
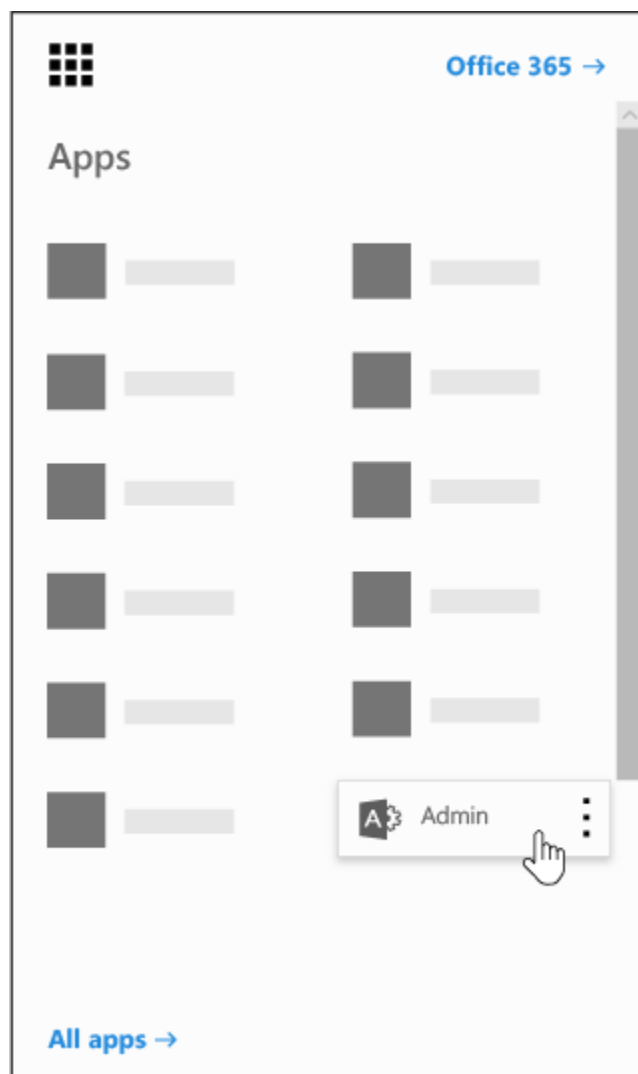


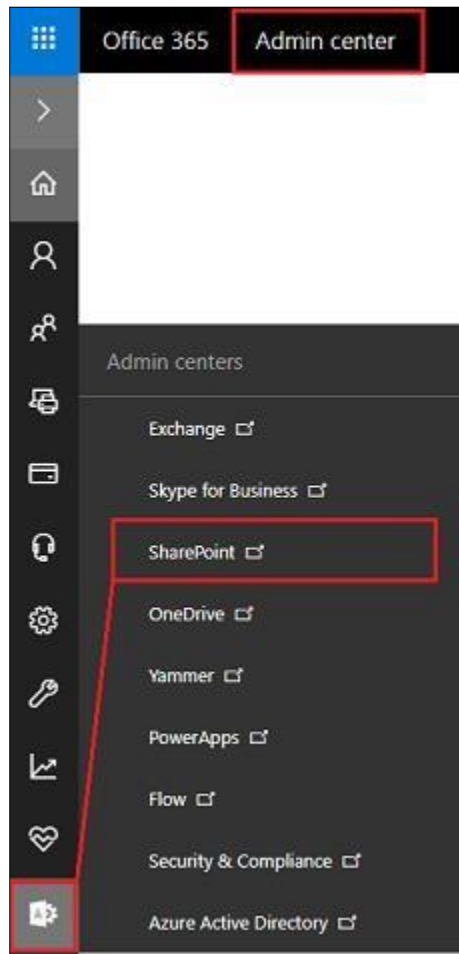
## Steps to configure Employee Directory SPFx web-part package in Employee Directory add-in

**Pre- requisite:** To perform these steps you must have administrative permissions over the SharePoint tenant.

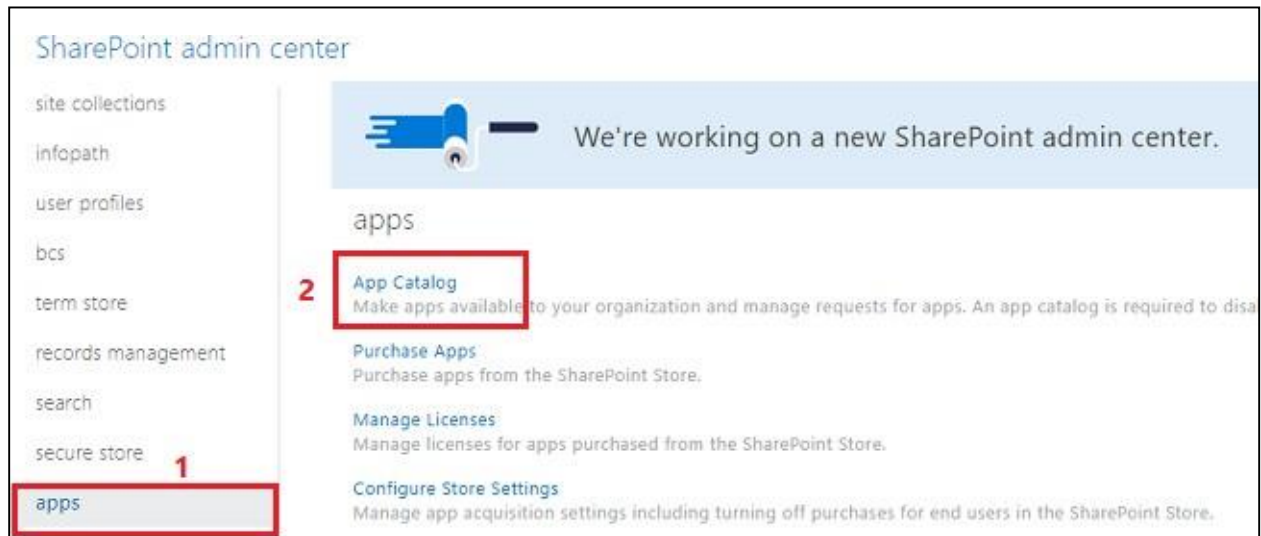
1. Sign in to Office 365 as a global admin or SharePoint admin.
2. Select the app launcher icon  in the upper-left and choose **Admin** to open the Office 365 admin center. (If you don't see the Admin tile, that means you don't have Office 365 administrator permissions on the SharePoint tenant.)



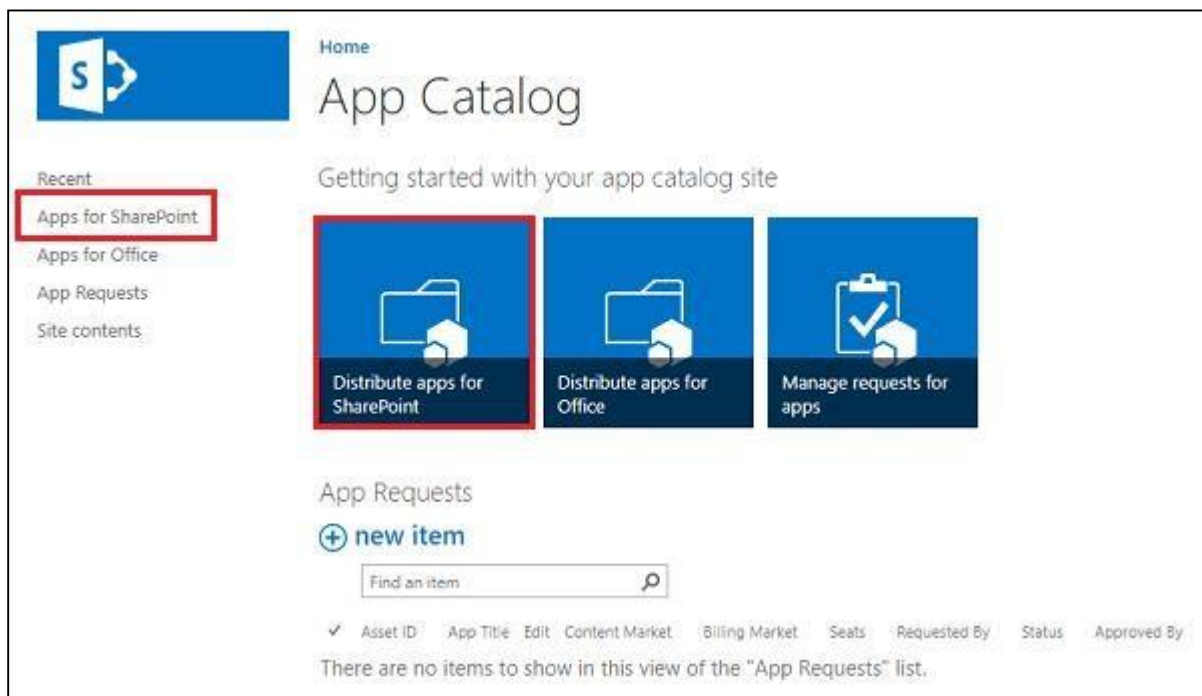
3. On the left pane, choose **Admin centers > SharePoint**.



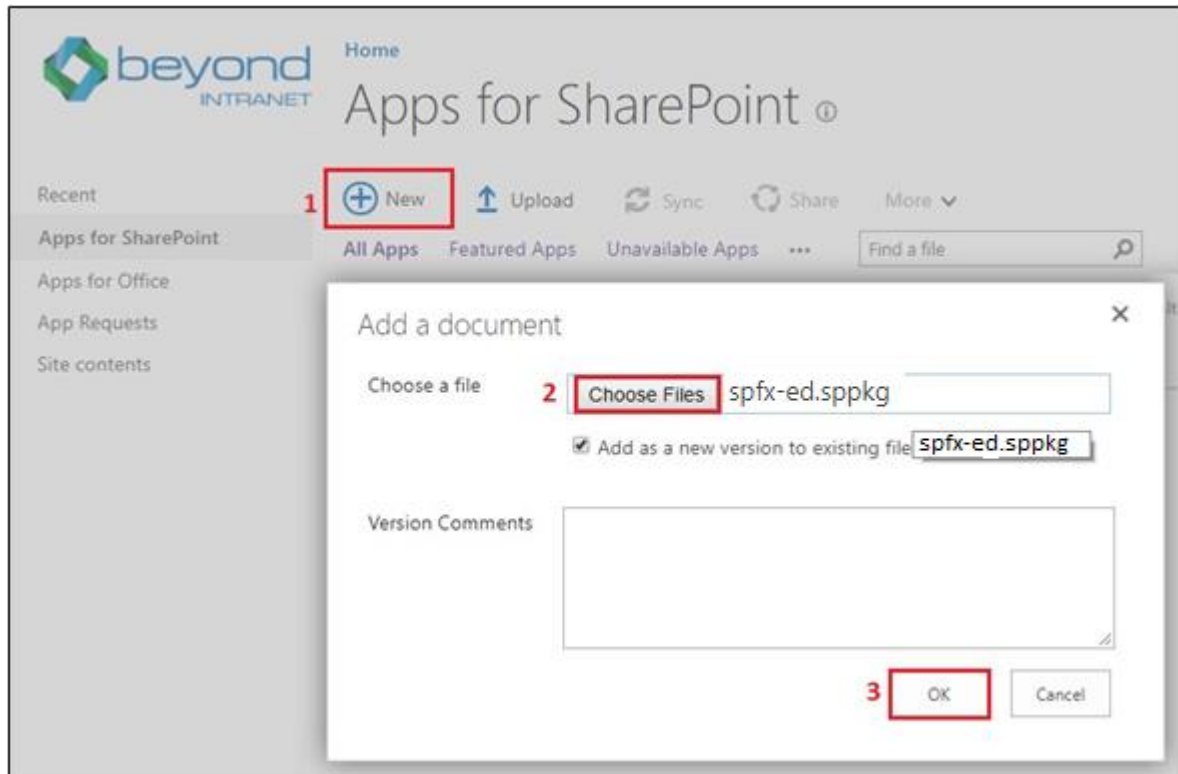
4. Select **apps** on the left pane, and then select **App Catalog**.



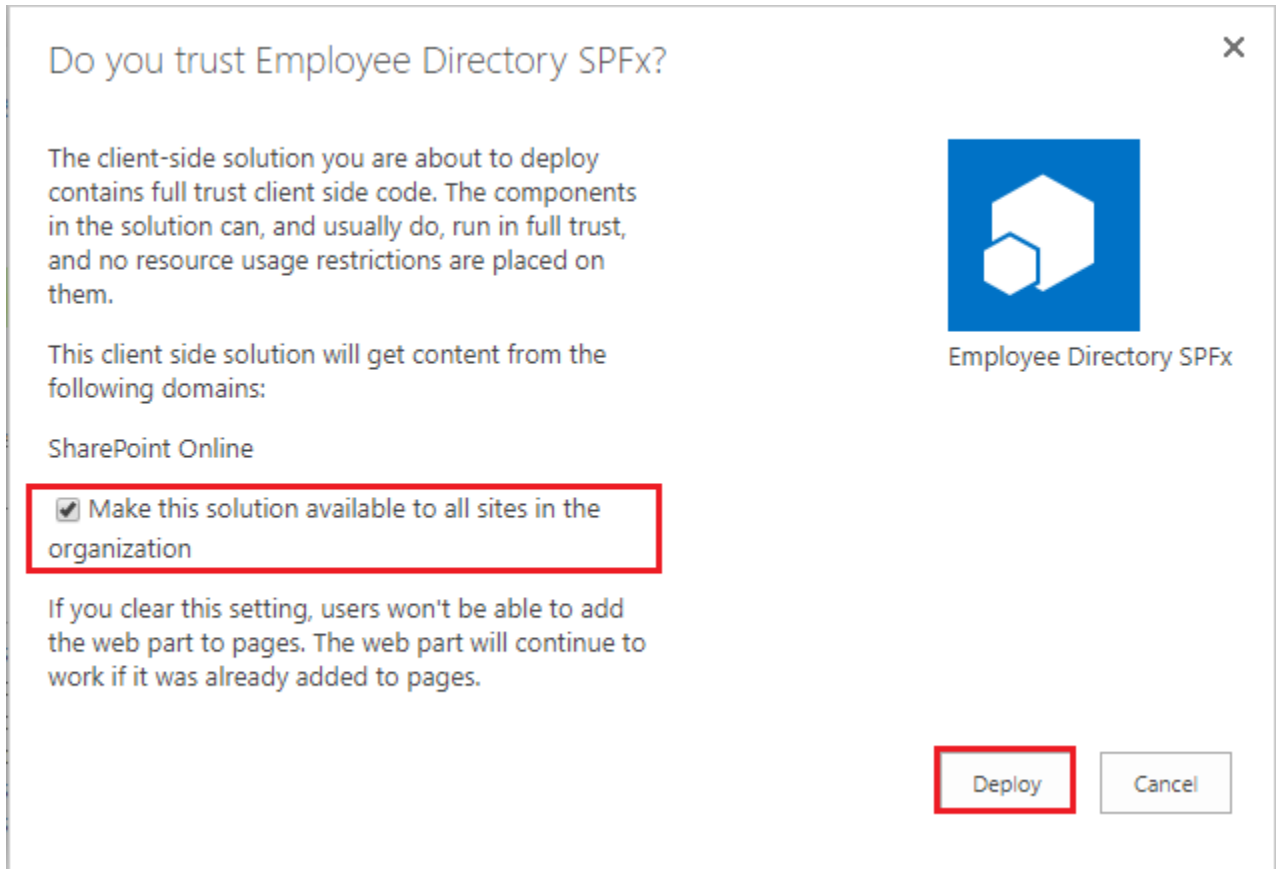
5. On the home page of the App Catalog site, select the tile labeled as 'Distribute apps for SharePoint'.



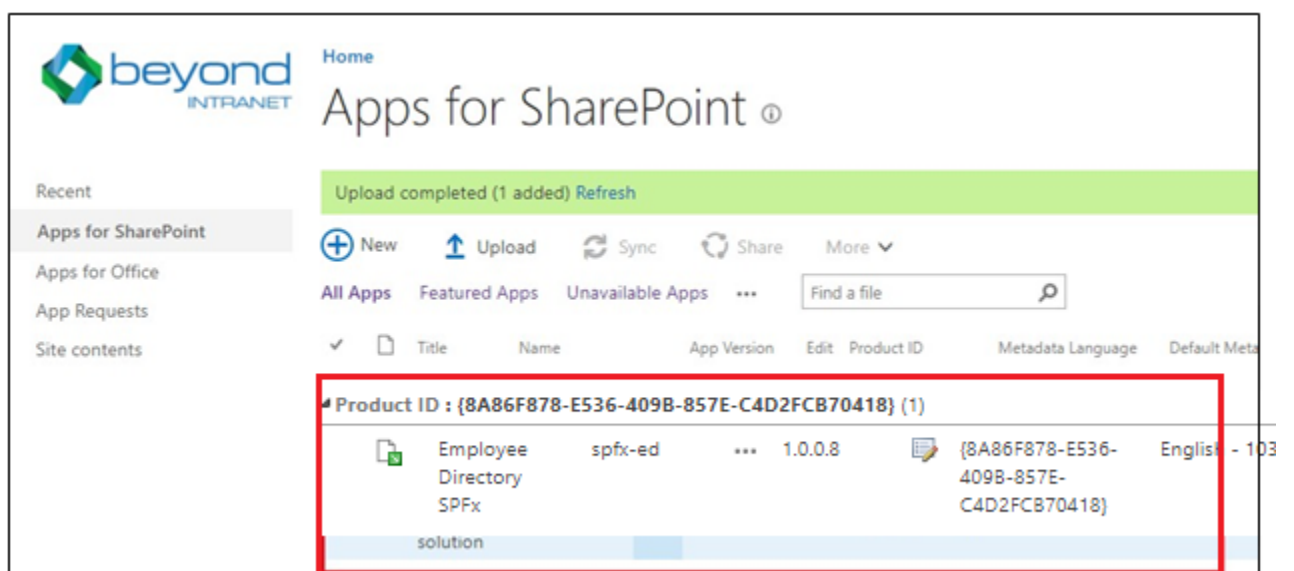
6. Select **New** and browse to the SPFx Package you want to upload, or drag the app into the library.



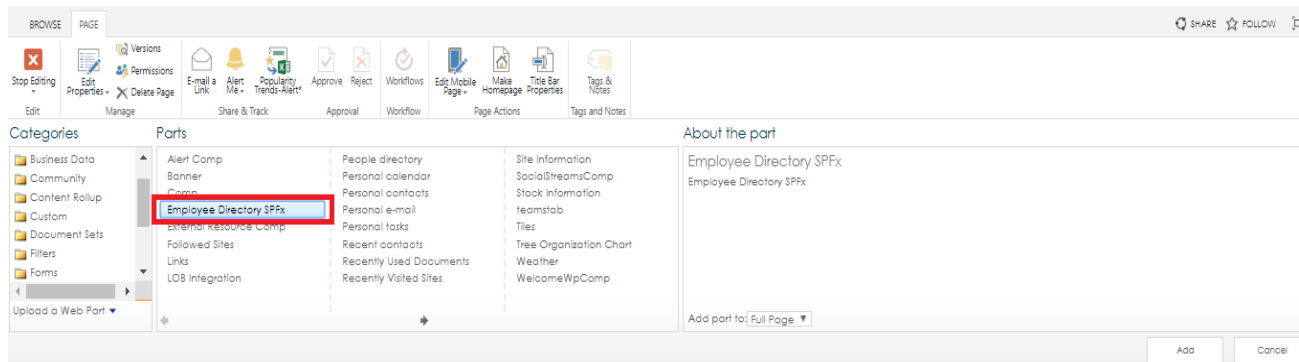
7. Check the box for “Make this solution available to all sites in the organization”.



8. The SPFx file has been added.



9. Now, open the site collection where you want to add the web part.
10. Click on the 'Edit' button to edit the page on which you want to add this web part and search for "Employee Directory SPFx" and click on that.



11. SPFx web part is added on the page. Click on the 'Publish' button to publish the changes or you can save it as a draft.

