Steps to Install a Microsoft Add-in via the Admin Centre?

As an administrator, you can deploy Office add-ins to users within your organization using the Centralized Deployment feature found in the <u>Microsoft 365 Admin Centre</u>.

This approach is highly recommended as it offers a robust set of features for managing addins for users and groups.

To install an add-in through the admin centre, follow these instructions:

1. Access the admin centre and navigate to **Settings** >**Integrated apps** > **Add-ins**. If this option is not visible, select **Settings** >**Add-ins** page instead.

	Microsoft 365 admin cer	iter	✓ Search			L	1	۵	ø	
≡			Home 🗧 Integrated apps				2) Enable	Dark mod	e
Ô	Marketplace		Integrated apps							
	Billing	~								
Q	Support	~	Discover, purchase, acquire, manage, and deploy Micro organization.	soft 365 Apps developed by Microso	ft partners. You can also	deploy and manage Line-of-business	add-ins d	eveloped	within you	ur
@1	Settings	^	For advanced management of these apps go to the res	Jective admin center or page : Azure	Active Directory Shar	ePoint leams 3Add-ins				
	Domains		Deployed apps Available apps Blocked apps	Requested apps						
	Search & intelligence									
	Org settings		All apps in this list have been installed for tenant user	5.						
	Microsoft 365 Backup		Apps installed for a user may be automatically used by	/ Microsoft Copilot to answer that us	ser's prompt. Each app is	provided under its own terms of use.	Learn mo	re		
2.	Integrated apps									
	Viva		☐ Get apps ↑ Upload custom apps ♥ Refresh			0 items 🛛 🖓 Filter			×=	
	Partner relationships									
	Microsoft Edge		() We are showing you apps that you have access to							
P	Setup									
K	Reports	~	Name	Host products	Status	Test deployment	Last m	odified ↓		
8	Health	~								

2. Click on "Deploy Add-in" from the upper section, then proceed by selecting "Next."

	Microsoft 365 admin center	₽ Search	S & C @ ?
=		Home	
ඛ	Home	Add-ins	Deploy a new add-in
8	Users 🗸 🗸	ridu illo	
22	Teams & groups 🛛 🗸 🗸	1.+ Deploy Add-In	The Centralized Deployment service lets you deploy Microsoft 365 Web add-ins to users of Excel, Outlook, PowerPoint and Word.
۵	Marketplace	Click Here	Learn more about the requirements for Centralized Deployment.
	Billing ~	Name T	Add-ins deployed from the Store will automatically receive updates as the providers continuously improve their service. If an add-in update significantly increases the scope of data access, you must re-approve it before the update is deployed.
P	Setup		
	Show all		2. Nex Cancel

3. Choose **Upload custom apps**.

	Microsoft 365 admin cente	÷	€ Search	\$ 0 £	?
=		Home			
ଜ	Home	Add-ins		Deploy a new add-in	
8	Users	/			
***	Teams & groups			Deploy from the Store	
Ô	Marketplace			Get solutions tailored to your industry that work with the products you already use.	
	Billing	Name †		Choose from the Store	
B	Setup			Deploy a custom add-in	
-				Create a new web application, or upload an add-in / integration for Microsoft 365.	
***	Show all			Upload custom apps Click Here	
				Cancel	
		4			

 Please select second option. "I have a URL" for the manifest file and copy paste following link: <u>https://esignoffice-addin-custom-esignature-</u> <u>9a87acac588579280d0632e02f0.gitlab.io/manifest.xml</u> and click on Upload button.

Deploy a new add-in	Deploy a new add-in
Choose how to upload the add-in	Choose how to upload the add-in
I have the manifest file (xml) on this device Choose File No file chosen	I have the manifest file (xml) on this device Choose File No file chosen
I have a URL for the manifest file https://	I have a URL for the manifest file https:// 02f0.gitlab.io/manifest.xml
Upload Cancel	Upload Cancel

5. On the following page, choose from the options: **Everyone, Specific users/groups**, or **just me** to define the deployment scope for the add-in. Use the Search box to locate particular users or groups

If you opt to install the add-in only for yourself, you can later select "**Change who has access to the add-in**" to extend it to additional users.

Note: Only users who have the add-in installed will have signatures applied to their emails post-deployment.

	Microsoft 365 admin center	✓ Search	E G 0 7
=		Home	
ଜ	Home	Add-ins	Configure add-in
8	Users ~		
30	Teams & groups 🛛 🗸 🗸	+ Deploy Add-In	Custom Esignature Email Signatures for Outlook By Custom Esignature By Custom Esignature
٥	Marketplace	Name †	
-	Billing		Assign Users
P	Setup		Choose which users will have access to Custom Esignature Email Signatures for Outlook
	Show all		

A status **OK** will appear once the add-in has been successfully deployed.

Ī		Microsoft 365 admin cent	er		€ Search			۵	ß	۵	۲	?
ſ	=			Home						Enabl	e Dark n	iode
	ଲ	Home		Add-ins								
l	8	Users	~									
l	ⁿ x ^a	Teams & groups	~	+ Deploy Add-In				C	Jst		×	-
L	Ô	Marketplace		Name 1	Description		Host	Apps		Status		
I		Billing Setup	~	Custom Esignature Email Signature	es for Outlook Custom Esignature Ema	I Signatures for Outlook enables companies	to design and deploy branded c Outle	pok		Ok		
ļ	***	Show all										
l												
l												
l												
l												

Note: It may take up to 48 hours for Microsoft 365 to process Outlook add-ins, and a restart of the Outlook app might be required.

The required version:

Platform	Outlook version	Supported version and later			
Windows	 Microsoft 365 subscription retail perpetual Outlook 2016 and later Note: Retail versions only! (for now, volume-licensed versions don't include the necessary API requirements sets) 	from Version 2104, build 13929.20296 or above			
Mac	- New UI Note: Only the New Outlook interface is supported (go to Outlook > New Outlook to enable it)	from Outlook Version 16.38.506			
Web browser	- Modern Outlook UI when connected to Exchange Online: Subscription, Outlook.com	-			

Note: If you have an Office 2021 LTSC or any other oldest Office with an old Outlook version, please update them to the newest version specified above.

Also, you can check the <u>Microsoft article Outlook JavaScript API requirement sets</u> for more details.