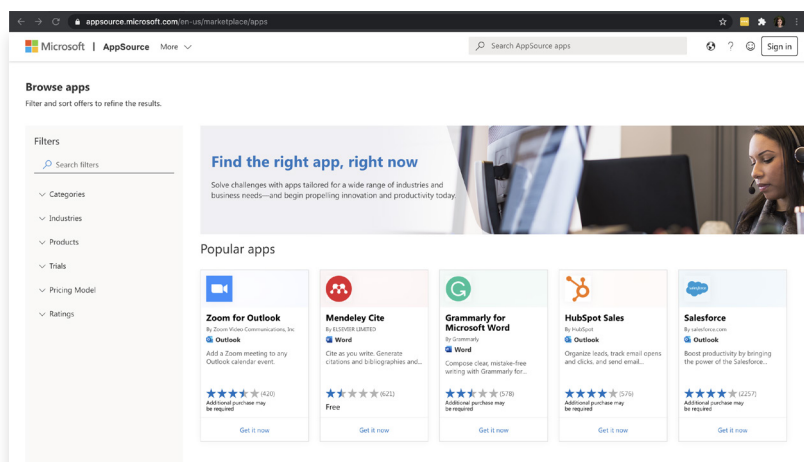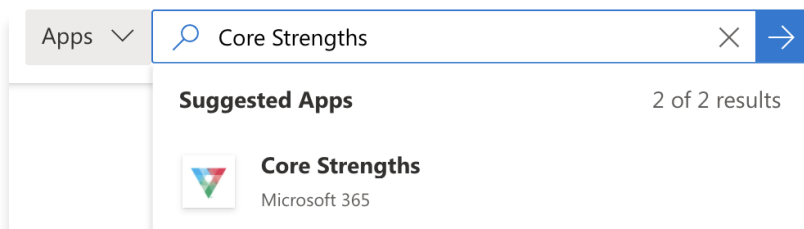## corestrengths® for Outlook

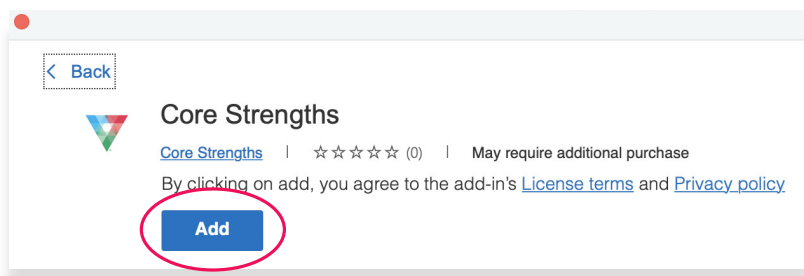# Installation Guide for Outlook Desktop Client

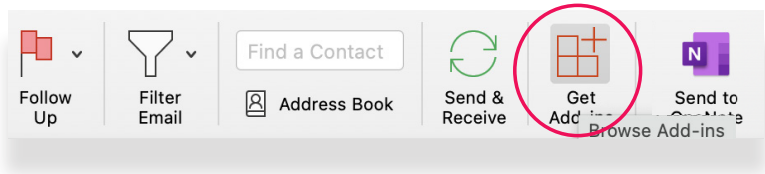**1.** Navigate to the URL linked here

2. **Search for "Core Strengths"** in the AppSource search bar in the upper right-hand corner

3. Select the Core Strengths app and click, **"Add"**

4. A form will pop up, please complete the required fields then, continue

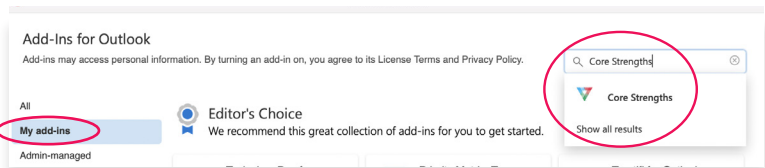**5.** Once the app has successfully installed, you can continue by selecting **"Open in Outlook"**

6. In your Outlook window, **click the "Get Add-ins"** icon located at the far right of the menu bar.

(If you don't see it, you may have to click on the Home tab at the top left of the window versus the Tools tab you might be on, or click on the 3 dots, if you find yourself in the "New Outlook", and don't see the menu icons at all.
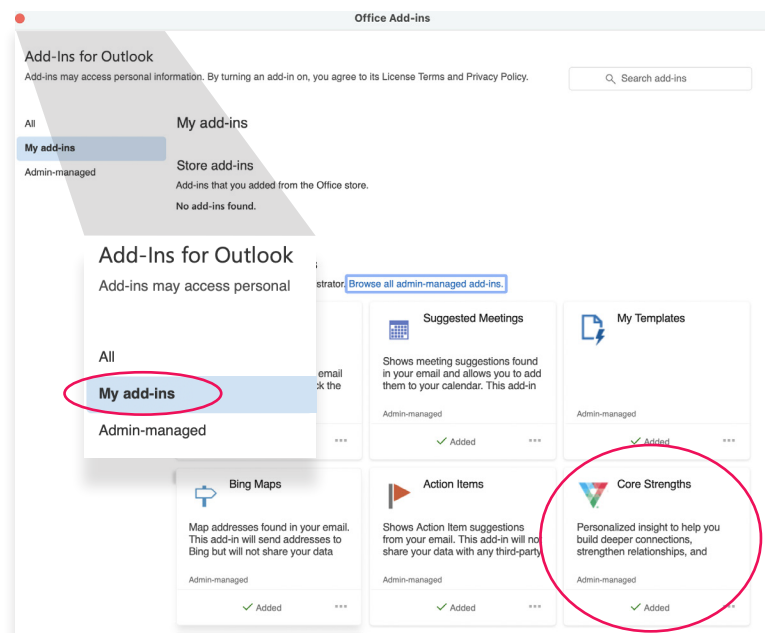
7. Select **"My add-ins"** from the left panel
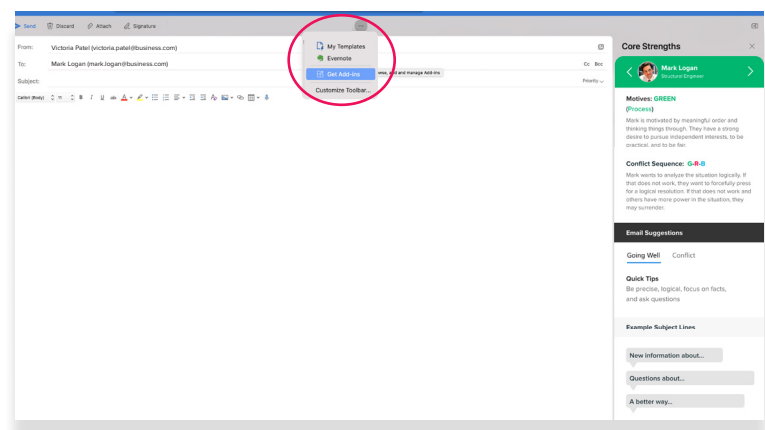
8. Search for Core Strengths

9. Click on **"Add"**
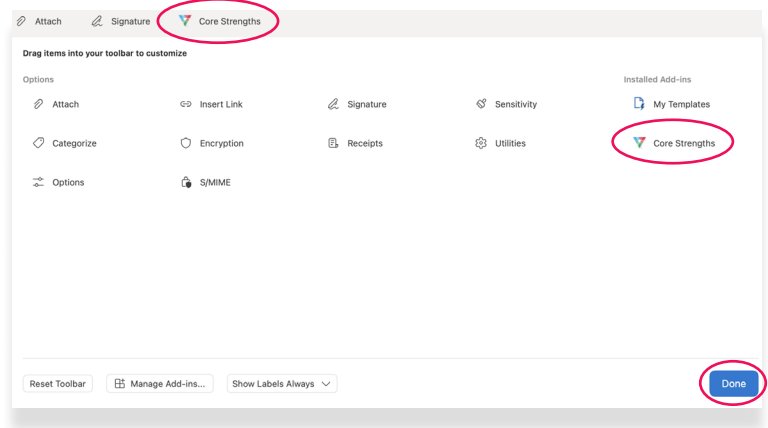
10. Close "Add-ins" window

11. Click on the **kebab menu (...)**

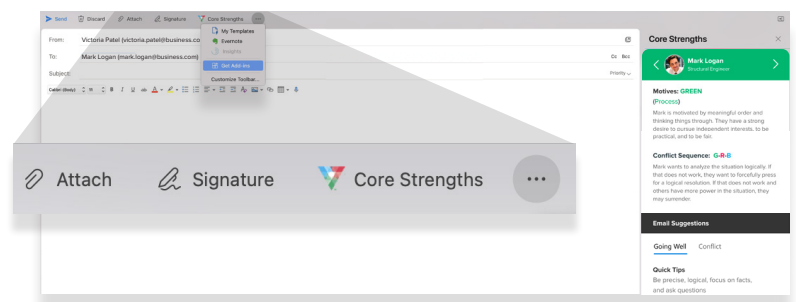**12.** To add Core Strengths to your kebab, click **"Customize Toolbar"** at the bottom of the menu

13. Add Core Strengths to the Add-In kebab menu by **dragging it from the list of installed add-ins** (on the right side) **to the top grey menu**
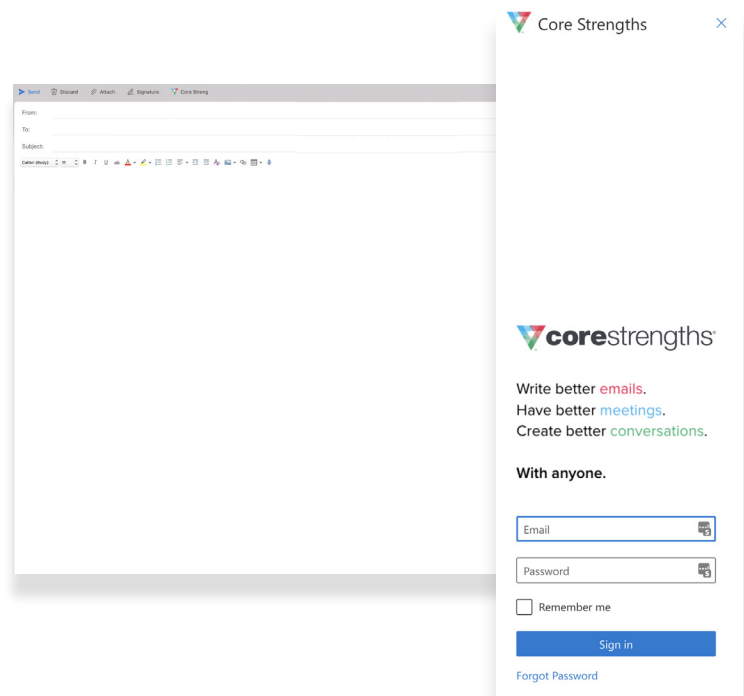
14. Click "Done" to save your changes

15. The Core Strengths Add-In should now be visible on your Outlook Desktop home screen

16. When you open your Core Strengths for Outlook app for the first time you will be asked to enter your username and password. **Please use the same login you use for the Core Strengths Platform.**
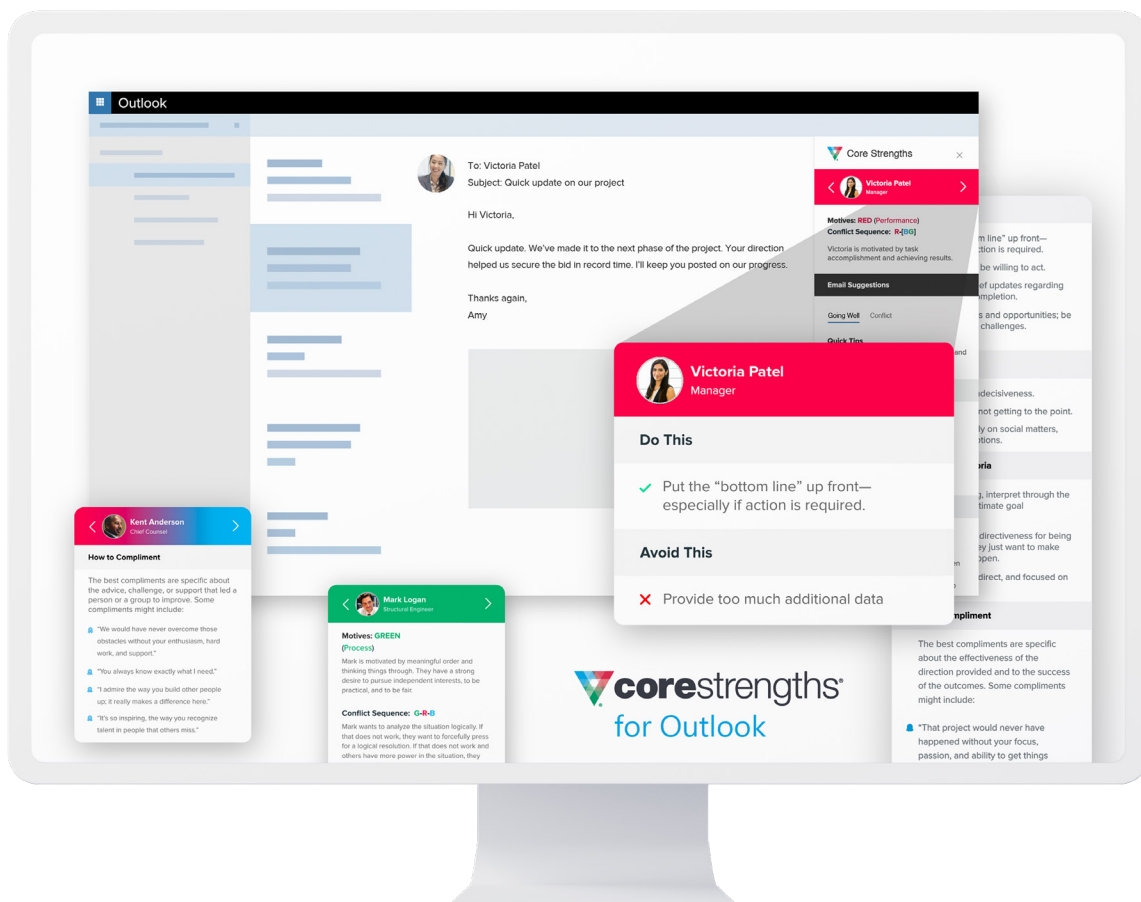
That's it!

You're all set to begin using your new Core Strengths for Outlook Add-In!

Having Problems?

If you try to log in and you are denied access due to a Subscription needed please reach out to us so that we can help you: https://www.corestrengths.com/contact/

If you are unable to download the Core Strengths for Outlook add-in, one reason why may be that the Microsoft app store is blocked by your organization. If so, you will need to contact your internal IT department or system administrator to unlock it for you.

FOR ADDITIONAL HELP

Visit **CoreStrengths.com** to LiveChat, call **760.602.0086,** or email **support@corestrengths.com** to help resolve any problems you are experiencing.