



Recognize Add-In for Outlook Implementation Guide

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Introduction

About this guide

The Recognize add-in for Outlook adds the ability to send recognitions via the Recognize platform directly from within Outlook.

This implementation guide applies to Office 365 accounts that use Microsoft Exchange to manage email accounts.

This guide is intended for system administrators and describes installing for an entire Office365 tenant. It will describe how to deploy, configure and customize the add-in onto machines and Outlook web-apps (OWA's) for all users in your organization.

System Requirements

Requirements for configuration

- Microsoft Exchange Server - Exchange Server 2010, 2013, or 2016
- Microsoft Exchange Online - Exchange provided by Office 365
- Microsoft Office 365

The table below lists the supported operating systems with Outlook versions for the Add-in for Outlook.

	Win XP 32 bit	Win XP 64 bit	Win Vista 32 bit	Win 7 32 bit	Win 7 64 bit	Win 8 32 bit	Win 8 64 bit
Office 2010	✓	NA*	✓	✓	✓	✓	✓
Office 2010 64 bits	NA*	NA*	NA*	NA*	✓	NA*	✓
Office 2013	NA*	NA*	NA*	✓	✓	✓	✓
Office 2013 64 bits	NA*	NA*	NA*	NA*	✓	NA*	✓
Office 2016	NA*	NA*	NA*	✓	✓	✓	✓
Office 2016 64 bits	NA*	NA*	NA*	NA*	✓	NA*	✓

*NA = Not supported by Microsoft

Requirements for user access to add-in

- Microsoft Outlook Web app (OWA)
- Microsoft Outlook

Chapter 1

Installation

Installation scenarios

There are two installation scenarios to install the Recognize Add-in for Outlook in your organization:

- **Single user installation** - a user installs the add-in for themselves.
- **Tenant-wide installation** - an IT administrator installs the add-in for their entire organization.

Single user installation

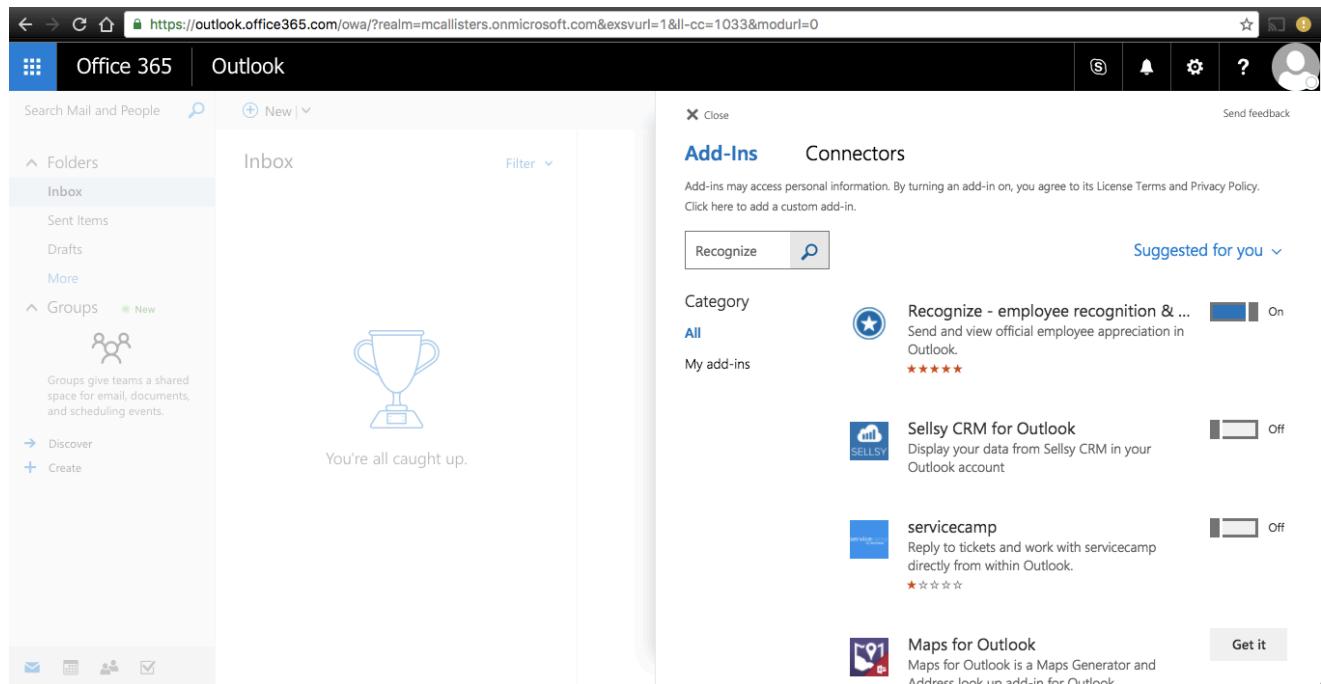
Users can install the Recognize add-in for Outlook themselves without requiring IT effort as long as the **Office 365 store is enabled for the tenant**.

The screenshot shows the Office 365 Admin center interface. On the left, there's a sidebar with various icons. The main area shows a list of services like Microsoft Teams, Office 365 Groups, Office Online, etc. A modal window titled "Office Store" is open over the list. The modal contains the following text: "When the Office Store is turned on in the app launcher, people in your organization can access the store using their work account. The Office Store provides access to apps that aren't curated or managed by Microsoft." Below this is a switch labeled "Let people in your organization go to the Office Store" which is set to "On". At the bottom of the modal are "Save" and "Cancel" buttons. In the bottom right corner of the modal, there are "Need help?" and "Feedback" links.

Users begin by clicking "Manage integrations" which is available from the gear icon at the top of the page:

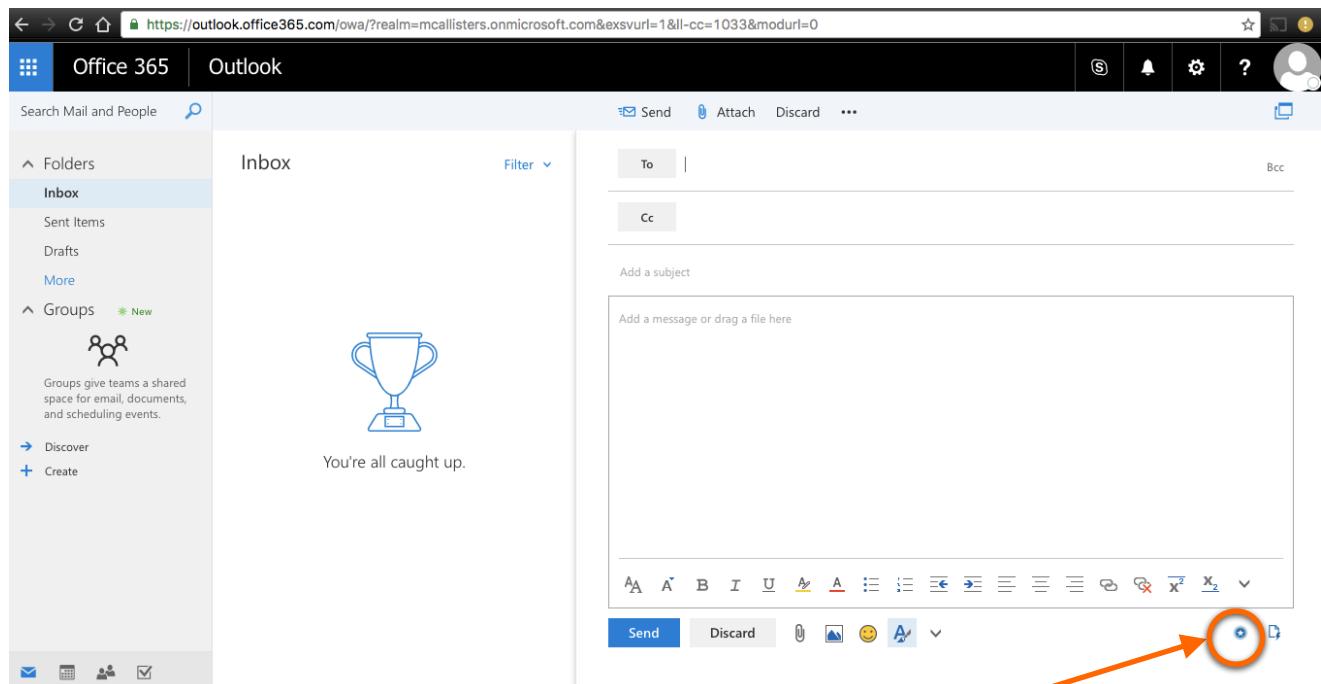
The screenshot shows the Outlook web interface. On the left, there's a navigation bar with "Folders" and "Inbox" selected. The main area is the "Inbox" showing a message with a trophy icon and the text "You're all caught up.". On the right, there's a "Settings" pane. An orange arrow points to the "Manage integrations" section in the settings pane. This section is described as "Connect Outlook to your favorite apps and services." Other sections visible in the settings pane include "Automatic replies", "Display settings", "Offline settings", "Theme" (set to "Default theme"), "Notifications" (set to "On"), and "Your app settings".

Then search for Recognize from the Outlook store and toggle the add-in to "on".



The screenshot shows the Microsoft Outlook web interface. On the left, there's a sidebar with 'Folders' (Inbox, Sent Items, Drafts, More) and 'Groups' (Discover, Create). The main area is titled 'Inbox' with a message icon and the text 'You're all caught up.' Below the inbox, there's a section for 'Add-Ins' and 'Connectors'. Under 'Add-Ins', 'Recognize' is listed with a blue star icon, the status 'On', and the description 'Send and view official employee appreciation in Outlook.' Below it, there are other suggested add-ins like 'Sellsy CRM for Outlook' and 'servicecamp', both currently off. At the bottom right of the add-in list, there's a 'Get it' button. An orange arrow points from the bottom right towards this 'Get it' button.

Once enabled, you can simply close the integrations window and open a compose mail window. When the add-in has been installed successfully, you will see the blue Recognize star logo (⭐) in the bottom right hand side of the pane.

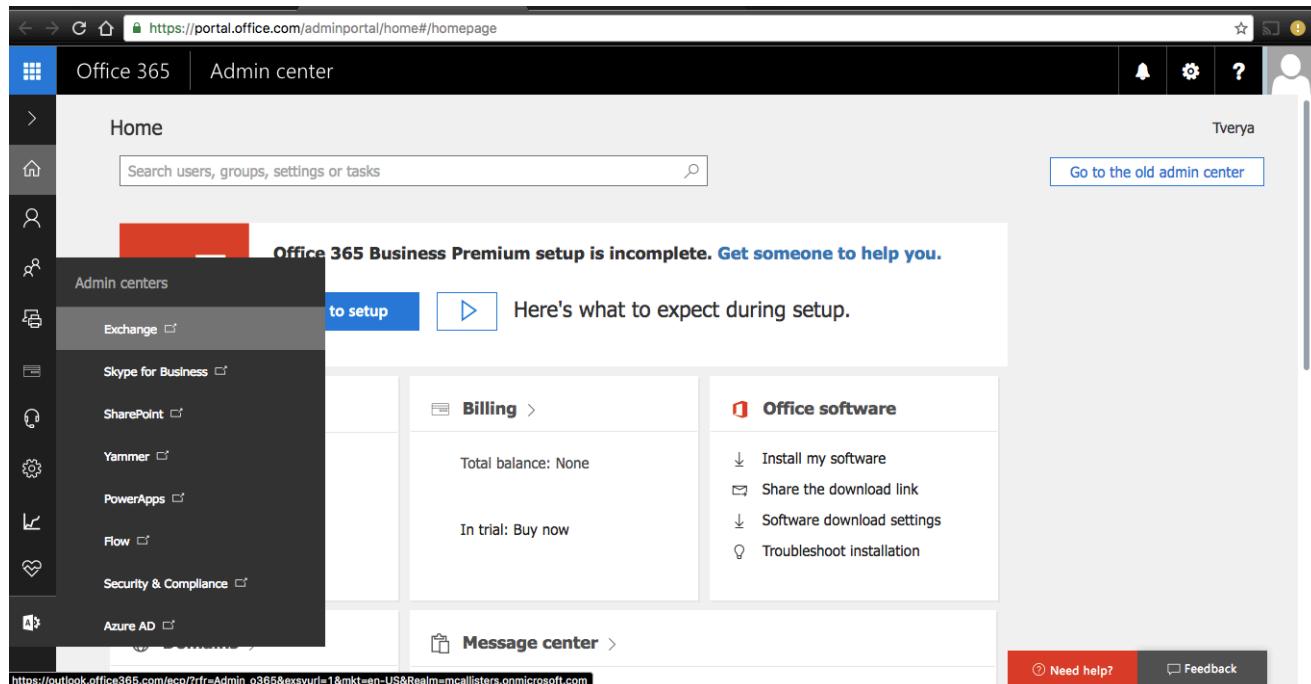


The screenshot shows a compose mail window in Microsoft Outlook. The ribbon bar at the top includes 'Send', 'Attach', 'Discard', and '...'. The main body of the mail window is empty, with fields for 'To', 'Cc', and 'Subject'. Below the subject, there's a rich text editor toolbar and a large text input area with the placeholder 'Add a message or drag a file here'. In the bottom right corner of the compose window, there is a small blue star icon. This icon is highlighted with an orange circle and an arrow pointing to it from the bottom right, indicating where the Recognize add-in icon should appear.

Please see the chapter on **Authentication** to proceed.

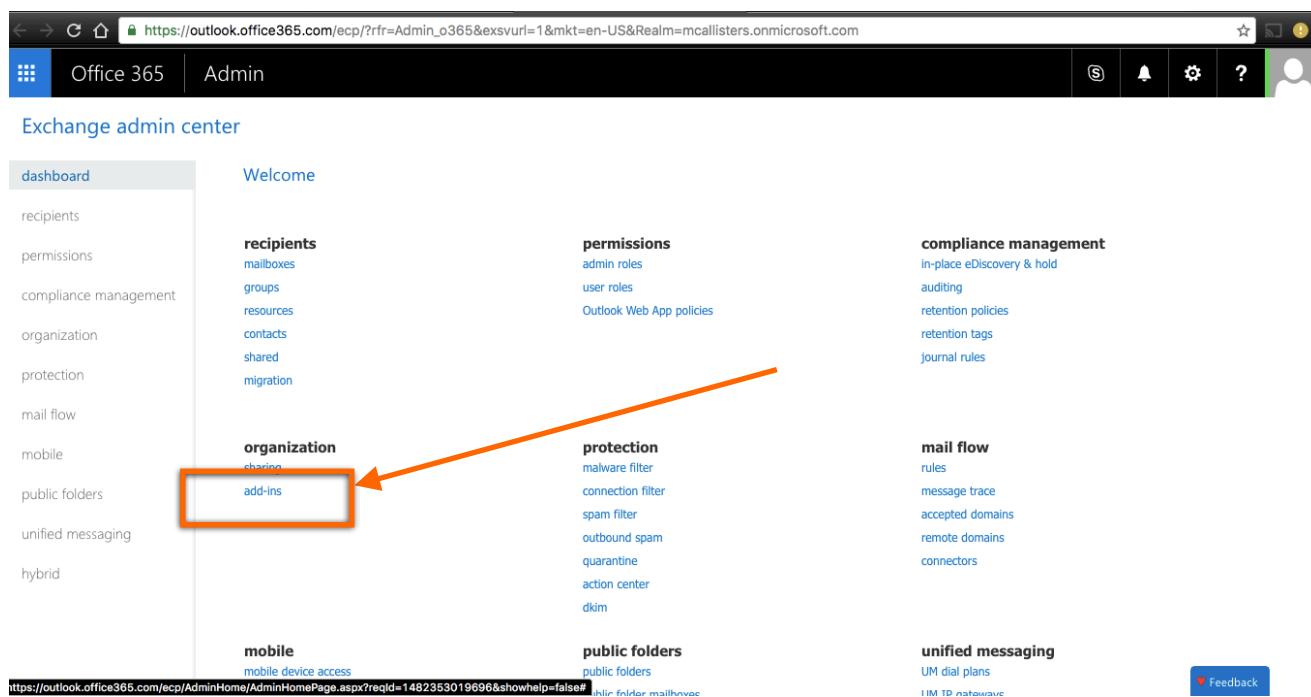
Organization wide installation

IT administrators may install the Recognize add-in for Outlook for their entire organization. Begin by going to the Office 365 admin dashboard and then going to **Exchange admin center (EAC)**.



The screenshot shows the Office 365 Admin center homepage. The left sidebar lists various admin centers: Office 365, Admin centers (selected), Exchange, Skype for Business, SharePoint, Yammer, PowerApps, Flow, Security & Compliance, and Azure AD. The main content area displays a message: "Office 365 Business Premium setup is incomplete. Get someone to help you." Below this, there's a section titled "to setup" with a blue button and a "Here's what to expect during setup." link. To the right, there are sections for "Billing" (Total balance: None, In trial: Buy now) and "Office software" (Install my software, Share the download link, Software download settings, Troubleshoot installation). At the bottom, there are "Message center" and "Feedback" buttons.

Then, click "add-ins" underneath "Organization"



The screenshot shows the Exchange admin center dashboard. The left sidebar has a "dashboard" tab selected, along with links for recipients, permissions, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, and hybrid. The main content area is divided into several sections: "recipients" (mailboxes, groups, resources, contacts, shared, migration), "permissions" (admin roles, user roles, Outlook Web App policies), "compliance management" (in-place eDiscovery & hold, auditing, retention policies, retention tags, journal rules), "organization" (sharing, add-ins), "protection" (malware filter, connection filter, spam filter, outbound spam, quarantine, action center, dkim), "mail flow" (rules, message trace, accepted domains, remote domains, connectors), and "public folders" (public folders). A red arrow points to the "add-ins" link under the "organization" section, which is highlighted with a red box. At the bottom, there are "Feedback" and "Help" buttons.

Then click the "+" icon and "Add from the Office Store".

Office 365 Admin Exchange admin center

sharing add-ins

Add-ins let your users do and see more without leaving their mailbox. The following list shows add-ins that have been installed for the organization. [Find more add-ins for Outlook at the Office Store...](#)

+	edit	refresh	
Add from the Office Store	PROVIDER	USER DEFAULT	PROVIDED TO
Add from URL	Microsoft	Enabled	Everyone
Add from file	Microsoft	Enabled	Everyone
My Templates	Microsoft	Enabled	Everyone
Suggested Meetings	Microsoft	Enabled	Everyone
Unsubscribe	Microsoft	Enabled	Everyone

Action Items
Version: 1.0
Created by: Microsoft

Shows Action Item suggestions from your email. This add-in will not share your data with any third-party service.

This add-in is installed by default. It can't be uninstalled.

Permissions: Read/write mailbox
When the user clicks this add-in, the add-in will be able to read or modify the contents of any item in the user's mailbox and create new items. It will be able to access personal information in any message or calendar item, for example, in the subject, in the list of senders or recipients, in the body, or in attachments. The add-in may send this data to a third-party service.

<https://outlook.office365.com/ecp/Extension/OrgExtensions.slab?eqId=1482353055979&showhelp=false>

[Feedback](#)

This will take you to the Office Store where you can search for "Recognize".

Office Store

Products Templates Add-ins Support My account Sign in

Search results for "Recognize"

Recognize

RELEVANCE PRICE ▼

Showing 1–4 of 4

SEARCH FILTERS APPLIED:

OUTLOOK

DIDN'T FIND WHAT YOU WERE LOOKING FOR? TRY A BROADER SEARCH...

	Recognize - employee recognition & rewards Send and view official employee appreciation in Outlook. Outlook Free
	Sellsy CRM for Outlook Display your data from Sellsy CRM in your Outlook account Outlook Free
	Maps for Outlook Maps for Outlook is a Maps Generator and Address look up add-in for Outlook. Outlook \$3.49

<https://store.office.com/recognize-employee-recognition-rewards-WA104380613.aspx?assetid=WA104380613&sourcecorrid=ea161af9-c383-4a33-af97-d821ea79c01&searchapppos=0>

Once at the Recognize add-in page, click "Add" to install the add-in to your organizations account and follow the prompts.

The screenshot shows the Microsoft Office Store interface. At the top, there's a navigation bar with links for Products, Templates, Add-ins, Support, My account, and Sign In. Below the navigation bar, there's a search bar labeled "Search the Office Store". The main content area features a large title "Recognize - employee recognition & rewards" with a "Free" badge and an "Add" button. To the left of the title is a circular icon with a star. Below the title, there's a brief description: "By clicking Add you agree to the terms and conditions and privacy statement and acknowledge the requirements of the add-in." Underneath this, there's a rating section showing 5 stars based on 1 review. The review text reads: "Send and view official employee appreciation in Outlook. This add-in works in: Outlook 2013 or later, Outlook on the Web." Below the review are social sharing buttons for Facebook, LinkedIn, Twitter, and Email. To the right of the main title, there's a screenshot of the Recognize add-in interface within the Microsoft 365 ribbon. The ribbon tabs shown are Home, Insert, Design, Draw, References, Insert, and Add-ins. The "Add-ins" tab is selected, showing the "Recognize" add-in listed. The main content area of the screenshot displays a newsfeed with entries from users like Einstein, Genius, and Bob Morris, along with a "Documents" section.

Details

Provider: Recognize

Overview

Send and view official employee appreciation in Outlook. View your company's social recognition feed. View your recognition profile.

Add-in installation

Please confirm that you want to install this add-in:

Name: Recognize
Published by: Recognize Services Inc
Version: 1.0.0.0

Permissions requested: Read write item
When the user clicks this add-in, the add-in will be able to access and modify personal information in the active message, such as the subject, sender, recipients, content in the message body, and attachments. The add-in may send this data to a third-party service. Other items in the user's mailbox won't be read or modified.

Yes

No

← → ⌂ 🔒 https://store.office.com/help/acquireoutlookapps.aspx?omkt=en-US

Office Store

Products Templates Add-Ins Support My account Sign In

Search the Office Store

You've added an Add-in for Outlook

Start using your add-in:

1. Open an e-mail and look for your add-in in the gray bar at the top of the message. Your add-in will appear in e-mails where it can read content in the email. For example, with the Bing Maps add-in, you'll see the add-in on any message that contains a postal address.
2. Click the add-in name in the bar below the message header to see its content.

Get more Add-ins for Outlook

Change language

Accessibility Contact Us Developers Privacy and Cookies Legal Trademarks © 2016 Microsoft

Back at the add-in center, the add-in will be disabled by default. In order to ensure that the add-in is installed for all your users, click the pencil icon to edit the add-in.

sharing [add-ins](#)

Add-ins let your users do and see more without leaving their mailbox. The following list shows add-ins that have been installed for the organization. [Find more add-ins for Outlook at the Office Store...](#)

NAME	▲ PROVIDER	USER DEFAULT	PROVIDED TO	
Action Items	Microsoft	Enabled	Everyone	
Bing Maps	Microsoft	Enabled	Everyone	
My Templates	Microsoft	Enabled	Everyone	
Recognize	Recognize Services Inc	Disabled	Everyone	
Suggested Meetings	Microsoft	Enabled	Everyone	
Unsubscribe	Microsoft	Enabled	Everyone	

 Recognize
Version: 1.0.0.0
Created by: Recognize Services Inc

Your company's employee recognition and rewards program.

Permissions: Read write item
When the user clicks this add-in, the add-in will be able to access and modify personal information in the active message, such as the subject, sender, recipients, content in the message body, and attachments. The add-in may send this data to a third-party service. Other items in the user's mailbox won't be read or modified.

[View more details about this add-in at the Office Store](#)
[Review this add-in at the Office Store...](#)

Select "Mandatory" so users will immediately see it and cannot disable it.

The screenshot shows the 'Edit Add-in settings' page for the 'Recognize' add-in. At the top, there are three colored window control buttons (red, yellow, green). Below them is the title 'Edit Add-in settings'. Underneath the title is a URL bar containing the URL: <https://outlook.office365.com/ecp/Extension/OrgEditApp.aspx?ActivityCorrelationID=48a8cc3...>. The main content area has a heading 'Recognize'. Below it is a checkbox labeled 'Make this add-in available to users in your organization' which is checked. A section titled 'Specify user defaults:' follows, with four radio button options: 'Optional, enabled by default', 'Optional, disabled by default', 'Mandatory, always enabled. Users can't disable this add-in.' (which is selected), and another 'Optional, always enabled. Users can't disable this add-in.' option. At the bottom right are two buttons: 'Save' and 'Cancel'.

Once saved, users can now visit the compose email pane and see the Recognize add-in accessible via the blue star logo in the bottom right corner

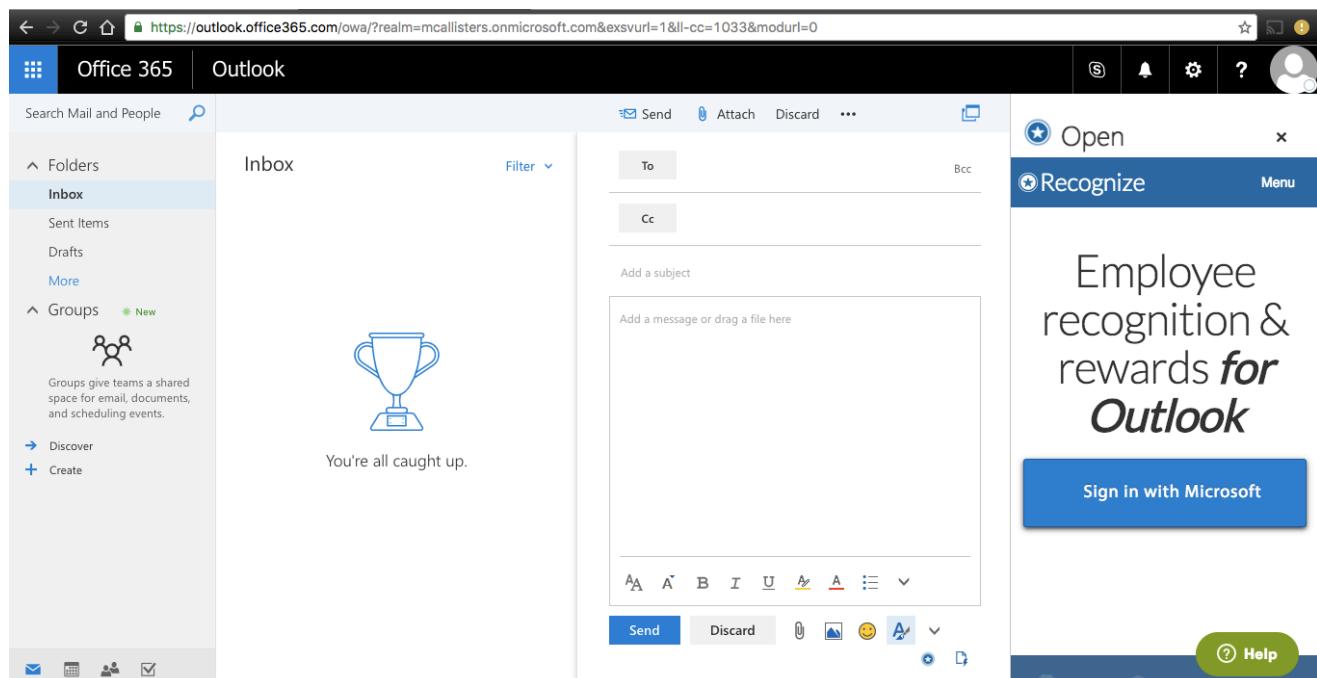
The screenshot shows the Outlook compose email pane. The left sidebar shows 'Folders' with 'Inbox' selected. The main area is the 'Inbox' with a message preview showing a trophy icon and the text 'You're all caught up.'. The compose area includes fields for 'To', 'Cc', and 'Bcc', and a large text input field with the placeholder 'Add a subject' and 'Add a message or drag a file here'. Below the text input is a rich text editor toolbar with various icons. At the bottom of the compose area are 'Send', 'Discard', and other message controls. A red arrow points from the bottom right towards the blue star icon in the bottom right corner of the compose area.

Please see the next section on Authentication to proceed.

Authentication

How to login and get started

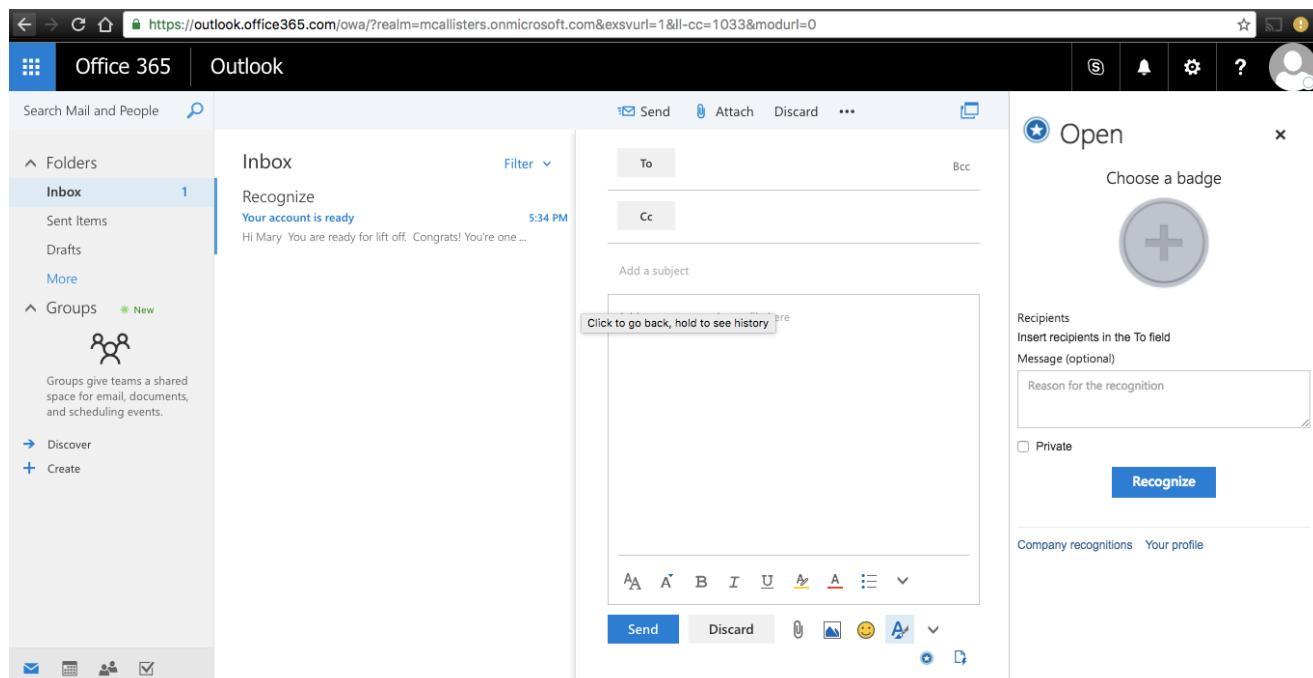
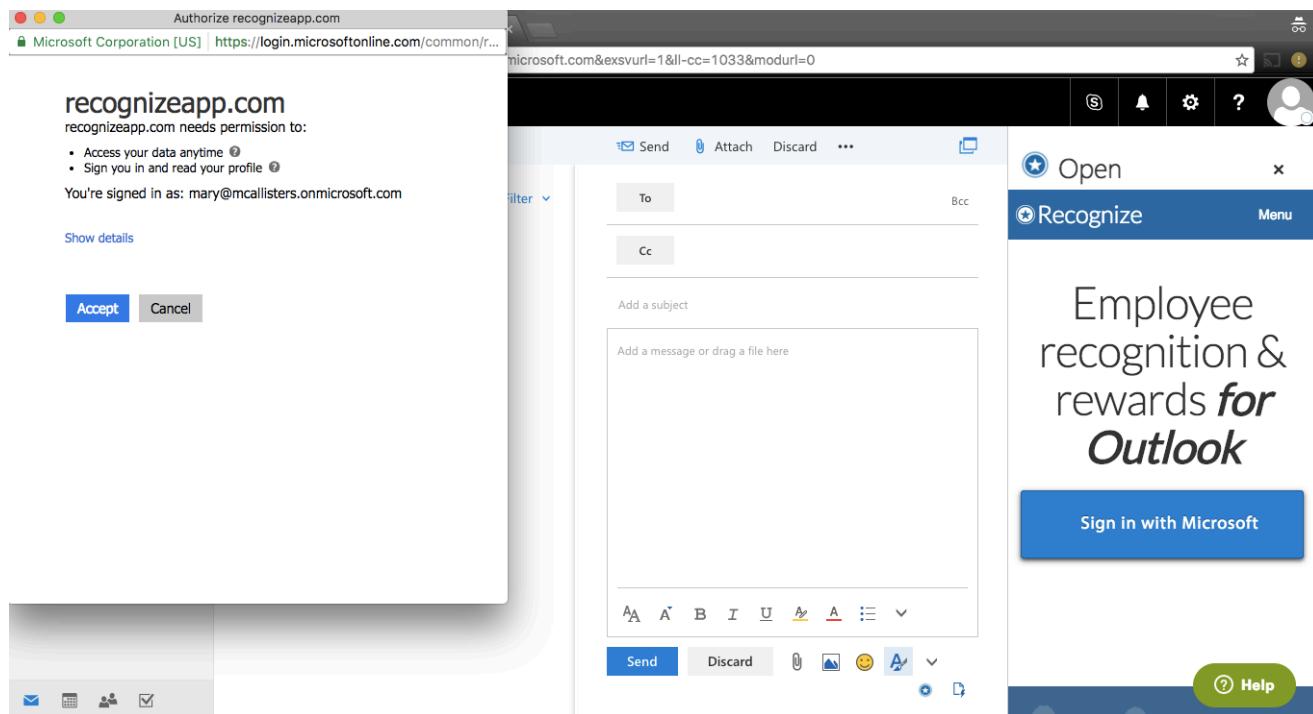
After clicking the Recognize add-in button for the first time, you will see the following screen and will need to login. Simply click the "**Sign in with Microsoft**" button.



Select your account.

This screenshot shows two windows side-by-side. On the left is a Microsoft sign-in window titled 'Sign in to your account' for 'Microsoft Corporation [US]'. It shows a single account listed: 'Mary McAllister' with the email 'mary@mcallisters.onmicrosoft.com' and the status 'Signed in'. Below this is a 'Use another account' button with a plus sign. At the bottom, there's a copyright notice for '© 2016 Microsoft' and links for 'Terms of use', 'Privacy & Cookies', and a URL starting with 'https://login.microsoftonline.com/common/oauth2/v2.0/authorize?client_id=...'. On the right is a screenshot of the Microsoft Outlook inbox. It has a similar layout to the previous screenshot, with the 'Recognize' add-in visible on the right. The main content area is empty, showing the placeholder 'Add a message or drag a file here'.

Authorize Recognize to access your account.



You are now ready to start using Recognize in Outlook!

Additional info

Release limitations

- The Recognize add-in does not currently support SSO. If you require SSO, please contact us at support@recognizeapp.com.
- The Recognize add-in only supports installation via the Office store. Manual installation may be possible, but is not currently supported.