

SharePoint Online Add-In Catalog

Create a Add-In Catalog
Add a Custom App
Install the App
Remove the App

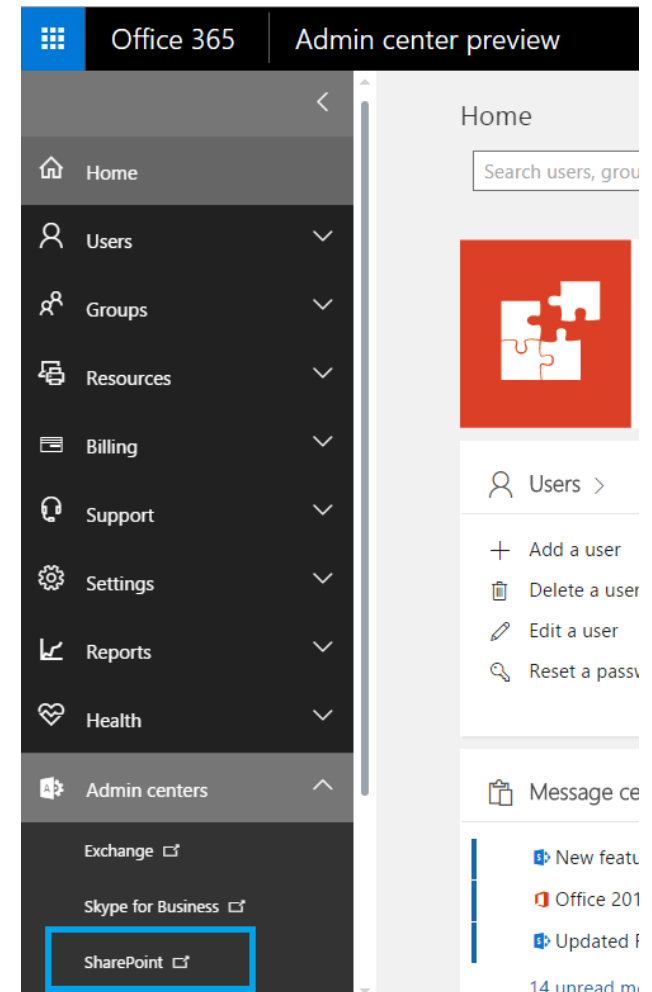
Overview

- Create Catalog
- Upload custom app
- Install/run custom app
- Remove custom app

Create a Add-In Catalog

1. As SharePoint Online Admin,
go to SharePoint Admin Center
from

<https://portal.office.com/AdminPortal/home>



Create a Add-In Catalog

2. Select **apps** from the sidebar

3. Select **App Catalog**

apps

App Catalog

Make apps available to your organization and manage requests for apps. An app catalog is required to disable Store purchases i

Purchase Apps

Purchase apps from the SharePoint Store.

Manage Licenses

Manage licenses for apps purchased from the SharePoint Store.

Configure Store Settings

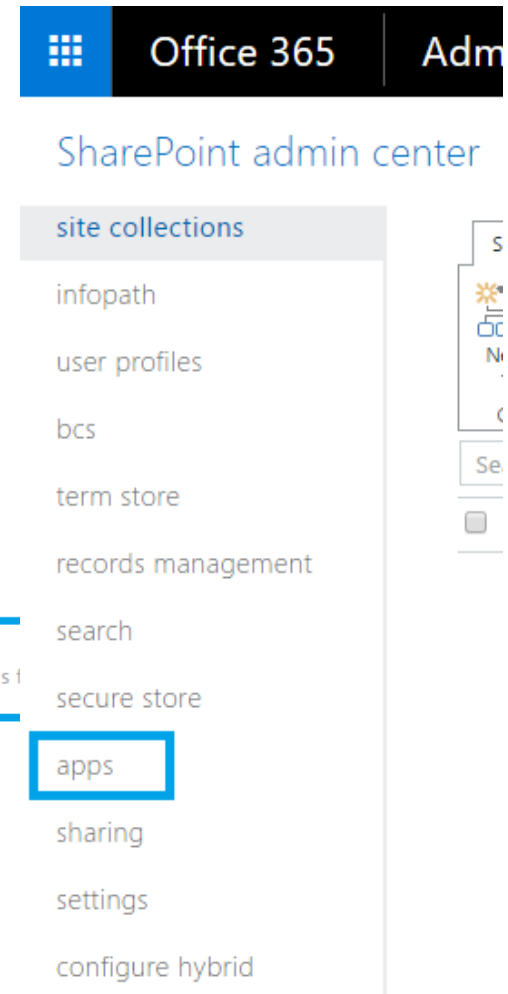
Manage app acquisition settings including turning off purchases for end users in the SharePoint Store.

Monitor Apps

Track usage of applications and review errors.

App Permissions

Manage app access to this tenant.



Create a Add-In Catalog

4. Verify **Create a new app catalog site** is selected, and then select **OK**

App Catalog Site

The app catalog site contains catalogs for apps for SharePoint and Office. Use this site to make apps available to end users.

There is no app catalog site created for your tenant.

- Create a new app catalog site
- Enter a URL for an existing app catalog site

OK

Create a Add-In Catalog

5. Enter a **Title** and **site name**, select the **Administrator**, and select **OK**

Create App Catalog Site Collection

Title

Add-In Catalog

Web Site Address

https://dikuwdemo.sharepoint.com

/sites/

AddinCatalog

Language Selection

Select a language:

English

Time Zone

(UTC-08:00) Pacific Time (US and Canada)

Administrator

Michael Williamson

Server Resource Quota

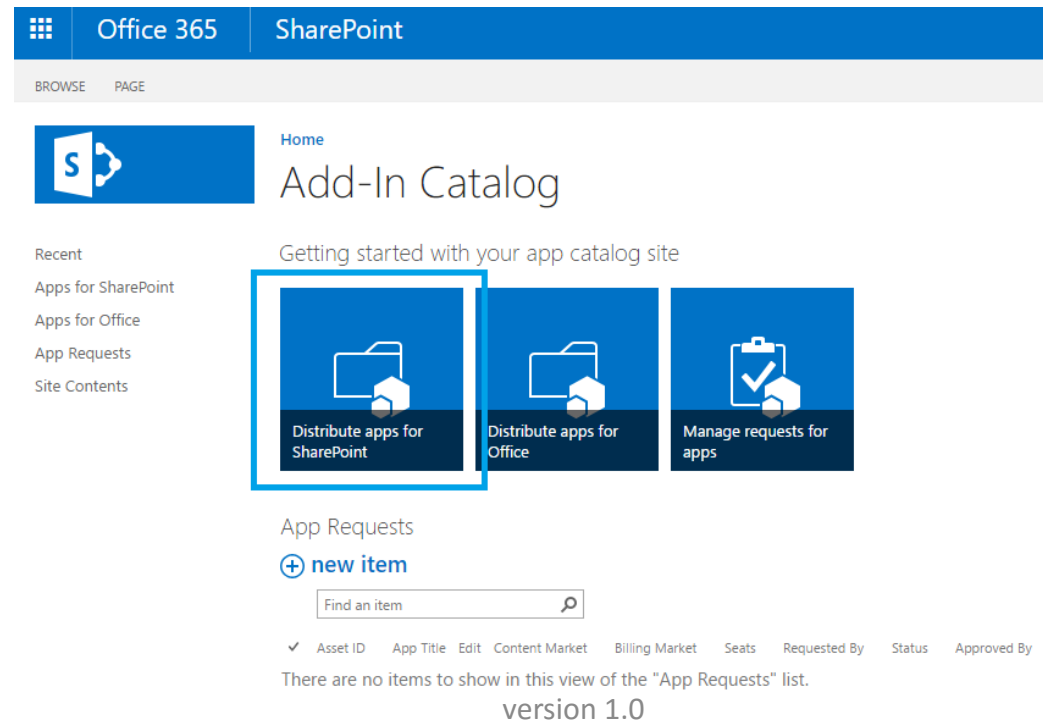
300 resources of 5600 resources available

OK

Cancel

Upload a Custom App

1. Navigate to the catalog, e.g.
<https://dikuwdemo.sharepoint.com/sites/AddinCatalog>
2. Select **Distribute apps for SharePoint**



Office 365 | SharePoint

BROWSE PAGE

Home
Add-In Catalog

Recent

- Apps for SharePoint
- Apps for Office
- App Requests
- Site Contents

Getting started with your app catalog site

Distribute apps for SharePoint

Distribute apps for Office

Manage requests for apps

App Requests

+ new item

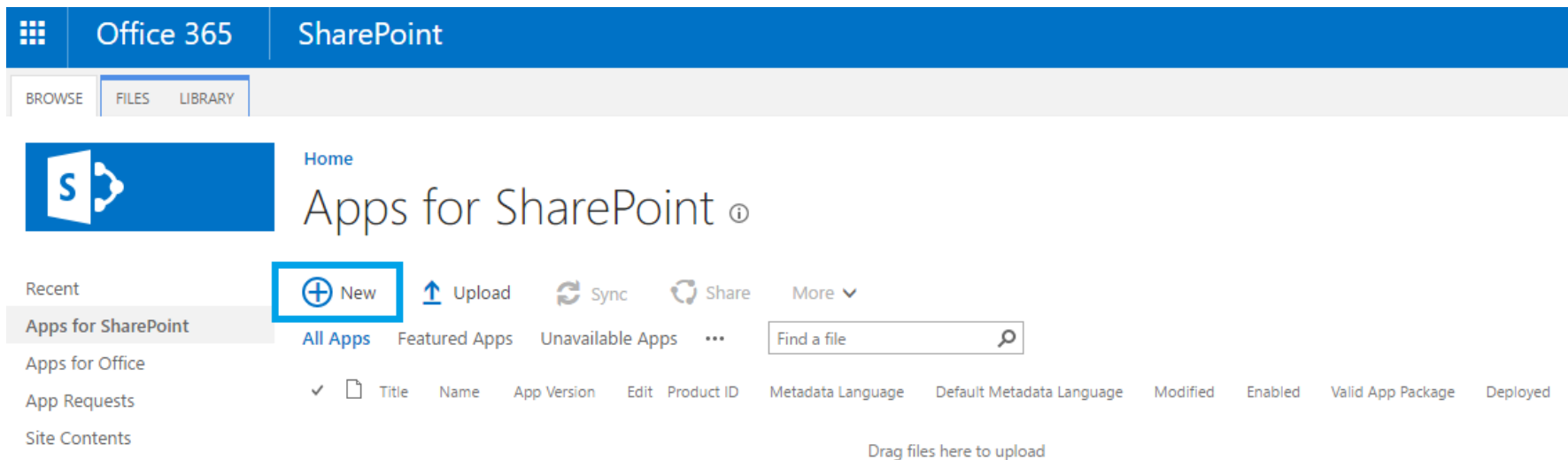
Find an item

✓ Asset ID App Title Edit Content Market Billing Market Seats Requested By Status Approved By

There are no items to show in this view of the "App Requests" list.
version 1.0

Upload a Custom App

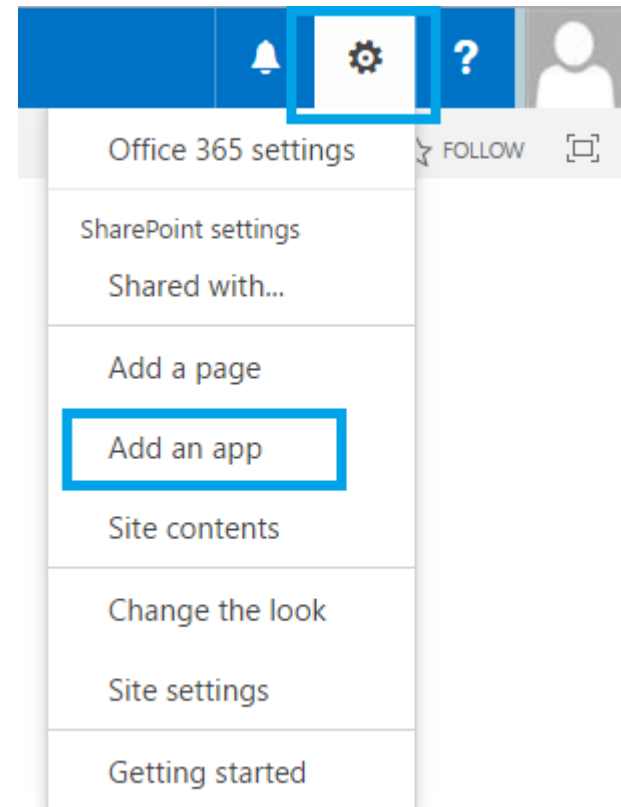
3. Select **New**



4. Use the **Choose Files** dialog to upload the app package and click **OK**

Install and Run the Custom App

1. From the site you want to run the app from, go to **Site Settings**, **Add an app**



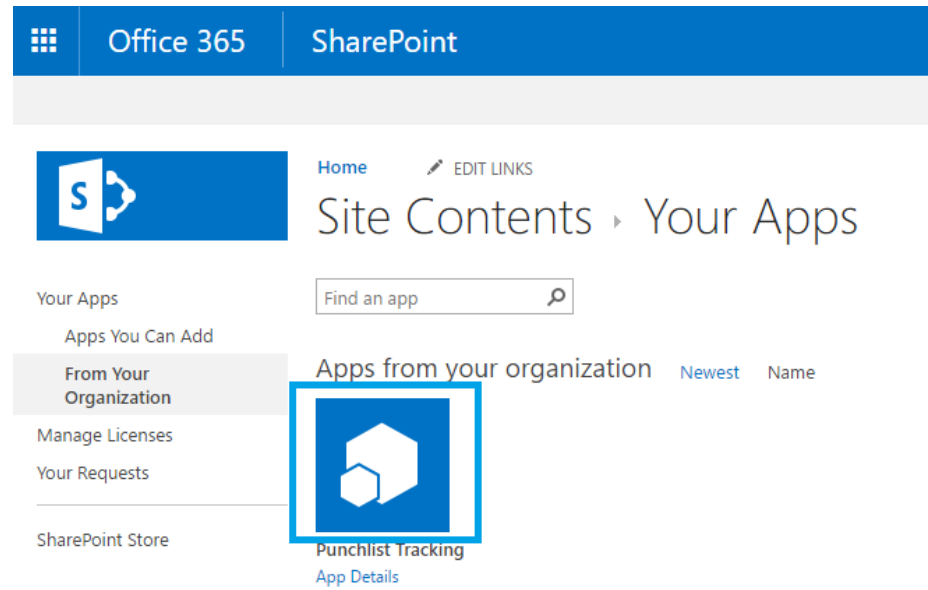
Install and Run the Custom App

2. Select From Your Organization

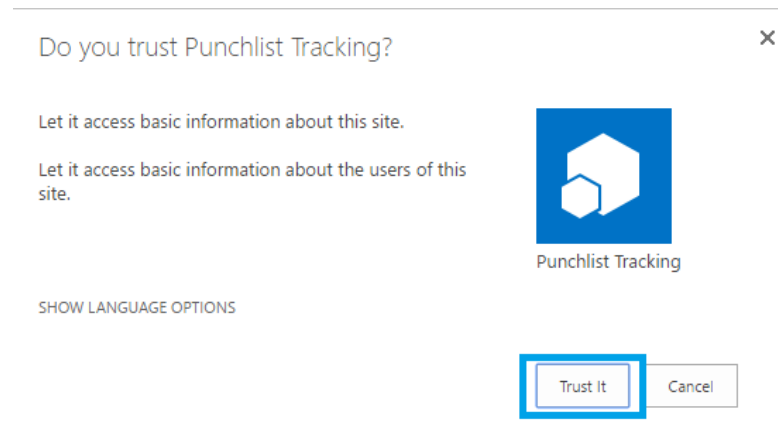
The screenshot shows the SharePoint interface for 'Your Apps'. At the top, there is a blue navigation bar with 'Office 365' and 'SharePoint'. Below this, the page title is 'Site Contents > Your Apps'. A search bar labeled 'Find an app' is present. On the left, a sidebar lists 'Your Apps' with sub-sections: 'Apps You Can Add' (highlighted), 'From Your Organization' (selected with a blue border), 'Manage Licenses', 'Your Requests', and 'SharePoint Store'. The main content area is titled 'Noteworthy' and displays four app tiles: 'Document Library', 'Custom List', 'Tasks', and 'Site Mailbox'. Each tile includes an icon, the app name, the text 'Popular built-in app', and a link for 'App Details'.

Install and Run the Custom App

3. Click the **app icon**

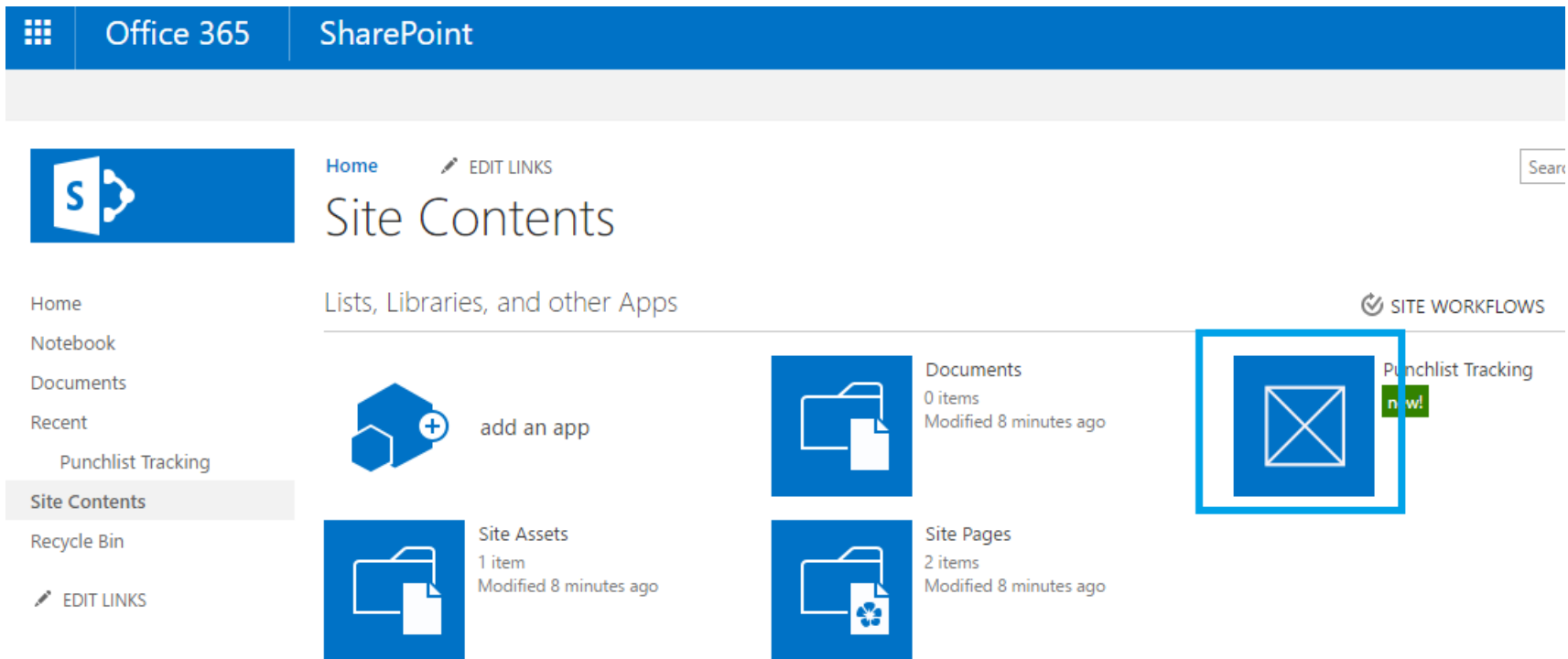


4. Click **Trust it**



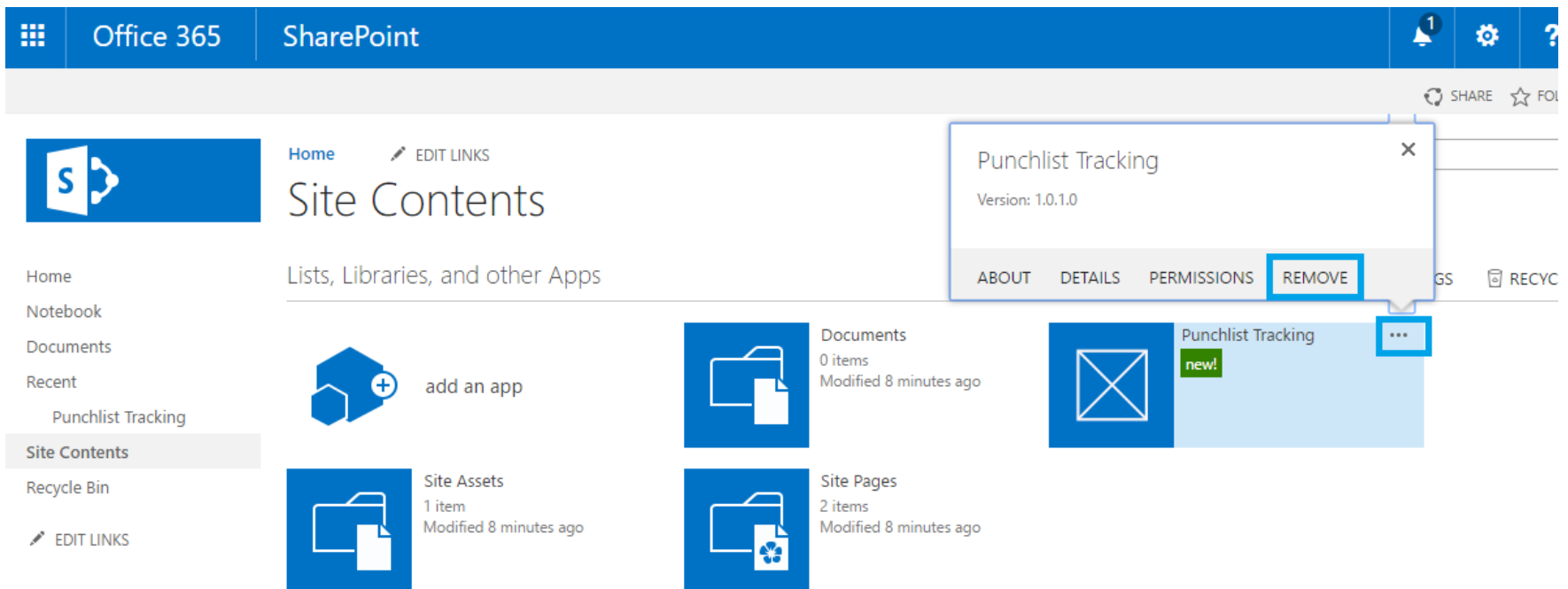
Install and Run the Custom App

5. Run the add-in from **Site Contents** after it has finished installing by clicking on the **icon**



Remove a Custom App

1. From **Site Contents**, click ... and select **Remove**



The screenshot shows the SharePoint interface. At the top, there is a blue header with 'Office 365' and 'SharePoint'. Below the header, the 'Site Contents' page is displayed. On the left, there is a navigation pane with 'Site Contents' selected. The main area shows a grid of site components: 'add an app', 'Site Assets' (1 item), 'Documents' (0 items), 'Site Pages' (2 items), and 'Punchlist Tracking' (new!). A context menu is open over the 'Punchlist Tracking' app, showing options: 'ABOUT', 'DETAILS', 'PERMISSIONS', and 'REMOVE'. The 'REMOVE' button is highlighted with a red box. The 'Punchlist Tracking' app card also has a three-dot menu icon highlighted with a red box.