Installing your PowerPoint:mac 2016 add-in

Follow these steps to install the add-in provided to you.

1. Open **Finder**
2. Hold the **alt** key and click **Go** followed by **Library**
3. Navigate to:
   /Group Containers/UBF8T346G9.Office/User Content/Add-Ins
4. Press **alt+cmd+t** to create a shortcut in **Finder**
5. Paste the downloaded ppam add-in file into this folder

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6. Open **PowerPoint**:mac 2016
7. From the menu bar, click **Tools** / **PowerPoint Add-Ins...**
8. In the **Add-ins** window that opens, click the **[+]** button
9. Click the finder shortcut for the Add-Ins folder you created in step 4 above
10. In the file browser, locate and select the add-in called **myAddIn.ppam***
11. Click **Open**, followed by **OK**

Your new PowerPoint:mac 2016 add-in is now installed!

*your add-in may be called something else.

Ref: Manual Add-In Installation, YOUpresent © 2018