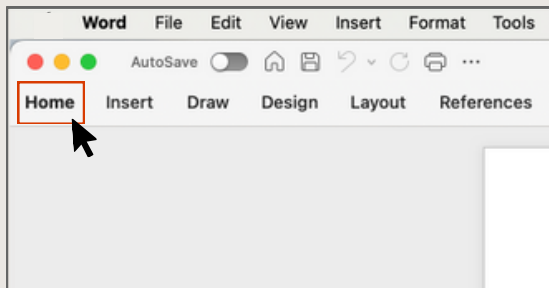


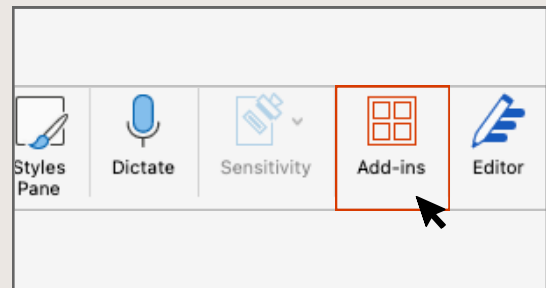
Install Clearbrief for Microsoft Word

1. Launch Microsoft Word



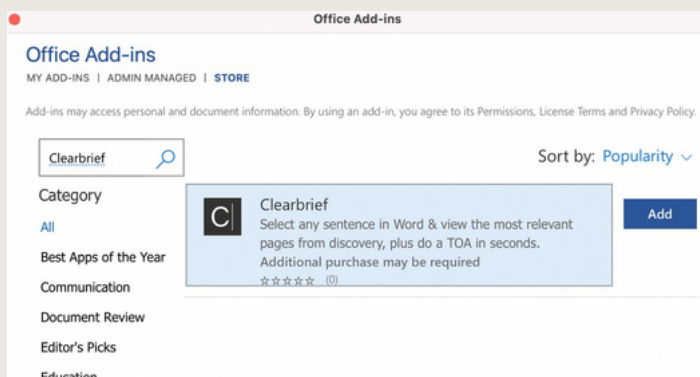
Open a Word document and click on the Home tab

2. Get the Office Add-in



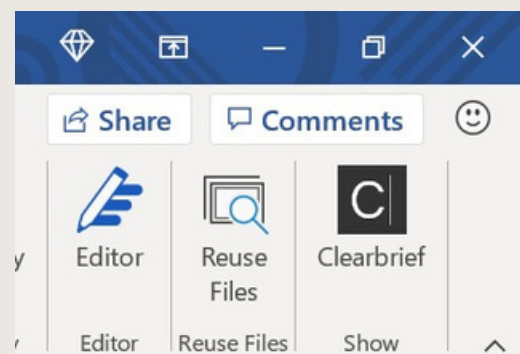
Look for the "Add-Ins" button to the right of the ribbon and click on it to launch the Add-In Store.

3. Search for & Add Clearbrief



In the Microsoft Store, search for Clearbrief. Click Add and then select Continue.

4. Launch Clearbrief



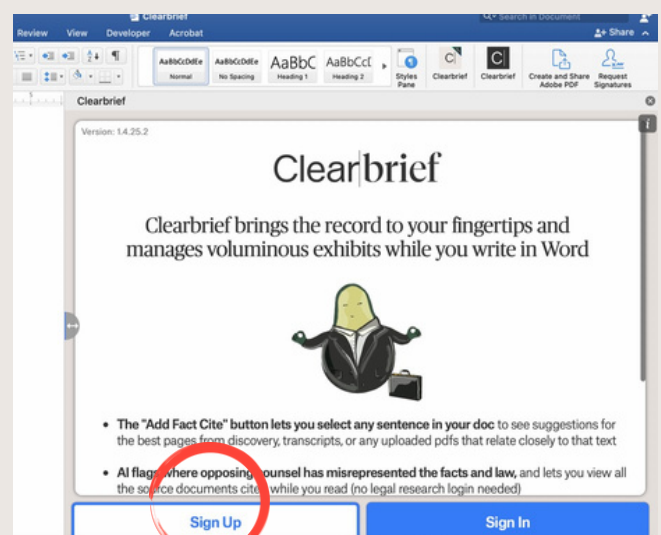
Head back to your Word document and click the Clearbrief button on the Home tab to launch the Add-In.

5. Sign Up!

Click on the left edge of the Clearbrief window to expand it.

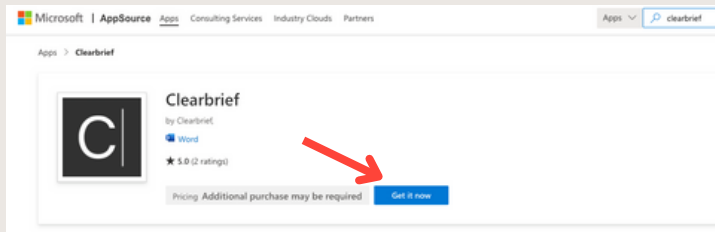
Important: Click on "Sign Up" to set your account credentials and password.

Questions? Email hello@clearbrief.ai



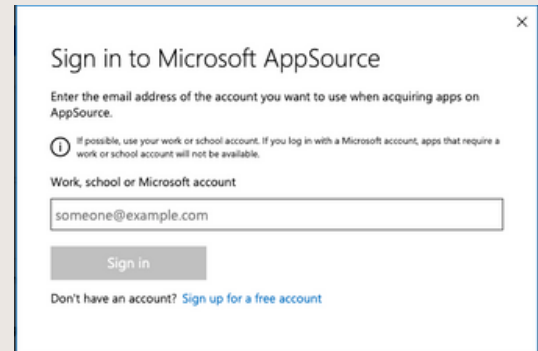
Alternative Download Method: Microsoft App Source Store

1. Copy and Paste the link below into your web browser.



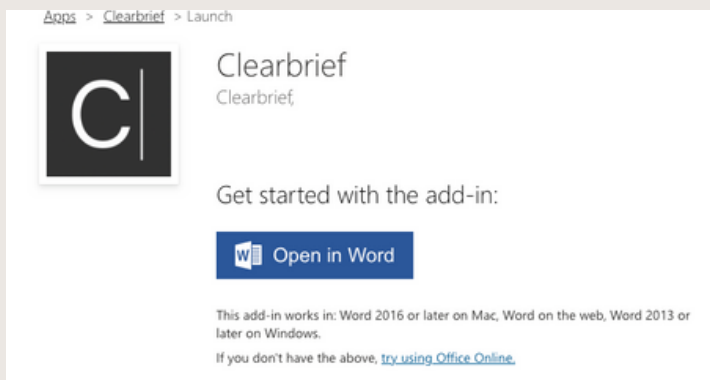
<https://appsource.microsoft.com/en-us/product/office/WA200002942?tab=Overview>

2. Sign into Your Office 365 Account.



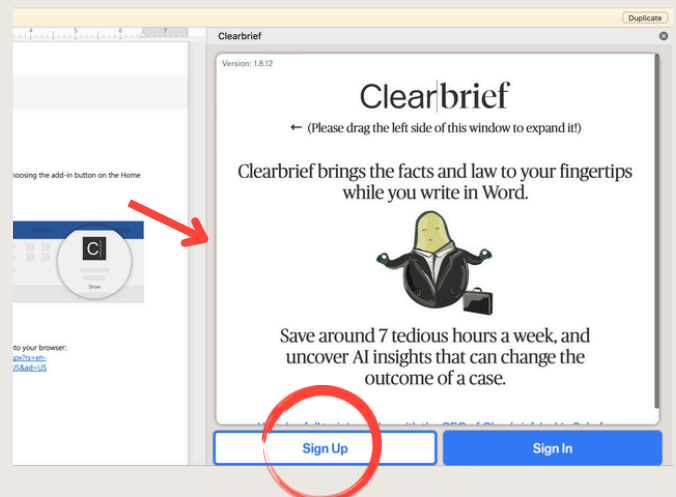
You can find this information by opening Microsoft Word, hovering over "Word" in the top left hand corner, and clicking "About Microsoft Word".

3. Click Open in Word.



Microsoft Word will open automatically.

4. Sign Up to Clearbrief.



Click on the left edge of the Clearbrief window to expand it.

Important: Click on "Sign Up" to set your account credentials and password.

Questions? Email hello@clearbrief.ai