Installing your PowerPoint 2016 add-in
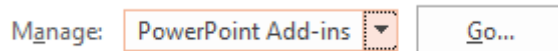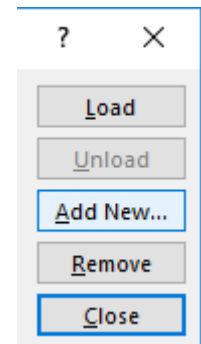
Follows these steps to install the add-in provided to you.

1   Open **PowerPoint**

2   Click **File** / **Options** / **Add-ins**

3   At the bottom of the window that opens, change the **Manage** drop-down from **COM Add-ins** to **PowerPoint Add-ins** and then click **Go**

> Manage: | PowerPoint Add-ins ▼ | Go...

4   In the **Add-ins** window that opens, click **Add New...**

5   In the file browser, locate and select the add-in called **myAddIn.ppam***

> ?   ✕
>
> Load
> Unload
> Add New...
> Remove
> Close

6   Click **OK**, followed by **Close**

Your new PowerPoint add-in is now installed!

*your add-in may be called something else.

for further assistance, contact to your IT Helpdesk