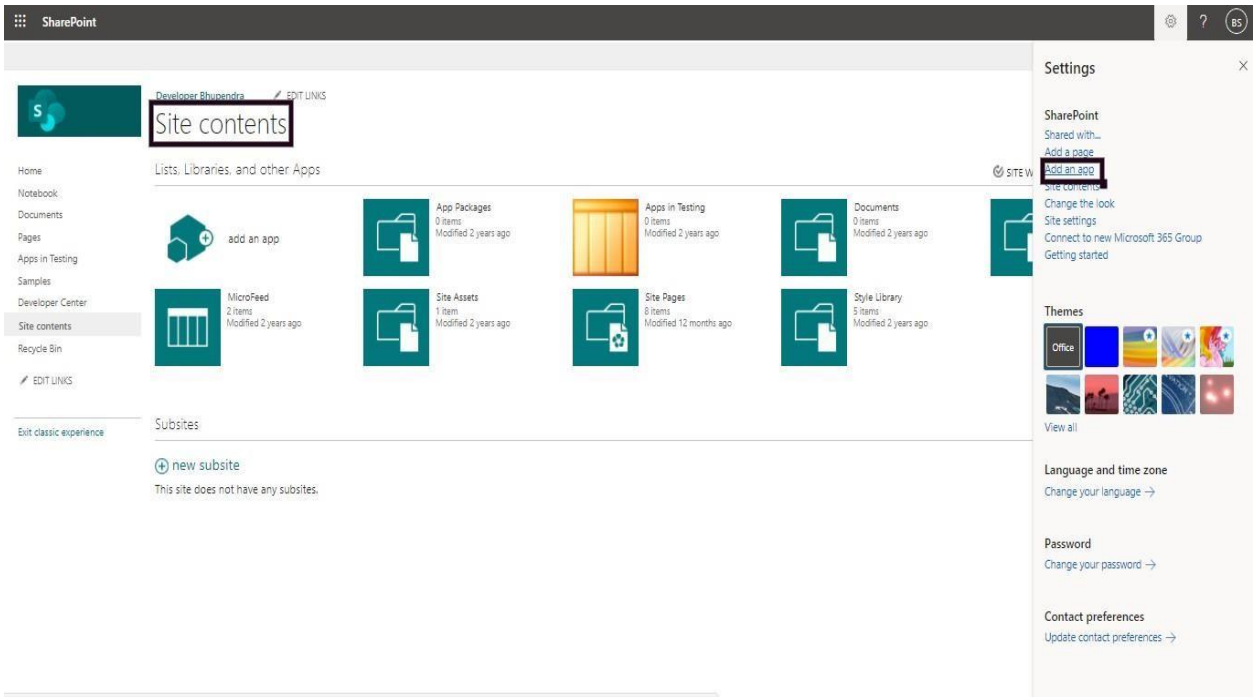
Here's how you can add our employee onboarding and offboarding add-in and start with a trial period:

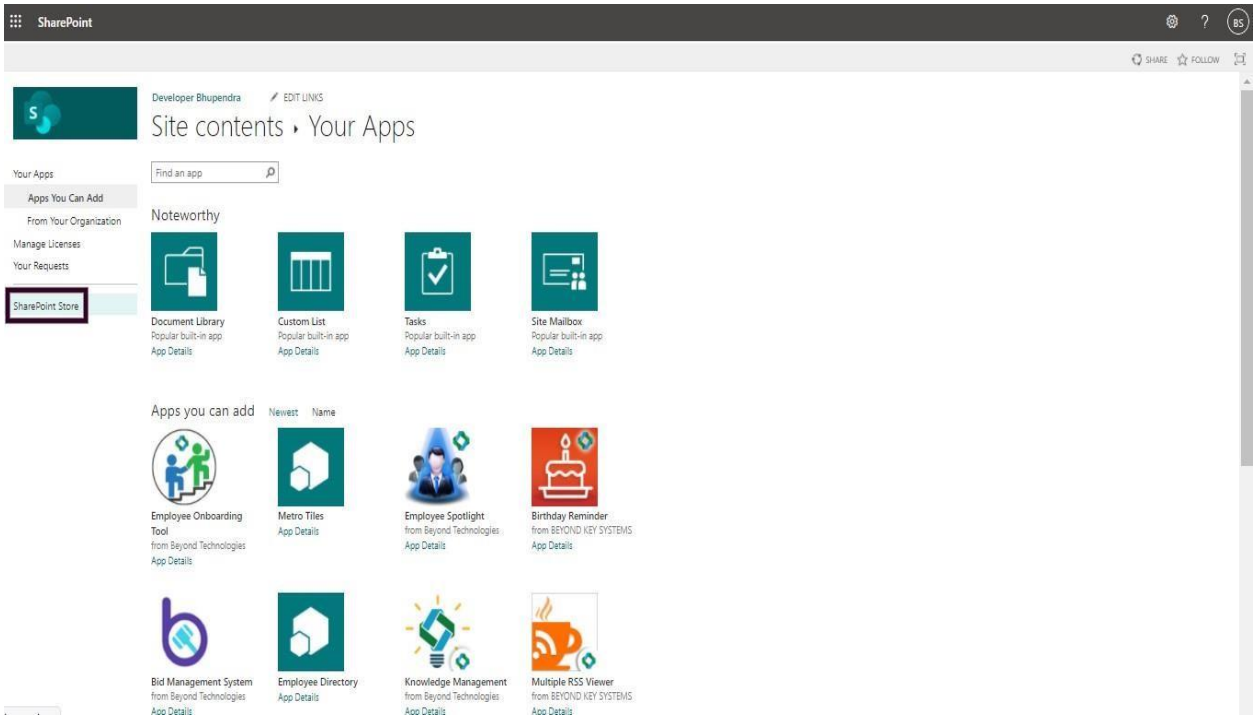
1. log in to your office 365 SharePoint user or use the URL mentioned here: https://domainname.sharepoint.com/

2. Go to "Site contents" from the quick launch or go to the gear icon and click on the "Site contents" tab available in the dropdown.

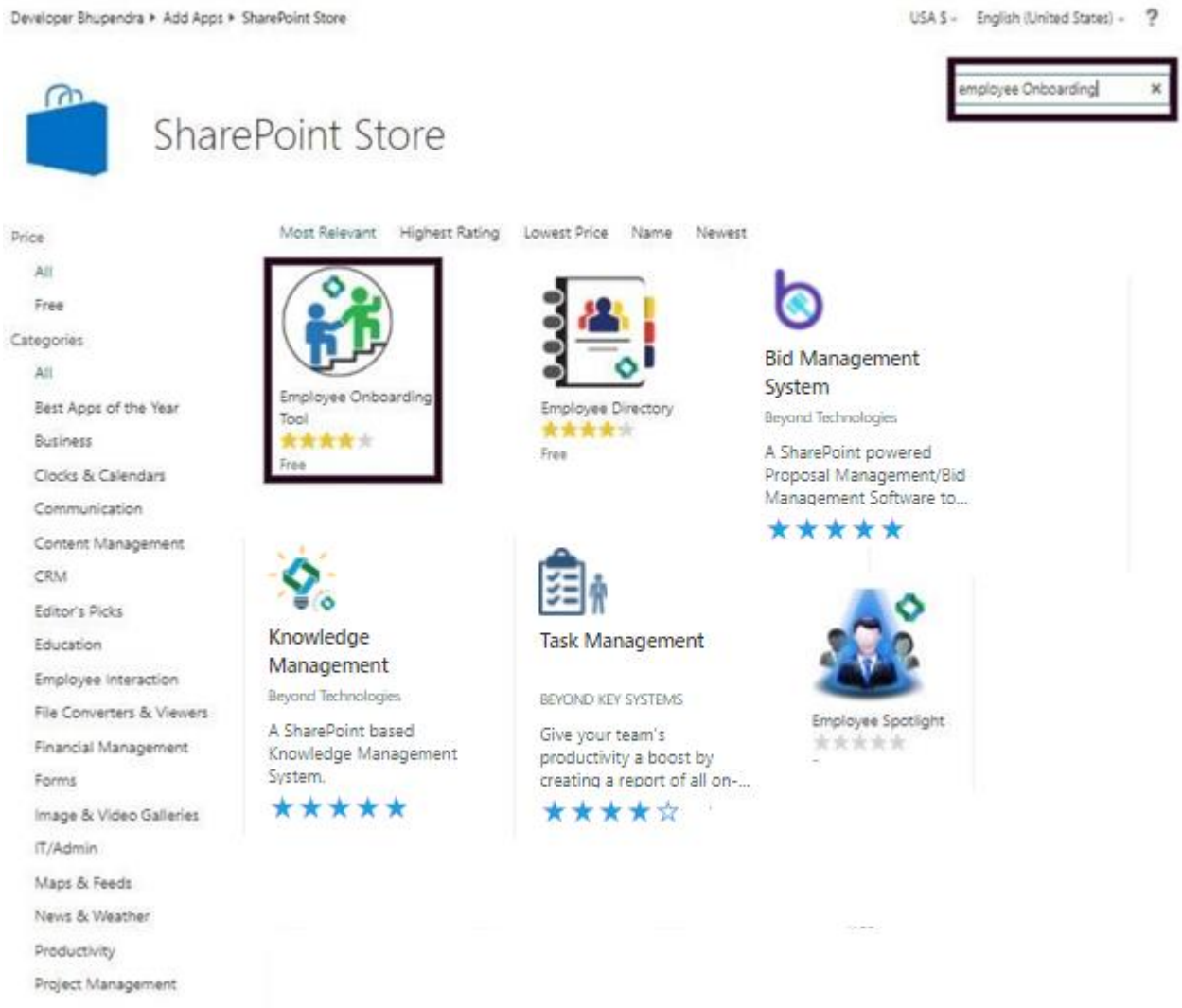
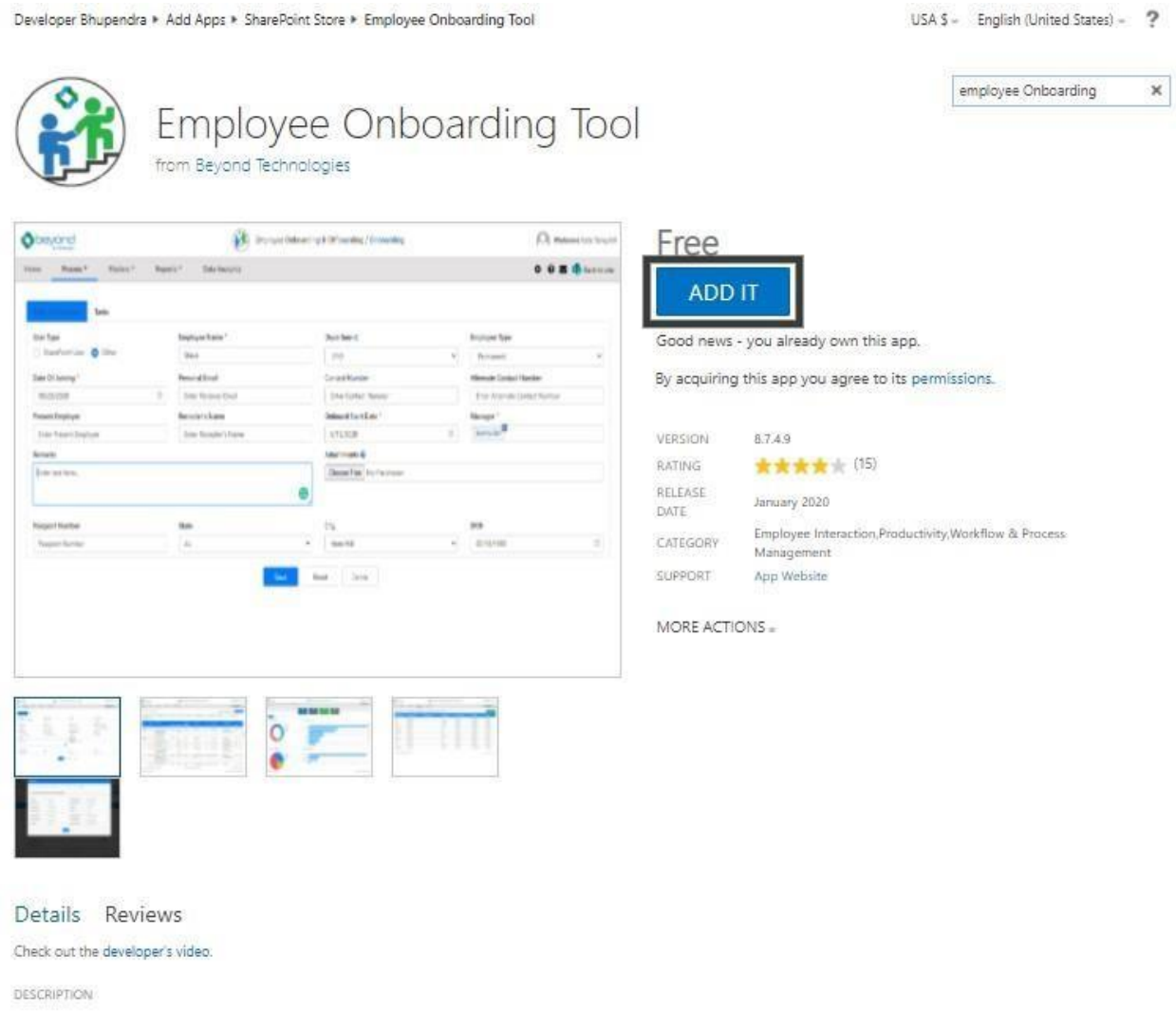
3. In the 'Site contents' click on 'New' and 'App' Or if you are using Classic SharePoint then Go to "add an app".



4. Go to the SharePoint store.



5. Search for the “Employee Onboarding Tool” version of the app on the store. Here’s the URL of it, on store- https://appsource.microsoft.com/en-us/product/office/WA104380922



6. There is a “Add it” button available below the add-in icon using that you can install it.