The Contract Network MS Word Add-in Deployment & Installation Instructions

The Contract Network (TCN) is excited to offer a Microsoft Word Add-In allowing users to leverage key TCN functionality directly in Microsoft Word. The core features contained in the initial Word add-in release include:

- Automatic identification of documents downloaded from TCN
- Open Agreements
- Perform profile matching
- Execute AI Markups
- Publish Agreements
- Download/View counterparty markup

The TCN Word Add-in is compatible with both the web and desktop versions of Microsoft Word, both for Windows and MacOS.

How to Install the TCN Word Add-in - For System Administrators:

Add-ins can be installed through the Microsoft 365 Admin Center. The instructions for deployment via the Microsoft 365 Admin Center can be found here.

How to Install the TCN Word Add-in - For Individual Users:

For individual users seeking to install the TCN Word Add-in on their local device, Add-ins can be installed from the Microsoft Marketplace by via the following steps:

1. From the Home tab on the Microsoft ribbon, select Add-ins:

2. In the search bar, search for TCN or The Contract Network:

3. Click the "Add" button

4. The add-in should open in the right-hand pane of MS Word. You can then log in with your TCN credentials.