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 items will not load.

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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.
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.

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.
7. Follow the on-page instructions to test the add-in.

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:


**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**.

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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.