

# LSEG Workspace | Office

## Workspace (new) Add-in Installation Guide (Pilot)



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 (new)** add-in.

## In this document

This document describes the pre-requisites and installation of the **Workspace (new)** add-in. Currently, this add-in is made available together with the pilot release of Workspace for HERE Core (formerly OpenFin) only.

The **Workspace (new)** add-in can be used in conjunction with the Web add-in, **LSEG Workspace**, which offers 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 (new)** menu ribbon to be made available.

### Installing required Microsoft components

To use the **Workspace (new)** add-in, install the following application:

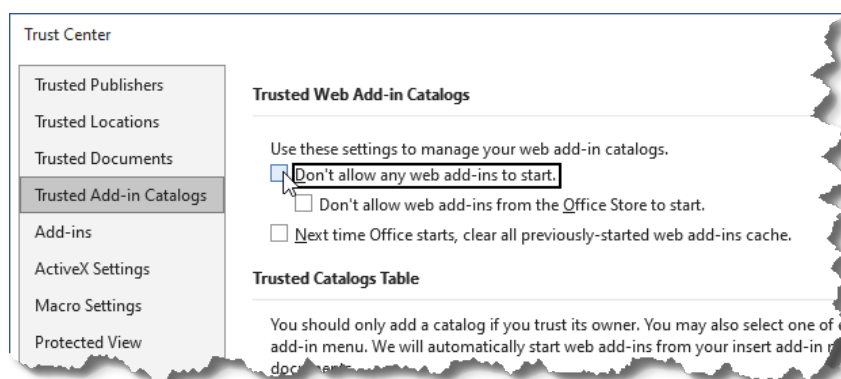
- [Microsoft Edge WebView2 Runtime](#)

### Microsoft 365 Trust Center policy settings

Certain groups under the **Workspace (new)** add-in ribbon 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, and so on).
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.



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

# Installing the add-in with the desktop release

The **Workspace (new)** add-in is installed together with the latest pilot release of Workspace.

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

To install the add-in, do the following:

- Download the required desktop product, using the link below:
  - [Workspace for HERE Core \(formerly OpenFin\)](#)
- Install the desktop product using the appropriate installation instructions found in the [Technical documentation](#) section of the Workspace home page.

Once complete, entries are created under your Start menu and the **Workspace (new)** menu is now available in Excel, PowerPoint, and Word.

For further information about the Workspace for HERE Core pilot release, refer to the following guides:

- [System Requirements](#)
- [Basic Installation Guide](#), which also includes download instructions
- [Installation and Configuration Guide](#), which contains more detailed information of corporate customers

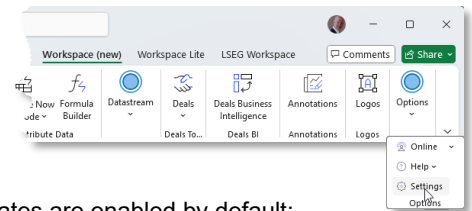
## Updating the add-in

During the pilot phase, the **Workspace (new)** add-in is upgraded using automatic updates only.

### Disabling automatic updates

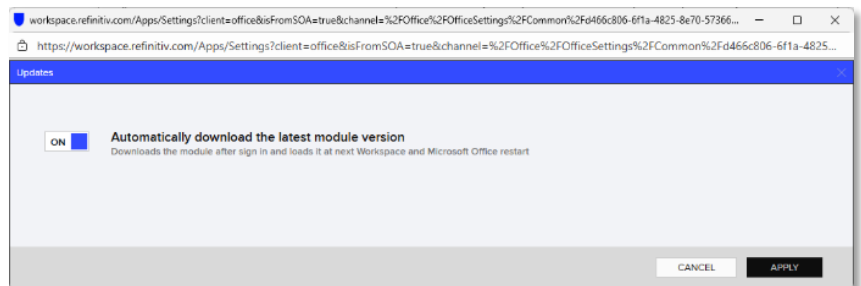
However, we provide an update feature that allows you to download critical updates outside of the release schedule and control the timing of updates. To access this feature:

- Select **Settings** from the Options section of the ribbon.
- In the Settings dialog, select **Updates** from the Office section of the menu.



The add-in update options are displayed in a separate dialog, where automatic updates are enabled by default:

- Click the **ON/OFF** slider button, labelled **Automatically download the latest module version**, moving it to the **OFF** position.



### Re-enabling automatic updates

As stated above, by default, automatic updates are enabled. However, if automatic updates were disabled, to re-enable the add-in to update to the latest version automatically:

- Click the **ON/OFF** slider button, labelled **Automatically download the latest module version**, moving it to the **ON** position<sup>2</sup>. You can reverse this change simply by clicking the slider button again.
- Click **Apply**, which saves the **ON** setting and closes the dialog.
- Restart all open Microsoft Office (Word, Excel, and PowerPoint) apps.

<sup>2</sup> **ON** is the default state for this option.

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

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