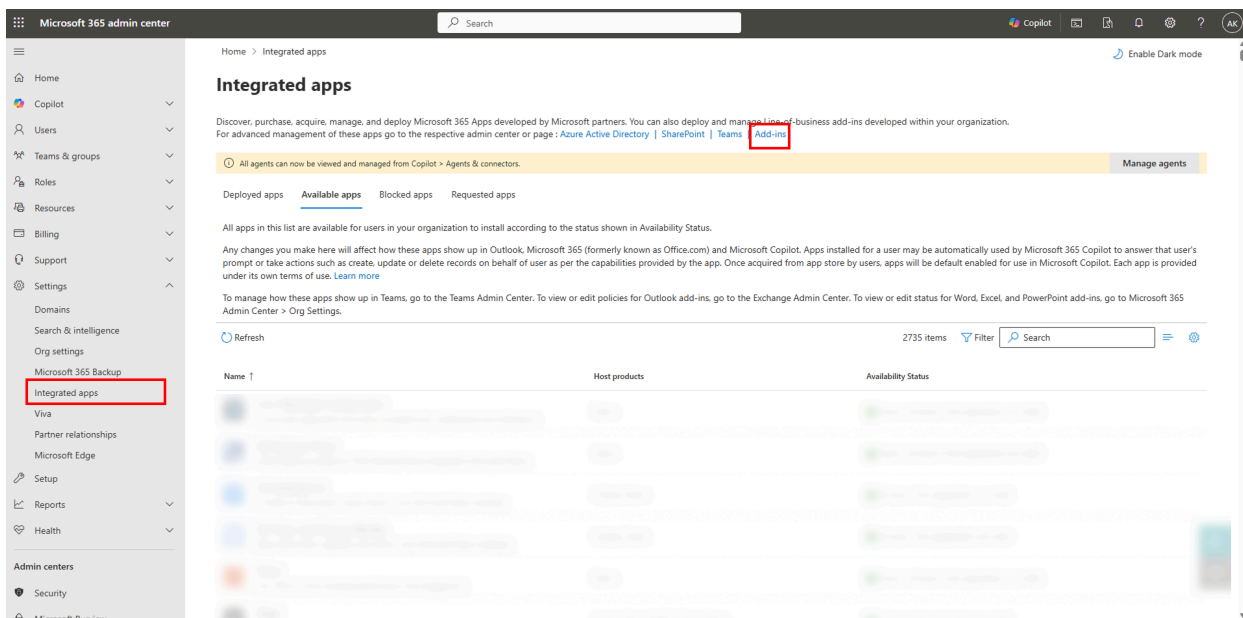


Installation Steps

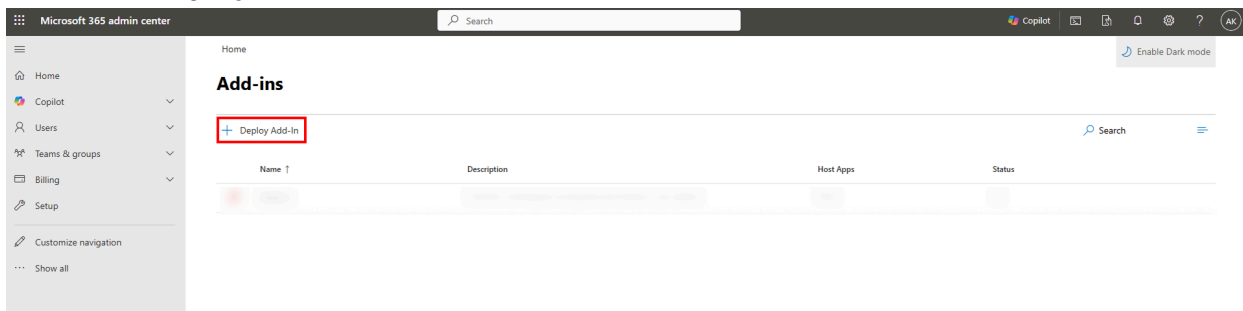
Follow these simple steps to install and start using Clause in Microsoft Word

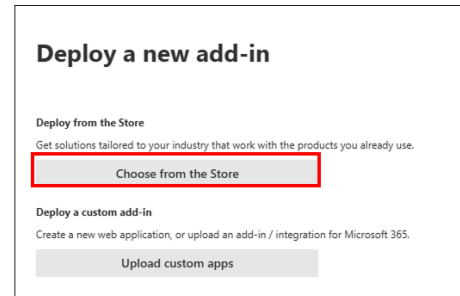
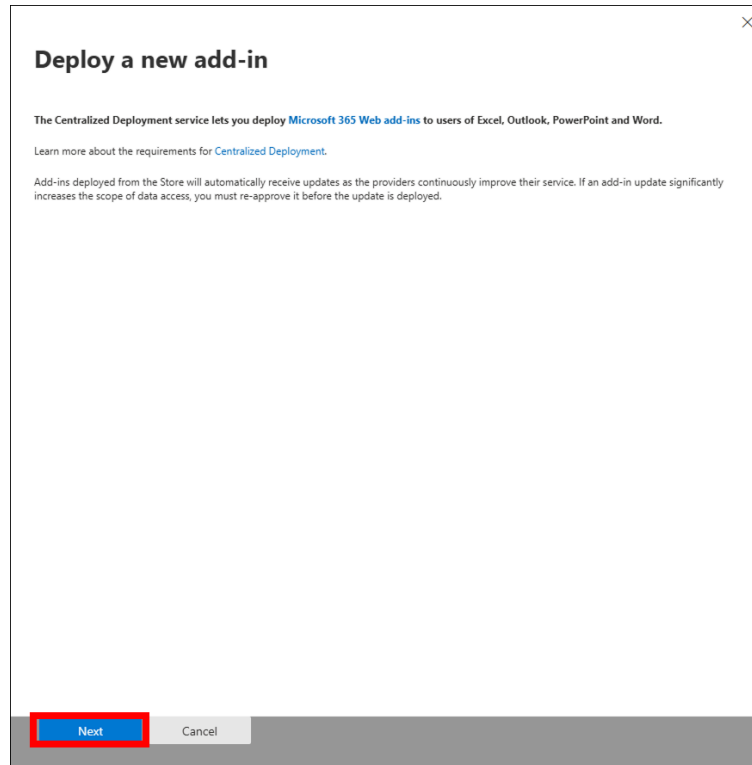
Note: You must be signed in as a Global admin or Exchange admin to the Microsoft 365 admin center

1. Navigate to <https://admin.microsoft.com> and select **Settings > Integrated apps > Add-ins**

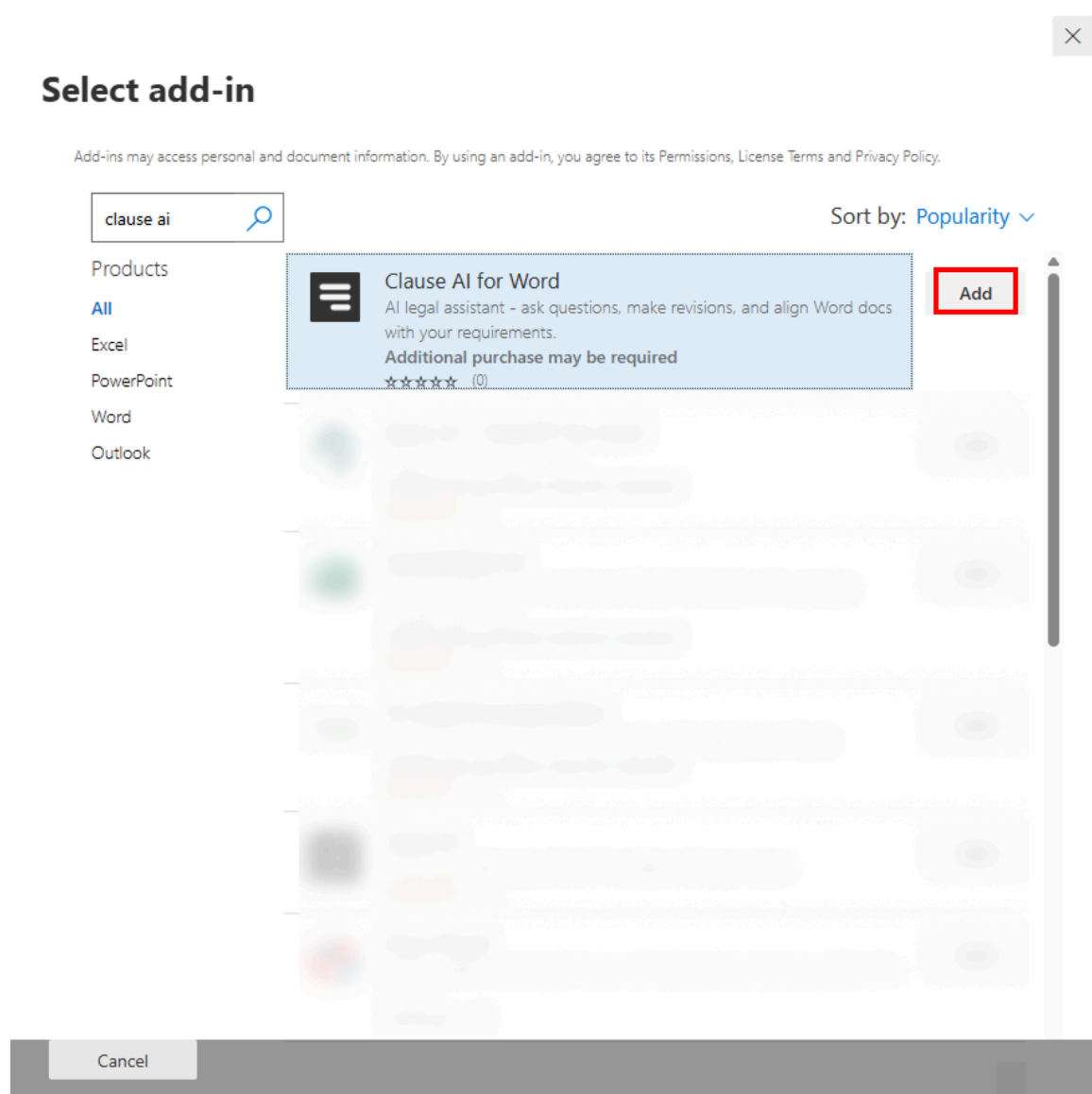


2. Select **+ Deploy Add-in**. Select **Next** then **Choose from the Store**.





3. Search for Clause AI, then select *Add*



4. You've now successfully deployed the Word Addin to your organization. Restart Microsoft Word Desktop app to see the Clause Addin.



Deploy Clause AI for Word

✓ Your add-in has been deployed.

You will receive an email notification confirming your successful deployment.
Users might need to relaunch Microsoft 365 to see the add-in icon in the ribbon.

Get started with the add-in

To test deployment is successful, launch Word from the icons below to confirm the add-in is present on the ribbon.

The screenshot shows the Microsoft Word interface. The ribbon at the top includes tabs for Review, View, Help, and Acrobat. The Paragraph and Styles groups are visible. The Add-ins ribbon is active, showing the Clause AI add-in icon. A red box highlights the 'Clause' button in the 'Commands Gr...' group. Below the ribbon, a help page titled 'Clause AI for Word' is displayed. The page includes the following text:

Launch the add-in
Test the add-in by clicking on the add-in's button on the Home tab

On the Home tab

Need more help?
To force the list of installed add-ins to refresh go to:
Insert Tab > My Add-ins > Admin Managed > Refresh

You can also return to your internet browser and copy this link into your browser
<https://support.office.com/article/B4527D49-4073-4843-8274-3187A3166F92>