

LSEG WORKSPACE ADD-INS 365 INSTALLATION GUIDE

Access to LSEG® data and tools is provided through two separately installed add-ins. These provide additional menu ribbons in certain Office apps of Microsoft® 365, where:

- The core product is the **Workspace** add-in, which has a comprehensive set of capabilities.
- The lighter offering is the **Workspace 365** add-in, which provides basic capabilities but extends across both macOS and web browser environments.

This document describes the pre-requisites and installation of the **Workspace 365** add-in.

Additional information

For more detailed information regarding:

- Microsoft Office version requirements and browser compatibility, refer to the [Workspace Add-Ins - System Requirements](#).
- Tools supported by each add-in, refer to the [Workspace Add-Ins - Microsoft Office Version Comparison](#).
- Prerequisites, installation, and deployment instructions for the required add-in, refer to:
 - the [Workspace Add-Ins - Office Installation Guide](#), or
 - this document for **Workspace 365** information.

Pre-requisites

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

Installing required Microsoft components

To use the **Workspace 365** add-in, you must install the following Microsoft application:

- [Microsoft Edge WebView2 Runtime](#)

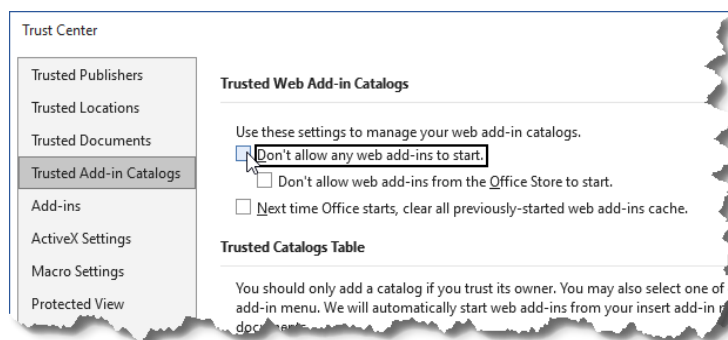
Trust Center policy settings

If the Group and/or Microsoft 365 Trust Center policies are set to deny the use of Web add-ins, certain **Workspace 365** add-in menu ribbon items¹ will not load.

¹ Items that are not loaded include Deals BI, Linking, Hotkeys, Traces, Auto Color, Define Palette, Comp List, Annotations, and Logos.

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

1. Open a Microsoft 365 file (Word document, Excel spreadsheet, ...).
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 Microsoft Office add-in

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

Deploying the add-in centrally

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

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**.

Add-ins				
+ Deploy Add-In				
Name ↑	Description	Host Apps	Status	
e-share	Universal Outlook plugin	Outlook	Ok	
Microsoft Flow for Excel (Preview)	Automate repetitive tasks by integrating your favorite apps and services with Microsoft Flow.	Excel	Ok	
Refinitiv Add-in	Build your models in Excel using Refinitiv's unique content and analytics	Excel, Word	Ok	

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 365 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.

You can use the Search box to find specific users or groups.

6. Select **Deploy**.

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

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.

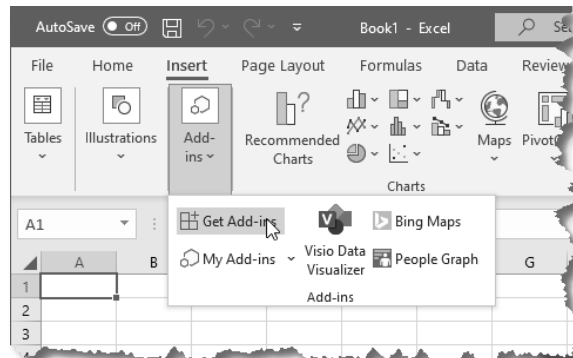
Upload custom apps

7. Follow the on-page instructions to test the add-in².
8. When finished, click **Next**.
9. 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 365** 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 365** 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 365** tab in the navigation bar.



Important: 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>

Known issues

Workspace installations without automatic update

For users installing LSEG Workspace 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.

To correct the registry key location, use the command:

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

For more information, see [PCN206237](#).

² 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.