A black background with white text

Description automatically generatedMENDELEY - ADD-INS

The following instructions outline how to add Mendeley to Microsoft Word 365.

* First, you must download Office 365 from your university account and log in with your university credentials.
* Open Word and click on "**File**" at the top left.
* After selecting "**File**," click on "**Get Add-ins.**"
* From the "**Office Add-ins**" menu, select "**ADMIN MANAGED**," then click on "**Mendeley Cite**," and finally, click "**Add**."
* Once added, "**Mendeley Cite**" will be integrated into your Word application.