

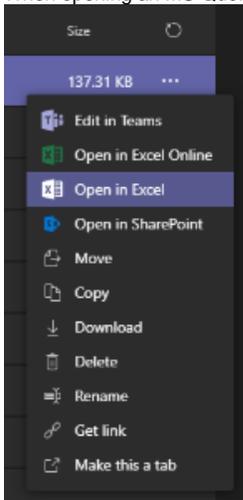
Open MSQuery Spreadsheet

Data from Synergetic can be access through an MSQuery. Use the below options to navigate the security prompts to access the data.

- [Opening through Teams](#)
- [Opening through Excel Online](#)
- [Opening in Excel](#)

Opening through Teams

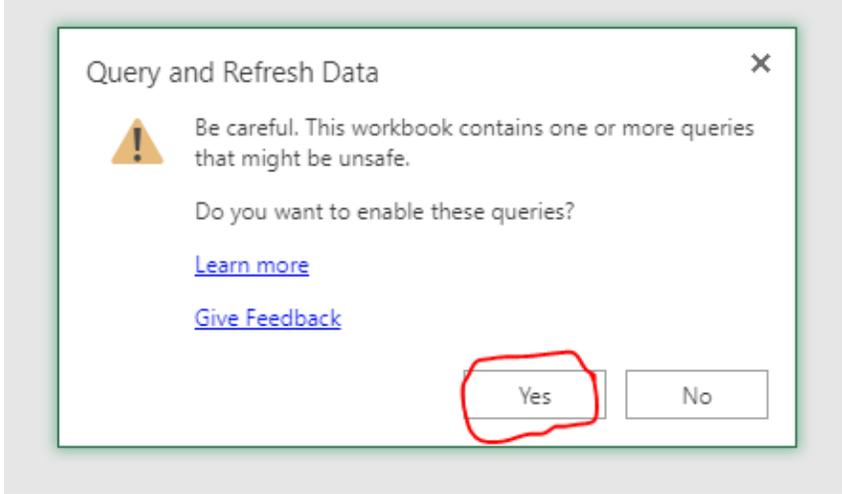
1. When opening an MS Query Spreadsheet in Teams, select the ellipsis for the file and click "Open in Excel"



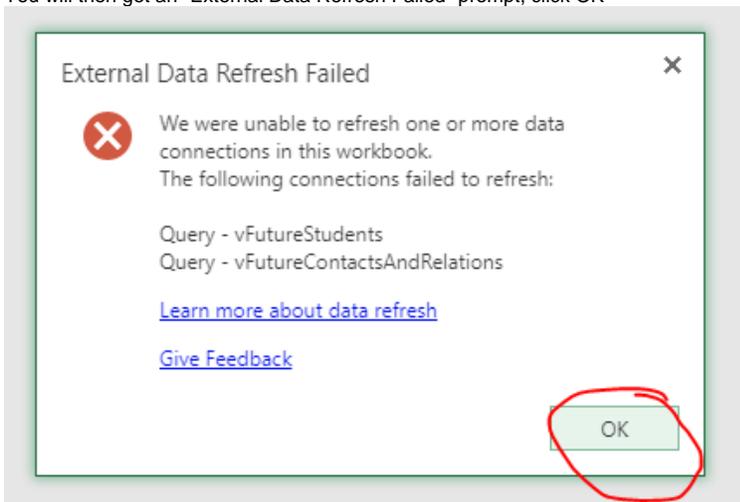
2. Then, use the instructions from [Opening in Excel](#) details below

Opening through Excel Online

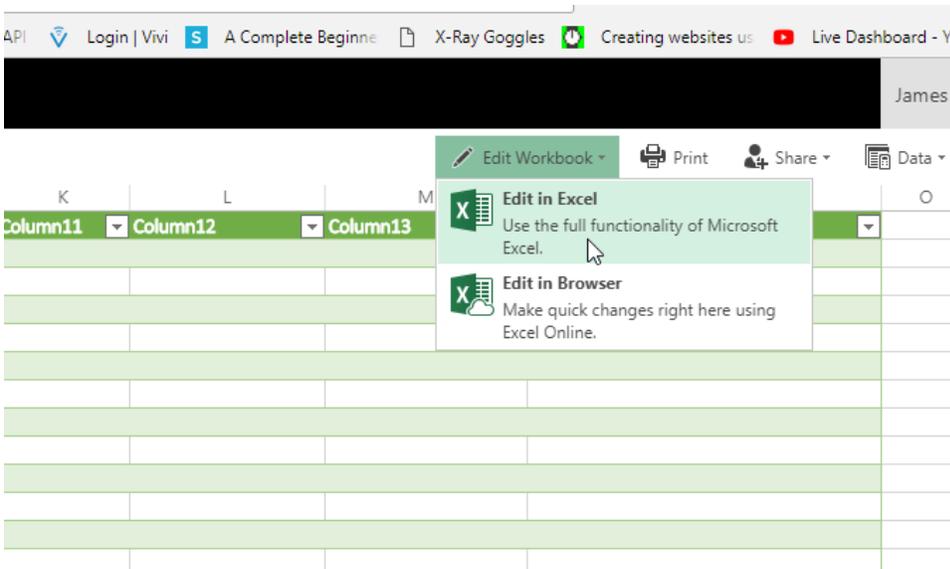
1. After you open an MS Query Spreadsheet in Excel Online you will see the Query and Refresh Data prompt, click Yes



2. You will then get an "External Data Refresh Failed" prompt, click OK



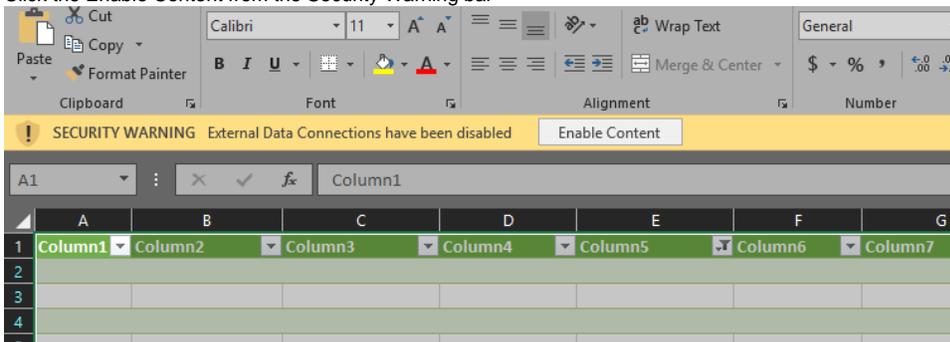
3. Then, navigate to the "Edit in Excel" option



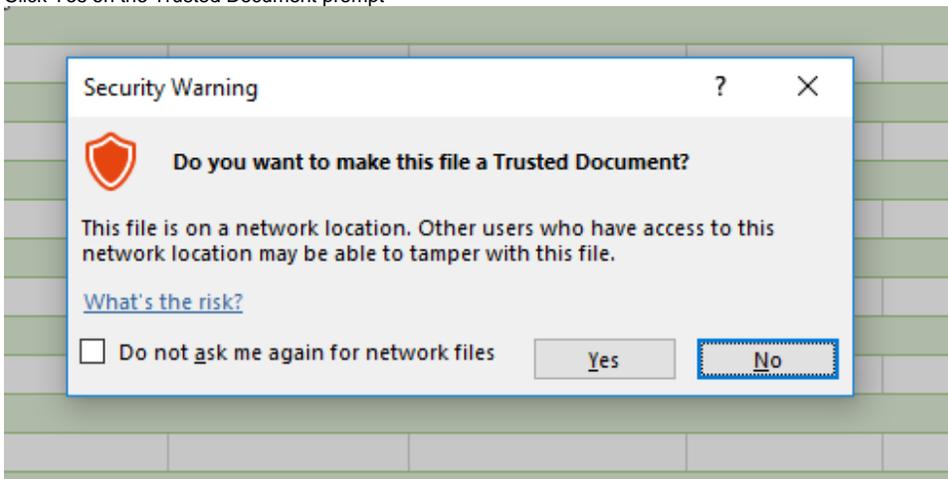
4. The document will now open in Excel, follow the Opening in Excel instructions below

Opening in Excel

1. Click the Enable Content from the Security Warning bar



2. Click Yes on the Trusted Document prompt



3. You may get another popup that asks you to select your credentials, you should be able to click "Connect". After that the data should load.