ShowMe Office 365

Installation Guide

Version: ShowMe Office 365

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Introduction

Welcome to ShowMe Office 365! This short guide will step you through the simple process for installing ShowMe Office 365 in your environment. ShowMe Office 365 is designed for the latest version of Office 365.

Downloading the ShowMe Office 365 Setup Files

1. Browse to ShowMe Studio at https://app.showmeplatform.com
   ShowMe Studio is your one-stop location for downloading, configuring, and customizing ShowMe Office 365, and also provides you with in-depth usage reporting for your organization's learning activities.
2. Log in with the **Organization Name** and **Activation Key** that were sent to you in an email by Point8020.
   You will see the control panel with your application(s). One of these will be called **ShowMe SharePoint 2013**.
3. In the **ShowMe SharePoint 2013** application section, click **Download** and then ensure you save the **showmesharepoint2013.zip** file to your local hard drive when prompted.
   Note: The file is very small (approximately 19KB), and so should only take a few seconds to download.
4. Extract the contents of the zip to a folder on your hard drive.
   One WSP file will be extracted.

Installing ShowMe Office 365 in a Sandbox

The **ShowMeSharePoint2013Sandbox.wsp** is ideal for SharePoint Online in Office 365. It is also ideal if you only want the solution available in a single site collection (or multiple site collections, but not the entire SharePoint farm) in your on-premise environment. To install this sandboxed version, you need only to be a site collection administrator (i.e. you do not need to be a SharePoint Farm administrator). The following steps describe how to install ShowMe Office 365 in a sandboxed environment:

1. Navigate to your SharePoint site collection (such as a team site).
2. On the **Site Actions** menu, click **Site Settings**.
3. Under **Web Designer Galleries**, click **Solutions**.
   Note: if you do not see the **Solutions** link, then in the **Site Collection Administration** section click **Go to top level site settings**, and then you should see the **Solutions** link in the **Web Designer Galleries** section.
4. On the ribbon, click the **Solutions** tab.
5. On the ribbon, click **Upload Solution**.
6. Click **Browse**, and select the **ShowMeSharePoint2013Sandbox.wsp** file that you extracted to your local hard drive. Then click **Open**.
7. Click **OK**, and then click **Activate**.
   The solution is installed. You should now refer to the evaluation guide to help you start using and configuring ShowMe Office 365. See also *Managing ShowMe Office 365 Features* below.

Managing ShowMe Office 365 Features

When the solution is installed, three Site Collection Features are available for you to manage. To view the features:

1. Navigate to your SharePoint site collection.
2. On the **Site Actions** menu, click **Site Settings**.
3. Under **Site Collection Administration**, click **Site collection features**.
   Note: if you do not see the **Site collection features** link, then click **Go to top level site settings**. You should then see the **Site collection features** in the **Site Collection Administration** section.

4. You can choose to activate or deactivate any of the following features shown in Figure 1:
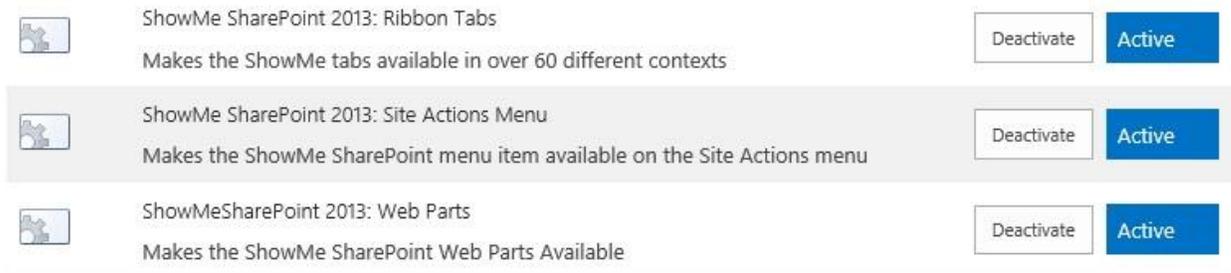

Figure 1

NOTE: If the features are shown with an **Activate** button (like Figure 2), then they are installed but not currently activated. You will need to click the **Activate** button for each feature.
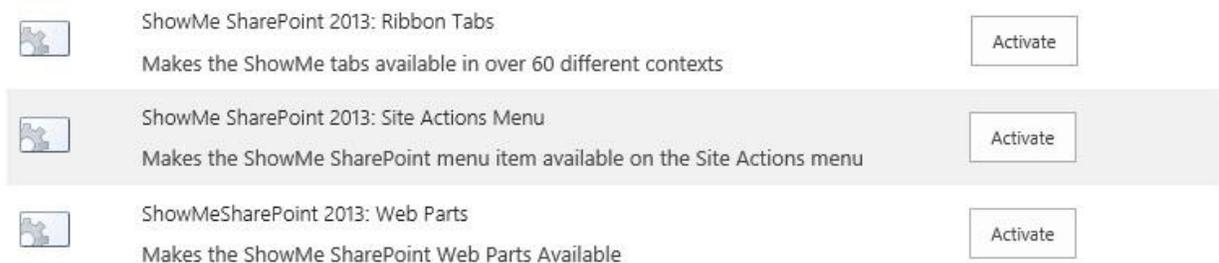

Figure 2

Uninstalling ShowMe Office 365 from a Sandbox

1. Navigate to your SharePoint site collection.
2. On the **Site Actions** menu, click **Site Settings**.
3. Under **Web Designer Galleries**, click **Solutions**.
    Note: if you do not see the **Solutions** link, then in the **Site Collection Administration** section click **Go to top level site settings**, and then you should see the **Solutions** link in the **Web Designer Galleries** section.
4. Select the checkbox for **ShowMeSharePointSandbox**, and then on the ribbon click **Deactivate**. Then in the dialog box, click **Deactivate** again.
5. Select the checkbox for **ShowMeSharePointSandbox**, and then on the ribbon click **Delete**. Then in the dialog box, click **OK**.
    The solution is removed.

Providing Feedback

We welcome all feedback! Please send any feedback you might have to support@point8020.com.