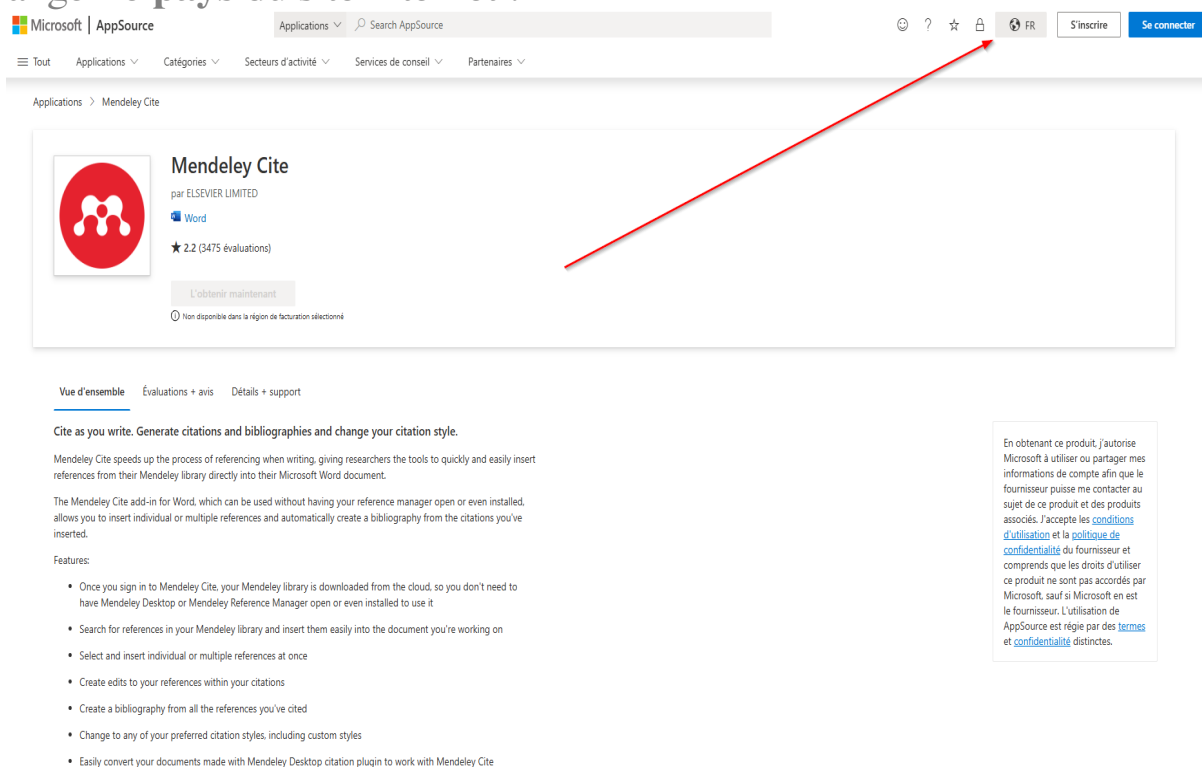


# Installation de Mendeley Cite et Mendeley Reference Manager

Télécharger Mendeley Cite : <https://appssource.microsoft.com/fr-ch/product/office/wa104382081>

Changer le pays du site internet :



The screenshot shows the Microsoft AppSource interface for the Mendeley Cite application. The page title is "Mendeley Cite" by ELSEVIER LIMITED, with a rating of 2.2 (3475 evaluations). A red arrow points to the location selector in the top right corner, which is currently set to "FR". Below the application card, there are links for "Vue d'ensemble", "Évaluations + avis", and "Détails + support". The main content area contains the following text:

**Cite as you write. Generate citations and bibliographies and change your citation style.**

Mendeley Cite speeds up the process of referencing when writing, giving researchers the tools to quickly and easily insert references from their Mendeley library directly into their Microsoft Word document.

The Mendeley Cite add-in for Word, which can be used without having your reference manager open or even installed, allows you to insert individual or multiple references and automatically create a bibliography from the citations you've inserted.

**Features:**

- Once you sign in to Mendeley Cite, your Mendeley library is downloaded from the cloud, so you don't need to have Mendeley Desktop or Mendeley Reference Manager open or even installed to use it
- Search for references in your Mendeley library and insert them easily into the document you're working on
- Select and insert individual or multiple references at once
- Create edits to your references within your citations
- Create a bibliography from all the references you've cited
- Change to any of your preferred citation styles, including custom styles
- Easily convert your documents made with Mendeley Desktop citation plugin to work with Mendeley Cite

On the right side of the page, there is a privacy notice:

En obtenant ce produit, j'autorise Microsoft à utiliser ou partager mes informations de compte afin que le fournisseur puisse me contacter au sujet de ce produit et des produits associés. J'accepte les [conditions d'utilisation](#) et la [politique de confidentialité](#) du fournisseur et comprends que les droits d'utiliser ce produit ne sont pas accordés par Microsoft, sauf si Microsoft en est le fournisseur. L'utilisation de AppSource est régie par des [termes](#) et [confidentialité](#) distinctes.

Sélectionner les paramètres "Switzerland" et "Français - Suisse":

## Billing country and language ×

### Billing country

 1 ▼

### Language

 2 ▼

i If you select a billing country that's different from your billing country, some apps may not be available for purchase. [Learn more](#)

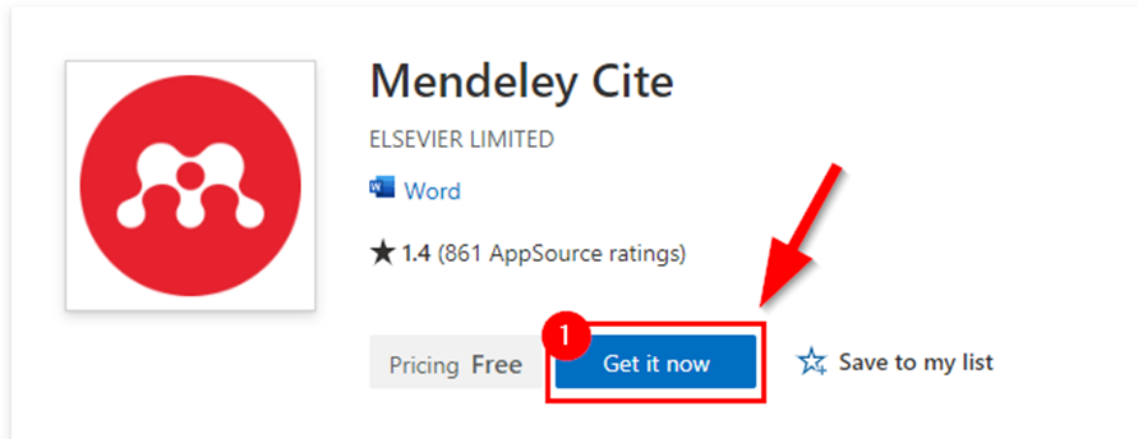
3

Apply

Discard

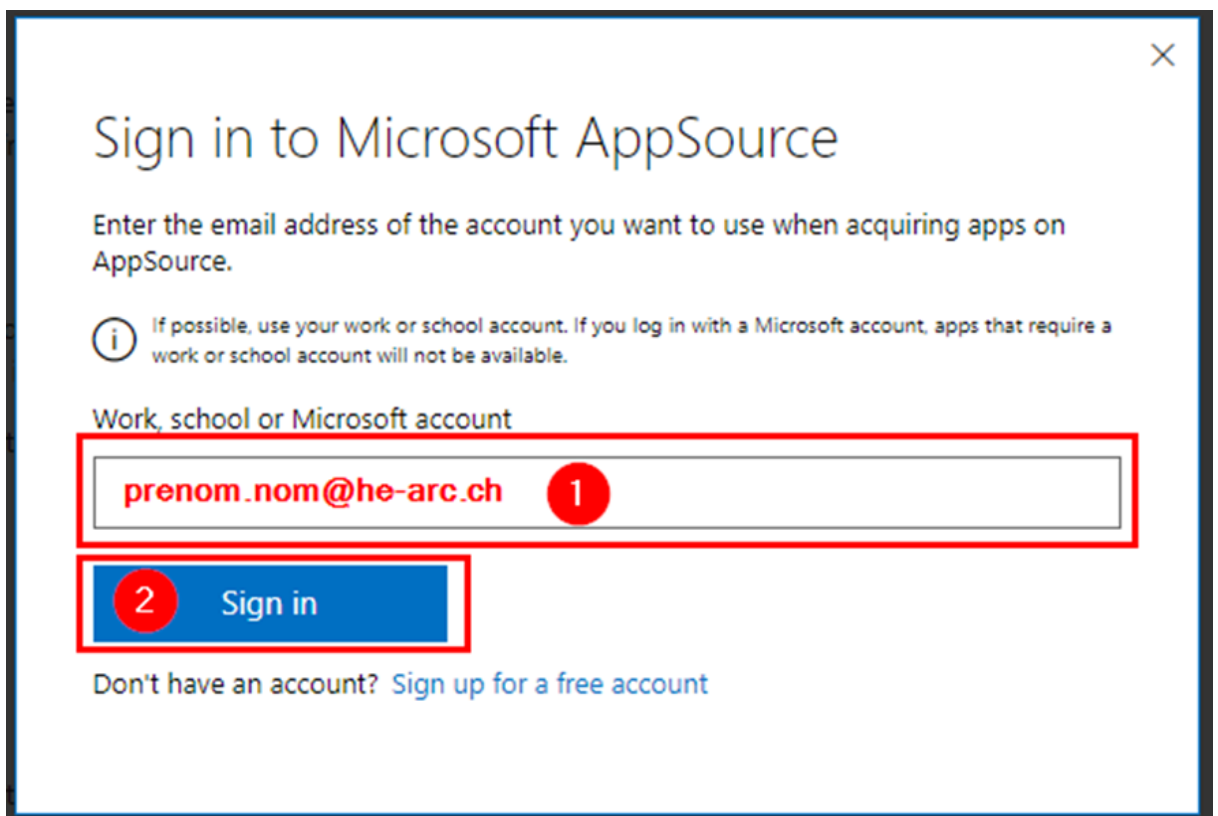
☞ Cliquer sur **Get it now**

Apps > **Mendeley Cite**



**Mendeley Cite**  
ELSEVIER LIMITED  
Word  
★ 1.4 (861 AppSource ratings)  
Pricing Free **Get it now** ☆ Save to my list

Entrer votre **adresse email de l'école** et cliquer sur **Sign in**



Sign in to Microsoft AppSource

Enter the email address of the account you want to use when acquiring apps on AppSource.

*i* If possible, use your work or school account. If you log in with a Microsoft account, apps that require a work or school account will not be available.

Work, school or Microsoft account

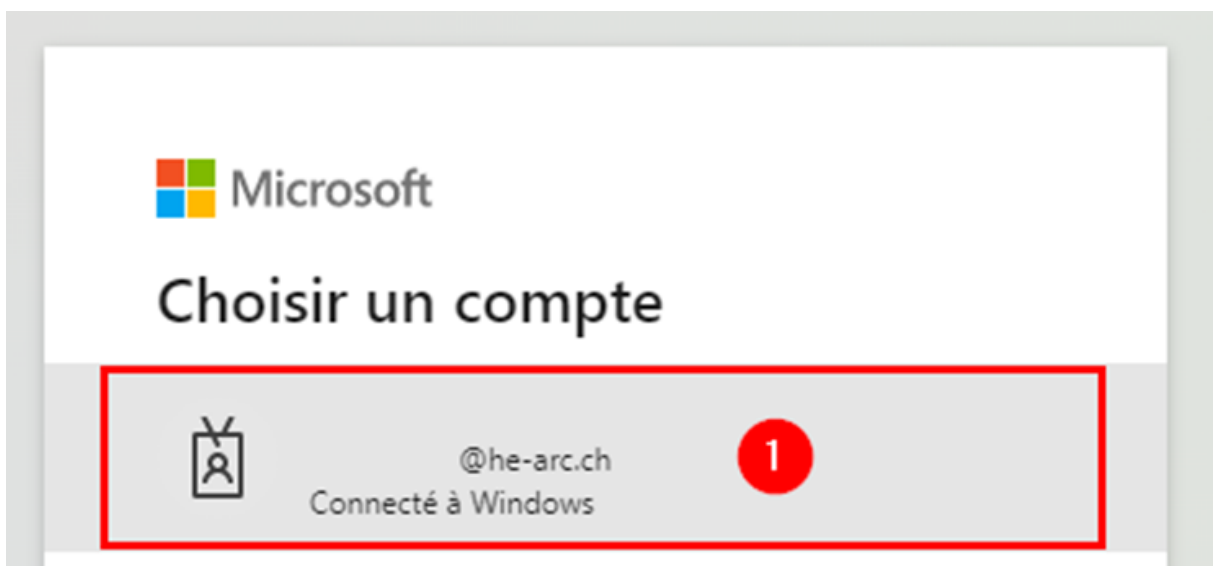
**prenom.nom@he-arc.ch** **1**

**2** Sign in

Don't have an account? [Sign up for a free account](#)

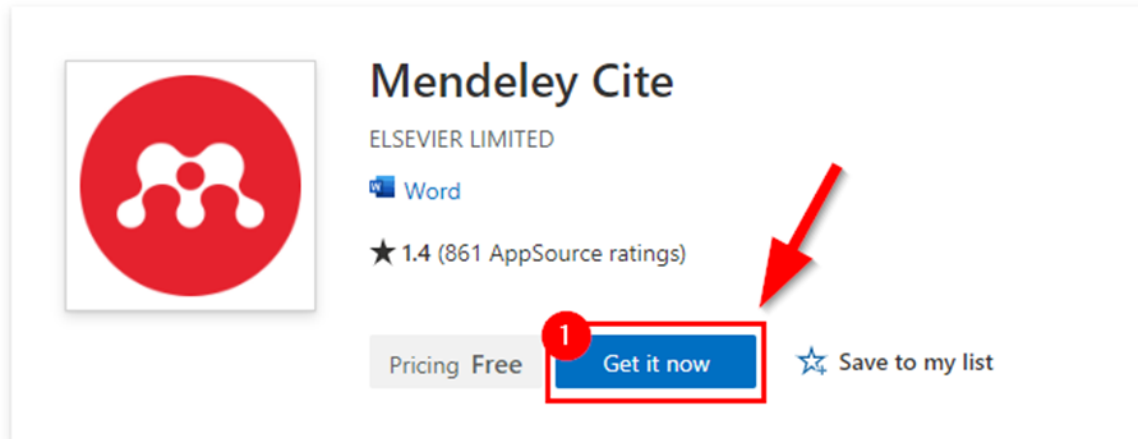


Si nécessaire sélectionner votre compte de l'école dans la liste



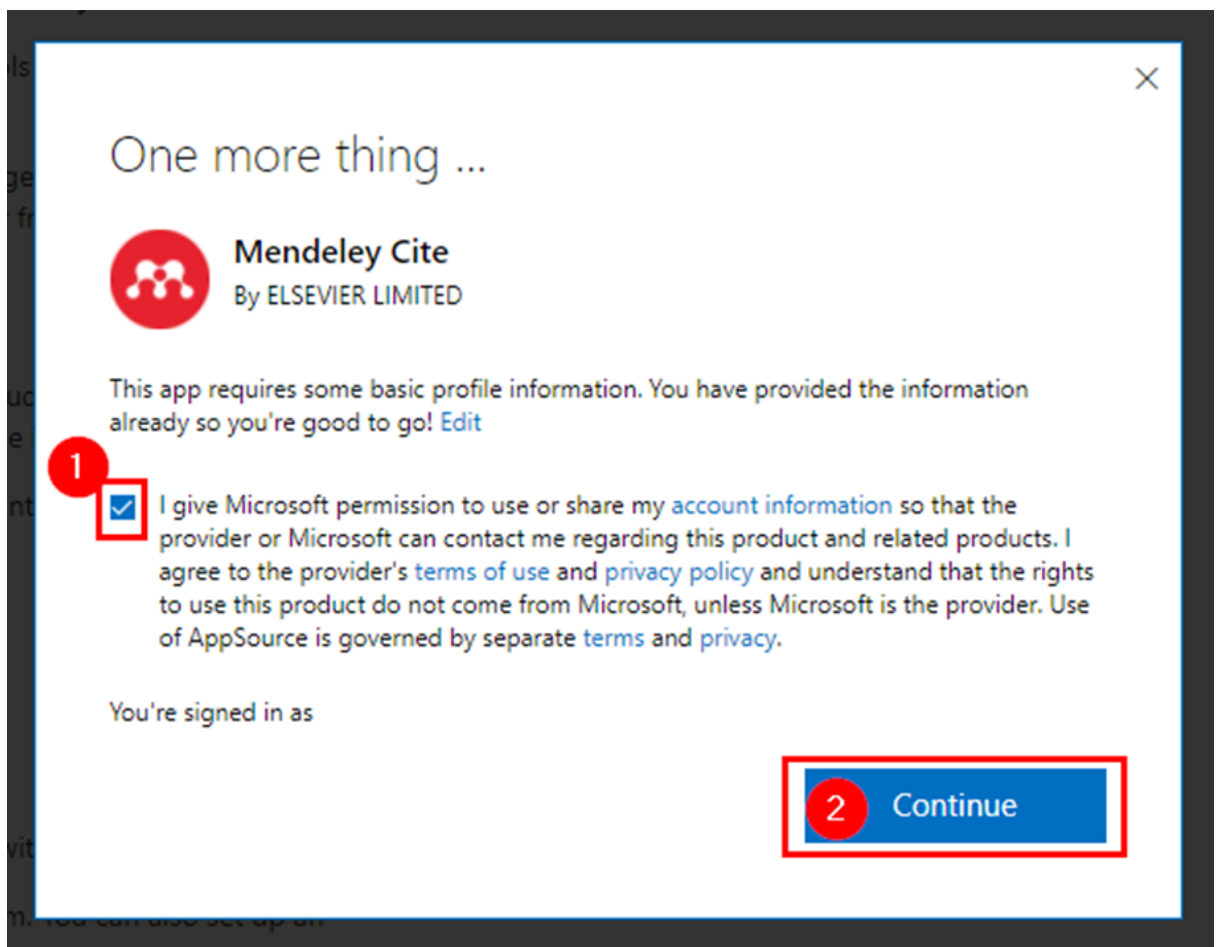
Cliquer à nouveau sur **Get It Now**

Apps > Mendeley Cite



**Mendeley Cite**  
ELSEVIER LIMITED  
Word  
★ 1.4 (861 AppSource ratings)  
Pricing Free **1** Get it now ☆ Save to my list

Cocher la case (1) et cliquer sur Continue



One more thing ...

**Mendeley Cite**  
By ELSEVIER LIMITED

This app requires some basic profile information. You have provided the information already so you're good to go! [Edit](#)

**1**  I give Microsoft permission to use or share my [account information](#) so that the provider or Microsoft can contact me regarding this product and related products. I agree to the provider's [terms of use](#) and [privacy policy](#) and understand that the rights to use this product do not come from Microsoft, unless Microsoft is the provider. Use of AppSource is governed by separate [terms](#) and [privacy](#).

You're signed in as

**2** Continue

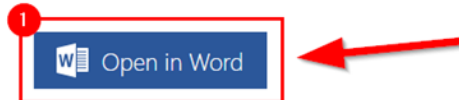
Cliquer sur le bouton Open in Word

Apps > Mendeley.Cite > Launch



Mendeley Cite  
ELSEVIER LIMITED

Get started with the add-in:



This add-in works in: Word 2016 or later on Mac, Word 2016 or later on Windows, Word on iPad, Word on the web.

If you don't have the above, [try using Office Online](#).



Can't find the add-in within Office

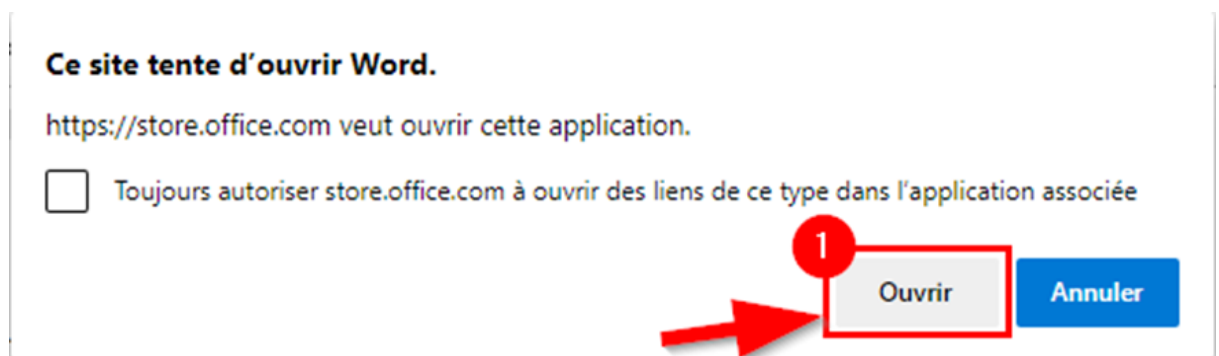
Enable editing, trust the add-in and look for the add-in in the insert tab under 'My Add-ins'.  
[Click here for step by step instructions](#)



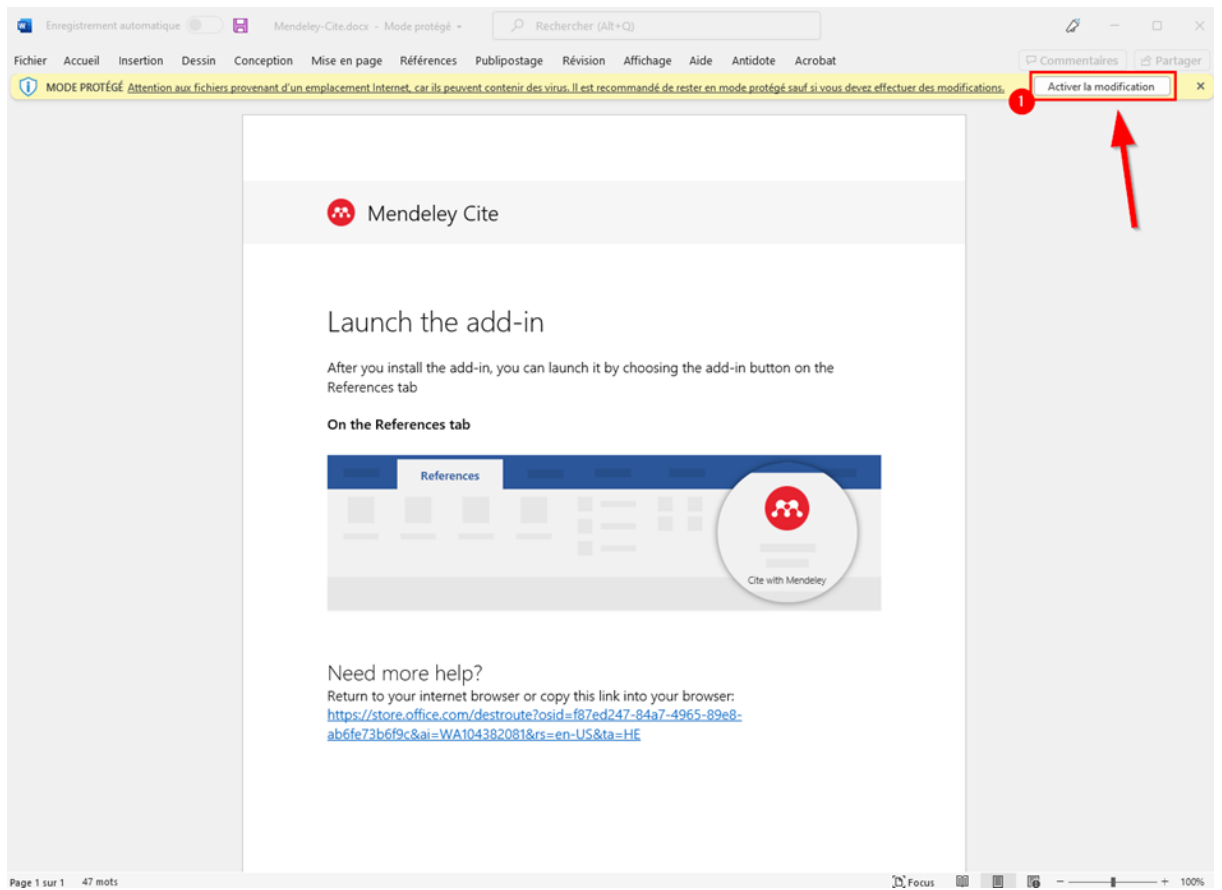
Need more help

For more on install Office add-ins, view our [help documentation](#).

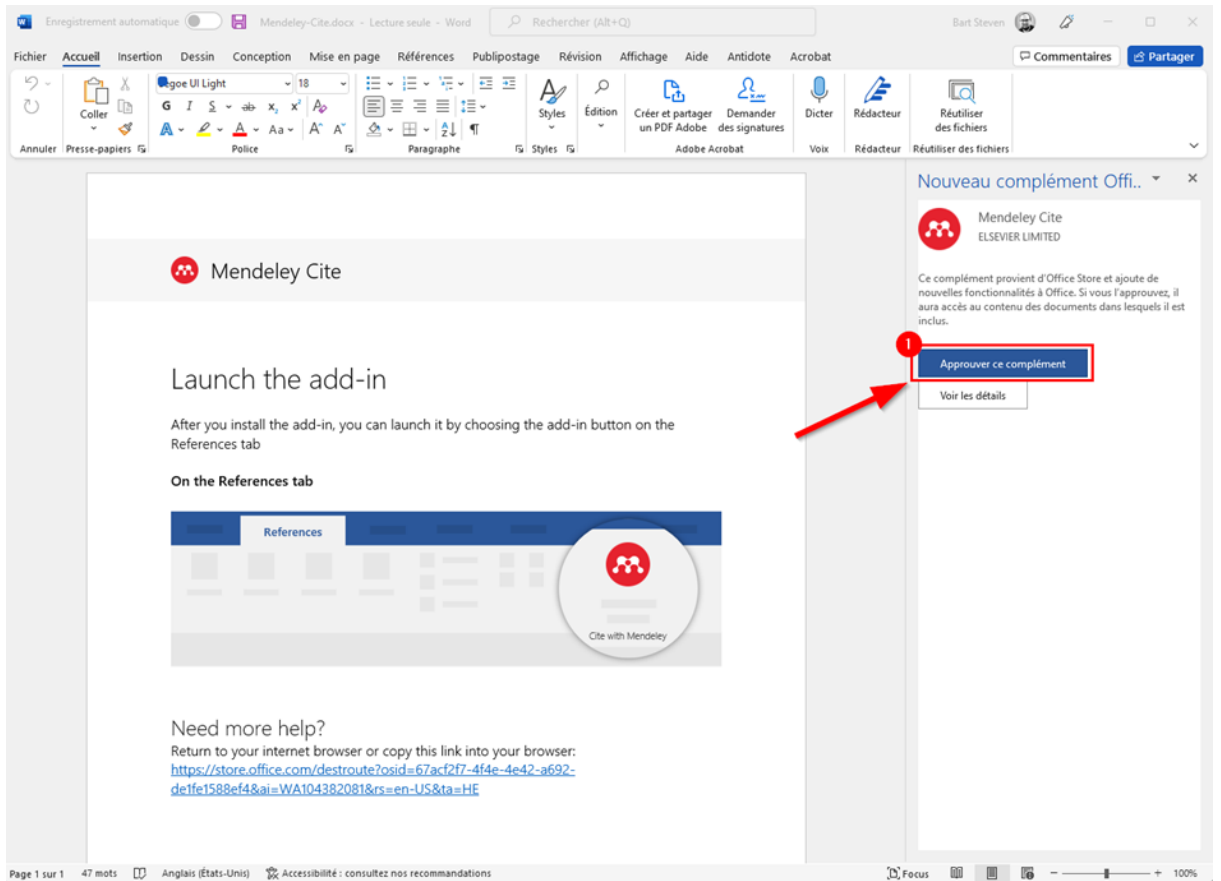
1 Si votre navigateur vous demande l'autorisation d'ouvrir Word, donner l'autorisation en cliquant sur **Ouvrir**



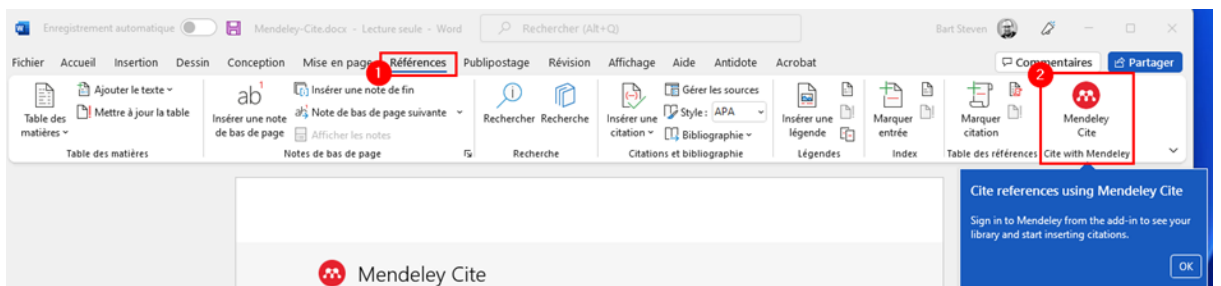
1 Cliquer sur **Activer les modifications**



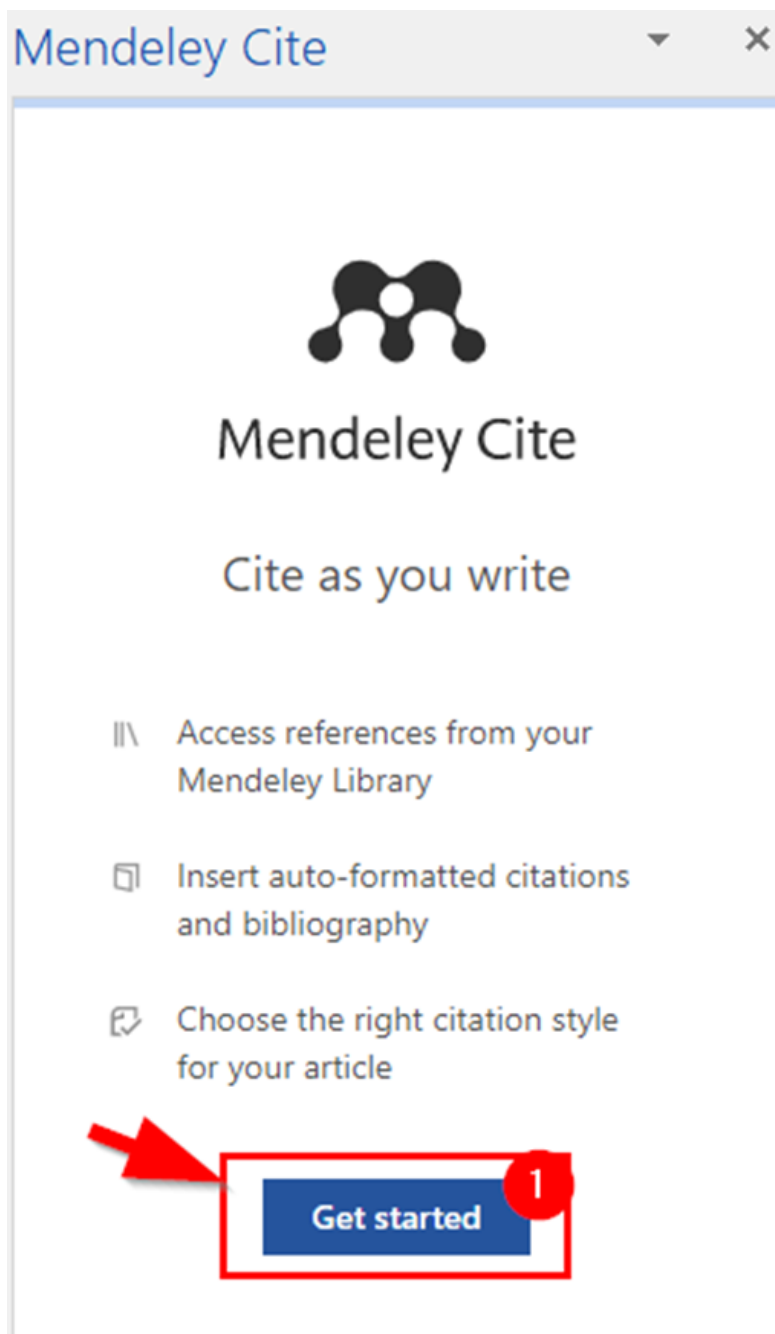
1 Cliquer sur **Approuver ce complément**



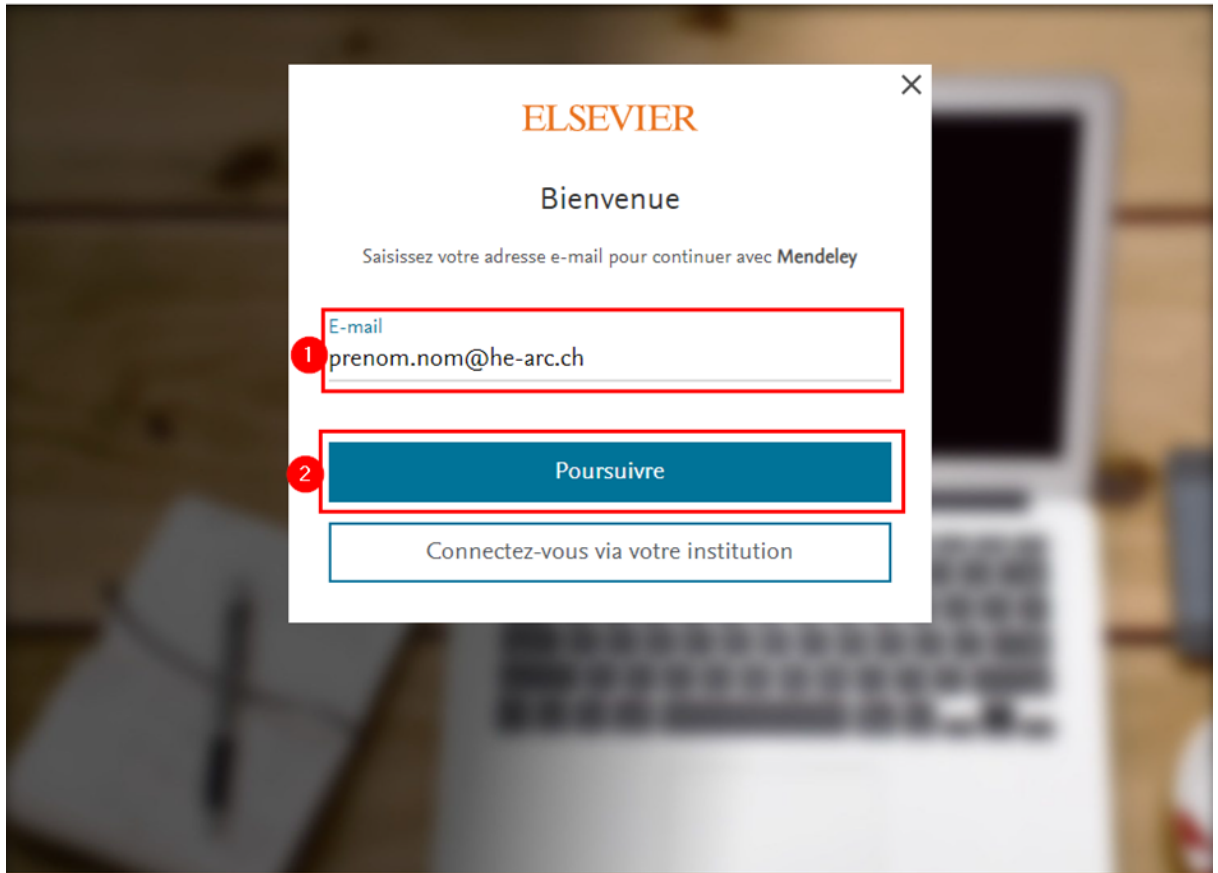
1 Mendeley Cite est installé, cliquer sur l'onglet **Références**, puis sur **Mendeley Cite** pour l'utiliser



1 Cliquer sur le bouton **Get started**



1 Entrez votre **adresse email de l'école** (qui correspond au compte que vous avez créé avec vos enseignants)



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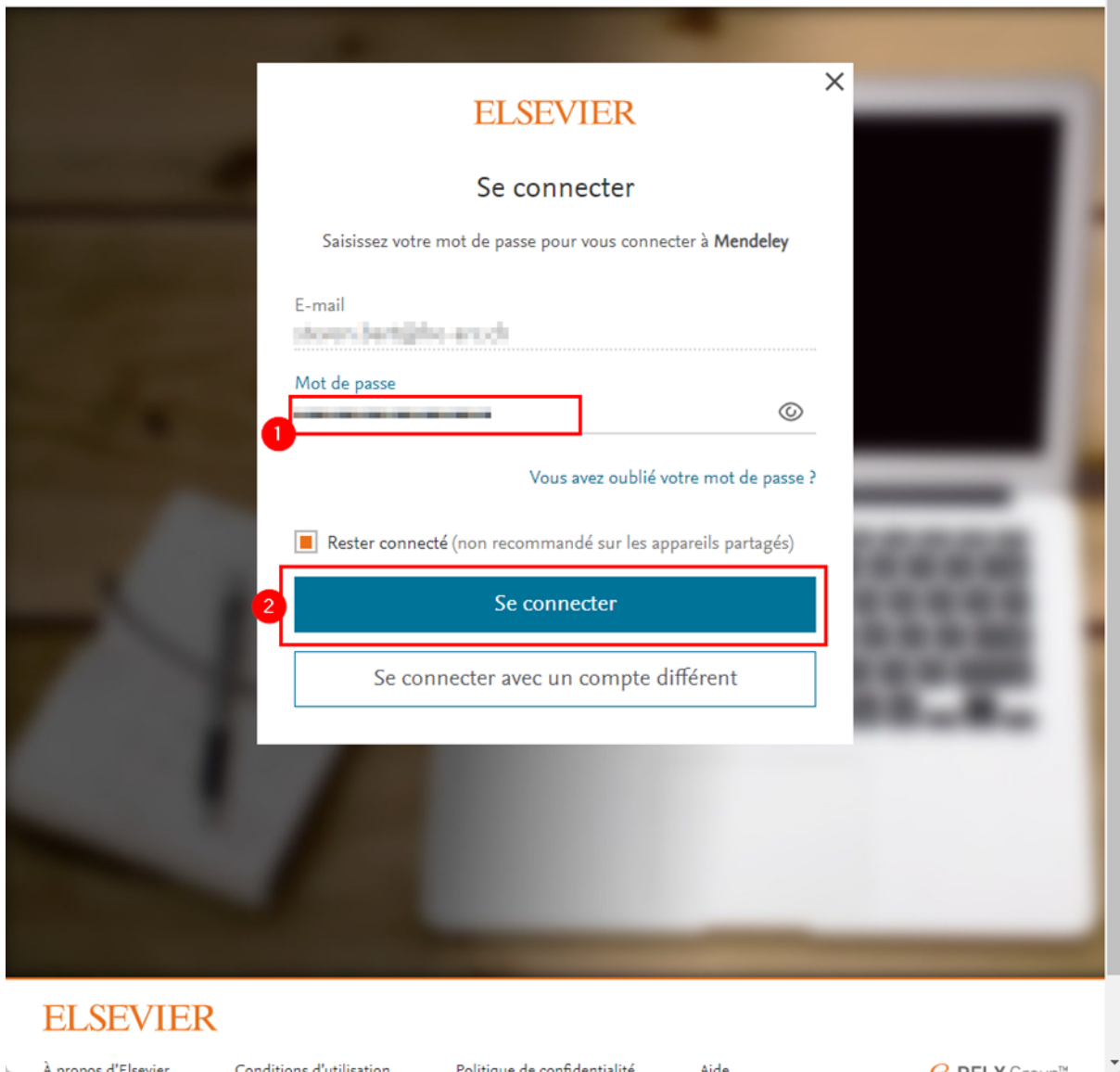
[Politique de confidentialité](#)

[Aide](#)

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1 **Entrer le mot de passe de votre compte Elsevier (Mendeley)**



**Attention en cas de problème avec votre compte ELSEVIER/Mendeley le service informatique ne pourra effectuer aucune action sur votre compte, il faudra utiliser la fonction récupération de mot de passe ou contacter Mendely directement.**

## 17. Installation de Mendeley Reference Manager for Desktop

**Windows :** <https://www.mendeley.com/download-reference-manager/windows>

**MacOS :** <https://www.mendeley.com/download-reference-manager/macOS>

Si vous ne pouvez pas utiliser l'application de bureau ci-dessus, il est possible d'utiliser la version en ligne via navigateur à cette adresse : <https://mendeley.com/library>

**L'authentification est identique aux points 13 et 14**

Adresse URL en ligne: <https://faq.he-arc.ch/article.php?id=327>