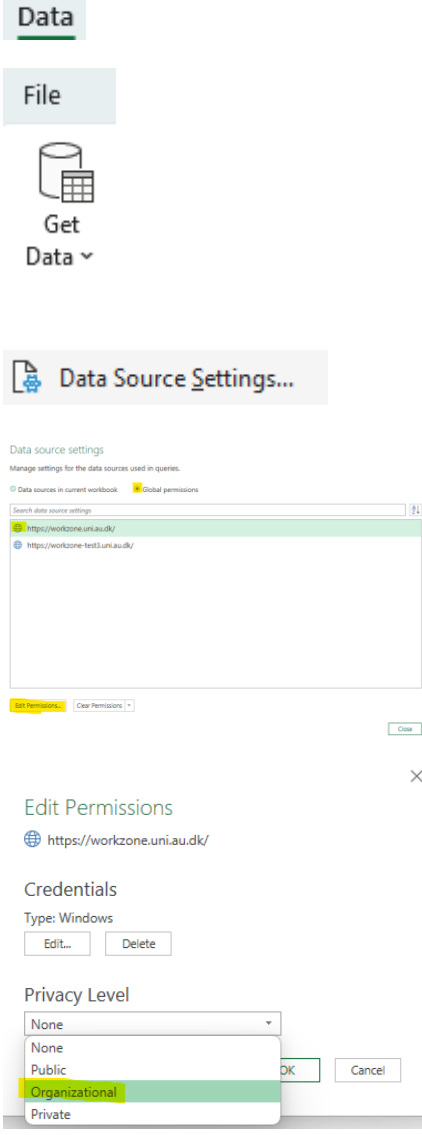


# Adjust Excel security settings

This guide shows how to change security settings if you have selected the wrong option or simply want to modify them.

See also the guide: *Open an Excel sheet exported from Workzone*

Instruction	Explanation	Navigation
<p><b>Open Excel</b></p>	<p>Your computer must be on AU’s wired network or be connected via VPN</p> <p>Open Excel</p>	
<p><b>Adjust settings</b></p>	<p>Click the <b>Data</b> tab</p> <p>Click <b>Get Data</b> and select <b>Data Source Settings</b></p> <p>Select <b>Global permissions</b></p> <p>Choose the URL line with the small web icon</p> <p>Click <b>Edit Permissions</b></p> <p>In the dialog box, you can now select the desired option.</p> <p>Click <b>OK</b></p> <p>The setting is now saved for all data sources that connect to the selected URL</p>	 <p>The screenshot shows the 'Data Source Settings' dialog box in Excel. It includes a search bar for data source settings, a list of sources with a small globe icon next to the selected URL 'https://workzone.uni.au.dk/'. Below this is the 'Edit Permissions' section, which shows the URL, 'Type: Windows', and a 'Privacy Level' dropdown menu. The 'Privacy Level' dropdown is open, showing options: None, Public, Organizational (highlighted), and Private. 'OK' and 'Cancel' buttons are visible at the bottom right.</p>