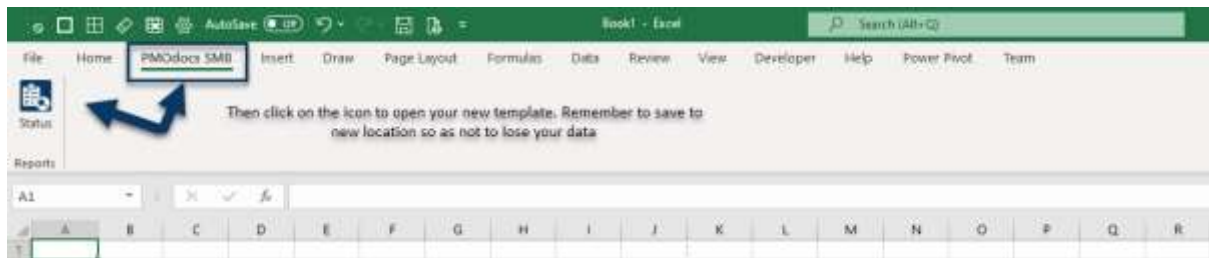


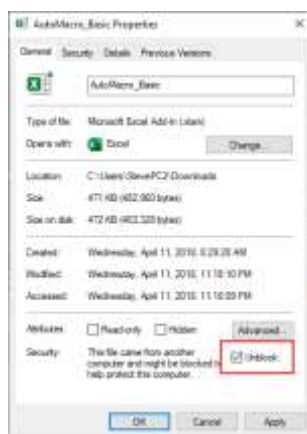


Excel Templates Download and installation of a .xlam file



How to install the Excel .xlam file (Add-in)

1. Save Add-in to Computer
 - a. Make sure to download and save the add-in (.XLAM file) to your computer.
Pick a folder that is easy to find (E.g., My Documents\PMODocs\xlam files)
 - b. You can also use the default location for Addin files.
 - c. C:\Users**username**\AppData\Roaming\Microsoft\AddIns
 - d. Where it says **username** C:\Users\username – substitute that for the username of the logged in user.
2. Unblock the File.
 - a. After saving the file, locate the file in the Windows Explorer.
 - b. Right-click the file and select Properties.
 - c. Make sure the Unblock box is checked near the bottom of General Tab.



d.

3. This next step is optional as the issue has been resolved in recent updates.
 - a. Trust the File Location
 - b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location for the add-in to work.
 - c. Go to File > Options > Trust Centre > Trust Centre Settings... > Trusted Locations > Add New Location



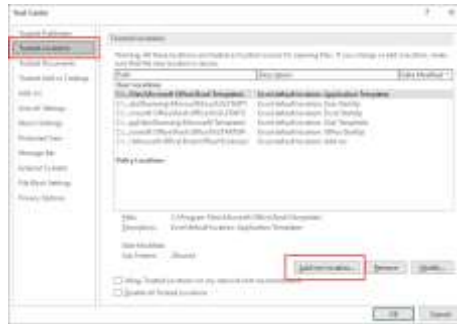
d.

e. Trust Centre > Trust Centre Settings



f.

g. Trusted Locations > Add New Location



h.

i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)

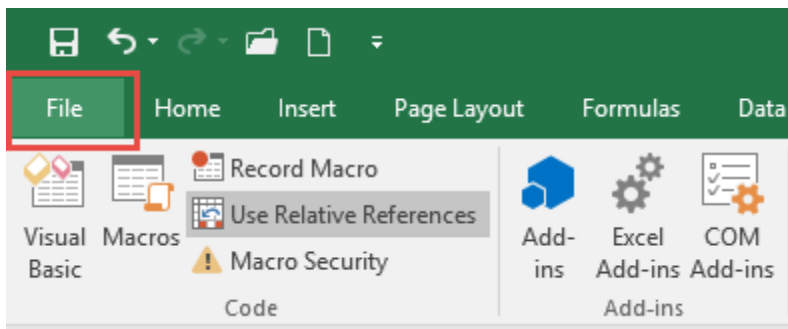
4. Make Sure the Developer Tab is Visible



5.

a. If you don't see the Developer Tab, then follow these instructions: Add Developer Ribbon.

6. Click File as shown below



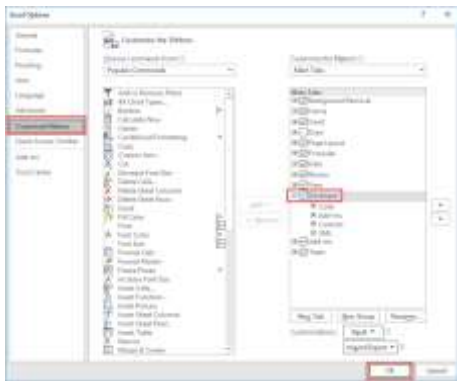
7.

8. Click Options



9.

10. In the left-hand pane, click Customise Ribbon.



11.

12. Click the developer check box and click ok at the bottom.

13. Once you have the Developer Tab appearing on the ribbon

14. Browse to File.

- a. Go to Developer > Excel Add-ins > Select Browse and navigate to your file (E.g., My Documents\PMOdocs\xlam files)
- b. Once your file appears inside the Add-in Box, ensure you enable the check box per picture below.



15.

16. Make sure the add-in has a check mark next to it and click OK.

17. Your add-in is now installed! And the customised tab will now appear on the Ribbon.

