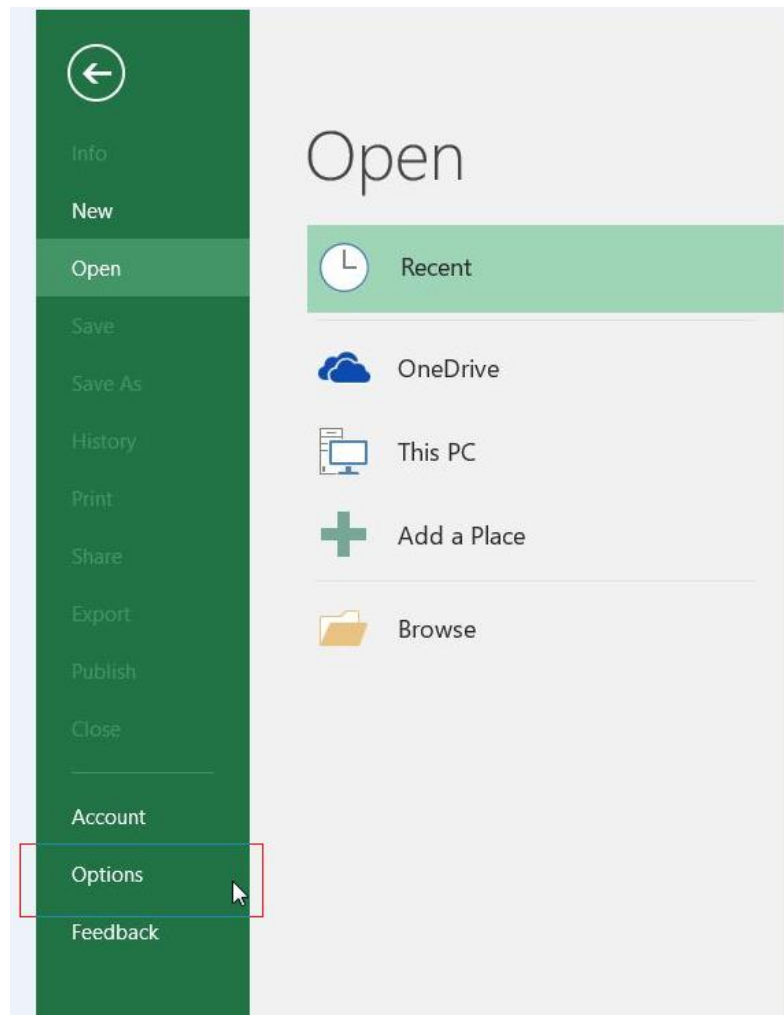
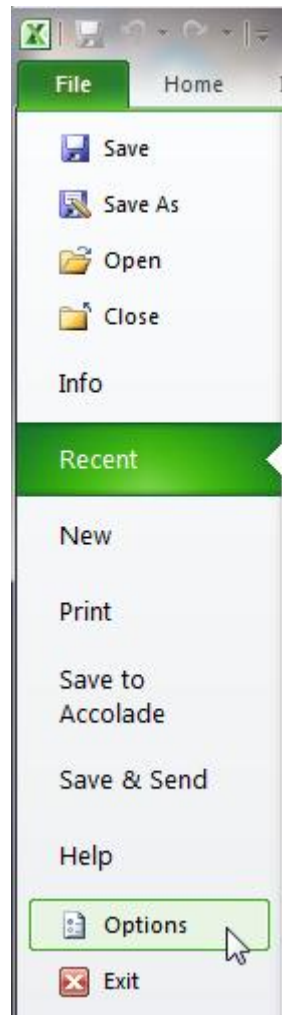
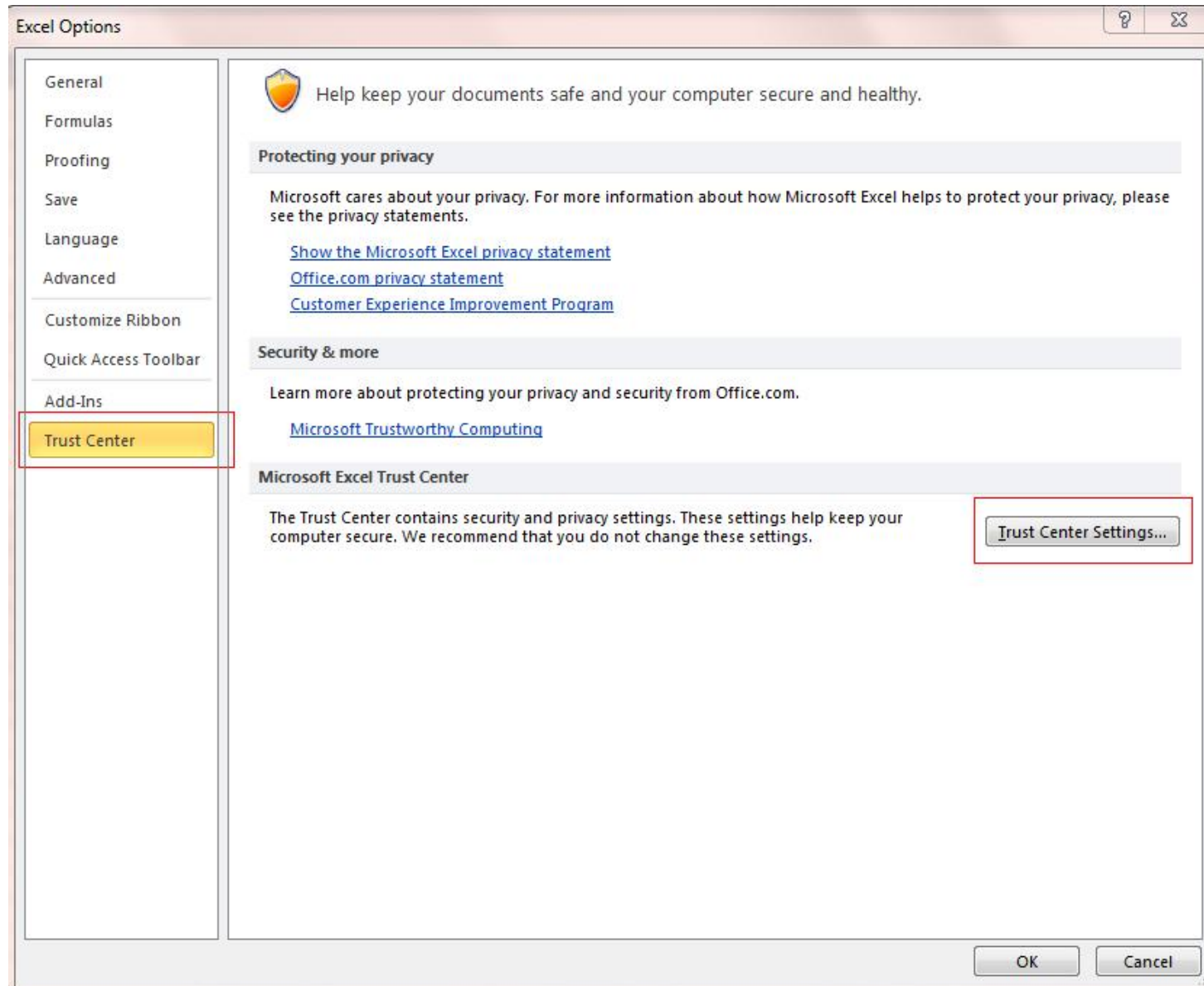


- Open your Excel application
- Click on File then click on Options

*Note: Left screen shot is from Excel 2010 version and right screen shot is from a newer version of Excel (i.e. 2016). The succeeding slides contain screen shots from Excel 2010 but you can follow the same steps for newer version of Excel.*



- Click on Trust Center (left pane)
- Then click on Trust Center Settings (right pane)



- Click on Protected View (left pane)
- Uncheck “Enable Protected View for files originating from the Internet” option
- Then click OK button

