
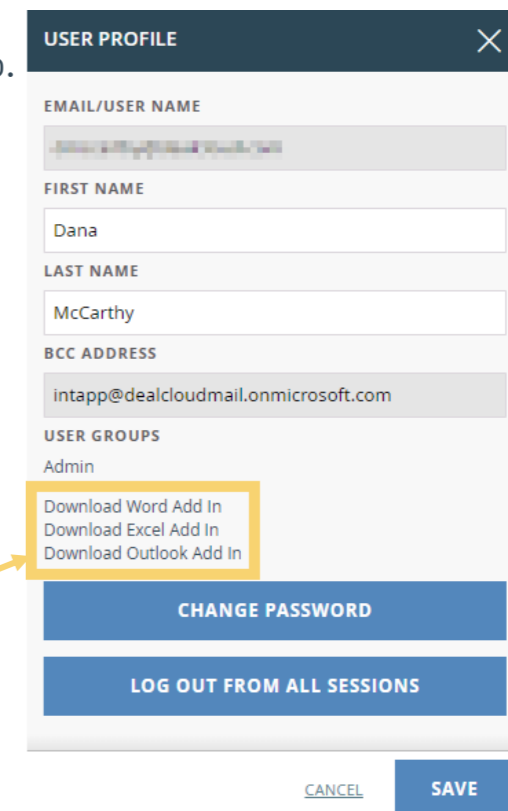
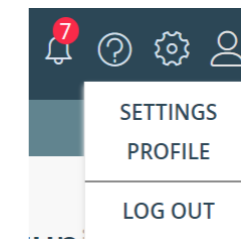


Intapp OnePlace offers an Add-In for Microsoft Office Outlook

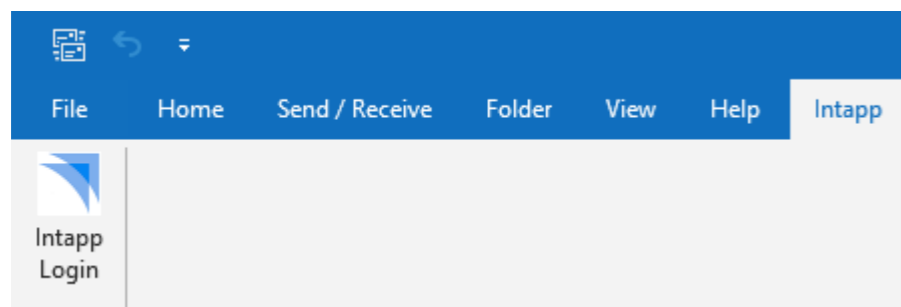
Note: In order to have access to download these Add-Ins, you must be permissioned to them by an administrator. Once permissioned, the Add-Ins are available for download through the following steps:

1. Close the Outlook (or Excel or Word) application.
2. Open a browser window (Chrome or Internet Explorer) and enter the web address <https://login.app.Intapp.com>
3. Login with your Intapp OnePlace credentials.
4. At the top right of the homepage, you will see a profile icon . Click the icon and choose **Profile** from the menu.
5. The User Profile window will load with Download links for the Intapp OnePlace Add-Ins that you have been permissioned to.
6. Click the **Download Outlook Add-In** (or **Download Word Add-In**, **Download Excel Add-In**) link.
7. Once the setup.exe file has downloaded in your browser (bottom left of browser window), open and run the setup file to complete the download.
8. Upon successful download, open Outlook (or Excel or Word) and you will see the Intapp OnePlace Add-In located on your top menu bar.



Click **Download Outlook Add-In**

9. To access the Add-In, select **Intapp** from the menu bar and click the **Intapp Login** icon on the left-hand side.
10. Enter your Intapp OnePlace login credentials (these are the same as your login credentials used to access the Intapp OnePlace Web Portal.) You will then see the menu of available actions such as activating the Outlook InfoPane when you need to sync an email, event or contact.



Troubleshooting the Outlook Add-In

In some events, you may need to troubleshoot the Outlook Add-In if it is not available to you after the download. Follow the steps below if you have downloaded the Add-In but do not see the Intapp tab in Outlook.

1. In Outlook, navigate to **File** and select **Options**.
2. Click the **Add-ins** tab on the left.
3. At the bottom, in the **Manage** field, select **COM Add-ins** and click **Go**.
4. Ensure **Intapp Outlook Add-in** is selected and click **OK**.
5. Now you will check on other setting in the Options. In Outlook, navigate to **File** and select **Options**.
6. Click the **Add-ins** tab on the left.
7. At the bottom, in the **Manage** field, select **Disabled Items** and click **Go**.
8. If you see the Intapp Add-in listed in the Disabled Items window, select it and click **Enable**.
9. Close Outlook and reopen it. You should now see the plugin. If you do not, please contact Support.

