

## Settings needed to view reports in Excel

### 1. In MS Internet Explorer 6.0 or Later...

- a. Navigate to Tools/Internet Options/"Security" Tab.
- b. Click on the "Custom Level" button in the Local Intranet section.
- c. Set the Option *"Initialize and script Active X controls not marked as safe"* to "Prompt".
- d. Click the "OK" button.
- e. Click the "OK" button on the Internet Options screen.

### 2. In MS Internet Explorer 6.0 or Later...

- a. Navigate to Tools/Internet Options/"Security" Tab.
- b. Click on the "Sites" button in the Local Intranet section.
- c. Click on the "Advanced" button.
- d. Enter "https://mybiz.rit.edu" in the "Add this Web Site to the Zone" field.
- e. Click the "Add" button.
- f. Click the "OK" button.
- g. Click the "OK" button on the Internet Options screen.

### 3. In MS Excel

- a. Navigate to Tools/Macro/Security/Trusted Sources
- b. Select Trusted Publishers tab.
- c. Check "Trust access to Visual Basic Project".