

Enabling SharePoint in the Chrome Browser

When accessing SharePoint, if you notice that documents are downloading and changes you make are not getting uploaded to the server, the most likely cause is that the Microsoft Office plug-in is not running. Chrome alerts you to allow the plug-in to run – follow these steps to enable it.

Important! Depending on your version of Office and your browser settings, you may not see a notification until you try to open a document.

Enable the Plug-in

On your first visit or attempt to open a document, Chrome displays a Plug-in blocked notification near the top right-hand side of the menu bar. After a few seconds, this will shrink to only show an icon with a yellow background:



To enable the plug-in:

1. Click the **Plug-in blocked** icon **X**. A message box appears:



2. Select Always allow plug-ins on sp.cu.edu and click Done.

Verify the Plug-in is Enabled in Chrome

- 1. Click the lock 🔒 that appears before the URL.
- 2. Click the Allowed by you drop-down list that appears next to Plugins.



You should see Always allow on this site selected, as shown below:

Questions: Do you have questions about the plug-in to allow SharePoint to run in Chrome? Contact the UIS Service Desk at <u>help@cu.edu</u> or 303-860-HELP (4357).