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.

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:

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

6. Select Deploy.

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.