



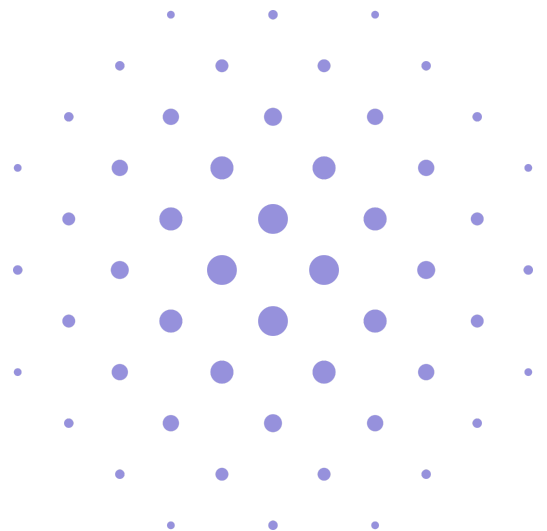
# Lizzy

## MS Outlook Add-in Distribution Instructions

MS Outlook JS

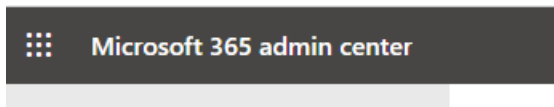
**ISSUED BY**

LizzyAI



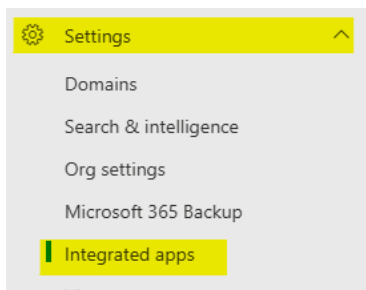
## Step 1

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



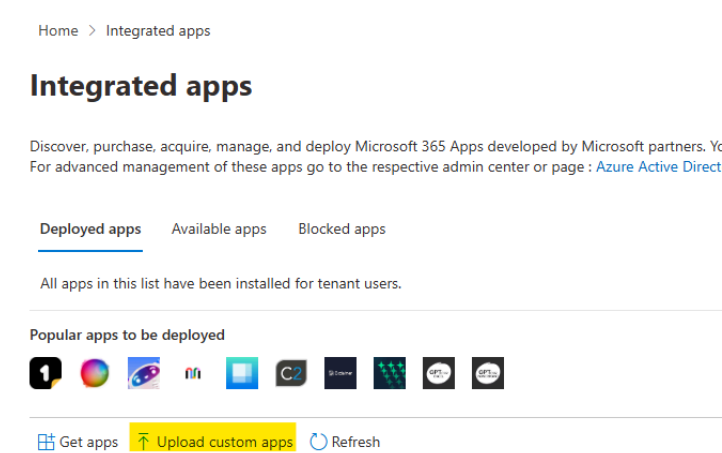
## Step 2

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



## Step 3

Click "Upload custom apps".



## 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://\[redacted\].app.lizzyai.com/LizzyWord.xml](https://[redacted].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**

☒ Upload custom app

☒ **Users**

☐ Deployment

### Add users

 **Lizzy**

Is this a test deployment? ⓘ ☐ No

#### Assign users

☐ Just me (██████████@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

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Outlook



#### App capabilities:

- ReadWriteItem
- SendReceiveData

Back

Next

Cancel

## Step 7

Click "Finish deployment"

Deploy New App

✓ Upload custom app

✓ Users

**Deployment**

✓ Permissions

• Finish

**Review and finish deployment**

Review your selected settings and deploy.

**Apps to deploy**

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Outlook

**Assigned users**

Just me

Back

Finish deployment

Cancel

## Step 8

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

Deploy New App

✓ Upload custom app

✓ Users

**Deployment**

**✓ Deployment completed**

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Outlook

✓ 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.

[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

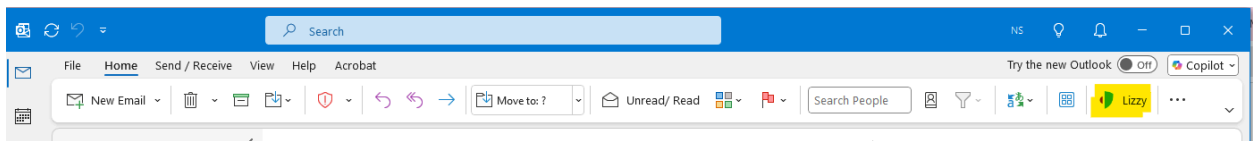
You can see the app in the list .

In order to modify → Click on it

Name	Host products	Status	Test deployment	Last modified ↓
 Lizzy Lizzy Outlook Add-in.	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.
-