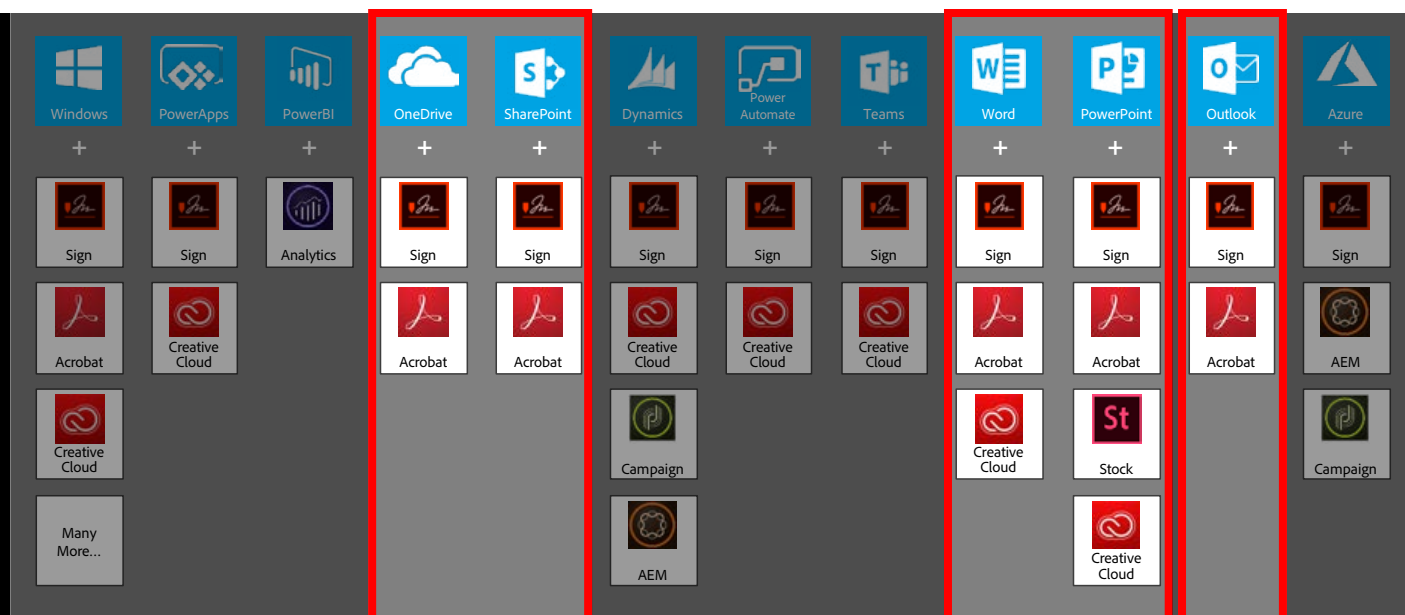




# WORK ANYWHERE WITH ADOBE

## Adobe add-ins for Microsoft Office 365

Adobe and Microsoft have multiple integrations to assist with productivity in your organization. This document will show you how to deploy the add-ins available for Office 365 to help employees get work done from wherever they are.



Microsoft apps

**OneDrive  
SharePoint**

**Word  
PowerPoint**

**Outlook**

Adobe add-ins

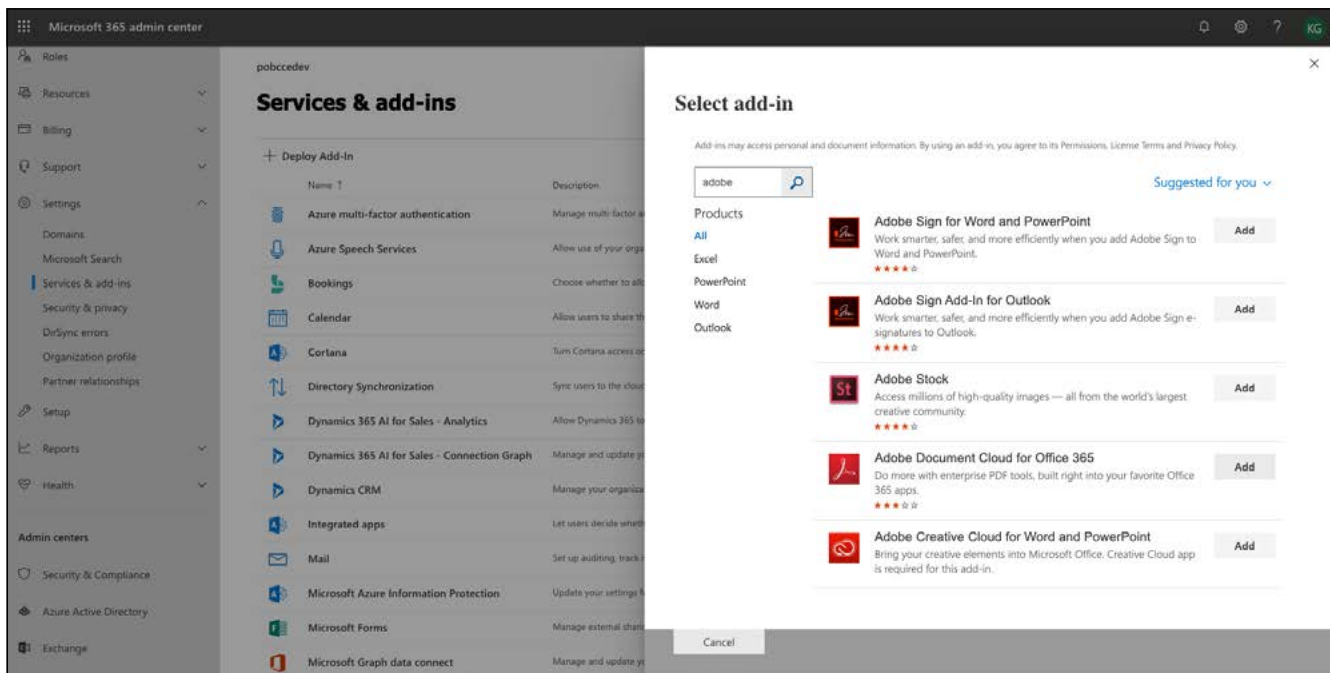


## STEP 1

# Locate & deploy the Adobe add-ins using the Microsoft 365 Admin Center

1. In the left hand pane of the Microsoft 365 Admin Center, navigate to **Settings > Services and Add-ins**.
2. At the top of the window, click the plus sign where it says **Deploy Add-In**.
3. In the resulting dialog box, **enter "Adobe" into the search bar**. You'll see Adobe's add-ins appear, at which time you can select which add-in(s) you want to deploy.\*
4. Accept the terms and conditions, then click **Continue**.

*\*The add-ins available will depend on your organization's entitlements. Please verify that your entitlements include the product for which you are deploying the add-in.*

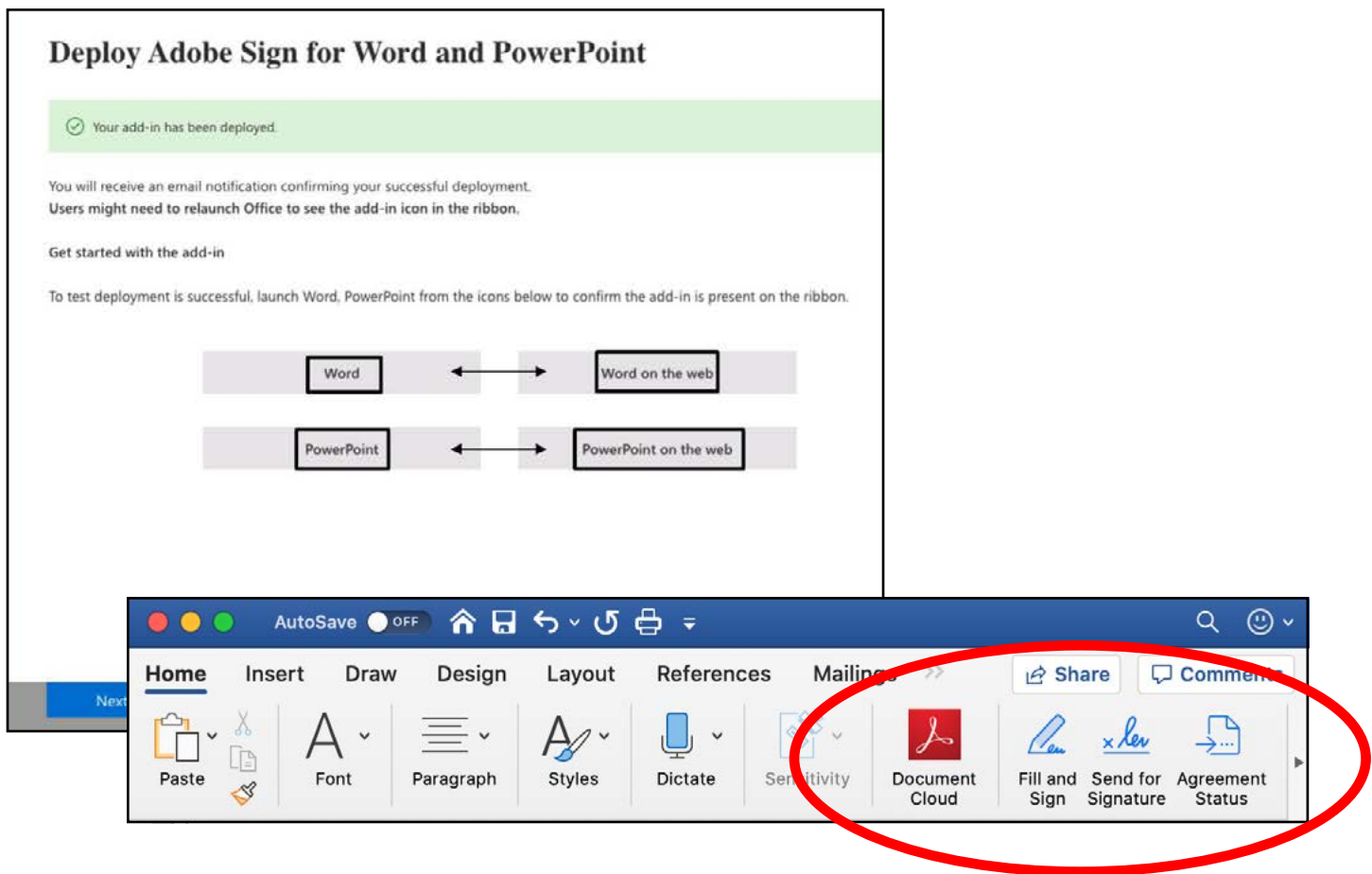


## STEP 2

### Test the deployed add-ins

Once you've deployed all the add-in, you should test them before communicating the change to the employees in your organization.

1. When the success message appears, click on each of the available boxes to launch and test the app.
2. Verify that the Adobe buttons appear in the ribbon of each app to which you've deployed the add-in.



Not working? Make sure you've **enabled services** ► in the Adobe Admin Console.

## STEP 3

# Get end users up and running

Once you've deployed all the add-ins you want to make available to your end users, make sure they know what they're entitled to! We recommend you send an email to the users in your org, or include some information about the Adobe add-ins in any communications you may be sending out relating to staying productive from a remote work space. Here's some text for you to use when discussing the add-ins you've made available; copy and paste, and edit to your taste:

We're doing our best to support your productivity during this time, and that's why we've added some new tools to your kit. Adobe's add-ins for Microsoft Office 365 help you get your work done efficiently so that you don't have to leave your Office apps to take care of basic tasks, like filling out a form, adding comments to a PDF document, or adding your team's creative assets to a slide deck. You can now find [*Adobe Document Cloud, Adobe Creative Cloud, and Adobe Stock*] tools in your Office 365 apps. Feel free to reach out to us with any questions about finding or using these add-ins.

- Your IT team

The resources below will help you spread the word to your organization so they can get their work done without disruptions caused by working offsite.

Videos:

**[Adobe Document Cloud for Office 365 ▶](#)**

**[Adobe Sign for Word and PowerPoint ▶](#)**

**[Adobe Stock for PowerPoint ▶](#)**

User guides:

**[Adobe Document Cloud for OneDrive and SharePoint ▶](#)**

**[Adobe Creative Cloud for Word and PowerPoint ▶](#)**