



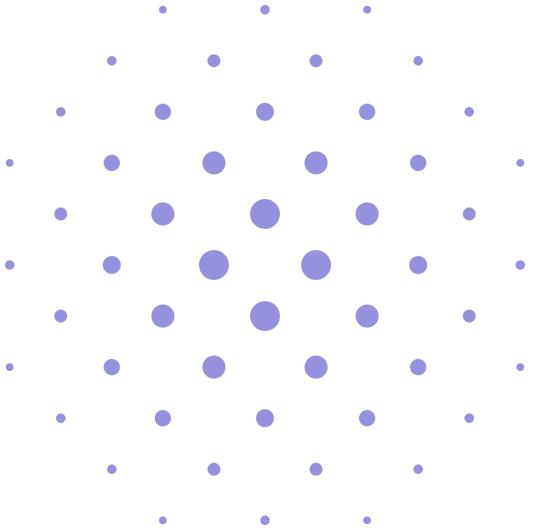
Lizzy

MS Outlook Add-in

Distribution Instructions

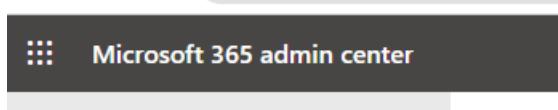
MS Outlook JS

ISSUED BY
LizzyAI



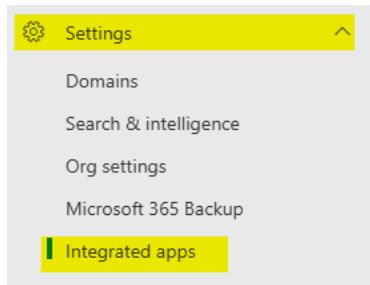
Step 1

Open "Azure AD" (<https://admin.microsoft.com>)



Step 2

Open "Settings" → "Integrated apps" (Or go directly to <https://admin.microsoft.com/#/Settings/IntegratedApps>)



Step 3

Click "Upload custom apps".

Home > Integrated apps

Integrated apps

Discover, purchase, acquire, manage, and deploy Microsoft 365 Apps developed by Microsoft partners. You can also manage these apps directly from the Azure Active Directory admin center.

Deployed apps Available apps Blocked apps

All apps in this list have been installed for tenant users.

Popular apps to be deployed



[Get apps](#) [Upload custom apps](#) [Refresh](#)

Step 4

In "App type" Select "Office Add-in"

Select "Provide link to manifest file"

Type [https://\(TENANT\).app.lizzyai.com/LizzyOutlook.xml](https://(TENANT).app.lizzyai.com/LizzyOutlook.xml)

Click "Validate" → Make sure you get the green "Manifest file validated"

Click "Next"

Deploy New App

Upload Apps to deploy

App type

Office Add-in

Choose how to upload app

Upload manifest file (.xml) from device

choose file from your desktop Choose File

Provide link to manifest file

https://(TENANT).app.lizzyai.com/LizzyWord.xml

Validate

Manifest file validated

Next Cancel

* If you receive an "upload failed" error message:

Upload Apps to deploy

Upload failed. Please check the manifest file and try again.

App type

Office Add-in

- 1) Download the file [https://\(TENANT\).app.lizzyai.com/LizzyOutlook.xml](https://(TENANT).app.lizzyai.com/LizzyOutlook.xml) directly from your browser and save it to your computer.
- 2) Use the "Upload manifest file" option to complete the process.

Step 5

Select the Groups/users you want to assign the add-on.

Click "Next"

Deploy New App

Add users

Lizzy

Is this a test deployment? No

Assign users

Just me [REDACTED]@onmicrosoft.com)

Entire organization

Specific users/groups

Back **Next** Cancel

Step 6

Click "Next"

Deploy New App

Upload custom app

Users

Deployment

Permissions

Finish

Accept permissions requests

Read the app permissions and capabilities carefully before proceeding

App Permissions and Capabilities

Lizzy

Outlook

App capabilities:

- ReadWriteItem
- SendReceiveData

Back **Next** Cancel

Step 7

Click "Finish deployment"

Deploy New App

Review and finish deployment

Review your selected settings and deploy.

Apps to deploy

Lizzy

Outlook

Assigned users

Just me

Back

Finish deployment

Cancel

Step 8

Make sure you get the green "Deployed" → Click done.

Deploy New App

Deployment completed

Lizzy

Outlook

View this deployment

Done

Cancel

Please note:

- Deployed. It can take up to 72 hours for the app to appear. Users may need to relaunch Microsoft 365 to view the add-in icon on the app ribbon.

Step 9

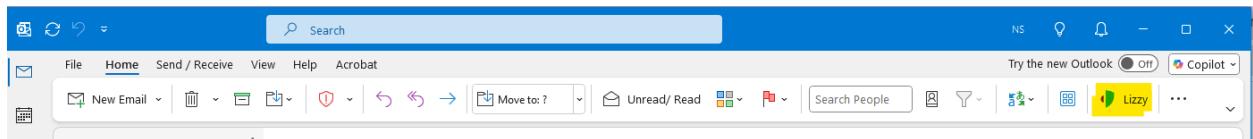
You can see the app in the list .

In order to modify → Click on it

Name	Host products	Status	Test deployment	Last modified
Lizzy	Outlook	OK	No	7/23/2025
...				

End user side

The end user will see the lizzy icon





Deployment issues

Sometimes it takes a while until the addon is deployed.

- ⌚ Deployed. It can take up to 72 hours for the app to appear. Users may need to relaunch Microsoft 365 to view the add-in icon on the app ribbon.
