



Installation Guide

Some Excel add-ins are located on your computer and can be installed or activated by clicking Browse (in the Add-Ins dialog box) to locate the add-in, and then clicking OK. Other add-ins that are not available on your computer can be downloaded and installed through a Web browser from Downloads or from other sites on the Internet or a server in your organization. It is recommended to relocate the Add-in into the original Excel folder provided for Add-Ins, which allows more effective Add-Ins management.

To activate an Excel add-in:

1. Click the **File** tab, click **Options**, and then click the **Add-Ins** category.
2. In the **Manage** box, click **Excel Add-ins**, and then click **Go**.
3. The **Add-Ins** dialog box appears.
4. In the **Add-Ins available** box, select the check box next to the add-in that you want to activate, and then click **OK**. If the Add-In is not you want to install is not available in the box then copy the desired Add-In from the file explorer into the Add-Ins box.



[watch Video 1](#)

[watch Video 2](#)