Microsoft Office Add-in for Lytho DAM

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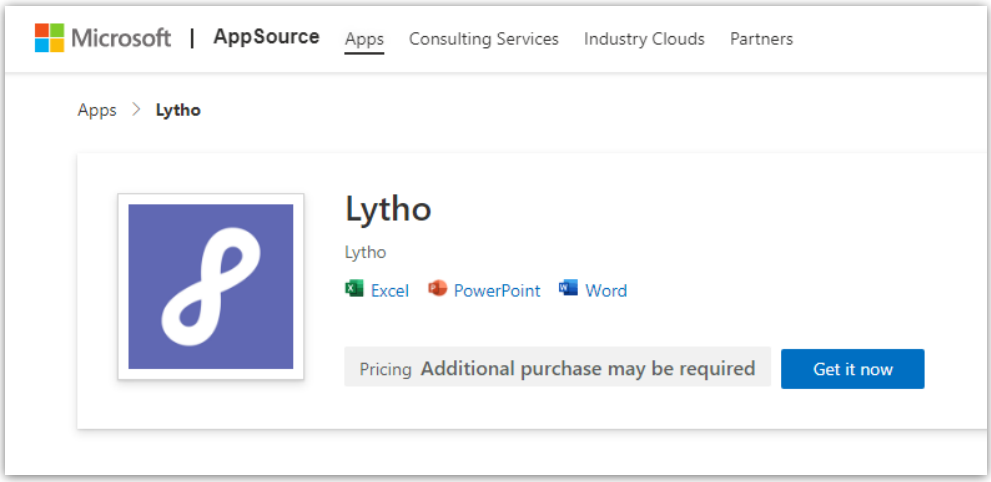
Easily select images to use in your Word, PowerPoint, and Excel documents. The Lytho Microsoft Office add-in enables you to search and filter through all assets within your Lytho DAM environment without leaving your document. Once you're done editing, you can upload your document directly into the Waiting Room.

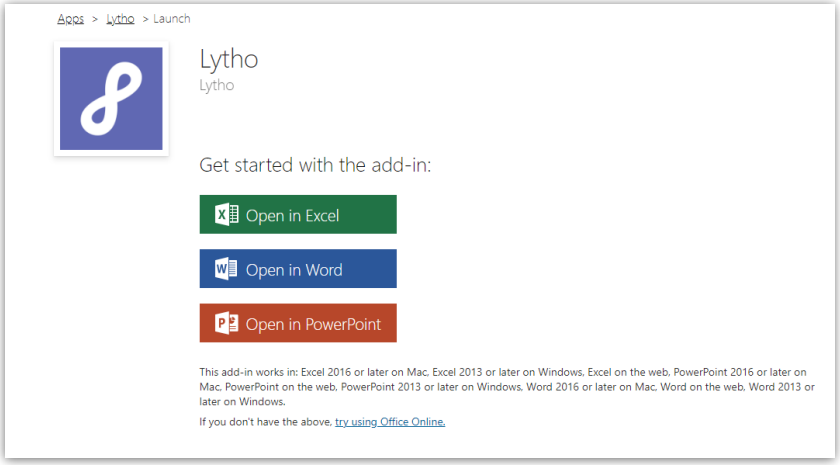
The Lytho Microsoft Office add-in is also available for Word Online, PowerPoint Online, and Excel Online.

Installing the Lytho Add-in for Microsoft Office

1. Be sure to close any running Microsoft applications compatible with the extension.
2. Open the Apps page for Lytho on the Microsoft AppSource (https://appsource.microsoft.com/en-us/product/office/WA200003790?tab=Overview) website to view the Add-in.
3. Click the **Get it now** button.
4. If prompted, log in with your Microsoft credentials



5. Click the **Open in...** button for each application to finish setting up the extension.



Clicking on "**Open in...**" will attempt to open a set-up guide in the related application.

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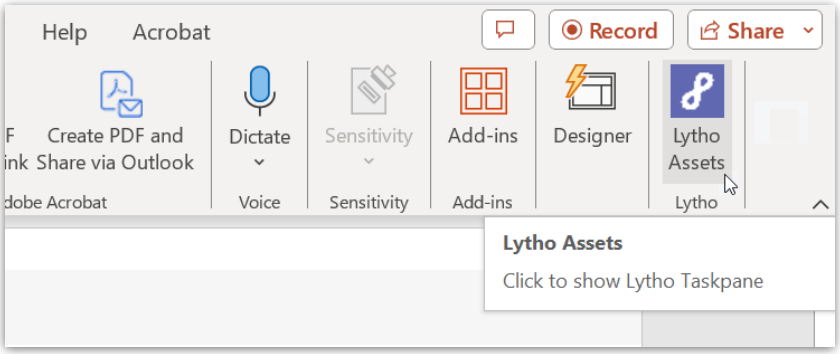
Using the Lytho Add-in for Microsoft Office

Open the Microsoft application you would like to use in conjunction with the extension. We will be using PowerPoint to demonstrate, but the add-in will work the same for each application. Select the **Lytho Assets** icon from your **Home** toolbar.



On the right side of your application, you'll be prompted to enter your Lytho subdomain and select a region. When complete, select **Continue**.

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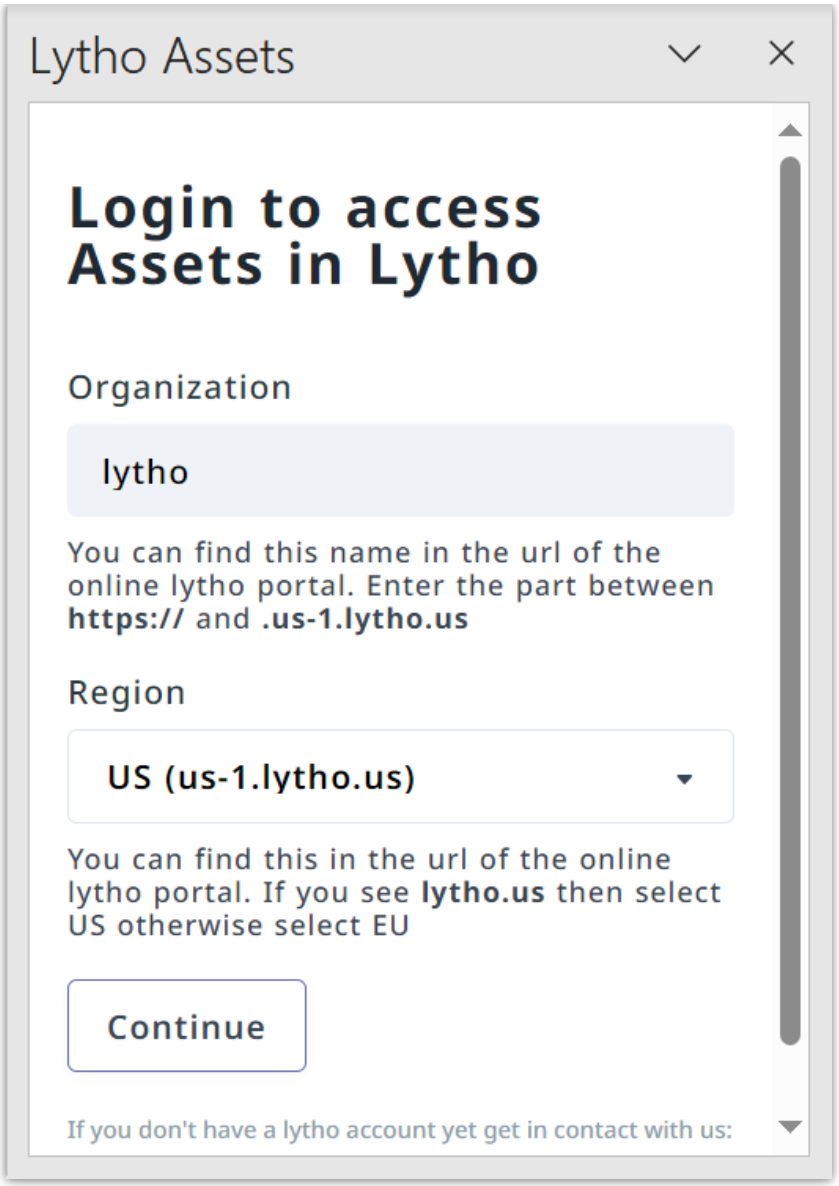

You can find the organization name in your Lytho URL. Enter the part between **https://** and **.us-1.lytho.com** or **.lytho.io**

You'll be asked to log in to your Lytho instance if you aren't already logged in and grant access to the application.

Locating assets in the add-in works similarly to Lytho DAM's Asset Manager:

- Locate assets by typing your search suggestion in the Search bar (https://guide.lytho.com/help/navigating-the-asset-manager#using-the-search-bar). Any related tags in the system will automatically populate. By clicking the tag, the Asset Manager gives you new results with all the assets that have that specific tag attached to them.
- Select **Filters** to open up a filter panel (https://guide.lytho.com/help/navigating-the-asset-manager#using-the-filter-panel) to help narrow down your search with advanced settings.
- Select **Collections** to access a collection of assets.

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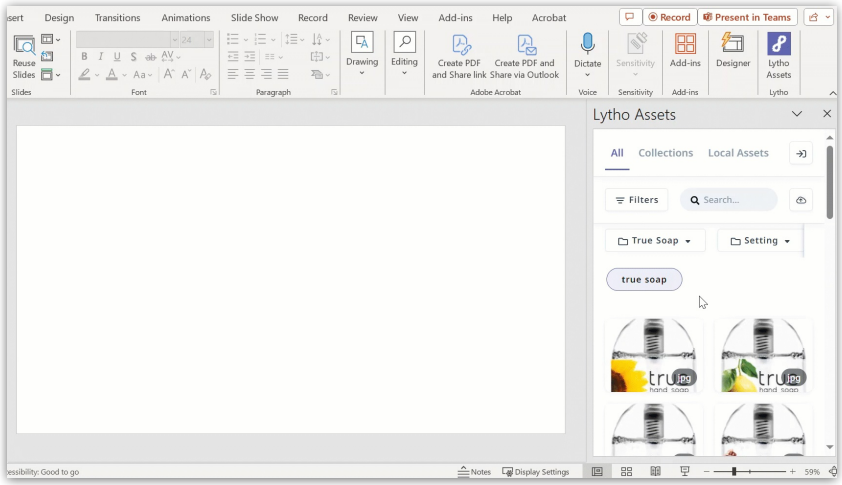
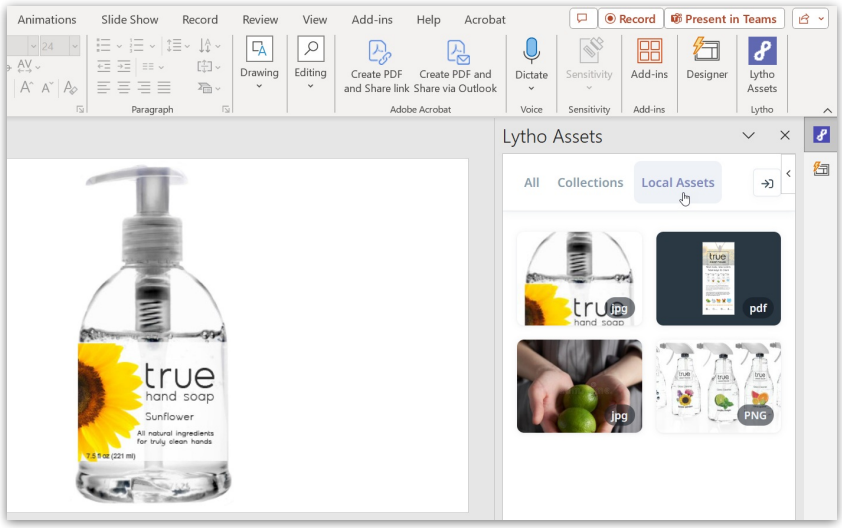
Note that you will only be able to see the assets that you have permissions to view.

Once you have located an asset you want to use, hover over the asset and click**Place.**



Select **Local Assets** to view assets that you have already selected for placement, saving time searching for assets you plan to reuse.



Uploading Documents into Lytho DAM from the Microsoft Add-In

The Lytho add-in for Microsoft office allows you to upload your documents directly into the Lytho DAM. Click the upload icon in the top right corner of your Lytho side panel to get started.

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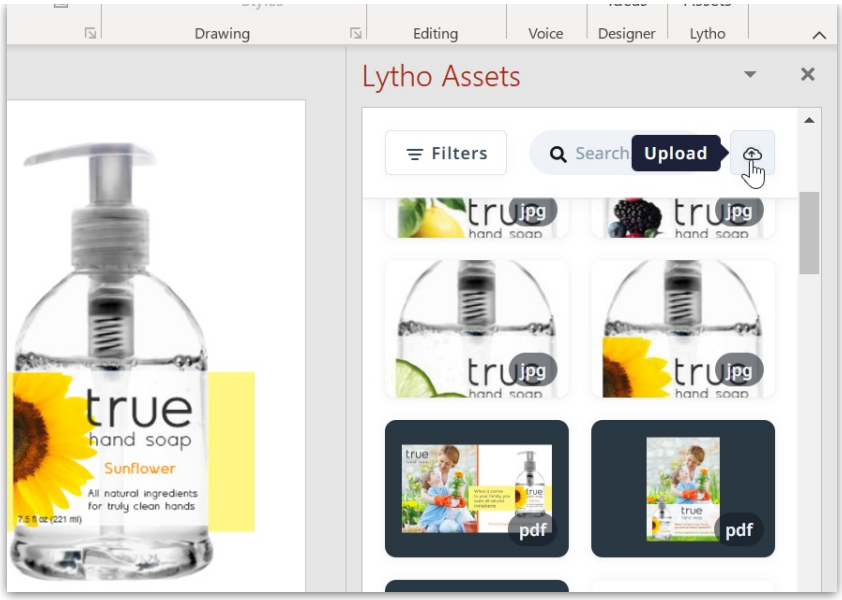
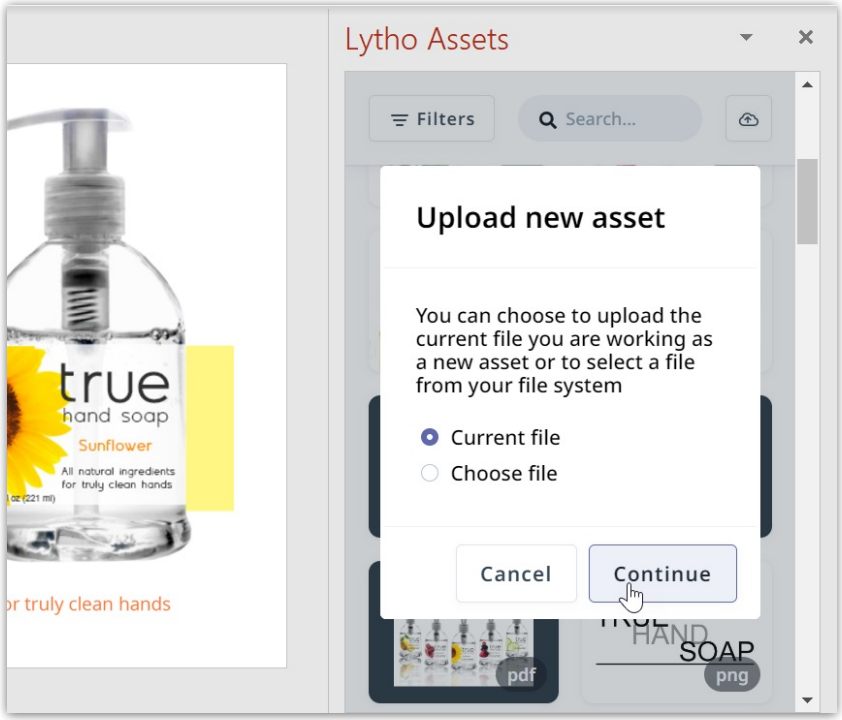


Select **Current file** to upload the file you are currently working on or **Choose file** to upload from your local files and then click **Continue**.



You'll see a banner indicating that your asset has been uploaded into the Waiting Room (https://guide.lytho.com/help/uploading-assets#waiting-room) where users with the "Approve Assets" rule can add tags, permissions, etc. before approving the asset into the Asset Manager.

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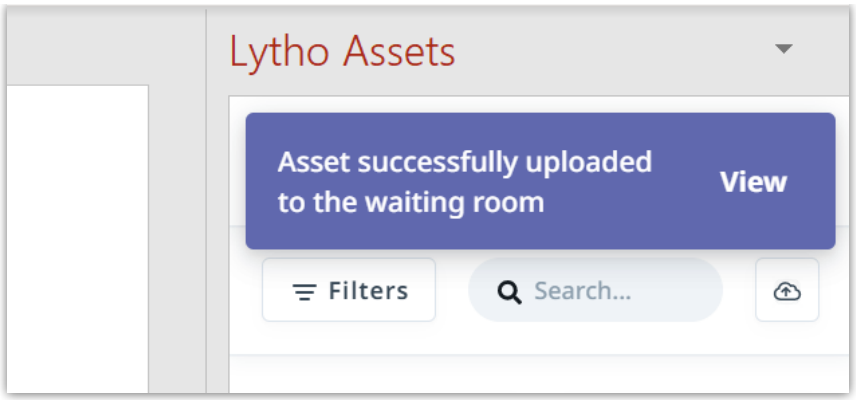

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