Published on *University of Colorado* (https://www.cu.edu)

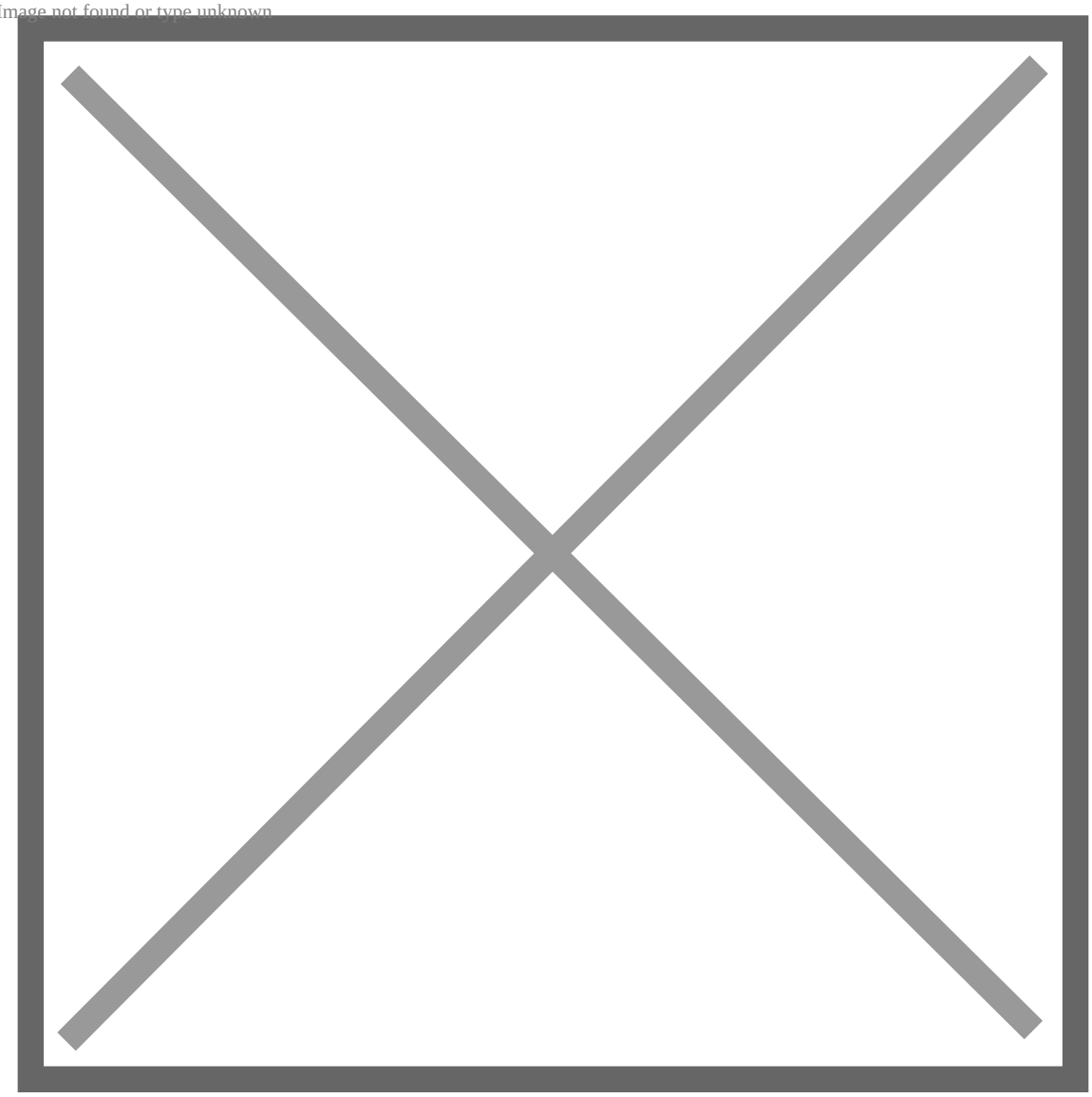
Add ChatGPT to Word, PowerPoint and Excel [1]

November 9, 2026 by ES and UIS Communications [2]

How do I add ChatGPT to Word, PowerPoint and Excel?

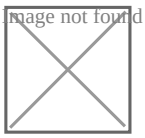
1. Open **Word**, **PowerPoint** or **Excel** on your computer.
2. On the **Home** tab, select **Add-ins**.
3. Search for **ChatGPT** and select **Add**. You might need to wait a few minutes before you see the add-in on your ribbon.

Image not found or type unknown



4. Select **ChatGPT** on the ribbon to open the side panel.

Image not found or type unknown



5. Sign in to your **ChatGPT Edu** account.

Once it's installed, you'll see ChatGPT in the other two apps as well.

What if I don't see ChatGPT in the ribbon?

Access is controlled in two places, and both need to allow it:

- **ChatGPT Edu**: A workspace administrator can turn the add-in on or off.
- **Microsoft 365**: An administrator must also allow the add-in. If it doesn't appear in your ribbon or in the Add-ins search, this is the most likely cause.

Contact the UIS Service Desk [3] if you are unable to add ChatGPT to your ribbon.

Tips for getting started

- **Make a copy first.** Duplicate important files before asking ChatGPT to make big changes, so you can easily go back.
- **Check the output.** Results can be incomplete or wrong. Review everything before you use it.

AI [4], Microsoft [5]
Send email when Published:
No

Source URL:https://www.cu.edu/blog/tech-tips/add-chatgpt-word-powerpoint-and-excel

Links
[1] https://www.cu.edu/blog/tech-tips/add-chatgpt-word-powerpoint-and-excel [2] https://www.cu.edu/blog/tech-tips/author/249473 [3] mailto:help@cu.edu [4] https://www.cu.edu/blog/tech-tips/tag/ai [5] https://www.cu.edu/blog/tech-tips/tag/microsoft