BriefCatch for Outlook Deployment

Log in to the **BriefCatch Portal**.

If you don't have an account under your organization, please ***contact support for assistance***.

The portal contains information on your organization's enterprise subscription, deployment guides, and user authentication details.

BriefCatch for Outlook Documentation

BriefCatch for Outlook is an Office Add-in and can be deployed to your users via the Microsoft 365 admin center, or your users can install the add-in themselves.

- **BriefCatch for Outlook Deployment Guide**
- **BriefCatch for Outlook User Authentication**
- **BriefCatch for Outlook Self Install Guide**

Using BriefCatch for Outlook

Once BriefCatch for Outlook has been installed, you will find the BriefCatch app under the Message tab when composing an email in Outlook. Click the BriefCatch icon to open BriefCatch for Outlook.
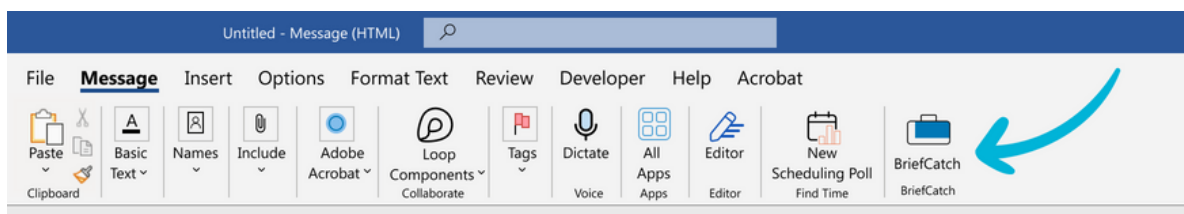
The first time your users open the app, they will need to authenticate. The recommended approach is to use Microsoft Single Sign-On by clicking the "Sign in with Microsoft" button. By authenticating using SSO, the app will automatically link them to your organization's license.

Note: If you already have an account through BriefCatch 3 in Word, this will log you in to your account, or if you're a new user, this will create a new account for you.

If another authentication method is used, such as email and password, your users will need to register with an email domain under your organization, and enter your organization code.

Your organization domain and code are displayed in the **BriefCatch Portal**.