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## New RefWorks Citation Manager (RCM) add-in FAQs

**Product:** RefWorks, RefWorks Citation Manager

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**You must update to the new RCM add-in by August 31, 2025**  
**Old RCM add-in is [no longer available](#) as of September 1, 2025.**

### How do I add the new RCM add-in in Word?

Go to Microsoft AppSource and search for RefWorks, or RCM, and follow easy to add instructions. Or, add by clicking on the following link: <https://appssource.microsoft.com/en-us/product/office/WA200007520>



### Why should I add the new RCM add-in in Word?

This change is required in the Microsoft AppSource listing. **You may use the old add-in until August 31, 2025**, but it is no longer updated by RefWorks. No new features are included in the old version.

### When do I need to start the new RCM add-in?

After August 31, 2025, the old version will no longer be available. The new add-in is available at <https://appssource.microsoft.com/en-us/product/office/WA200007520>

### Will I have to reformat my document or re-insert any citations?

No, simply open the new add-in in your document and continue working. Your document citations added with the old add-in will be automatically included in the new add-in, there is no need for you to update your document or reformat any work already completed.

### How do I know which RCM add-in in Word I am using?

The old add-in is now called **RefWorks - RCM**. In the old add-in, you will see the message about the new add-in:



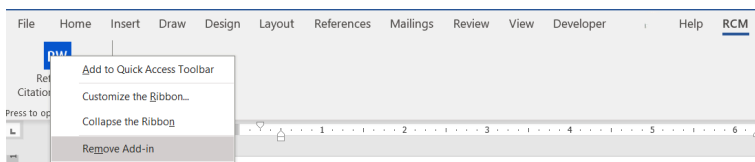
## You must update to the new RCM add-in by August 31, 2025

Get the updated RCM add-in to continue your work. [Learn more](#)

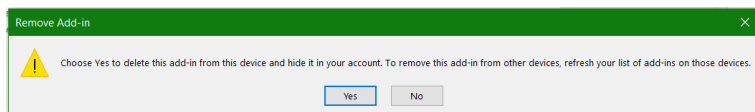
### How do I remove the old RCM add-in in Word?

#### Windows:

1. Open the old RCM add-in in Word
2. Right click on the RW tile



3. Click Remove Add-in



#### Mac:

1. Open the old RCM add-in in Word
2. On Home tab, click Add-ins
3. In Office Add-ins page, click on 3 dots on upper right corner of Reworks - RCM box and click *Remove*

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