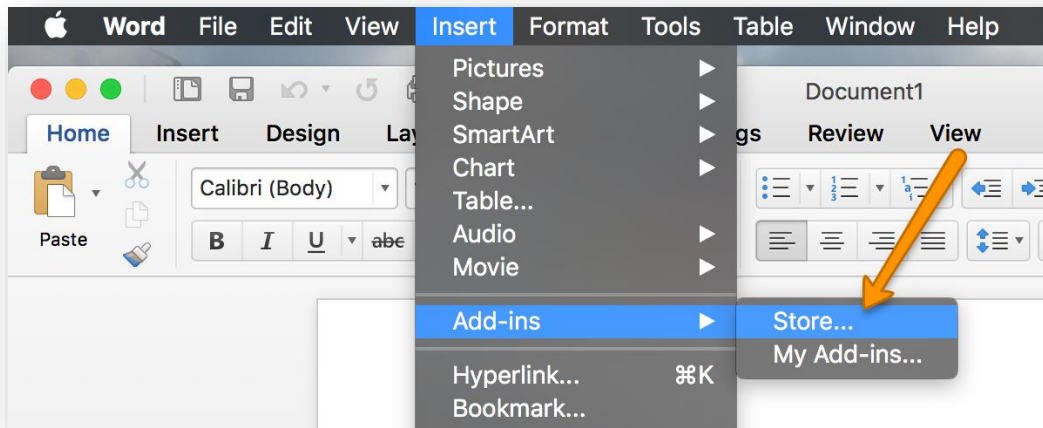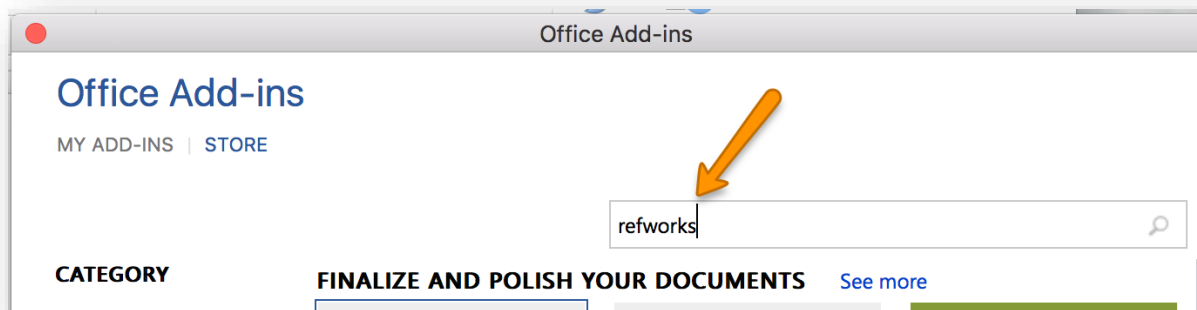# Installing RefWorks Citation Manger for Office 2016
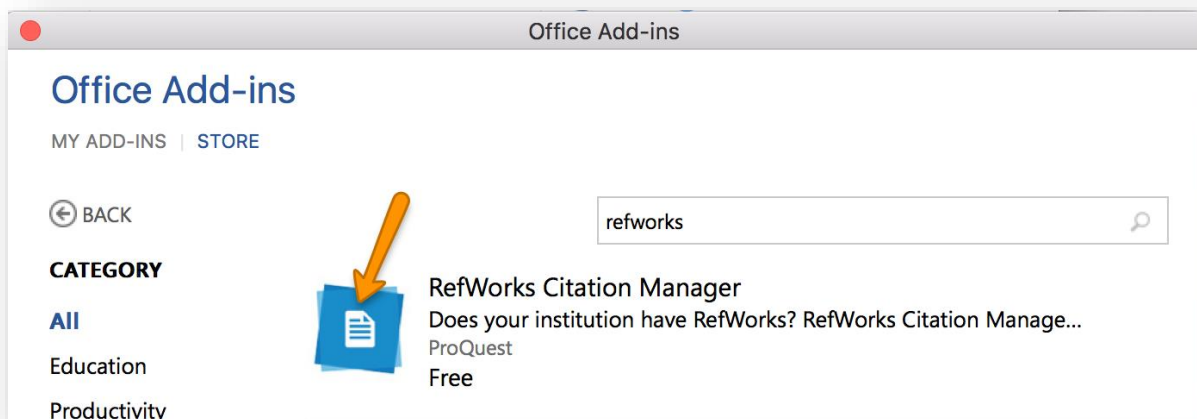
1. With MS Word open access the **Insert > Add-ins > Store...**
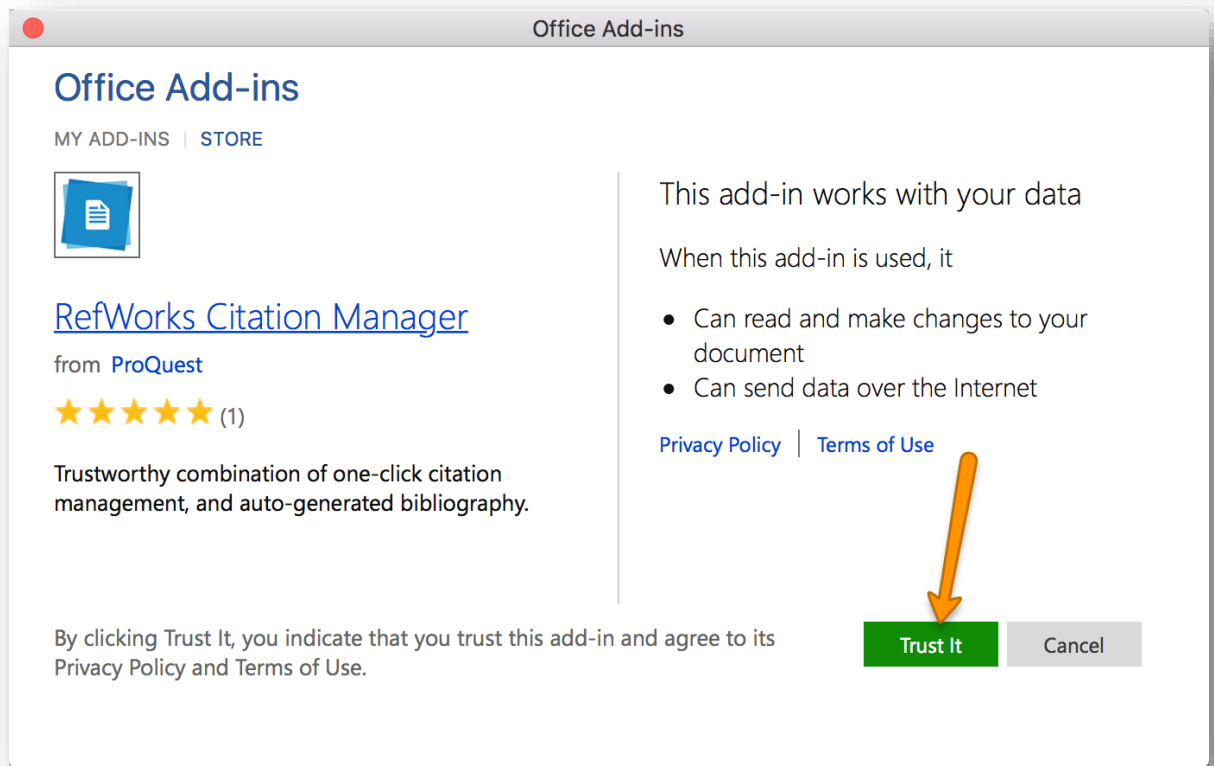

2. Enter 'refworks' into the **Search** in the Office Store

3. Select the RefWorks Citation Manager icon from the list of results

4. Add the RefWorks Citation Manager by selecting the **Trust It** button

5. Select **Log in** after you enter your RefWorks login and password to access your account contents