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**

Trust Center			? X
Trusted Publishers Trusted Locations Trusted Documents	Trusted Locations Warning: All these locations are treated as trus sure that the new location is secure.	ted sources for opening files. If you change or	add a location, make
Trusted Add-in Catalogs Add-ins ActiveX Settings Macro Settings Protected View Message Bar External Content File Block Settings Privacy Options	Path User Locations C:\reace\OneDrive - Syddansk Universitet\ C:\pData\Roaming\Microsoft\Templates\ C:\a\Roaming\Microsoft\Excel\XLSTART\ C:\icrosoft Office\Root\Office16\XLSTART\ C:\cosoft Office\Root\Office16\XLSTART\ C:\cosoft Office\Root\Office16\STARTUP\ C:\crosoft Office\Root\Office16\STARTUP\ C:\microsoft Office\Root\Office16\STARTUP\ C:\microsoft Office\Root\Office16\STARTUP\ C:\microsoft Office\Root\Office16\STARTUP\ C:\microsoft Office\Root\Office16\STARTUP\ C:\microsoft Office\Root\Office16\Library\ Policy Locations \\tek.c.sdu.dk\\ansatte-brugerdata\reace\ C:\files (x86)\Microsoft Office\Templates\ \\tek.c.sdu.dk\drs\Fælles\ \\tek.c.sdu.dk\drs\Fælles\ \\ADM\ADM-DATA\ C:\pData\Roaming\Microsoft\Word\Startup\ C:\Data\Roaming\Microsoft\Word\Start\ \\tek.c.sdu.dk\drs\data\COMMON\ Path: C:\Users\reace\OneDrive - Description: Date Modified: 28/02/2020 11.46 Sub Folders: Disallowed	Description Excel default location: User Templates Excel default location: User StartUp Excel default location: Excel StartUp Excel default location: Application Templat Excel default location: Office StartUp Excel default location: Add-ins Syddansk Universitet\	Date Modified ▼ 28/02/2020 11.46 28/02/2020 11.46
	Allow Trusted Locations on my network (no Disable all Trusted Locations	ot recommended)	OK Cancel

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

Microsoft Office Trusted Location	?	×					
Warning: This location will be treated as a trusted source for opening files. If you change or add a location, make sure that the new location is secure. <u>P</u> ath:							
C:\Users\reace\OneDrive - Syddansk Universitet\							
Subfolders of this location are also trusted Description:	Brov	vse					
Date and Time Created: 08/06/2020 08.34	Ca	ncel					

Now you can find the folder you want to add as a trusted location, click on the folder and then click
 <u>OK</u> to add the folder.

Browse						×
← → ▼ ↑ 👄 > OneDrive - Syddansk Universitet			ٽ ~	Search OneDrive - Syddansk		
Organize 🔻 New folder						lii - ?
PC ^	Name	Status	Date modified	Туре	Size	
 Microsoft Excel OneDrive - Sydda Syddansk Universi This PC 3D Objects Desktop Downloads Music Pictures Videos SYSTEM (C:) 	Billeder Dokumenter M-drive moved by SDU-IT New folder Skrivebord		20/12/2018 09.49 20/12/2018 09.49 19/05/2020 11.53 28/02/2020 11.44 27/11/2019 14.49	File folder File folder File folder File folder File folder		
Folder	name: OneDrive - Syddansk Universitet			Tools 🔻	ОК	Cancel .:

- Here I am adding my OneDrive as a trusted location.

7. 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 😇