

## 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: <u>https://domainname.sharepoint.com/</u>

- 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- <a href="https://appsource.microsoft.com/en-us/product/office/WA104380922">https://appsource.microsoft.com/en-us/product/office/WA104380922</a>



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

Developer Bhupendra + Add Apps + SharePoint Store + Employee Onboarding Tool

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