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How to Install and Deploy the Yao Outlook Add-in

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How to Install and Deploy the Yao Outlook Add-in

- This guide details the process of deploying the Yao Outlook Add-in across your organisation via the Microsoft 365 Admin Centre.
- By following these steps, administrators can centrally manage and distribute the add-in to all users, ensuring consistent access to the Yao application.

Prerequisites

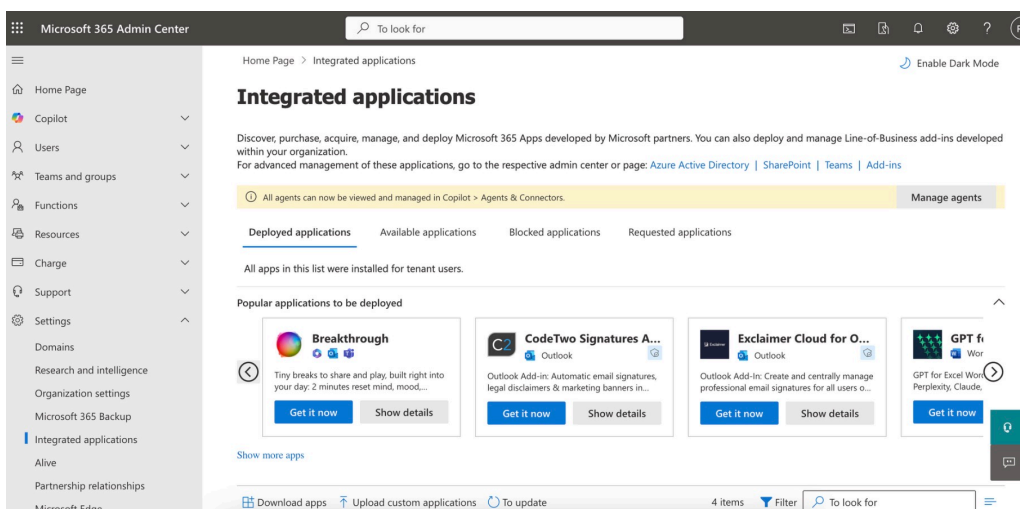
Before beginning the installation, please ensure you meet the following requirements:

- Access to the Microsoft 365 Admin Centre at <https://admin.microsoft.com/>.
- An administrator role, specifically Global admin or Exchange admin within Microsoft 365.
- The manifest.yao.xml file saved to your local device.

Deployment Procedure

Accessing the Integrated Apps Section

1. Log in to the Microsoft 365 Admin Centre using your administrator credentials.
2. Navigate to the Settings menu and select Integrated apps.



3. Click on the Upload custom applications option, which is located in the application management area.

Uploading the Yao Manifest File

1. On the "Deploy New Application" screen, select Office Add-in as the Application Type.
2. Choose the option to Upload the device manifest (.xml) file.
3. Click Choose file and select the manifest.yao.xml file from your computer. The system will validate the manifest file which you have selected.

Choose how to upload your application

Upload the device manifest (.xml) file

✔ Validated manifest file

4. Click Next (or Forward) to proceed.

Assigning Users

1. On the "Add users" screen, configure who will have access to the add-in.
2. Select The entire organization to deploy the add-in to all users. Note: Alternatively, you may select Specific users/groups if you wish to limit the deployment to a pilot group.
3. Click Forward to continue.

Finalising Deployment

1. Review the "App Permissions and Features" section.
2. Ensure you review the required permissions, such as ReadWriteMailbox and SendReceiveData, and accept any permission requests if prompted.
3. Click Forward to proceed to the final review.
4. Click Finalize Deployment to complete the installation process. The application will now be deployed to the selected users.