Interacting with Macros Safely in Microsoft Office documents

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Macros are short snippets of code that can be embedded within Microsoft Office documents. Macros were invented by Microsoft to support adding exciting and powerful features to Word documents, Excel spreadsheets, and other types of Office documents, but in practice, they are often abused by bad actors to deliver malware to unsuspecting victims through trojan Office documents.

The IT department advises extreme caution whenever you interact with macro-enabled documents! If you don't know or trust the sender of the file, you should never enable macros in an Office document.

Macro Warnings

When opening an Office document that includes a macro, you may see a warning like the one below if you downloaded the file from the Internet (email, Box, etc).

Employees can also count on their Computing Coordinators for help with these messages, and you can call our IT Helpdesk at 541-552-6900 if you need a rapid response.