Resource Central

Add-On Products

Outlook Add-in Installation Guide

Version: 2.2

Table of contents

CHAPTER 1.
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. O365 installation

Obtain Manifest file

Go to **RC backend → System → Manifest Files**. Click [**Download manifest file for Outlook Add-in**] and save the manifest file **RC.Office.Web.Addin** into the location that you want.

NOTE: Changes to Authentication settings with respect to "Resource Finder & My Meetings Outlook Add-in" will require that you download and re-deploy the add-in manifest. See Appendix A for more information.

Register the app in Microsoft 365 Admin Center

Refer to this article to know how to publish an Outlook Add-in via centralized deployment.

3. On-premises installation

Obtain Manifest file and make changes to it

Go to **RC backend → System → Manifest Files**. Click [**Download manifest file for Outlook Add-in**] and save the manifest file **RC.Office.Web.Addin** into the location that you want.

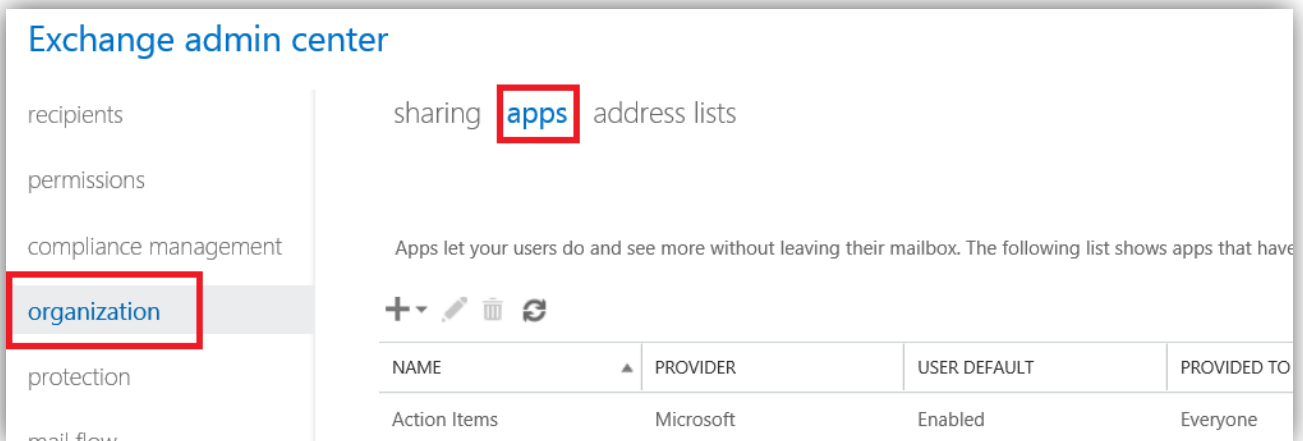Open this file, look for the property "**DefaultMinVersion**" and change it to "**1.1**"

Save the file to finish.

Register the app in Exchange On-Premises

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*"
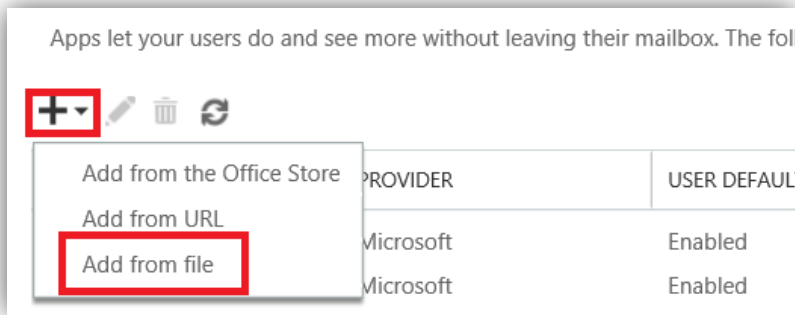
Step 4: On the "*Add from file*" dialog, browse to the Manifest file then click "*Next*"

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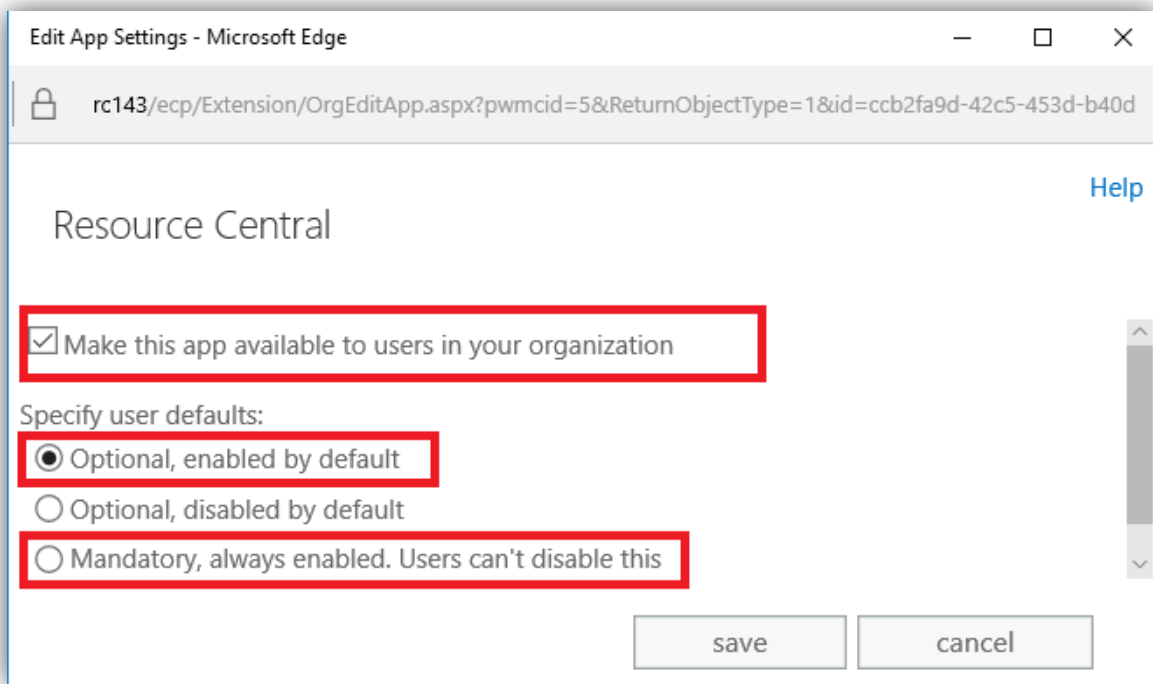
**Step 6**: Go to Outlook client to validate that the app is installed.

CHAPTER 2.
Appendices

## Appendix A: Configure Single Sign-On (SSO) for RC Outlook Add-In

To configure SSO for RC Outlook Add-In, please follow the steps below:

NOTE: This setup requires external authentication configuration for RC. Please refer to External Authentication Configuration Guide for more details.

Step 1: Go to your **Azure Portal → Azure Active Directory → App registrations**.
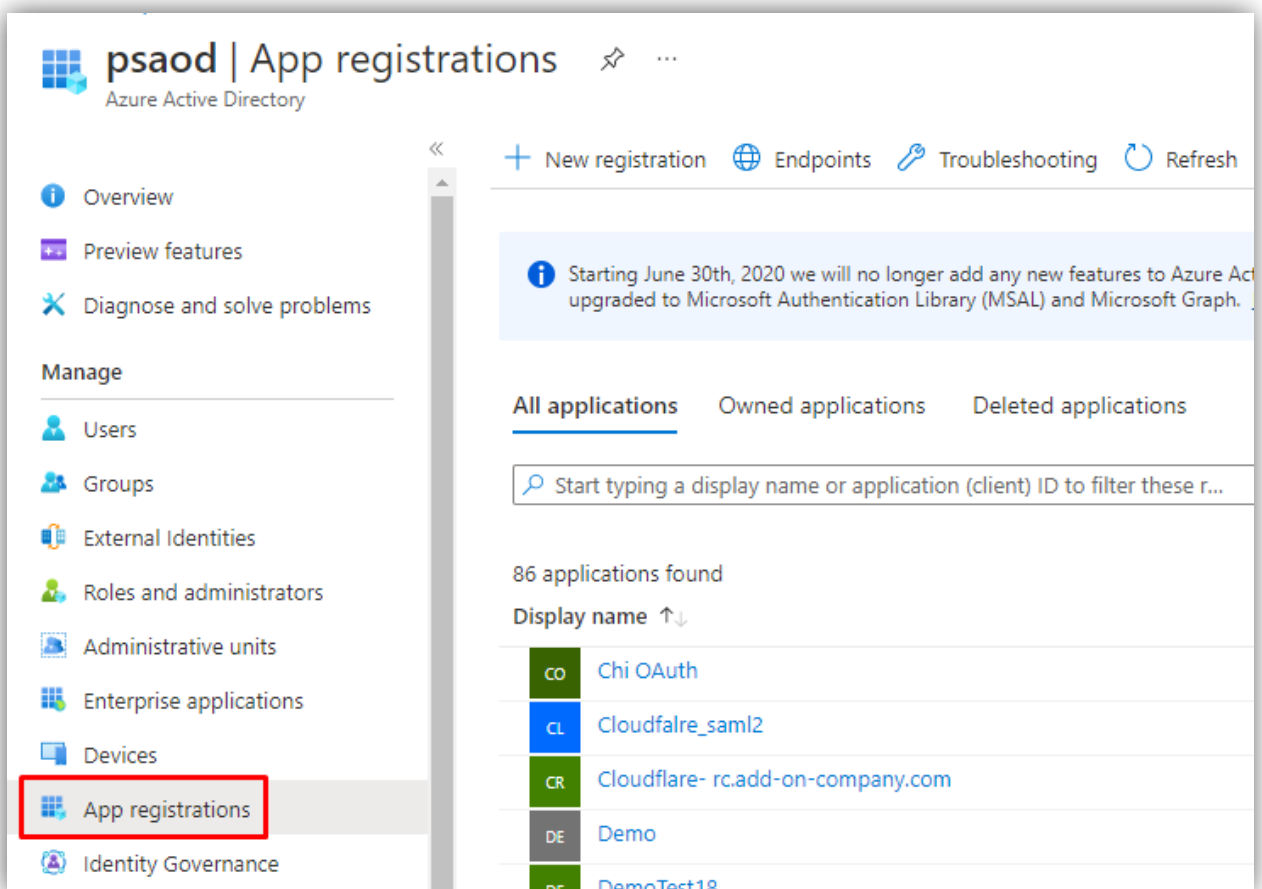
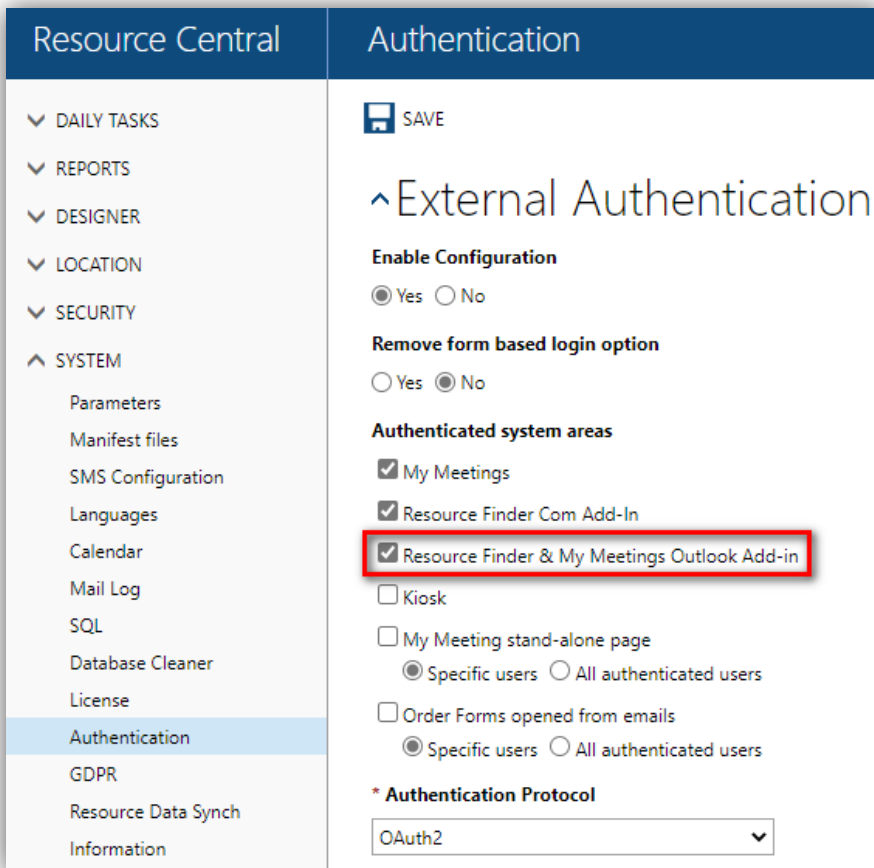**Step 2**: Open your registered app, you will see its **Essentials** information, i.e.,:
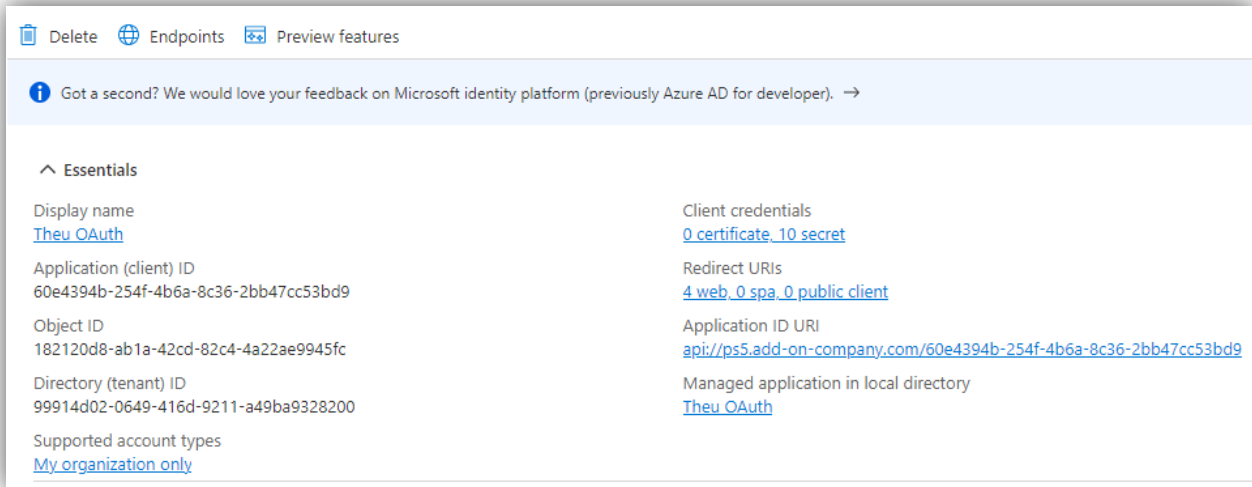
Step 3: Go to **RC backend → SYSTEM → Authentication**

Step 4: On 'External Authentication' section, look for 'Authenticated system areas' and check on '**Resource Finder & My Meetings Outlook Add-In**' option.

Next, scroll down below and you will see 2 new fields: **Client Id** and **Application ID URI**.

Copy the **Application (client) ID** from Azure Portal app to the field **Client Id** (on RC backend's External Authentication screen).

Similarly, copy the **Application ID URI** from Azure Portal app to the field **Application ID URI** (also on RC backend's External Authentication screen).
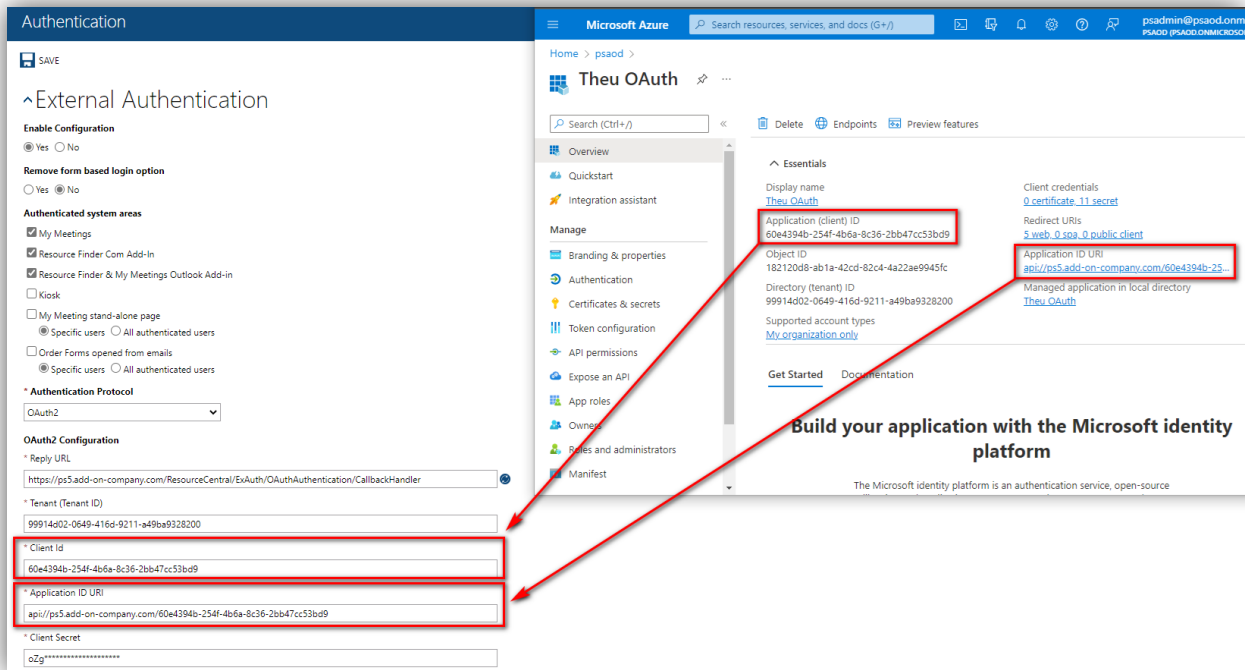
NOTE: Make sure that you copy the exact ID value & format. If not, SSO function for RC Outlook Add-In will not work.

Afterwards, click [**Save**].

Step 5: Go to **RC backend → System → Manifest Files**. Click [**Download manifest file for Outlook Add-in**] and save the new manifest file **RC.Office.Web.Addin.SSO** into the location that you want.

Open this file, then scroll down to the end of the file in order to make sure that it has the section similar as follows:

Step 6: On RC backend, go to **System → Authentication**, then uncheck '**Resource Finder & My Meetings Outlook Add-In**' option and click [**Save**].

NOTE: This step is helpful for users who still use old Manifest file as they do not have to login every time they open the Outlook Add-in until the new manifest file is rolled out.

Step 7: Register the app as described in the installation guides above (either O365 installation or On-premises installation).

Once the app is registered, go to **RC backend → System → Authentication**, then check '**Resource Finder & My Meetings Outlook Add-In**' option again and click [**Save**].