

LSEG

WORKSPACE ADD-INS

WORKSPACE LITE INSTALLATION GUIDE

Access to LSEG® data and tools is provided through either of the following separately installed add-ins. These tools provide an additional menu ribbon in certain Microsoft® Office apps, where:

– **Workspace**

This add-in is the core product, which has a comprehensive set of capabilities. This add-in is the recommended add-in for most users.

– **Workspace Lite**

This add-in provides basic capabilities and is typically recommended for macOS and web browser-based environments due to its functional limitations.

This document describes the pre-requisites and installation of the Workspace Lite add-in.

Pre-requisites

The following facilities must be installed or configured for tools within the menu ribbon to be made available.

Installing required Microsoft components

To use this add-in, you must install the following application:

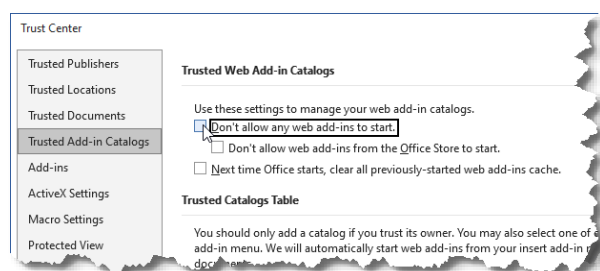
- [Microsoft Edge WebView2 Runtime](#)

Microsoft 365 Trust Center policy settings

Certain groups under the Workspace add-in ribbons contain web-based capabilities¹. As such, for these capabilities to be made available, the Group and/or Trust Center policies must be set to allow use of Web add-ins, otherwise they do not load.

To enable the use of Web add-ins, do the following:

1. Open a Microsoft 365 file (Word, Excel, ...).
2. Open the **File** menu.
3. Select **Options**.
4. In the Options dialog, select **Trust Center**.
5. Click the **Trust Center Settings...** button.
6. Select **Trusted Add-in Catalogs**.
7. Uncheck the **Don't allow any web add-ins to start** checkbox.



Installing the Office add-in

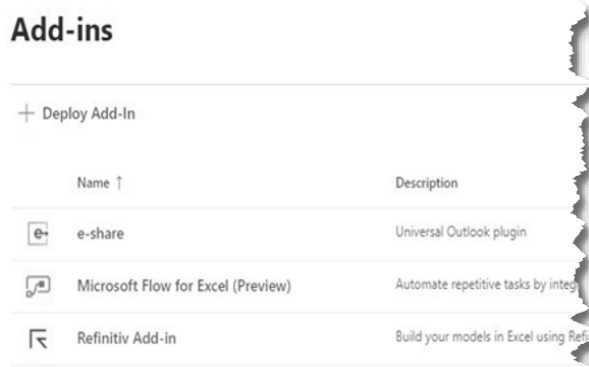
Make sure that your PC hardware and the operating system meet the required levels. For further information, refer to the LSEG Workspace System Requirements.

Deploying the add-in centrally

Before you begin, see [Determine if Centralized Deployment of add-ins works for your organization](#).

To deploy the add-in:

1. In the [Microsoft365 admin center](#), go to the **Settings > Add-ins** page. If you cannot find the Add-in page, go to the **Settings > Integrated apps** page and choose **Add-ins**.

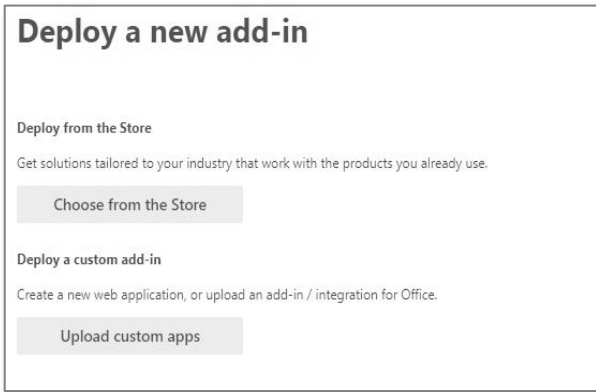


2. Select **Deploy Add-in** at the top of the page, and then click **Next**.
3. Click **Choose from the Store**.
4. Search for Workspace Lite Add-In or use [this link](#).
5. On the next page, select **Everyone**, **Specific users/groups**, or **Just me** to specify to whom the add-in is deployed.

¹ Web-based capabilities include Deals BI, Linking, Hotkeys, Traces, Auto Color, Define Palette, Comp List, Annotations, and Logos.



- You can use the Search box to find specific users or groups.
- Select **Deploy**.

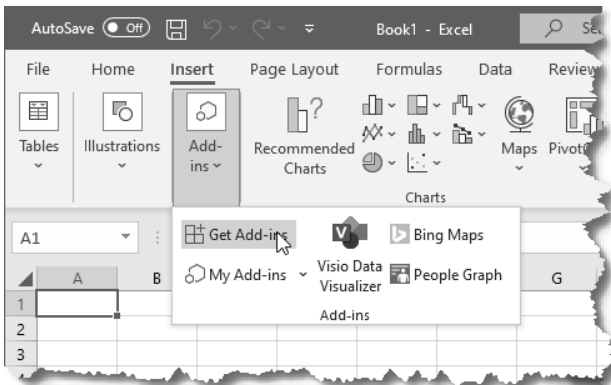


- A green tick appears when the add-in is deployed.
- Follow the on-page instructions to test the add-in².
- When finished, click **Next**.
- If you have deployed the add-in to yourself only, you can select **Change who has access to add-in** to deploy to more users.

Installing the add-in individually

To install the Workspace Lite add-in on your own machine:

- Log in to Office 365 and open an Excel workbook or PowerPoint presentation.
- Click the **Insert** tab in the navigation bar.
- Select **Get Add-ins** from the ribbon. The Office Add-Ins window opens.



- Select **Store** then type Workspace Lite add-in into the search tool and press **Enter**.

Select **Add** to start the installation. When it is done, you will see a new Workspace Lite tab in the navigation bar.

Important: If you cannot access the Store, your administrator may have blocked third-party add-ins. Go to the My Organization and Admin Managed tabs to check whether the add-in is available for download. If not, contact your IT department and request the whitelisting of the following link for the add-in:

<https://appssource.microsoft.com/en-us/product/office/WA200000565>

- You may need to relaunch the Office app to view the add-in icon on the app ribbon. Outlook add-ins can take up to 24 hours to appear on app ribbons.

Additional information

For more detailed information regarding:

- Microsoft 365/Office version requirements, browser compatibility, and tools supported by each add-in, refer to the [Workspace Add-Ins - System Requirements](#).
- Prerequisites, installation, and deployment instructions for the required add-in, refer to:
 - the [Workspace Add-Ins - Workspace Installation Guide](#), or
 - this document for Workspace Lite information.

Known issues

Workspace installations without automatic update

For users installing LSEG Workspace using `--machine-autoupdate-no`, the Excel add-in will not load correctly on non-virtual machines. This is because the default location of the Office registry key is registered at HKLM.

To correct the registry key location, use the command:

```
<install path>/RefinitivWorkspace.exe --update-office-registry=HKCU
```

For more information, see [PCN206237](#).