

Installation Guide

CoreView 'How-To' SharePoint App

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Introduction

In this guide, you will see how to install the CoreView 'How-To' App into a SharePoint tenant so that all users can benefit from CoreView's Just-In-Time Learning™ for SharePoint and all of Office 365.

NOTE: Only customers who have a subscription to the full CoreView Just-in-Time Learning solution will be able to complete the steps in this guide.

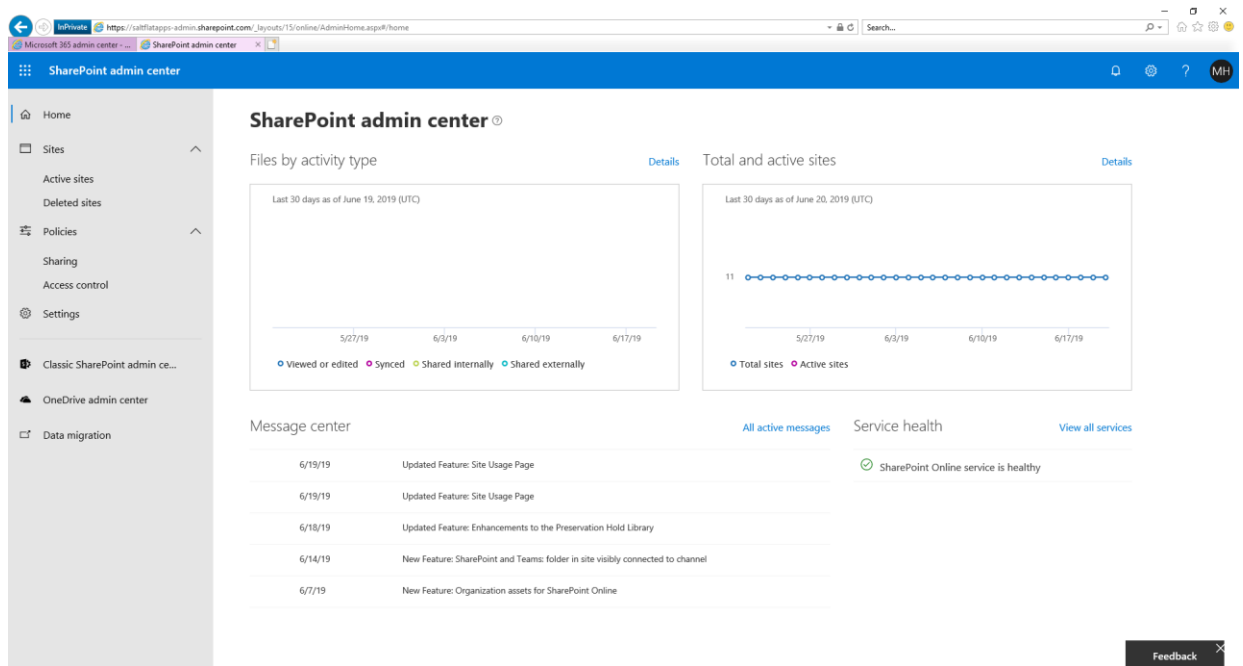
Organization Keys

In the procedures below, you will be instructed to use a combination of *Organization Name* and *Activation Key*. The name and keys are only required to perform administrative functions. Your end users *never* need the keys, so you should not provide them the details you use as an administrator.

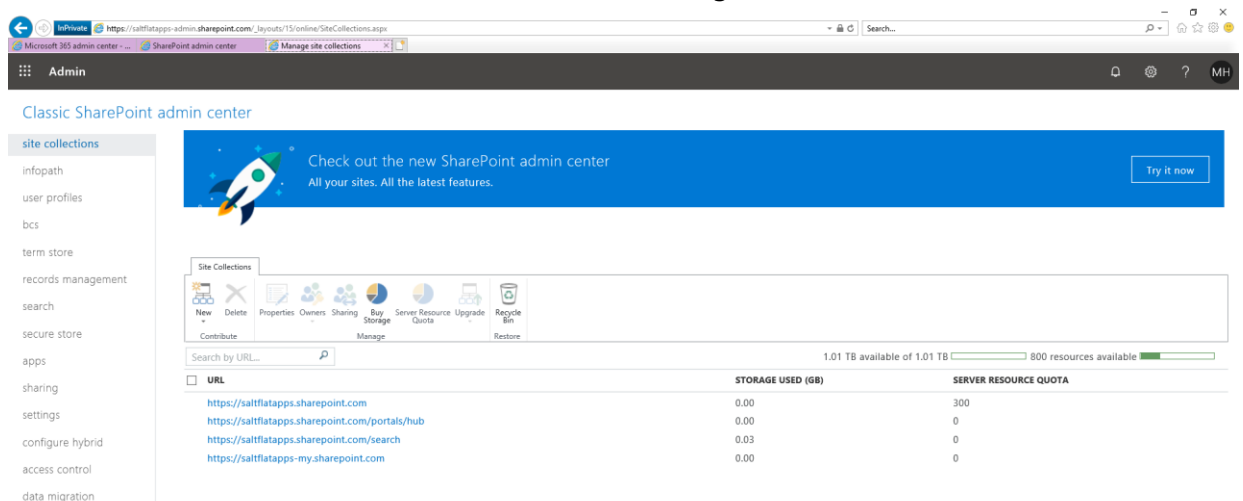
You should have been provided with your own combination of name and key by CoreView or one of its partners. If you do not have this information, please contact support at: support@coreview.com

To Ensure You Have a SharePoint App Catalog

1. Log in to the Microsoft 365 Admin Center at <https://admin.microsoft.com>
2. In the left-hand pane, in the **Admin centers** section, click **SharePoint**.
3. If the SharePoint admin center resembles the following screenshot, you are using the new experience.



If that's the case, in the left pane, click **Classic SharePoint admin center**. The classic SharePoint Admin center should resemble the following:



4. In the left pane, click **apps**.
5. In the list of apps, click **AppCatalog**.
6. If you are taken to a site, then the App Catalog already exists and you can continue with the next procedure. Otherwise, continue at step 7.
7. Select the **Create a new app catalog site**, and then click **OK**.
You will be presented with the app catalog creation page similar to the following:

Classic SharePoint admin center

Check out the new SharePoint admin center
All your sites. All the latest features. [Try it now](#)

Create App Catalog Site Collection

Title

Web Site Address

Language Selection Select a language:

Time Zone

Administrator

Server Resource Quota resources of 800 resources available

Provide the relevant details and then click OK.

8. In the left pane, click **site collections**. You will see the app catalog site is being created. Wait until this completes (which can take up to 15 minutes),
9. In the left pane click **apps**.
10. In the list of apps, click **AppCatalog**.
You will now be taken to the App Catalog site you previously created, and you can continue with the next procedure.

To Download the SharePoint App

1. Download and save the following file to a location on your
2. Download the [CoreLearningSP.zip](#) file to a location on your local computer.
3. In Windows Explorer, right-click the CoreLearningSP.zip file and then click **Extract all...**
4. Choose where to extract the contents to, and then click **Extract**.
A file named **CoreLearningSP.app** is extracted. Make a note of where you extracted this file to.

To Add the CoreLearning 'How-To' App to the App Catalog

1. In the App Catalog site, in the center pane, click the **Distribute apps for SharePoint** tile.
2. In the menu bar, click **Upload**.
3. Browse to and select the **CoreLearningSP.app** you extracted in the previous procedure.
4. Click **Open** and then click **OK**.
The app is added to the app catalog and is now ready to be used in your site collections.

To Add the CoreLearning 'How-To' App to a SharePoint Site Collection

1. Browse to a team site or other site collection in your tenant.
2. Near the top-right of the page, click the **Settings** icon.
3. Click **Add an app**.

4. Click **How To**.

5. Click **Trust It**.

You will be redirected to the Site Contents Page while the How To app is installed. The app will appear greyed out while it is being installed, which can take a minute or two.

6. When the app is installed, click the How To tile.

The main page of the app is shown with two options of **All Learning** and **My Learning**.

7. Click **All Learning**

8. A new tab opens, and you will be promoted to provide the Organization Name and the Activation Key provided to you by CoreView or one of its partners. Enter the requested details and click the **Save** icon.

If the training portal loads, you have correctly entered the details, and can now close the tab and go back to the SharePoint site.

To Test the Context-Sensitive 'How To' Tabs

1. Browse to a document library. You will see a new menu item named **How To**. Click the **How To** menu item.

2. Click **Relevant Learning**

The training portal appears and shows you videos that are relevant to document libraries.

3. Close the training portal and go back to the SharePoint site.

4. In the document library, select a document. Then click the ellipsis [...]: and click the **How To** shortcut menu.

Again, the training portal appears and shows you videos that are relevant to document libraries.

5. Close the training portal and go back to the SharePoint site.

6. Experiment by browsing to different SharePoint objects, such as custom lists, contacts, announcements, and so on. Many of these will show the new How To menu.

Feedback and Support

We are always interested in feedback on the quality of documents and solutions that we produce. If you have any comments or need assistance in any way please contact support@westerlymedia.com. Thank you!