



Outlook Add-in Installation Guide

Version: 1.9

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Installation

1. Requirements

Go to [System Requirements](#) page in Add-On Products website to have an overview of System requirements for Resource Central (RC).

PRE-REQUISITE:

It is required that the Resource Central web site must be published according to these guidelines.

- Resource Central must be assigned an FQDN to its site binding.
- A certificate from a valid certificate authority must be installed and assigned to Resource Central web site.
- The Resource Central web site must be accessible from the Exchange server (or O365) where the application manifest file is installed

2. Obtain Manifest file and make changes to it

For versions from RC 4.1 SR3 and onward

Go to **RC backend** → **System** → **Outlook Add-in**. Click [**DOWNLOAD MANIFEST FILE**] button and save the manifest file **RC.Office.Web.Addin.xml** into the location that you want.

- If this manifest file is used for deployment in Exchange 2019 or Exchange Online, you do not need to make any changes to it.
- If this manifest file is used for deployment in Exchange 2013 and Exchange 2016, you need to open this file, look for the property **"DefaultMinVersion"** and change it to **"1.1"**

```
<AppDomains>
<AppDomain>localhost</AppDomain>
<AppDomain>benpn</AppDomain>
<AppDomain>office.com</AppDomain>
</AppDomains>
<Hosts>
<Host Name="Mailbox" />
</Hosts>
<Requirements>
<Sets DefaultMinVersion="1.4">
<Set Name="MailBox"/>
</Sets>
</Requirements>
<FormSettings>
<Form xsi:type="ItemRead">
<DesktopSettings>
<SourceLocation DefaultValue="-remoteAppUrl/" />
<RequestedHeight>450</RequestedHeight>
</DesktopSettings>
<TabletSettings>
<SourceLocation DefaultValue="-remoteAppUrl/OfficeAddin/resourcefinder.html" />
<RequestedHeight>250</RequestedHeight>
</TabletSettings>
<PhoneSettings>
<SourceLocation DefaultValue="-remoteAppUrl/OfficeAddin/resourcefinder.html" />
</PhoneSettings>
</Form>
<Form xsi:type="ItemEdit">
<DesktopSettings>
<SourceLocation DefaultValue="-remoteAppUrl/OfficeAddin/resourcefinder.html" />
</DesktopSettings>
<TabletSettings>
<SourceLocation DefaultValue="-remoteAppUrl/OfficeAddin/resourcefinder.html" />
</TabletSettings>
<PhoneSettings>
<SourceLocation DefaultValue="-remoteAppUrl/OfficeAddin/resourcefinder.html" />
</PhoneSettings>
</Form>
</FormSettings>
<Permissions>ReadWriteItem</Permissions>
<Rule xsi:type="RuleCollection" Mode="Or">
<Rule xsi:type="ItemIs" ItemType="Appointment" FormType="Edit" />
<Rule xsi:type="ItemHasRegularExpressionMatch" RegExName="ReplyLinkRegex" RegExValue="ReplyLink-.*_endLink" PropertyName="BodyAsHTML" />
</Rule>
<VersionOverrides xmlns="http://schemas.microsoft.com/office/mailappversionoverrides" xsi:type="VersionOverridesV1_0">
<Description resid="residDescription" />
<Requirements>
<bt:Sets DefaultMinVersion="1.4">
<bt:Set Name="MailBox"/>
</bt:Sets>
</Requirements>
```

For versions older than RC 4.1 SR3

Go to the folder **For Customer** → **Setup** → **Web Add-in** in the package. Open the file **RC.Office.Web.Addin.xml** in the Web Add-in folder:

- Look for the text **<RCbackendDomain>** in the file and replace them with the correct domain of Resource Central backend.
- Look for the text **https://<RCbackendURL>** in the file and replace them with the correct URL to Resource Central backend. (the screenshot below only shows part of the file)

- When this manifest file must be used for deployment in Exchange 2013 and 2016, then the property **“DefaultMinVersion”** must be changed to **“1.1”** (this action is not necessary for deployment in Exchange 2019 and Exchange Online).

Save the file to finish.

3. Outlook Add-in deployment

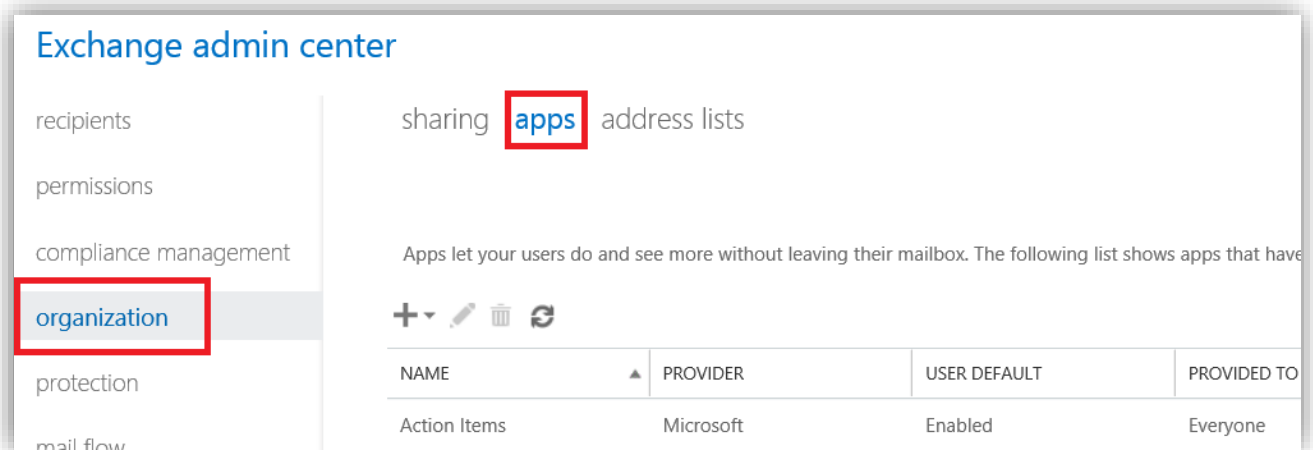
How to register the app in Exchange Online

Refer to [this article](#) to know how to publish an Outlook Add-in via centralized deployment.

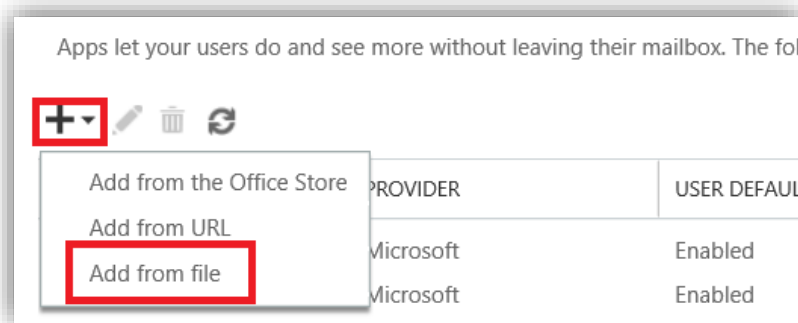
How to register the app in Exchange On-Premise

Step 1: Go to the “Exchange admin center” (ecp) page and login with administrator account.

Step 2: Select the “Organization” menu then go to “Apps” tab (for Exchange 2013) or “Add-ins” tab (for Exchange 2016 and 2019)

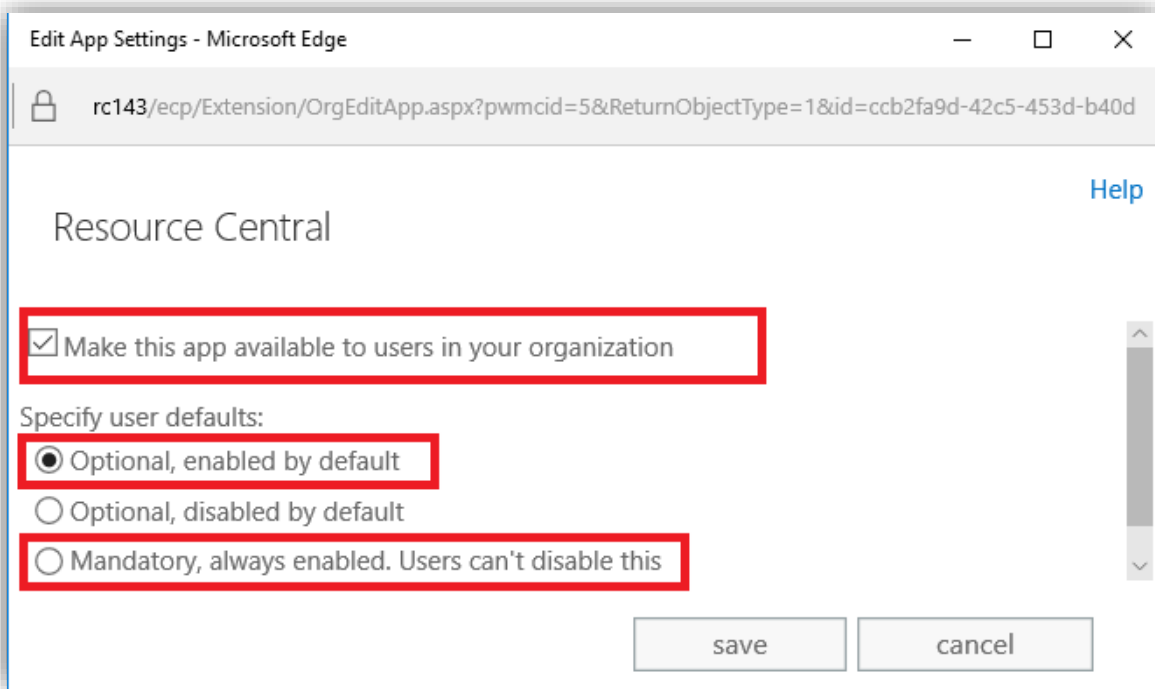


Step 3: On the “Apps”, click on the “Plus” button then select “Add from file”



Step 4: On the “Add from file” dialog, browse to the manifest file then click “Next”

Step 5: Now you can see the Resource Central App in the list, but it’s disabled. Double click on it then on the opened pop-up, select either **option 1** or **option 3**.



Step 6: Go to Outlook client to validate that the app is installed.