SAVANCE WORKPLACE

Savance Workplace App Setup Guide

For Microsoft Teams, Outlook and Microsoft 365 (Office) Apps

Phone: 248-478-2555

Email: support@savanceworkplace.com

www.savanceworkplace.com

© 2026 | Savance

Last Updated: 10/29/26

Overview

Savance Workplace offers a unified Microsoft 365 App that gives employees direct access to workplace tools—including the Electronic In/Out Board, real-time status updates, and reporting—without leaving Microsoft Teams, Outlook, or the Microsoft 365 app.

This guide details two deployment methods:

1. Organization-Wide Deployment (Admin setup via Microsoft 365 Admin Center).
2. Individual User Installation (Self-service setup in Outlook or Microsoft Teams).

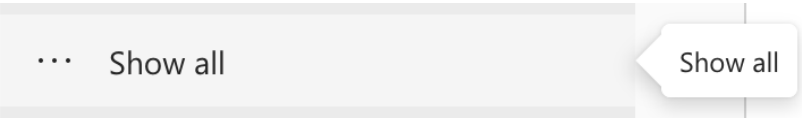
Pre-Requisites

1. For organization-wide deployment:
   Must be a Microsoft 365 Admin with one of the following roles:
   a. Cloud Application Administrator
   b. Application Administrator
   c. Global Administrator
   d. Exchange Administrator
   e. AI Administrator
2. For individual user installation:
   a. Active Microsoft 365 account with permission to install user-added apps.
   b. Valid Savance Workplace Credentials

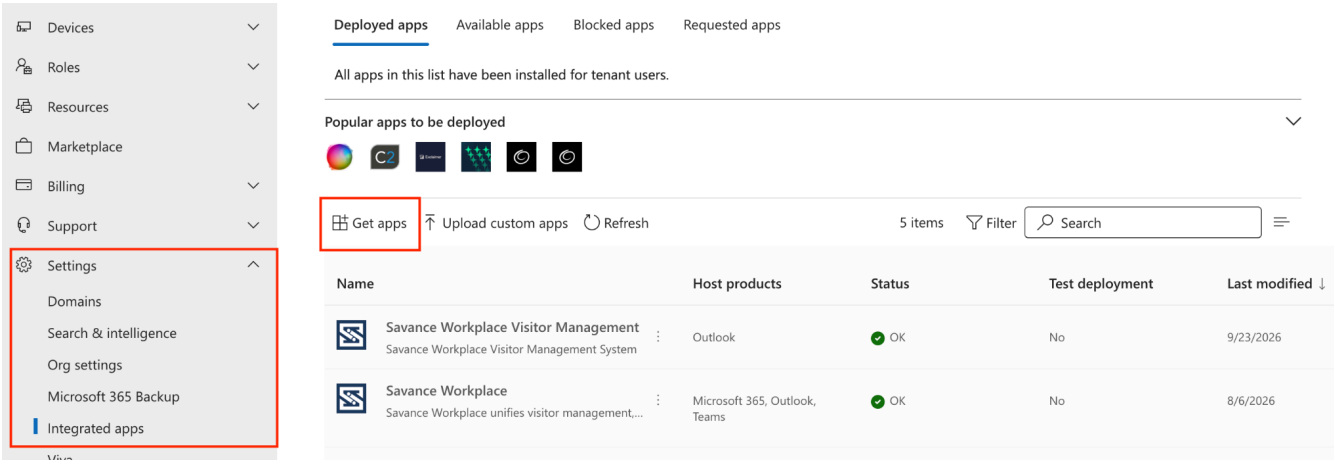
Part 1: Organization-Wide Deployment (Admin)

Follow these steps to deploy the Savance Workplace app across your tenant or to specific user groups:

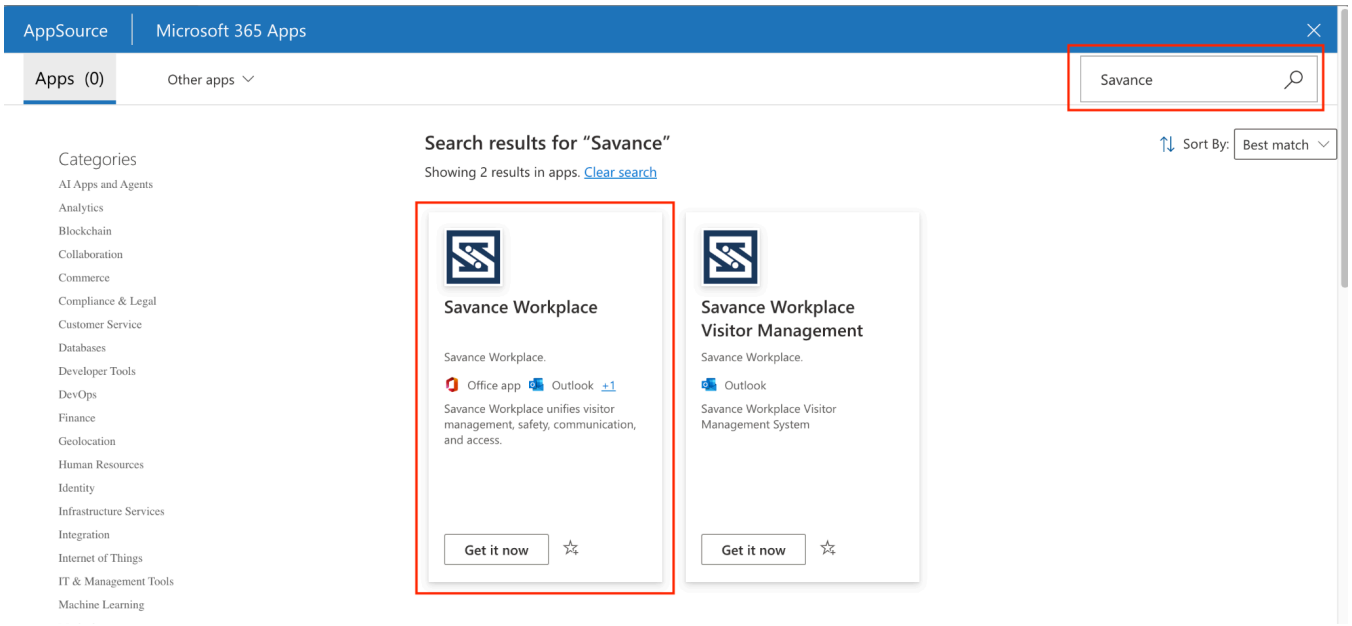
1. Sign in to the Microsoft 365 Admin Center (admin.microsoft.com) using an M365 Admin account.
2. In the left-hand navigation sidebar, click **Show All**



3. Expand the **Settings** drop-down menu, select **Integrated Apps** and click **Get Apps**

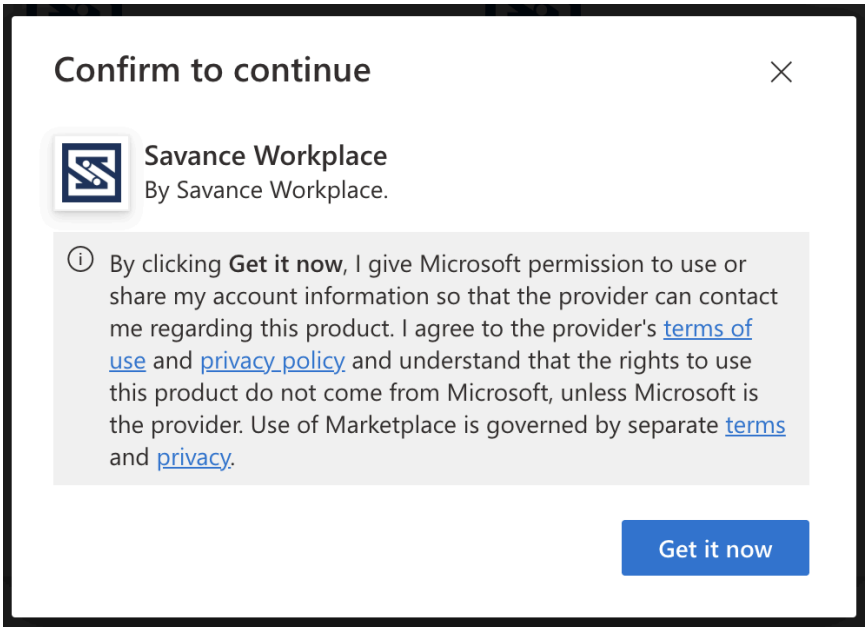


4. Search for “Savance” in the search bar.



5. Click **Get it now** under Savance Workplace from the search results.

6. Confirm to continue by clicking the **Get it now** button in the popup window.



7. Assign the app to the appropriate users, security groups, or the entire organization to complete the deployment wizard.

Note: *It may take up to* ***72 hours*** *for the application to automatically deploy across Microsoft 365 apps. Users may need to close and reopen Microsoft Teams, Outlook, or Office applications for the changes to take effect.*

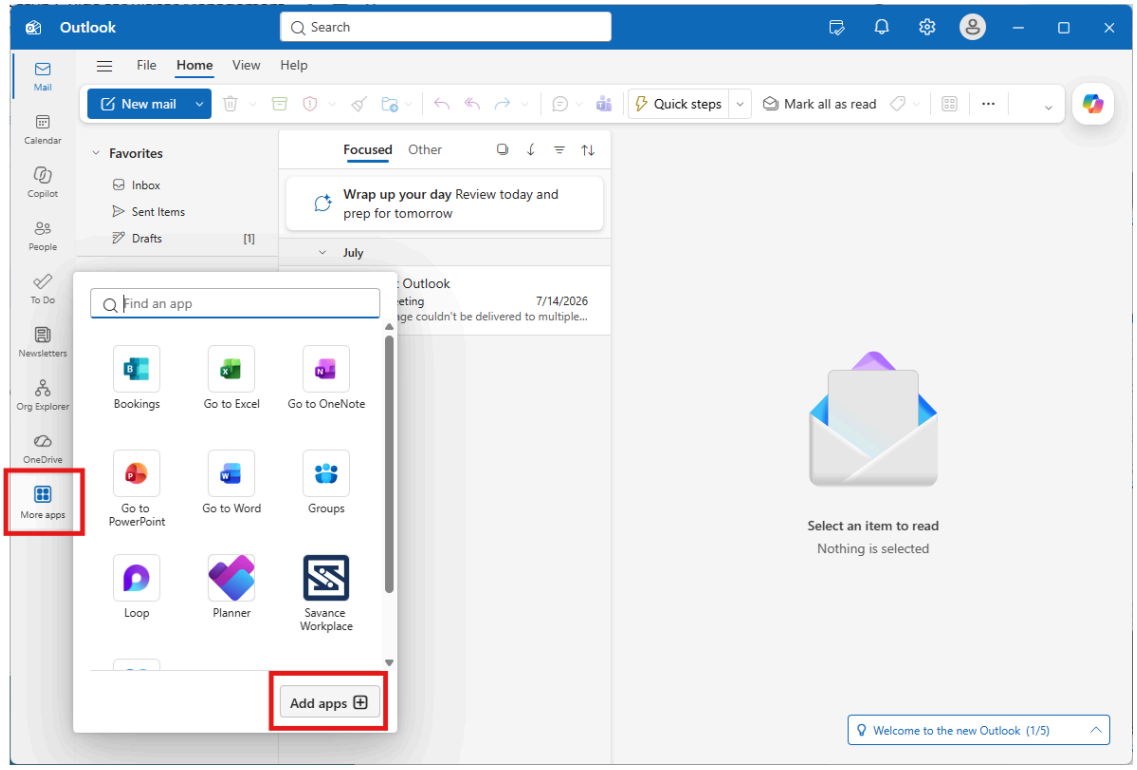
Part 2: Individual Installation & Usage

If your organization allows individual app additions, users can manually install Savance Workplace directly within Outlook or Microsoft Teams.

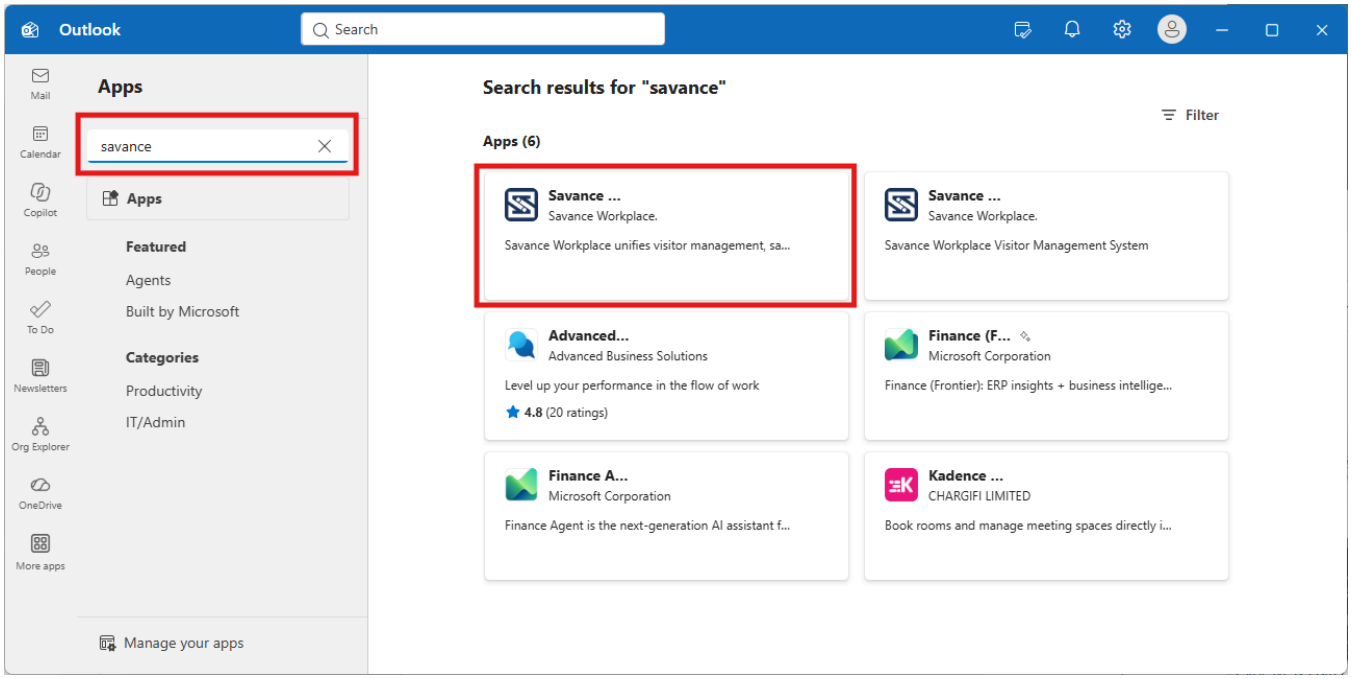
Individual Installation (Outlook)

1. In the new Outlook, locate the left sidebar and click the **More apps** icon (the four-squares icon at the bottom).

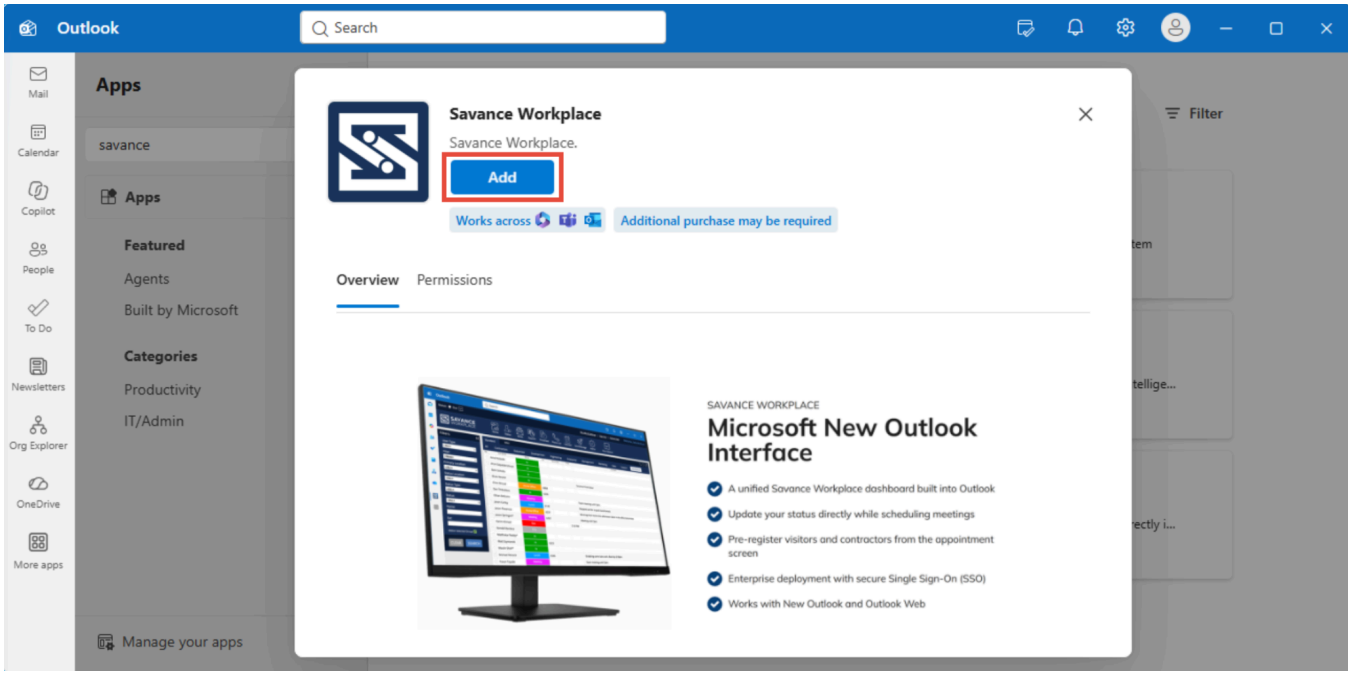
2. Click the **Add apps** button at the bottom of the sidebar menu.



3. In the Apps search bar, type “Savance” and select the first Savance Workplace app from the results.

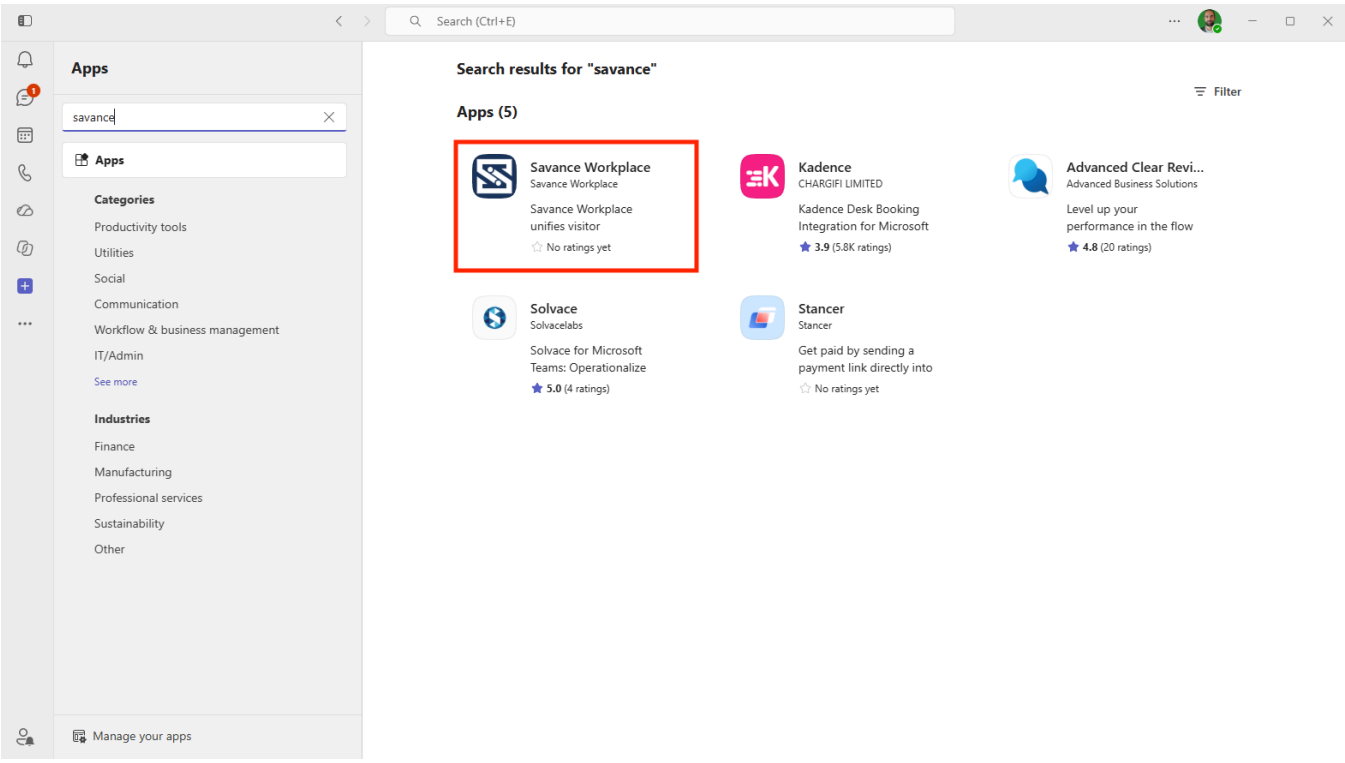


4. Click the **Add** button on the app details page to complete the installation.



Individual Installation (Microsoft Teams)

1. In Microsoft Teams, on the left hand-side bar click the **Plus +** icon to pull up the Microsoft Store.
2. In the Apps search bar, type “Savance” and select Savance Workplace.



3. Click **Add** (or **Add to a team / chat**) to complete the installation.

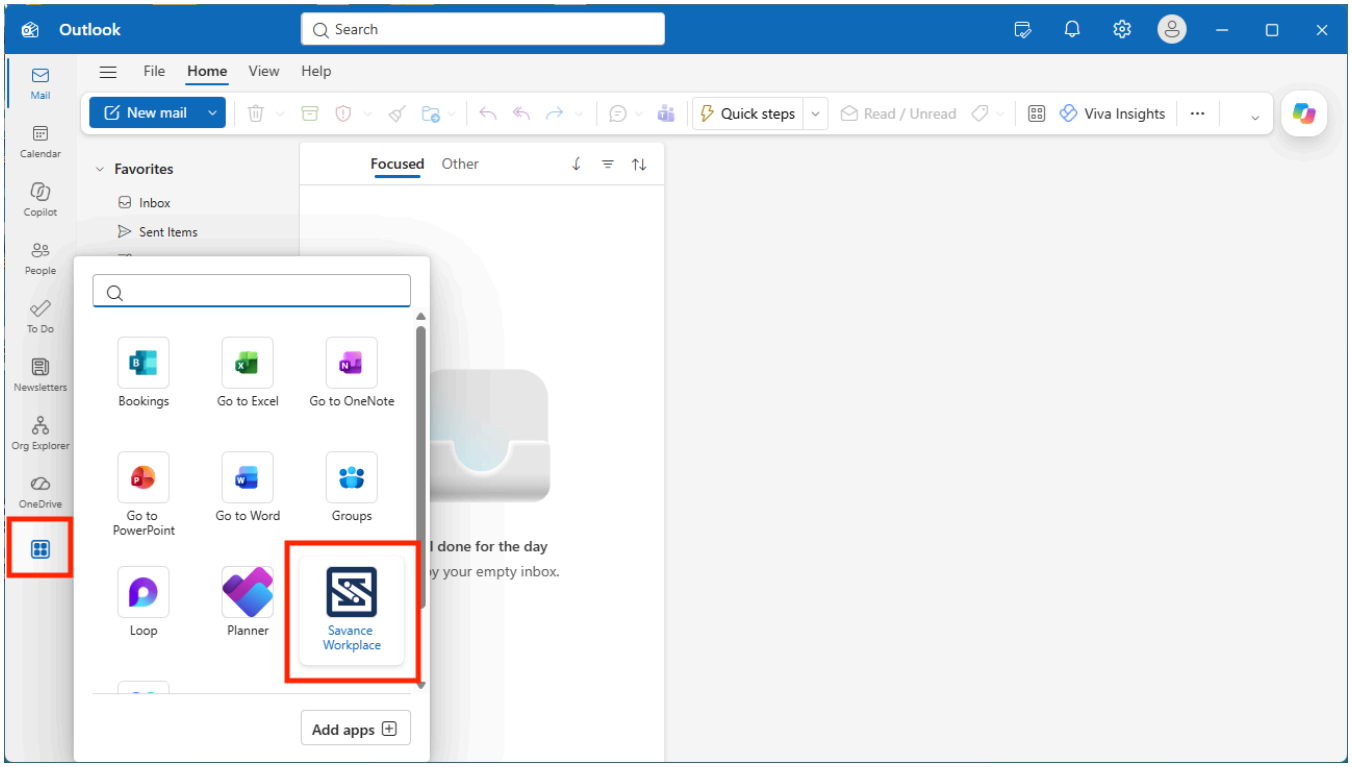
Part 3: Using & Pinning the Savance Workplace App

Once installed (via Admin deployment or individual setup), follow these steps to launch and pin the app for quick access:

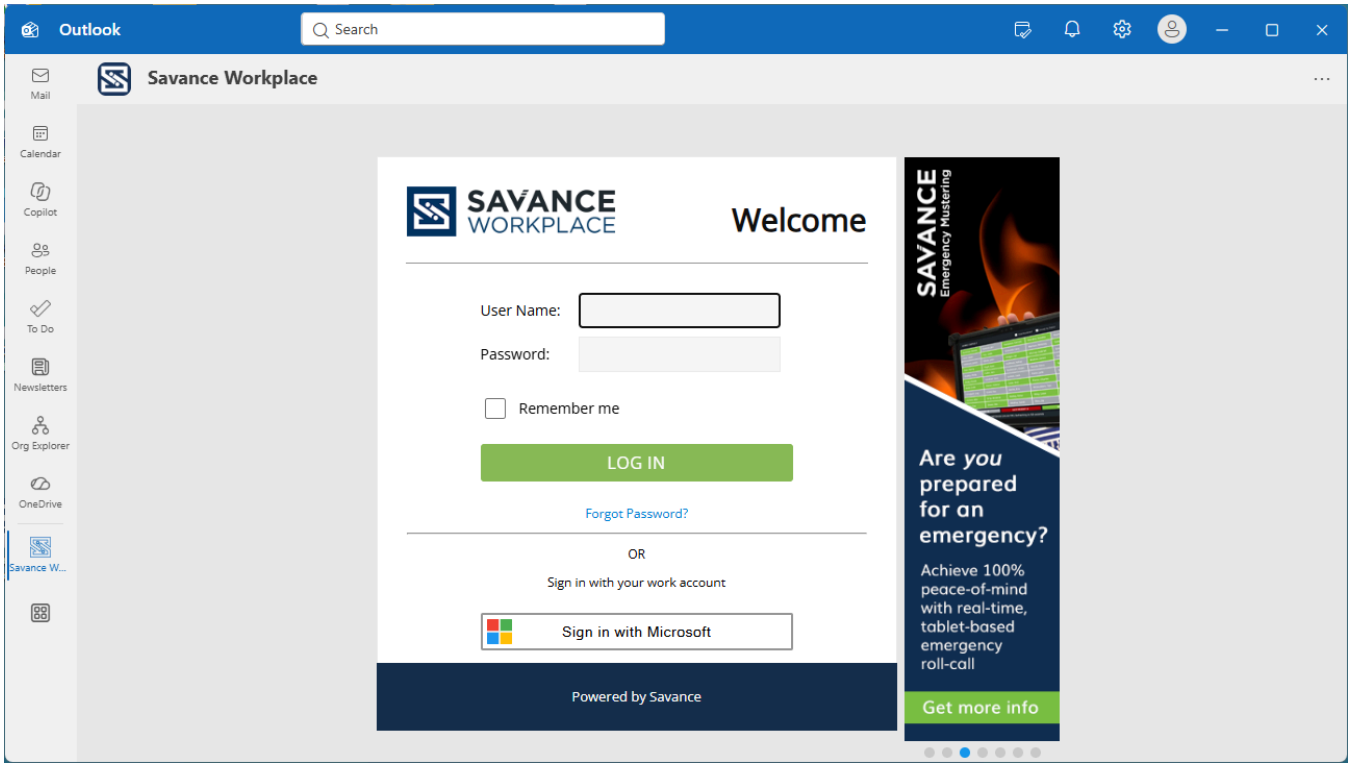
Opening the App in Outlook or Teams

1. Click the **Apps** icon on the left navigation bar in Outlook or Teams.

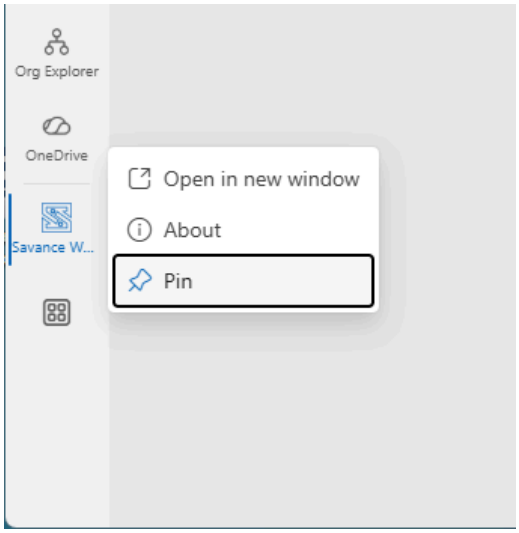
2. Search for or select Savance Workplace.



3. In the Savance Workplace panel/window, sign in using your Savance Workplace credentials.



How to Pin the App for Easy Access

For quick daily access, pin Savance Workplace to your left navigation sidebar:

1. Locate the **Savance Workplace icon** on your left-hand sidebar or under the **Apps** menu.
2. **Right-click** the icon.
3. Select **Pin**.