

How to Enable Macros for Documents at Michigan Medicine

At Michigan Medicine, in order to run documents that contain macros, you need to place them in a **trusted location** on your computer. This security measure has been put in place to ensure that macros—potentially harmful code—are only allowed to run in safe, authorized folders.

Please follow these steps to place your document in the correct folder and allow it to run macros:

Step 1: Show Hidden Files and Folders

1. **Open File Explorer**
 - Press the **Windows** key + **E** on your keyboard, or click on the **File Explorer** icon in the taskbar.
2. **Make Hidden Folders Visible**
 - In File Explorer, click on the **View** tab at the top of the window.
 - In the **Show/Hide** section, check the box labeled **Hidden items**. This will make hidden folders (like AppData) visible.

Note: Certain folders, like **AppData**, are hidden by default to protect important system files and settings from accidental modification. These folders contain configuration data that programs need to run properly, and hiding them prevents users from inadvertently making changes that could impact system performance or security.

Step 2: Access the Trusted Location Folder

1. **Navigate to the Trusted Folder**
 - In the File Explorer address bar, type the following path and press **Enter**:
 - **C:\Users\<YourUsername>\AppData\Roaming\Trusted**

Replace <YourUsername> with your actual Username. For example, if your Username is "johnsmith", the path would be:

C:\Users\johnsmith\AppData\Roaming\Trusted
2. **Move or Copy Your Document**
 - Once you're in the **Trusted** folder, **copy or move your document** that contains macros into this folder.

Step 3: Open Your Document

- Now, when you go to the **C:\Users<YourUsername>\AppData\Roaming\Trusted** folder and double-click your document, it should open in Word or Excel with macros enabled.
- If prompted, click **Enable Macros** to allow them to run.

This trusted location process has been implemented for security purposes to prevent potentially harmful macros from running in documents stored in unauthorized folders. By using the trusted location, we ensure that only safe documents can run macros on your computer.