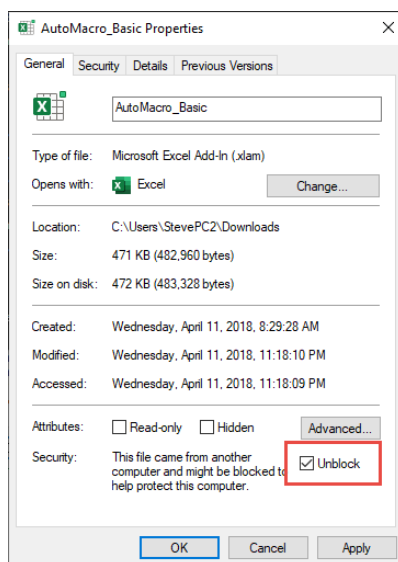




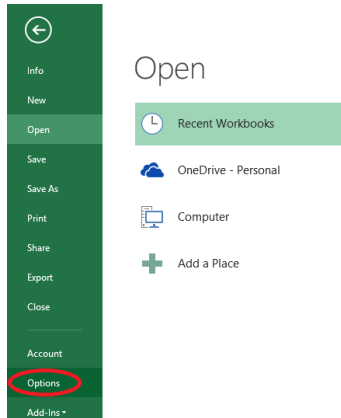
Excel Templates Download and  
installation of a .xlam file

## 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.

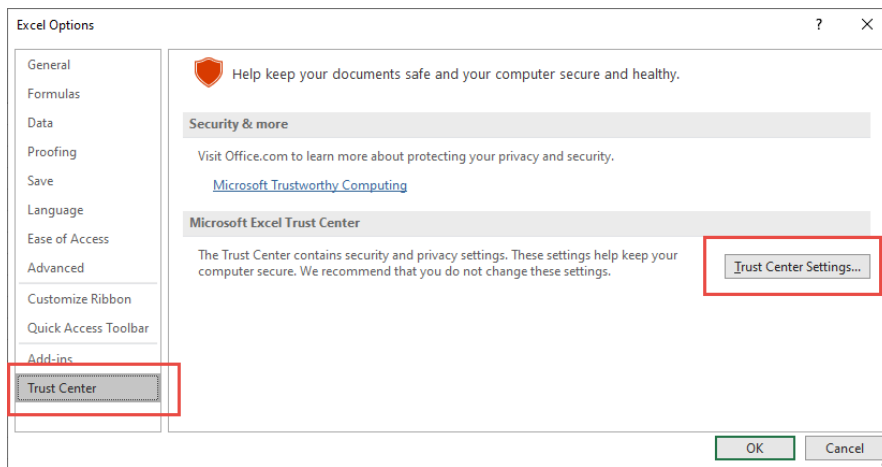


3. **This next step is optional as the issue has been resolved in recent updates.**
  - a. Trust the File Location
  - b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location for the add-in to work.
  - c. Go to File > Options > Trust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



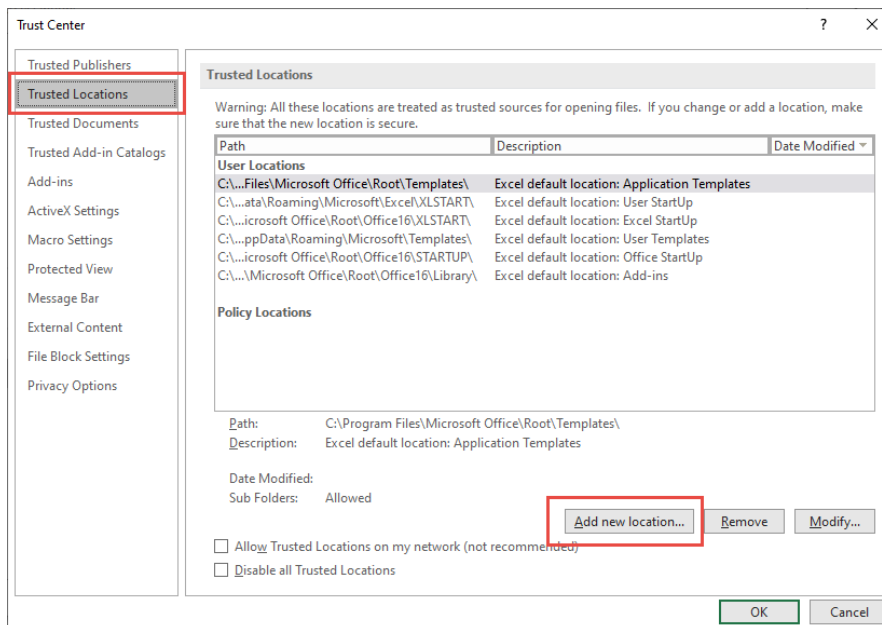
d.

e. **Trust Centre > Trust Centre Settings**



f.

g. **Trusted Locations > Add New Location**

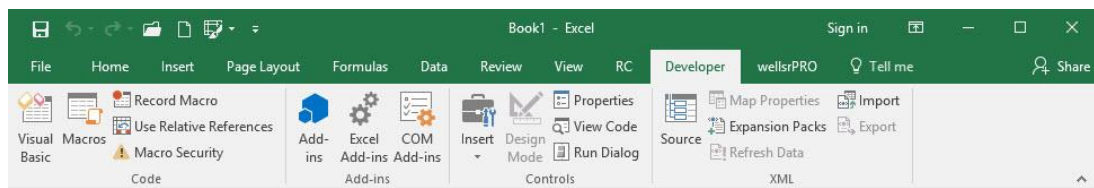


h.

- 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)

**Add the Developer Tab if not already Visible**

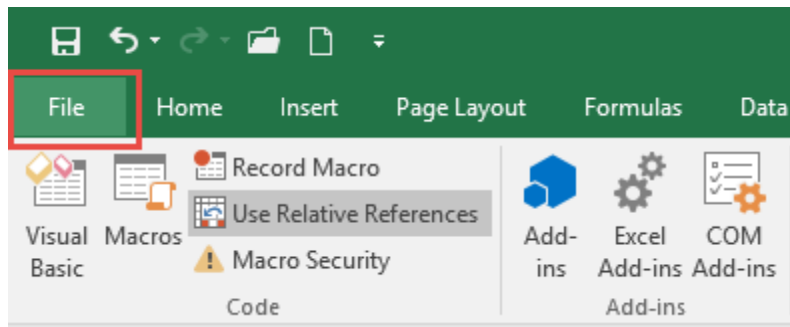
4. Make Sure the Developer Tab is Visible



5.

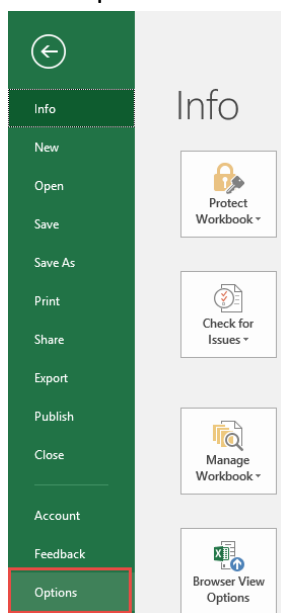
a. If you don't see the Developer Tab, then follow these instructions: Add Developer Ribbon.

6. Click File as shown below



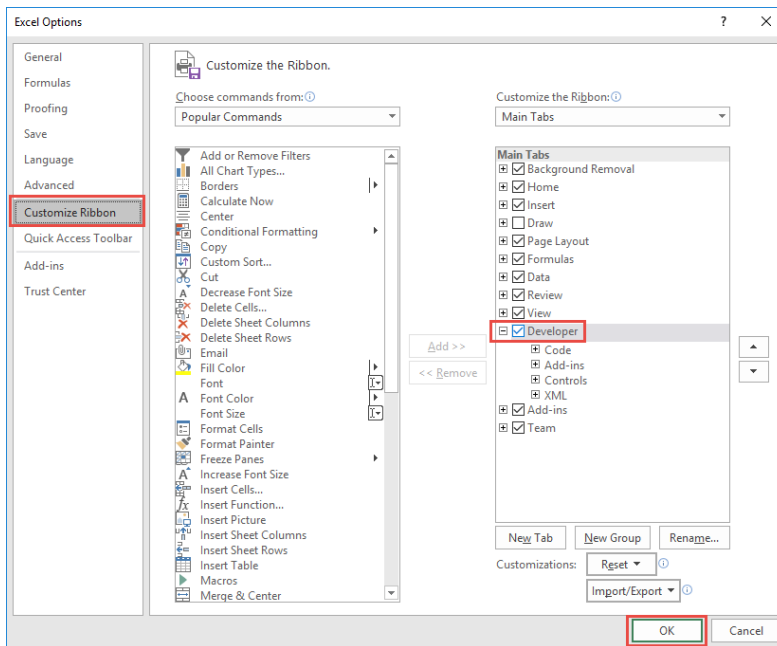
7.

8. Click Options

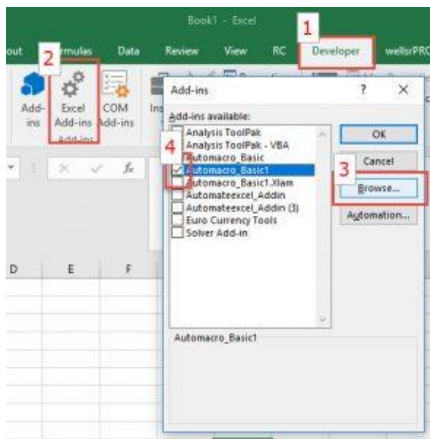


9.

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



- 11.
12. Click the developer check box as shown above 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.

