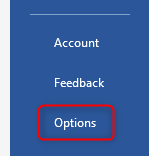
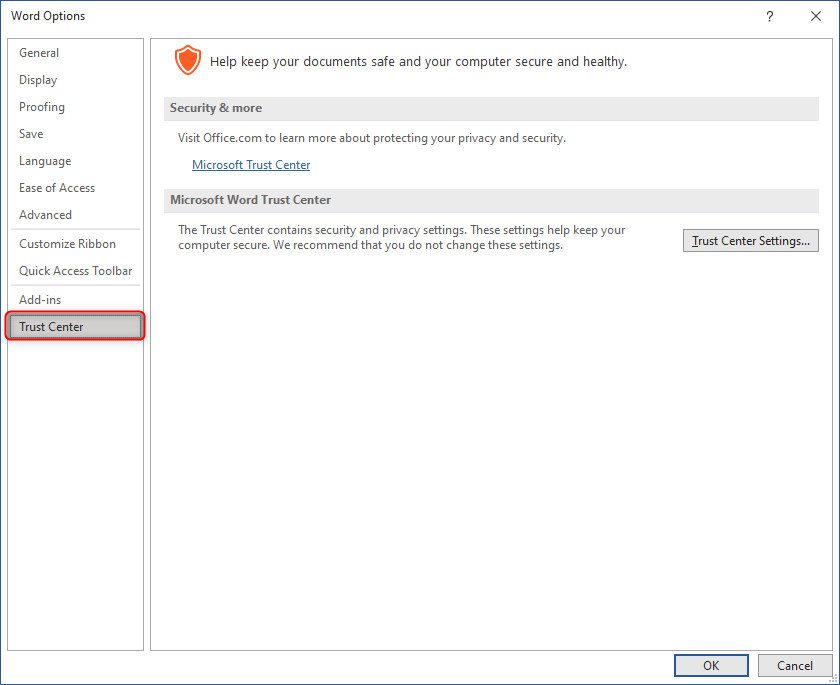
How to Add Citation Add-ins to Microsoft Word

## Part 1: Add the App Catalog to the Trust Center

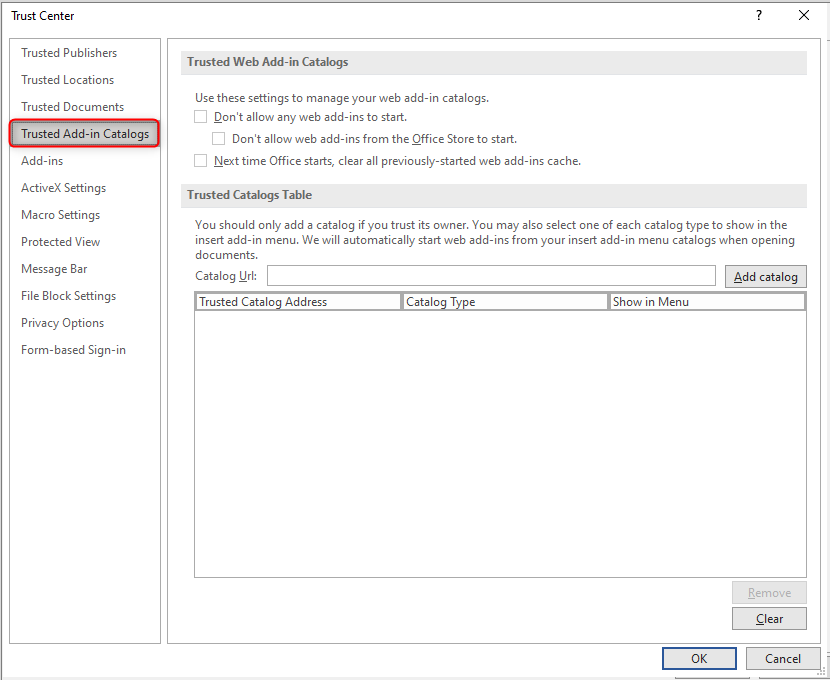
1. In Microsoft Word, click on the **File** tab, then click on **Options.**



1. Click on **Trust Center**.



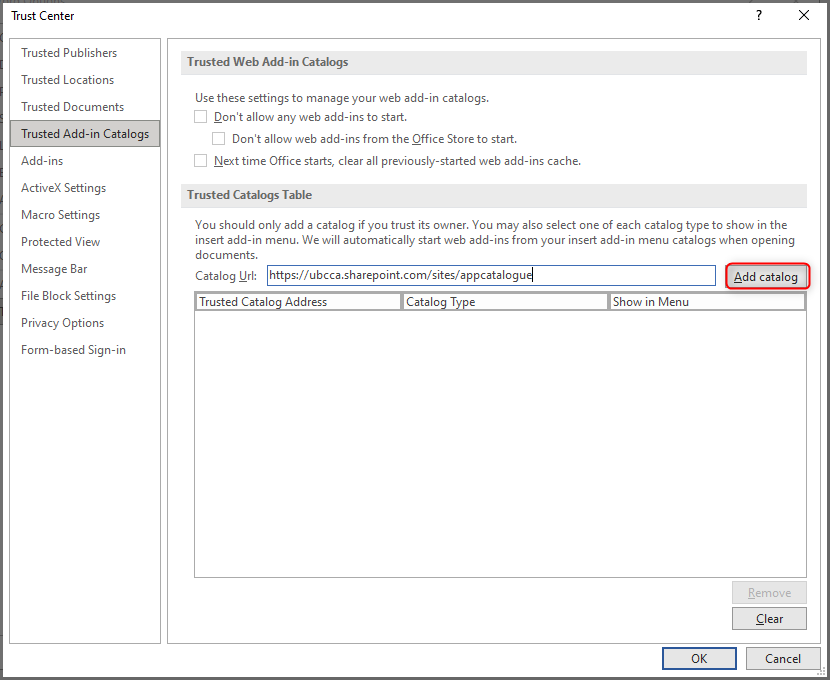
1. Click on the **Trust Center Settings** button.
2. Click on **Trusted Add-in Catalogs.**



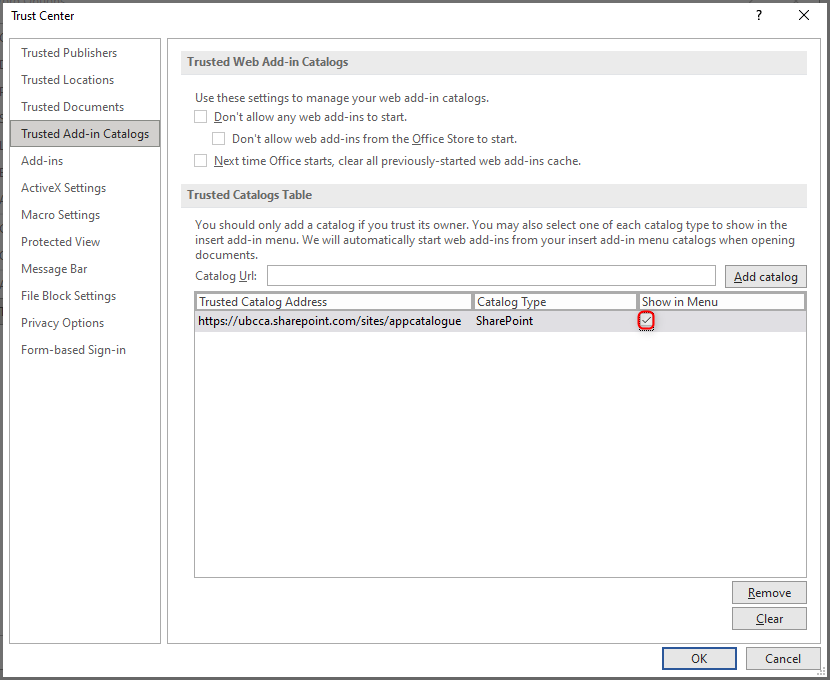
1. For **Catalog Url**, type in:

<https://ubcca.sharepoint.com/sites/appcatalogue>

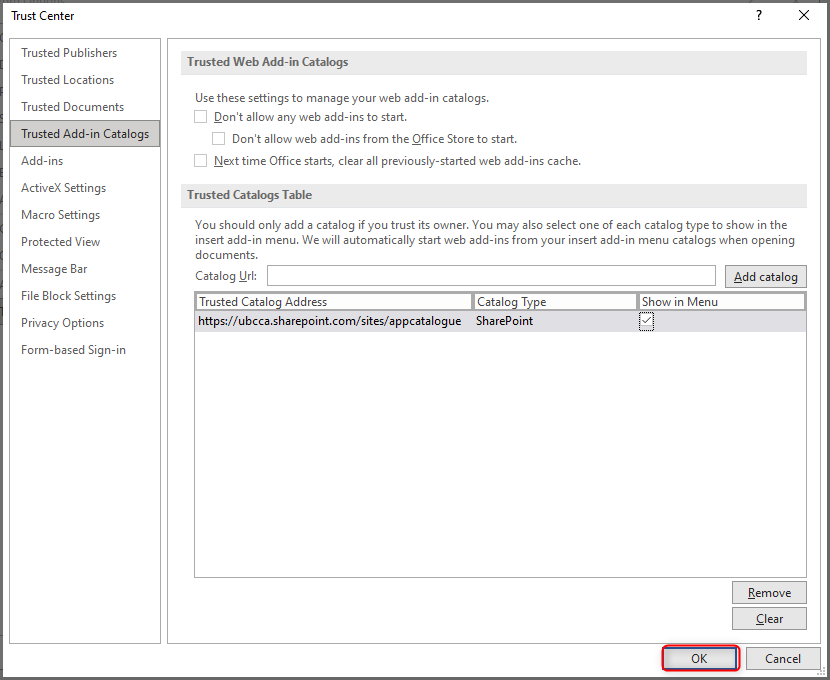
1. Click on the **Add catalog** button.



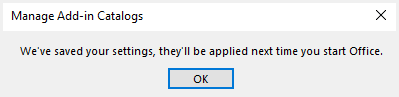
1. Place a checkmark to select **Show in Menu.**



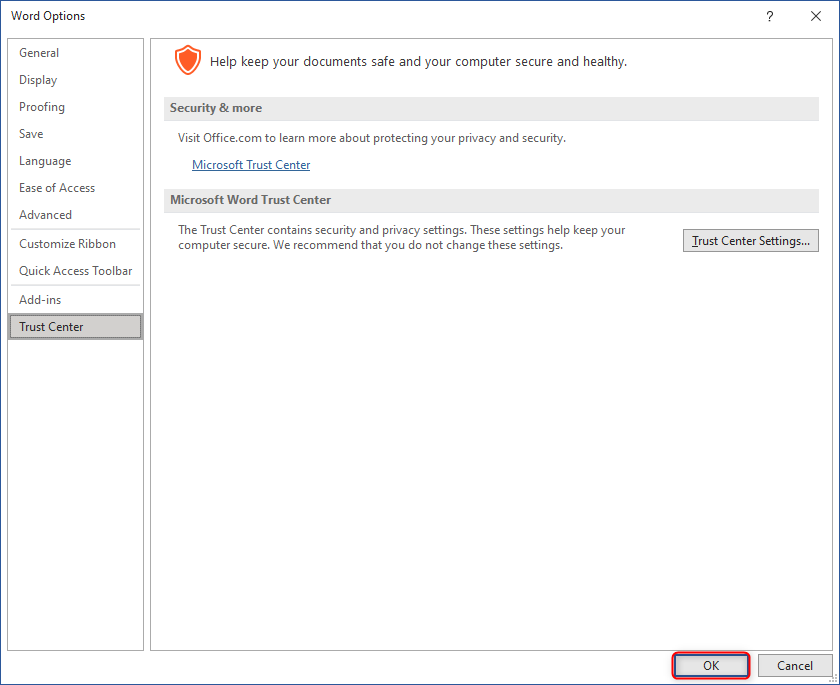
1. Click **OK** to save your changes.



1. When prompted, click **OK**.



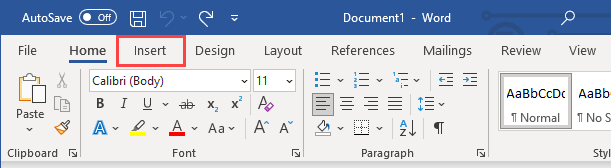
1. Click **OK**.



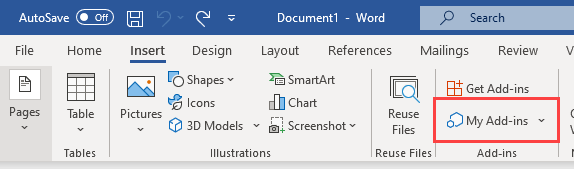
1. Close and re-open Microsoft Word.

## Part 2: Add the Citation Add-in

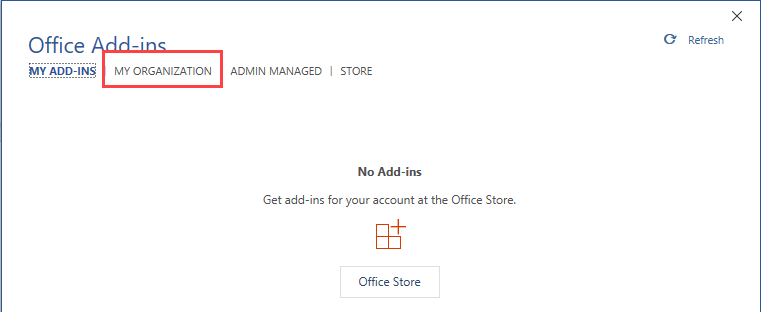
1. Click on the **Insert** tab.



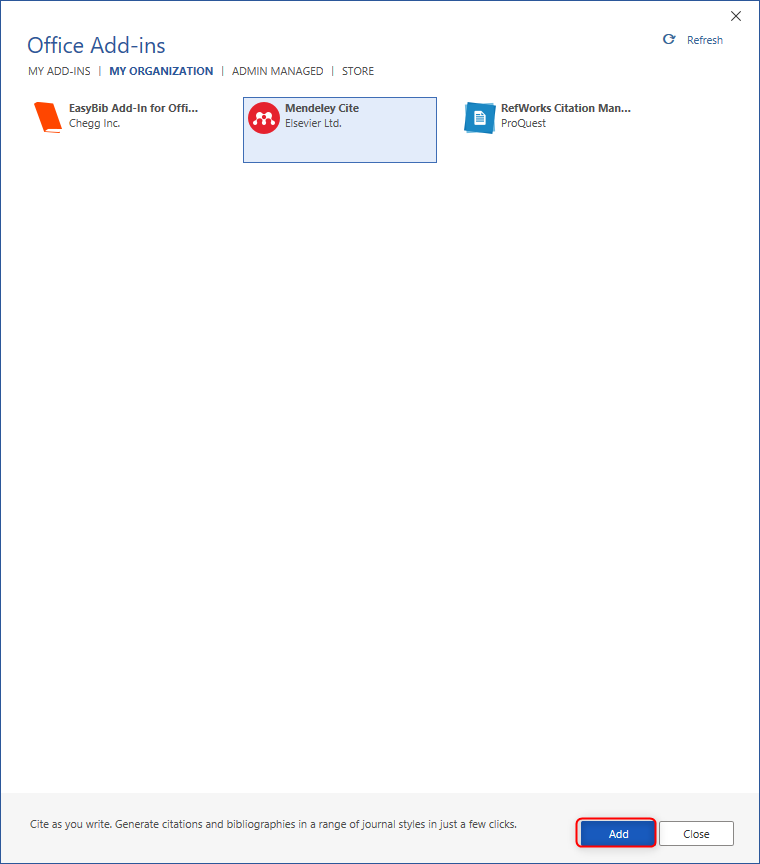
1. Click on **My Add-ins.**



1. Click on **My Organization.**



1. Click on the desired add-in and click **OK**.



1. The add-in will appear and be ready to use.

