How to Set Up the Mendeley Citation Plugin in Microsoft Word

1. Open Microsoft Word first. If you do not open Word before opening Mendeley, you will get the following error message while trying to install the plugin:

![Error message](image1.png)

2. Log in to the Mendeley Desktop program (installed on all student computers in the library). Once there, choose **Tools**, then **Install MS Word Plugin**.
3. This will open a new pop-up. Choose Yes to close Word.

![Mendeley Desktop pop-up](image1.png)

4. The next pop-up you see will let you know that the Citation Plugin is now properly installed:

![Plugin Installed](image2.png)

When you re-open Word, Mendeley Cite-O-Matic will now be visible under the References tab in the ribbon.

If you need more assistance, please contact us at [https://library.usask.ca/askus/](https://library.usask.ca/askus/)