Please follow the steps to add the Q&A add-in into your user’s profile. **It’s important to do this process with an Administrator account**

1- Search for “Maintenance” in your windows menu
2- On the following Windows message prompt, select YES

![User Account Control]

Do you want to allow this app from an unknown publisher to make changes to your device?

LsMaint.exe
Publisher: Unknown
File origin: Hard drive on this computer

Show more details
Yes
No

3- On the following windows, Click button “OK” to proceed

![Maintenance]

Logon | Password |
Password

English
Cancel
OK
4- Go to the option “Configure Microsoft Office”

5- In the section “Add/Remove Add-ins” check the option “Microsoft Excel”
6- You will receive a Successful Message when done

7- Exit
8- Now, you can go to Microsoft Excel, and you will see Q&A in the menu