Instructions for Relinking the MI Office Add-In for Microsoft Excel

Sometimes the MI Office Add-In does not install correctly and needs to be manually relinked. When this happens, users may still see the MI Office Ribbon, but are unable to refresh any templates or receive a #NAME? error in cells.

Step 1: Open any Excel spreadsheet.

Step 2: In the top-left corner of Excel, click **File → Options.**

Step 3: Select **Add-Ins → Go** (Next to Manage Excel Add-Ins)
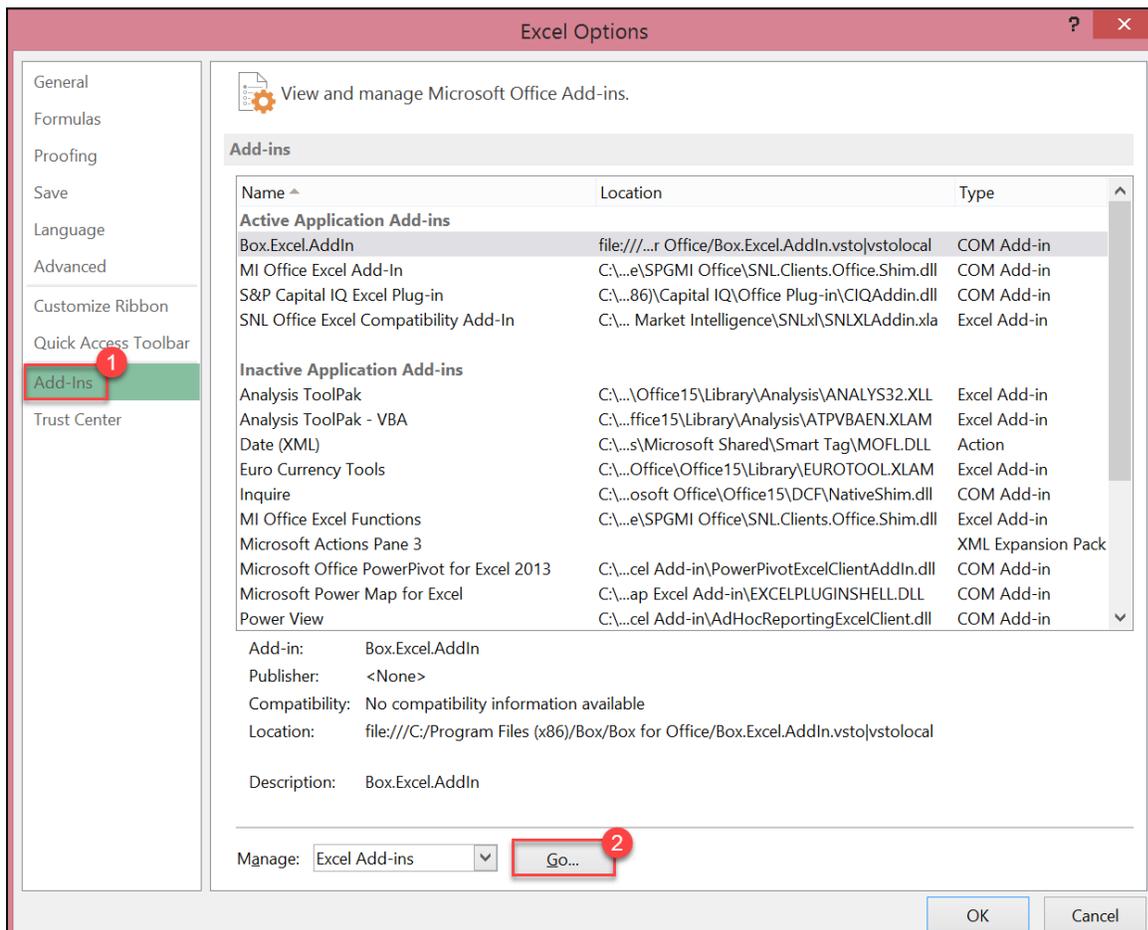
Step 4: This will open the list of available Add-Ins. If **MI Office Excel Functions (v3.0)** and **SNL Office Excel Compatibility Add-In** are not present, we will need to manually add them.

First choose **Browse**.
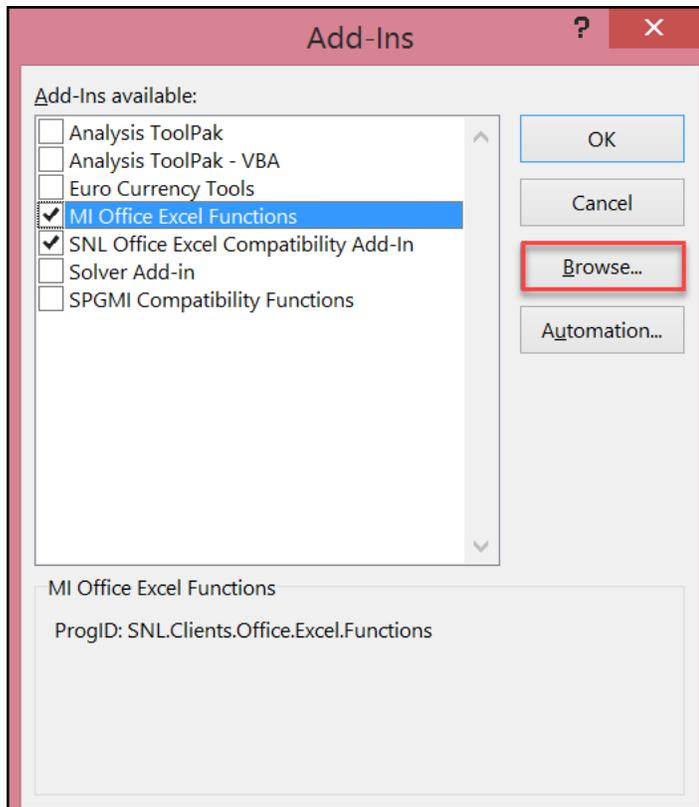
Step 5: Navigate to the **Local Disk (C:)** and open **Program Files (x86).**
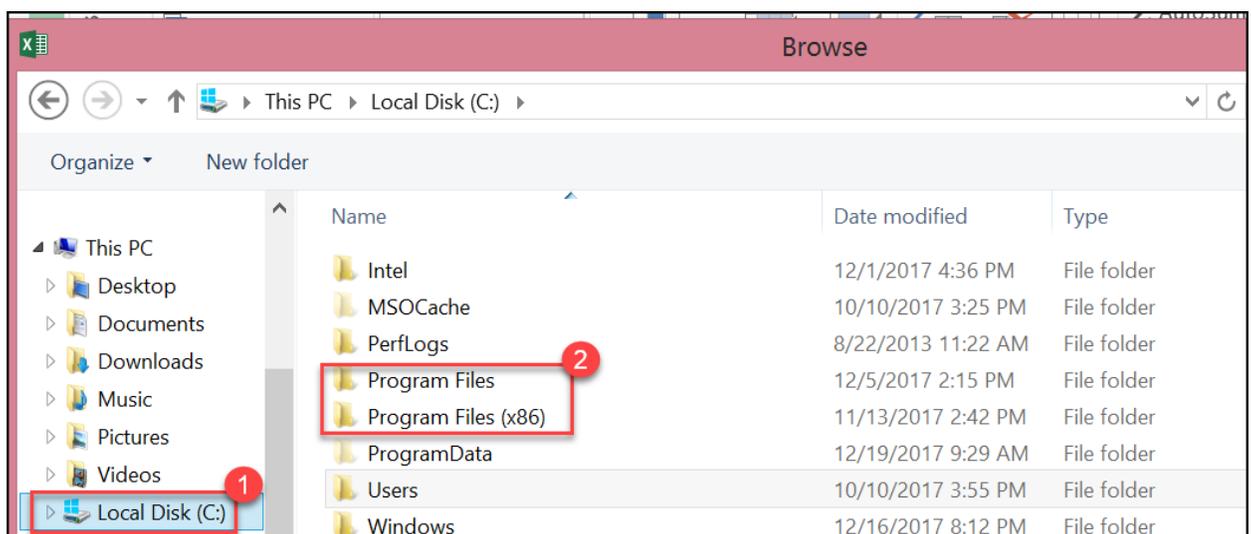
Step 6: In this folder, you will either see **SNL Financial** or **SP Global Market Intelligence.** Please open the applicable folder.

Note: The SNL Financial may be within the SP Global Market Intelligence folder. If you do not see either of these folder in Program Files (x86), please check **Program Files** *on the previous screen.*

Name	Date modified	Type	Size
Microsoft Analysis Services	10/10/2017 3:27 PM	File folder	
Microsoft Office	10/10/2017 3:27 PM	File folder	
Microsoft Silverlight	10/10/2017 7:14 PM	File folder	
Microsoft SQL Server	10/10/2017 3:27 PM	File folder	
Microsoft WSE	10/10/2017 3:45 PM	File folder	
Microsoft.NET	10/10/2017 3:27 PM	File folder	
Mozilla Firefox	11/2/2017 11:02 PM	File folder	
MSBuild	3/28/2016 9:47 AM	File folder	
PhishMe	10/10/2017 5:45 PM	File folder	
Realtek	10/10/2017 3:17 PM	File folder	
Reference Assemblies	3/28/2016 9:47 AM	File folder	
SNL Financial	11/13/2017 8:48 AM	File folder	
SNLApplicationLauncher	10/31/2017 5:29 PM	File folder	
SP Global Market Intelligence	11/13/2017 8:48 AM	File folder	

Step 7: Open the **SNLxl** folder.

Name	Date modified	Type	Size
SNLxl	11/13/2017 8:48 AM	File folder	
SPGMI Office	11/13/2017 8:48 AM	File folder	

Step 8: Highlight the **SNLXLAddin** and click **OK.**
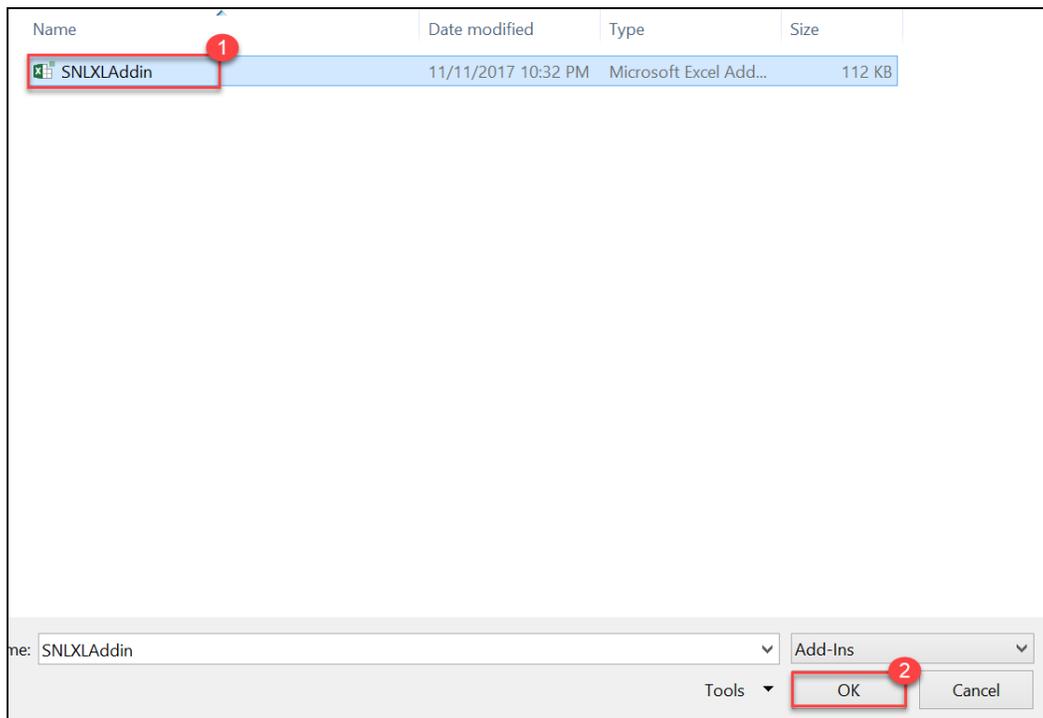
Step 9: You will now be returned to the list of available Add-Ins. Please choose **Automation** to open the Automation Servers menu. Scroll down and select **MI Office Excel Functions.** Click **OK.**

*Note: If **MI Office Excel Functions** is not present, select **SNL Office Excel Functions.***
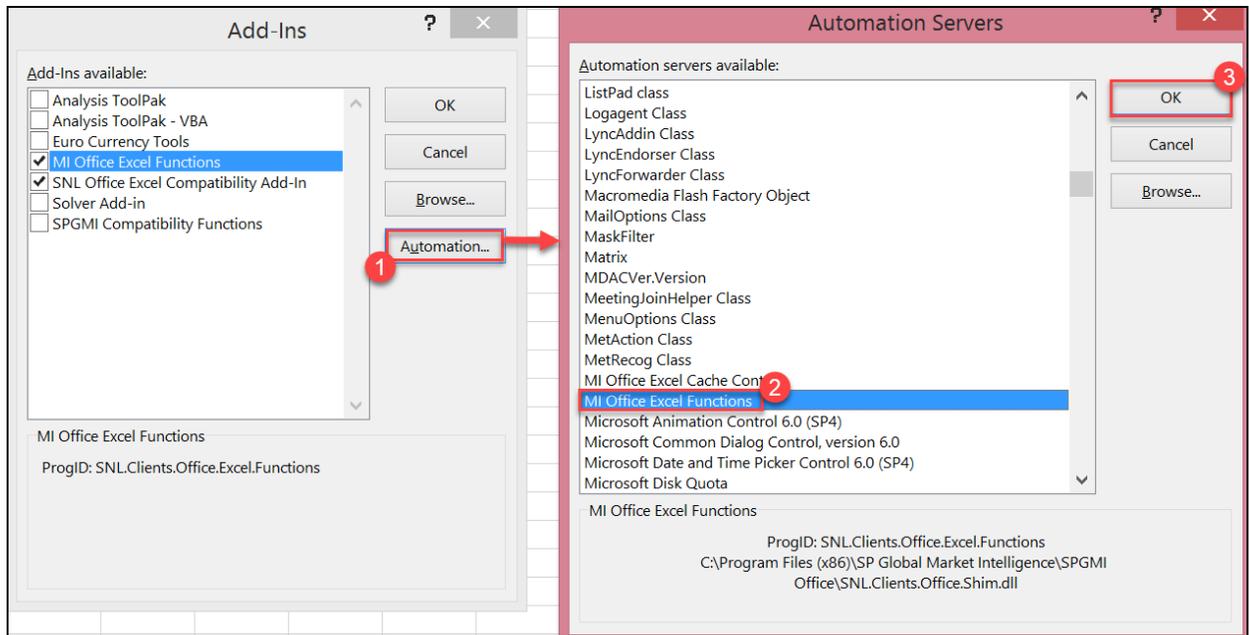
Step 10: After the previous step, both **MI Office Excel Functions (v3.0)** and **SNL Office Excel Compatibility Add-In** will be "checked off". Please click **OK.**

In order for these changes to take effect, please close out of all Excel Files before reopening the template.

Once opened, navigate to the **MI Office** Ribbon, select **Refresh** followed by **Refresh Entire Sheet.**

Note: You may be asked to sign back into your Market Intelligence account after choosing Refresh. The credentials will be the same as your Market Intelligence web account.
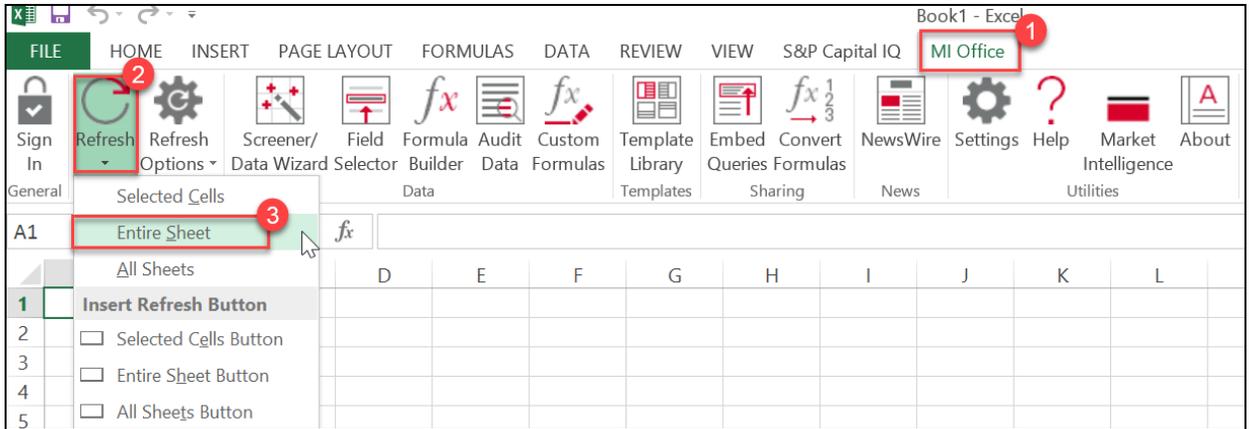
If the relinking process was successful, you will now see updated data and the #NAME? error will no longer be present.

Please contact support.MI@spglobal.com if the error persists or if you need additional assistance with this process.