NewgenONE Content Cloud

NCC Add-in for Office

Administration Guide

Version: 2024.1

Disclaimer

Contents

Preface

This chapter provides information on the revision history, about this guide, intended audience, related documents, and documentation feedback.

Revision history

Revision date	Description
June 2024	Initial publication

About this guide

This administration guide is designed to help administrators integrate the NCC add-in with Office 365 and Microsoft (MS) Office applications. By following the instructions provided, users can seamlessly access NCC's functionalities within their familiar Microsoft Office environment.

Intended audience

This guide is intended for internal and external product implementation teams responsible for integrating NCC Add-in with Office 365 and MS Office. Administrative rights might be required to perform the integration operations.

> To ensure you are referring to the latest and most recent revision of this guide, download it from one of the following locations:
> - Newgen Internal Doc Portal, if you are a Newgen employee.
> - Newgen Partner Portal, if you are a Newgen partner.

Related documents

The following documents are related to NCC Add-in for Office Administration Guide:

- NewgenONE Content Cloud Administration Guide
- NewgenONE Content Cloud User Guide for Micro UI

Documentation feedback

To provide feedback or any improvement suggestions on technical documentation, write an email to docs.feedback@newgensoft.com.

To help capture your feedback effectively, share the following information in your email:

- Document name
- Version
- Chapter, topic, or section
- Feedback or suggestions

NCC Add-in for Office 365 and MS Office

NCC Add-in enables uploading a document from Word, PowerPoint, and Excel to a folder inside the NCC repository. It also allows you to save emails and attachments from Outlook directly to the repository.
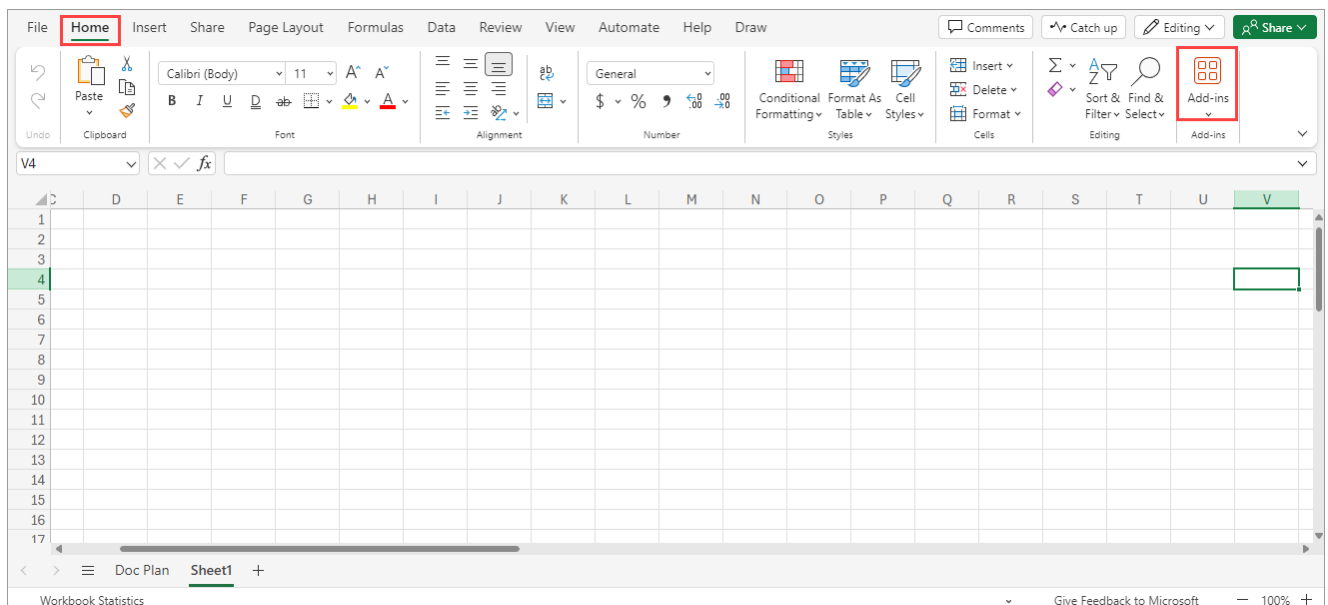
> ℹ️ The tenant administrator must contact the NCC administrator to enable the NCC Add-ins for their users or organization.
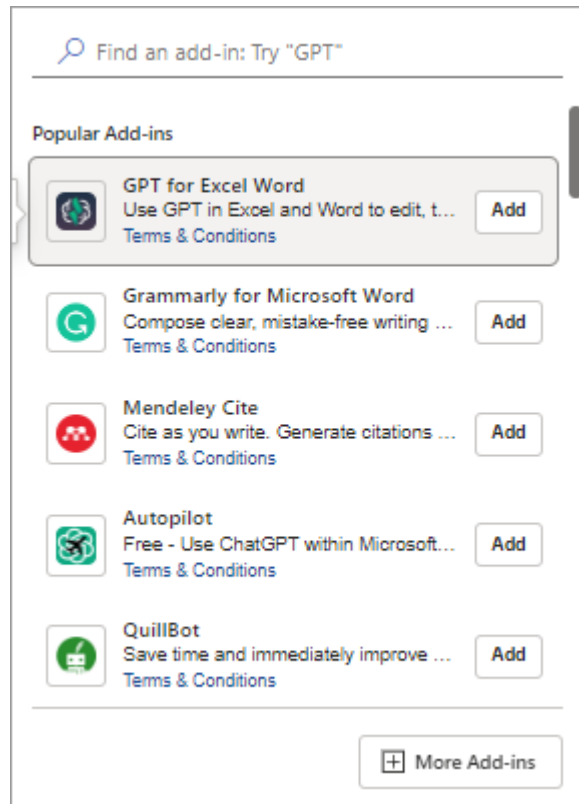
Integrating NCC Add-in with Office 365

Perform the following steps to integrate NCC Add-in with Office 365:
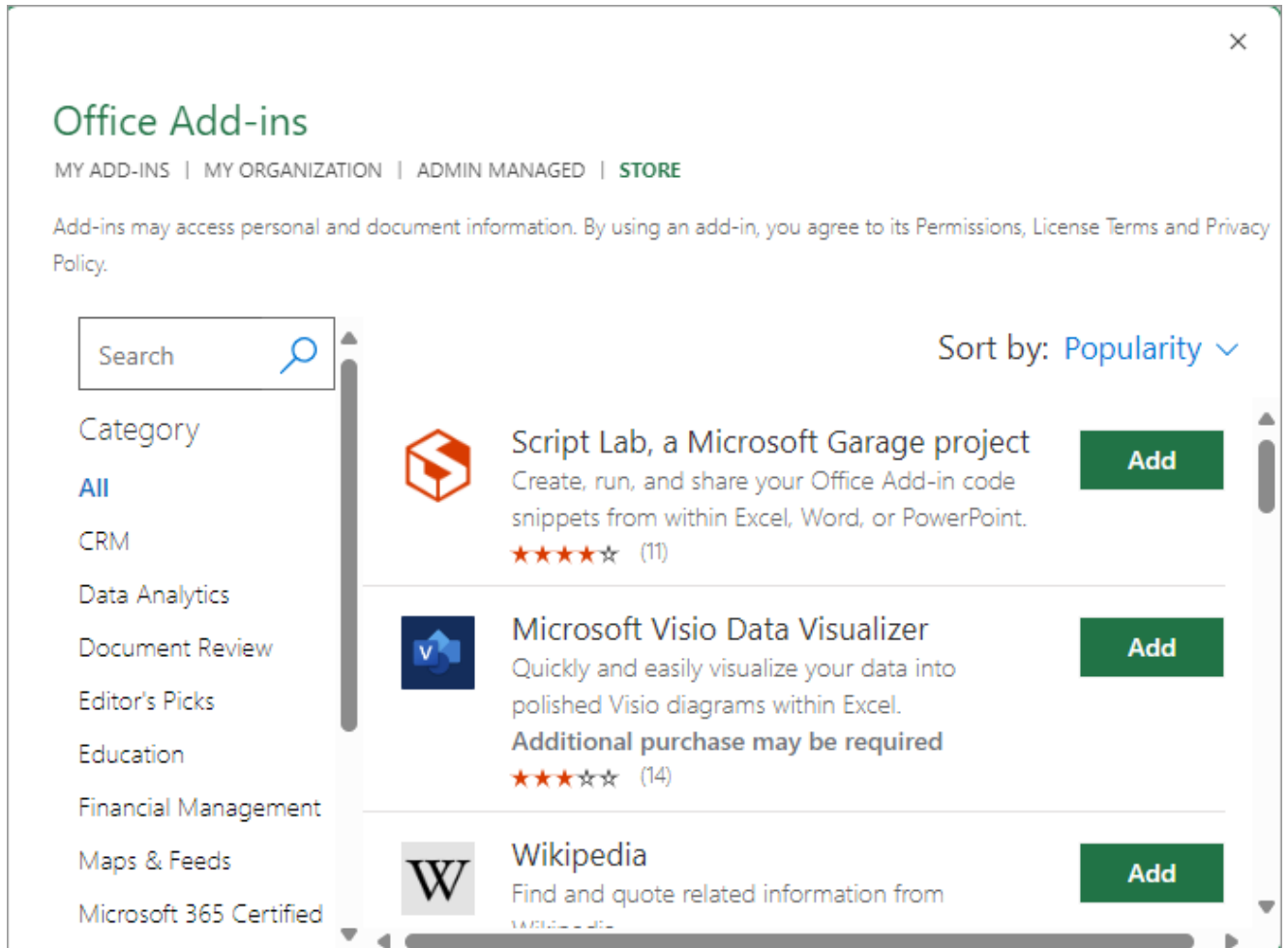
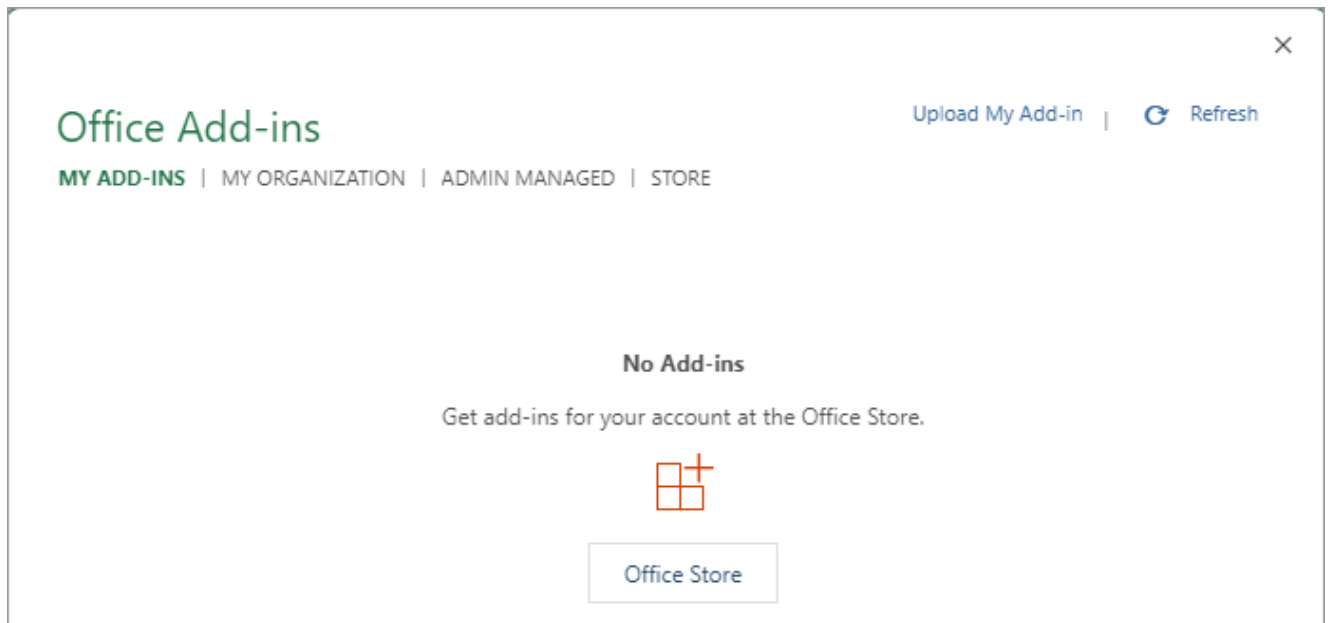1. Open an MS Word, PowerPoint, or Excel file.

2. From the **Home** tab, select the **Add-ins** dropdown. The list of Popular Add-ins appears.

3. Click **More Add-ins**. It opens the screen presenting all the Office Add-ins available in the store.

4. Click **MY ADD-INS**. It shows the custom Add-ins.

5. Click **Upload My Add-in**. A pop-up appears to upload an Add-in.
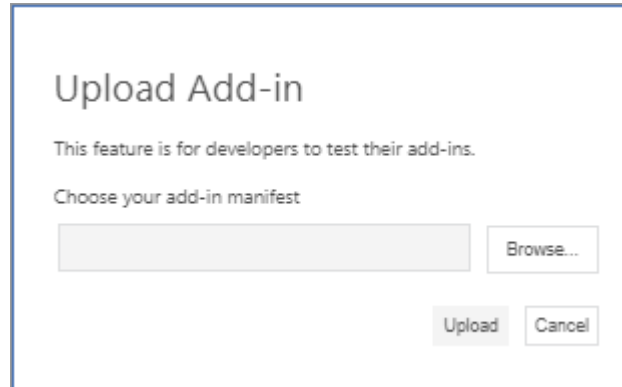
6. Click **Browse** and select the *manifest.xml* file to upload. Manifest file helps the code to run in the server.
7. Click **Upload**. The manifest file gets uploaded and the MS Add-in is integrated into the respective document.

Integrating NCC Add-in with Outlook

Integrating the NCC Add-in with Outlook on Office 365 automatically integrates it with MS Office Outlook. Perform the following steps to integrate NCC Add-in with Outlook on Office 365:

1. Click the following link to open the **Add-Ins for Outlook**: https://aka.ms/olksideload. The Add-ins for Outlook dialog appears.
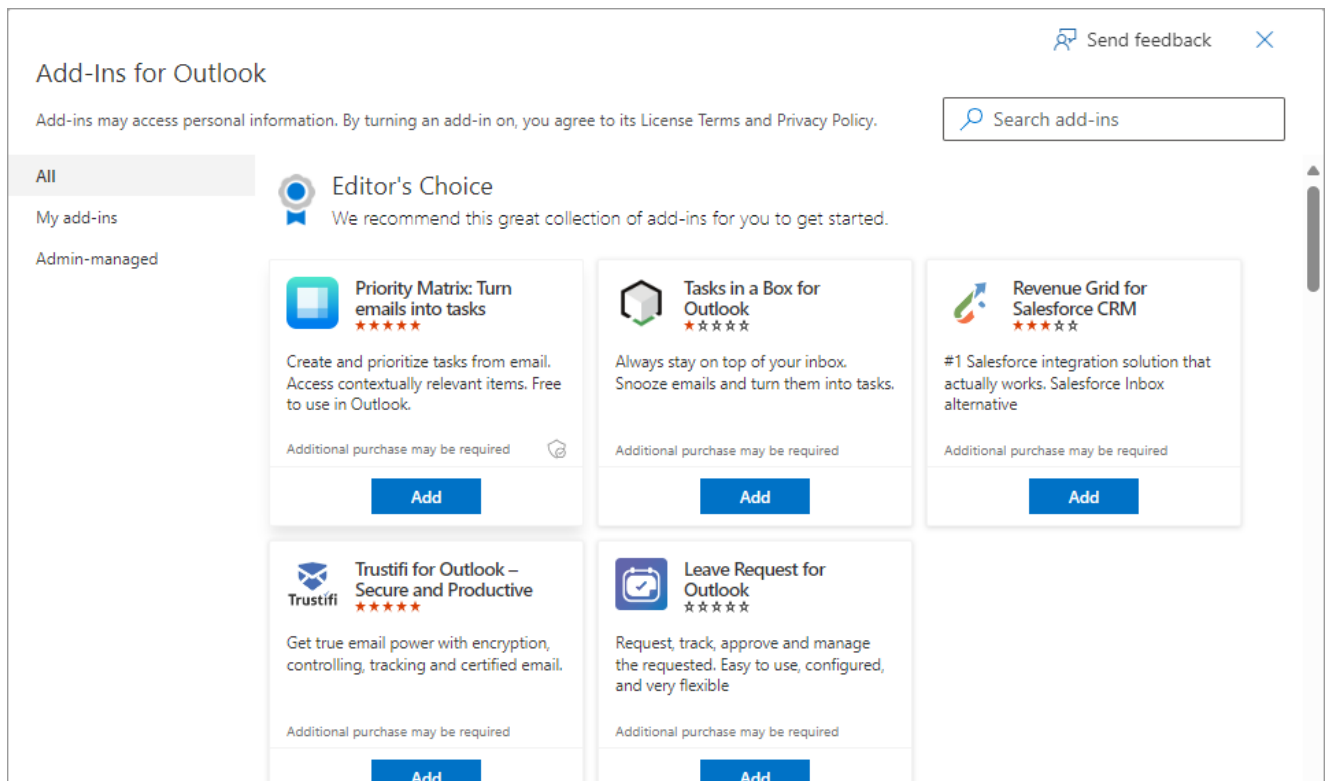
2. Click **My add-ins** and scroll down to the Custom Addins section.
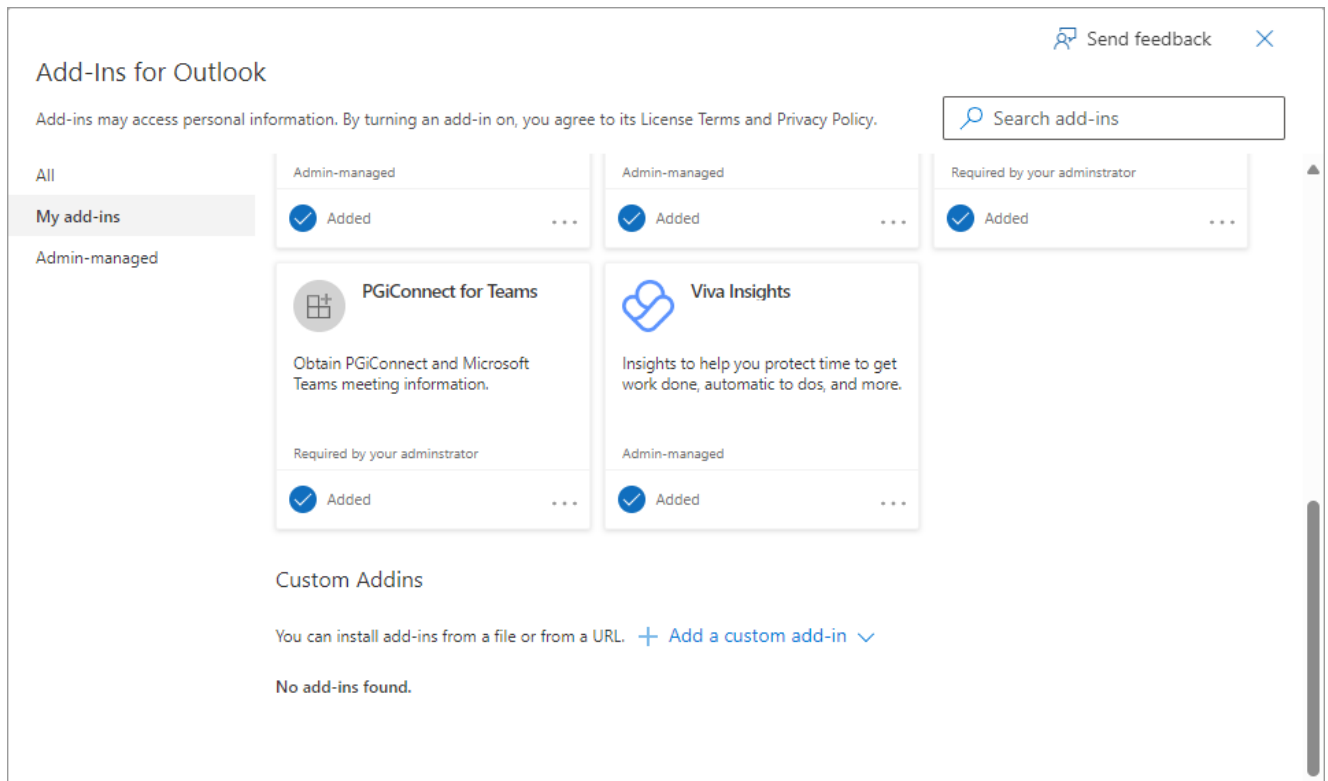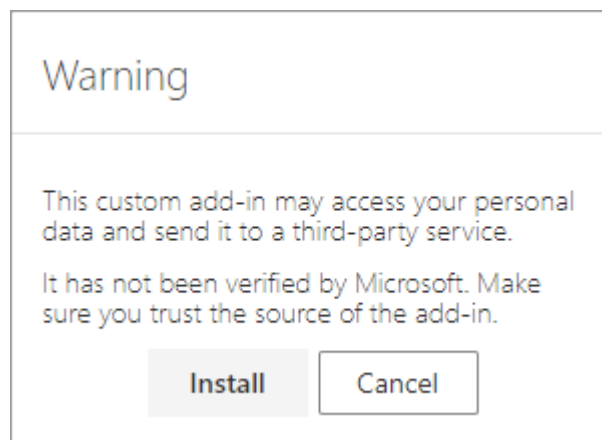

3. Click **Add a custom add-in**, a dropdown opens to add the *manifest* file.

4. Click **Add from File...** and select the *outlook-manifest.xml* file. Upon selecting the *manifest* file, a Warning dialog appears.

5. Click **Install**. The installation begins. Once complete, the NCC Add-in appears in the Custom Addins section.
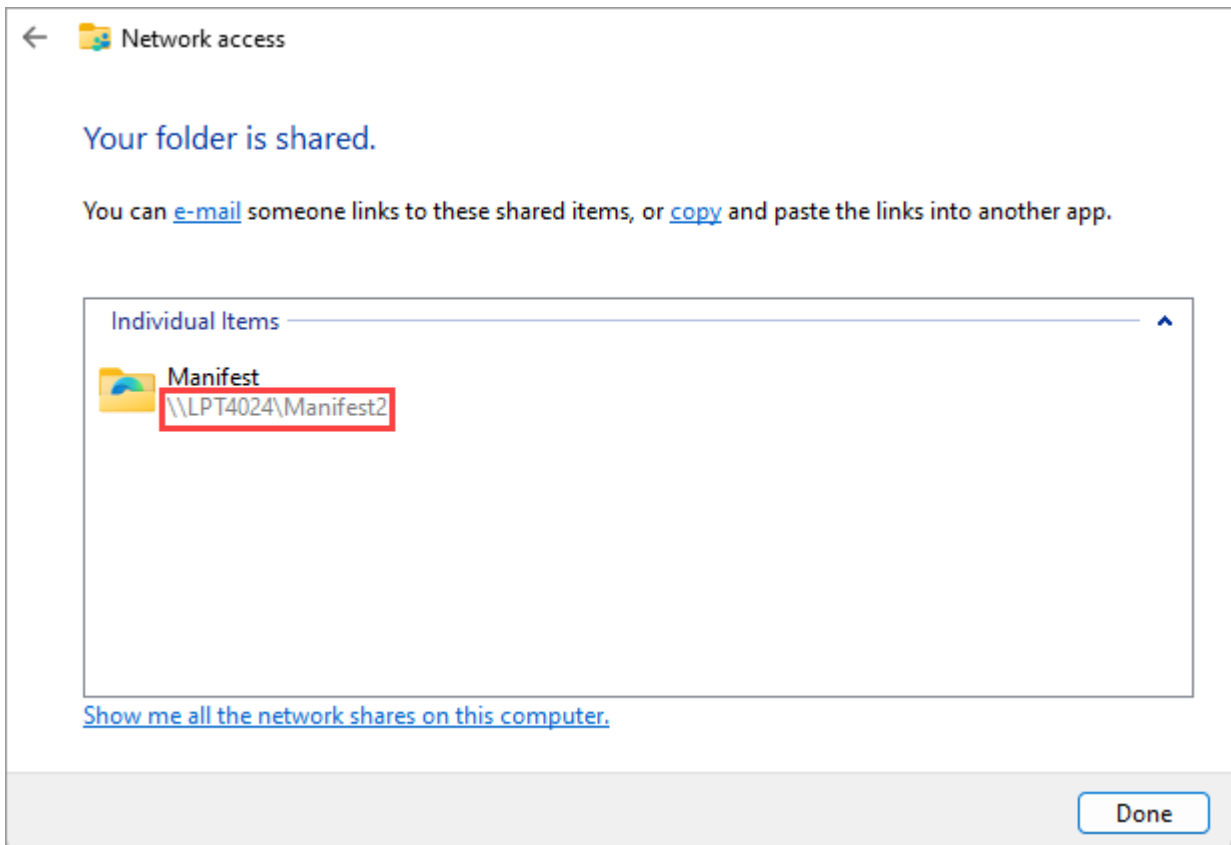
Integrating NCC Add-in with MS Office

The integration of NCC Add-in for MS Office includes the following procedure:

1. Managing access for shared folder
2. Integrating NCC Add-in

Managing access for shared folder

The shared folder contains the manifest file of the NCC Add-in to integrate with MS Office. To manage access to the shared folder, perform the following steps:

1. Navigate to the folder having the manifest file.
2. **Right-click** the folder, select **Give access to**, and then choose **Specific people**. Network access screen appears.
3. Select the user's name to access the folder on your network.
4. Click **Share**. The shared folder is displayed with the folder path.

5. Copy the folder path under the folder name and click **Done**.

Integrating NCC Add-in

Perform the following steps to integrate NCC Add-in to MS Office:

1. Open an MS Word, PowerPoint, or Excel file.
2. Click **File** in the menu bar, select **More options**, and then choose **Options**. The Options screen for the selected MS Office application appears.
3. Click **Options**. The Excel Options screen gets opened.
4. Select **Trust Center** from the left panel list.
5. Click the **Trust Center Settings** button.
6. Select **Trusted Add-in Catalogs** from the left panel list to add the catalog.
7. In the Trusted Catalogs Table section, paste the shared folder path into the Catalog Url box.
8. Click **Add catalog**. The added catalog is displayed in the table.
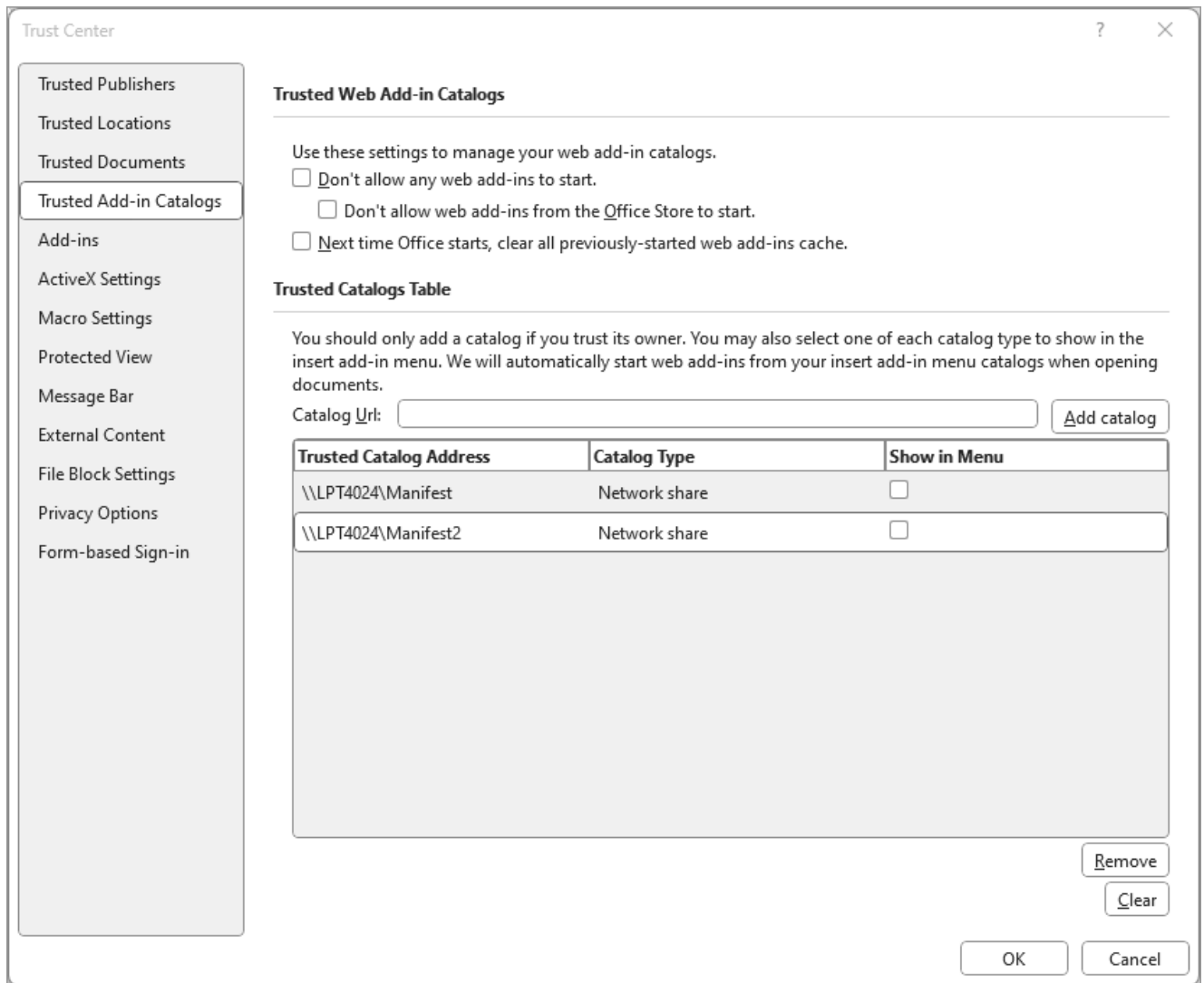
9. Select **Show in Menu** to view the add-in on the Home tab.
10. Click **OK**. Manage Add-in Catalogs dialog appears.
11. Click **OK.** Restart the application to apply the NCC Add-in integration. Once integrated successfully, the add-in appears on the Home tab.