

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 in 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



e. Trust Centre > Trust Centre Settings

Excel Options			?	Х
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g. Trusted Locations > Add New Location

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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

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- a. If you don't see the Developer Tab, then follow these instructions: Add Developer Ribbon.
- 6. Click File as shown below



8. Click Options

5.



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

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- 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.
 - 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.



- 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.

