



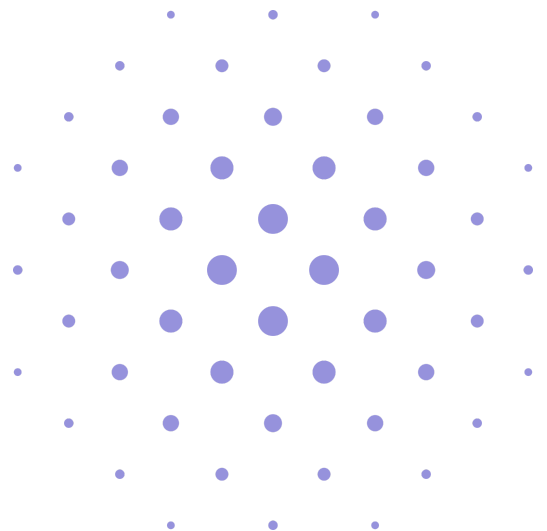
Lizzy

MS Word Add-in Distribution Instructions

MS Word JS

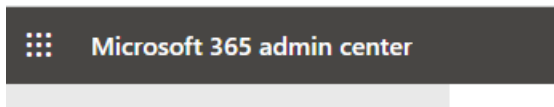
ISSUED BY

LizzyAI



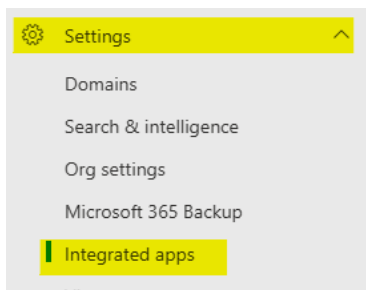
Step 1

Open "Azure AD" (<https://admin.microsoft.com>)



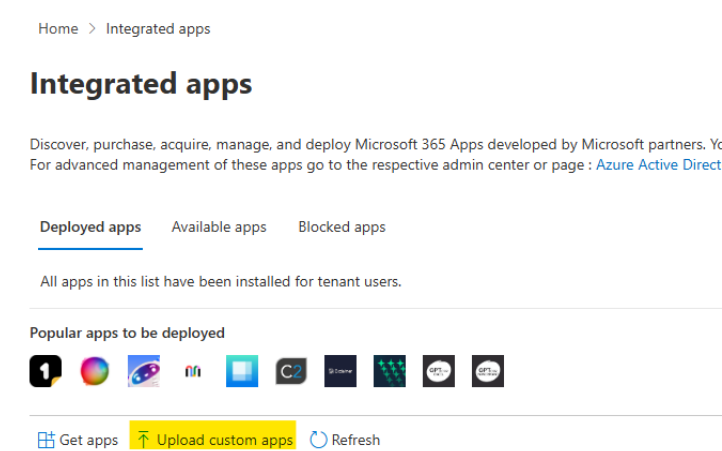
Step 2

Open "Settings" → "Integrated apps" (Or go directly to <https://admin.microsoft.com/#/Settings/IntegratedApps>)



Step 3

Click "Upload custom apps".



Step 4

In "App type" Select "Office Add-in"

Select "Provide link to manifest file"

Type [https://\(TENANT\).app.lizzyai.com/LizzyWord.xml](https://(TENANT).app.lizzyai.com/LizzyWord.xml)

Click "Validate" → Make sure you get the green "Manifest file validated"

Click "Next"

Deploy New App

Upload Apps to deploy

App type

Office Add-in

Choose how to upload app

☐ Upload manifest file (.xml) from device

choose file from your desktop Choose File

☒ Provide link to manifest file

[https://\(TENANT\).app.lizzyai.com/LizzyWord.xml](https://(TENANT).app.lizzyai.com/LizzyWord.xml) Validate

Manifest file validated

Next Cancel

* If you receive an "upload failed" error message:

Upload Apps to deploy

⊗ Upload failed. Please check the manifest file and try again.

App type

Office Add-in

- 1) Download the file [https://\(TENANT\).app.lizzyai.com/LizzyWord.xml](https://(TENANT).app.lizzyai.com/LizzyWord.xml) directly from your browser and save it to your computer.
- 2) Use the "Upload manifest file" option to complete the process.

Step 5

Select the Groups/users you want to assign the add-on.

Click "Next"

Deploy New App

☒ Upload custom app

☒ **Users**

☐ Deployment

Add users

 **Lizzy**

Is this a test deployment? ⓘ ☐ No

Assign users

☐ Just me (██████████@onmicrosoft.com)

☒ Entire organization

☐ Specific users/groups

Back

Next

Cancel

Step 6

Click "Next"

Deploy New App

- ✓ Upload custom app
- ✓ Users
- Deployment**
- Permissions
- Finish

Accept permissions requests

Read the app permissions and capabilities carefully before proceeding

App Permissions and Capabilities

Lizzy

Word



App capabilities:

- ReadWriteDocument
- SendReceiveData

Back

Next

Cancel

Step 7

Click "Finish deployment"

Deploy New App

- ✓ Upload custom app
- ✓ Users
- Deployment**
- ✓ Permissions
- Finish

Review and finish deployment

Review your selected settings and deploy.

Apps to deploy

Lizzy
☒ Word

Assigned users

Entire organization

Back Finish deployment Cancel

Step 8

Make sure you get the green "Deployed" → Click done.

Deploy New App

- ✓ Upload custom app
- ✓ Users
- Deployment**

✓ Deployment completed

Lizzy

☒ Word ✓ Deployed

Announce this to your users

Studies show that new software is more successfully adopted when users are informed about the software and how to use it. You'll soon receive an announcement email that explains to your users what you deployed and how to get started using the app or solution. Forward this email to your users to improve your adoption rate 2-5x.

[View this deployment](#)

Done Cancel

Step 9

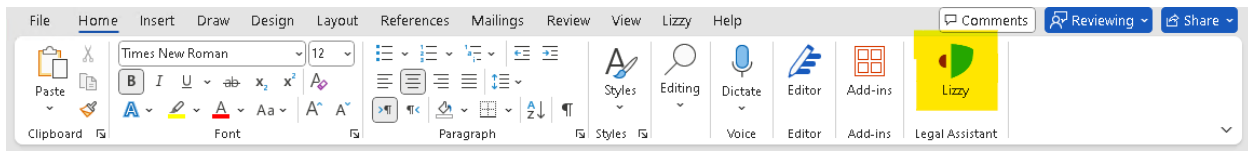
You can see the app in the list .

In order to modify → Click on it

Name	Host products	Status	Test deployment	Last modified ↓
 Lizzy Lizzy Word Add-in.	Word	OK	No	12/1/2024

End user side

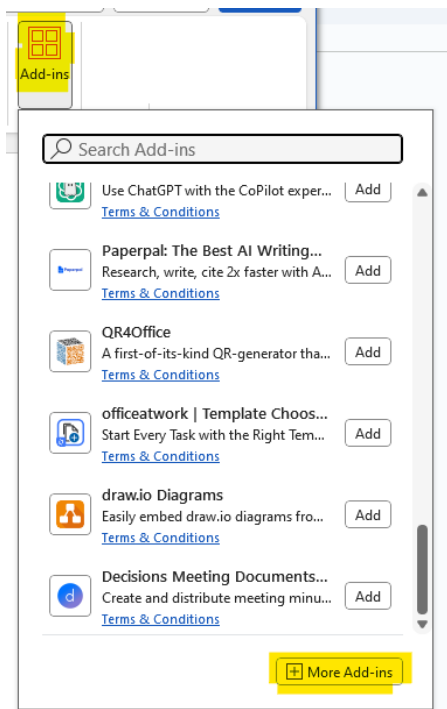
The end user will see the lizzy icon



Deployment issues

Sometimes it takes a while until the addon is deployed.

In order to make it faster → in word main toolbar → "Add-ins" → "More add-ins"



Click the "Admin managed" → Refresh



User should see "Lizzy"



