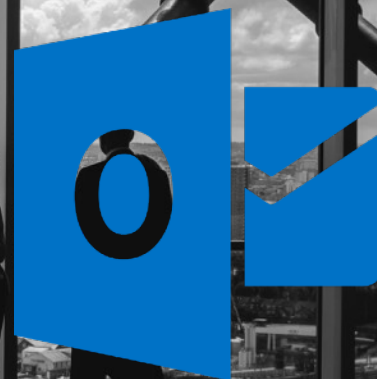


Recognize Add-In for Outlook User Guide



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Introduction

About this guide

The Recognize add-in for Outlook inserts Recognize inside Outlook to easily send staff appreciation along with the rest of Recognize's abilities.

For Employees Only

This guide is intended for employees who use Outlook via the Outlook Web or Desktop App. It will cover authentication and basic usage. This guide will not cover installation or deployments.

System Requirements

- Microsoft Outlook Web App (OWA)
- Microsoft Outlook Rich Client

NOTE: At this time, Microsoft does not support add-ins with the native mobile clients such as Office for iPad, Office for iPhone, Office for Android, and Office Mobile for Windows 10. You may use our add-in on your phone or mobile device by visiting the Outlook Web App in a browser. Please follow these instructions: <https://support.office.com/en-us/article/Sign-in-to-Outlook-on-the-web-for-business-e08eb8ac-ac27-49f4-a400-a47311e1ee7e?>

About the Recognize add-in for Outlook

The Recognize add-in for Outlook's primary function is to facilitate sending quick recognition straight from your email. As soon as you launch the add-in from a compose email window, a pane displays a form to send recognition. The recipients of the recognition will be populated from the To: field of the email. You may also include other people to CC: on this recognition. Once the recognition is sent via the pane, the recognition is automatically embedded into the body of the email. It will already be sent and you can include the recognition details in that new email you've composed as well but it isn't required to send the recognition.

The Recognize add-in also provides quick links to jump to your organizations recognitions or to your profile. From either of these links, the rest of the Recognize platform is accessible.

Common questions

How are notifications handled when sent via the add-in?

Just like any recognition you send, an email notification, mobile push notification, and text message email all may be sent to the user depending on their notification settings. The new message pane in Outlook will give you the recognition details to share with the other email recipients if you'd like.

I'm a company administrator, how do I access the Recognize admin portal?

The Recognize admin portal is accessible visiting either the link for "Company recognitions" or "profile" which will display a toolbar that is used on the traditional Recognize web site. From the gear icon in the top right, you will find the link to the "Company admin".

Can I redeem rewards from the Recognize add-in?

Yes, you can. You will need to visit either the link for "Company recognitions" or "profile" to view the standard Recognize platform. From there, you can visit any page in the Recognize site including the Rewards page. Look for the martini icon. See last page for a screenshot.

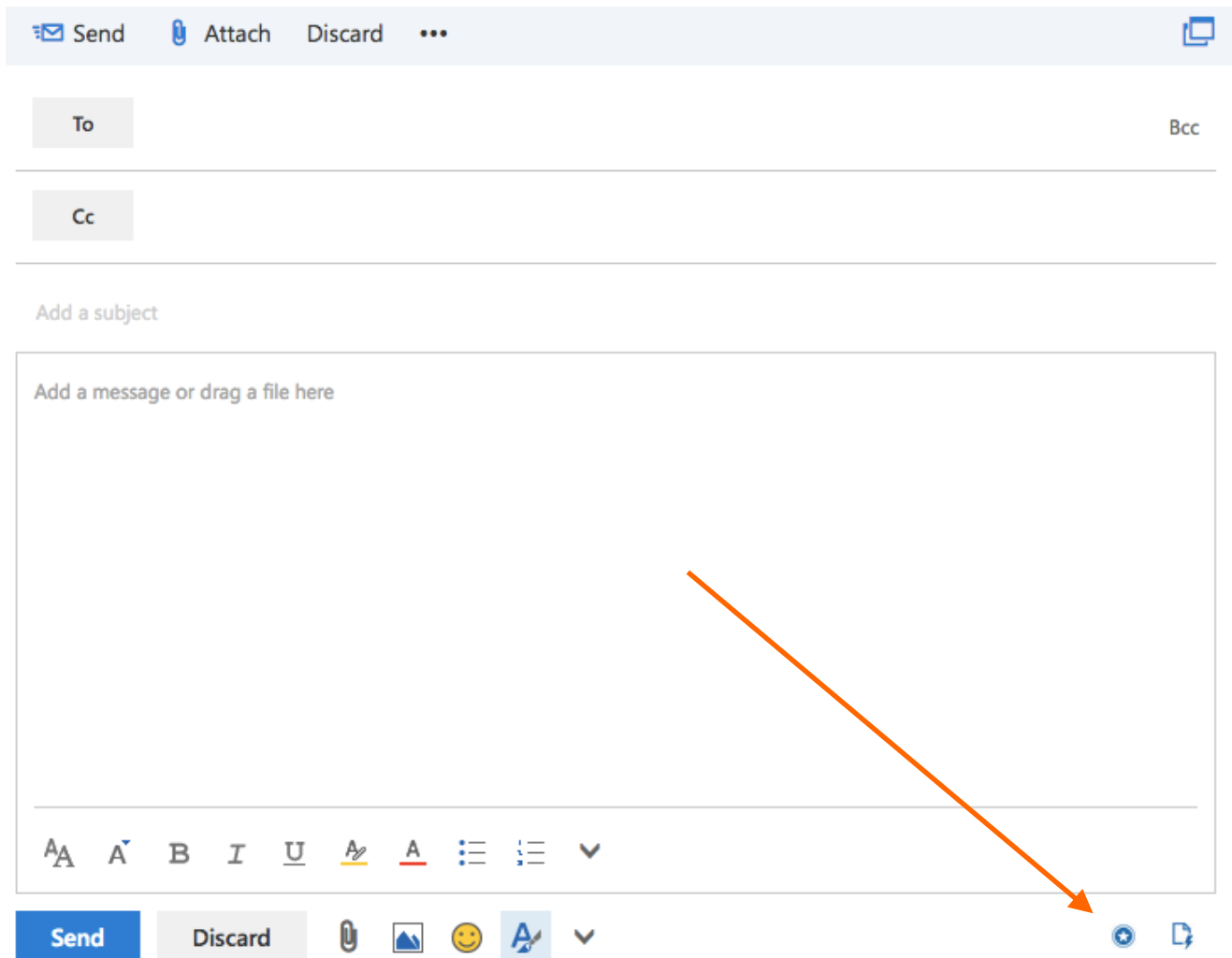
How do I configure recipients of the recognition?

The Recognize add-in pulls recipients from the To: field in the email compose window. If you specify a recipient in the To: field prior to launching the add-in, the recipient will auto-populate in the add-in pane. If you launch the add-in pane prior to specifying a recipient, the add-in will not display the recipients. However, when the recognition is sent, the add-in will grab the recipient list from the To: field. Anyone in the Cc: field will **not** be a recipient of the recognition.

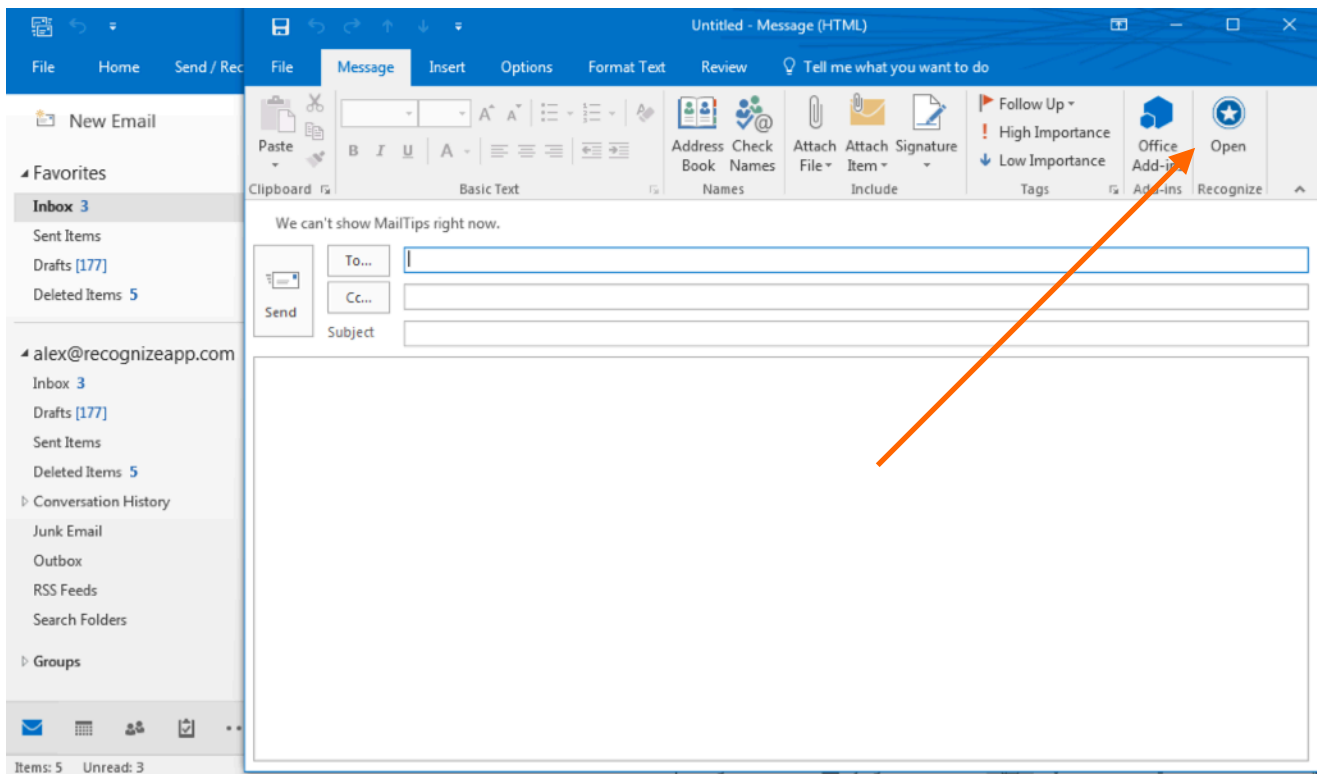
Getting started

Launching the add-in

The Recognize add-in for Outlook is accessible on the compose email window. Launch the add-in by clicking the Recognize "blue star" logo in the bottom right.



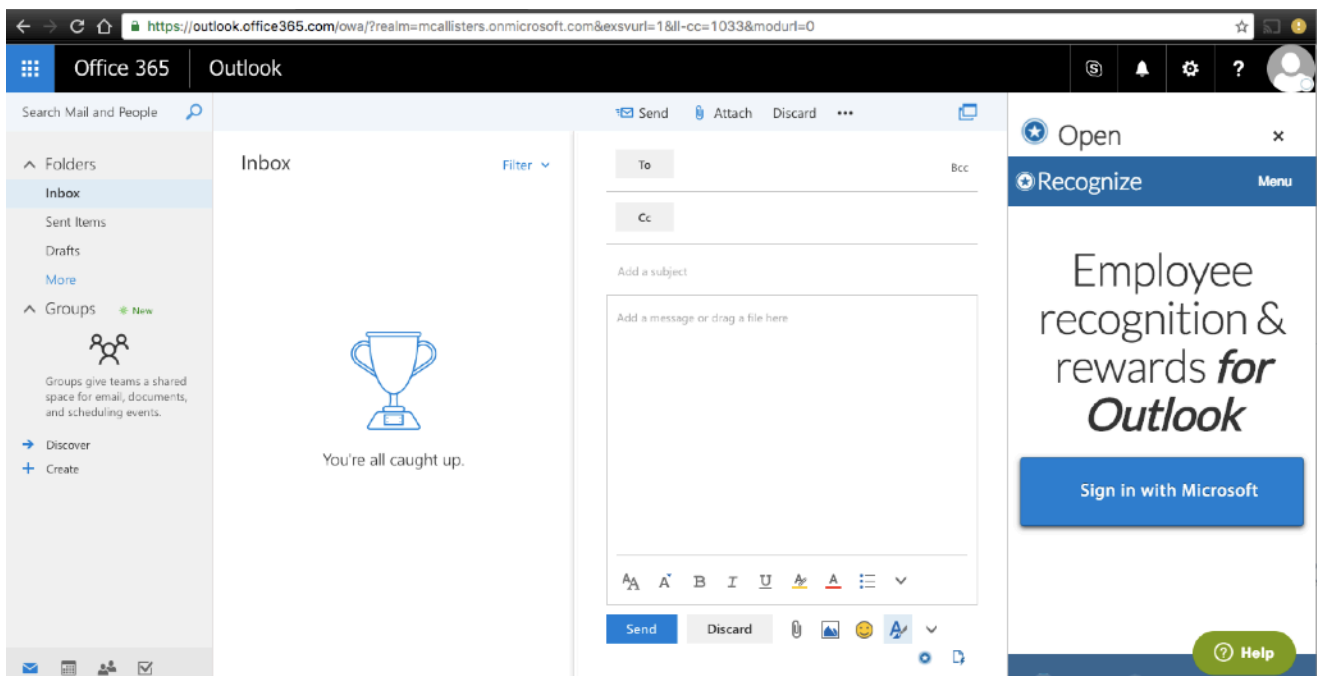
The Outlook Web App



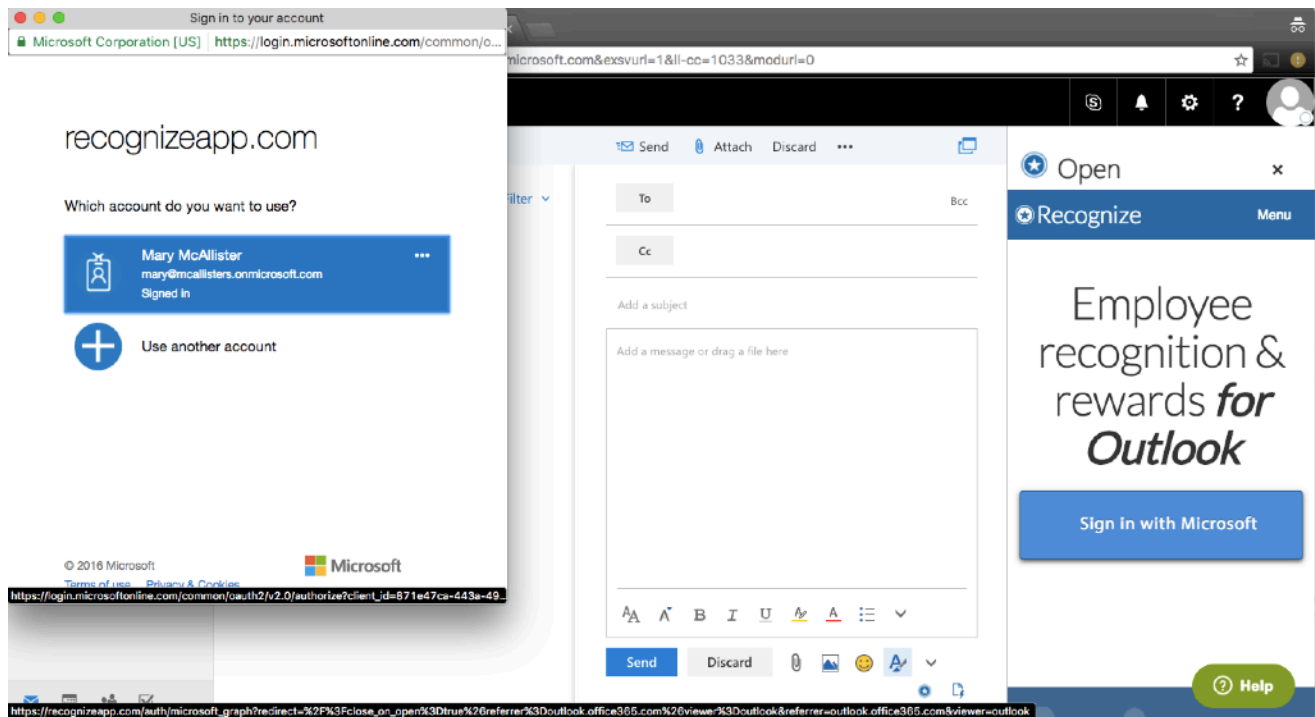
The Outlook Rich Client

Logging in

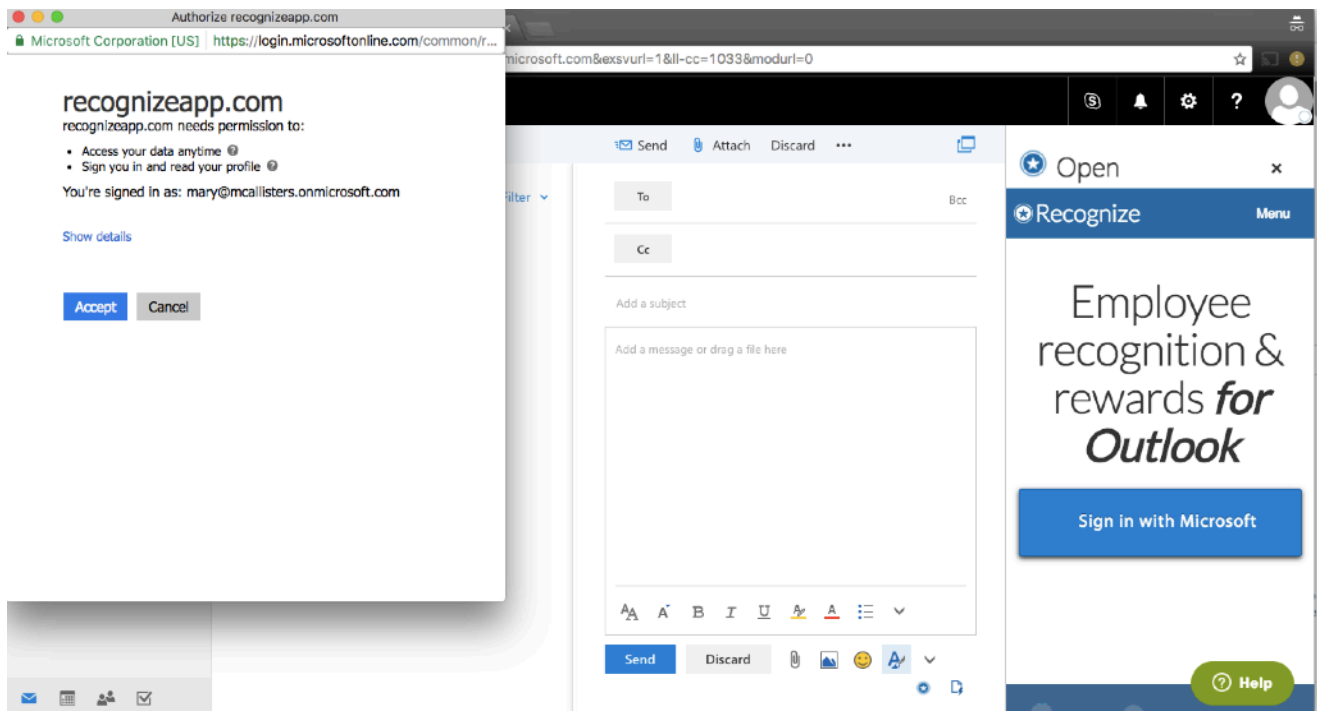
After clicking the Recognize add-in button for the first time, you will see the following screen and will need to login. Simply click the "**Sign in with Microsoft**" button. This step and all future steps are the same in the web app and the rich client.



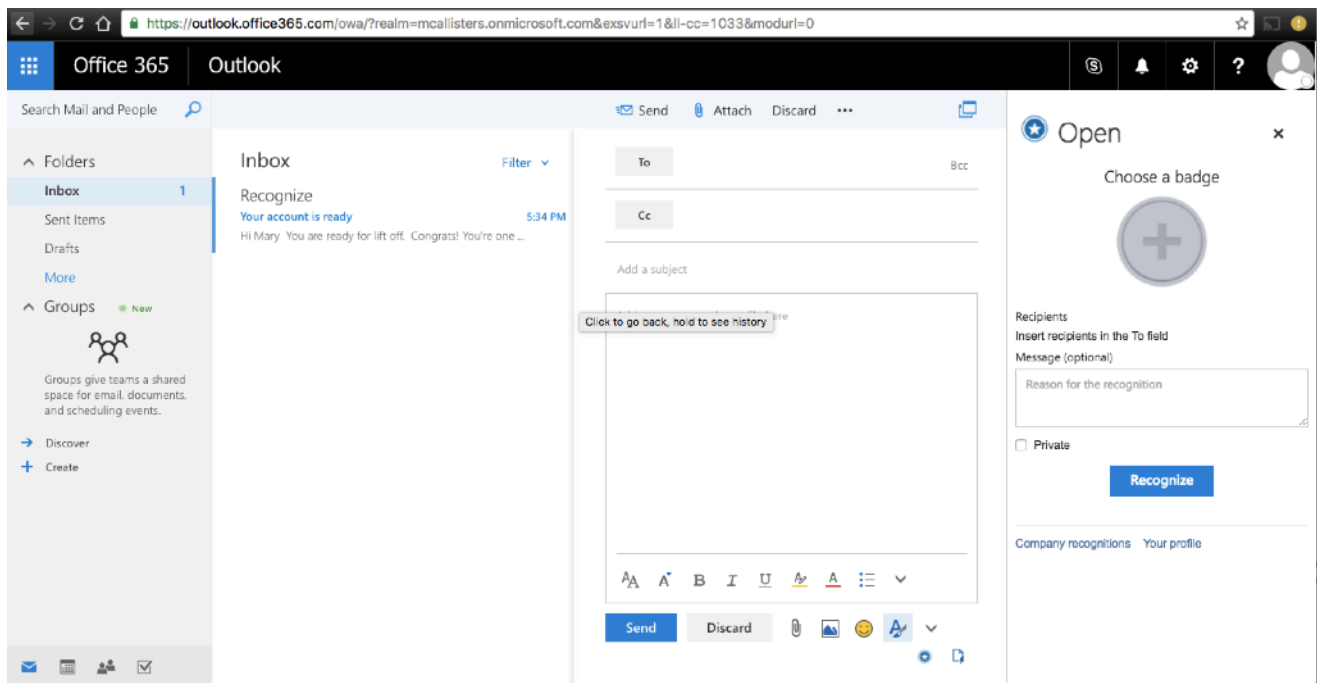
Select your account.



Authorize Recognize to access your account.



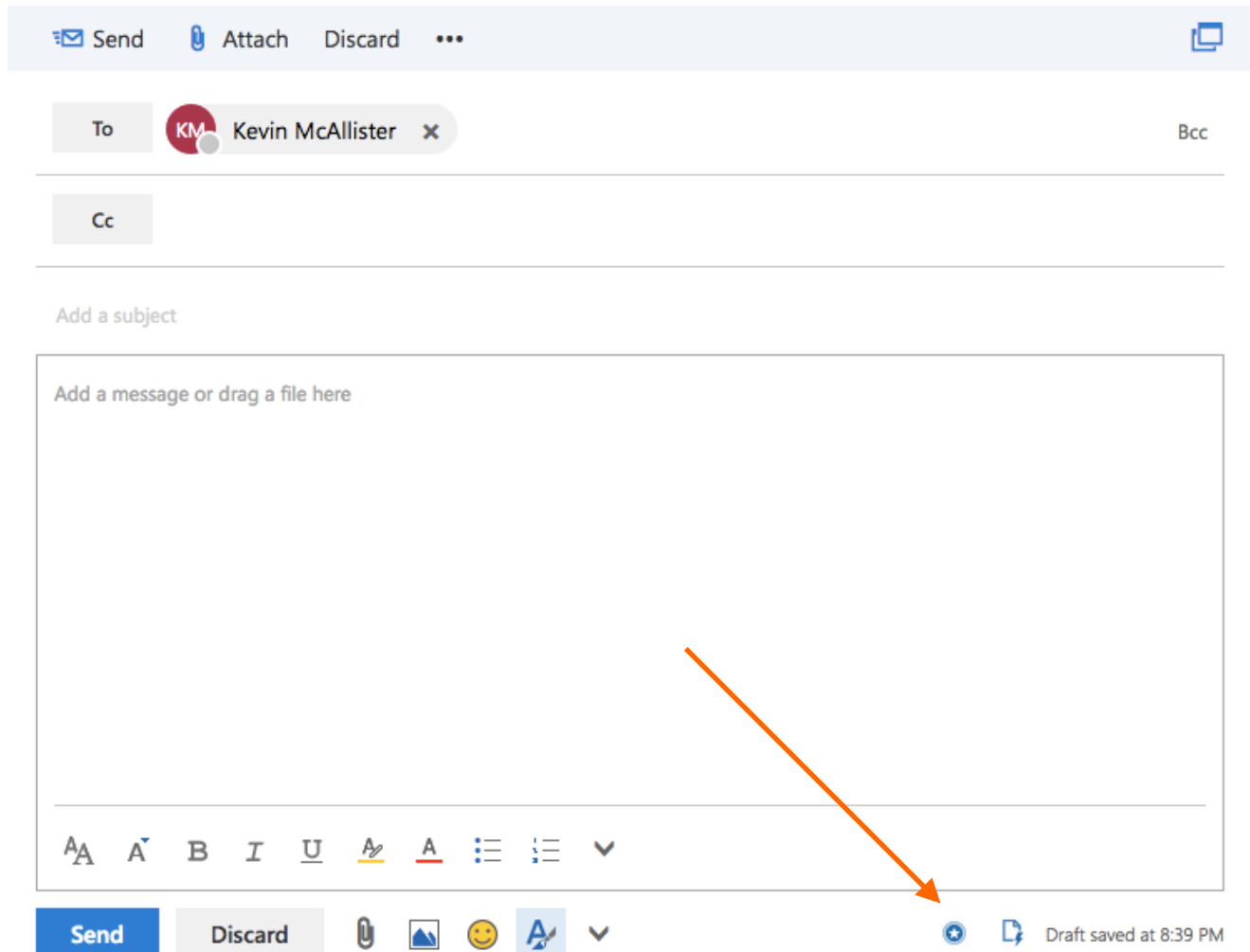
You are now ready to start using Recognize in Outlook!



Sending Recognitions

Specify recipients in the To: field

The recommended way to send recognitions, is to first specify the person you would like to recognize in the To: field of the compose email window.



Launch the add-in

Then launch the add-in via the blue star logo at the **bottom right (in the web app)** and the recipient will be pre-filled in the add-in pane.

In the **rich client** the Recognize icon is in the **top right**.

Send the recognition

Specify a badge, a message, and any additional options. When you're ready, click "Recognize" to send off the recognition. No email notification is sent at this time. Its up to you to customize the email that will notify the recipient.

Send Attach Discard

To Kevin McAllister

Cc

Add a subject

Add a message or drag a file here

A A B I U A A

Send Discard

Draft saved at 8:39 PM

Recognize

Creative

+ Edit Badge

Recipients

Kevin McAllister

Message

Loved your idea on how to increase engagement at the company picnic!

Private

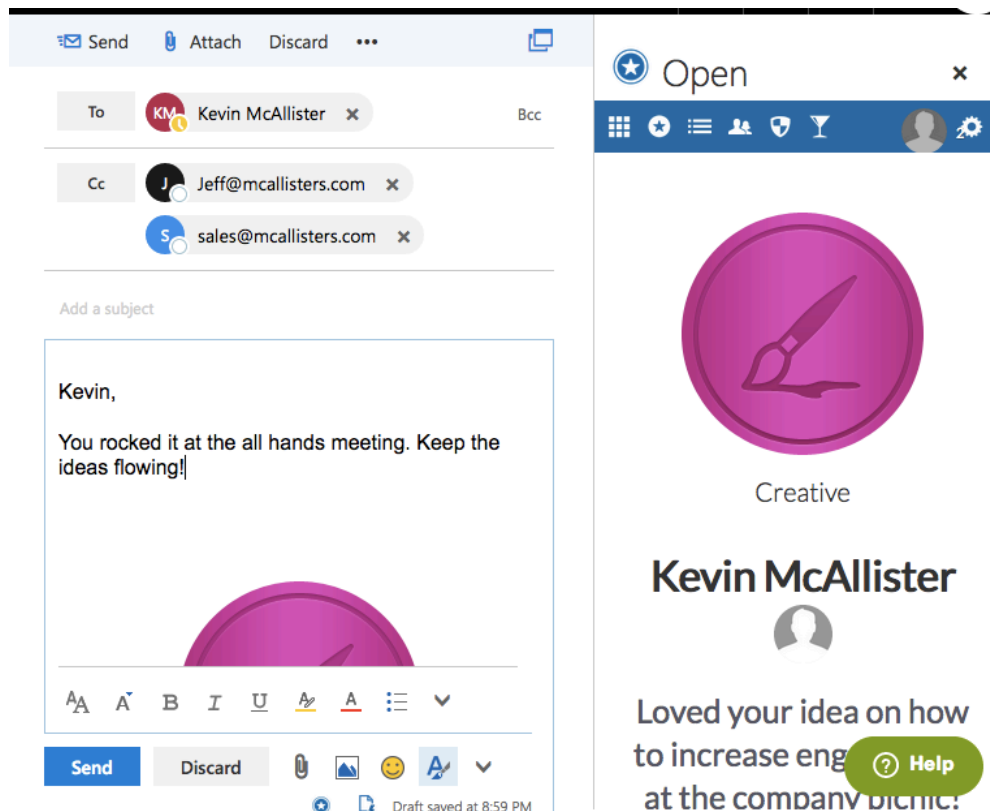
Post to Yammer

Recognize

Company recognitions Your profile

Notify the recipient

After sending off the recognition, customize the email and include anybody else you would like to notify on the Cc: line.



Then send the email and you're all set! Sending the actual email is optional if you want to discuss other items or notify the users in the Cc: field. Feel free to browse the Recognize platform in the pane to the right, or close the pane if finished.

Questions & Feedback

Please email us at support@recognizeapp.com if you have any questions or feedback.