

# 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](https://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.

You forwarded this message on Tue 2/28/2023 4:23 PM

AJ Alice Jones <jonesaalice21@gmail.com>  
To: You

Doc120211130161100.docx 20 KB

Basic-Non-Disclosure-Agree... 20 KB

2 attachments (40 KB) Save all to OneDrive Download all

Hi Micheal,

You can find the details of the matter below

This Agreement has been entered into on the date of 30/1/2023 and is by and between Brandy Company and Paul Jones

For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. If Confidential Information is in written form, the Disclosing Party shall label or stamp the materials with the word "Confidential" or some similar warning. If Confidential Information is transmitted orally, the Disclosing Party shall promptly provide a writing indicating that such oral communication constituted Confidential Information.

MC Micheal Cavin  
(No message text)

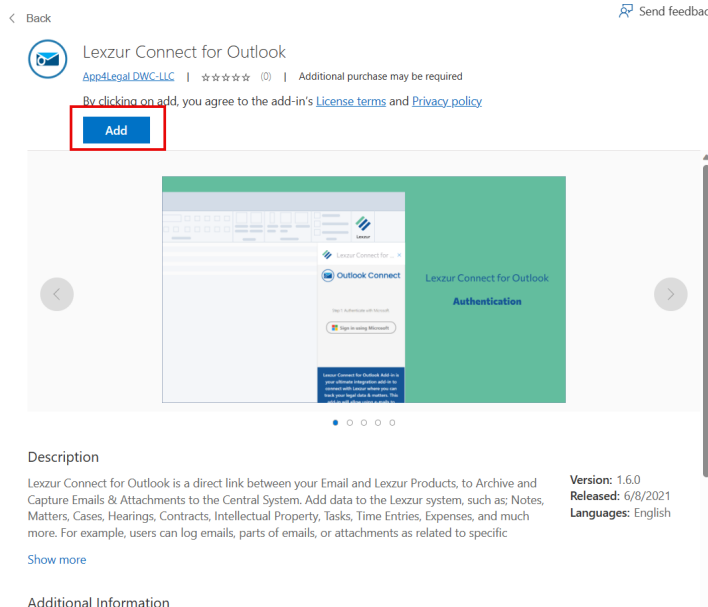
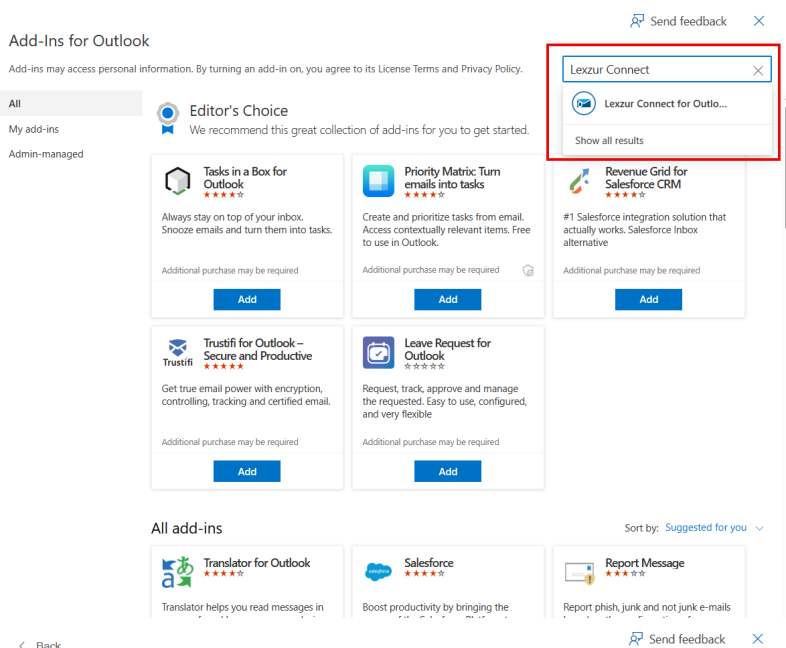
Tue 2/28/2023 4:23 PM

- Reply
- Reply all
- Forward
- Other reply actions >
- Delete
- Mark as unread
- Flag
- Add to board >
- Report >
- Block >
- Print
- Download
- View >
- Send to OneNote
- Get Add-ins
- Advanced actions >

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

Home	View	Help
<p>Toggle left pane</p> <p>New mail</p>	<p>Ignore</p> <p>Report</p> <p>Block</p> <p>Delete</p> <p>Archive</p>	<p>Reply</p> <p>Reply all</p> <p>Forward</p> <p>Meeting</p> <p>Sweep</p> <p>Move to</p> <p>Rules</p> <p>Quick steps</p>
<p>Mark all as read</p>	<p>Categorize</p> <p>Flag / Unflag</p> <p>Pin / Unpin</p> <p>Snooze</p> <p>Assign policy</p>	<p>Discover groups</p> <p>Undo</p> <p>Get add-ins</p>

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

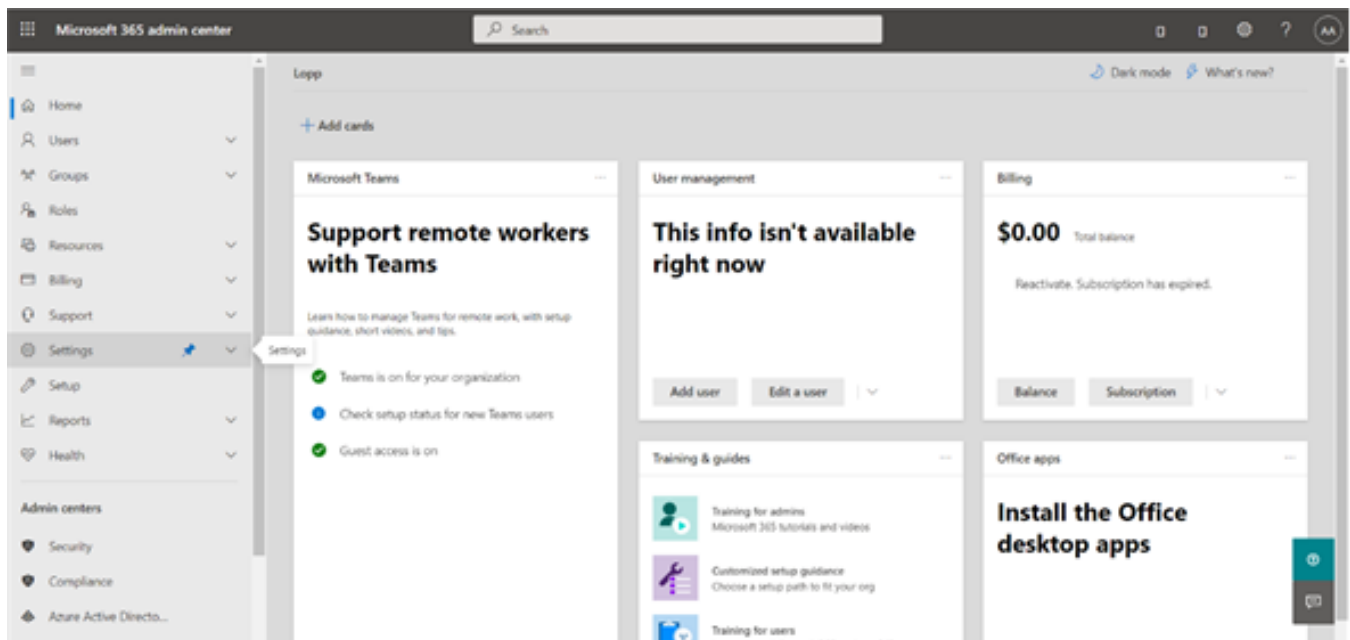


- **Install the add-on on behalf of the user**

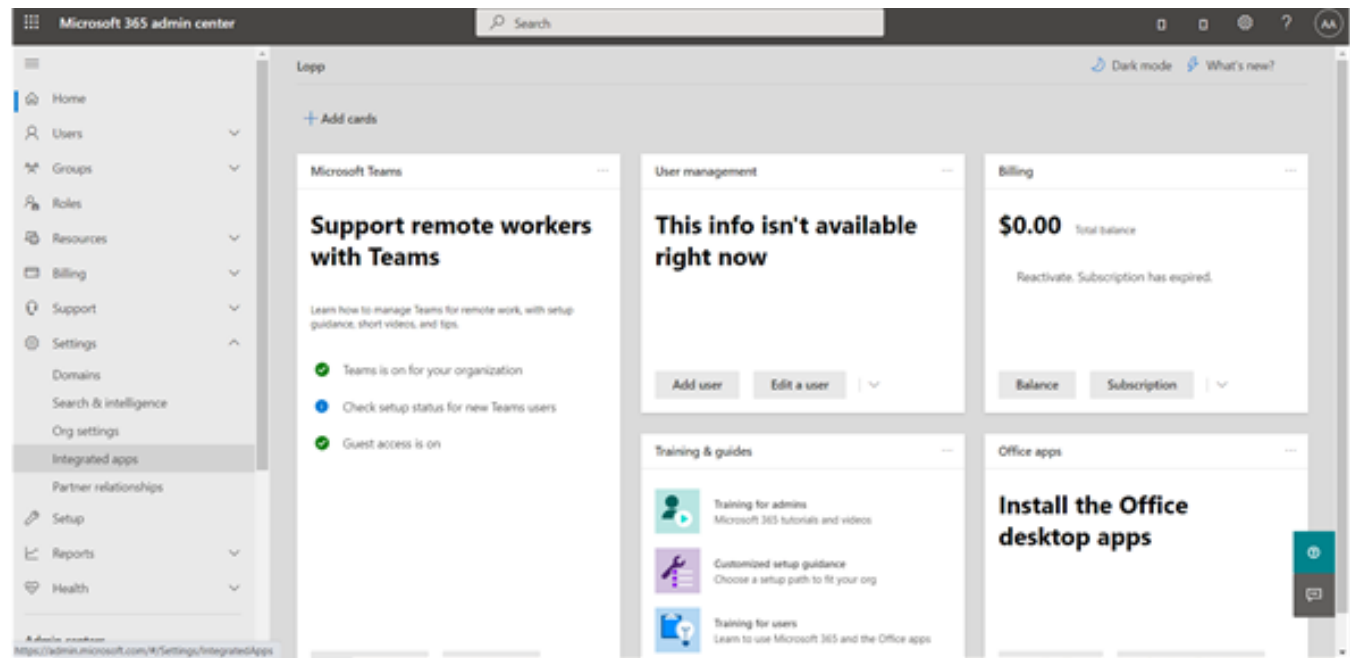
As an organization, Microsoft offers the chance for installing any add-on in their products in just a few steps for all the members. The admin doing the process must be a global admin with the most privileged permissions to do such an approach.

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

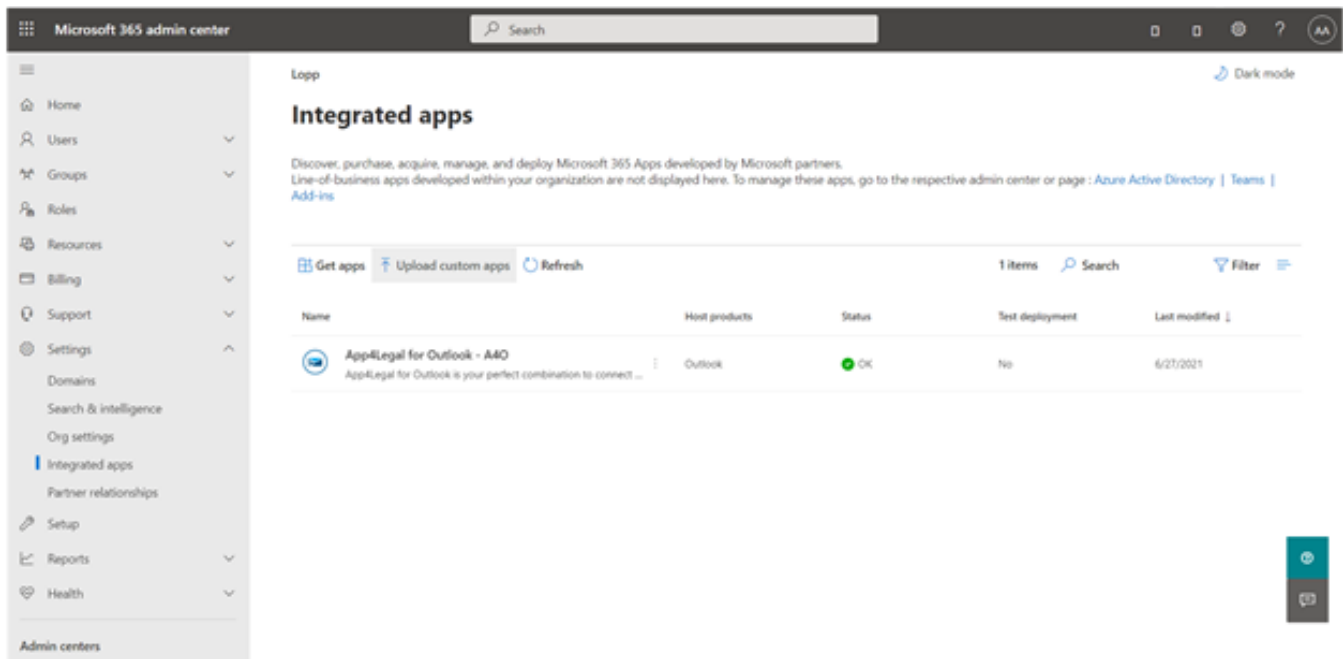
**Step 2:** Choose **Settings** in the navigation drawer



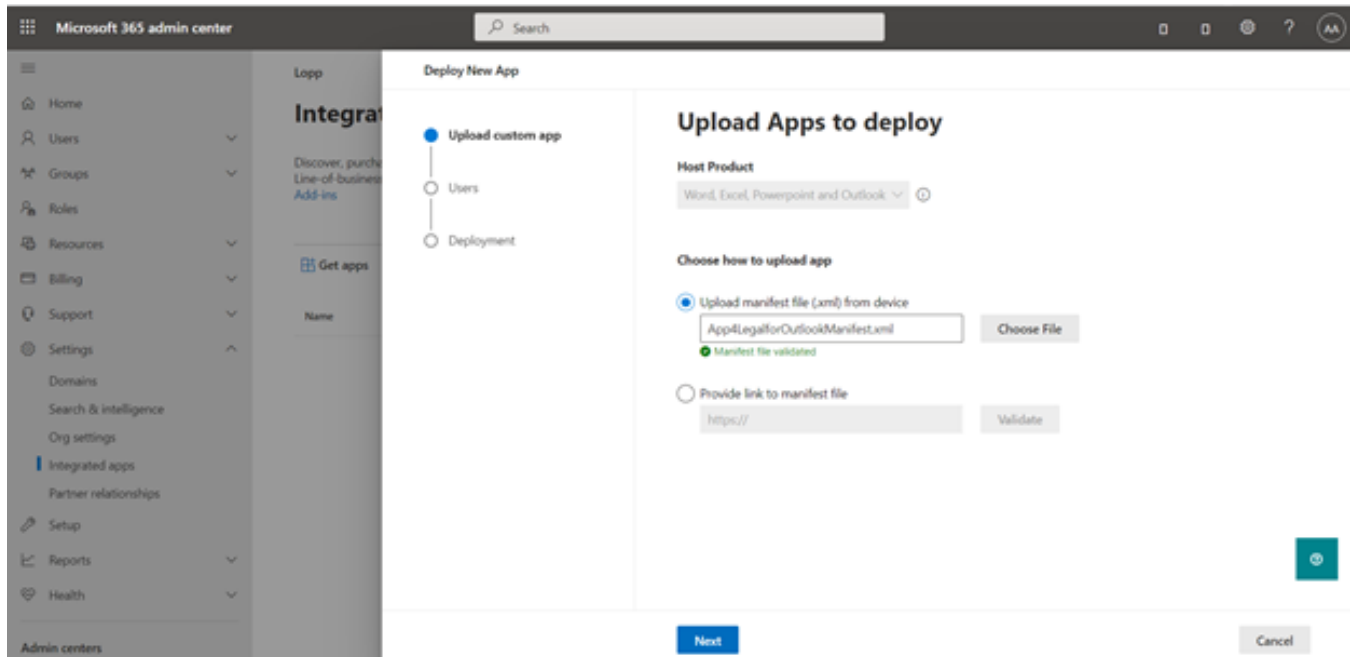
**Step 3:** Choose Integrated apps



**Step 4:** Click on Upload Custom apps

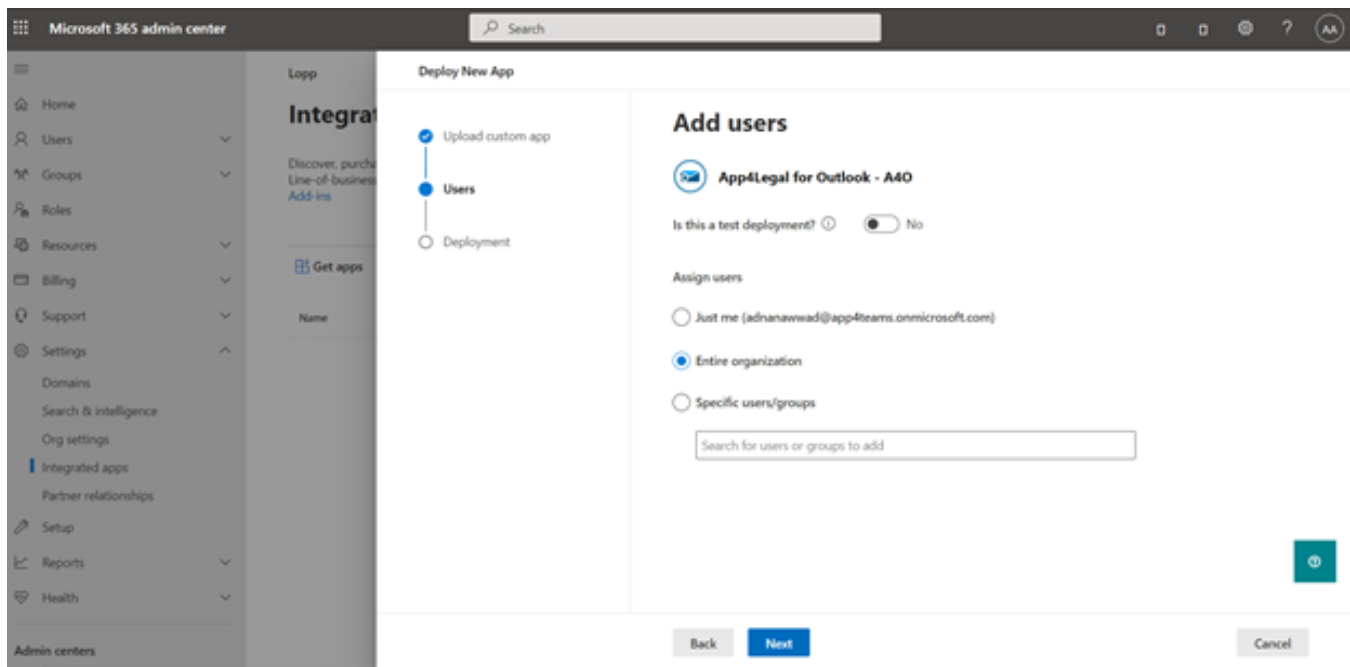


**Step 5:** Select "Upload manifest file (.xml) from device" and choose the right manifest file for Add4legal add-in from the local machine then click **Next**.

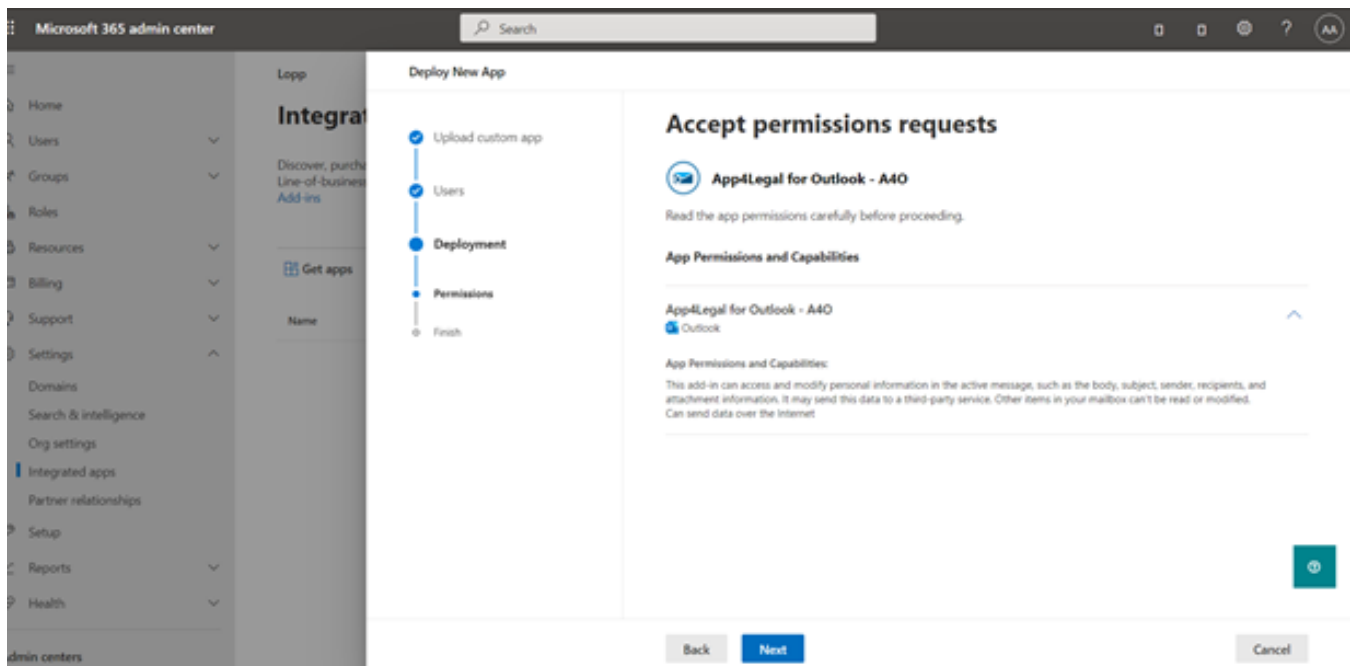


Click on the [Download link](#) to have the latest Outlook manifest.

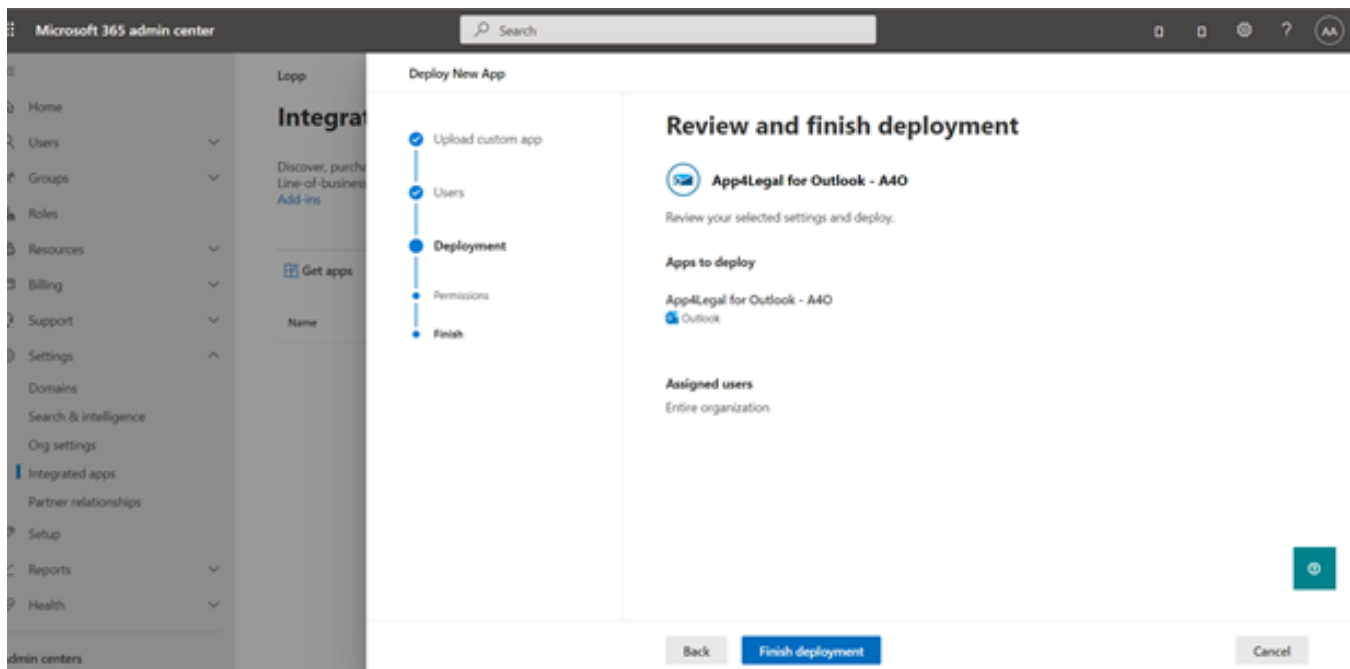
**Step 6:** Choose **Entire Organization** for installing the add-on for all users **OR Specific users/groups** for installing it for just specific people, then click **Next**.



**Step 7:** Review the permissions needed for the app and click **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](mailto:help@lexzur.com).

Thank you!