Install an Excel Add-In

[Applies to Excel 2007, 2010, 2013, 2016]

An Excel Add-In is a special kind of Excel file (*.xlam) created to provide additional functionality to Excel. Add-Ins are usually stored in a particular folder on your computer but can be accessed from any folder. Before an Add-In can be used it must be installed on the computer and activated in Excel. The process is quite simple and this document guides you through the necessary steps.

Install the Add-In File

Installing the file is simply putting it in a place where Excel can find it. In Excel 2010 the normal location for Excel Add-Ins is:

C:\Users\<USERNAME>\AppData\Roaming\Microsoft\AddIns

If you can't see the *AppData* folder in Windows Explorer click the **Organize** button and choose **Folder and Search Options** from the menu. In the **Folder Options** dialog box click the **View** tab and select **Show hidden files, folders, and drives** then click **OK**.

Copy the Excel Add-In file into the *AddIns* folder (NOTE: If you choose to store the Add-In file somewhere else you will have to Browse for it in a later step.)

Activate the Add-In

Open Excel and go to the **File** tab. Choose **Options** to open the *Excel Options* dialog then click **Add-Ins**. You will see a list of Add-Ins that Excel is currently aware of (*Fig. 1*). If you stored the Add-In in the *AddIns* folder you should see it listed under the heading *Inactive Application Add-Ins*.

Fig. 1 Excel displays a list of inactive Add-ins.

At the bottom of the dialog box is a drop-down list marked **Manage**. Make sure that **Excel Add-Ins** is selected then click the button marked **Go**. The *Excel Options* dialog closes returning you to Excel and the *Add-Ins* dialog appears (*Fig. 2*). Place a tick in the checkbox next to the Add-In you wish to activate then click **OK**. (NOTE: If you chose to store your Add-In elsewhere it will not immediately appear in the list. Instead click the button marked **Browse**, locate and select your Add-In file and click **Open**. From now on it will appear in the Add-Ins list.)
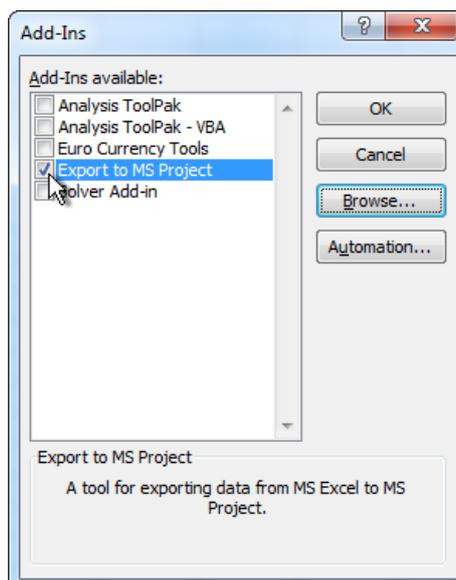

Fig. 2 Activating an Excel Add-In.

The Add-in is now activated. Active Add-In files are loaded by Excel when the program starts and their functionality (tools, macros, functions etc.) is available whenever you open Excel unless you de-activate the Add-In.

De-activate an Add-In

If at any time you wish to de-activate an Add-In return to the *Add-Ins* dialog and remove the tick from the checkbox next to the Add-In you wish to deactivate. The name of the Add-In will remain in the list and available for you to activate again as long as it is kept in the same location.