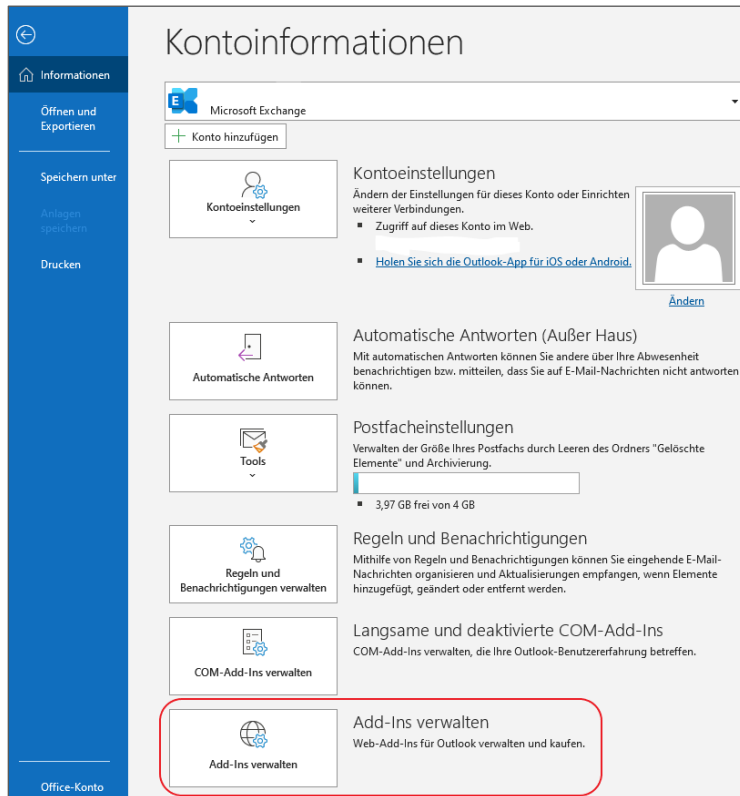![capito]

Instructions for installing our Microsoft Outlook Add-In

Installation via your Microsoft Outlook desktop app

Step 1

1. open your Microsoft Outlook desktop app.
2. click on the "File" tab.
3. click on the "Information" tab.
4. optional, if you have multiple accounts: Select the account you want to add the capito add-in to in the top page area.
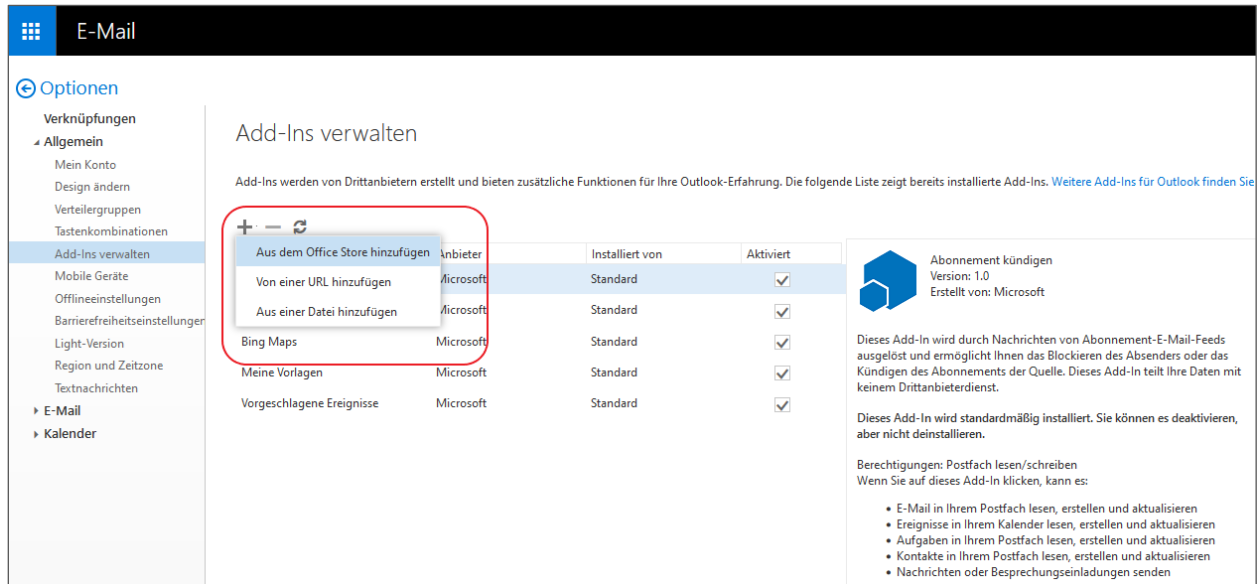5. click on "Manage add-ins".

You will be directed to the corresponding Microsoft interface.

The procedure for activating the add-in differs depending on the Microsoft interface.

The two most important variants are described below.

Step 2 - VARIANT A: Microsoft Exchange

With a Microsoft Exchange account, a website opens with the URL https://mail.example.at.

1. click on "Retrieve now". A login dialogue for Microsoft AppSource opens.
2. log in here with the e-mail address of your Microsoft account. Please note: Microsoft will ask you to enter the email address of the account you intend to use to pay in the App Store. Don't worry, you don't have to pay anything in the Microsoft Store!
3. confirm your account details.
4. click on "Retrieve now". You will be redirected to Microsoft 365 and asked if you want to install "capito - Einfach mailen".
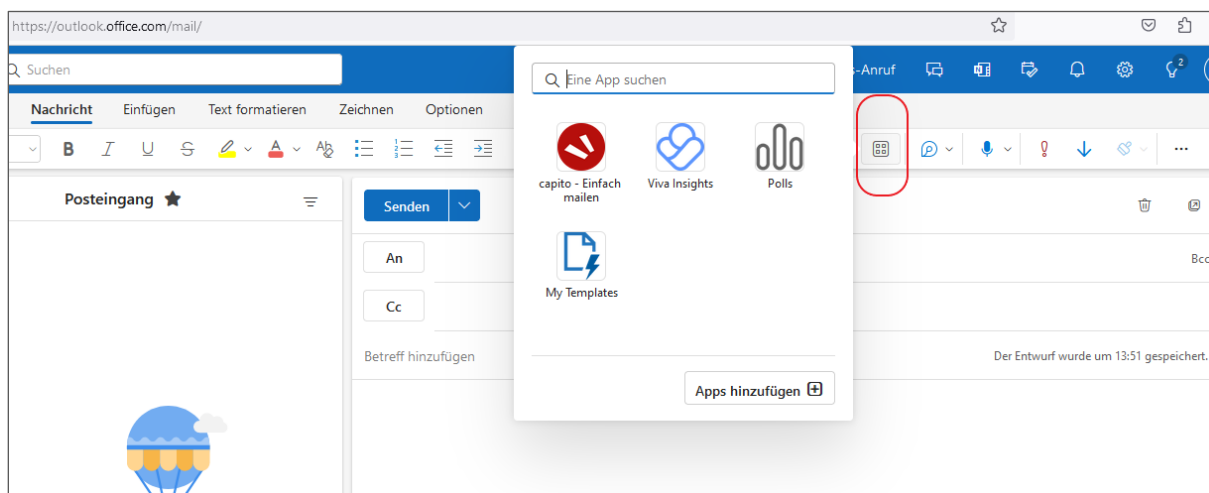5. click on "Continue".

Step 2 - VARIANT B: Microsoft Office365

With a Microsoft Office365 account, a website opens with the URL https://outlook.office.com/mail/

An "Add-Ins for Outlook" dialogue is automatically visible here.
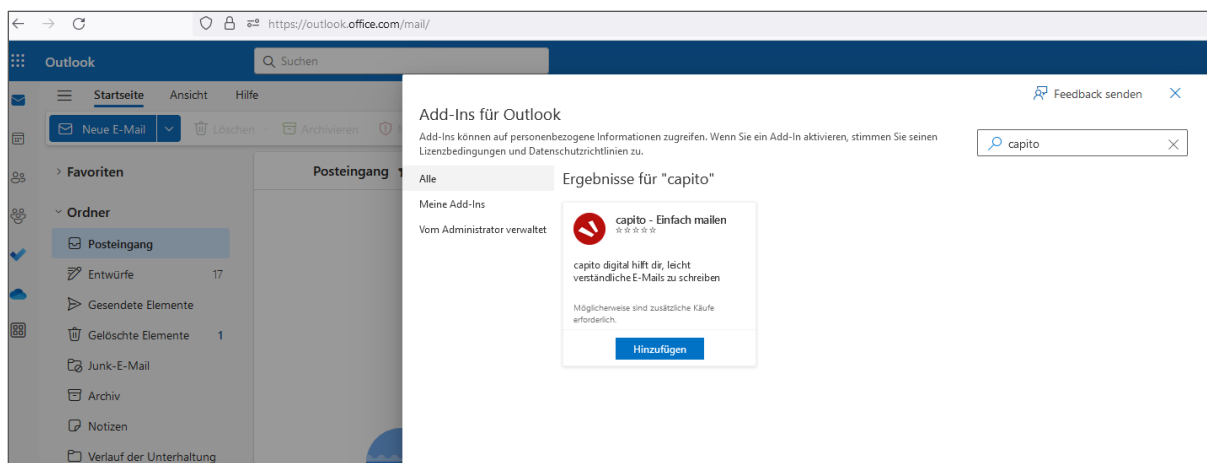
1. search for "capito" and select the Outlook add-in "capito - Simply mail" or "capito - Einfach mailen". Depending on the language setting, the title of the add-in is displayed either in German or English.
2. select "Add" and agree to the licence terms and privacy policy by clicking on "Next".
3. click on "New mail"
4. click on the icon for "Apps". "capito - Einfach mailen" will be suggested here.
5. click on the add-in and log in.

Installation via the Microsoft App Store

1. follow the links on https://capito.eu or https://digital.capito.eu/addon or click on https://appsource.microsoft.com/de-de/product/office/WA200006330?tab=Overview.
2. You will land in the Microsoft App Store.
3. click on "Get now".
4. confirm your details to continue. You will be redirected to Microsoft 365.
5. confirm that you want to install the add-in by clicking on "Next".
6. the installation is automatic and you can use the add-in by clicking on "Open in Outlook Web".