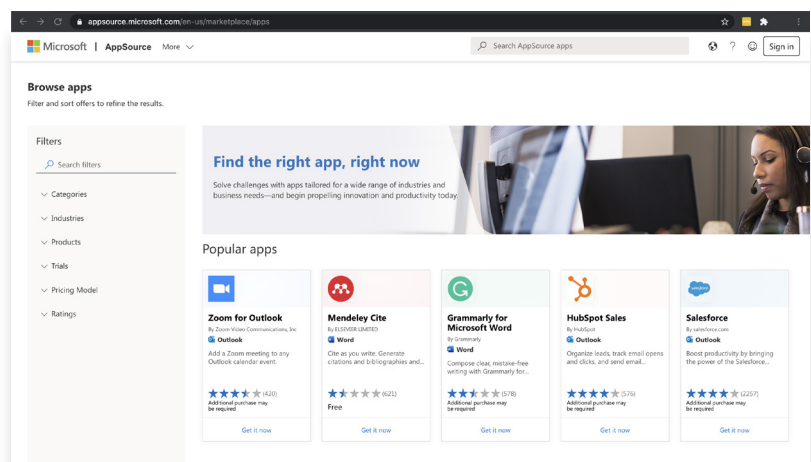
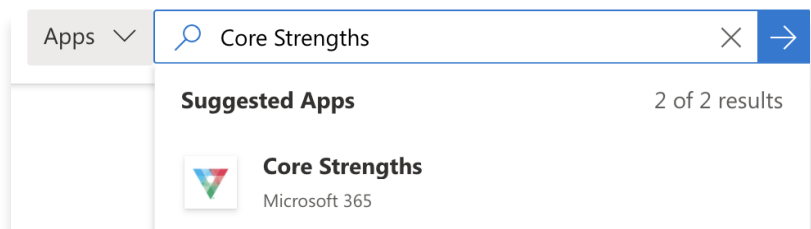


Installation Guide for Outlook Web App

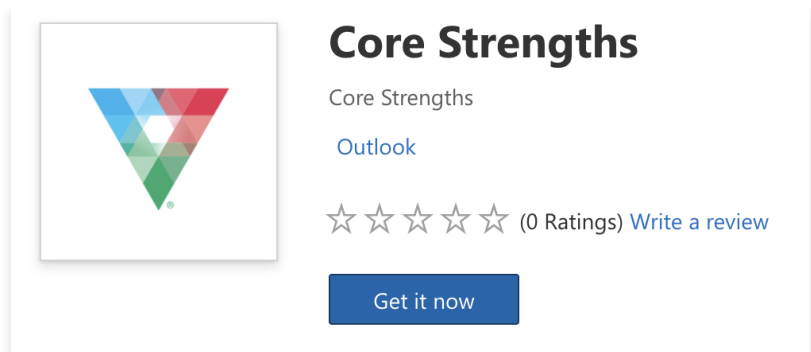
1. Navigate to the URL linked [here](#)



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




3. Select the Core Strengths app and click, “Get it Now”




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

Sign in to Microsoft AppSource

Enter the email address of the account you want to use when acquiring apps on AppSource.

 If possible, use your work or school account. If you log in with a Microsoft account, apps that require a work or school account will not be available.


Work, school or Microsoft account



Don't have an account? [Sign up for a free account](#)


5. Once the app has successfully installed, you can continue by selecting “Open in Outlook Web”

Apps > Core Strengths > Launch




Core Strengths

Core Strengths

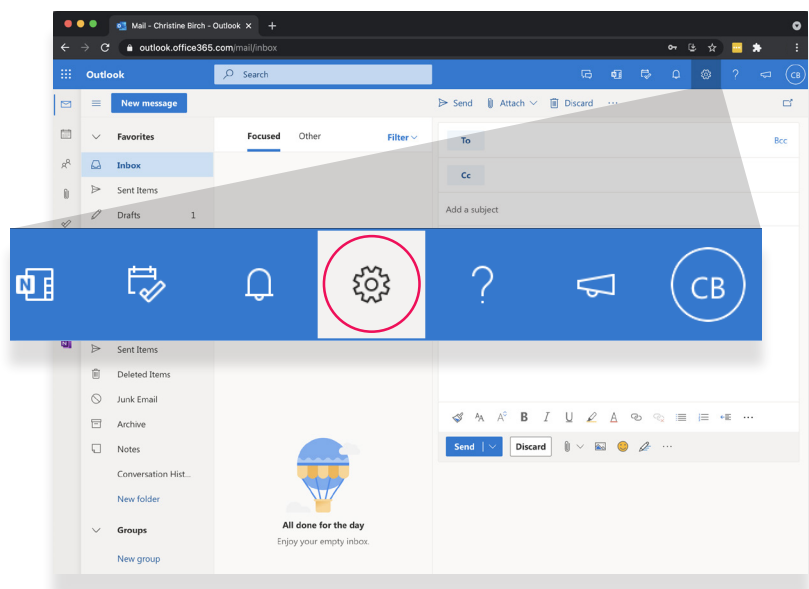
 Successfully added to your account

Get started with the add-in:

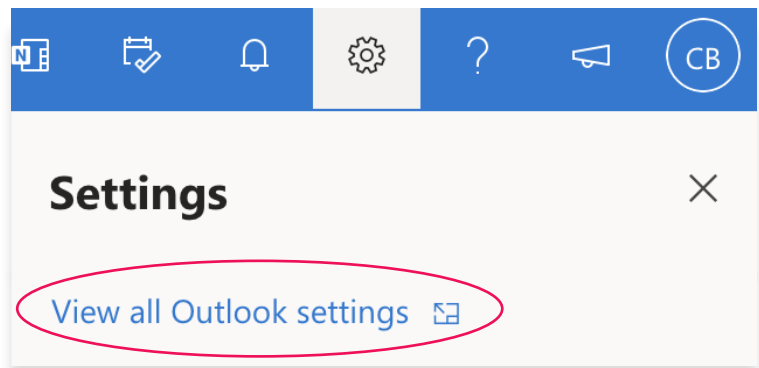
 [Open in Outlook Web](#)

This add-in works in: Outlook 2013 or later on Windows, Outlook 2016 or later on Mac, Outlook on the web.

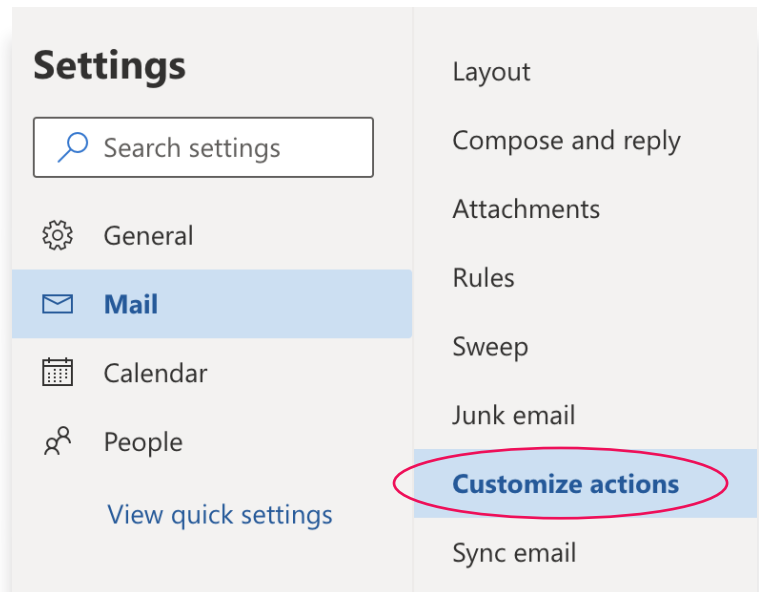
6. Once you have signed into your Outlook Web account, select the “Settings” button from the ribbon in the top right corner



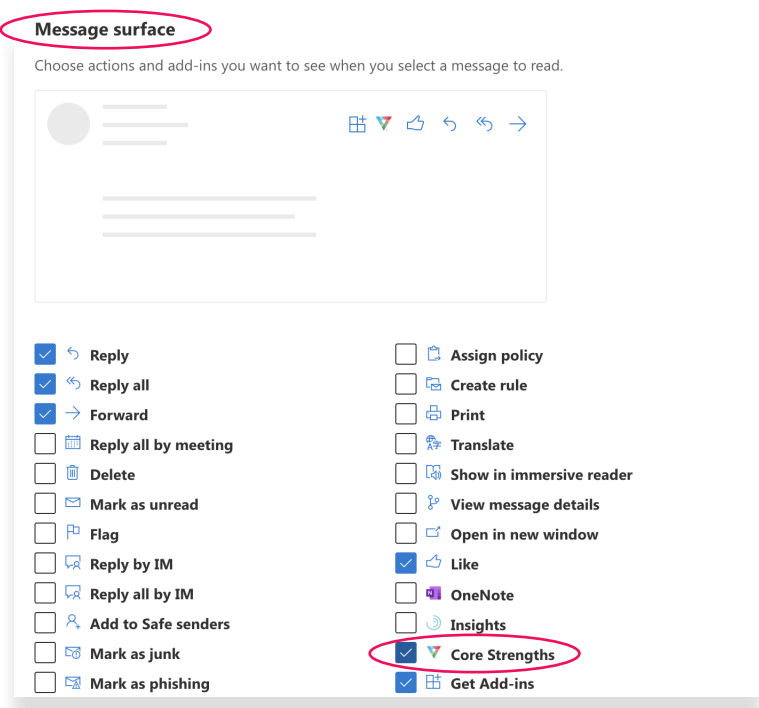
7. Once you are viewing the Settings toolbar, choose “**View all Outlook settings**” from the very bottom of the menu



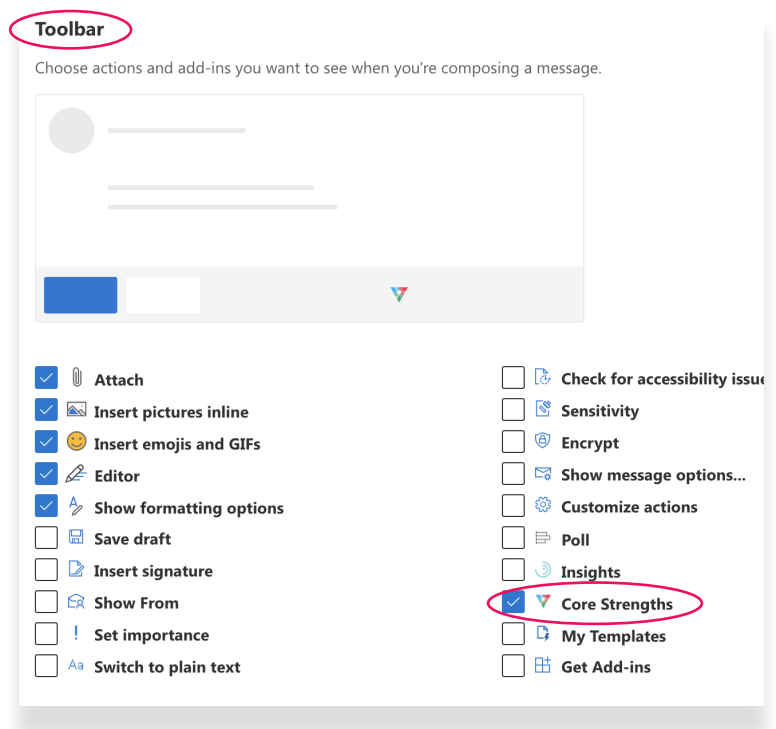
8. Choose “**Customize actions**” from the options listed under “Mail



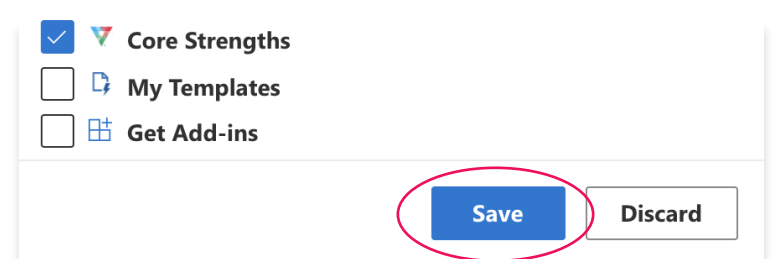
9. Check the box for Core Strengths within the “**Message Surface**” settings



10. Check the box for Core Strengths within the “Toolbar” settings

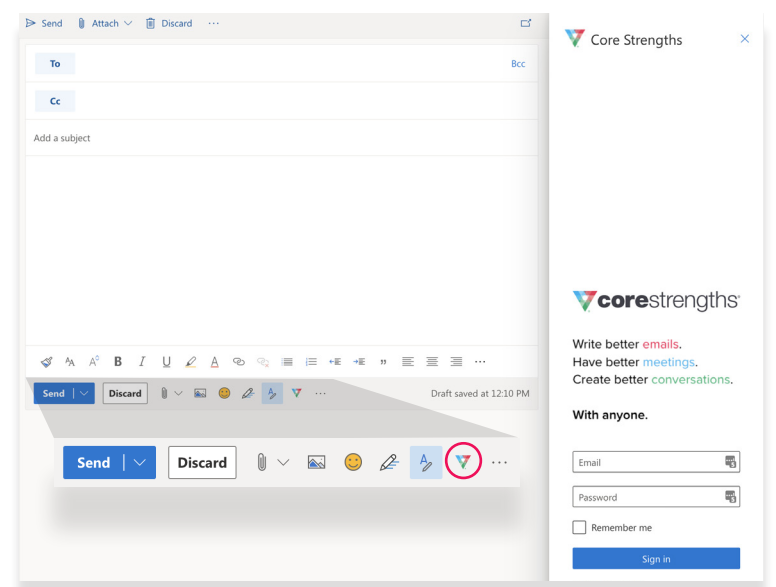


11. Save your changes before exiting the Settings window



That's it!

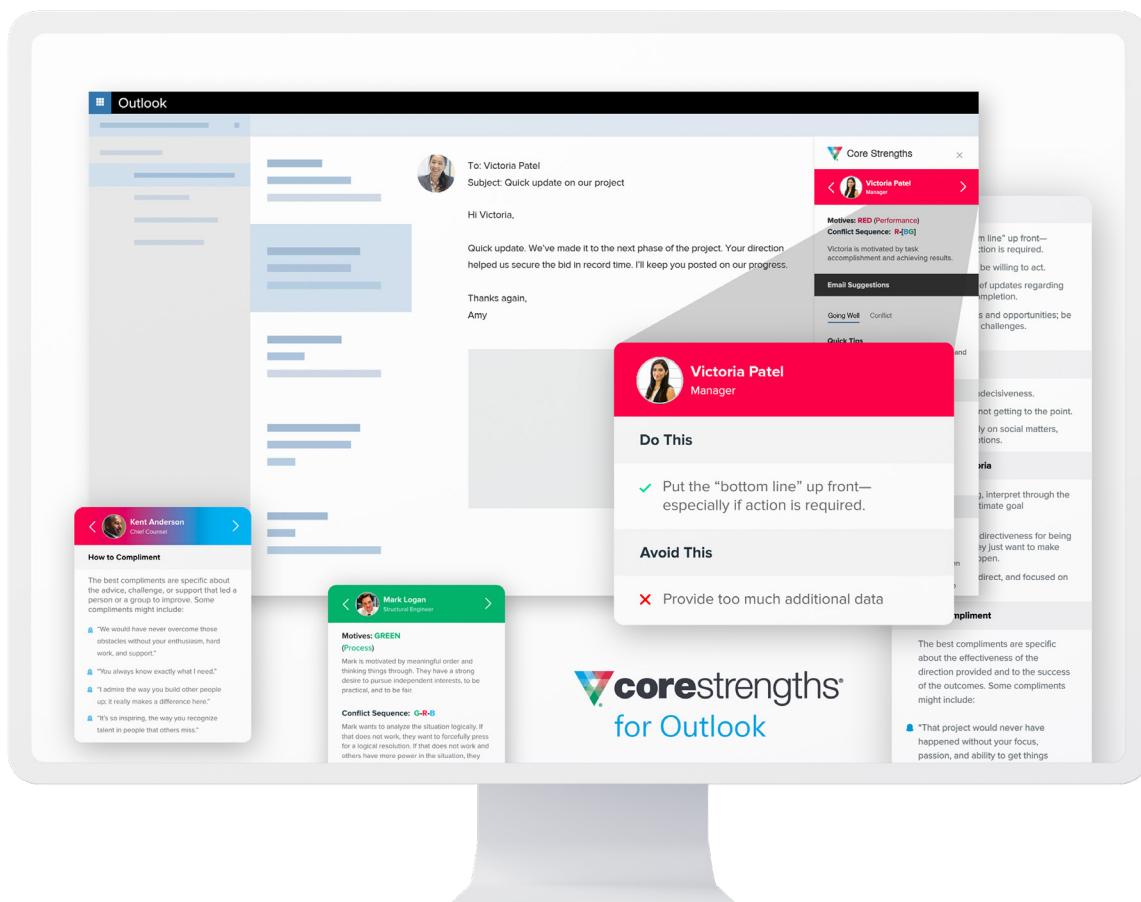
You're all set to begin using your new Core Strengths for Outlook Add-In!



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.