

# LSEG Workspace | Office

## 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 **Workspace** add-in.

### In this document

This document describes the pre-requisites and installation of the **Workspace** add-in. This add-in is made available in the following ways:

- Installed together with the pilot release of Workspace for HERE Core (formerly OpenFin)
- Installed as a standalone product

The **Workspace** add-in can be used in conjunction with the Web add-ins, **LSEG Workspace** and/or **Workspace Lite**, 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** menu ribbon to be made available.

#### Installing required Microsoft components

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

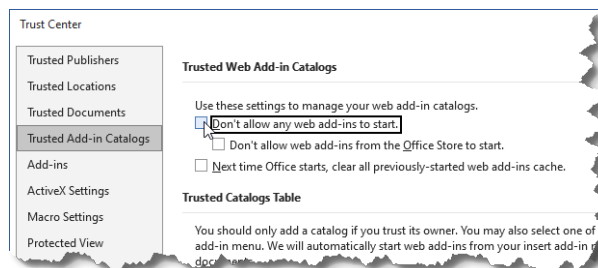
- [Microsoft Edge WebView2 Runtime](#)

#### 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.



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

# Installing the add-in with the desktop release

The desktop add-ins for Microsoft Office are installed together with the latest desktop release.

- ★ 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:

1. Download the required desktop product, using the link below:
  - [Workspace Desktop](#)
2. 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** menu is now available in Excel, PowerPoint, and Word.

## Updating the add-in

As part of the Workspace Desktop release, the Microsoft Office add-ins are upgraded automatically. However, we provide a feature which allows you to download critical updates outside of the release schedule. This feature allows you to control the timing of updates. To access this feature:

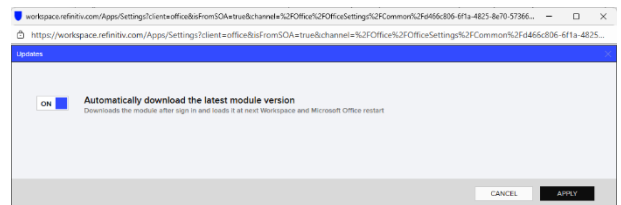
1. Select **Settings** from the Options section of the ribbon.
2. In the Settings dialog, select **Updates** from the Office section of the menu.

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

### Enabling automatic updates

To enable the add-ins to update to the latest version automatically:

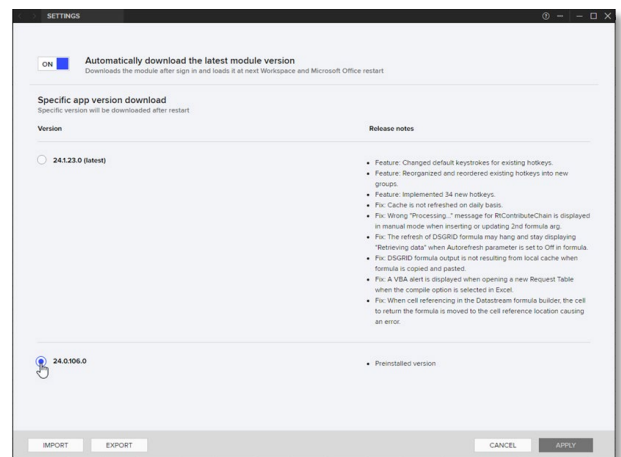
1. Click the **OFF** slider button, labelled **Automatically download the latest module version**. You can reverse this change simply by clicking the slider button again.
2. Click **Apply**, which saves the **ON** setting and closes the dialog.
3. Restart all instances of Workspace.



### Upgrading to a selected version

If automatic updates are turned off, you can select an update to apply, allowing you to roll back or forward to a version of your choice:

1. Select the radio button that is adjacent to the required version:
2. Click **Apply**, which saves the changed setting and closes the dialog.
3. Restart all instances of Workspace to revert to your chosen version.



### Importing and exporting settings

The **Import** and **Export** buttons provide standard setting management functions. You can use:

- **Export** to create a shared configuration file, and
- **Import** to apply a shared configuration.

## Known issues

For users installing LSEG Workspace without automatic update – that is, using `--machine-autoupdate-no` – the Excel add-in will not load correctly on non-virtual machines. This is because the default location of the Office registry key is registered at HKLM. For more information, see [PCN206237](#).

To correct the registry key location, use the command:

```
<install path>/RefinitivWorkspace.exe --update-office-registry=HKCU
```

## 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:
  - This document, [Workspace | Office – Workspace Add-in Installation Guide](#)
  - [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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