
Deploying the Jylo Word Add-In

A Guide for Microsoft 365 Administrators

Introduction

The Jylo Word Add-In enables users to upload and create docx templates in Playbooks ready to be populated with Flow results. This guide provides step-by-step instructions for deploying the add-in to your organisation through the Microsoft 365 admin centre.

Prerequisites

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

Deployment Instructions

1. Access the Microsoft 365 admin centre

Navigate to the Microsoft 365 admin centre at admin.microsoft.com

2. Navigate to Integrated Apps

- In the left navigation menu, click **Show All**
- Select **Settings**
- 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	word-addin-001.uk.jylo.ai/manifest.xml
United States	word-addin-001.us.jylo.ai/manifest.xml
European Union	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.

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 in the right side of the ribbon
4. Sign in using your Jylo credentials

Support

If you encounter issues during deployment or have questions about the Jylo Word Add-In, our support team is here to help. Contact us at support@jylo.ai.
