

## Install the SMS2GO Outlook Add-in



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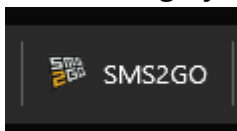
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If you have a lot of users, we strongly recommend looking into this document instead.

- [https://cmpublicstorageaccount.z16.web.core.windows.net/SMS2GO\\_2\\_0\\_Outlook\\_Add\\_in\\_Udrulning\\_via\\_integrerede\\_apps\\_på\\_admin\\_microsoft.pdf](https://cmpublicstorageaccount.z16.web.core.windows.net/SMS2GO_2_0_Outlook_Add_in_Udrulning_via_integrerede_apps_på_admin_microsoft.pdf)

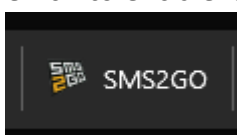
### For Older Versions of Outlook

1. Click the  or  in the top bar.
2. Click **Add Apps** and search for "SMS2GO" in the search field.
3. Select **SMS2GO** and click **Add**.
4. Return to Outlook, open an email, and click the **SMS2GO** button in the top menu. If it is still locked/greyed out, double-click the email to enable it. It looks like this




### Through the File Menu

1. Click **File** and then **Manage add-ins**. This should open a browser window. If you are not logged in, log in.
2. If the add-ins for outlook do not open automatically, close the browser, and click **Manage Add-ins** again.
3. Search for **SMS2GO** and click **Add**.
4. After adding the add-in, close and reopen Outlook.
5. The SMS2GO icon should appear in the top bar. If it is hidden or greyed out, open an email to enable it. It looks like this



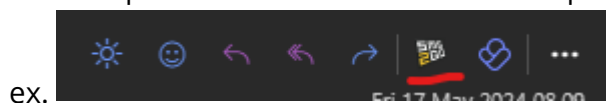


## For Outlook Preview (New Outlook Slider)

1. Open an email and click the three dots 
2. Click **Apps** and then **Add apps**.
3. Search for **SMS2GO**, select it, and click **Add**.
4. Return to the email, click the three dots again, select **Apps**, and then click **SMS2GO**.
5. If the add-in does not appear, try closing and reopening Outlook.

## Nice to Know Features

You can pin the SMS2GO add-in to the top menu for easy access:



- Click the three dots ( ... ), select Customize Actions, and check SMS2GO under the Apps category.
- In older versions, right-click the top bar and select Customize the Ribbon. By default, add-ins are shown in older clients.