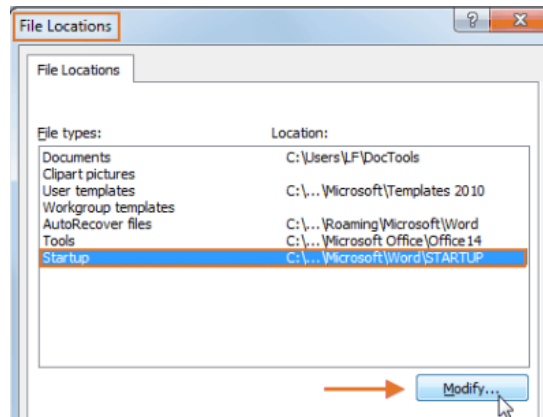


Installing Zotero on Word through Office 365

1. Go to <https://www.zotero.org/download> and download Zotero 5.0 for Windows



2. Open the desktop version of Word 365
3. To find Word's STARTUP folder, from the ribbon menu select File -> Options -> Advanced -> General group -> File Locations. You should see a file type called Startup with a location next to it. Click on Startup and then the modify button to view the full location path.



Note: The default STARTUP folder directory for Word 365 is:
C:\Users\USER_NAME\AppData\Roaming\Microsoft\Word\STARTUP

4. Go to the directory where you installed Zotero. By default this will be C:\Program Files (x86)\Zotero.
5. Go to the following directory within the Zotero folder:
extensions\zoteroWinWordIntegration@zotero.org\install, and then copy the file called Zotero.dotm

If you do not see Zotero.dotm in this directory, try the following directory:

C:\Users\USER_NAME\AppData\Local\Zotero\extensions\zoteroWinWordIntegration@zotero.org\install

6. Paste the Zotero.dotm file into the Office 365 STARTUP folder.
7. Restart Word and you should now see Zotero in the ribbon menu.