

Setup instructions for Travel Time in Office 365

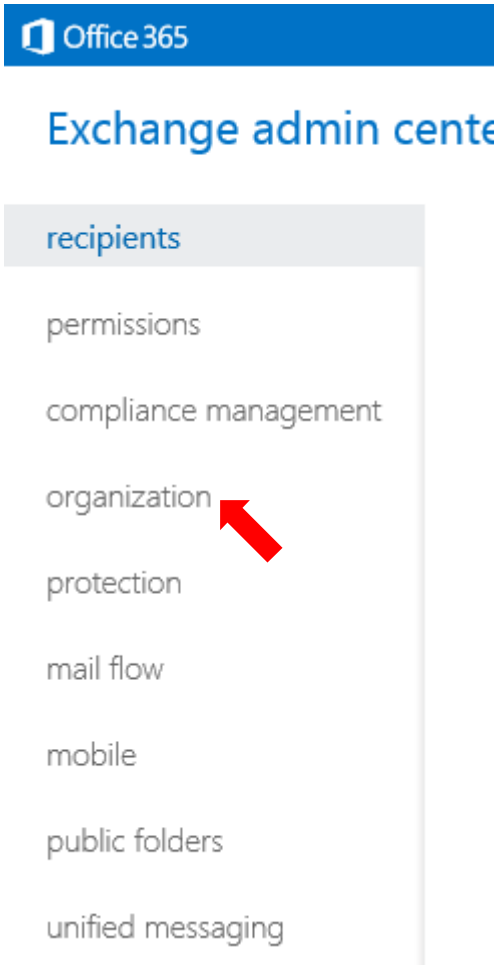
1. Access the Office 365 Admin Center

The screenshot shows the Office 365 Admin Center interface. At the top, there is a blue header with the Office 365 logo and a search bar. Below the header, the main content area is divided into several sections. On the left, there is a navigation menu with options like 'setup', 'users and groups', 'domains', 'licensing', 'service settings', 'service health', 'reports', 'support', 'purchase services', 'message center', and 'tools'. The main content area is titled 'Office 365 admin center' and features a search bar. The 'service overview' section is highlighted, showing 'service health' with 1 issue, 'service requests' (No open service requests), 'inactive email users' (8 users have not signed in for 30 days or more), 'mail protection' (0 messages received, 0 blocked by filtering), 'message center' (No new messages in the past 7 days), and 'included services'. The 'current health' section lists various services and their status: Exchange (Restoring service), Identity Service (No issues), Lync (No issues), Office 365 Portal (No issues), Office Subscription (No issues), Rights Management Service (No issues), SharePoint (No issues), and Yammer Enterprise (No issues). A 'View details and history' link is provided. The 'planned maintenance' section indicates that no planned maintenance is scheduled.

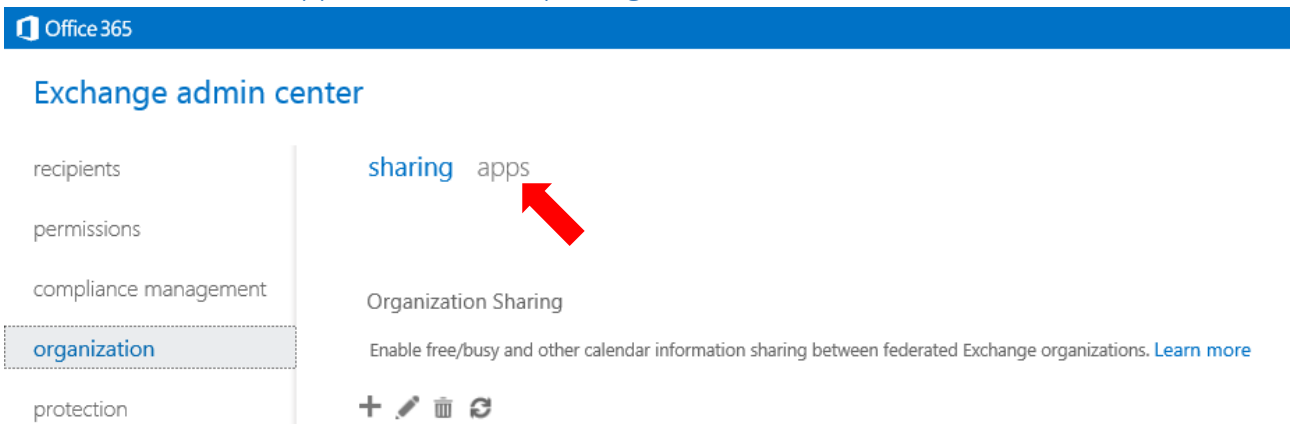
2. Go to the Exchange Admin Center

The screenshot shows the Office 365 Admin Center navigation menu. The menu items are Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Admin. The Admin menu item is expanded, showing a dropdown list with options: Office 365, Exchange, Lync, and SharePoint. A red arrow points to the Exchange option, indicating that it should be selected to access the Exchange Admin Center.

3. Click on the “organization” tab in the left navigation pane



4. Click on the “apps” tab in the top navigation bar



5. Click on the + sign

Office 365

Exchange admin center

recipients

permissions

compliance management

organization

protection

mail flow

mobile

sharing apps

Apps can bring additional functionality to your Outlook Web Ap



NAME	PROVIDER
------	----------

Action Items	Microsoft
---------------------	------------------

Bing Maps	Microsoft
-----------	-----------

My Templates	Microsoft
--------------	-----------

Suggested Meetings	Microsoft
--------------------	-----------

Unsubscribe	Microsoft
-------------	-----------

6. Select "Add from the Office Store"

Office 365

Exchange admin center

recipients

permissions

compliance management

organization

protection

mail flow

sharing apps

Apps can bring additional functionality t



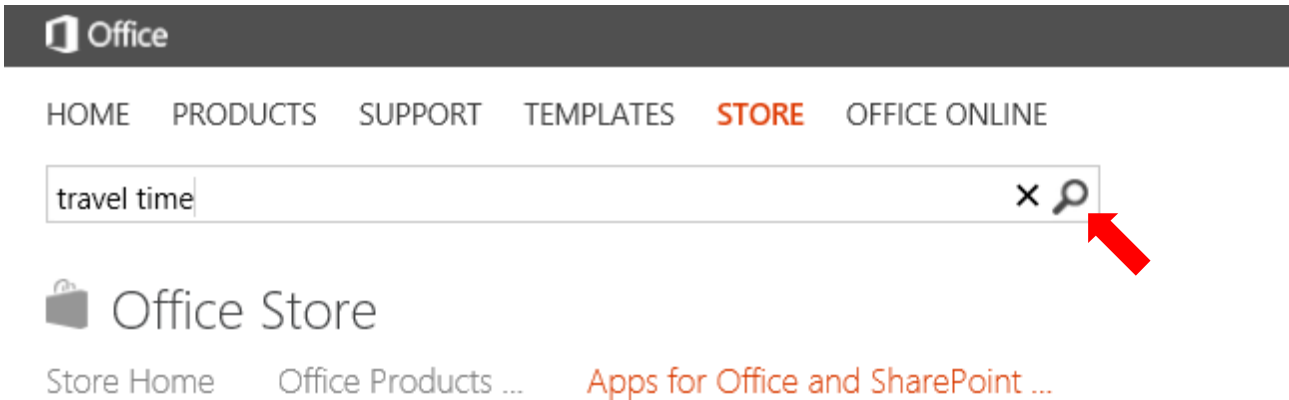
Add from the Office Store

Add from URL

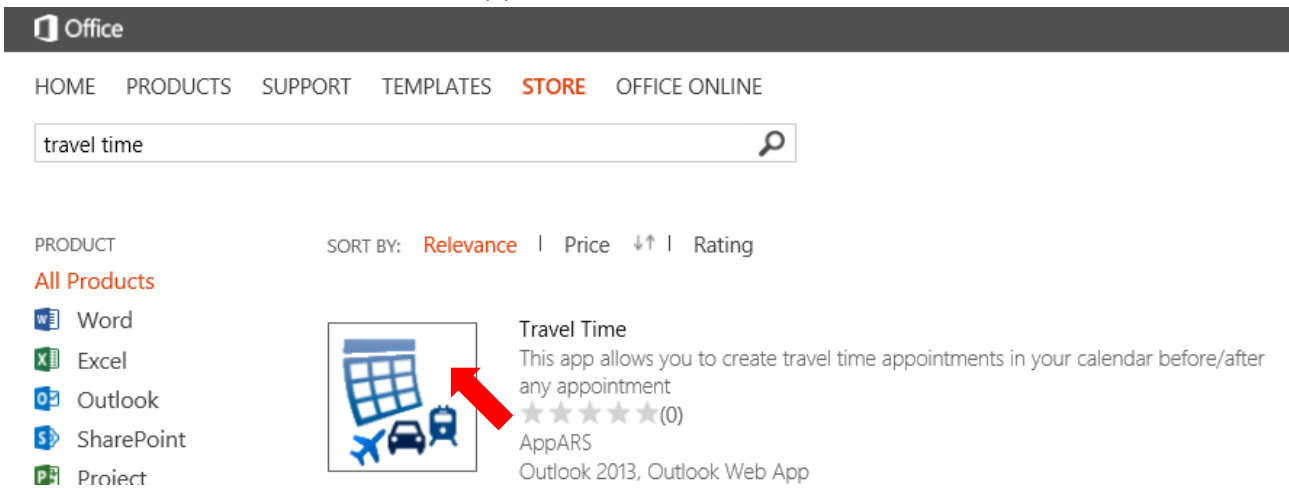
Add from file

7. If needed, sign in to the Office store with your Microsoft Account

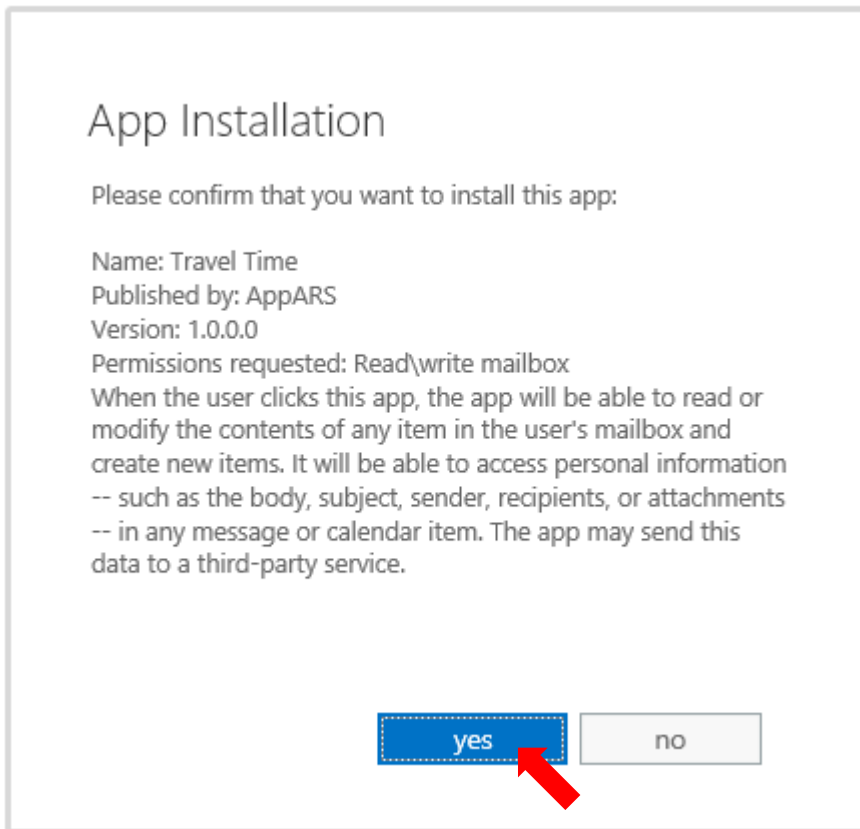
8. Search for “Travel Time” or browse through the applications



9. Click on the “Travel Time” app tile



10. Confirm that you want to install this app



11. Refresh the list of apps, select "Travel Time", and click on the Edit button

Office 365 Outlook

Exchange admin center

recipients
permissions
compliance management
organization
protection
mail flow
mobile
public folders
unified messaging

sharing apps

Apps can bring additional functionality to your Outlook Web App experience. Apps let your users do and see more without leaving their mailbox. The following list shows app

NAME	PROVIDER	USER DEFAULT	PROVIDED TO
Action Items	Microsoft	Enabled	Everyone
Bing Maps	Microsoft	Enabled	Everyone
My Templates	Microsoft	Enabled	Everyone
Suggested Meetings	Microsoft	Enabled	Everyone
Travel Time	AppARS	Disabled	Everyone
Unsubscribe	Microsoft	Enabled	Everyone

Red arrows point to the edit icon, the "Travel Time" row, and the "Unsubscribe" row.

12. Select "Optional, enabled by default" and click Save

[Help](#)

Travel Time

Make this app available to users in your organization

Specify user defaults:

- Optional, enabled by default
- Optional, disabled by default
- Mandatory, always enabled. Users can't disable this app