

# 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://store.office.com/en-gb/app.aspx?assetid=SA000000063>
- 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 Users and 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 haven't purchased a license yet, you'll be given access to the free Training+ content. To get the full content now, click Buy it now**