

How to install and remove add-ins in Outlook

Adding and removing add-ins in Outlook is also very necessary, especially those that cause problems for Outlook or are no longer needed. Below are instructions for installing and removing add-ins in Outlook.

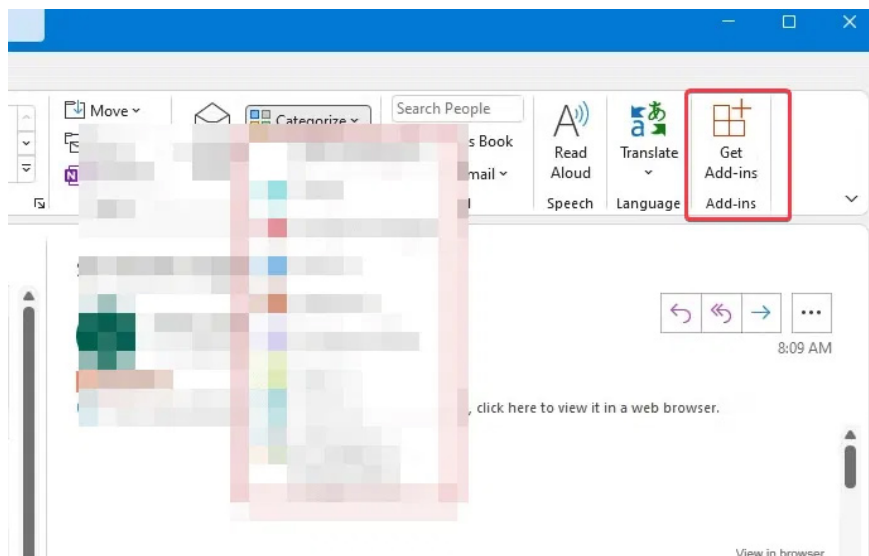
Microsoft Outlook add-ins will enhance the efficiency of using the application, such as improving productivity, management, collaboration and helping you perform daily tasks more easily. And adding and removing add-ins in Outlook is also necessary, especially those utilities that cause problems for Outlook or are no longer used. Below are instructions for installing and removing add-ins in Outlook.

Instructions for installing add-ins in Outlook

Install add-ons in older versions of Outlook

Step 1:

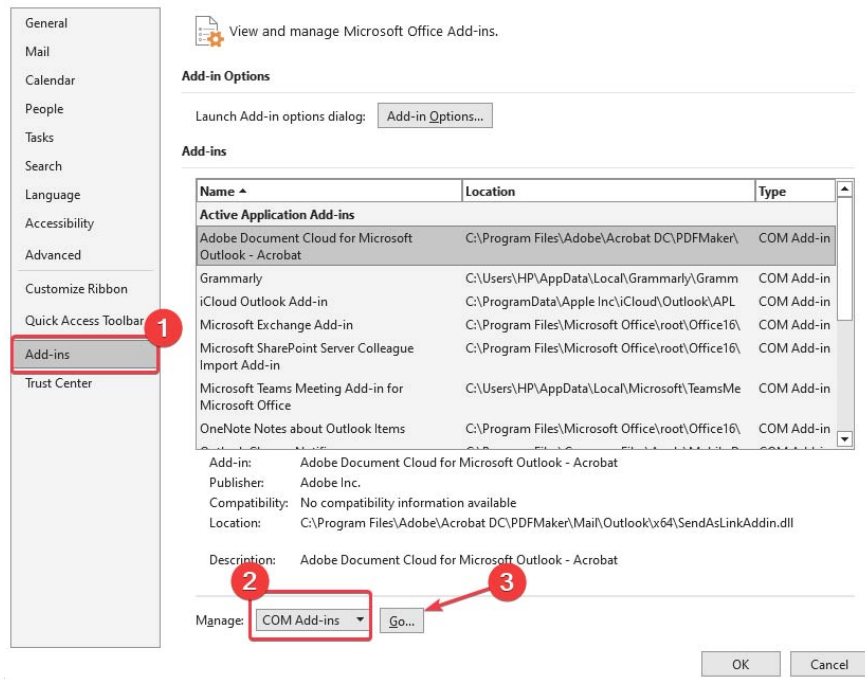
In the ribbon, navigate to **Home > Get Add-ins** as shown below. Then **find the add-on you want to install and click Get** .



Step 2:

After installation, go to **File > Options > Add-ins** . Next, select **COM Add-ins** and **click Go** .

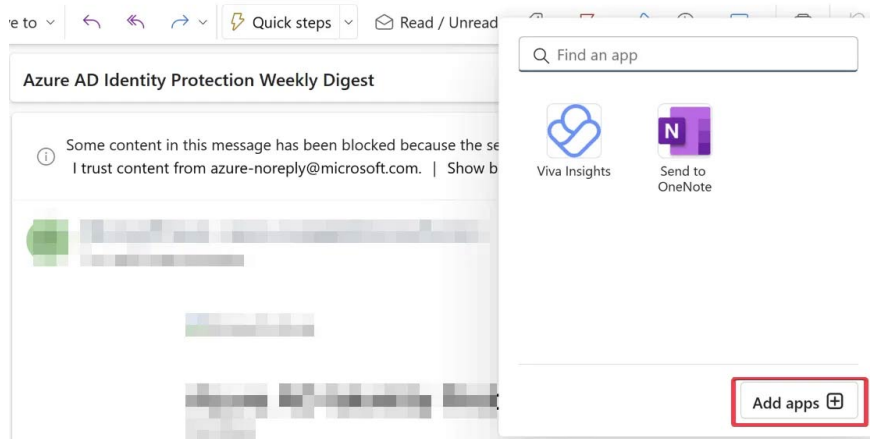
Locate the newly added extension and check the box next to it to enable it manually.



Install add-ins for new Outlook

We click the **Add Apps** button on the Actions bar, then click **Add Apps** in the prompt to redirect to AppSource or Office Store. Here, find the **add-in you want to install** .

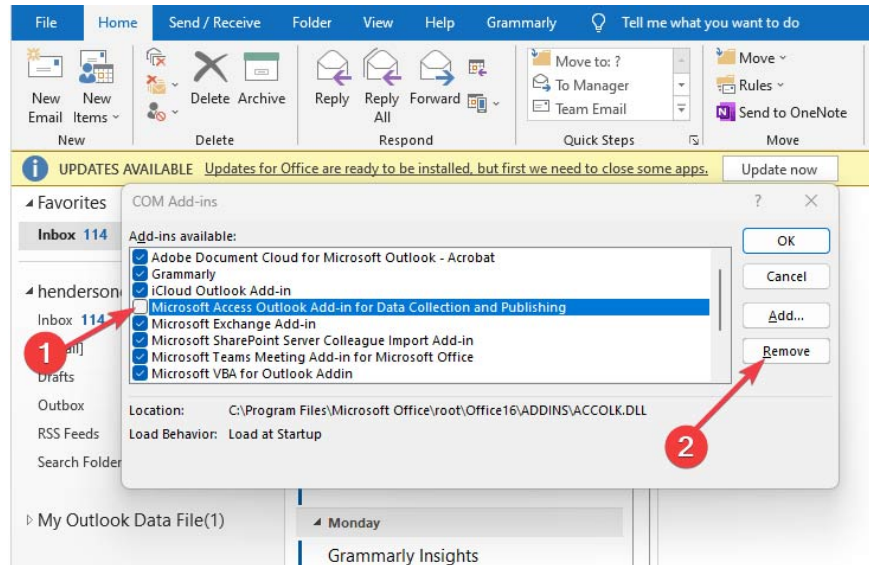
Click Add to install the add-in in Outlook.



Instructions for removing add-ins in Outlook

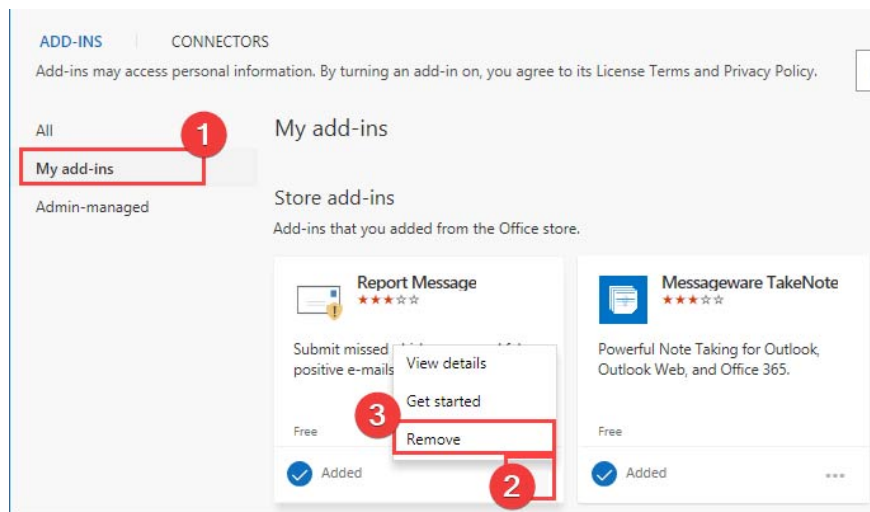
Remove add-ons from Outlook Classic

Go to **File > Options > Add-Ins** to open the Options menu. Here, you will see all the installed add-ins. Select **Go** and then **uncheck the add-in** or click on it and select Remove.



Uninstall add-ins from new Outlook

To remove an add-in on the new Outlook, navigate to Apps > Add apps > Manage and then tap the 3-dot icon on the add-in you want to remove, select Remove.



You finished reading the article "**How to install and remove add-ins in Outlook**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.