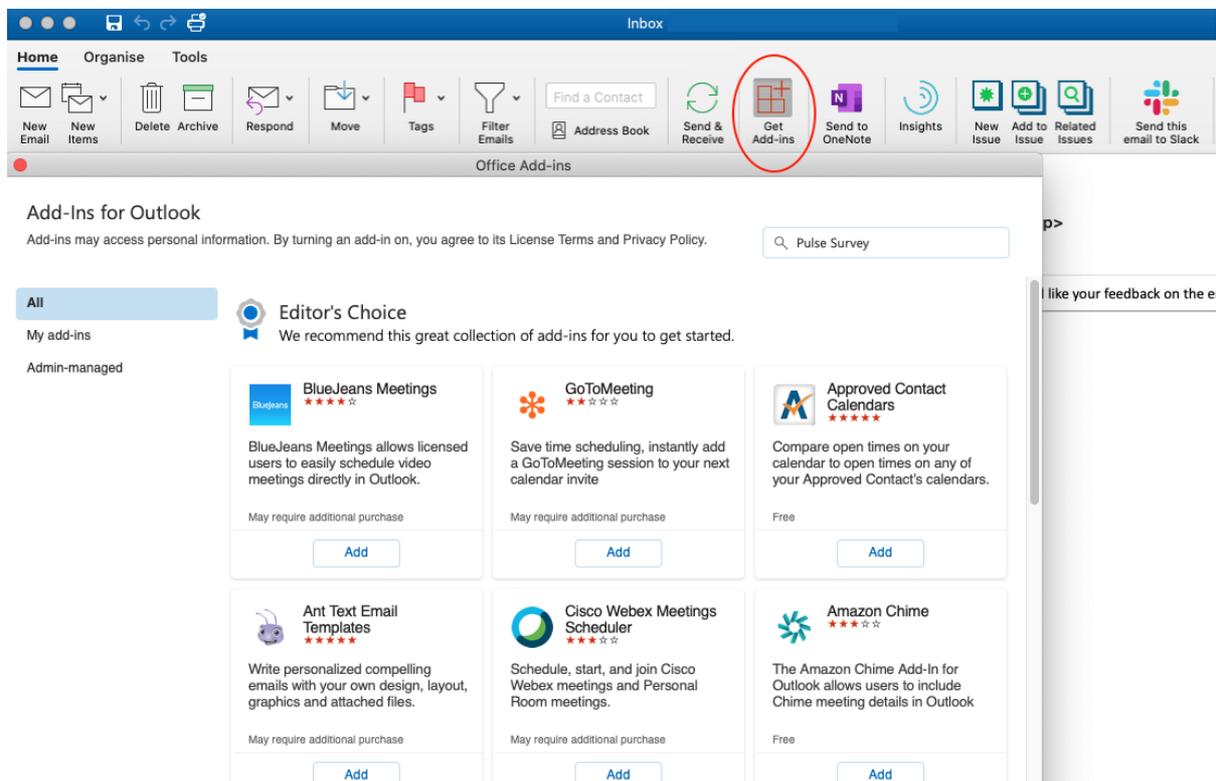




EmailFlow Setup Instructions

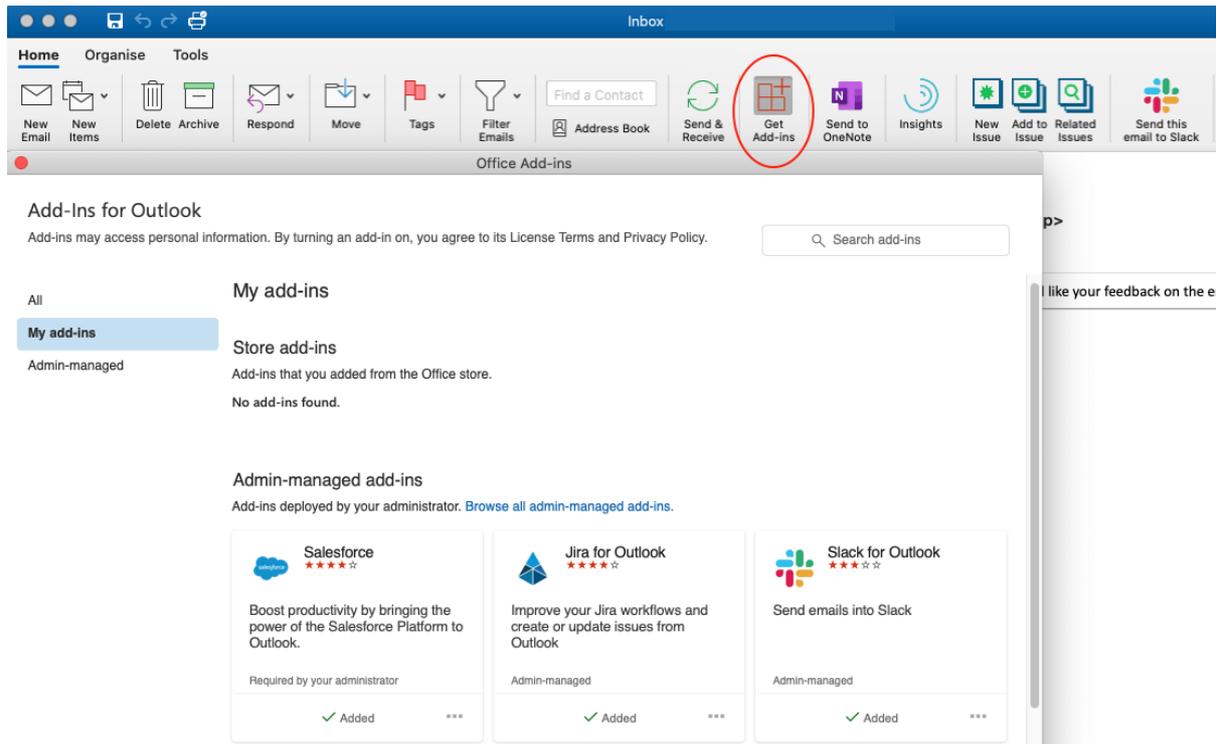
Install EmailFlow

1. To get started, open Outlook. On the Home Ribbon, you should see an icon for **Get Add-ins**.
2. Click that icon to display the list of available add-ins.
3. Search for **EmailFlow**.
4. Click **Add** to install EmailFlow.



Manage add-ins

1. Click the icon for **Get Add-ins** to display the list of available add-ins.
2. Click **My add-ins** on the sidebar, you will see all add-ins added from the Office store
3. You can view details or remove added Store add-ins



Launch EmailFlow

1. Click the icon for **EmailFlow** on the Home Ribbon while writing or reading emails.
2. Take actions in the context of the email.

EmailFlow Setup Instruction for Admin

Deploy EmailFlow

As an admin, you can deploy Office add-ins for the users in your organisation by using the Centralised Deployment feature in the Microsoft 365 admin centre.

Before you begin, confirm that your organisation meets all requirements for using Centralised Deployment, as described in [Determine if Centralized Deployment of add-ins works for your Microsoft 365 organization](#).

1. In the admin centre, go to the **Settings > Add-ins** page.
2. Select **Deploy Add-in** at the top of the page, and then select **Next**.
3. Select add an add-in from the Office Store
4. Search for **EmailFlow** and select it
5. On the next page, select Everyone, Specific users/groups, or Just me to specify who the add-in is deployed to. Use the Search box to find specific users or groups.
6. Select Deploy.
7. A green tick appears when the add-in is deployed. Follow the on-page instructions to test the add-in.
8. When finished, select **Next**. If you've deployed to just yourself, you can select **Change who has access to add-in** to deploy to more users.
9. If you've deployed the add-in to other members of your organisation, follow the instructions to announce the deployment of the add-in.

Delete an add-in

1. In the admin centre, go to the **Settings > Services & add-ins** page.
2. Select the deployed add-in.
3. Click on **Delete Add-In**. Remove the Add-in button on the bottom right corner.
4. Validate your selections, and choose Remove add-in.

Edit add-in access

1. In the admin centre, go to the **Settings > Services & add-ins** page.
2. Select the deployed add-in.
3. Click on **Edit** under Who has Access.
4. Save the changes.

Launch EmailFlow

1. Click the icon for EmailFlow on the Home Ribbon while writing or reading emails.
2. Take actions in the context of the email.