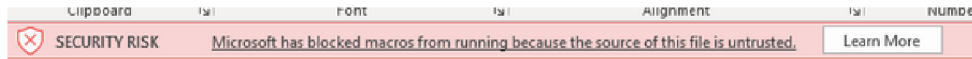


How to Enable Macros in Excel Spreadsheets

Operation System - Windows

MS deemed Macros unsecured.

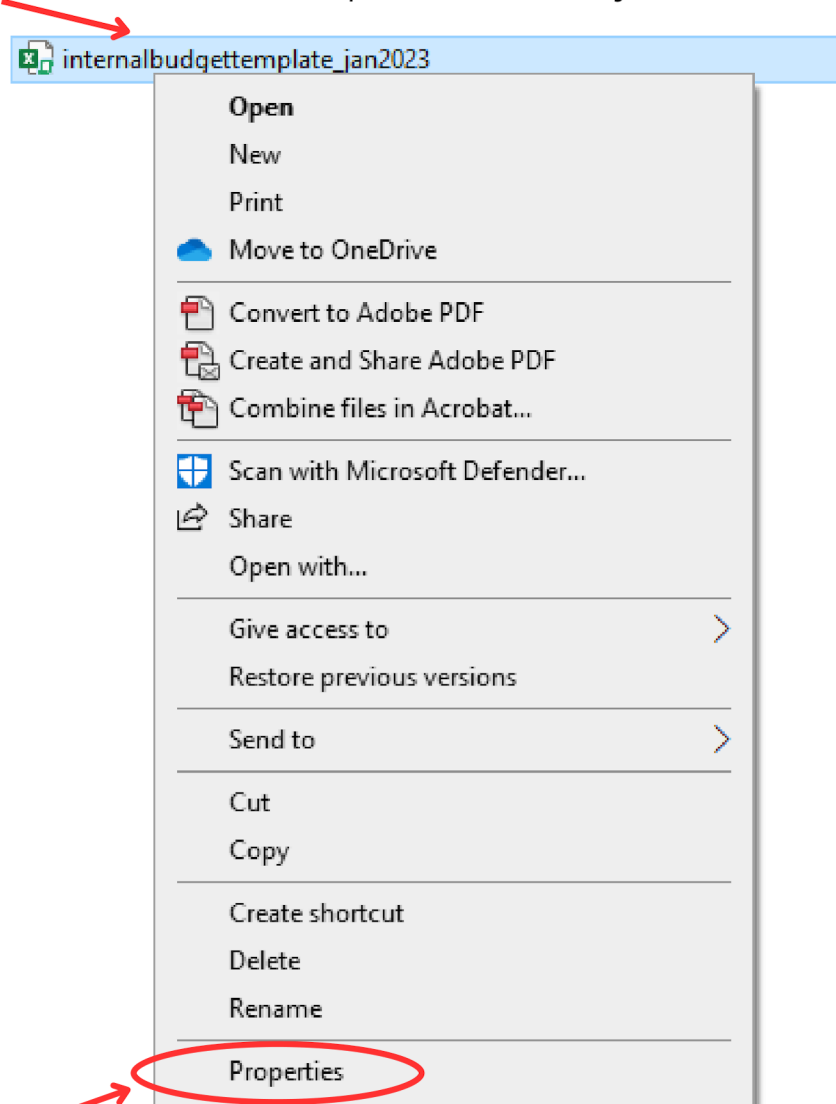


Below are two methods to enable Macros in spreadsheets.

1. Enable Macros in a single spreadsheet after downloading it.

Step 1: Right-click the spreadsheet after you download it, and open "**Properties.**"

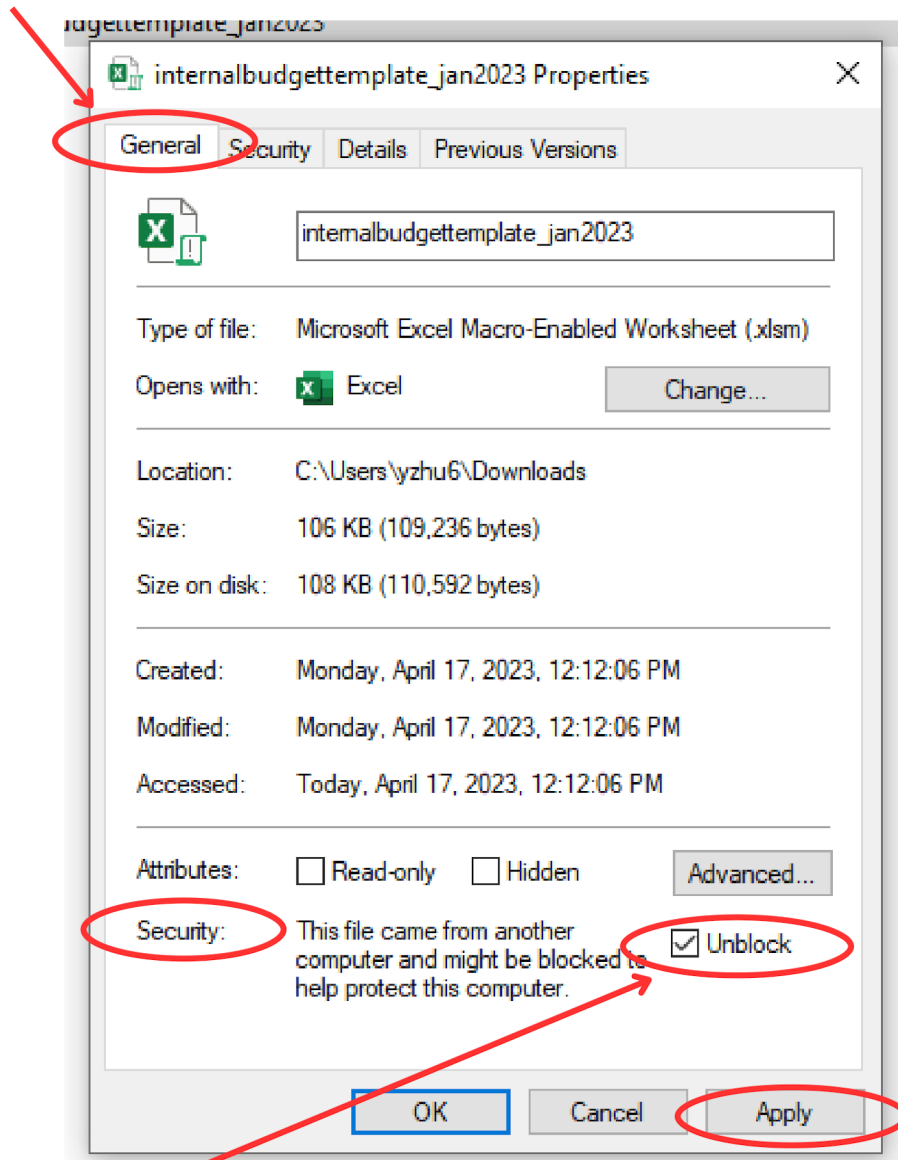
a. **Right-click** the name of the spreadsheet after you download it.



b. **Click** "Properties" to open it.

Step 2: In the bottom of the "**General**" tab, check in the Security box named "**Unblock**" to enable the macro in this spreadsheet.

c. View the bottom of the tab named "**General**."



d. Check in the "**Unblock**" box in the Security section.

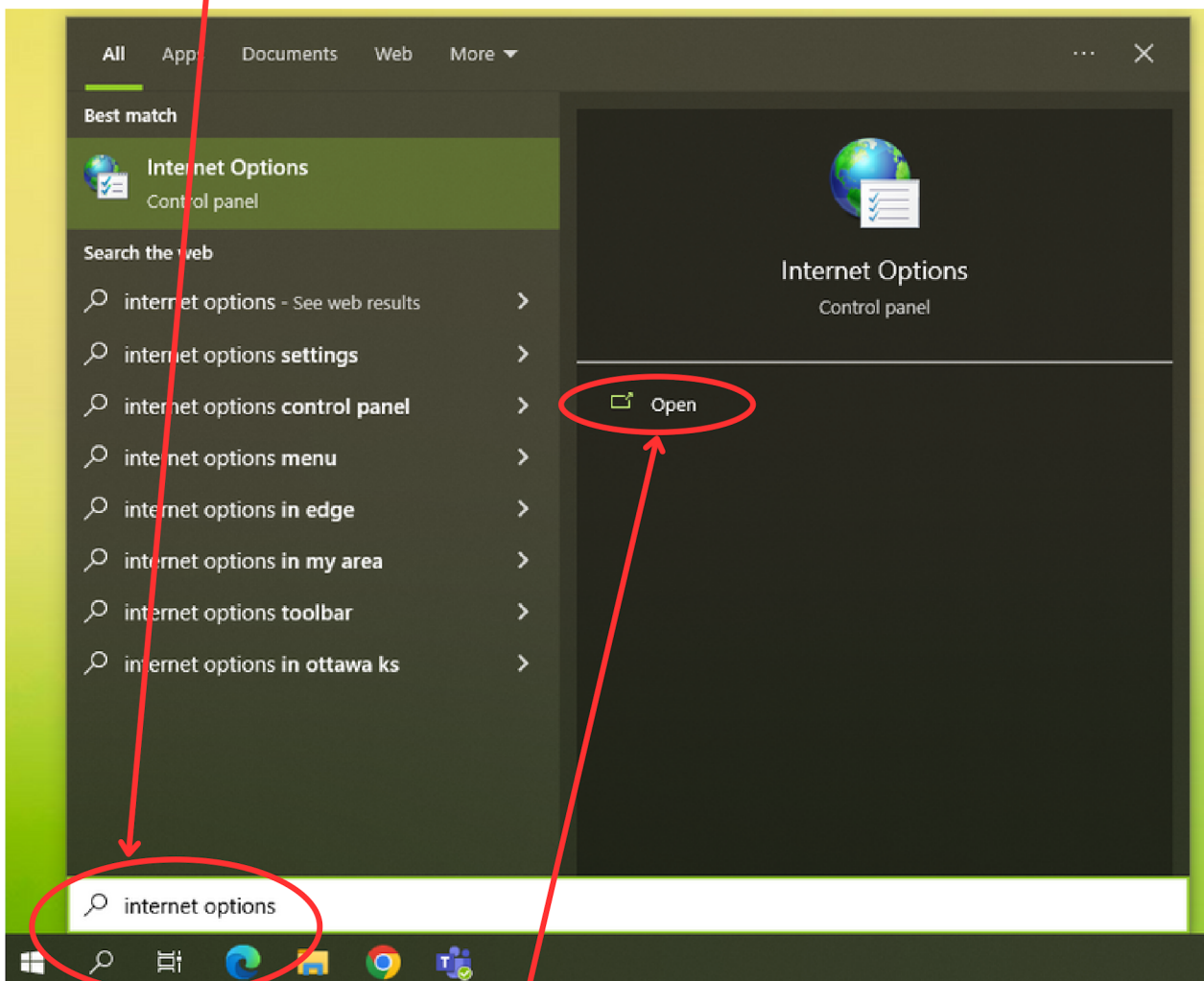
e. Click "Apply" to apply this setting to the selected spreadsheet.

2. Enable all files from a specific network share or website.

If you trust the files on a cloud location such as UofM's website, you can add the website as a trusted site to enable macros from the site.

Step 1: Search "**Internet Options**" in the search bar beside the Windows Button, and open "**Internet Options**."

a. Search "**Internet Options**" in the search bar.



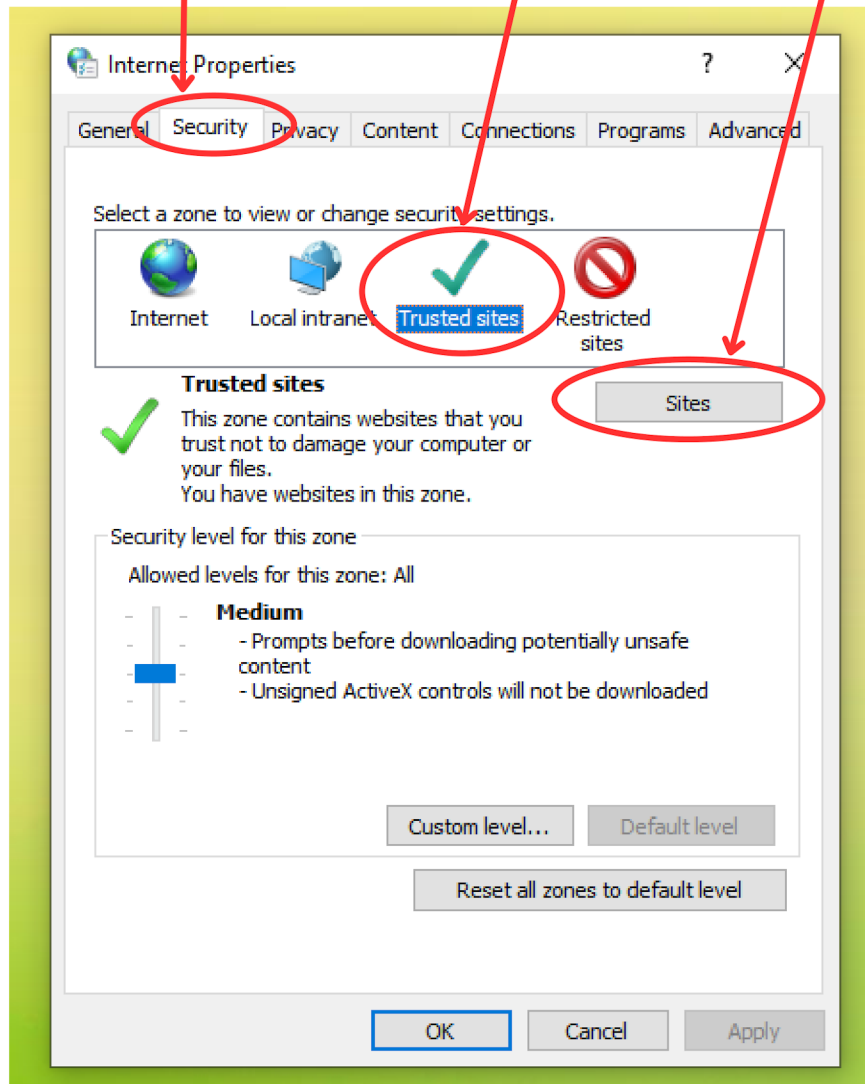
b. Click "**Open**," it will open the "Internet Properties" Dialog box.

Step 2: Select "**Trusted sites**" on the "**Security**" tab, and open "**Sites**."

c. Choose "**Security**" tab.

d. Select "**Trusted sites.**"

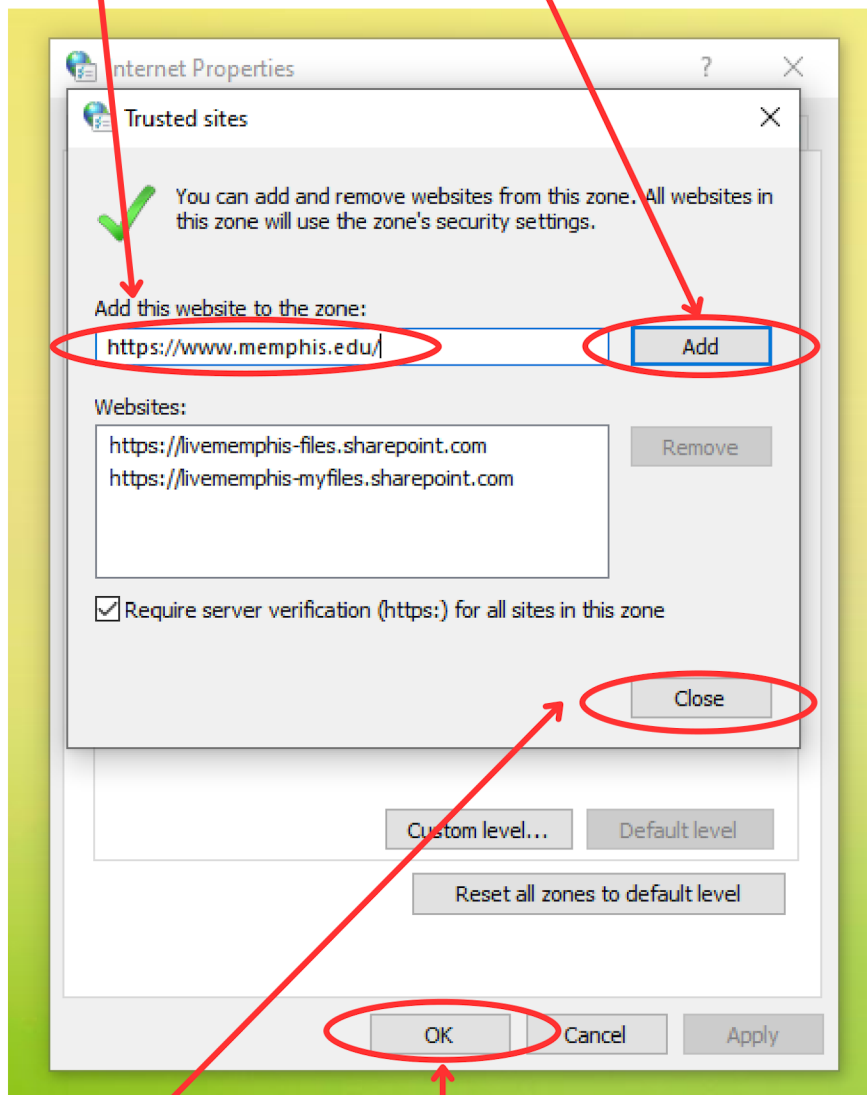
e. Click "**Sites**" to open it.



Step 3: Add the URL of your trusted site that contains the files with Macros. E.g.: <https://www.memphis.edu/>

f. **Paste** UofM's website to the field.

g. Click "**Add**" to add the website as a trusted site.



h. Click "**Close**", then click "**OK**" to apply this setting.

Reference:

<https://support.microsoft.com/en-us/topic/a-potentially-dangerous-macro-has-been-blocked-0952faa0-37e7-4316-b61d-5b5ed6024216>