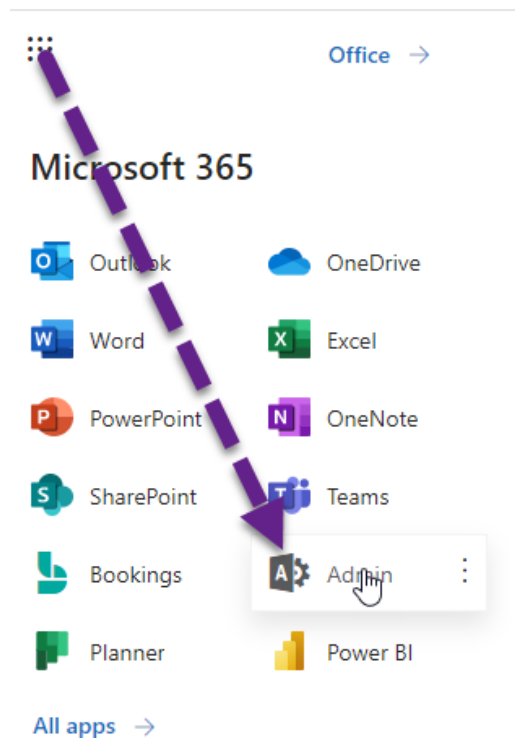
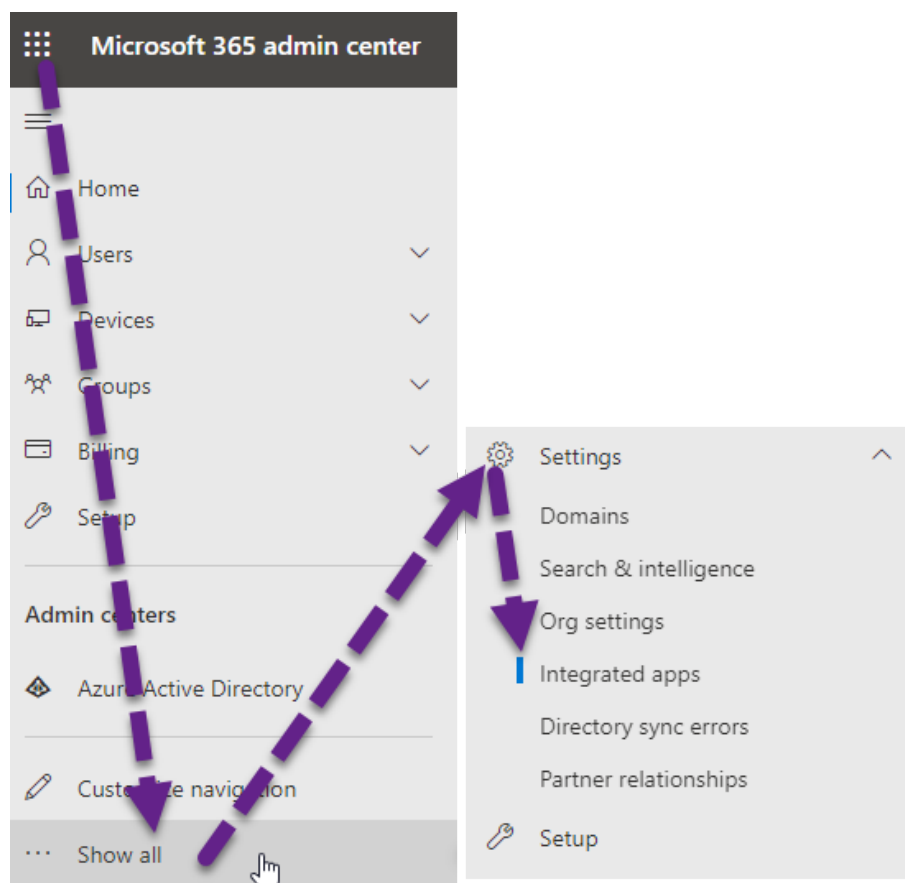


Installation via Microsoft 365 Admin Center

1 – Gå til Microsoft 365 Admin Center



2 – Vælg 'Show All' og 'Integrated Apps' under 'Settings'



3 – Klik på 'Add-ins'

Integrated apps

Discover, purchase, acquire, manage, and deploy Microsoft 365 Apps developed by Microsoft partners. Line-of-business apps developed within your organization are not displayed here. To manage these apps, go to the [Azure Active Directory](#) | [Teams](#) | [Add-ins](#)

 Get apps  Refresh

1 item

Name	Host products	Status
------	---------------	--------

4 – Under 'Add-ins' klik på '+ Deploy Add-In'

Add-ins

 Deploy Add-In

Name ↑

Description

5 – Klik 'Next'

Deploy a new add-in

The Centralized Deployment service lets you deploy **Office Web add-ins** to users of Excel, Outlook, PowerPoint and Word.

Learn more about the requirements for [Centralized Deployment](#).

Add-ins deployed from the Store will automatically receive updates as the providers continuously improve their service. If an add-in update significantly increases the scope of data access, you must re-approve it before the update is deployed.

Next

Cancel

6 – Vælg 'Upload custom apps'

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 add-in application, or upload an add-in / integration for Office.

Upload custom apps

7 – Indtast URL til InsuBiz Add-in manifest og klik 'Upload'

Choose how to upload the add-in

☐ I have the manifest file (.xml) on this device

Choose File

No file chosen

☒ I have a URL for the manifest file

https://lin/InsuBizWordAddin.xml

Upload

Cancel

<https://start.insubiz.dk/officeAddin/InsuBizWordAddin.xml>

8 – Vælg indstillinger for bruger setup

Det anbefales at lave en MS365 gruppe og at tilføje add-in til denne.

Configure add-in



InsuBiz
By InsuBiz

Assign Users

Choose which users will have access to InsuBiz

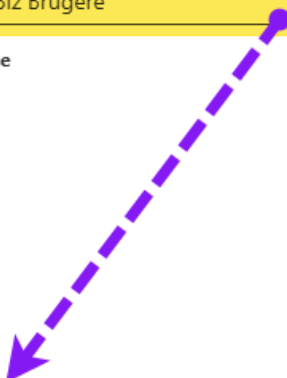
☐ Everyone

☒ Specific users / groups

Search for specific users or groups to add or remove

InsuBiz Brugere

☐ Just me



Deploy

Cancel

After you choose Deploy, the add-in will be available on assigned users' ribbons the next time th

Aktivering i Word applikationer

Der kan gå noget tid fra man aktiverer eller ændrer add-in i administrationen til det registreres i den enkelte klient applikation.

Add-in bliver aktiveret automatisk for de tilknyttede brugere i både Word Desktop, Word Online og Word mobile app.

