

BubbleGum offers an Excel plug-in that brings Cai to your teams' workbooks. Your team can ask portfolio questions, pull validated data into sheets, and build live reports without leaving Excel. One admin deploys it once; it then appears in Excel automatically for everyone you assign.

Deploy to your organization

1. Open the Microsoft 365 admin center
 - a. Go to admin.microsoft.com and sign in, then navigate to Settings > Integrated apps.
2. Upload the add-in
 - a. Choose Upload custom apps, select app type Office Add-in, then choose "Provide link to manifest file" and paste the URL below. (Alternatively, download the file at that URL and upload it.)
 - i. Manifest link: <https://app.bubblegumbi.com/excel/manifest.xml>
3. Assign users
 - a. Select Entire organization, or just the users and groups who should see Cai, then accept the permissions summary and select Finish deployment.

What your users see

- Within a day of deployment (usually much sooner), everyone assigned will find a BubbleGum group on the Home ribbon in Excel, on the web and desktop, with a "Chat with Cai button".
- The first time they open the pane, they click Sign in and a BubbleGum sign-in window opens; they sign in with their usual work account, and the pane connects. No per-user installation is required.

Questions?

We are happy to help with deployment or to walk through it live.

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