**Pickit Centralized Deployment Guide**

**How to deploy the Pickit add-in across   
an organization in under 5 minutes**

Centralized corporate deployment in a few simple steps.

**A few things you’ll need to check first**

* The person deploying the add-in needs to be a Global Admin in the Microsoft 365 Admin Center or get one to help.
* You can deploy add-ins via the Admin Center if your organization meets the following criteria:
  + Users are running the following versions or later of Microsoft 365
    - On a Windows device, version 1704 or later of Microsoft 365 Apps for enterprise.
    - On a Mac, version 15.34 or later.
* Your organization uses the Azure Active Directory (Azure AD) identity service.
* Users' Exchange mailboxes have [OAuth enabled](https://msdn.microsoft.com/en-us/library/office/dn626019(v=exchg.150).aspx#Anchor_0).

[Read more](https://docs.microsoft.com/en-us/microsoft-365/admin/manage/centralized-deployment-of-add-ins?view=o365-worldwide)

**How to publish the add-in using centralized deployment**

1. Verify that your organization meets the [prerequisites for centralized deployment.](https://docs.microsoft.com/en-us/microsoft-365/admin/manage/centralized-deployment-of-add-ins?view=o365-worldwide)
2. On the Microsoft 365 Admin Center page, choose **Settings** > **Add-ins**. On the overview page, select **Next**.
3. Then choose Deploy add-in at the top of the page. You have the following options:
   * Add an add-in from the Office Store.
   * Choose Browse to locate your manifest (.xml) file.
   * Enter a URL for your manifest in the field provided.
4. Choose Next.
5. If you're adding an add-in from the Office Store, select the add-in. The add-in is now enabled.
6. Choose Edit to assign the add-in to users.
7. Search for the people or groups to whom you want to deploy the add-in and choose Add next to their name.
8. Choose Save, review the add-in settings, and then choose Close.

**Office 2016**

1. In Word 2016, Excel 2016, or PowerPoint 2016, choose Insert > My Add-ins.
2. Choose the Admin Managed tab in the add-in window.
3. Choose the add-in, and then choose Add.