

# How do I install Training+?

Follow the installation video at [www.365trainingplus.com](http://www.365trainingplus.com) or the steps below to get started with Training+ in your Office 365 site.

## Add the App:

*Please note, business users will need to be an Azure Tenant Administrator to add this App.*

- Click on **Install the App** at [www.365trainingplus.com](http://www.365trainingplus.com) in the **How do I install Training+?** section to open Training+ in the Microsoft Office app store.
- Alternatively, visit: <https://appssource.microsoft.com/en-gb/product/office/SA000000063?tab=Overview>
- Follow the instructions to add the free app to your Office 365 site.

## Configure User Access using the Azure Portal:

- Launch the Azure portal: <https://portal.azure.com>
- From your home page, open the **Azure Active Directory** and click **Groups**.
- Click **All Groups** and create a **New Group**, setting the **Membership type** to **Assigned** before adding all users or a selection of users to the group. Click **Select** and **Create** to finish creating your group.
- Now, return to the **Azure Active Directory** and this time select **Enterprise Applications**. Click **All Applications** and select **All Applications** from the drop down at the top of the screen and click **Apply**.
- Scroll down your list and click on **Training Plus Learning On-Demand**.
- Click on **Self-service** and set **Allow users to request access to this application?** to **Yes**
- Next to the option **To which group should assigned user be added?** click **Select group**. Find the group you created earlier, highlight it and click **Select**.
- Now save the changes and check that the updates have been successful.
- These changes may take a few minutes to complete behind the scenes, but that's it – whenever you need training or guidance on an Office 365 application, click the Training+ app and choose your topic. If you don't have a license yet, you'll be given access to the free Training+ content. To get the full content now, visit [www.365trainingplus.com](http://www.365trainingplus.com)