GSD. Global - Excel - Manage Add-ins in Microsoft Excel

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General Information:

Possible symptoms/errors:

User wants to know how to Manage Add-ins in Microsoft Excel

Alternative names of the system:

Add-insExcel Add-insMicrosoft Excel

IMPORTANT NOTICE:

N/A

Solution:

Add-ins provide optional commands and features for Microsoft Excel. If user need to use add-ins in Excel, they need to add and activate it. On the other hand, if they do not need to use add-ins, they can also disable it.

Details:

A. Activate an Excel Add-in

Advise user to click on File tab and then select Options.

In the Excel Options window, user must select Add-Ins.

In the Manage box, inform user to choose Excel Add-Ins and then click Go.

In the Add-ins dialog box, advise user to select the check box next to the add-in that they want to activate, and then click OK.

Note: If user cannot find the add-in that they want to activate in the Add-Ins available box, they may need to install it. Advise user to contact O365 support.

B. Inactivate an Excel Add-in

Advise user to Click on File tab and then select Options.

In the Excel Options window, user must select Add-Ins.

In the Manage box, choose Excel Add-Ins and then click Go.

In the Add-ins dialog box, advise user to clear the check box next to the add-in that they want to inactivate, and then click OK.

Note: When user inactivate an add-in, it will be removed from its group on the Excel ribbon. If the add-in is not yet removed in the ribbon after inactivating it, advise user to try to restart Excel.

If this article did not resolve the issue, advise user to contact O365 support.

Assignment Group:

Int_WW_Collaboration_WPaaS_SLS_FDT

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

O365 Support

https://fnc.service-now.com/sp?id=kb_article&sysparm;_article=KB0012329