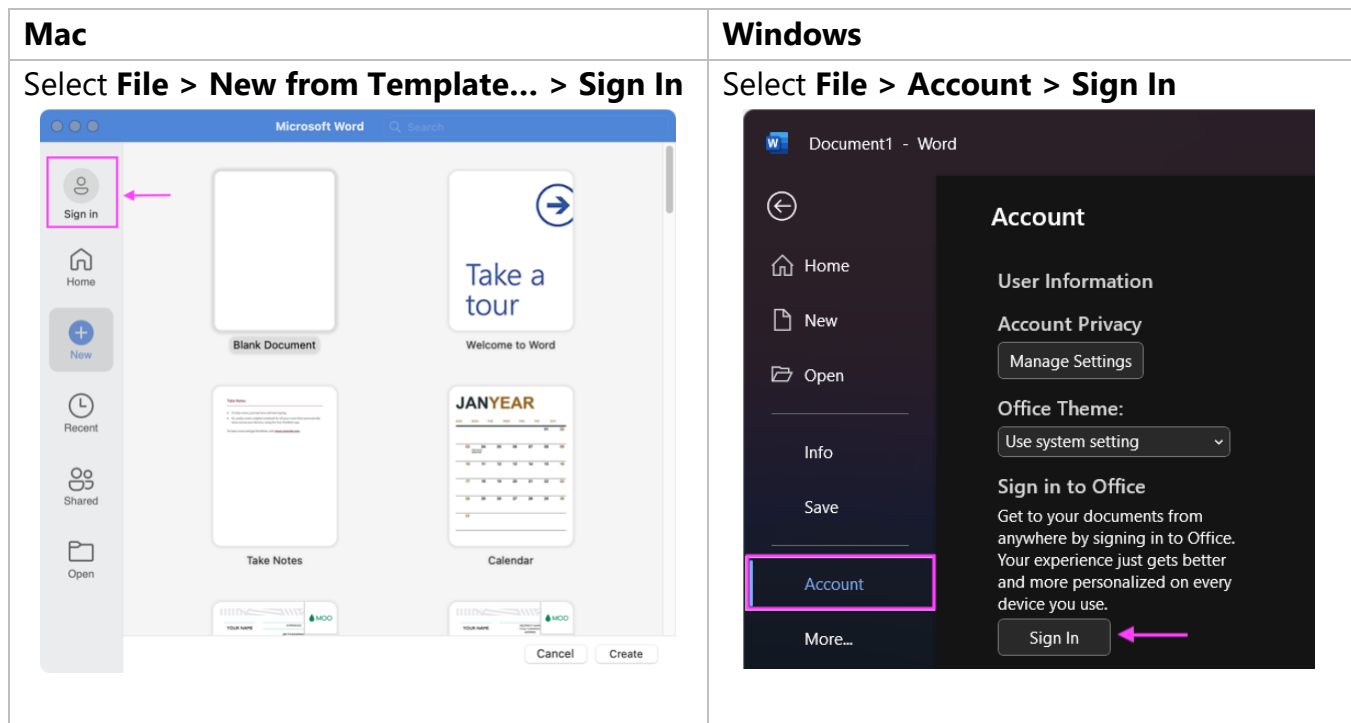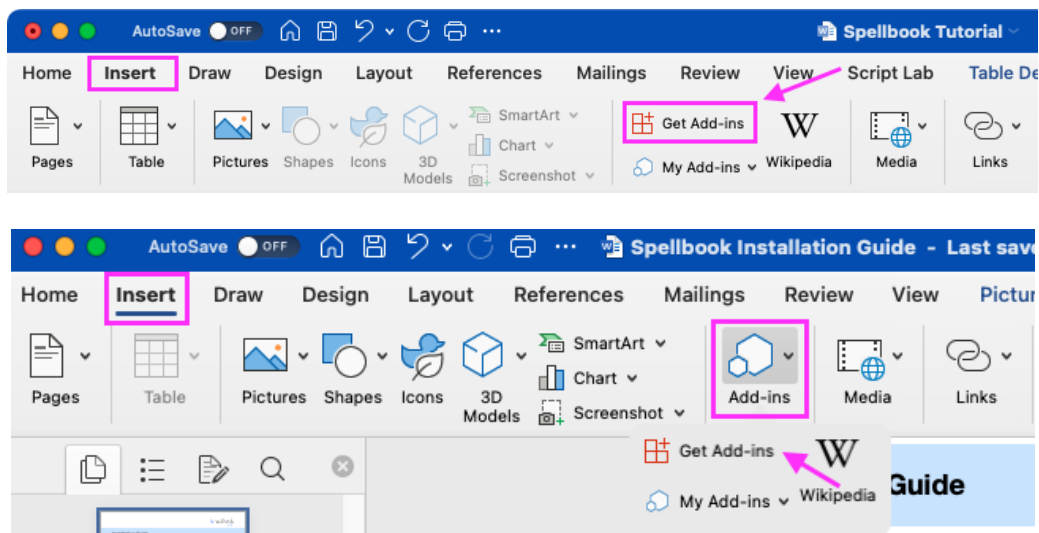# Installation Guide

1. Make sure you are signed into Word using the same account you used to sign up for Spellbook before attempting to install the Spellbook add-in.

Mac	Windows
Select **File > New from Template... > Sign In**	Select **File > Account > Sign In**

2. Navigate to the **Insert** tab and click **Get Add-ins** to open the Microsoft AppSource window.

3. In the **Store** tab under the **Office Add-ins** heading, type **Spellbook** in the search box. To begin installation, click on the **Add** button followed by **Continue** to give Microsoft permission to install the app.
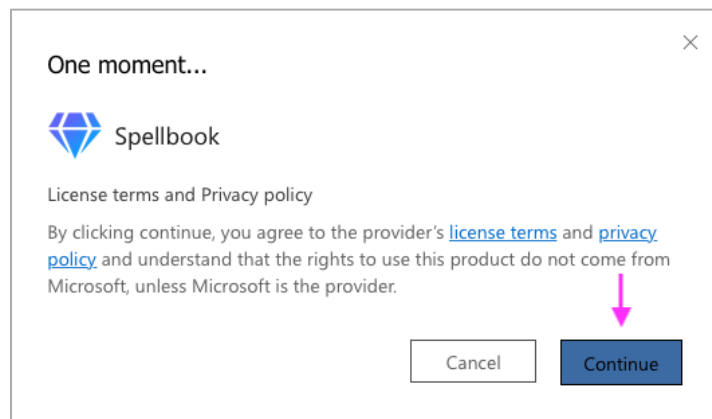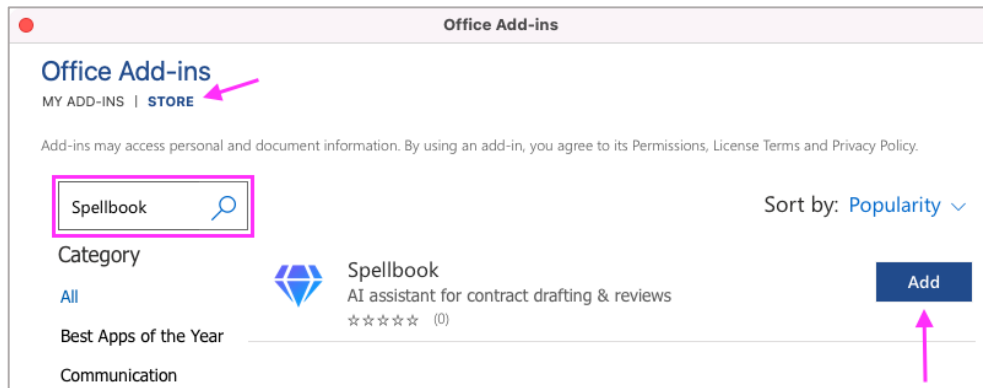
4. Once the installation is complete, **Spellbook** will appear under the **Home** tab and should be open in the side bar. Click **Get Started** and **Accept** in the Permissions Requested window to authenticate the app.
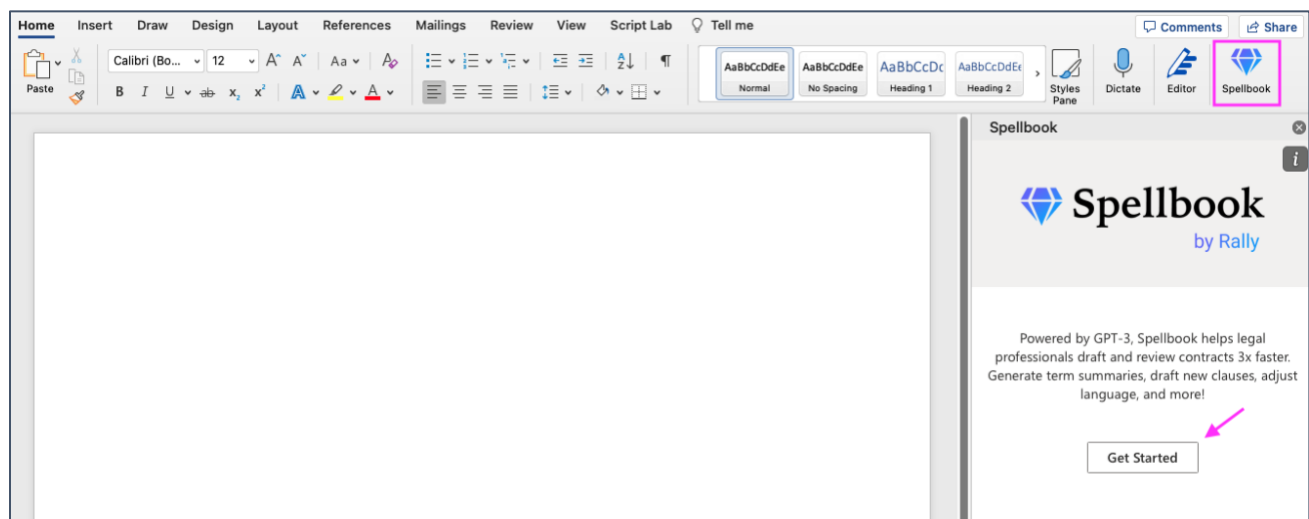
5. **Spellbook** is now ready to use!
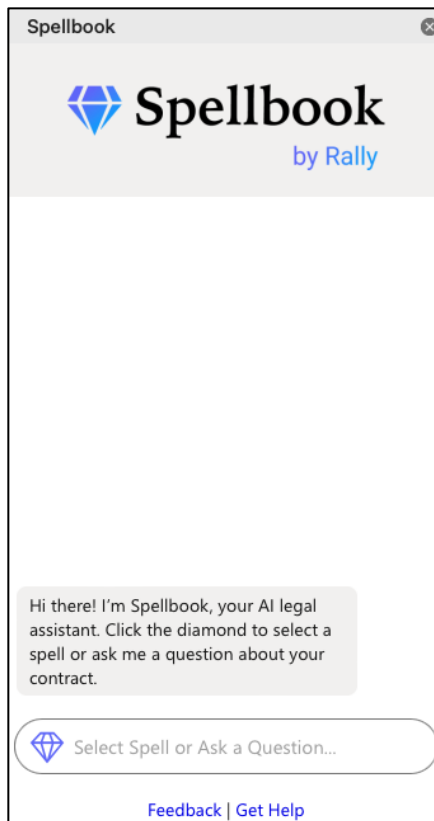
How to Activate Spellbook

You will need a valid license key to activate Spellbook for use beyond your trial period. If you do not have a license key and are interested in one, please contact success@rallylegal.com.

1. Click on **Activate Now** in the banner above the header.
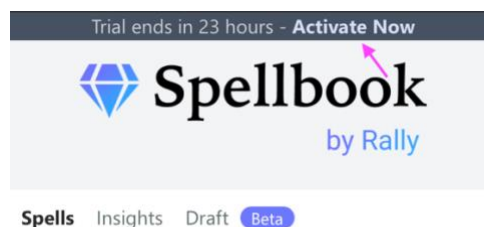
2. On the activation page, enter your 32-character license key (e.g. XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX) from your email and click **Activate**. If you would like to continue your trial without activation, click **Skip**.

Activate Spellbook

License Key

987a25e2-1n73-3210-13r9-m32w1o9

Activate   Skip

Don't have a license key?
Reach out to success@rallylegal.com to get one!

Troubleshooting FAQ

Spellbook requires Office 2016 or later on Windows (there is limited support for Office 2016 to 2019 on Windows) and Office 2013 or later on Mac. If you are experiencing issues, try [updating to the latest version of Microsoft Word](#).

If you are unable to find the Add-in from the Microsoft AppSource window or if the Add-in appears blank

Sign out of your account (see **Step 1** of the **Installation Guide** to locate the Sign Out window), exit and re-open Microsoft Word and sign back in. If you are still unable to resolve this issue, it is likely you are using an incompatible Office version. [Please update to the latest version of Microsoft Word.](#)

'Cannot connect to catalog' error

This error means that your local Word instance cannot reach the Microsoft app catalog. There are several potential causes of this error:

- No internet connection
- Installation is blocked by your firewall
- Access is disabled by a security policy
- Add-in installation is disabled by an administrator for Office applications

Please contact your IT department or system administrator to resolve any firewall, network or security policy issues that may be blocking you. Make sure to provide them with the relevant information listed in the section below.

IT Information

To prevent Spellbook from being blocked by a firewall, please ensure that the following URLs are whitelisted:

- https://spellbook.rallynow.io
- https://api.rallynow.io

Submit your feedback to the Spellbook team

- login.microsoftonline.com

Please refer to [Microsoft 365 Common and Office URLs and IP address ranges](#) for a list of additional network resources that are required to connect to Office 365.

How to Manage and Deploy Microsoft Office Add-ins

1. Sign in to the Microsoft 365 Admin Center by visiting https://admin.microsoft.com/.
2. Deploy the Spellbook Add-in by following the steps outlined here: [https://learn.microsoft.com/en-us/microsoft-365/admin/manage/manage-deployment-of-add-ins?view=o365-worldwide#deploy-an-office-add-in-using-the-admin-center](https://learn.microsoft.com/en-us/microsoft-365/admin/manage/manage-deployment-of-add-ins?view=o365-worldwide#deploy-an-office-add-in-using-the-admin-center)

For further information regarding Spellbook's data handling and data privacy, please refer to our [Privacy Policy](#).

'Greyed out' Spellbook icon

Spellbook only works on **.docx** files. Opening word documents with a **.doc** extension will cause the Spellbook icon to be greyed out. Open a different file with the **.docx** extension or convert the current file to **.docx**.

To convert the current **.doc** file to a **.docx** file:
Click **File > Save As...** > Select **.docx** from the dropdown menu and **Save**
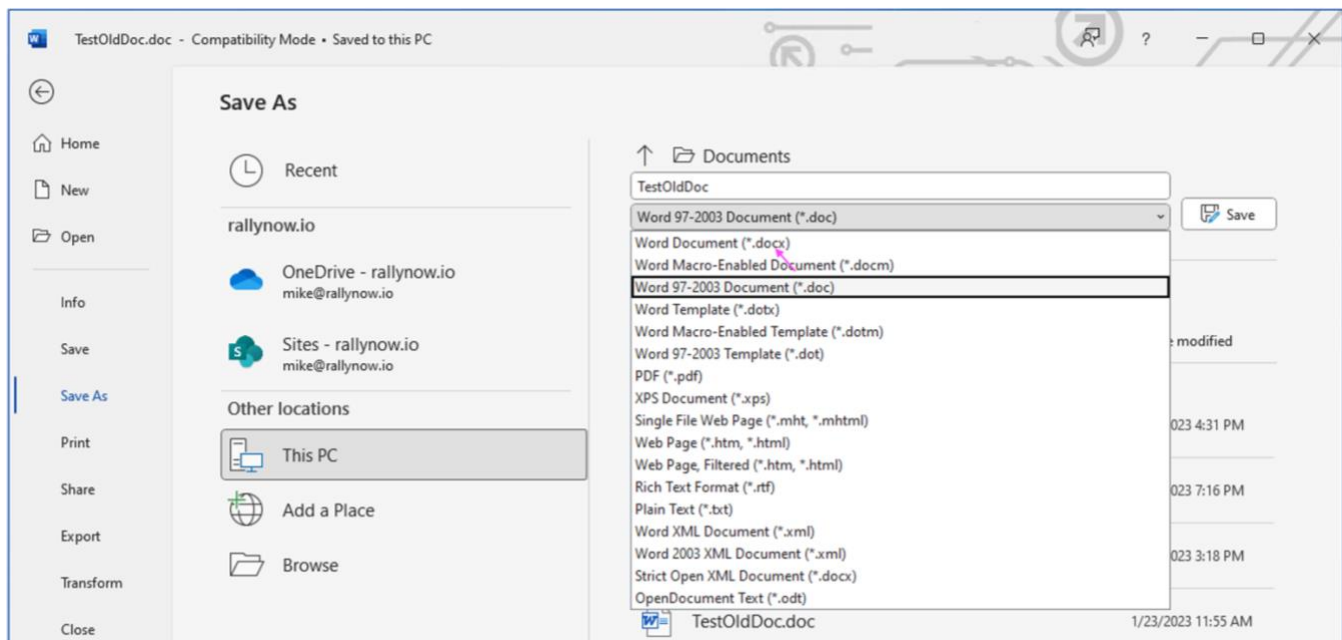
If you are seeing an error that is not listed here, please refer to the Microsoft documentation to find out more information on your specific error message: https://docs.microsoft.com/en-us/office/dev/add-ins/testing/testing-and-troubleshooting