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1 Repstor custodian Office 365 Installation

**Note** Office 365 Enterprise E3 plan is a prerequisite to be able to install Repstor custodian for your organization. Click [here](#) for more information.

1.1 Adding custodian app to your App Catalog (Organizational/ Tenant Administrator)

1. In the SharePoint Admin center, click **apps** and then click, **App Catalog**.

2. Click **Apps for SharePoint**.

3. Drag the custodian app file to the page. The app uploads.

1.2 Adding custodian app to a Site (Site Administrator)

1. In your SharePoint site, click **Site Contents** and then click **add an app**.
2. Under **Your Apps**, click **From Your Organization** and then click **Repstor custodian**.

3. If you do not have the necessary permissions, the following message appears.

4. Click **Request Approval** and provide a justification if necessary.

5. In the **App Catalog**, under **Your Apps**, click **From Your Organization** and then click **Repstor custodian**.

6. In the **Do you trust Repstor custodian** dialog box appears, click **Trust it**.

   Repstor custodian app appears under **Site Contents**.
1.3 Installing Repstor custodian

1. In Site Contents, double-click the Repstor custodian app.

2. Type your license key and then click Continue Setup.

   If you do not have a license key, contact Repstor or the Repstor Partner organization you are working with to provide the key.

3. In the Quick Set Up page, do one of the following:

   - To set up the default templates, choose a configuration from the drop down and click Perform Quick Setup.
   - To Install custom configuration, select the configuration file to be used and click Upload configuration.

4. The Repstor custodian installation is complete.

Note The user who sets up custodian had administrative rights and must add other users to the Repstor Administrators group within the SharePoint site to give them administrative rights.

Note Microsoft Office 365 and Custodian still support the use of TLS1.0 browser access, which is now viewed as having weak encryption. Modern browsers and up-to-date windows installations have high level encryption enabled, by default. However, to ensure maximum security for your Custodian and Office 365 access, you can force the use of higher-level encryption across your client machines. For more details, click here.