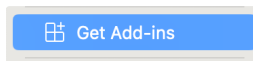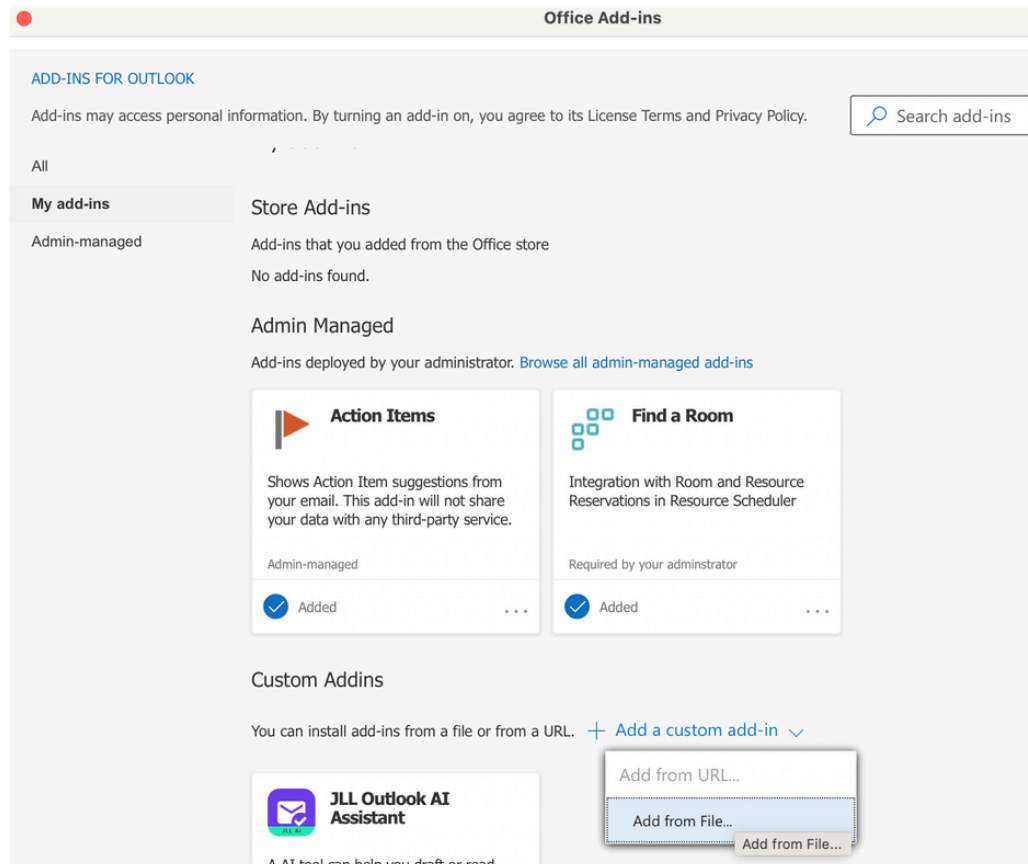# How to install a custom Outlook Add-in

Clicking the Get Add-ins button in your toolbar of outlook.

Then go to **My add-ins**, and try **Add from File**, select the manifest file. Like:
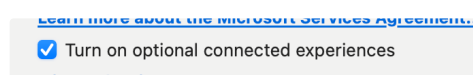

 Install from Web directly:

There is another way to install it directly from Outlook Web, by go through this link:

https://aka.ms/olksideload

After it is installed, the Outlook desktop will also see it.

Note:
If Get add-ins is not there, go to settings and privacy part, then turn on optional connected experience.
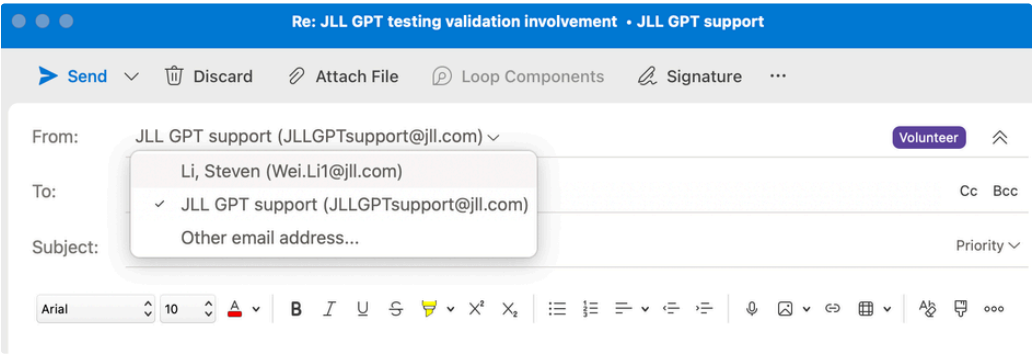
Want use it in Shared Mailbox

Now, any add in is not allowed be used in a Shared Mailbox.
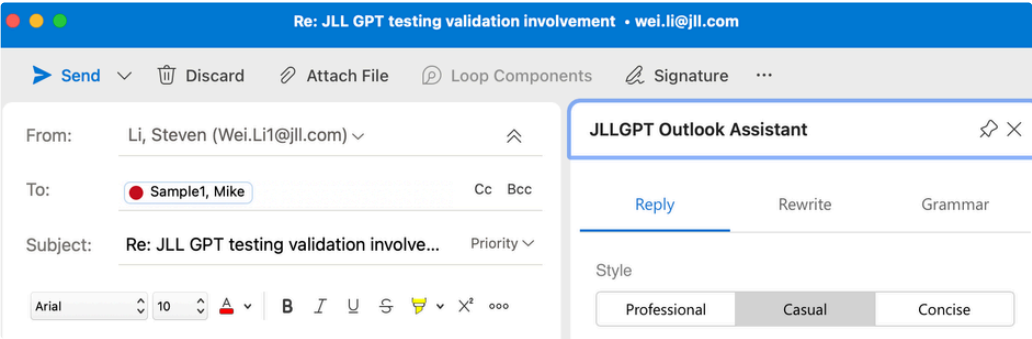Still want use it?

Here is the trick:

1st, create a reply or a draft, then pop it up a new window

2nd, switch the From to your personal account like showed below.

3rd, now enable the add in

4th, after you finish the email, if you need, please change the from back to the shared account.