

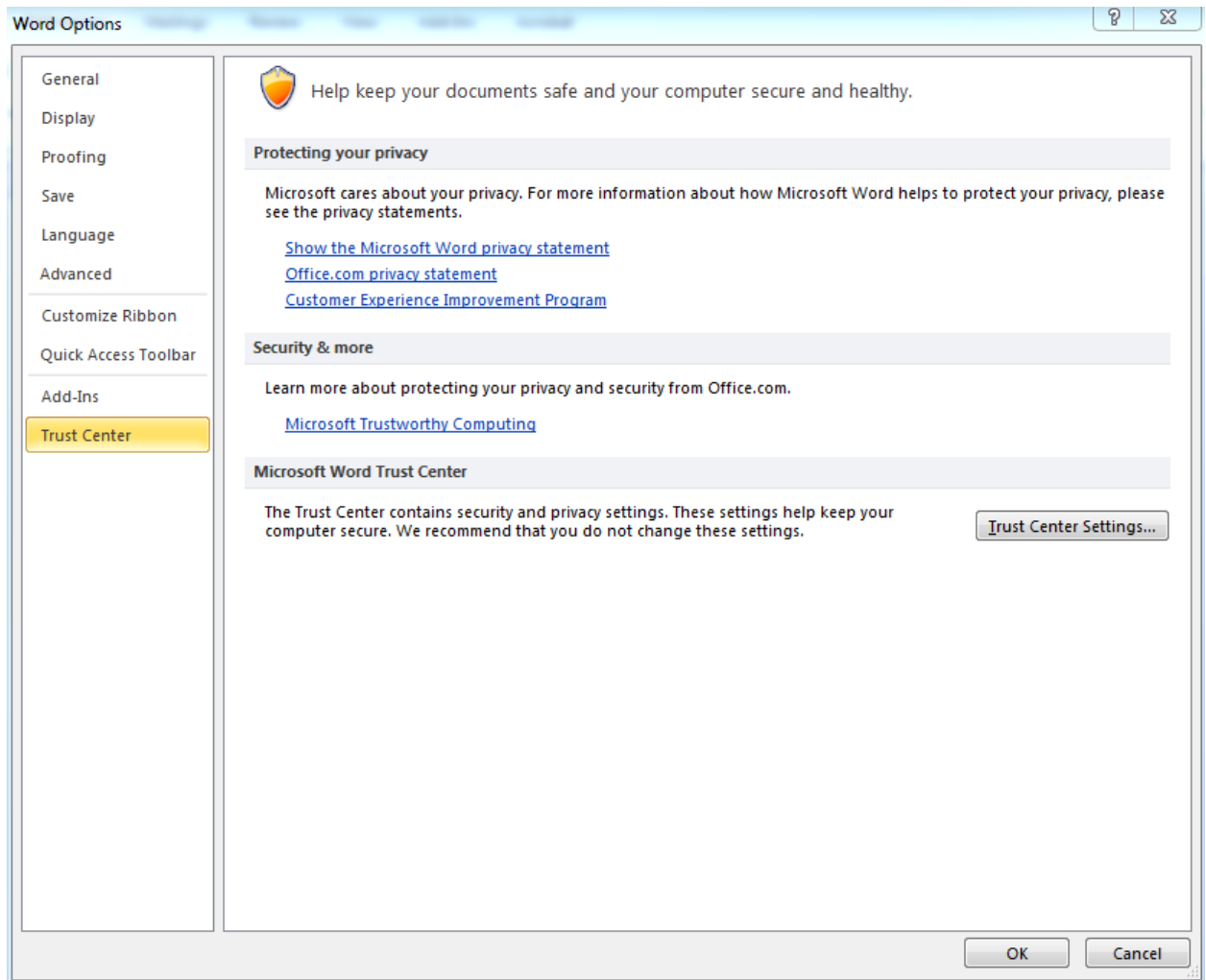
To Disable Protected View in Word, Excel & PowerPoint

To Resolve Issues Opening Documents from Server Drives

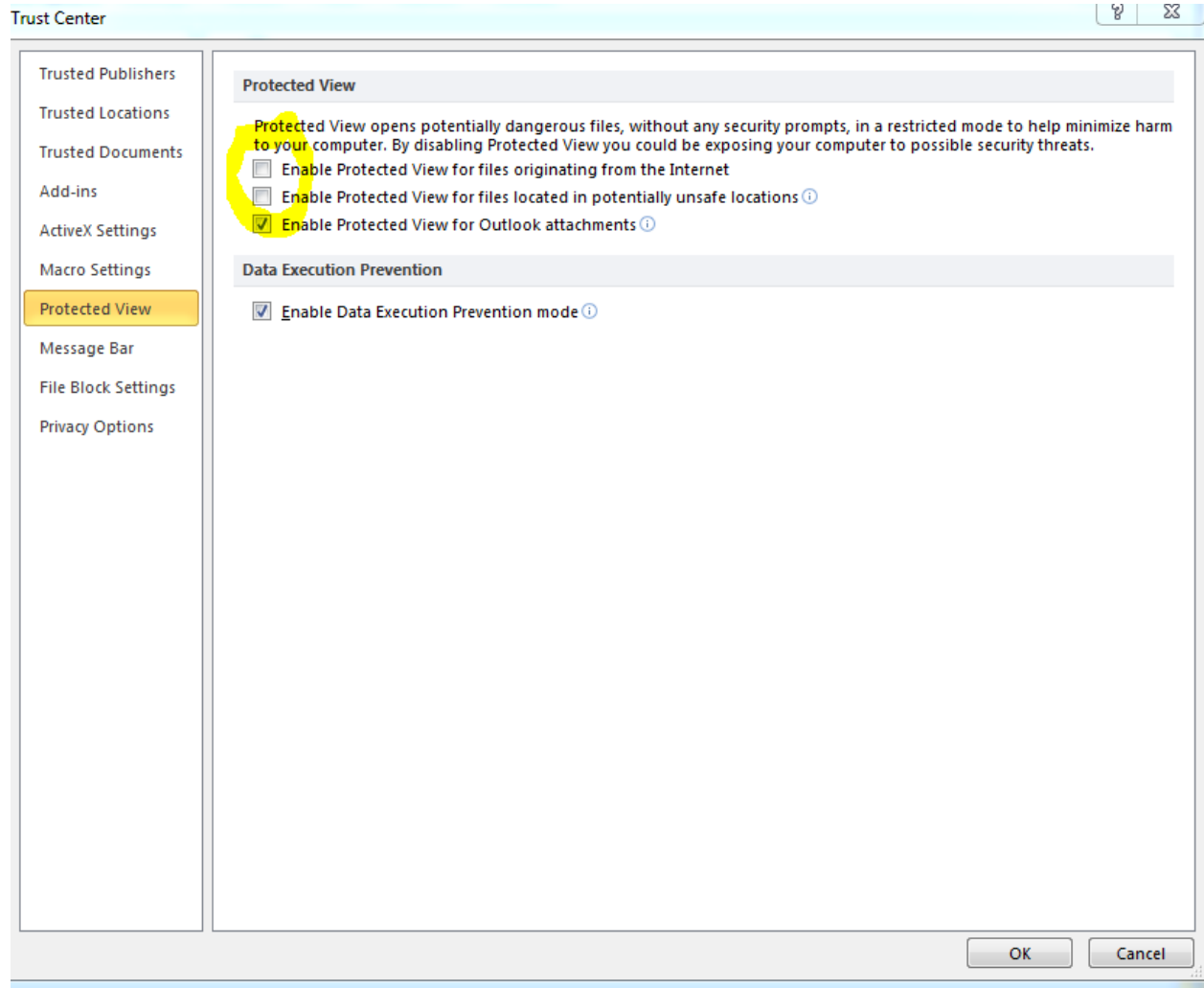
Teacher Laptops Only

These Steps will need to be done in Word, Excel and PowerPoint.

1. Launch Word
2. Go Under the File Menu & Choose Options
3. Click on Trust Center



4. Click on Trust Center Settings
5. Turn Off the check boxes for the two circled items below



6. Repeat these steps for Excel & PowerPoint