

# LSEG Workspace | Office

## Workspace Lite 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 **Workspace Lite** add-in.

## In this document

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

The **Workspace Lite** and **LSEG Workspace** 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 **Workspace Lite** menu ribbon to be made available.

### Installing required Microsoft components

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

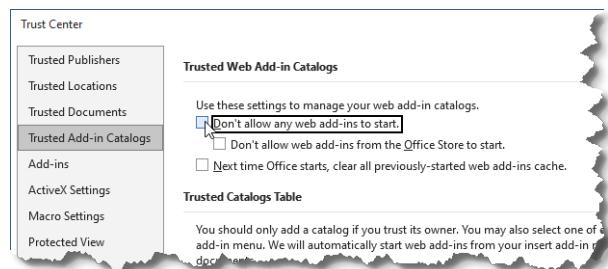
- [Microsoft Edge WebView2 Runtime](#)

### 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 **Workspace Lite 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 **Workspace Lite** 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 **Workspace Lite 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 **Workspace Lite** 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

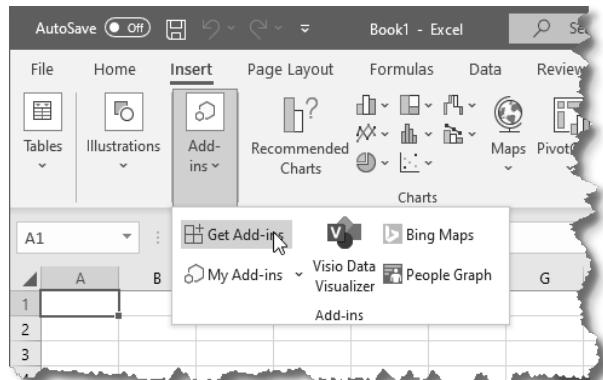
Get solutions tailored to your industry that work with the products you already use.

**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 \(Pilot\)](#)
  - [Workspace | Office – LSEG Workspace Add-in Installation Guide](#)
  - This document, [Workspace | Office – Workspace Lite Add-in Installation Guide](#)

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