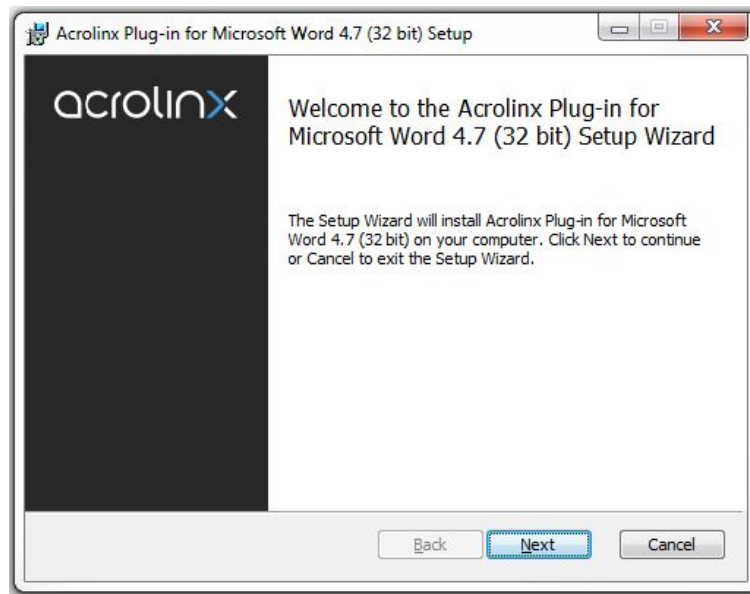


Plug-in Installation Guide

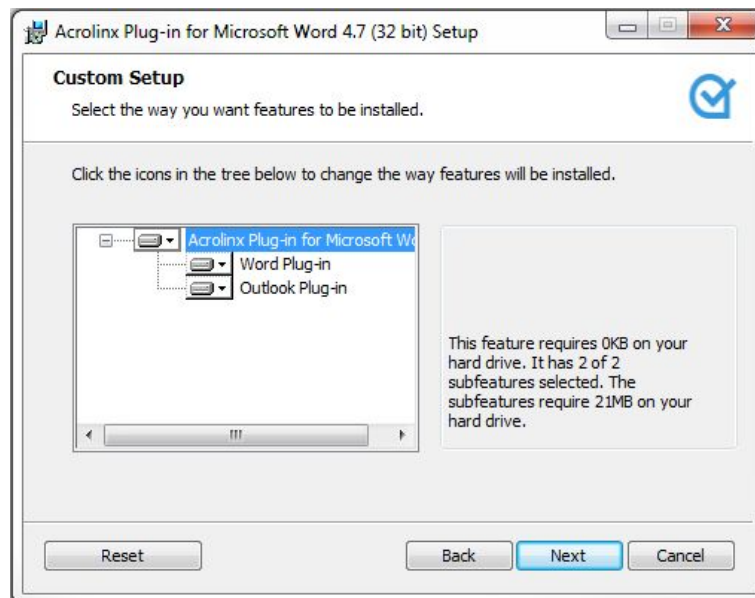
Install Acrolinx for Word and Outlook

To install Acrolinx, follow these steps:

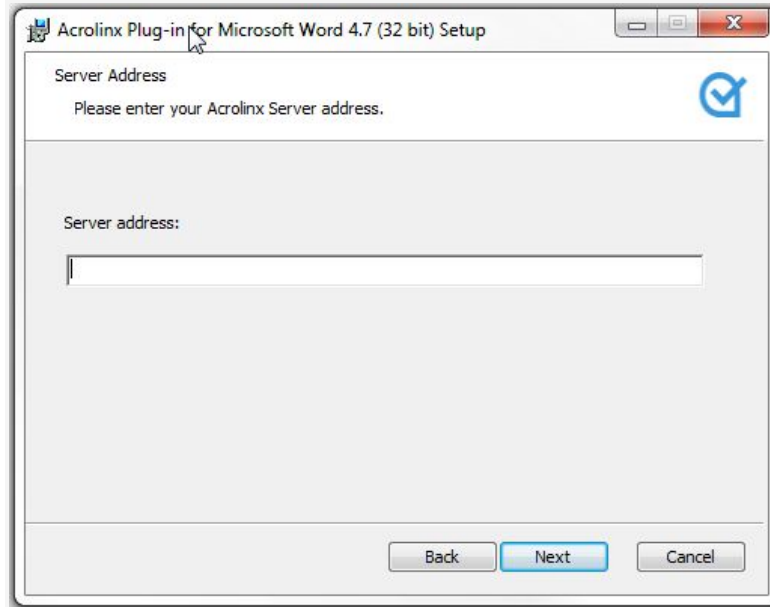
1. Close all programs, including Microsoft Word and Outlook.
2. Double-click the installer in Windows and follow the on-screen instructions.



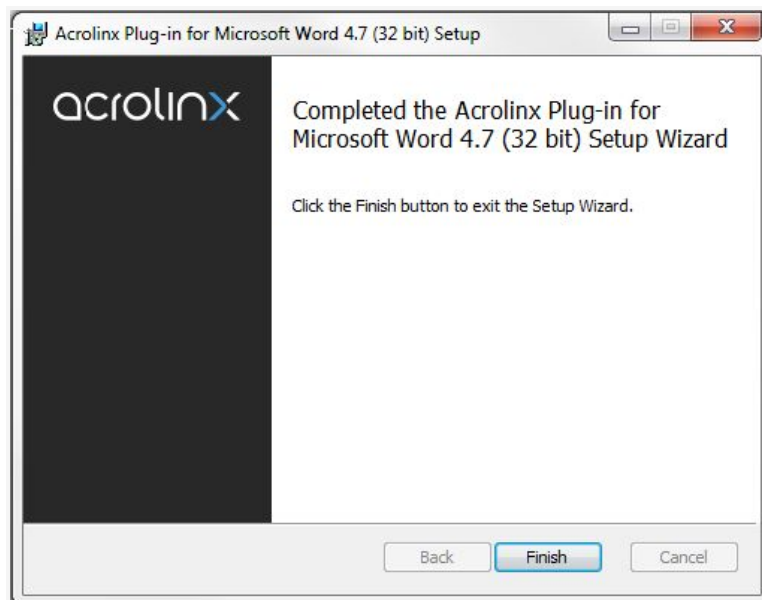
3. You have the option to install the plug-in for Outlook. It installs by default so just click Next.



4. You'll need to enter your Acrolinx server address or URL before you can start checking your content. If you don't know it already, ask the person who manages Acrolinx installations in your company.

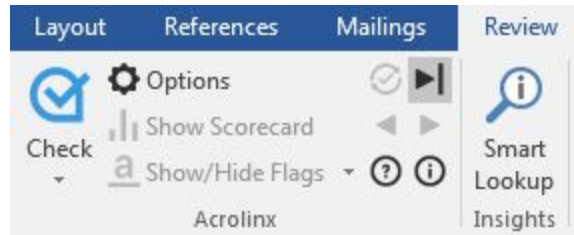


5. When the Acrolinx Plug-in for Microsoft Word is successfully installed, you'll see this view in your setup wizard:



Where Do I Find Acrolinx Once it is Installed?

Click on the Review ribbon tab to find Acrolinx.



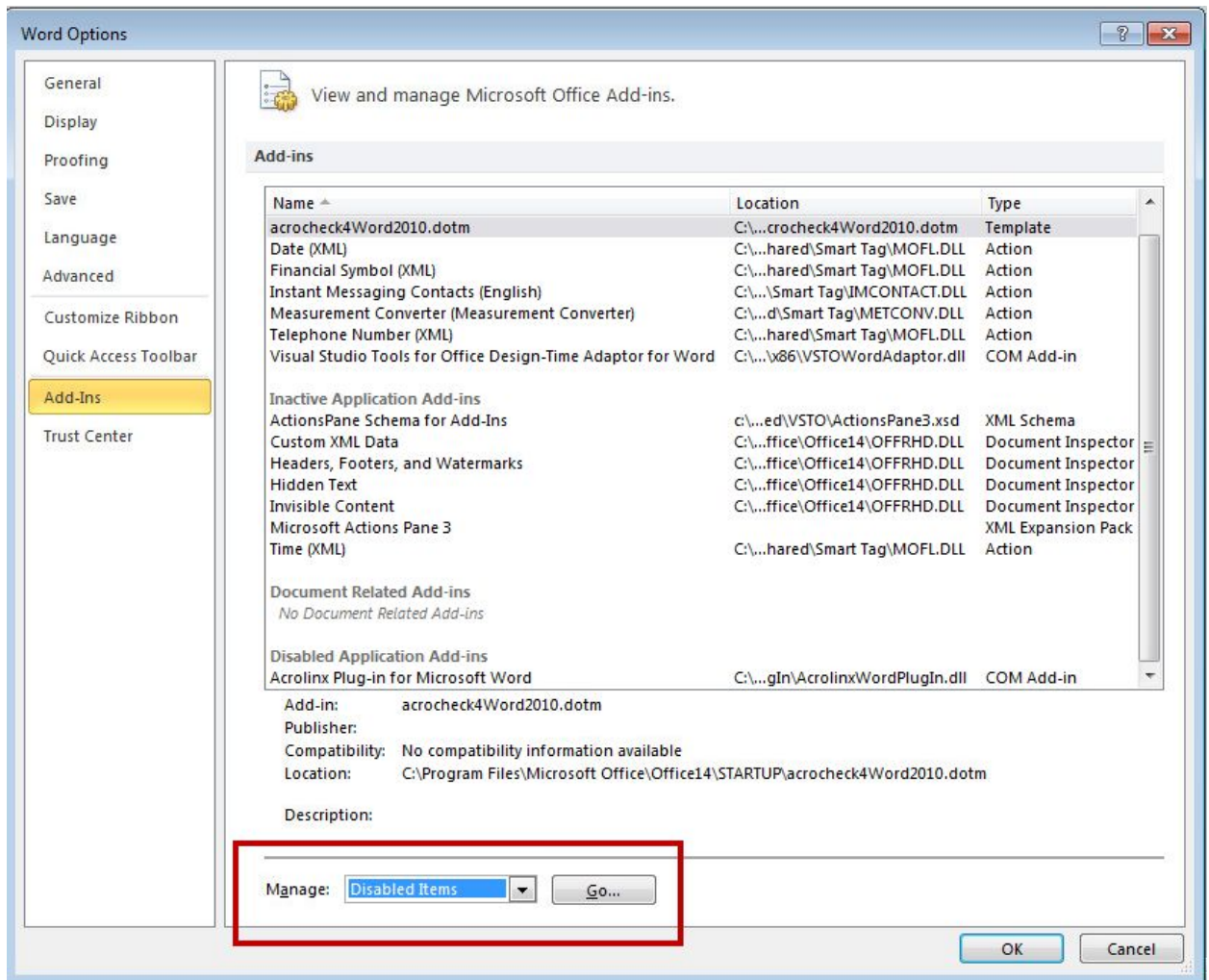
Troubleshooting Your Installation

If you open Microsoft Word or Microsoft Outlook and you can't find the Acrolinx icon in the Review ribbon tab, then try the two troubleshooting options below.

Option 1:

The Acrolinx Word add-in may have been deactivated. You can reactivate it by following these steps:

1. Navigate to **Word Options > Add-ins > Manage: Disabled Items > Go**.



2. In the Disabled elements dialog box, select the Acrolinx add-in and click **Enable**.
3. Navigate to **Word Options > Add-ins > Manage: COM Add-Ins > Go**, and make sure that the Acrolinx Plug-in is enabled.
4. Restart Microsoft Word.

Option 2:

Under certain circumstances, the Acrolinx for Microsoft Word plug-in isn't available.

Depending on the Office version in use, users can enable the installed Acrolinx plug-in by navigating to Word Options -> COM Add-ins and checking Acrolinx to enable it:

