AssistMyTeam SharePoint Publisher

Add-in for Outlook

User Installation and Configuration

This install is meant for users/members who would publish Outlook items such as mails, appointments or tasks to admin specified SharePoint lists. Before you install the User tool, make sure your administrator has already configured the team settings data source on a SharePoint site with the admin tool. And take note of the SharePoint site URL which you will need to feed to the User add-in, once it is installed. This is required because you will be asked to specify the SharePoint site (URL) once you start Outlook (for the purpose of linking up the user add-in with the '*TeamPublisherSettings*' SharePoint list).

'Per User Installation' and 'Per Machine Installation'

In '**Per User Installation'**, the SharePoint Publisher User tool install is performed 100% on the local system and nothing is installed on your Exchange or Windows Server. Further, this install is intended to serve only the current logged on user of the system/workstation and will be installed under the user's application data folder (instead of Programs Files folder) and no elevated permission is required. So, there won't be a prompt from UAC to allow this install unless you change the install directory to say, Programs Files which will warrant an elevated permission/UAC prompt. If the same system is used by multiple users, each one needs to install the add-in on their profile with the default installation folder location.

'**Per Machine Installation'**: If you have the need to have a single install that serves all users of the system (i.e., the files will be installed under Program files folder and the add-in will be registered under HKEY_LOCAL_MACHINE registry hive rather than HKEY_CURRENT_USER), download the Citrix/Terminal Server version of the setups to perform a per machine installation.

Requirements:

- Microsoft .NET framework 4.8 or above.
- Outlook 2010, 2013, 2016, 2019, 202, 2024, 2026 and 365.
- Any SharePoint version starting with WSS 2.0 to the latest SharePoint including online/cloud SharePoint, such as Office 365.

Setups

For 'Per User Installation' (ideal for standalone single user/workstation)

- **SharePointPublisherUserSetup_x86.exe** (for 32-bit Outlook)
- **SharePointPublisherUserSetup_x64.exe** (for 64-bit Outlook)

For 'Per Machine Installation' (ideal for installing on Citrix and Terminal Servers)

- **SharePointPublisherUserSetup_x86_Citrix.exe** (for 32-bit Outlook)
- **SharePointPublisherUserSetup_x64_Citrix.exe** (for 64-bit Outlook)

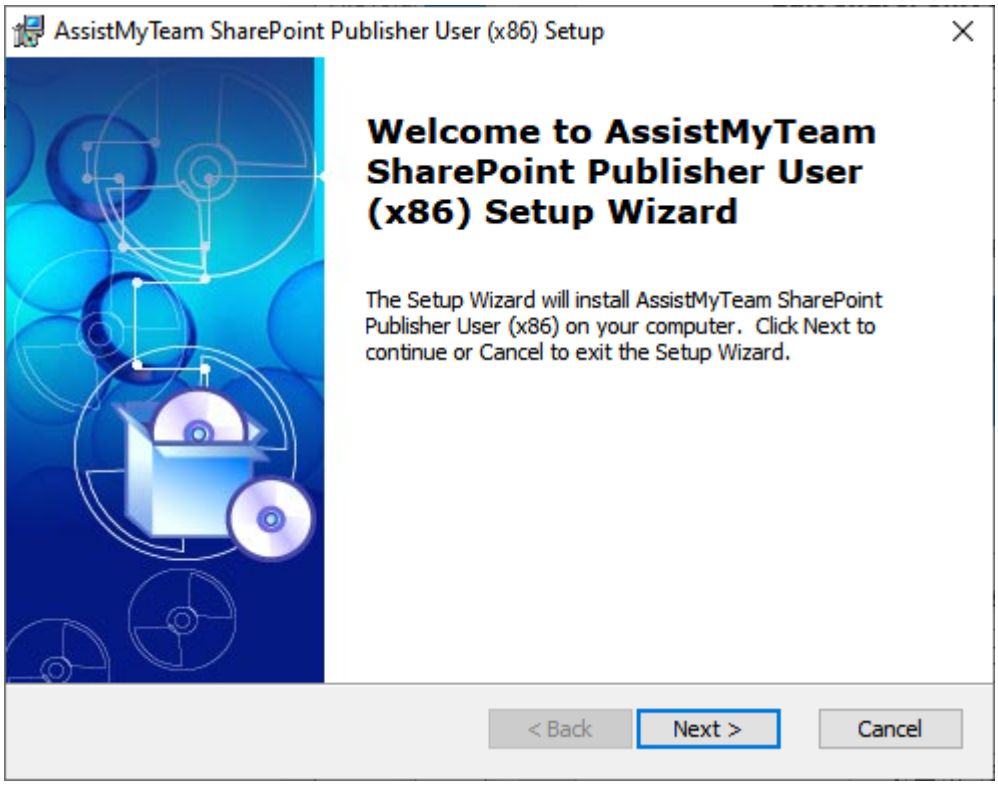
Copyright © 2026 AssistMyTeam

There are two sections in User installation:

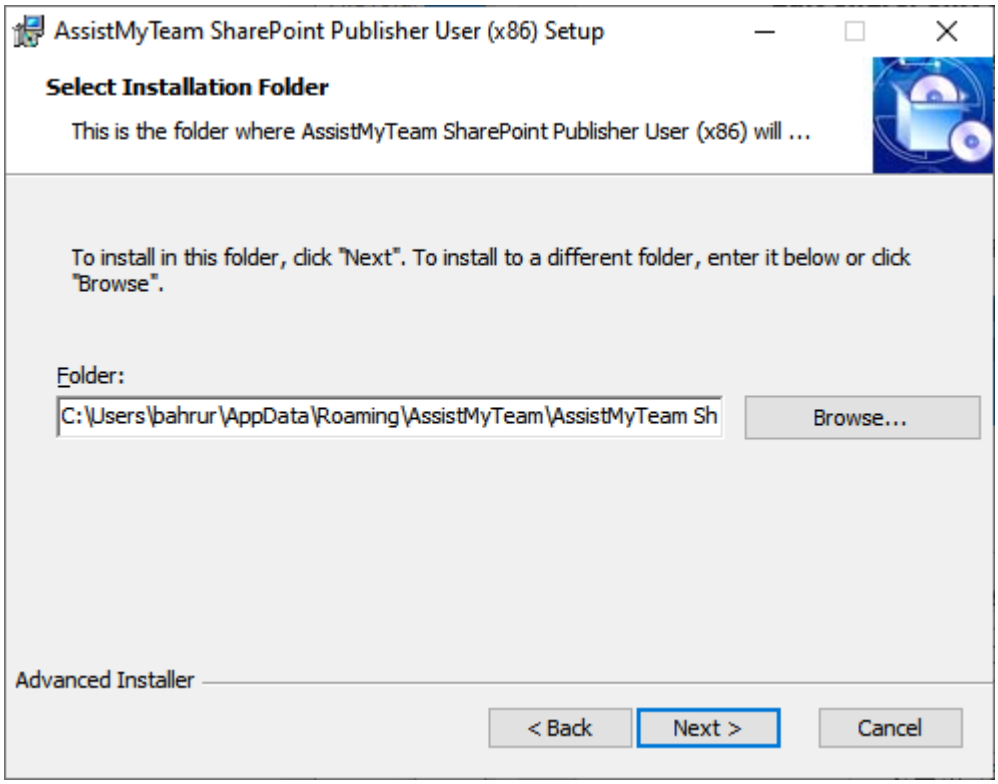
I) **Files Installation**, II) **Connect to Team Settings Data Source**

Files Installation

Step 1. Run **SharePointPublisherUserSetup_xXX.exe** to start the installation. Click 'Next'.

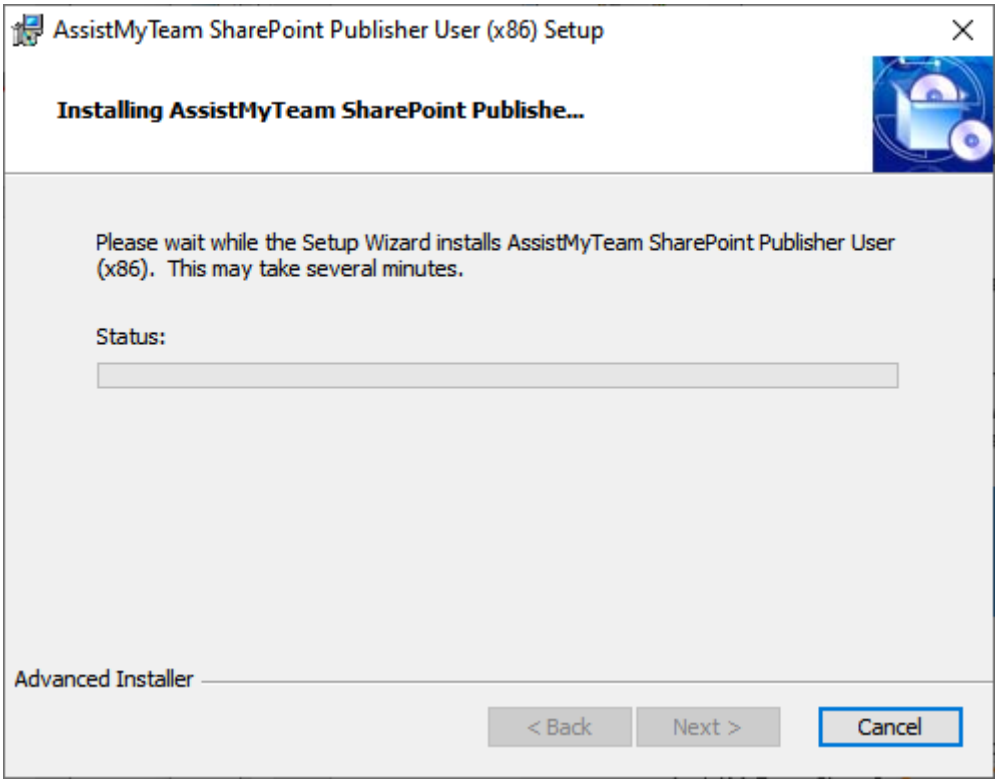


Step 2. Select the appropriate destination folder where the application files will be installed. If you change the default folder path, please make sure you have appropriate permission.

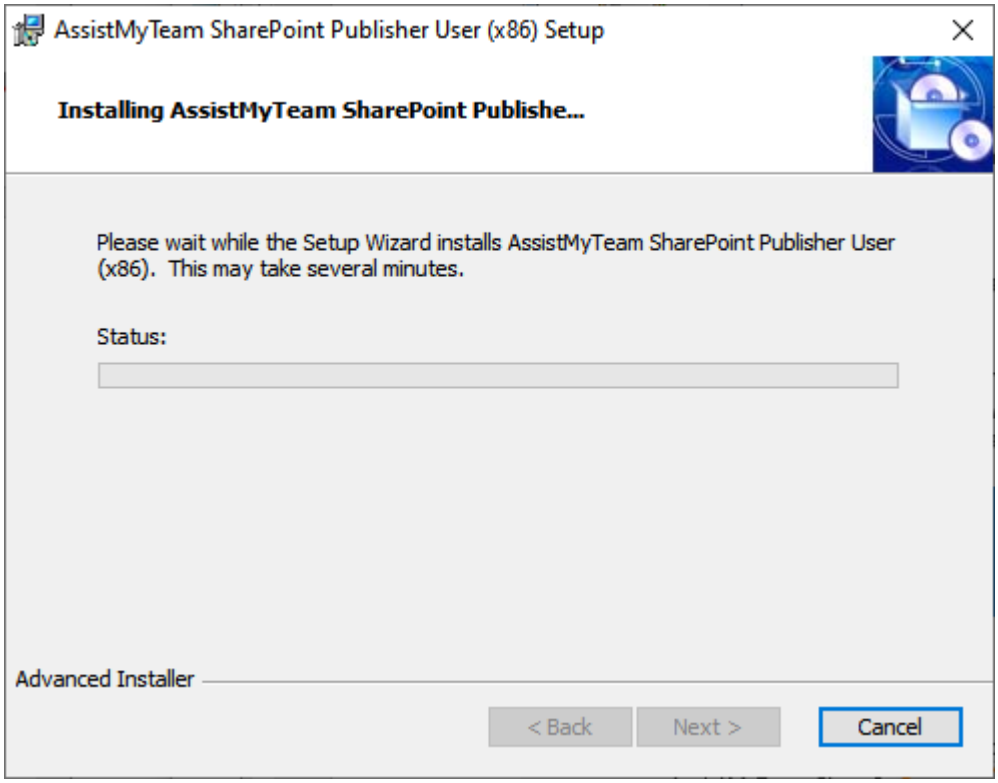


Copyright © 2026 AssistMyTeam

Step 3. It may take a few minutes to complete the whole copying and registration process.

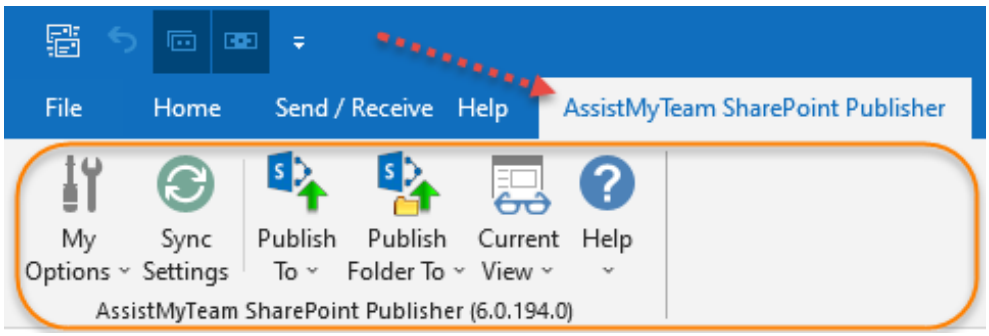


Step 4. Click 'Finish' to end the installation wizard.



Now start Microsoft Outlook and you will see a dedicated tab with the title 'AssistMyTeam SharePoint Publisher'.

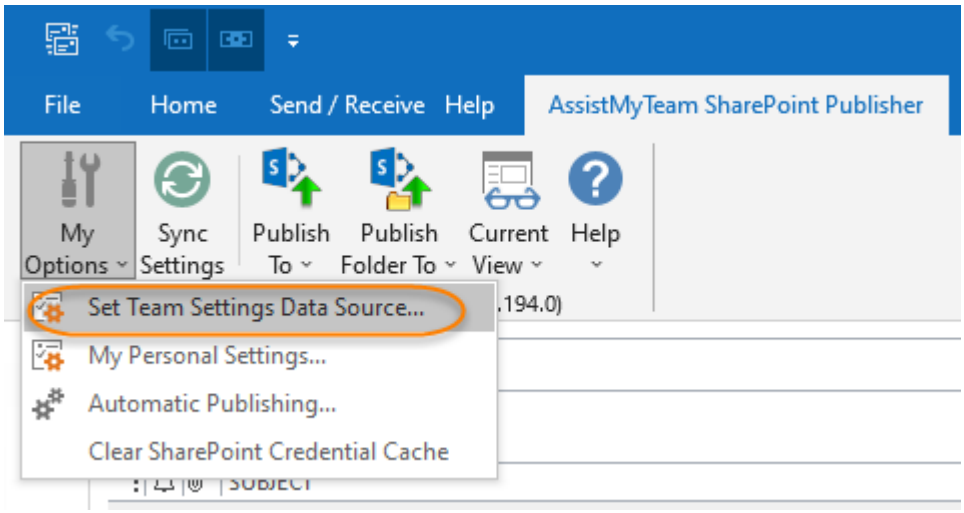
Copyright © 2026 AssistMyTeam



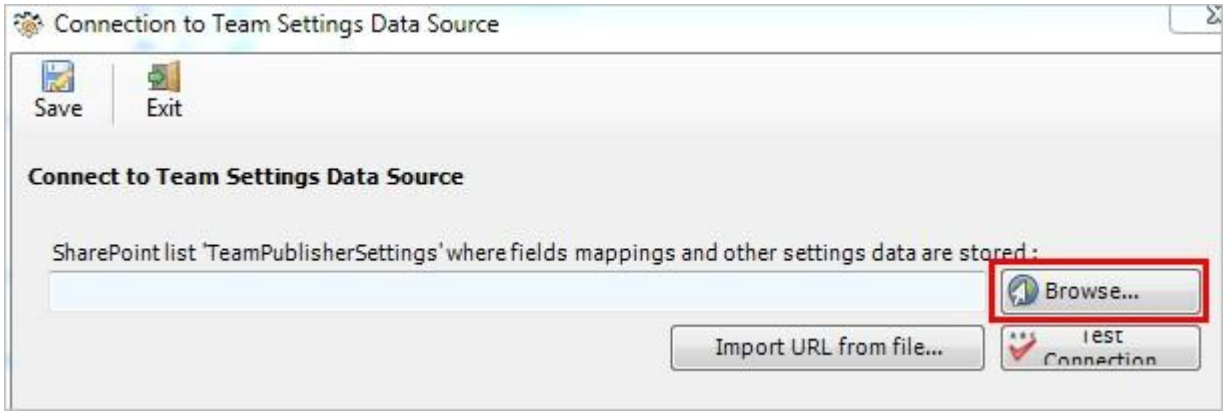
II) Connect to Team Settings Data Source.

Once installed, the user will be prompted to specify the Settings Data Source, which is nothing, but a special SharePoint list having the title *'TeamPublisherSettings'*, which was configured previously by your administrator.

If the 'Team Settings Data Source' panel does not show up, you can invoke from **Outlook > SharePoint Publisher toolbar > My Options > Configure Team Settings Data Source**…

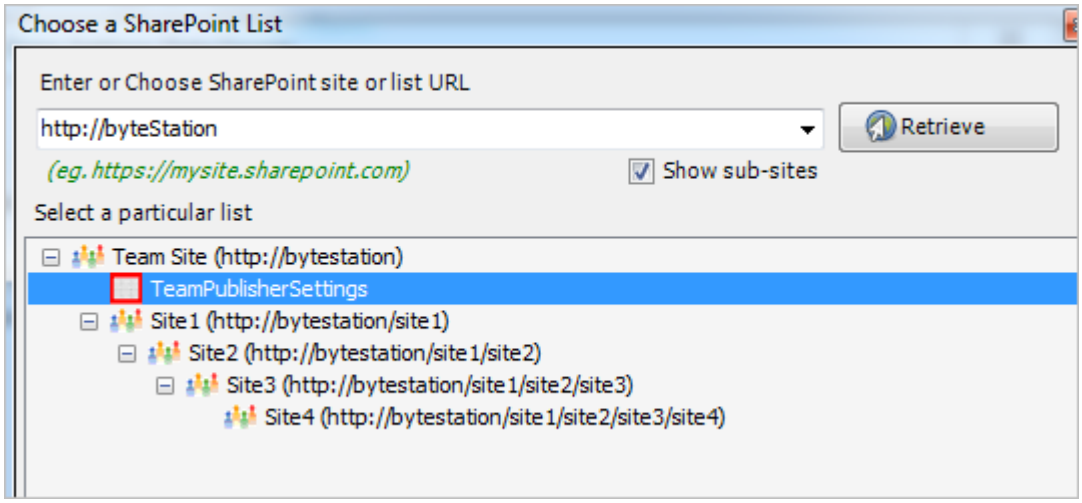


Click 'Browse...' to specify the SharePoint site where the *'TeamPublisherSettings'* list is located.

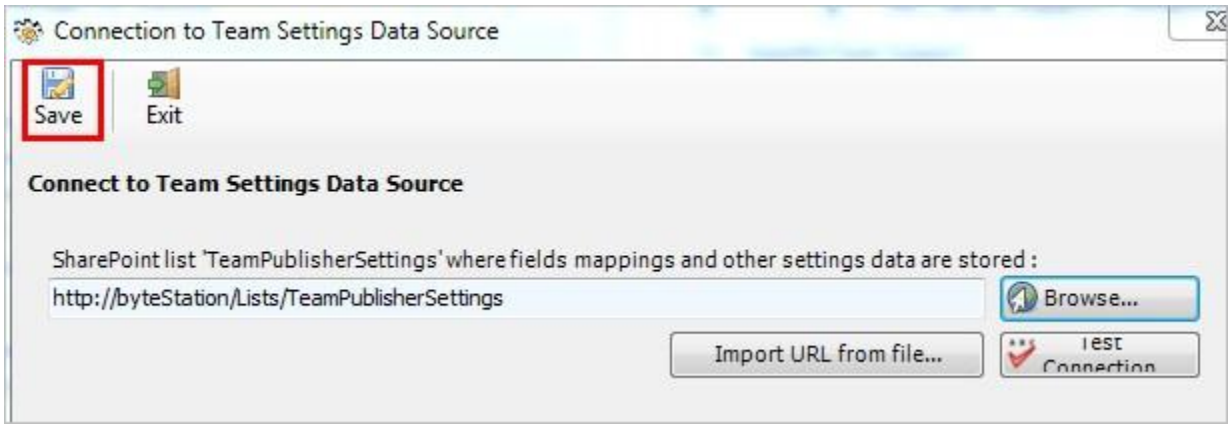


Enter the SharePoint URL site to show all available sub-sites and lists. If your administrator had already configured SharePoint Publisher with the admin tool, there would be a list *'TeamPublisherSettings'* that stores team specific configurations including destination SharePoint lists and their corresponding mapping settings. Select that list to maintain a permanent link between the User add-in and the SharePoint Team data source.

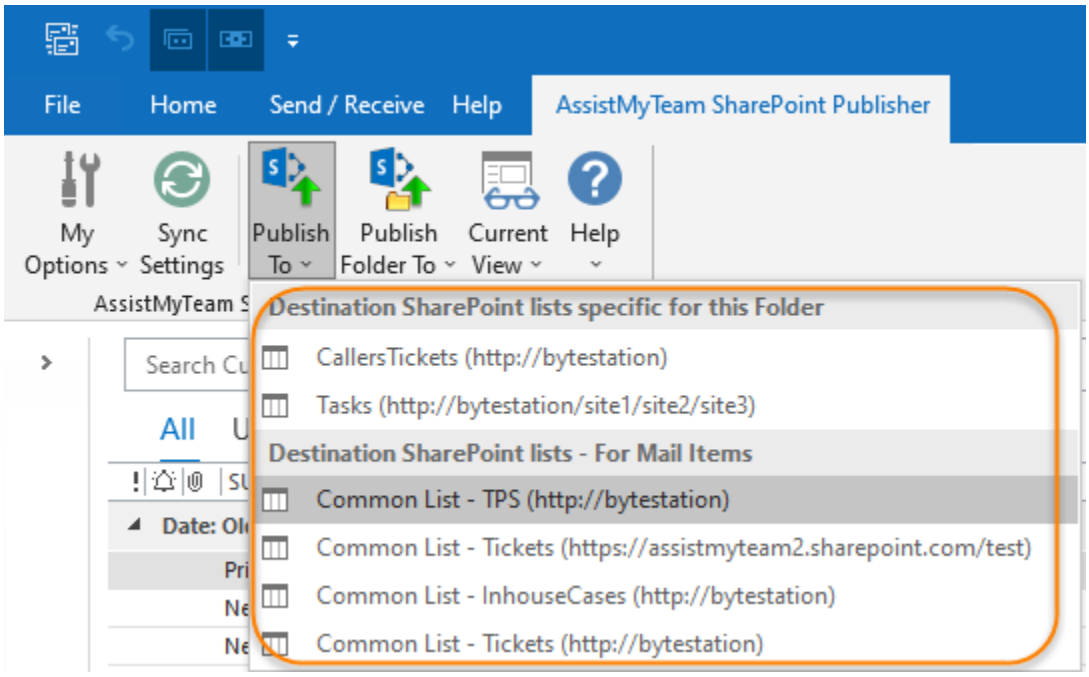
Copyright © 2026 AssistMyTeam



The SharePoint list chooser dialog box, where it shows all the available sub-sites and their lists displayed in hierarchical order.

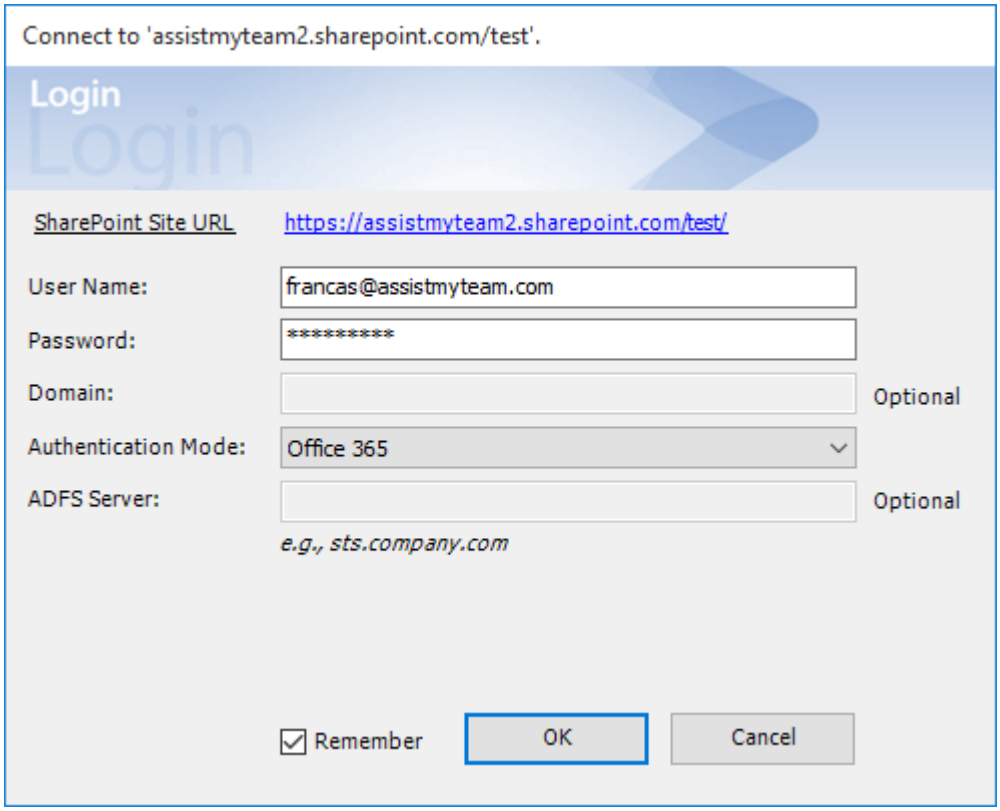


Now, click the Save button, to confirm the connection. SharePoint Publisher User add-in is now ready to publish new Outlook items to one or more of the administrators chosen SharePoint lists.



Copyright © 2026 AssistMyTeam

Login prompt dialog to SharePoint site - If the chosen SharePoint site uses the NTLM or windows authentication, the add-in will use the default credential to connect to the SharePoint. However, for form based or claimed based authentication (for example, Office 365 SharePoint online), it may prompt you to enter your credential.



You can also specify the authentication mode that is used by your SharePoint to allow connection to it. For instance, if your SharePoint is configured for Windows authentication, choose 'NTLM'.

If the site uses a form-based authentication, then choose 'Forms' whereas if it uses Microsoft 365 SharePoint Online, choose 'Office 365'.

And when users with the add-in start Outlook, the add-in would automatically connect to the admin specified SharePoint site and would retrieve and cache the publisher logic and settings data to the local system.

What SharePoint permissions are required for you?

All users/members should have at least 'Contribute' permission the SharePoint list '*TeamPublisherSettings*' as well as to all other SharePoint lists that were chosen as destination repositories for published items from Outlook.

NOTE: For more references and helps on working of SharePoint Publisher and publishing from Outlook to SharePoint, refer to the PDF Help Manual, which can be invoke from Outlook > SharePoint Publisher toolbar or ribbon > Help > Help Topics.

You can also download the full PDF help manual directly from this link.

---- End of User Install Guide

Copyright © 2026 AssistMyTeam