


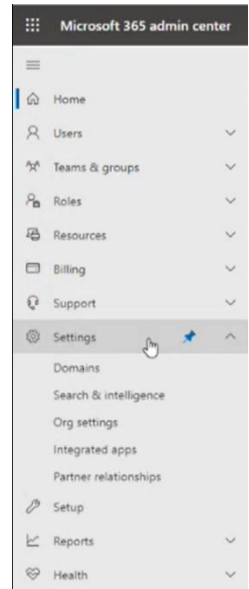


Deploying PoliteMail via Manifest for Outlook 365

1. Click the Apps button , then click  to open the Admin Center.
2. In the left panel, click **Settings**, then select **Integrated Apps**. A list of integrated apps displays, with a list of currently installed apps displayed in the bottom of the screen.
3. Click the  Upload custom apps button. The Upload Apps window will appear.
4. Click on 'Provide link to manifest file'. You will need to enter the url below, where <hostname> is your actual hostname.



Upload Apps to deploy

Host Product
Word, Excel, Powerpoint and Outlook

Choose how to upload app

Upload manifest file (xml) from device

choose file from your desktop

Choose File

Provide link to manifest file

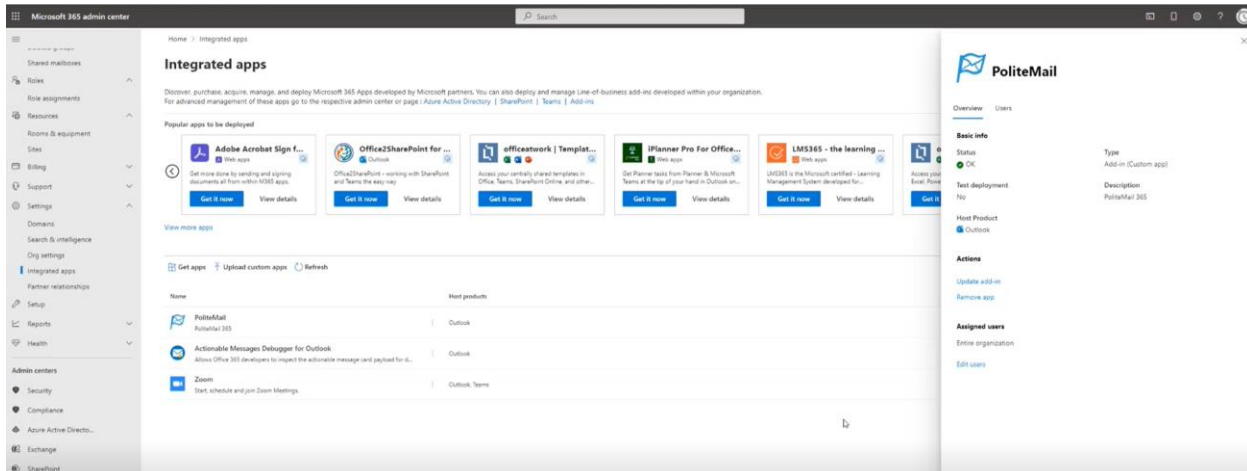
https://

Validate

https://<hostname>/addin/manifest.prod.xml

PoliteMail will now appear as an installed application in the bottom portion of the screen.

- Once deployed, click on it to open the panel on the right where you can edit the users it's assigned to. By default it will be the entire organization.



It will then appear in the toolbar next to the send button for the user.



Deploying Locally for One User

1. When composing an email, click the ... (ellipsis) button in the same row as the Send button.



2. Click on Add Ins > Admin-Managed. PoliteMail can be selected from the list if already added.
 - If PoliteMail has not been added as an app, click 'Custom Add-In' and then enter the URL of the manifest:

```
https://<hostname>/addin/manifest.prod.xml
```

Once added, the PoliteMail flag will appear in the Send bar.

