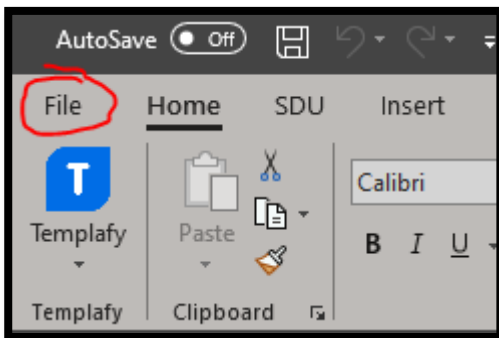
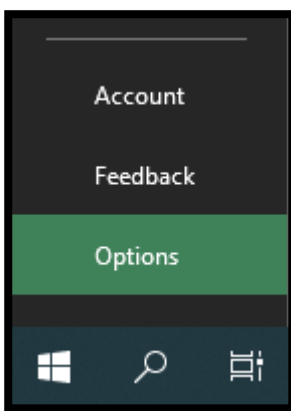


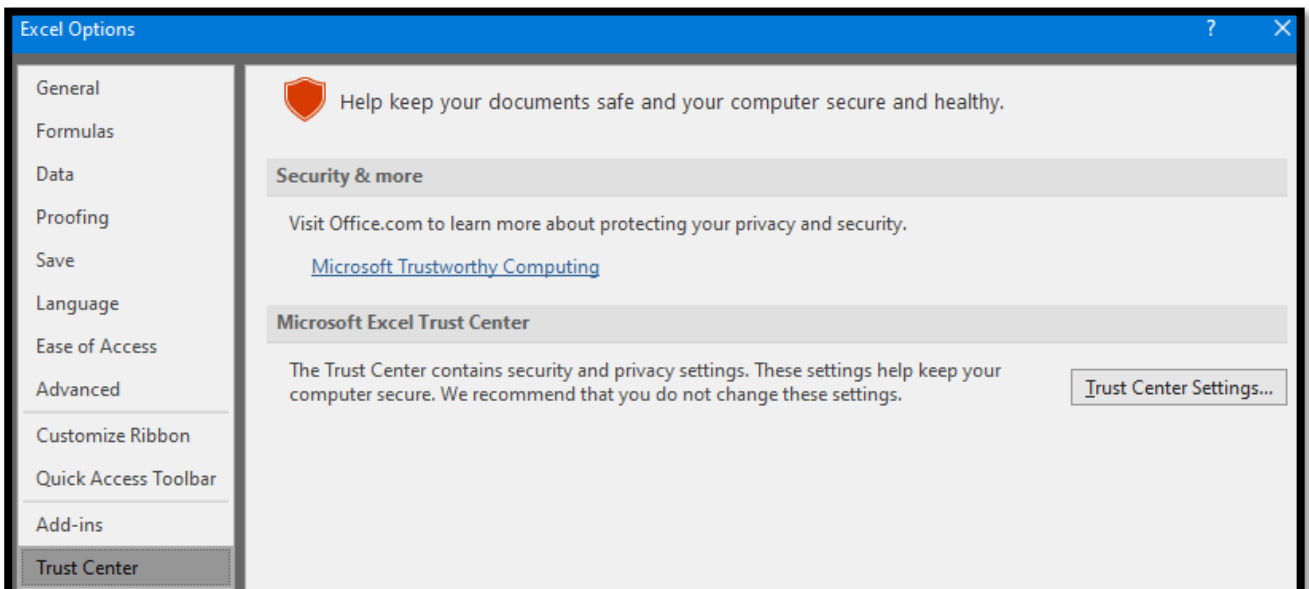
1. First go to **File** (This is the same for word and excel)



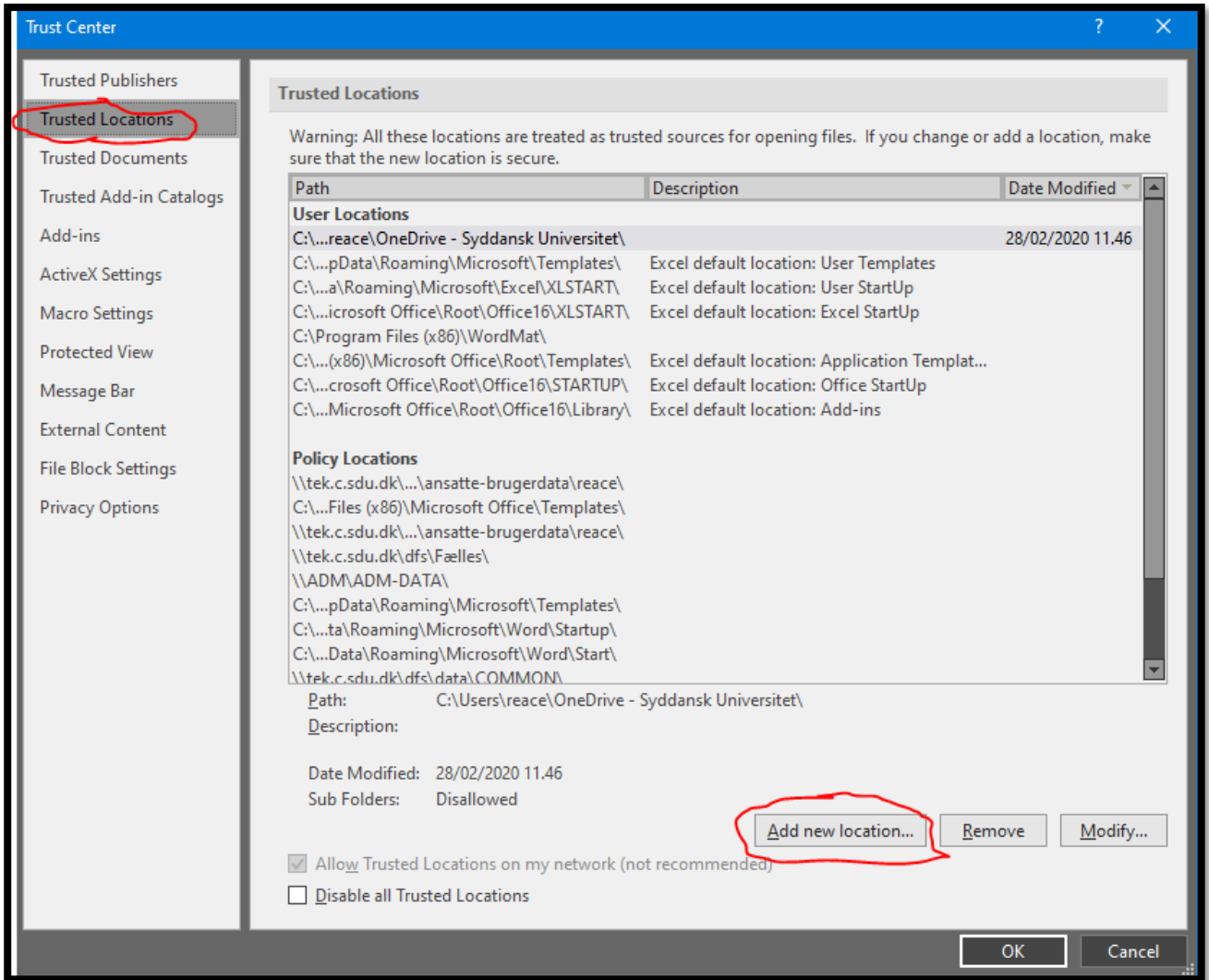
2. Next, go to **Options** located at the bottom



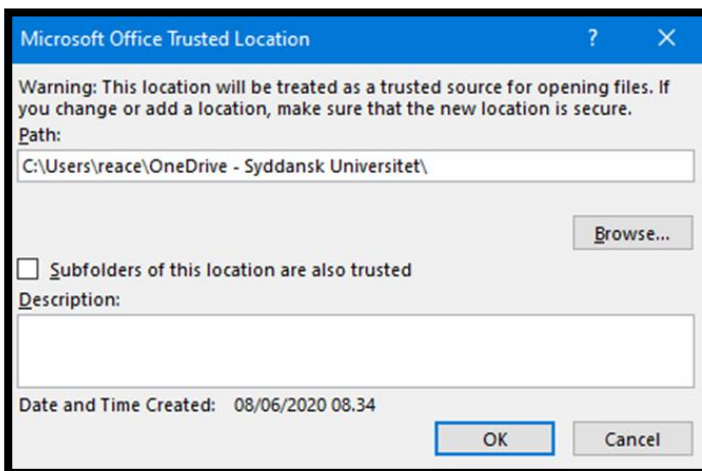
3. This will open a new window, go to **Trust Center** and click on **Trust Center Settings...**



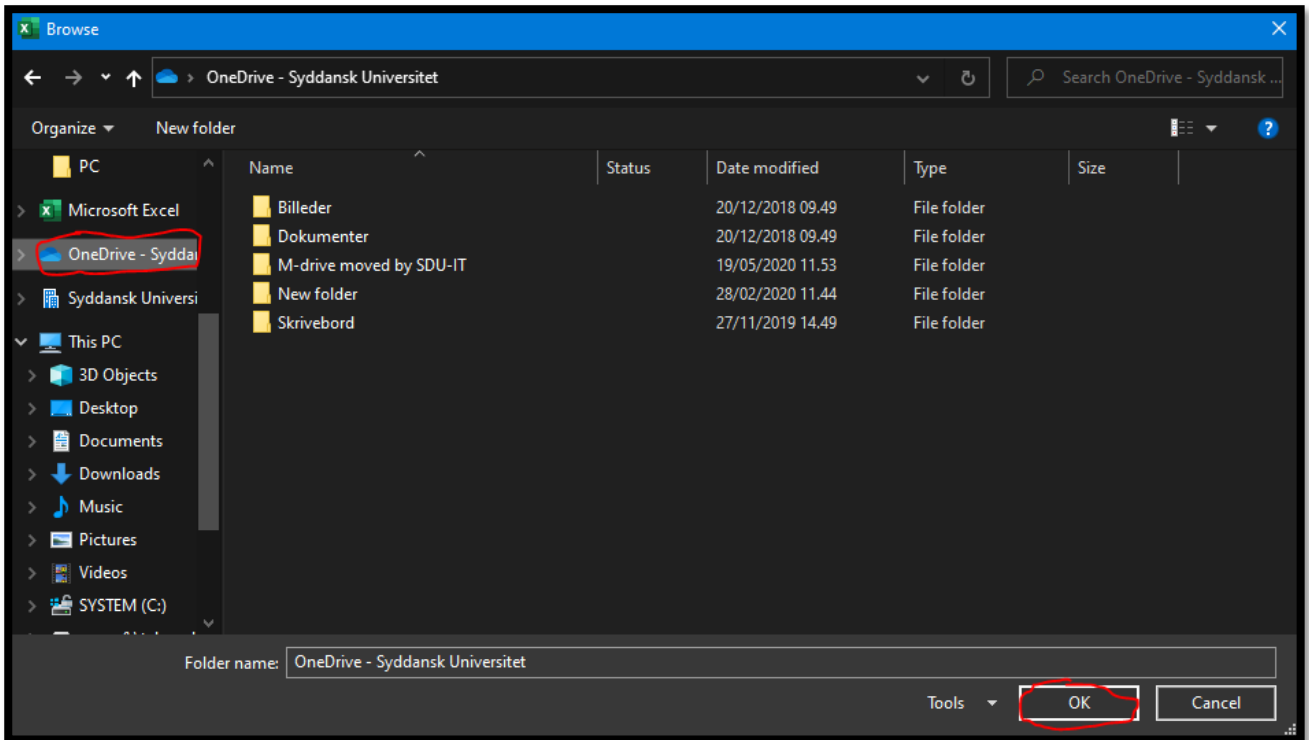
4. Now go to **Trusted Locations** and click on **Add new location**



5. Click on **Browse...** to choose the location



- Now you can find the folder you want to add as a trusted location, click on the folder and then click **OK** to add the folder.
 - Here I am adding my OneDrive as a trusted location.



- After that is done, close excel and then reopen your file from the trusted location – and now your macros should work 😊

Otherwise contact us at IT for more help 😊