

Outlook Add-in

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Set up

Set up an add-in in Outlook on the web

The process for setting up an add-in in Outlook on the web depends upon whether you are using the new or classic version.

- If your mailbox toolbar looks like the following image, see [Set up an add-in in the new Outlook on the web](#)



- If your mailbox toolbar looks like the following image, see [Set up an add-in in classic Outlook on the web](#)

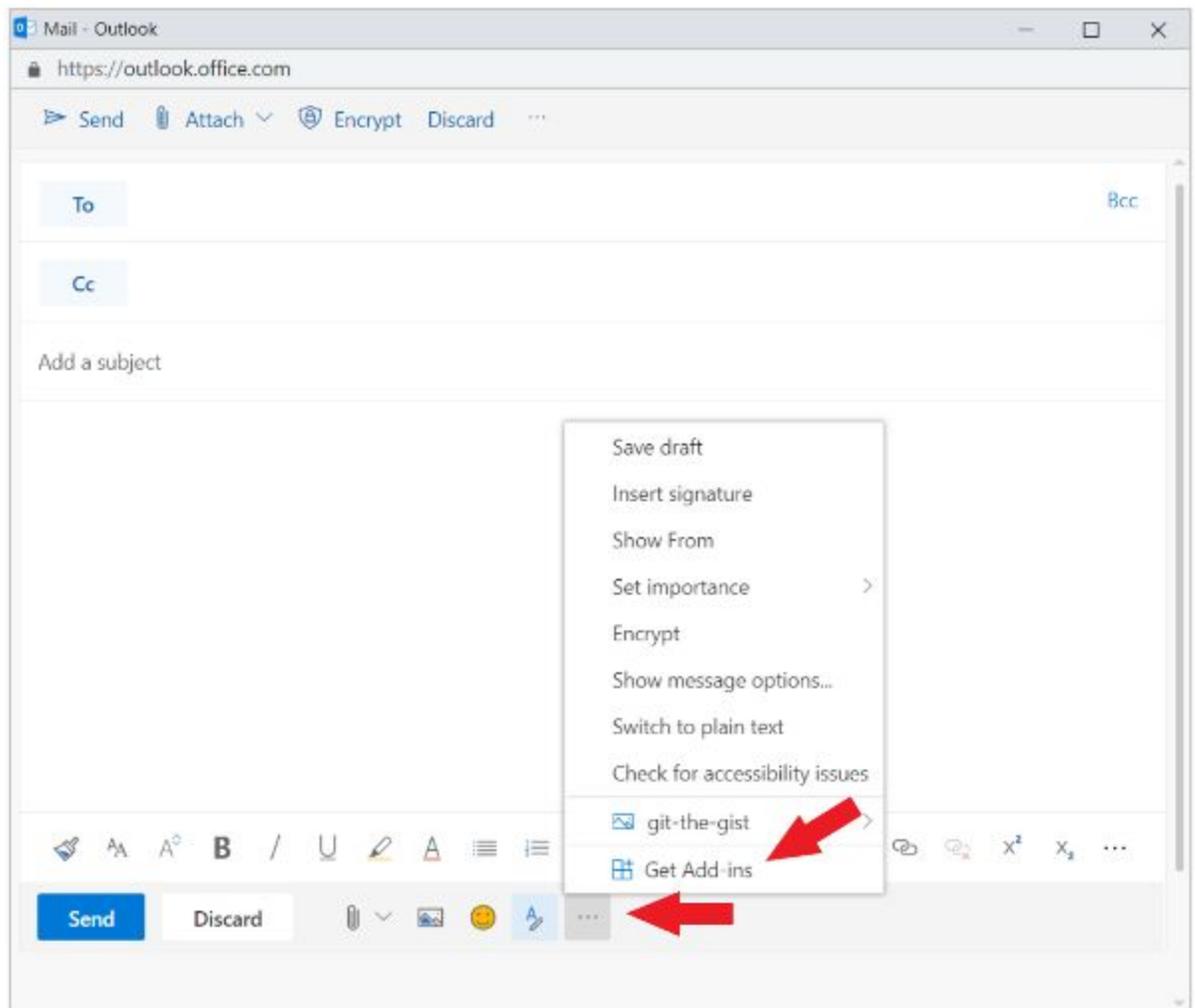


Note

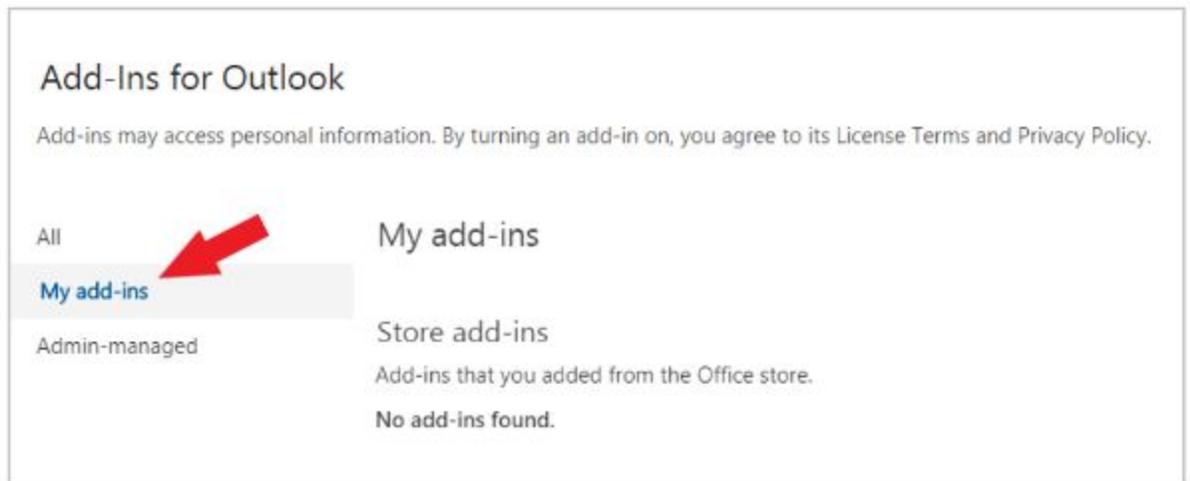
If your organization has included its logo in the mailbox toolbar, you might see something slightly different than shown in the preceding images.

Set up an add-in in the new Outlook on the web

1. Go to [Outlook in Office 365](#).
2. In Outlook on the web, create a new message.
3. Choose ... from the bottom of the new message and then select Get Add-ins from the menu that appears.



4. In the Add-Ins for Outlook dialog box, select My add-ins.



5. Locate the Custom add-ins section at the bottom of the dialog box. Select the Add a custom add-in link, and then select Add from URL.

6. Enter the following URL:

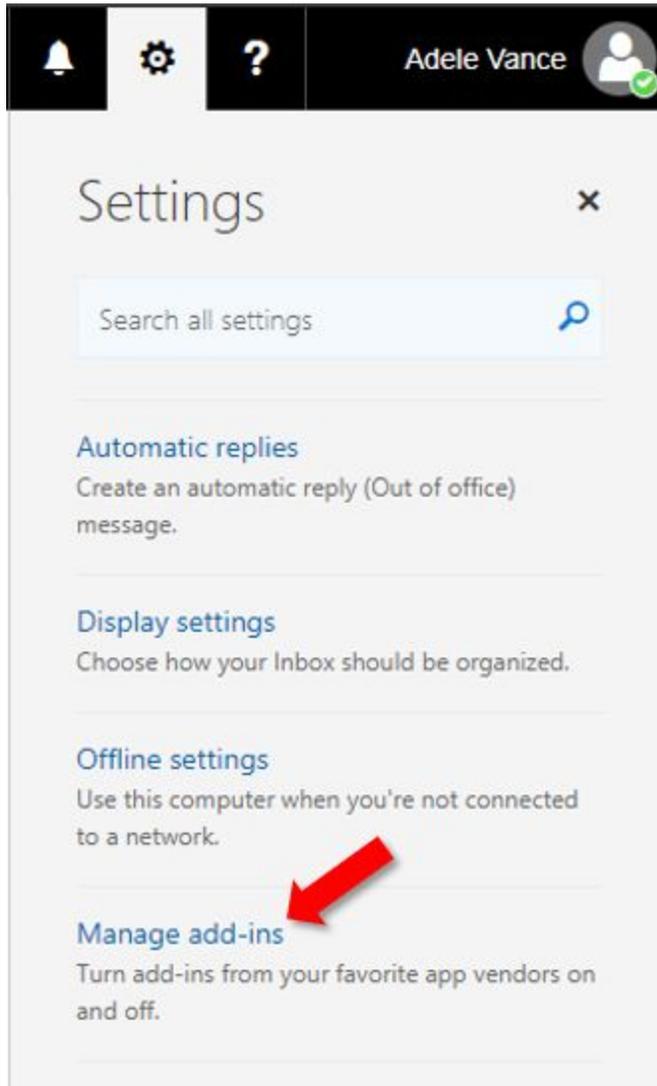
<https://humtl-outlook-add-in.s3.amazonaws.com/manifest.xml>

The add-in will be automatically available.

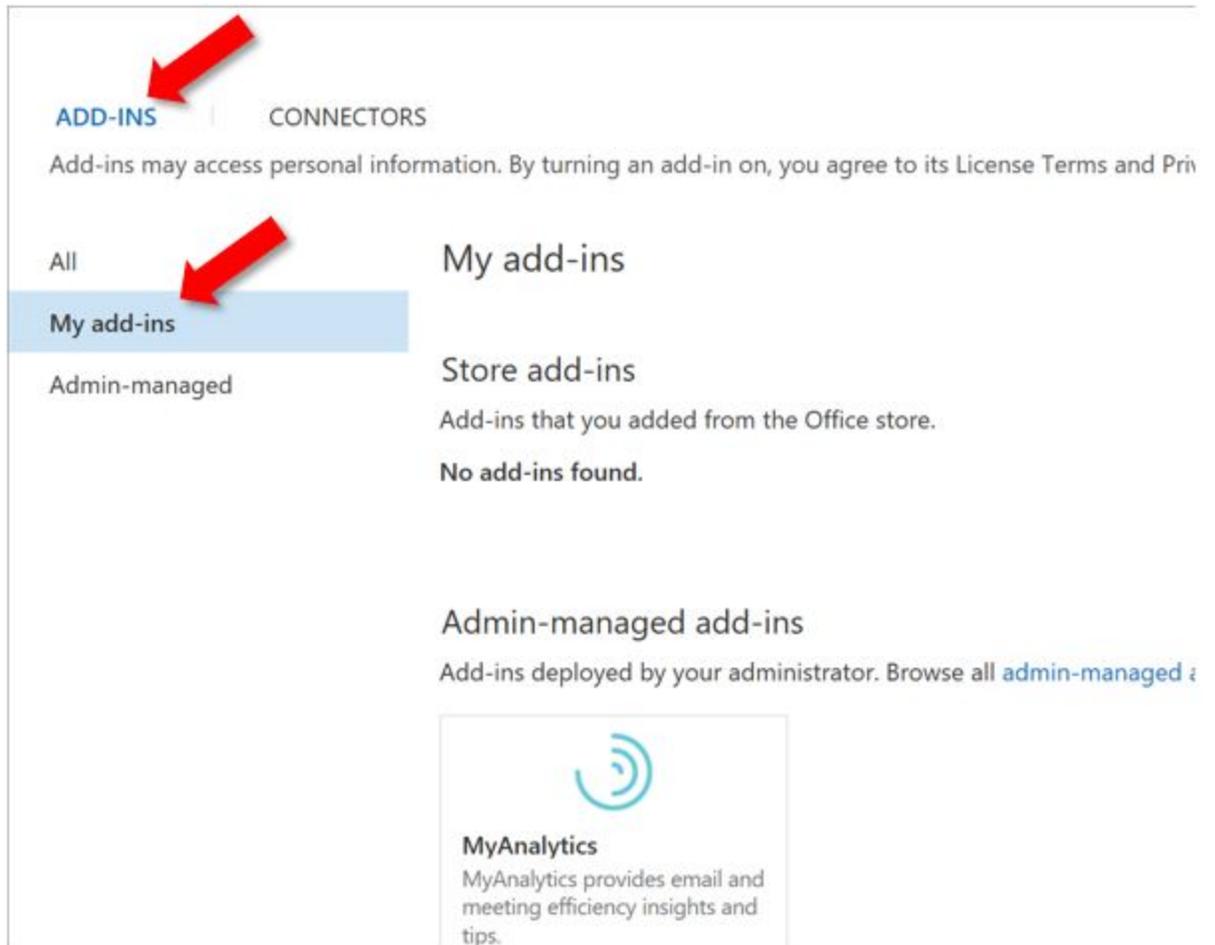
Set up an add-in in classic Outlook on the web

1. Go to [Outlook in Office 365](#).

2. Choose the gear icon in the top-right section of the toolbar and select Manage add-ins.



3. On the Manage add-ins page, select Add-Ins, and then select My add-ins.



4. Locate the Custom add-ins section at the bottom of the dialog box. Select the Add a custom add-in link, and then select Add from URL.

5. Enter the following URL:

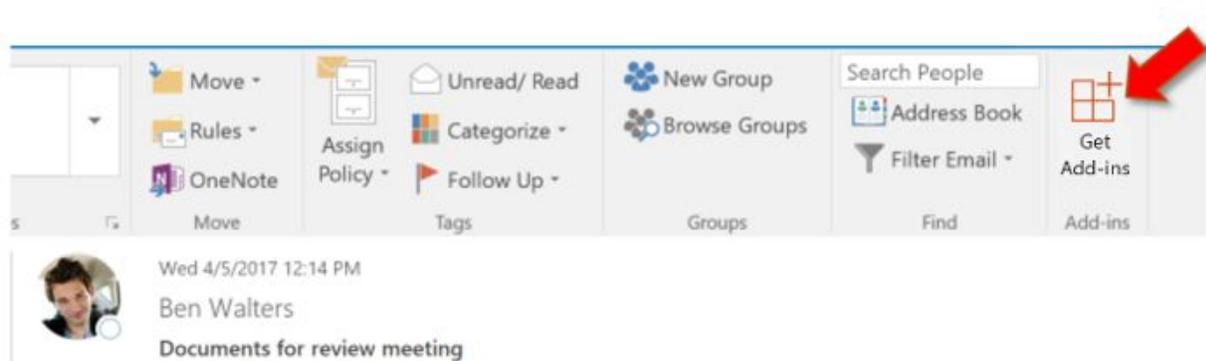
<https://humtl-outlook-add-in.s3.amazonaws.com/manifest.xml>

The add-in will be automatically available.

Set up an add-in in Outlook on the desktop

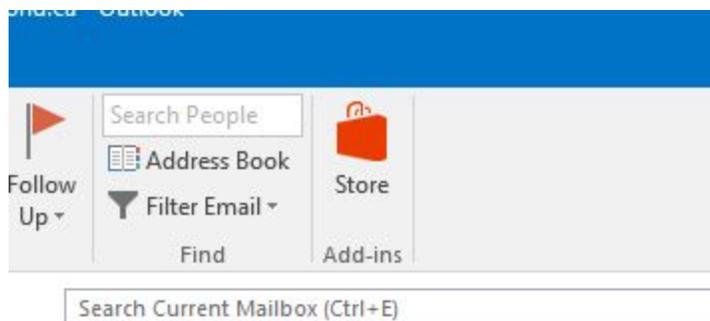
Outlook 2016 or later

1. Open Outlook 2016 or later on Windows or Mac.
2. Select the Get Add-ins button on the ribbon.



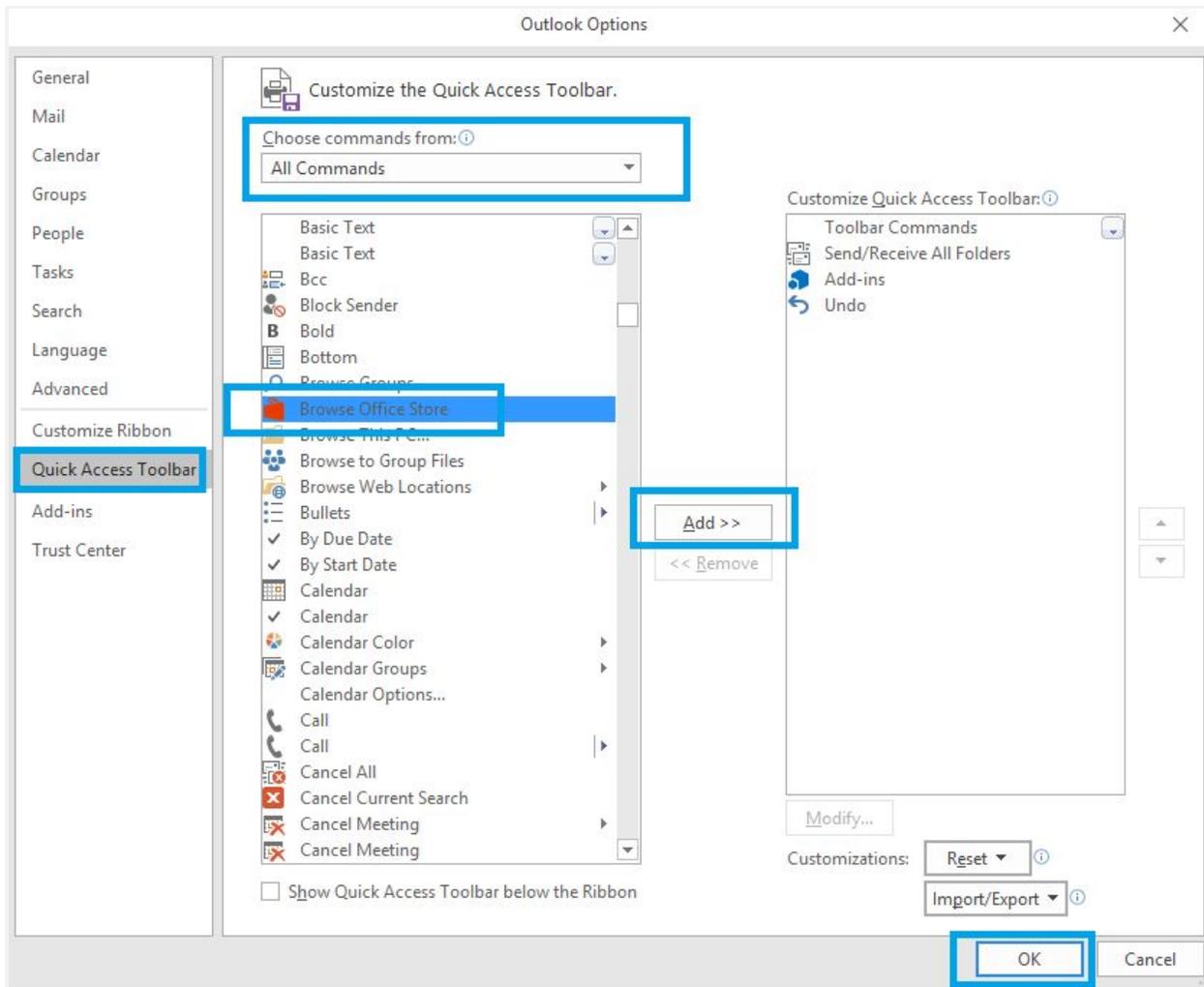
Note:

If you don't see the Get Add-ins button in your version of Outlook, select the Store button on the ribbon instead.



If you don't see the Store button:

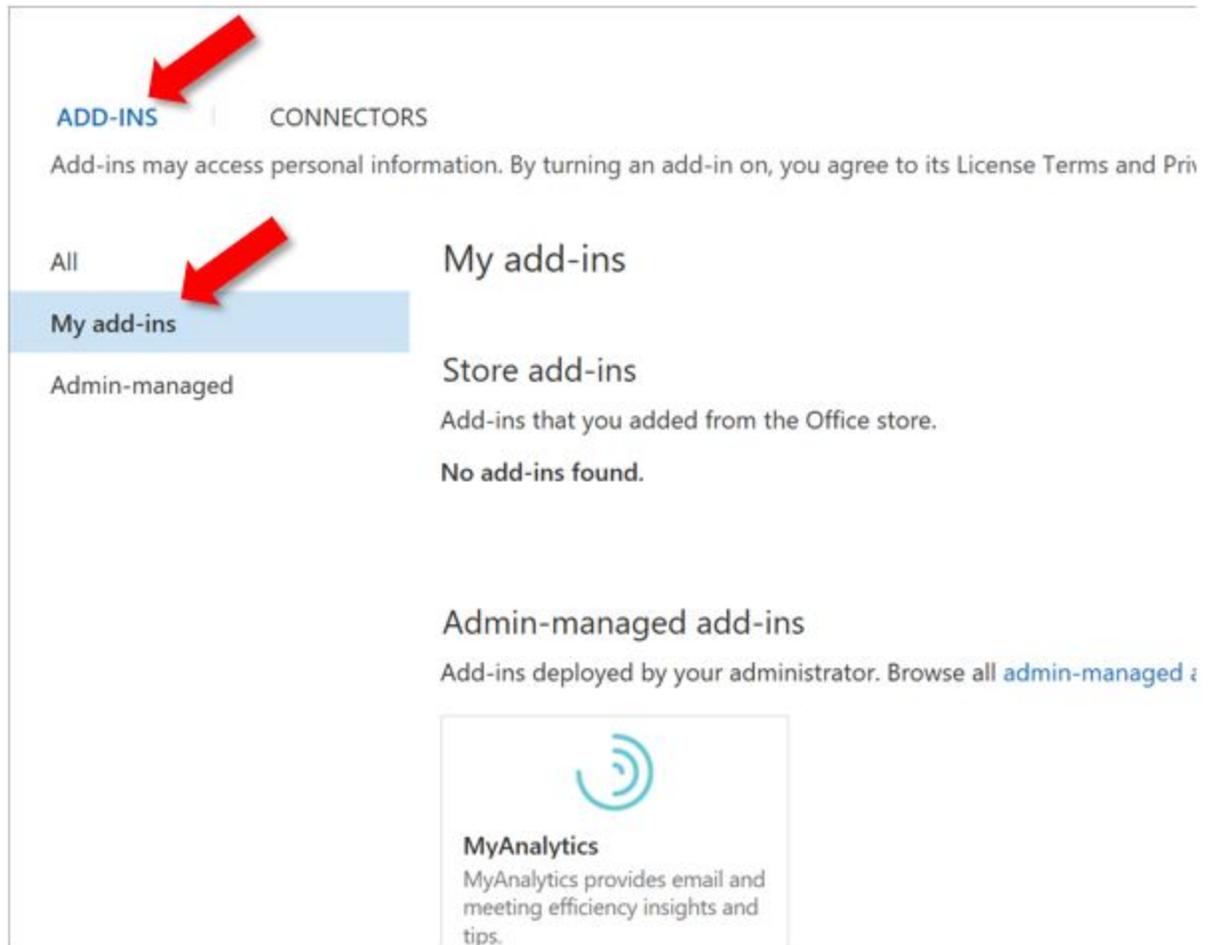
Try adding the Store button to the Quick Access Toolbar: Click File tab > Options > Choose Quick Access Toolbar > then click the drop down button under Choose commands from and look for All Commands > Now look for Browse Office Store, and then click Add >> Once done click OK.



Now check if the Store is functional at the top left of your Outlook app.

Also note that connecting to a mailbox from an admin account by adding it as an account in Outlook or delegate may give similar behavior. Ensure your admin account has a mailbox. If it does not, use an account that does.

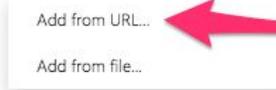
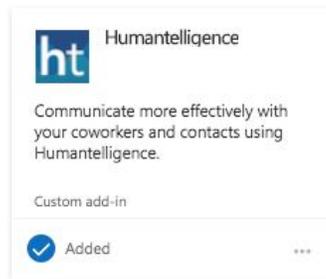
3. Select Add-Ins, and then select My add-ins.



4. Locate the Custom add-ins section at the bottom of the dialog. Select the Add a custom add-in link, and then select Add from URL

Custom add-ins

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



5. Enter the following URL:

<https://humtl-outlook-add-in.s3.amazonaws.com/manifest.xml>

The add-in will be automatically available.

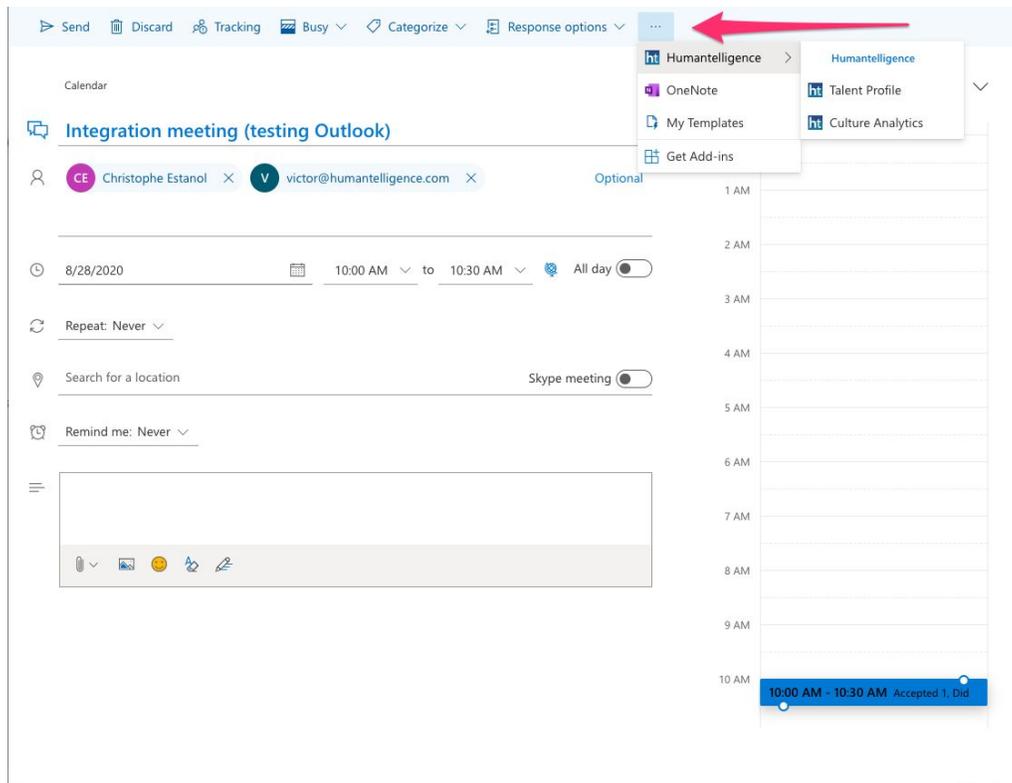
Outlook 2013

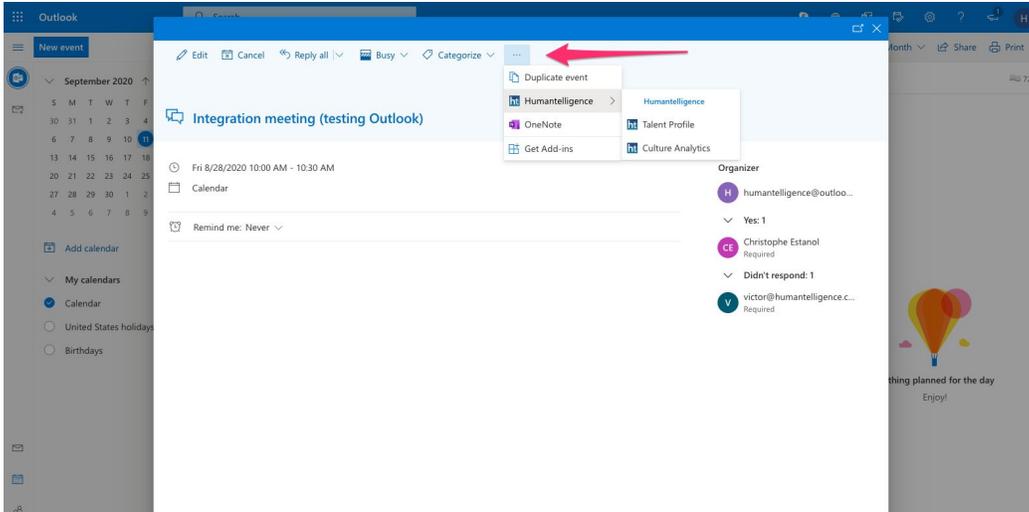
1. Open Outlook 2013 on Windows.
2. Select the File menu, then select the Manage Add-ins button on the Info tab. Outlook will open a browser.
3. Follow the steps in the [Set up an add-in in the new Outlook on the web](#) section according to your version of Outlook on the web.

Usage

There are multiple ways you can access Humantelligence Talent profile or Culture Analytics.

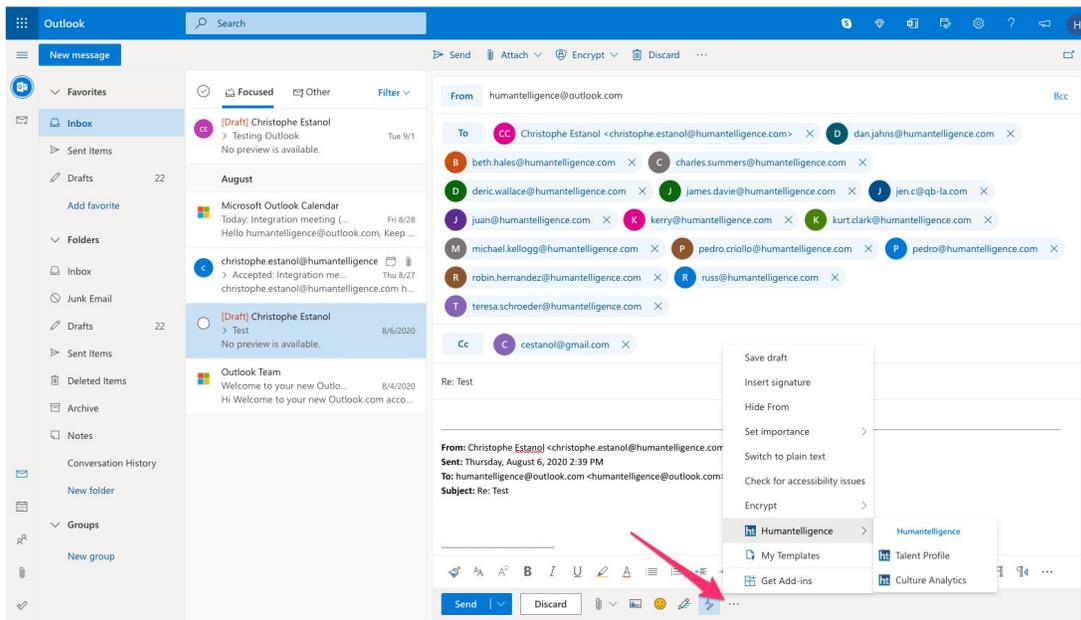
Calendar



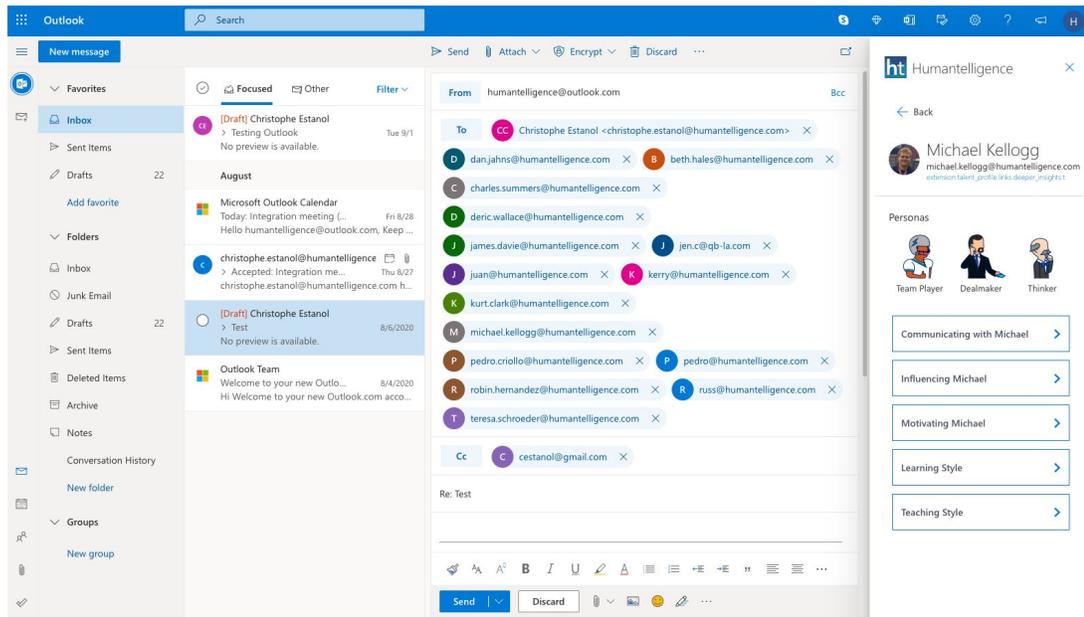
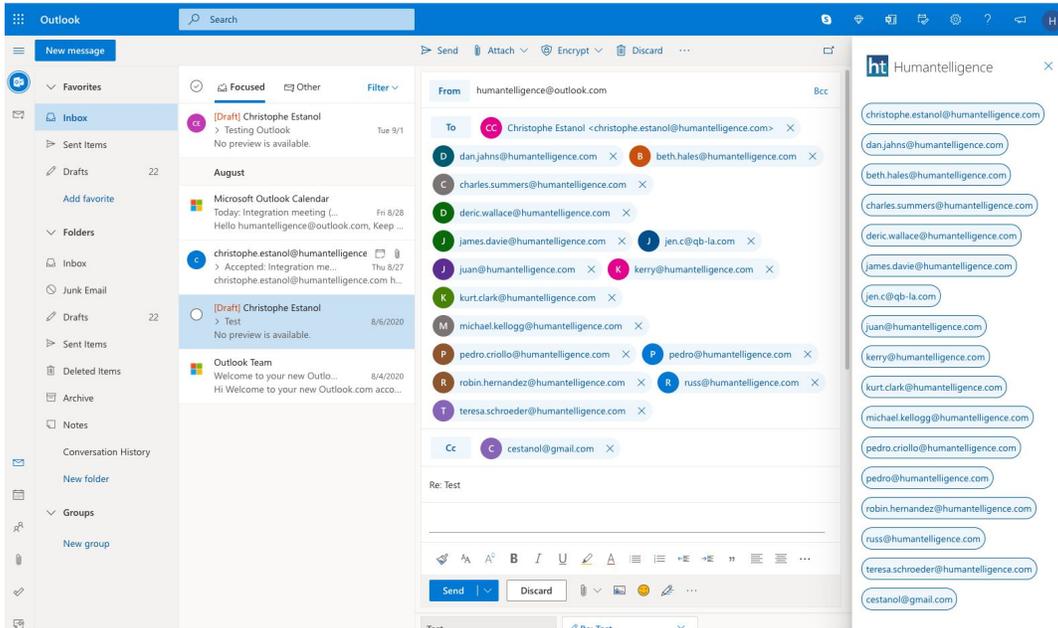


Emails

When composing an email.



You can get individuals Talent profiles. Just click on one of the recipients in the Humantelligence Panel



All the features are also available with Outlook desktop.

