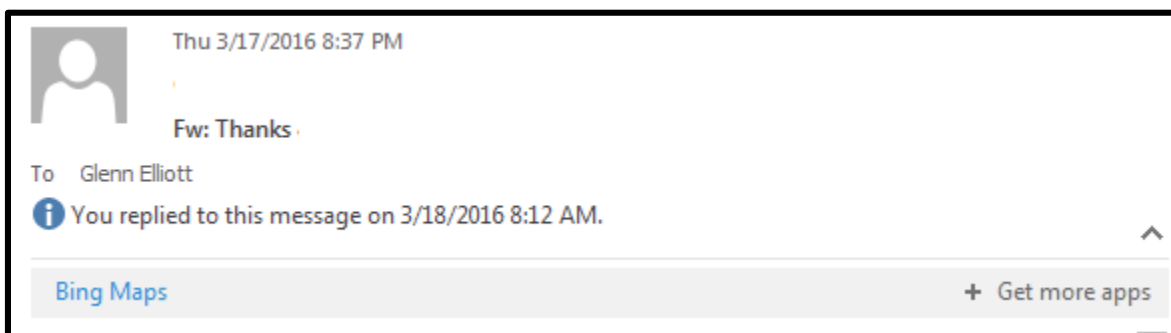


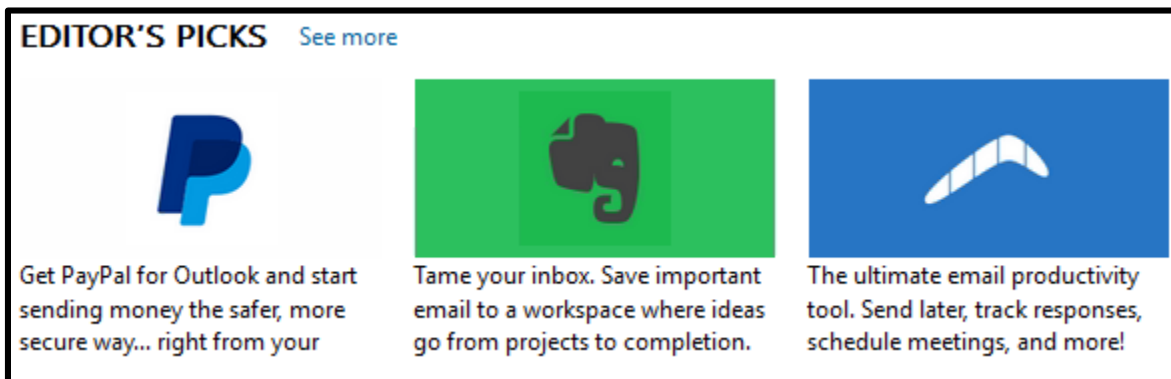
## Outlook Desktop – Disabling Apps or Adding New Apps

You may have noticed a bar in your Outlook for Bing Maps and Action items. This is a new feature in Office 365 that scans your email for addresses, meetings, and potential tasks. If you find them helpful, you can add new apps to add additional features. You can also disable these apps outright if you find them intrusive.

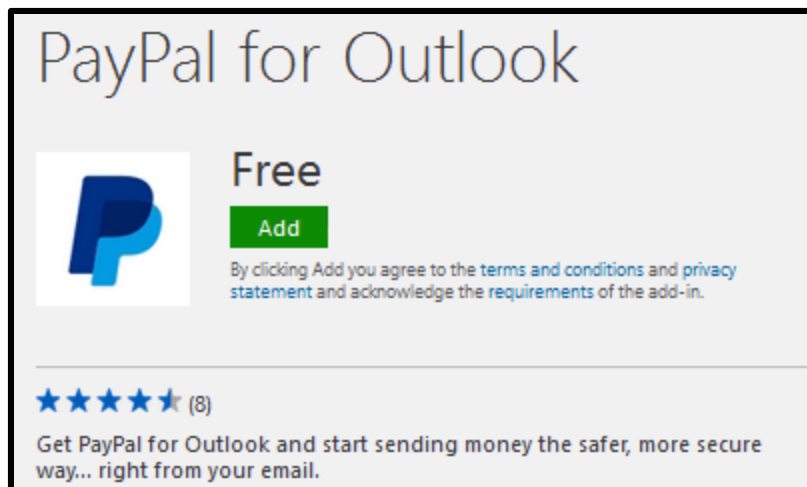
1. Below is an example of a Bing Maps app that scans for addresses in the email content and offers you a map. You can quickly receive directions or view a larger map in your web browser. Click **Get more apps** to browse for additional apps.



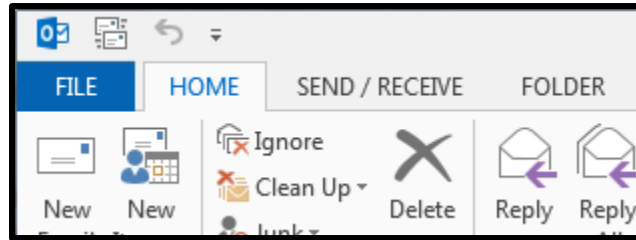
2. A few examples are PayPal and Evernote. They will add features to your email client. Click on any icon to view additional details.



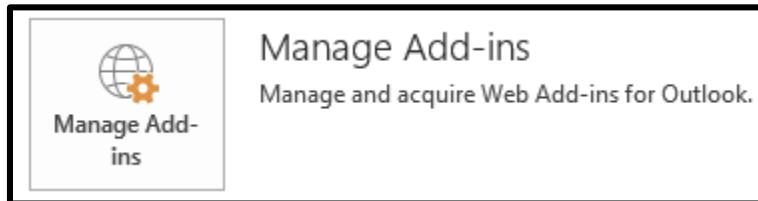
3. Click the **Add** button to add the app to your Outlook.



4. To remove the apps from your Outlook, click the **File** menu in the upper left corner.



5. Click **Manage Add-Ins** at the bottom (you may need to scroll down to see it).



6. This will open your browser and take you to the Office 365 website. Type your email in the [first.last@bucks.edu](mailto:first.last@bucks.edu) format and your password and click **Sign In**. You may need to click the Mail icon and enter your time zone preferences if you have not signed into the web version before.

A screenshot of the Office 365 sign-in page. The title is 'Work or school account'. There is a text input field containing the email address 'glenn.elliott@bucks.edu'. Below it is a password input field with ten dots. A checkbox labeled 'Keep me signed in' is present and unchecked. A blue 'Sign in' button is at the bottom.

7. Here you can see some of the apps that are enabled by default. Remove the checkmark under the Turned on column to disable the apps. This will save changes automatically.

A screenshot of the 'Add-ins' list in Outlook. The table has columns for Name, Provider, Installed by, and Turned on. The 'Turned on' column contains checkmarks for all listed items.

Name	Provider	Installed by	Turned on
Action Items	Microsoft	Default	<input checked="" type="checkbox"/>
Bing Maps	Microsoft	Default	<input checked="" type="checkbox"/>
My Templates	Microsoft	Default	<input checked="" type="checkbox"/>