



Deploying the Jylo Word Add-In

A guide for Microsoft 365 administrators

Version 1.1

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Introduction

The Jylo Word Add-In enables Playbook builders to load, edit and create .docx Assembly templates directly within Microsoft Word, ready to be populated with Flow responses. This guide provides step-by-step instructions for deploying the add-in to your organisation through the Microsoft 365 admin centre.

Prerequisites

Before you begin, ensure you have the following:

- Administrative access to the Microsoft 365 admin centre.
- Permissions to deploy custom apps in your organisation.

Deployment Instructions

Follow these steps to deploy the Jylo Word Add-In across your organisation.

1. **Access the Microsoft 365 admin centre**
Navigate to **admin.microsoft.com** and sign in with your administrator credentials.
2. **Navigate to Integrated Apps**
In the left navigation menu:
 - a. Click Show All.
 - b. Select Settings.
 - c. Click Integrated Apps.
3. **Upload the custom app**
Click the **Upload custom apps** button.
4. **Select app type**
When prompted for App Type, select **Office Add-In**.
5. **Provide the manifest file link**
Enter the manifest file URL that corresponds to your organisation's region:

Region	Manifest File URL
United Kingdom	https://word-addin-001.uk.jylo.ai/manifest.xml
United States	https://word-addin-001.us.jylo.ai/manifest.xml
European Union	https://word-addin-001.eu.jylo.ai/manifest.xml

6. **Configure user access**
Select who should have access to the Jylo Word Add-In:
 - **Specific users:** Make the add-in available to individual named users.
 - **Groups:** Make the add-in available to all members of specific groups.
 - **Entire organisation:** Make the add-in available to all users organisation-wide.
7. **Deploy the add-in**

Click the **Deploy** button to complete the installation. The add-in will appear for selected users within a few minutes.

Note

Deployment may take up to 24 hours to propagate to all users across your organisation. If the add-in does not appear immediately, allow additional time before troubleshooting.

Verifying Deployment

To confirm the add-in has been successfully deployed:

1. Open Microsoft Word (desktop or web version).
2. Navigate to the Home tab.
3. Click the **Jylo** button on the right-hand side of the **Home** ribbon.
4. Sign in using your Jylo credentials.

The Jylo sidebar will open, confirming the add-in is active and ready for use.

Tip

Once deployed, the Jylo Word Add-In enables Playbook builders to use Outputs (Advanced) to create richly formatted Word templates with full branding control. For details, see the Jylo User Guide.

Support

If you encounter issues during deployment or have questions about the Jylo Word Add-In, contact us at support@jylo.ai.