

1. Get the Lizzy for Outlook Add-in

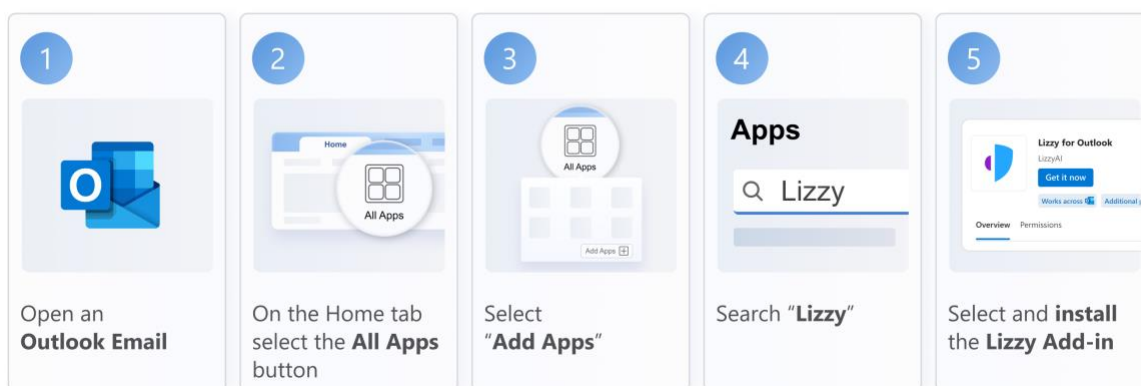
a. Download the Outlook Add-in:

Use one of these options:

[Download the Add-in from the Microsoft Web Store](#)

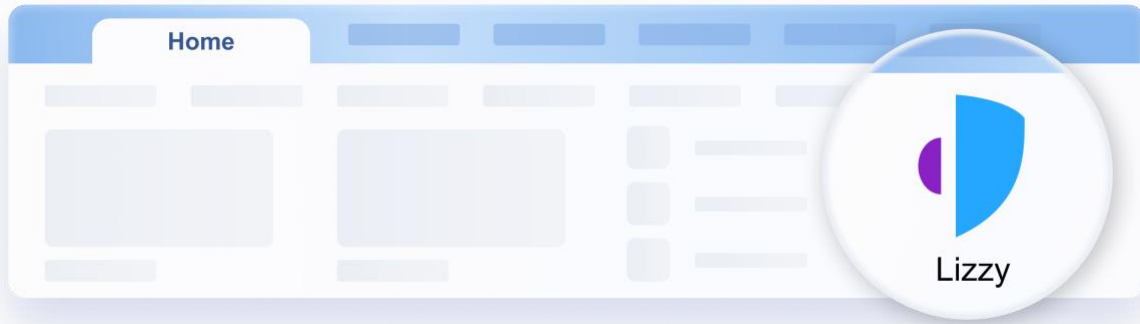
Or

Find Lizzy in Outlook

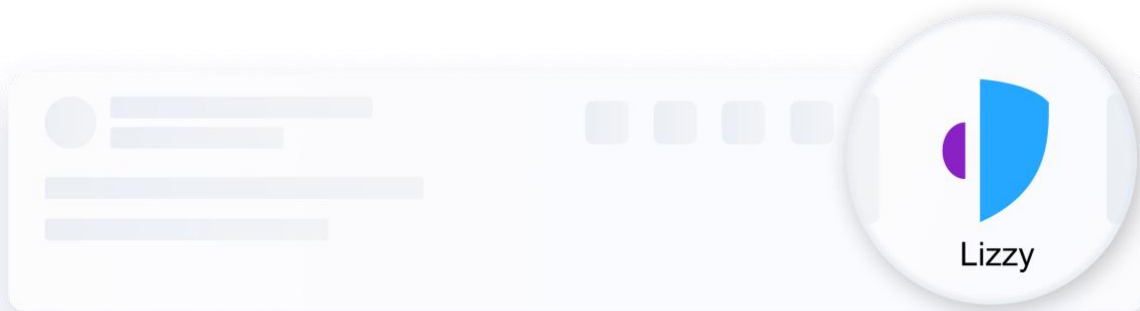


b. Launch the Outlook Add-in:

After you install the add-in, open either a received email or a new email window, then launch Lizzy by selecting the Lizzy add-in button in Outlook on the Home tab. See below:



If you are using New Outlook, you can also find the Lizzy button on an email's toolbar ribbon. See below:



2. Compatibility

Office 365, updated to at least the October 2024 release (PC only)

Note: Users with Organizational Microsoft accounts may be unable to install Lizzy if their organization restricts third-party add-ins. Contact your IT administrator for access.