



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. In the left pane, click **More Features** than **Apps**
4. In the list of apps, click **AppCatalog**.
5. 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 6.
6. Select the Create a new app catalog site, and then click OK You will be presented with the app catalog creation page like the following. Provide the relevant details and then click OK.

Apps

Create App Catalog Site Collection

Title	<input type="text"/>
Web Site Address	<input type="text" value="https://m365x146180.sharepoint.com"/> <input type="text" value="/sites/"/>
Language Selection	Select a language: <input type="text" value="English"/>
Time Zone	<input type="text" value="(UTC-08:00) Pacific Time (US and Canada)"/>
Administrator	<input type="text"/>  
Server Resource Quota	<input type="text" value="0"/> resources of 0 resources available

OK

Cancel

7. In the left pane, click Active sites. You will see the app catalog site is being created. Wait until this completes (which can take up to 15 minutes)
8. Click on the URL of the App Catalog just created and 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 the [CoreLearningSP.zip](#) file to a location on your local computer.
2. Right-click the CoreLearningSP.zip file and then click Extract all...
3. 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.