LureSight

Install Guide

Getting LureSight into your Outlook, one small click at a time

> **Read this first**
>
> This guide assumes you have never installed anything in Outlook before — and that's completely fine.
>
> The whole thing takes about ten minutes, you can't break anything by trying, and every step can be undone.
>
> If at any point you feel stuck, stop and ask the person who gave you LureSight, or your IT helpdesk. That is a normal thing to do, not a failure.

First: you might not need to do anything

In many organizations, the IT team installs LureSight for everyone at once, in the background. So before doing any work, check whether it's already there:

1. Open Outlook the way you always do and click on any email.
2. Look at the row of buttons near the top of the email for one called **LureSight**. Also try the three-dots button (…) if there is one — extra buttons often hide in there.
3. If you see LureSight: you're done! Close this guide and open the *User Guide* instead. If not, carry on below.

What you need before starting

- **A small file called manifest.xml. You can download it yourself from luresight.com/help with the Download manifest.xml button, or the person or team providing LureSight may send it to you attached to an email. Save it somewhere you can find again, like your Desktop or Downloads folder.**
- **Outlook.** The steps below cover Outlook in a web browser (the kind you use at outlook.office.com) and the Outlook program installed on a computer. Both work.

- **About ten unhurried minutes.**

> **What is that manifest.xml file, in plain words?**
>
> It's not a program and it doesn't "run." Think of it as a business card for LureSight: a tiny note that tells Outlook "here's my name, my picture, and where I live." When you hand that card to Outlook, Outlook knows how to find LureSight and show you the button.
>
> Because it's just a note card, double-clicking it won't do anything useful — you give it to Outlook using the steps below instead.

Installing — Outlook in a web browser

Use these steps if you read email at **outlook.office.com** (or outlook.com) in a browser like Edge or Chrome.

1. Open Outlook in the browser and click on any email so it opens on the right.
2. At the top of the email, click the three-dots button (**...**) and choose **Get Add-ins** — on newer screens it may be called **Apps** and show a grid-of-squares picture. A large window opens; this is Outlook's "app store."
3. On the left side of that window, click **My add-ins**.
4. Scroll to the bottom, to a section called **Custom Addins**. Click **+ Add a custom add-in**, then **Add from file...**
5. A file-picker opens. Find and click your **manifest.xml** file (Desktop or Downloads, wherever you saved it), then click **Open**.
6. Outlook shows a caution message — this is Outlook being properly careful about anything new. Since this file came from your own IT team or trusted provider, click **Install**.
7. Close the app-store window. Done!

Installing — the Outlook program on your computer

Use these steps if Outlook is a program you open from your desktop or taskbar (Windows or Mac). The good news: it's the same idea, just a slightly different way in.

1. Open Outlook and click on any email.
2. On the ribbon of buttons along the top, look for **Get Add-ins** or **All Apps**. (On a Mac it can be under the three-dots ... button on the email itself.) Click it.

3. From here it's identical to the browser steps: **My add-ins** → **Custom Addins** → **Add from file...** → choose **manifest.xml** → **Install**.

> **Can't find "Get Add-ins" anywhere?**
> Some organizations switch that menu off so only IT can install things — a sensible safety measure, and nothing you did wrong.
>
> If you've looked in both places and it simply isn't there, forward the manifest.xml file to your IT helpdesk and ask them to "deploy this Outlook add-in" for you. That phrase tells them exactly what to do — and the link holds Microsoft's own instructions for them.
>
> **Button there, but greyed out?**
> "Get Add-ins" only lights up for Microsoft-hosted mailboxes (Microsoft 365 or outlook.com) — and it follows whichever account you have selected. iCloud, Gmail-added-as-IMAP, and POP accounts can't run Outlook add-ins at all; that's how Outlook works, not something you or LureSight did wrong.
>
> Click a message in a Microsoft mailbox first and try again, or add a free outlook.com account to test with. The shortcut aka.ms/olksideload opens the add-ins window in Outlook on the web for whichever account is signed in there. And if your mail lives on iCloud or Gmail, use the LureSight web scanner instead — same engine, nothing to install.

Installing from a hosted server

LureSight can live in two places: on your own computer (the try-it-out setup a technical person runs locally) or on a server on the internet that your provider looks after — the normal arrangement for a team, because it means LureSight is simply always on, with nothing running on your machine.

Here is the good news: **for you, nothing about installing changes.** The manifest file you were given already contains the address where LureSight lives — you don't choose, configure, or type anything. If your provider runs a hosted server, the file they send may be called **manifest-hosted.xml** instead of manifest.xml. Treat it exactly the same: wherever a step above says to pick manifest.xml, pick the file you were sent. Every step, message, and button is otherwise identical.

You can even have both installed at once — a local copy and a hosted copy — and Outlook will show them as two separate LureSight buttons without any conflict. Most people will only ever have one.

> **For the person providing LureSight (skip this box otherwise)**
> To create the hosted version of the manifest, run this in the project folder: **node tools/make-manifest.mjs https://luresight.com** — it writes manifest-hosted.xml with every address pointed at your server, ready to send to your users. The full server walkthrough, written for a first-timer, is the

> SETUP.md file in the server folder.

Checking that it worked

1. Close Outlook completely, then open it again. (Programs sometimes need a fresh start to notice new things — the computer version of a good night's sleep.)
2. Open any email and look for the **LureSight** button, checking the three-dots (…) menu too.
3. Click it. If a panel slides in and says “Reading message…” and then shows a dial with a number — congratulations, everything works.

One small first-time setting

So the “Report to security” button knows where to send reports, it needs one email address, one time:

1. In the LureSight panel, click the little ⚙ (gear) button.
2. Type the reporting address your IT or security team gave you — it often looks like phishing@yourcompany.com — and click Save address.

Don't have that address? Ask IT: “What address should I report phishing emails to?” You can also skip this for now; LureSight will simply ask the first time you press the Report button.

If you see no gear button, your organization has already set the address for everyone and there is nothing for you to do.

If something goes wrong

What you see	What it means and what to do
The LureSight button never appears.	Restart Outlook once more. Still nothing? Repeat the install steps — if the add-in already exists Outlook will just say so, which is harmless. Otherwise, ask IT.
The panel opens but shows an error instead of results.	LureSight lives at a web address looked after by whoever provided it. If that address is switched off or unreachable, the panel can't load. This is not something you can fix from your side — tell the person or team who gave you LureSight.
Outlook won't accept the manifest.xml file.	The file may have been damaged in transit. Ask the sender for a fresh copy and save it again before retrying.

What you see	What it means and what to do
“Get Add-ins” / “Apps” is missing entirely.	Your organization limits who can install add-ins. Forward manifest.xml to IT and ask them to deploy it — see the orange box above.

Removing LureSight (if you ever want to)

Go back to the same place you installed it: **Get Add-ins** (or **Apps**) → **My add-ins** → find LureSight under **Custom Addins** → click the three dots on its card → **Remove**. Outlook goes back to exactly how it was before.

> **You're all set**
> Installation is the fiddly part, and it's now behind you. The User Guide — the friendlier of the two documents — takes over from here and shows you what all the colors and numbers mean.