Access to LSEG® data and tools is provided through either of the following separately installed add-ins. These tools provide an additional menu ribbon in certain Microsoft® Office apps, where:

- **Workspace**
  
  This add-in is the core product, which has a comprehensive set of capabilities. This add-in is the recommended add-in for most users.

- **Workspace Lite**
  
  This add-in provides basic capabilities and is typically recommended for macOS and web browser-based environments due to its functional limitations.

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

### 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 this add-in, you must 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. 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.

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1 Web-based capabilities include Deals BI, Linking, Hotkeys, Traces, Auto Color, Define Palette, Comp List, Annotations, and Logos.
6. You can use the Search box to find specific users or groups.
7. Select Deploy.

![Deploy a new add-in](image)

8. A green tick appears when the add-in is deployed.
9. Follow the on-page instructions to test the add-in².
10. When finished, click Next.
11. 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**.
   Select **Add** to start the installation. When it is done, you will see a new Workspace Lite 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:


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.

### Additional information

For more detailed information regarding:

- Microsoft 365/Office version requirements, browser compatibility, and tools supported by each add-in, refer to the **Workspace Add-Ins - System Requirements**.
- Prerequisites, installation, and deployment instructions for the required add-in, refer to:
  - the **Workspace Add-Ins - Workspace Installation Guide**, or
  - this document for Workspace Lite information.

### 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:

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

For more information, see **PCN206237**.