Setting a Trusted Folder in MS Access

Access uses **macros** and **Visual Basic code** to automate tasks. Since macros and VB code are executable programs, they could be programmed do something malicious. By default, **Access** protects you by disabling them. It also displays a Security Warning that provides the option to allow them to run.

Imagine how it becomes tedious to have to click the **Enable Content** button each time you open a database file. Fortunately, you can designate a folder as a **Trusted Location**, which tells **Access** to permit macros and VB code to execute whenever one of the folder’s files is opened.

**Note:** The steps below can be completed only by students using a Windows PC with **Access** installed and whose **CIS117 Data Files** folder is on either their local hard disk or a **USB flash drive**. Other students (who will be launching Access from within mySCC) will not be able to designate their H:\CIS117 Data Files folder a Trusted Folder. They do need to understand the concepts discussed above... so they’ll know why they have to click Enable Content each time!

Perform the steps below to designate your **CIS117 Data Files** (and its subfolders) as a Trusted Folder.

1. Launch **Access**.
2. Click **Open Other Files**
3. Click **Options > Trust Center > Trust Center Settings... > Trusted Locations > Add new location... > Browse....**
4. Navigate to the folder containing your class data files (eg: C:\CIS117 Data Files).
5. Click the checkbox for *Subfolders of this location are also trusted.*

6. Click **OK**. You should now see C:\CIS117 Data Files listed as a Trusted Location.

7. Click **Add new location...** and navigate to any additional folder that contains class data files, such as your USB flash drive’s C:\CIS117 Data Files folder. Be sure to click the *Subfolders of this location are also trusted* option.

8. Click **OK** to close the **Trust Center** dialog box.

9. Click **OK** to close the **Access Options** dialog box and return to Access.

Now that your **CIS117 Data Files** folder has been designated a Trusted Folder, Access will execute macros and VB code (and suppress the Security Warning) whenever one of the folder’s files is opened.