

GSD. Word – How to Manage Add-ins in Microsoft Word

Article ID: KB0039663

Created: 2024-12-19 14:03:24

Updated: 2024-12-19 14:03:25

Author: {'link':

'https://fmcnaddev.service-now.com/api/now/table/sys_user/acaf843397d74958f7e3bb8fe153afe3',

'value': 'acaf843397d74958f7e3bb8fe153afe3'}

Category: {'link':

'https://fmcnaddev.service-now.com/api/now/table/kb_category/509154c8c34a1a100acd3300150131fd',

'value': '509154c8c34a1a100acd3300150131fd'}

General Information:

Possible symptoms/errors:

How to Manage Add-ins in Microsoft Word.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Add-ins are programs which can be attached to Word to provide additional functionality. This article shows a guide on how to manage add-ins in Microsoft Word by enabling or disabling them according to user's specific need.

Details:

1. In the Word document, advise the user to click on File then select Options.
2. In the Word Options, ask them to click Add-ins.
3. Tell the user to choose COM Add-ins on the drop-down list of Manage then click Go.
4. In the COM Add-ins window, ask the user to select the Add-in under Add-Ins available that they need to enable or disable, then click OK.
5. Advise the user to Restart Word.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A