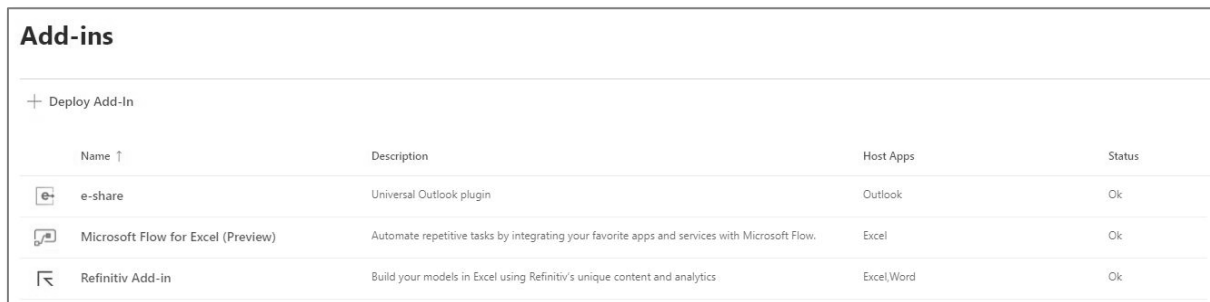





REFINITIV WORKSPACE FOR MICROSOFT OFFICE ADD-IN DEPLOYMENT GUIDE

Important! Before you begin, see [Determine if Centralized Deployment of add-ins works for your organization.](#)

Deploying the add-in

1. In the [Microsoft365 admin center](#), go to the **Settings > Add-ins** page. If you cannot find the **Add-in** page, go to the **Settings > Integrated apps** page and choose **Add-ins**.



Name ↑	Description	Host Apps	Status
 e-share	Universal Outlook plugin	Outlook	Ok
 Microsoft Flow for Excel (Preview)	Automate repetitive tasks by integrating your favorite apps and services with Microsoft Flow.	Excel	Ok
 Refinitiv Add-in	Build your models in Excel using Refinitiv's unique content and analytics	Excel,Word	Ok

2. Select **Deploy Add-in** at the top of the page, and then click **Next**.

3. Click **Choose from the Store**.

4. Search for Refinitiv, or use this link:

<https://appsourcex.microsoft.com/en-us/product/office/WA200000565>

5. On the next page, select **Everyone, Specific users/groups**, or **Just me** to specify to whom the add-in is deployed.

You can use the Search box to find specific users or groups.

6. Select **Deploy**.

A green tick appears when the add-in is deployed.

7. Follow the on-page instructions to test the add-in.

① You may need to relaunch the Office app to view the add-in icon on the app ribbon. Outlook add-ins can take up to 24 hours to appear on app ribbons.

8. When finished, click **Next**.

① If you have deployed the add-in to yourself only, you can select **Change who has access to add-in** to deploy to more users.

Deploy a new add-in

Deploy from the Store

Get solutions tailored to your industry that work with the products you already use.

Choose from the Store

Deploy a custom add-in

Create a new web application, or upload an add-in / integration for Office.

Upload custom apps

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