

Guide to allow Macros in files downloaded via the internet

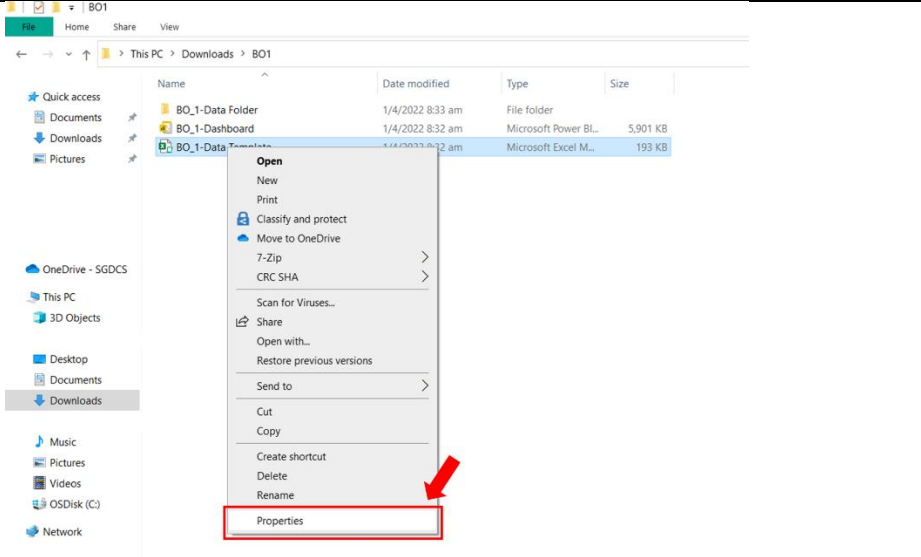
Introduction

With reference to Microsoft's policy change starting from June 2022, Microsoft Office has changed the default setting of Office applications to block macros from the internet for better security.

You may read more here: <https://docs.microsoft.com/en-us/DeployOffice/security/internet-macros-blocked>

Guide

Before you can access the files downloaded for BI tools, please disable the macro block using the instructions below.

<p>1. Locate the BI file downloaded, right click and select 'Properties'</p>	 <p>The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Downloads > BO1'. The main pane displays a list of files and folders. A context menu is open over the file 'BO_1-Data', which is a Microsoft Excel file. The 'Properties' option at the bottom of the context menu is highlighted with a red rectangular box, and a red arrow points to it from the right.</p>
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2. Under the 'General' tab, ensure the checkbox of unblock is ticked.

