Centralized Deployment Guide

How to deploy the Pickit add-in across an organization in under 5 minutes

Centralized corporate deployment in a few simple steps.

A few things you'll need to check first

- The person deploying the add-in needs to be an admin, or get one to help.
- You can deploy add-ins via the Admin Center if your organization meets the following criteria:
    - Users are running a version of Office 2016 ProPlus:
        - o Windows build 16.0.8027 or later
        - o Mac build 15.33.170327 or later
    - Users sign in to Office 2016 with their work or school account.
    - Your organization uses the Azure Active Directory (Azure AD) identity service.
    - Users' Exchange mailboxes have OAuth enabled.

    Read more

How to publish the add-in using centralized deployment

1. Verify that your organization meets the prerequisites for centralized deployment.
2. On the Office 365 Admin Center page, choose Settings > Services & add-ins.
3. Choose Add an Office Add-in at the top of the page. You have the following options:
    - o Add an add-in from the Office Store.
    - o Choose Browse to locate your manifest (.xml) file.
    - o Enter a URL for your manifest in the field provided.
4. Choose Next.
5. If you're adding an add-in from the Office Store, select the add-in. The add-in is now enabled.
6. Choose Edit to assign the add-in to users.
7. Search for the people or groups to whom you want to deploy the add-in and choose Add next to their name.
8. Choose Save, review the add-in settings, and then choose Close.

1. In Word 2016, Excel 2016, or PowerPoint 2016, choose Insert > My Add-ins.
2. Choose the Admin Managed tab in the add-in window.
3. Choose the add-in, and then choose Add.