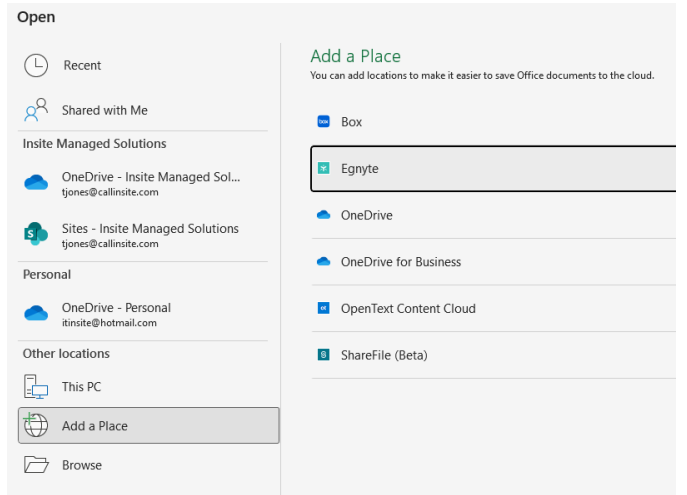


# Add Egnyte as "A Place" in Office

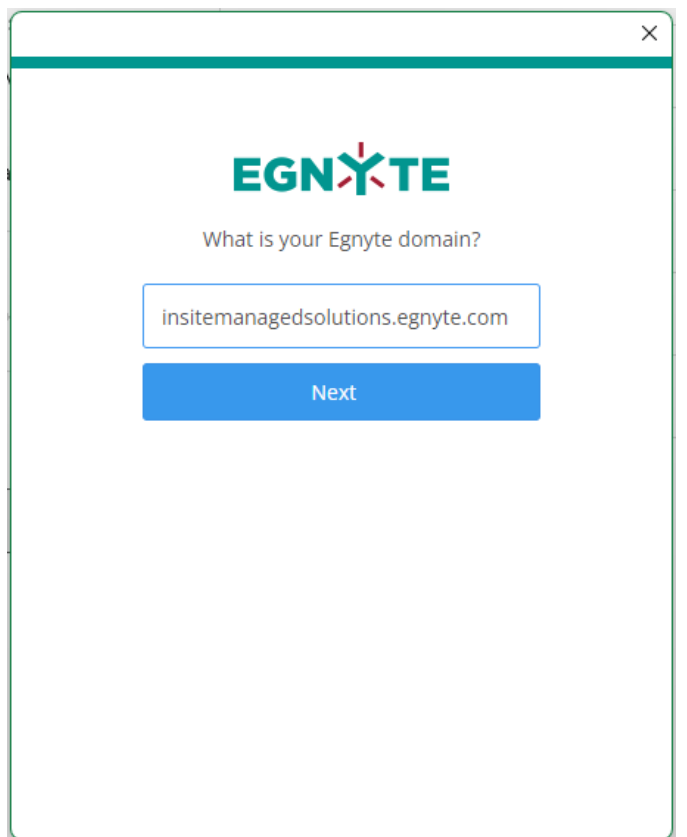
To enable Co-Editing with the new Egnyte updates, follow these steps:

Step 1: Open any Office program (Word, Excel, PowerPoint) and click File > Open.

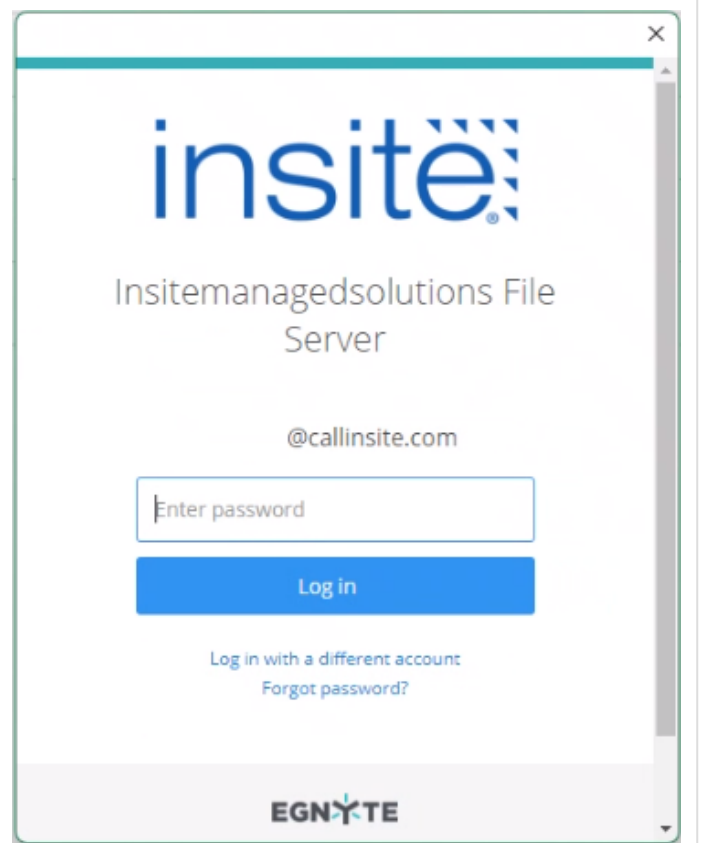
Select "Add a Place", then chose Egnyte



Step 2: Enter "insitemanagedsolutions.egnyte.com" (without the quotes) in the domain space and sign in.

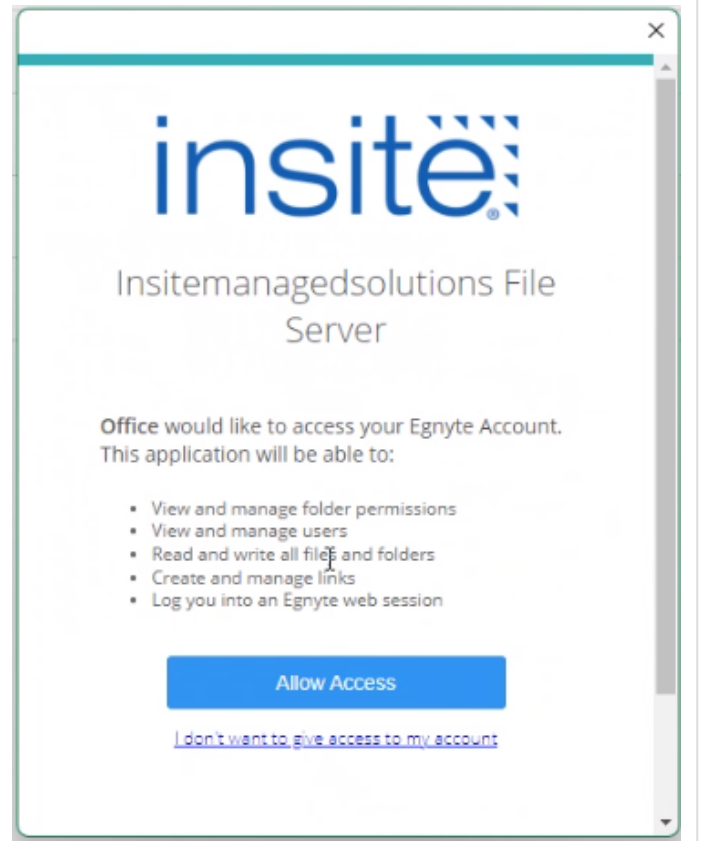


Step 3: Enter your CallInsite email address and password on the following screens



The screenshot shows the login interface for 'insite:'. The page title is 'Insitemanagedsolutions File Server'. Below the title, the email address '@callinsite.com' is displayed. There is a text input field labeled 'Enter password' and a blue 'Log in' button. Below the button, there are links for 'Log in with a different account' and 'Forgot password?'. At the bottom of the page, the 'EGNYTE' logo is visible.

Step 4: Click "Allow Access" on the confirmation page



The screenshot shows the account access confirmation page for 'insite:'. The page title is 'Insitemanagedsolutions File Server'. Below the title, the text reads: 'Office would like to access your Egnyte Account. This application will be able to:'. A list of permissions is shown:

- View and manage folder permissions
- View and manage users
- Read and write all files and folders
- Create and manage links
- Log you into an Egnyte web session

Below the list is a blue 'Allow Access' button and a link: '[I don't want to give access to my account](#)'.

Revision #1

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