How do I install a Microsoft Add-in?

Tell Me

1. The exact steps will vary depending on what version of Office you are using.
2. In general, open the application, go to the Insert menu, click on Office Add-ins.

3. A pop up window will open which shows the Store.

4. These add-ins are created by 3rd party vendors.
5. Most add-ons will ask you to agree to these terms and conditions. If you are not comfortable doing this you won’t be able to use the plug-in.

6. The university does not support 3rd party add-ins; please work with the vendor directly.

Be careful of 3rd party apps. Look at the reviews before installing them. The add-ins are developed by 3rd party vendors. The University has no responsibility for what they do with your data.

Related FAQs

- How does a student or faculty/staff member access and install Microsoft Office software on their personal computer?
- How do I install a Microsoft Add-in?
• Can I install Microsoft add-ins in Office 365 and Office Professional Plus used by the university?
• What is Microsoft Learn and who can use it?
• How do I login to my Microsoft Learn account?