



Nintex[®] Forms

for Office 365[®]

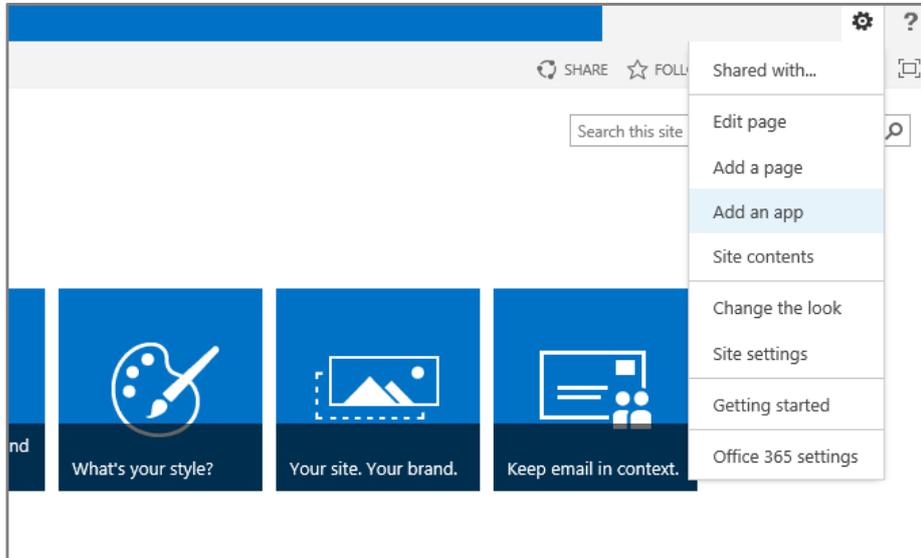
Installation guide

support@nintex.com www.nintex.com

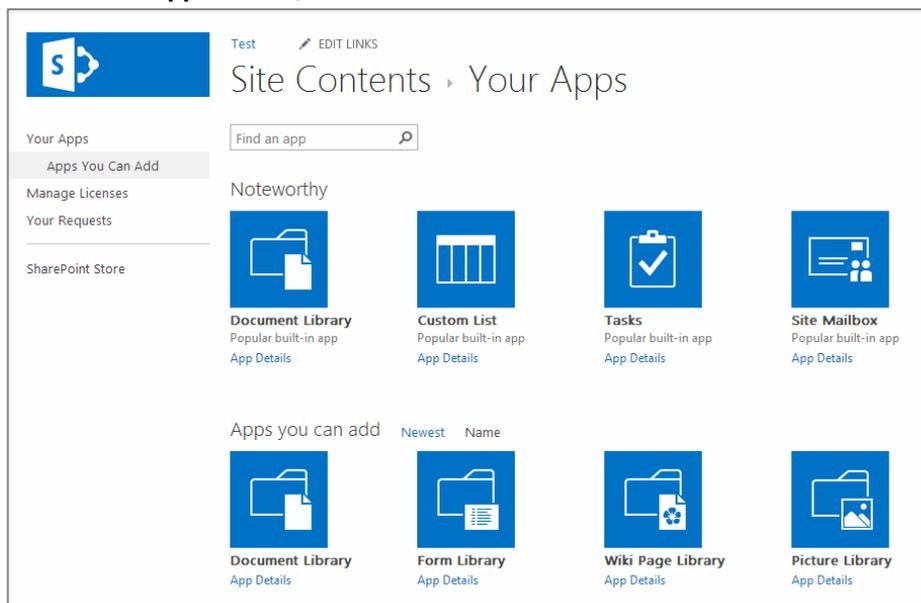
Adding the App

Nintex Forms for Office 365 is distributed via the SharePoint store. In order to add the app to your Office 365 tenancy, you will need to add the app. This tutorial will take you through the process of adding the app.

1. In your Office 365 site, click on the **Settings** icon and click on **Add an app**.

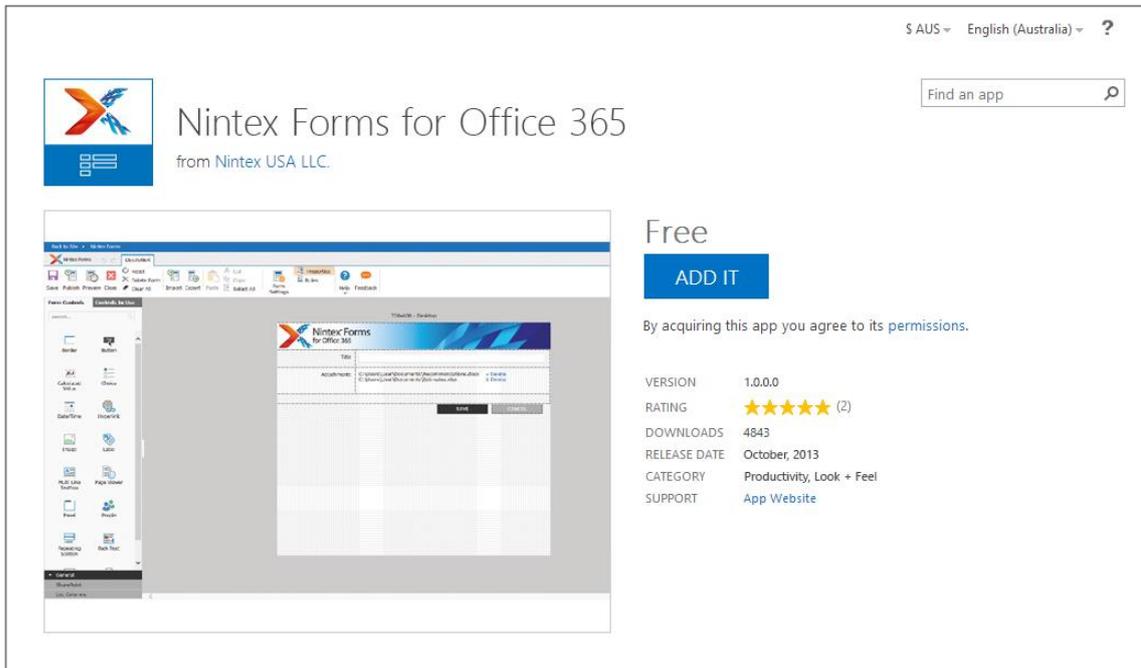


2. On the **Your Apps** screen, click SharePoint Store on the left-hand side.

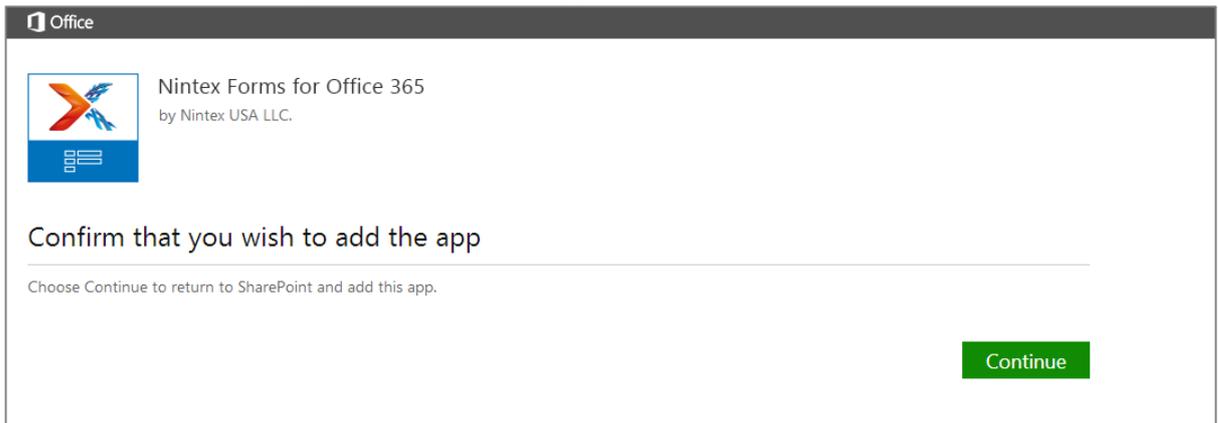


3. In the SharePoint store, locate the **Nintex Forms for Office 365** app. Search for "Nintex" in the **Search** box.

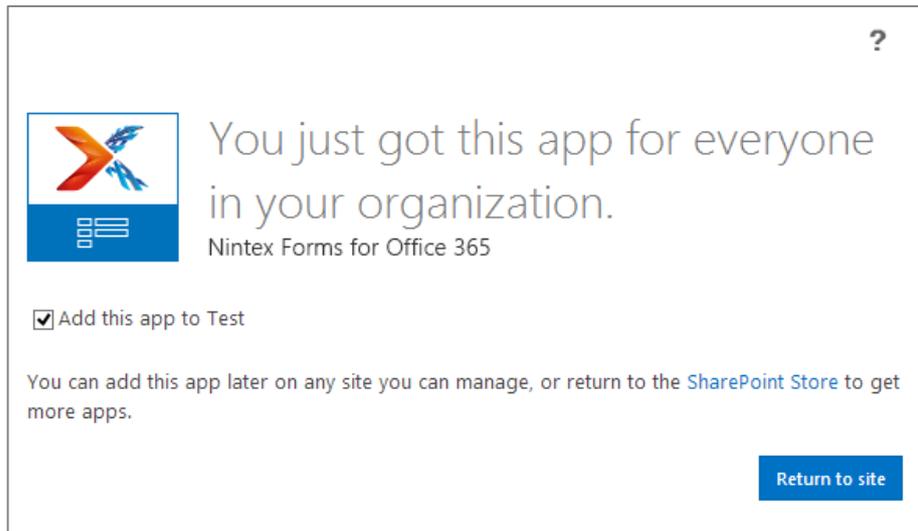
4. When the **App Detail** page has opened, click the **Add It** button to add the app to your Office 365 site.



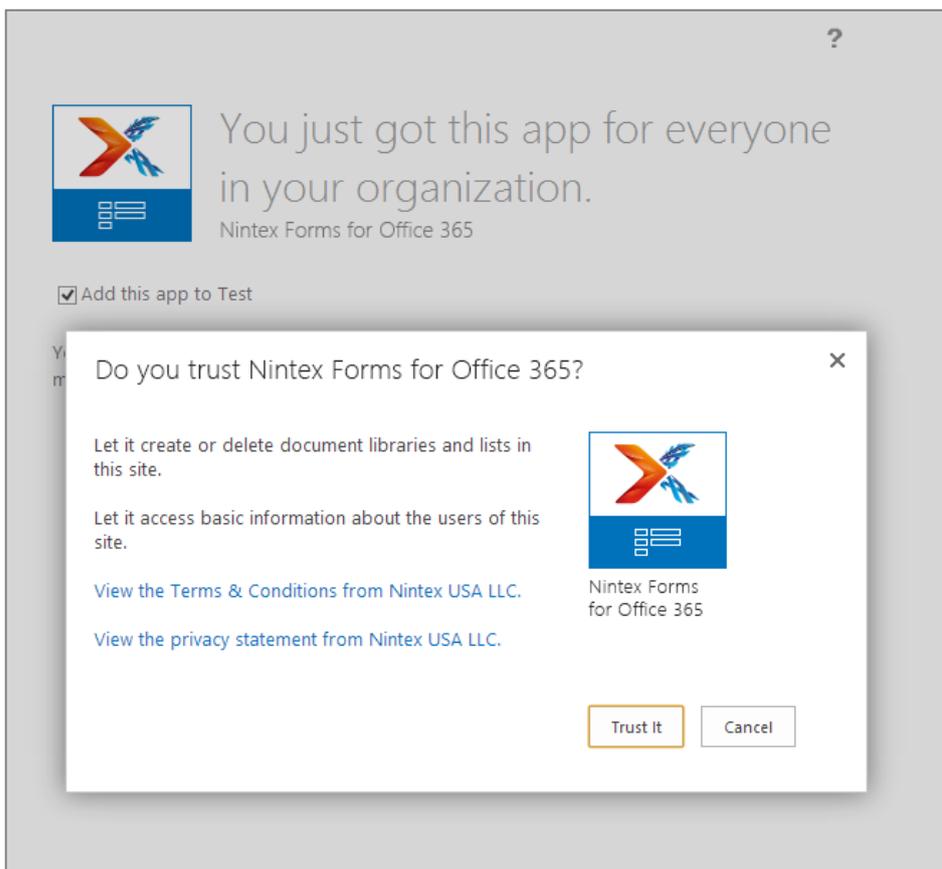
5. Click **Continue** to confirm you wish to add the app.



6. Once the app acquisition has completed, you will receive a notification confirming the subscription to the Nintex Forms Office 365 app for everyone in your organisation.



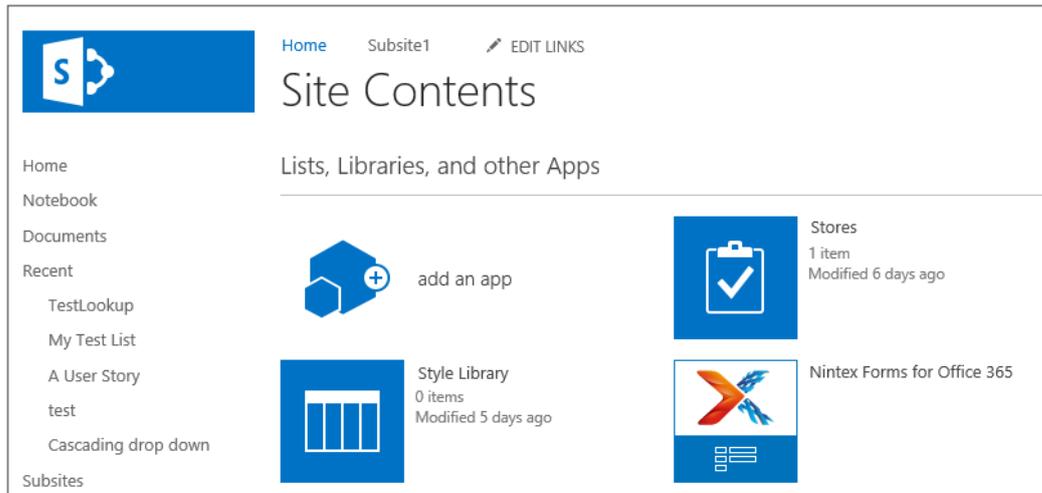
7. Click on **Return to site**.
8. When you add the app to your site, a “Do you trust this app?” prompt will appear.



9. Click on **Trust It**.

Note: The action of trusting the site will grant the app access to the stated capabilities of that particular site.

10. After a few moments the app will be available in the site and ready to use.



Nintex Forms for Office 365 is now installed in your Office 365 site ready to use.

Registering for a Trial

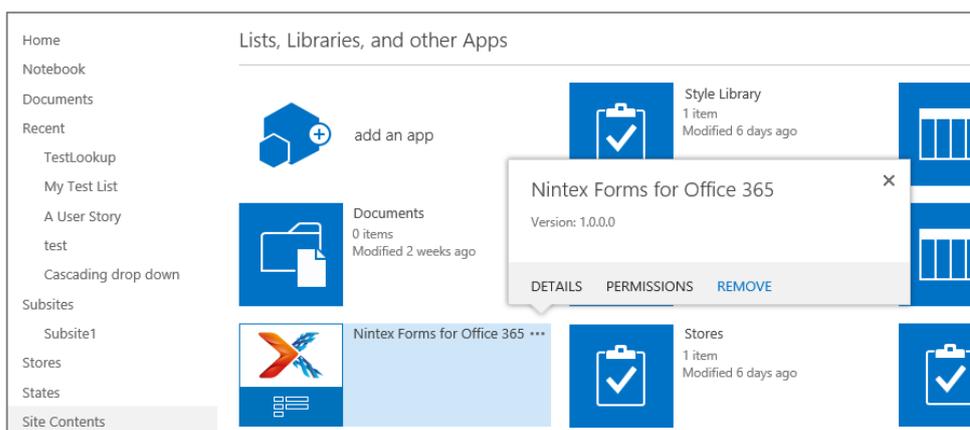
You can evaluate Nintex Forms for Office 365 for 30 days free of charge. To register for a trial:

1. When Nintex Forms for Office 365 first opens you will see a form which allows you to register for a trial. To start the trial, enter your contact details and click **Next**.
2. Your trial will then take a few moments to provision and you will be ready to start building workflows.

Removing Nintex Forms for Office 365 from your site

You can choose to remove Nintex Forms for Office 365 from your Office 365 site at any time

1. Navigate to the site where the Nintex Forms for Office 365 app has been installed.
2. In the **Settings** menu, choose **Site contents** to display all Lists, Libraries and Apps installed in the site.
3. Click on the elipses (...) next to the Nintex Forms for Office 365 app. Click **Remove**.



4. Confirm you want to remove the Nintex Forms for Office 365 app, and click **OK**. After a few moments the app will be removed from the site.

Please note: If you have any active published forms and an active subscription for Nintex Forms for Office 365, those forms will continue to operate until the subscription expires.