**Pickit Add-on**

Pickit is used as a Microsoft Office Add-on to gain unlimited access to licensed photos and clipart. You must have ***Microsoft Office 2013, 2016 and 365*** to utilize the add-on feature.

There are a few steps involved with accessing and adding Pickit:

* Submit Pickit request
* Receive Invite from Pickit
* Go through Pickit password reset process
* Access Powerpoint to search for and insert Pickit add-on

**Receive Invite from Pickit & Reset Password**

1. If you have yet to do so, [submit a request for Pickit](https://form.jotform.com/mcconnel/pickitrequest) (https://form.jotform.com/mcconnel/pickitrequest).

2. Once request is received and processed **an “Invite” email will be sent to your BC address** containing a login and password. This password must be reset.

3. To reset the password: Open Pickit invite email and click on the **URL link** OR you can open a web browser and type in [https://brazosportcollege.pickit.com](https://brazosportcollege.pickit.com/).



4. DO NOT LOG IN you just want to reset the password, so click on the link for **Forgot password**? A password reset email will be sent to your BC email address right away.



4. Open password email and click **Reset password**.



5. **Type in new password**, confirm password and click the **Change password** button. DO NOT LOG IN, you are now done and can close the browser.



**Search For and Insert Pickit add-on**

1. Open PowerPoint and start a new **blank** presentation. Click on the **Insert tab**.



2. Click on the **Store link**. **NOTE**: For Office 365 you will need to click on **Get Add-ins**.





3. You should find **Pickit** at the top of the list (if not, use the Search feature to locate the add-on).



4. Click the **Add** button for Pickit.



5. **Check** the box to agree to terms and conditions and click **Add**.



6. On the right of the PowerPoint slide click on **I already have an account**.



7. Click **Continue with Email**.



8. Enter your **BC email address** and newly reset **password** from eariler. Once done **check the box** to agree to terms and privacy policy and click the **Sign up** button.



9. Click on **Public Images or Pickit Stock**  to access image database.



You should now be able to browse, select images and add to a slide just as you would in the older version of PowerPoint.

**How to Access Pickit after Closing PowerPoint**

1. When you want to use the add-on again, open PowerPoint, create new Blank slide, click on the Insert tab, click on My Add-ons and select Pickit.



2. If using **Office 365**, a shortcut to Pickit is located on the Home toolbar.



Pickit can be added to any Office product, for example open Word and then follow the same steps described above to **Insert/Store/Add In/Pickit**. As long as you are still logged into Pickit, it will install and become available for you to use.