

# LSEG Workspace | Office

## LSEG Workspace Add-in Installation Guide



Access to LSEG® data and tools is made available through separately installed add-ins. Each add-in provides an additional menu ribbon in Microsoft® Office apps.

This document provides information regarding the installation of the **LSEG Workspace** add-in.

## In this document

This document describes the pre-requisites and installation of the **LSEG Workspace** add-in. This add-in is made available through Microsoft AppSource.

The **LSEG Workspace** and **Workspace Lite** add-ins can run concurrently, and in conjunction with either of the desktop add-ins, **Workspace** or **Workspace (new)**, which offer additional capabilities. For further information on other Office add-ins, see the [Further reading](#) section.

## Pre-requisites

The following facilities must be installed or configured for the tools within the **LSEG Workspace** menu ribbon to be made available.

### Installing required Microsoft components

To use the **LSEG Workspace** add-in, install the following application:

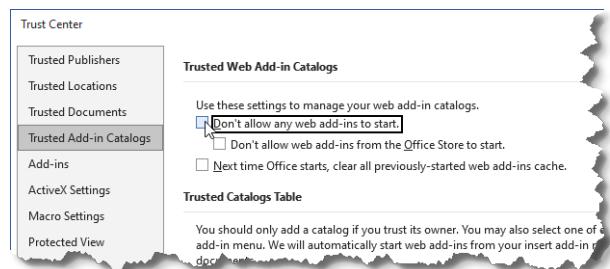
- [Microsoft Edge WebView2 Runtime](#)

### Microsoft 365 Trust Center policy settings

Certain groups under the Workspace add-in ribbons contain web-based capabilities<sup>1</sup>. As such, for these capabilities to be made available, the Group and/or Trust Center policies must be set to allow use of Web add-ins, otherwise they do not load.

To enable the use of Web add-ins, do the following:

1. Open a Microsoft 365 file (Word, Excel, ...).
2. Open the **File** menu.
3. Select **Options**.
4. In the Options dialog, select **Trust Center**.
5. Click the **Trust Center Settings...** button.
6. Select **Trusted Add-in Catalogs**.
7. Uncheck the **Don't allow any web add-ins to start** checkbox.



## Installing the add-ins

Make sure that your PC hardware and the operating system meet the required levels. For further information, refer to the [LSEG Workspace System Requirements](#).

<sup>1</sup> Web-based capabilities include Deals BI, Annotations, and Logos.

## Deploying the add-in centrally

Before you begin, see [Determine if Centralized Deployment of add-ins works for your organization](#).

To deploy the add-in:

1. In the [Microsoft365 admin center](#), go to the **Settings > Add-ins** page. If you cannot find the Add-in page, go to the **Settings > Integrated apps** page and choose **Add-ins**.
2. Select **Deploy Add-in** at the top of the page, and then click **Next**.
3. Click **Choose from the Store**.
4. Search for LSEG Workspace Add-In or use [this link](#).
5. On the next page, select **Everyone, Specific users/groups**, or **Just me** to specify to whom the add-in is deployed.
6. You can use the Search box to find specific users or groups.
7. Select **Deploy**.

A green tick appears when the add-in is deployed.

8. Follow the on-page instructions to test the add-in<sup>2</sup>.
9. When finished, click **Next**.
10. If you have deployed the add-in to yourself only, you can select **Change who has access to add-in** to deploy to more users.

## Installing the add-in individually

To install the **LSEG Workspace** add-in on your own machine:

1. Log in to Office 365 and open an Excel workbook or PowerPoint presentation.
2. Click the **Insert** tab in the navigation bar.
3. Select **Get Add-ins** from the ribbon. The Office Add-Ins window opens.
4. Select **Store** then type **LSEG Workspace add-in** into the search tool and press **Enter**.
5. Select **Add** to start the installation.

When it is done, you will see a new **LSEG Workspace** tab in the navigation bar.

➤ If you cannot access the Store, your administrator may have blocked third-party add-ins. Go to the My Organization and Admin Managed tabs to check whether the add-in is available for download. If not, contact your IT department and request the whitelisting of the following link for the add-in:

<https://appsource.microsoft.com/en-us/product/office/WA200000565>

## Add-ins

Add-ins		
Deploy Add-In		
	Name ↑	Description
	e-share	Universal Outlook plugin
	Microsoft Flow for Excel (Preview)	Automate repetitive tasks by integ...
	Refinitiv Add-in	Build your models in Excel using Refi...

## Deploy a new add-in

### Deploy from the Store

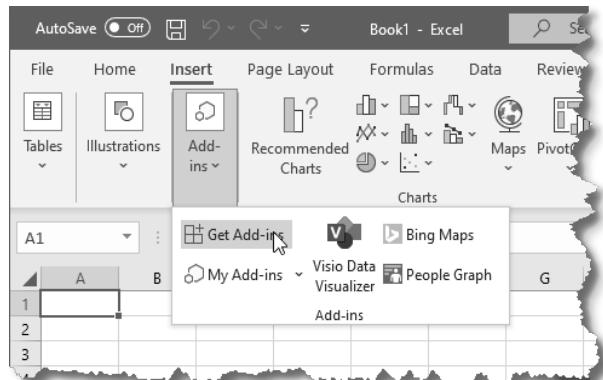
Get solutions tailored to your industry that work with the products you already use.

**Choose from the Store**

### Deploy a custom add-in

Create a new web application, or upload an add-in / integration for Office.

**Upload custom apps**



<sup>2</sup> You may need to relaunch the Office app to view the add-in icon on the app ribbon. Outlook add-ins can take up to 24 hours to appear on app ribbons.

## Further reading

For more detailed information regarding:

- Microsoft 365/Office version requirements and browser compatibility, refer to the [Workspace | Office – Add-in System Requirements](#).
- An overview and comparison of add-in capabilities, refer to the [Workspace | Office - Add-in Comparison](#).
- Prerequisites, installation, and deployment instructions for the required add-in, refer to the appropriate document for your add-in:
  - [Workspace | Office – Workspace Add-in Installation Guide](#)
  - [Workspace | Office – Workspace \(new\) Add-in Installation Guide \(Pilot\)](#)
  - This document, [Workspace | Office – LSEG Workspace Add-in Installation Guide](#)
  - [Workspace | Office – Workspace Lite Add-in Installation Guide](#)

© 2026 LSEG. Republication or redistribution of LSEG content, including by framing or similar means, is prohibited without the prior written consent of LSEG. LSEG is not liable for any errors or delays in LSEG content, or for any actions taken in reliance on such content. LSEG Data & Analytics logo is a trademark of LSEG and its affiliated companies.

[lseg.com](#)