

Install miExcel

In your miExcel folder on your server there is a txt file titled Install. Open it and copy the address. Paste the address into your internet browser and run the program when it finishes downloading.

Open Excel. You will get an error message stating you do not have a valid license; click OK. Then click on the miExcel ribbon tab at the top of the screen. Your only option here will be to Load License. Click Load License and browse to the miExcel folder and click on the file “key.lic” and click Open.

Next, on the miExcel ribbon tab, click on the small drop down by Settings and click Database Connection. You will get a pop up on the right side of your screen. Click the button at the top of the pop up “Load From Caselle Opts.Org File”. Browse to your Startup folder (located near the miExcel folder, usually called “City Name Startup”). Open the folder and select the opts.org file (usually titled “City Name Opts” or something similar). Then click OK/Open and finally click Save (blue disc) at the lower right hand corner of the screen.

We recommend closing and reopening excel at this point.