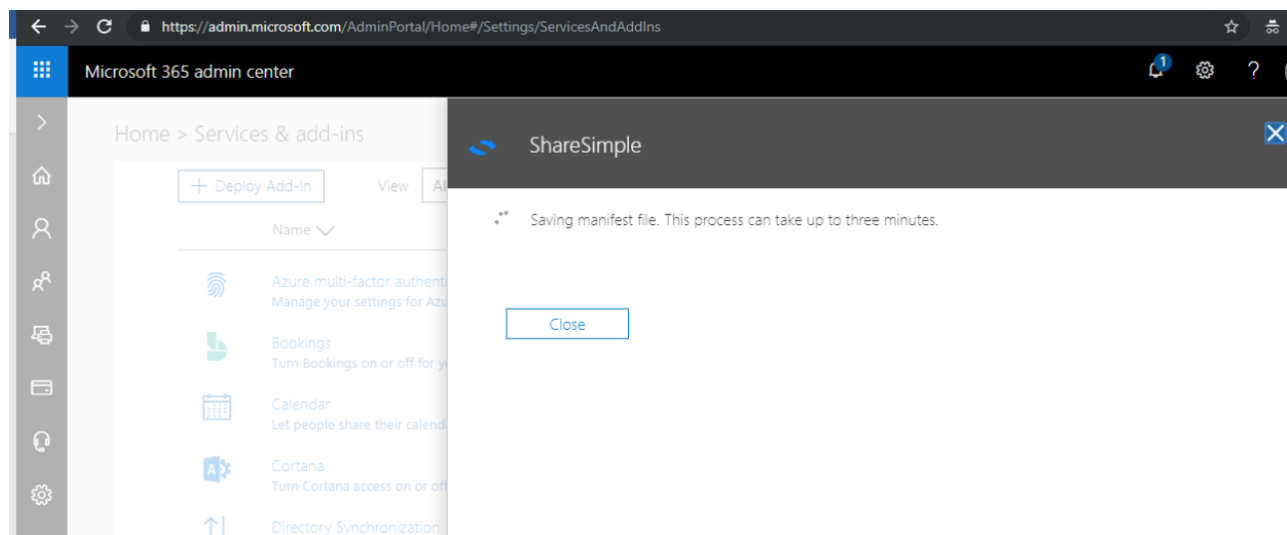
10. You can choose to deploy the add-in to users, groups or your entire organization. Choose whom you want to give access to this add-in.



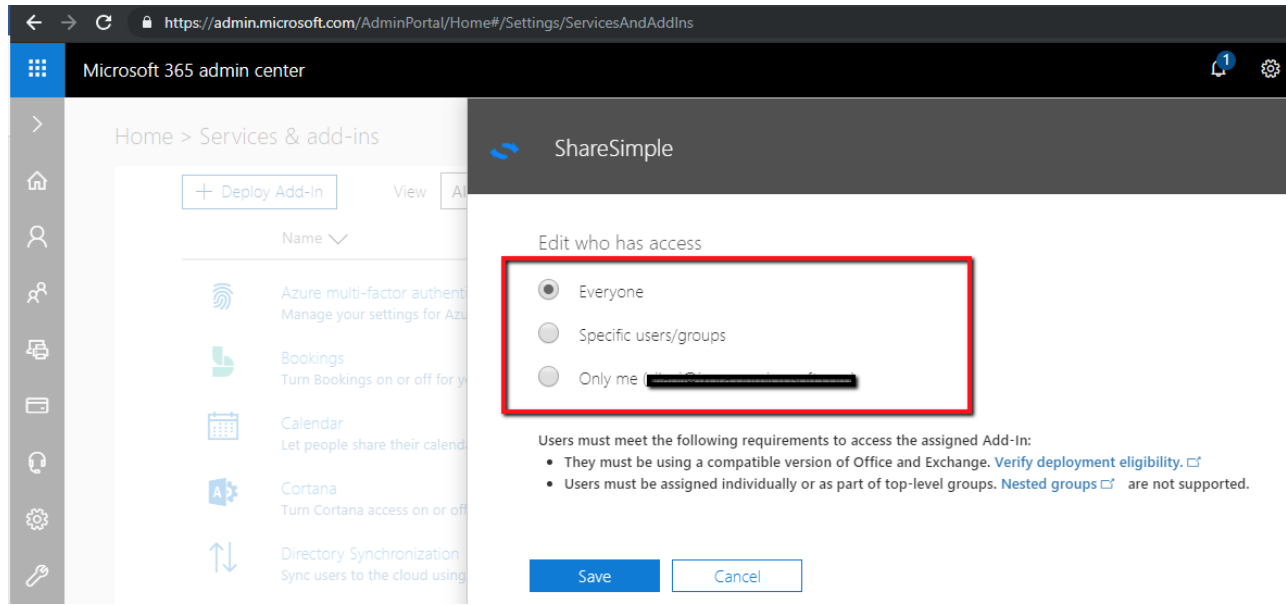
11. Click on the “Save” button to finish deploying add-in for the Tenant users.



12. The adding gets installed for the selected users/groups.



13. Click the close button to exit the deployment wizard.



# ShareSimple add-in enable/disable for tenant users

## Prerequisite

To enable/disable the ShareSimple add-in from your add-in list as a Tenant user, you need to have an Office365 account and the ShareSimple add-in needs to be already installed for your Tenant by your Office365 Administrator.

1. Go to <https://outlook.office.com/owa/>
2. Login with your Office 365 email address and password

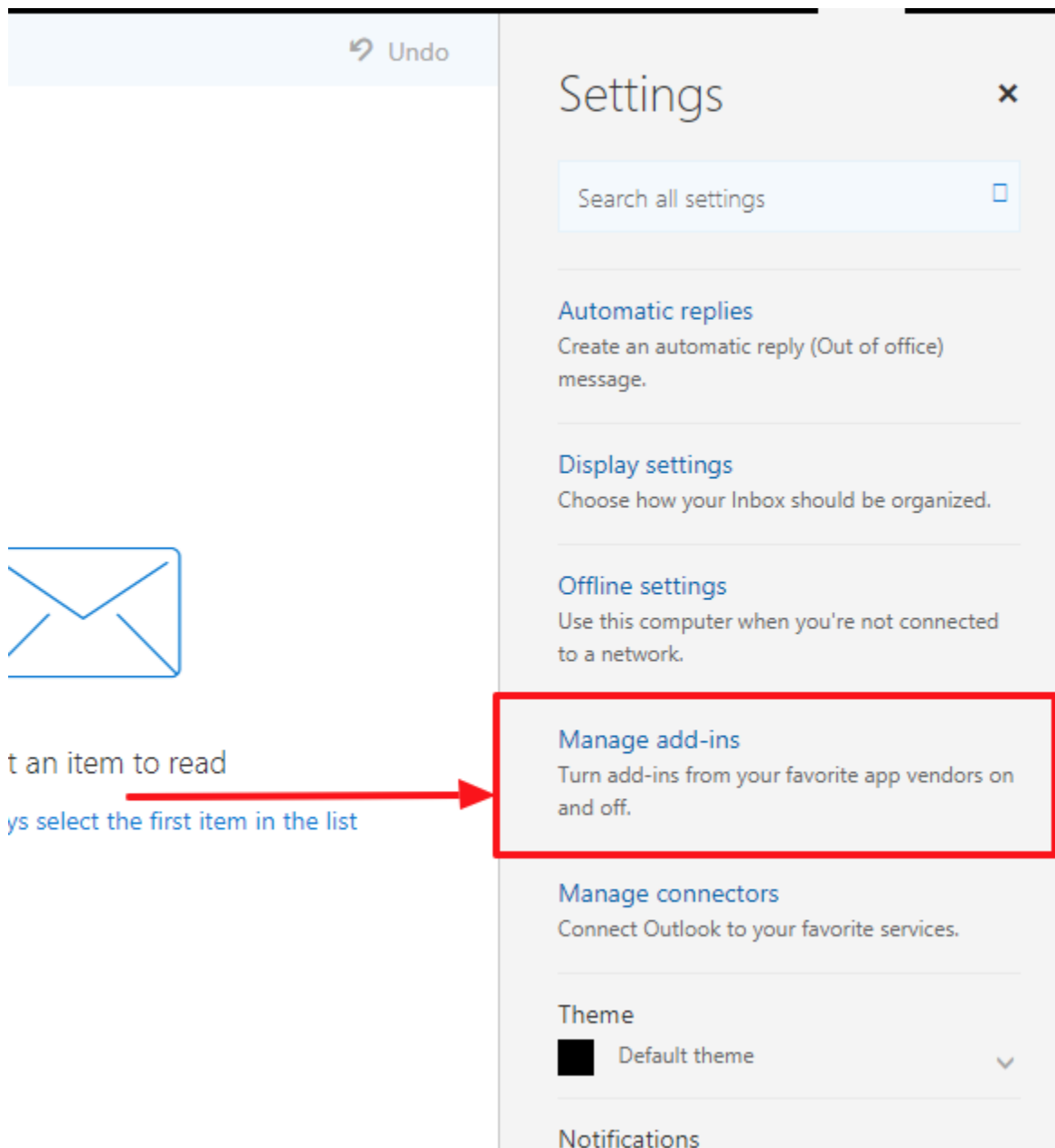
## Enable/Disable add-in installed for Tenant users

To Enable/Disable the ShareSimple add in from your Outlook, you need to follow the instructions listed below:

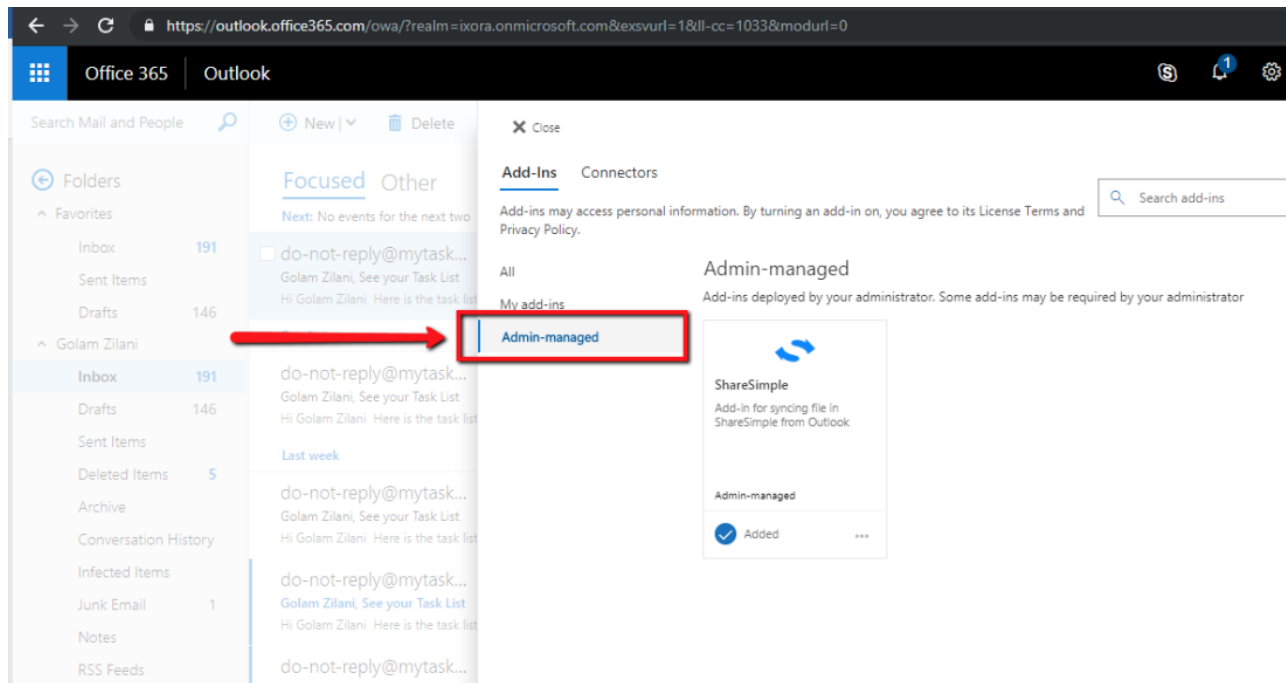
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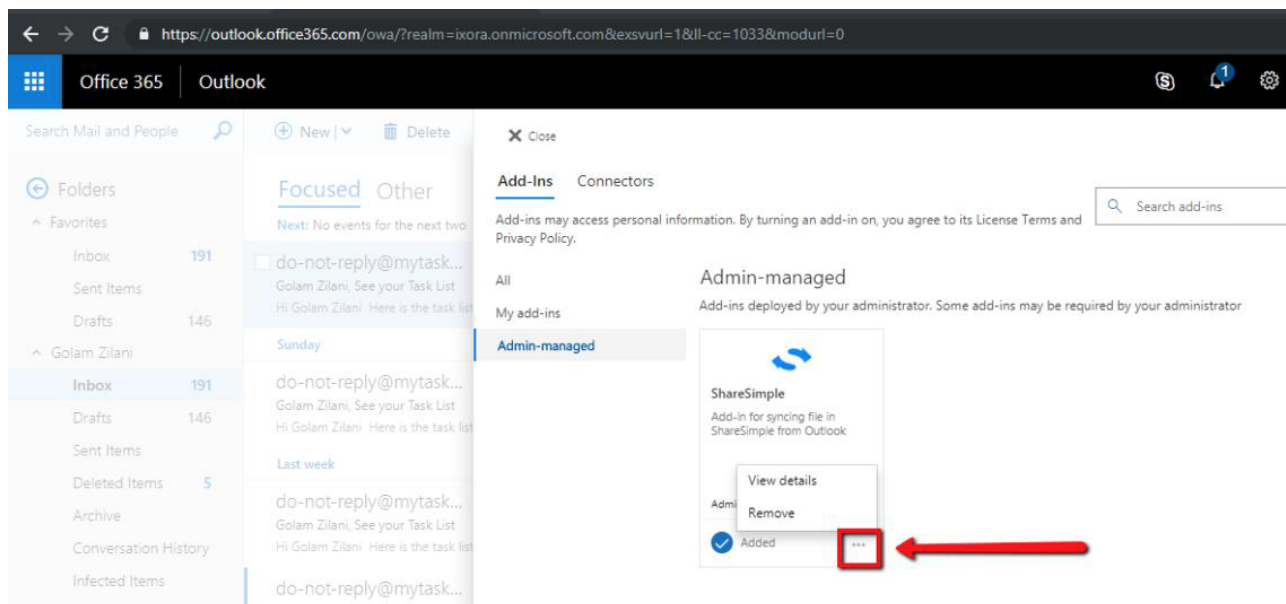
2. Go to manage add-ins



3. Select "Admin-Managed" from the menu on the left side

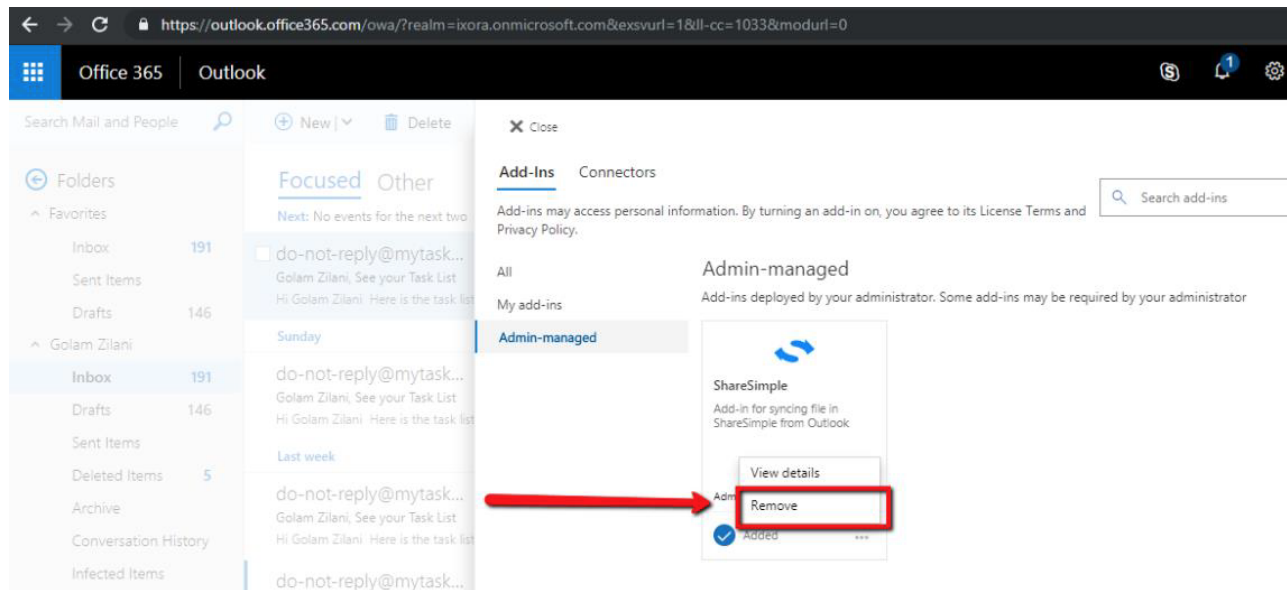


4. Click on the context menu (...) to reveal the options for the available add-in.



5. Choose "Add" or "Remove" from the context menu options to enable/disable Admin managed add-ins for Tenant users.





For more help information, visit [sharesimple.eu/help](https://sharesimple.eu/help)

ShareSimple

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