

The Jive logo consists of the word "jive" in a lowercase, bold, sans-serif font. The letter "j" has a distinctive hook that extends downwards and to the left.

work better together™

Setting Up Jive for Outlook Online

Contents

Setting Up Jive for Outlook Online.....	3
Jive for Outlook Online System Requirements.....	3
Installing the Outlook Online Cartridge.....	3

Setting Up Jive for Outlook Online

Jive for Outlook Online lets your community members engage fully with the community without ever leaving the Outlook Online inbox.

Jive for Outlook Online System Requirements

Jive for Outlook Online requires version 2.3 or higher of the Jive Anywhere browser plugin, plus the current version of Jive in the Cloud.

Jive Requirements

- Jive 7, 8, or current Cloud version of Jive
- Jive Anywhere 2.3 or higher installed on the client browser

Microsoft Requirements

- Office 365 with accounts for all participating users
- Note that Exchange 2013 with Outlook Web Access 2013 on premise is not supported.

Browser Requirements

The following browsers are supported:

- Internet Explorer 9 or higher. Internet Explorer 10 or higher is required to upload images and attachments when converting emails to discussions.
- Current versions of Chrome and Firefox



Note: Your browser locale must be set to EN.

Installing the Outlook Online Cartridge

The Outlook Online cartridge for Jive Anywhere is automatically installed with the Office 365 add-on. You can also install it on its own from the admin console if you get the package from Support.



Fastpath: Admin Console: System > Settings > Jive Anywhere > Cartridges

Installing this Jive Anywhere cartridge provides the functionality of Jive for Outlook Online for your users when they download the Jive Anywhere browser plugin from the Tools page of your Jive site.

1. Use the path above to navigate to the Jive Anywhere Cartridges page.
2. Click **Upload new cartridge**.
3. Provide a name for the cartridge. This name will be displayed in the Admin Console as well as in the Jive Anywhere interface.

4. Browse to the Jive for Outlook Online package.
5. In the text box below the **Cartridge included patterns** field, type the URL of your Outlook web server, and click the up arrow to add it to the **Cartridge included patterns** field. Use the format `mymailserver.com/owa`.
6. Click **Submit**.