



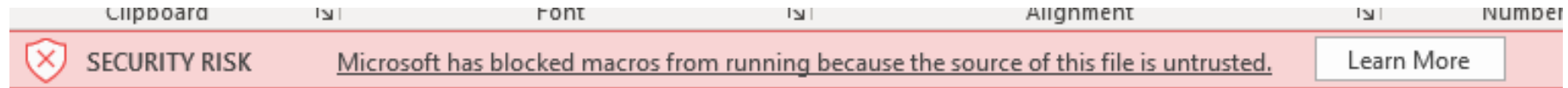
# How to Enable Macros in Excel Spreadsheets

**Operation System – Windows**

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# MS deems Macros Unsecured

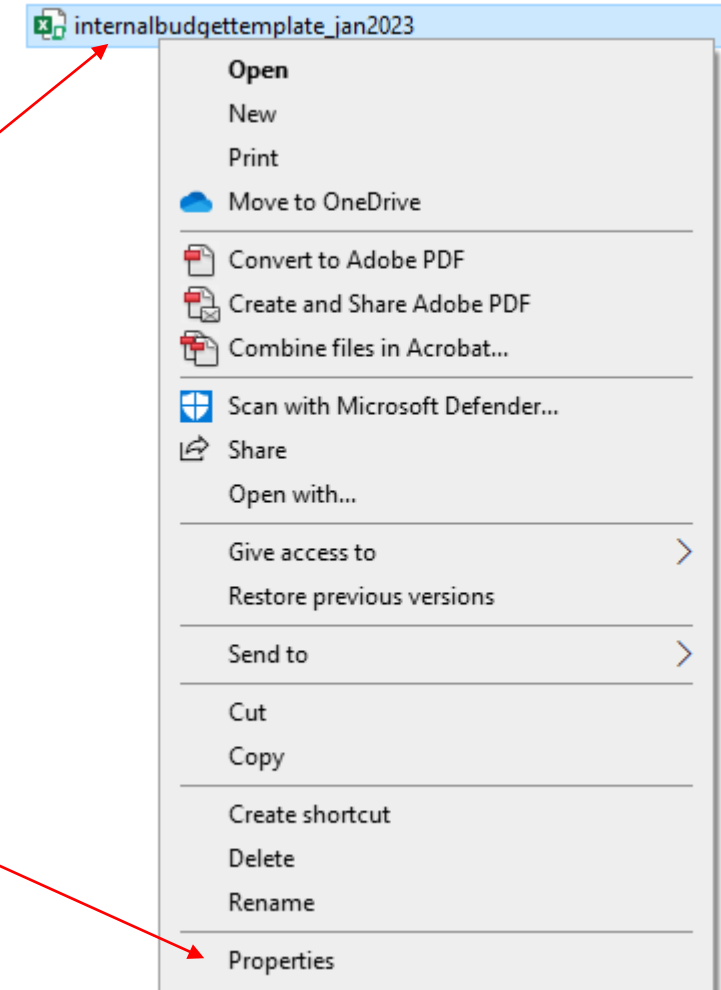


- Below are two methods to enable Macros in spreadsheets.
  1. Enable Macros in a single spreadsheet.
  2. Enable all files from a specific network.

# 1. Enable Macros In A Single Spreadsheet After Downloading It.

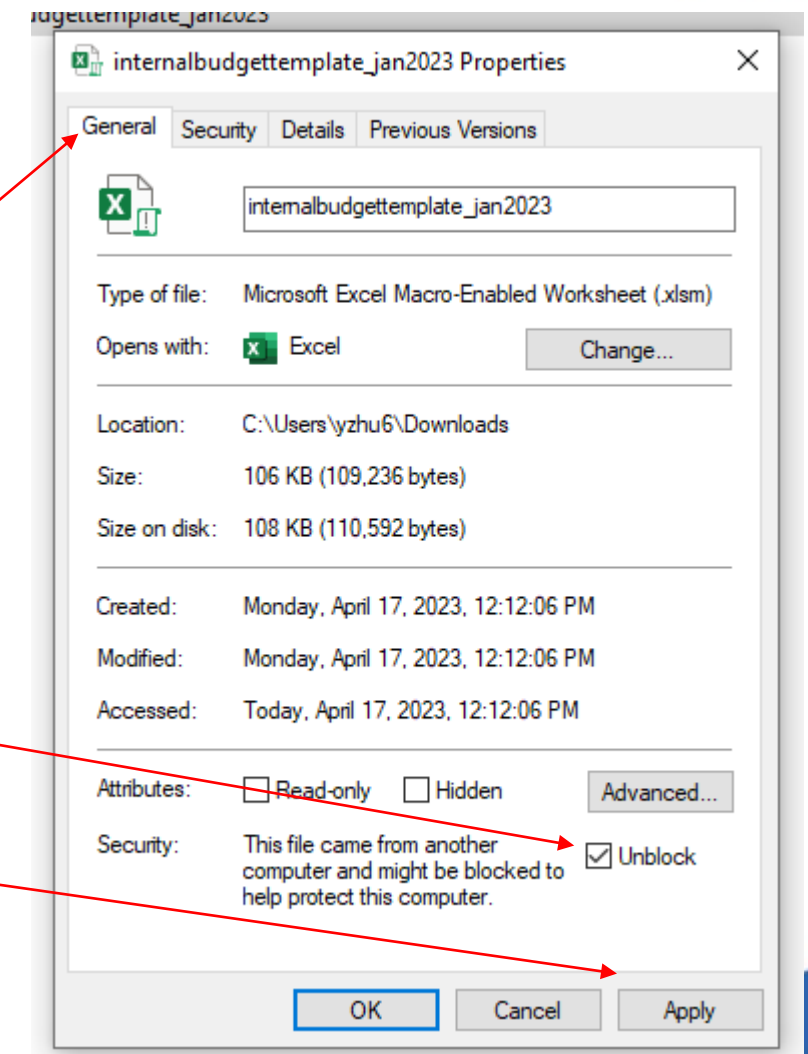


- **Step 1:** Right-click the spreadsheet after you download it, and open “**Properties.**”
  - a. **Right-click** the name of the spreadsheet after you download it.
  - b. **Click** “Properties” to open it.



# 1. Enable Macros In A Single Spreadsheet (Cont.)

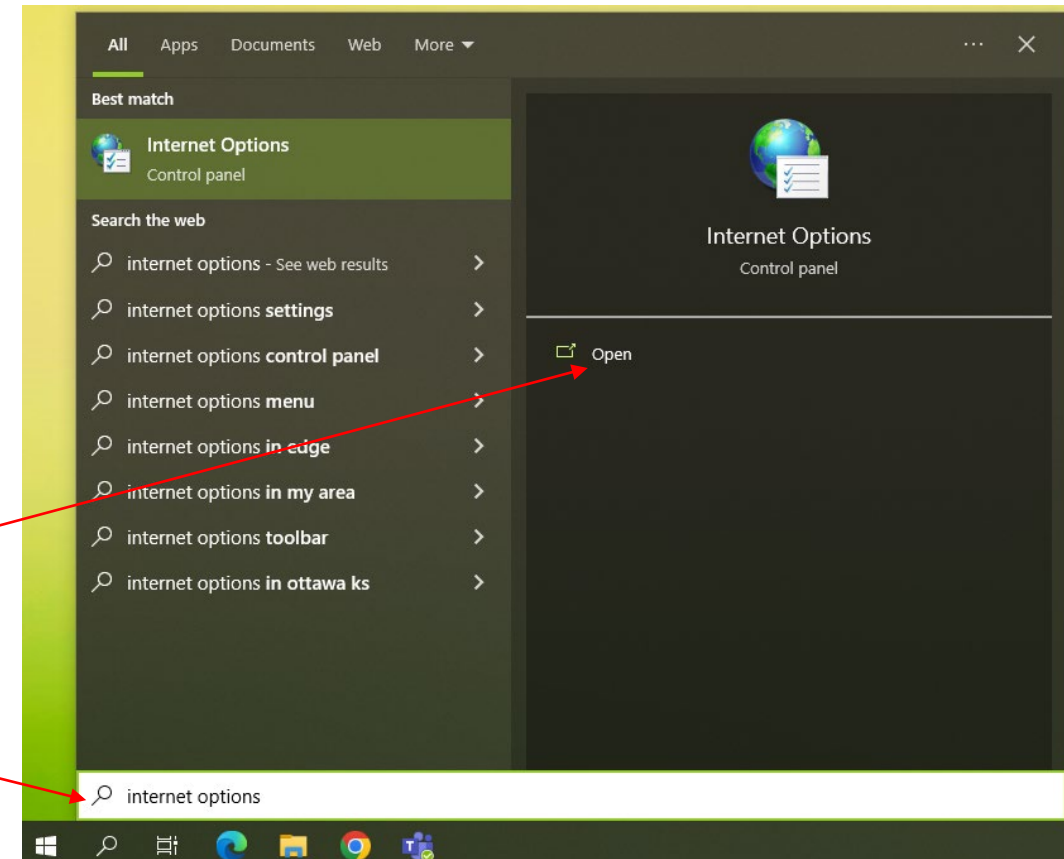
- **Step 2:** In the bottom of the “**General**” tab, check in the Security box named “**Unblock**” to enable the macro in this spreadsheet.
- c. View the bottom of the tab named “**General.**”
- d. Check in the “**Unblock**” box in the Security section.
- e. Click “**Apply**” to apply this setting to the selected spreadsheet.



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



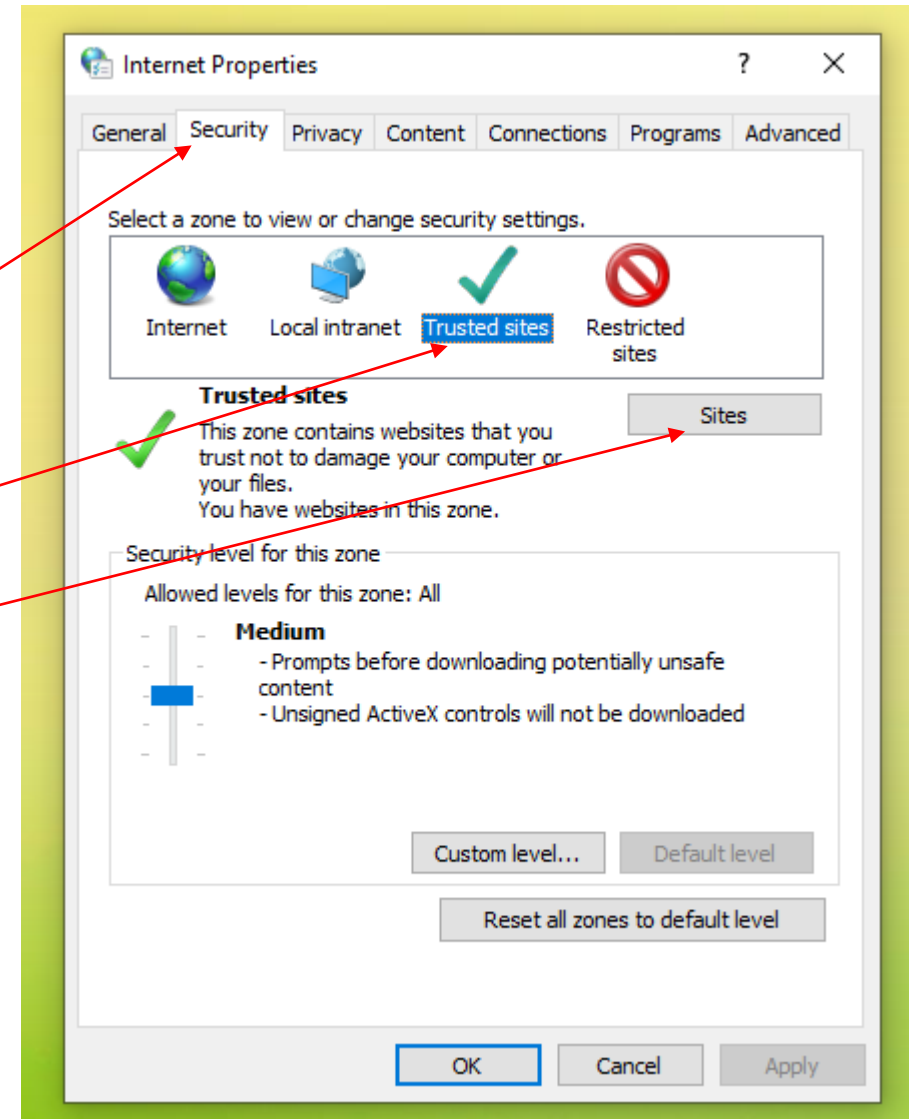
- If you trust the files on a cloud location such as UofM's website, you can add the website as a trusted site to enable macros from the site.
- **Step 1:** Search “**Internet Options**” in the search bar beside the Windows Button, and open “**Internet Options.**”
  - a. Search “**Internet Options**” in the search bar.
  - b. Click “**Open,**” it will open the “Internet Properties” Dialog box.



## 2. Enable all files from a specific network share or website (Cont.)



- **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.



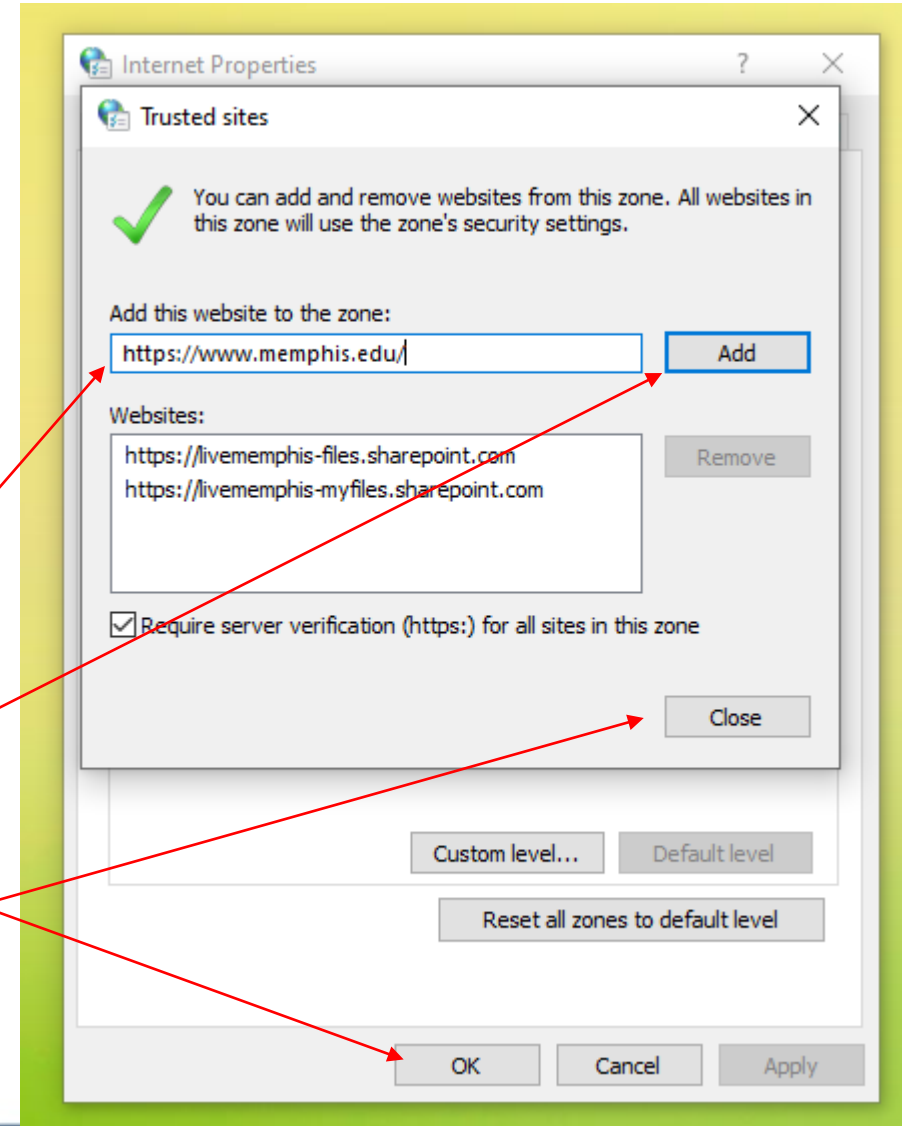
## 2. Enable all files from a specific network share or website (Cont.)



- **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>
- Other Supports May Help:
  - Enable or disable macros in Office for Mac.
    - <https://support.microsoft.com/en-us/office/enable-or-disable-macros-in-office-for-mac-c2494c99-a637-4ce6-9b82-e02cbb85cb96>
  - Enable or disable macros in Microsoft 365 files.
    - <https://support.microsoft.com/en-us/office/enable-or-disable-macros-in-microsoft-365-files-12b036fd-d140-4e74-b45e-16fed1a7e5c6>