## How to unblock workbook macros

## Background

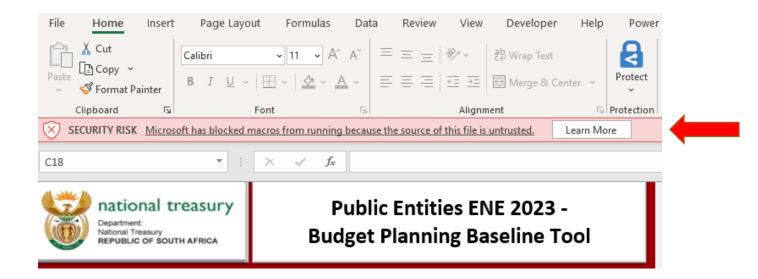
Microsoft is making security changes so that any Microsoft office files downloaded from the internet which contain macros will be blocked by default. While it may be frustrating to users, it ensures they stay safe online, which is of critical importance. This change has started to roll out to those on the Beta/Insiders channel of the Office 365 subscription.

Previously, when users opened macro files with the Mark of the Web, there was a warning which required the user to Enable Content.



Unfortunately, too many users were clicking **"Enable Content"** without considering whether the file is safe.

The new behavior that users will see is a message: **"Microsoft has blocked macros from running because the source of this file is untrusted"**. This will be the same message for most files downloaded from the internet, so even safe macros will have this warning. Microsoft is hoping that users will only enable files they trust.



The steps to unblock a file are:

- 1. Close the workbook
- 2. Navigate to the location where the workbook is saved
- 3. **Right-click** on the file and select **Properties** from the menu

20 N	NHLS_ENE_PE83.xlsm 11,	/21/2022 3:42 PM	
	Open		
	New		
	Print		
A	Classify and protect		<b>\</b>
	Move to OneDrive		<u>ا</u>
÷	Send with Transfer		<u>ا</u>
	Back up to Dropbox		
	Move to Dropbox		
	Scan for Viruses		
È	Share		
	Open with	>	
	Give access to	>	
۲	Add to archive		
۲	Add to "Public Entities Quarterly Reporting 202223V1.1.2 (1).rar"		
۲	Compress and email		
۲	Compress to "Public Entities Quarterly Reporting 202223V1.1.2 (1).rar" and e	email	
	Restore previous versions		
	Send to	>	
	Cut		
	Сору		
	Create shortcut		
	Delete		
	Rename		
	Properties		-

## 4. Check the **Unblock** box, then click **OK**

NHLS_ENE_PE83.xlsm Properties				
General Secu	rity Details Previous Versions			
X	NHLS_ENE_PE83.xlsm			
Type of file:	Microsoft Excel Macro-Enabled Worksheet (xlsm)			
Opens with:	X Excel Change			
Location:	C:\Users\1795\Downloads			
Size:	2.07 MB (2 180 892 bytes)			
Size on disk:	2.08 MB (2 187 264 bytes)			
Created:	Today, November 24, 2022, 7 minutes ago			
Modified:	Today, November 24, 2022, 7 minutes ago			
Accessed:	Today, November 24, 2022, 7 minutes ago			
Attributes:	Read-only Hidden Advanced			
Security:	This file came from another computer and might be blocked to help protect this computer.			
	OK Cancel Apply			

5. Open the workbook

Now the workbook will be unblocked and the macros can now be run. It is essential to only unblock files from sources that you trust.