

How to setup YOUKEEPS

1. To find the application you want to purchase, go to [AppSource](#).
2. From the Product Details page, or from the Product of the app you want, select **Get it now** or **Free Trial**.
3. If this is your first purchase in AppSource, you're asked to select your billing country/region. *Once selected, the billing country/region can't be changed in the future.* Select **Next**.
4. If the offer has multiple plans, choose the plan you want. If the offer has only one plan, the plan is automatically selected. Select **Next**.
5. Select the price and billing options. This can include the following options:
 - Billing term (Monthly/Yearly)
 - Price + payment options, if applicable
 - Recurring billing
 - Set the number of users (seats), if relevant
6. Select **Next**.
7. The Payment section is the last step of your purchase. In this section, you can update your billing information and your payment instrument.
 - i. Enter your *sold-to address* (if not provided earlier). This represents a personal or company name and address. You selected your billing country/region earlier, and therefore it can't be changed.
 - ii. Enter your *payment method* (if not provided earlier). AppSource supports the credit cards that are available in your region.
 - iii. In some countries/regions you might be asked to add your Tax ID. Enter your tax ID if your local jurisdiction requires you to do so.

Note

If your account is approved for paying by Invoice, the term 'Invoice' appears on your billing profile.

8. After confirming all the details, select **Place order**.

After the purchase is completed, the admin can add the app centrally:

- a. The tenant administrator needs to go to the Admin Center – Teams.
- b. Then go to Teams Apps > Setup Policies > Edit Global Policy.
- c. Add Youkeeps.

d. The app can also be pinned to the right menu for the fast access.

