

How to Add a Custom Tile to Office 365 App Launcher

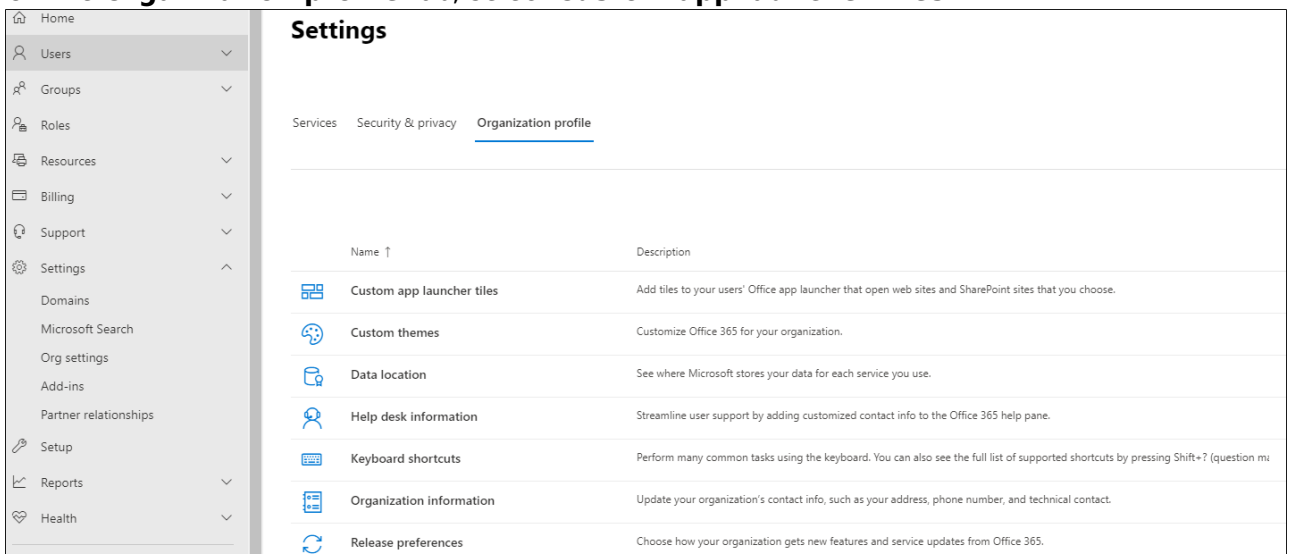
<https://campus.barracuda.com/doc/92767063/>

You can add a custom tile to the Microsoft Office 365 App Launcher for your users to gain quick and easy access to the Barracuda Cloud Archiving Service web interface.

You must be an Office 365 administrator to add a custom tile to the App Launcher.

Add a Custom Tile to the App Launcher

1. Sign into the admin center and go to **Settings > Org Settings** on the left-hand navigation menu.
2. On the **Organization profile** tab, select **Custom app launcher tiles**.



The screenshot shows the Microsoft Office 365 Admin Center interface. On the left is a navigation menu with options like Home, Users, Groups, Roles, Resources, Billing, Support, Settings, Domains, Microsoft Search, Org settings, Add-ins, Partner relationships, Setup, Reports, and Health. The main content area is titled 'Settings' and has three tabs: Services, Security & privacy, and Organization profile (which is selected). Under the Organization profile tab, there is a table of settings:

Name ↑	Description
Custom app launcher tiles	Add tiles to your users' Office app launcher that open web sites and SharePoint sites that you choose.
Custom themes	Customize Office 365 for your organization.
Data location	See where Microsoft stores your data for each service you use.
Help desk information	Streamline user support by adding customized contact info to the Office 365 help pane.
Keyboard shortcuts	Perform many common tasks using the keyboard. You can also see the full list of supported shortcuts by pressing Shift+? (question mark).
Organization information	Update your organization's contact info, such as your address, phone number, and technical contact.
Release preferences	Choose how your organization gets new features and service updates from Office 365.

3. Select **Add a custom tile**.
4. Enter the details for the custom tile.
 1. **Tile name** – Add a name for the tile. For example, “Barracuda Cloud Archiving Service.”
 2. **URL of website** – URL location of where the tile points to. See [Data Centers by Region](#) for a list of region-specific MAS hostnames. For example, "mas.barracudanetworks.com."
 3. **URL of the image** – Image that appears on the tile. Download one of the following 60x60 pixel logos for your custom tile.

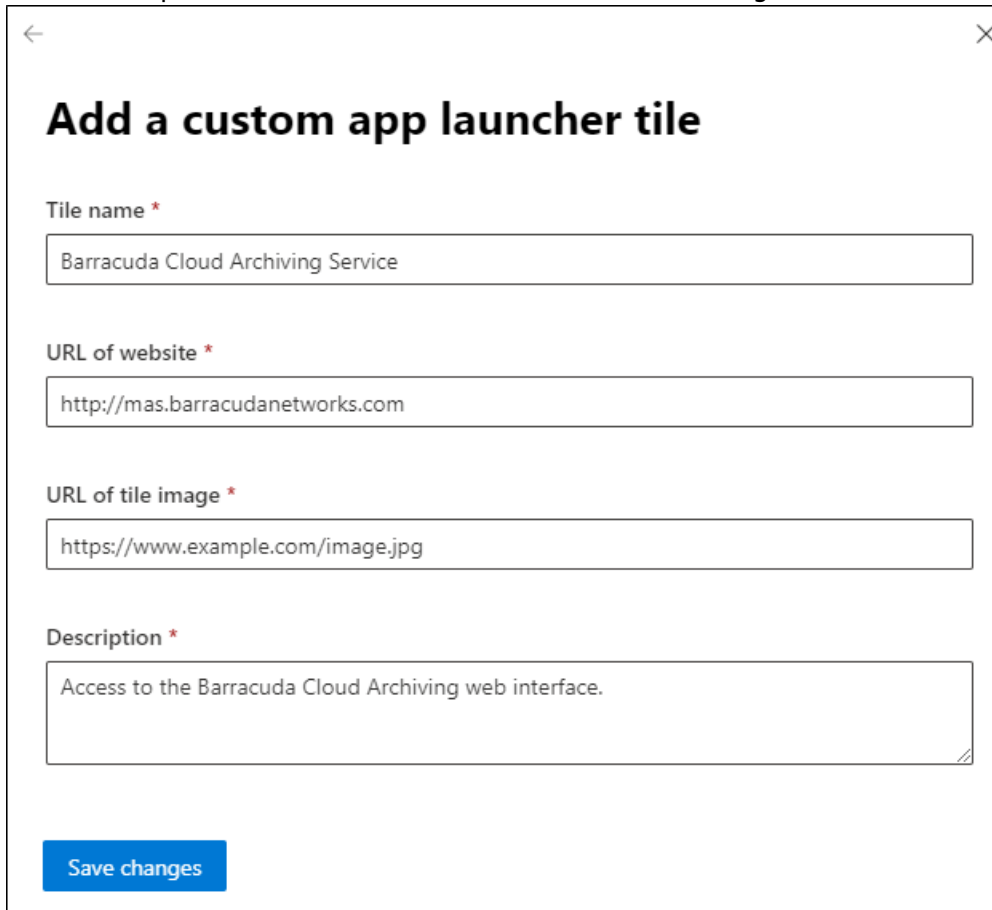


Download [Barracuda Cloud Archiving Service Logo](#).



Download [Barracuda Logo](#).

4. **Description** – Description that displays when you select the tile on the App Launcher. For example, “Access to the Barracuda Cloud Archiving Service web interface.”



← ×

Add a custom app launcher tile

Tile name *

URL of website *

URL of tile image *

Description *

Save changes

5. Select **Save changes** to create the custom tile.

Promote the Custom Tile to the App Launcher

1. Log into Office 365.
2. Open the App Launcher, and click **All Apps**.
3. Locate the custom tile you added, and click on the ellipsis (3 dots). Choose **Pin to launcher**.

You can now see the Barracuda Cloud Archiving Service custom tile in the App Launcher.

For more information, see [Add custom tiles to the app launcher](#) on the Microsoft website.

Figures

1. addCustomTile.png
2. CAS_icon_60x60.png
3. Barracuda_secondary_logo_white_bg_60x60.png
4. addTileDetails.png

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