

Podium Excel Add-in

Installation Guide

Follow the steps below to install the Podium Excel Add-in on your Windows machine. The process takes only a few minutes.

Step 1 Run the installer — dismiss the initial SmartScreen warning

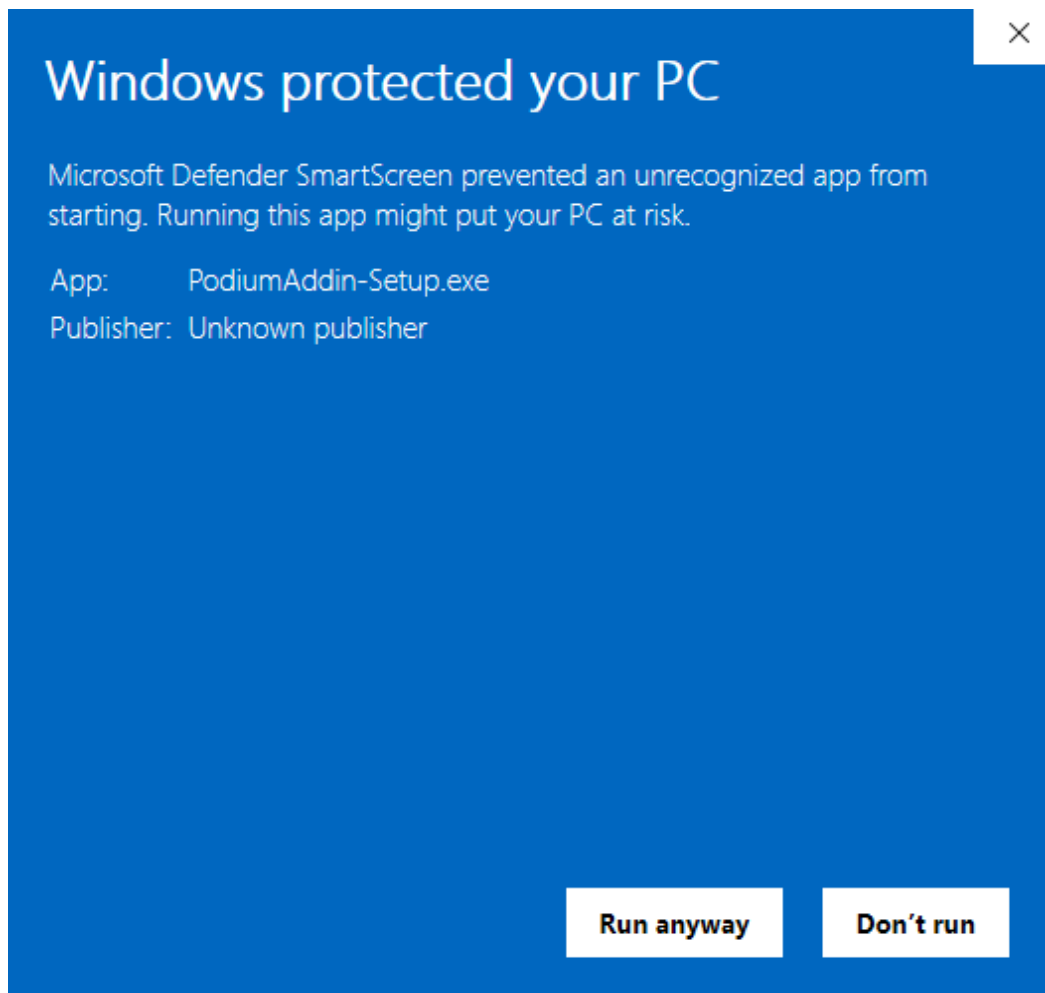
When you launch PodiumAddin-Setup.exe, Windows SmartScreen may display a blue warning screen. Click **More info** to reveal additional options.



Step 2 Click "Run anyway" to proceed

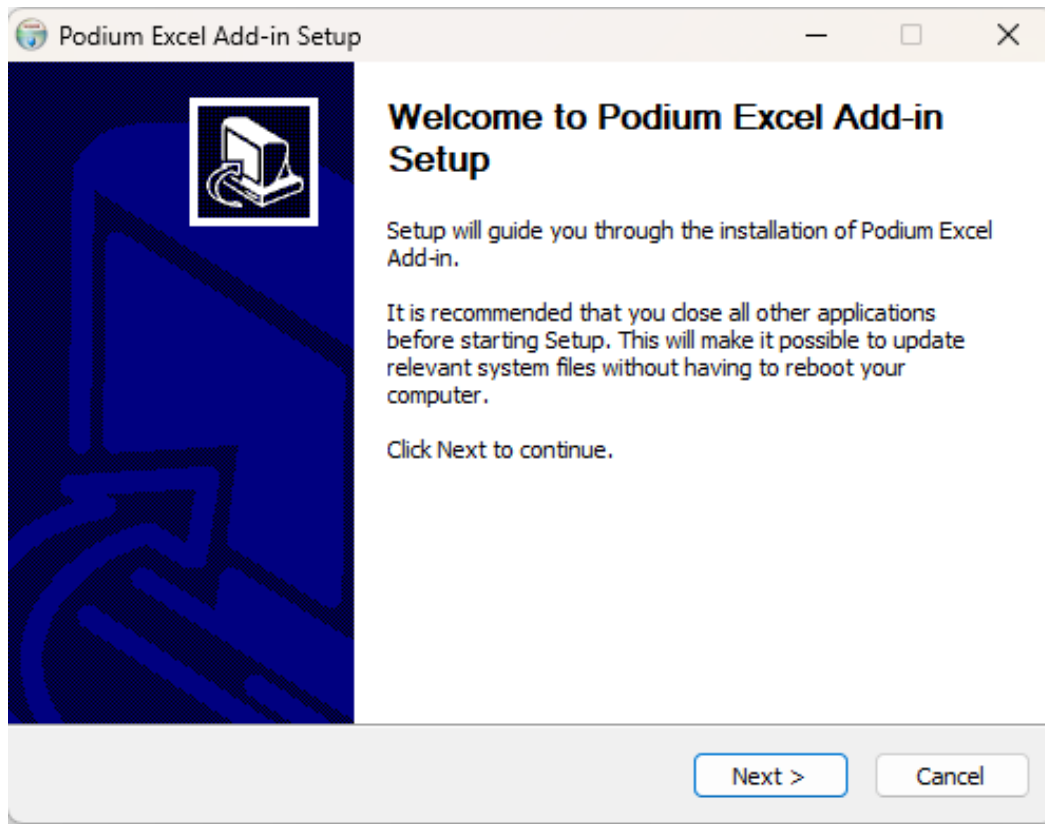
After clicking More info, the app name (PodiumAddin-Setup.exe) and publisher details are shown. Click **Run anyway** to continue with the installation.

💡 *This warning appears because the installer is not yet code-signed. The application is safe to install.*



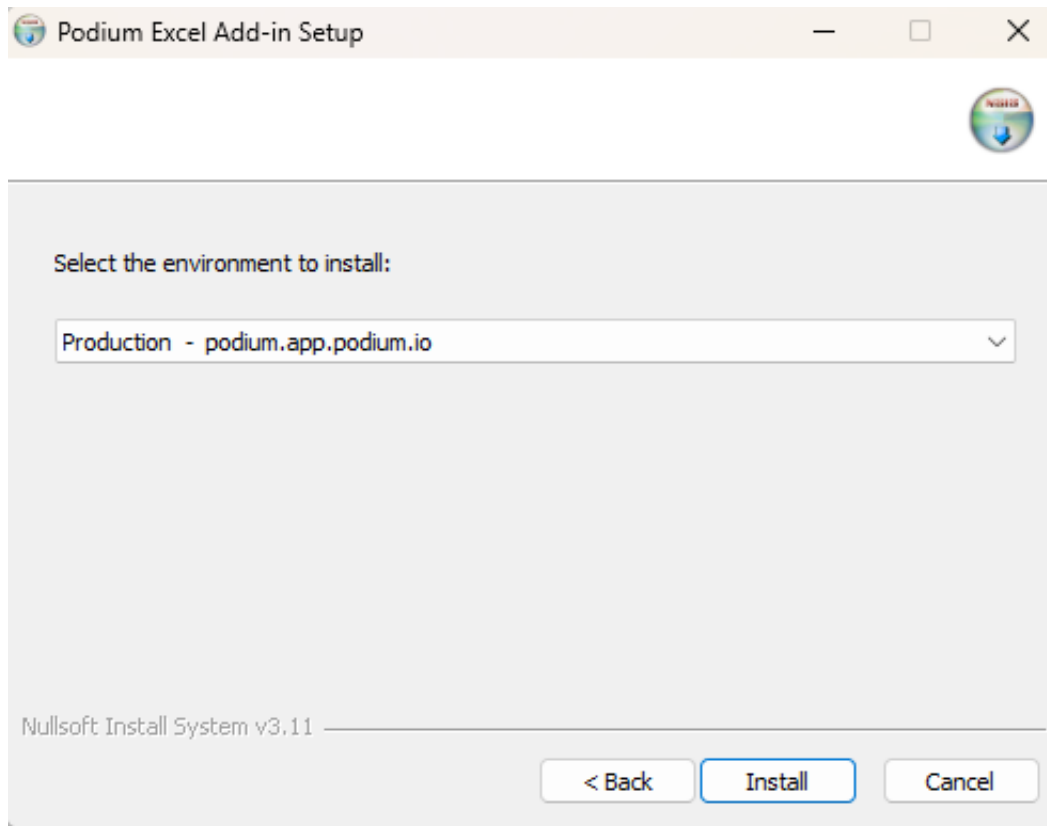
Step 3 Welcome screen — click "Next" to begin

The Podium Excel Add-in Setup wizard launches. Close any open Excel workbooks before proceeding, then click **Next >** to continue.



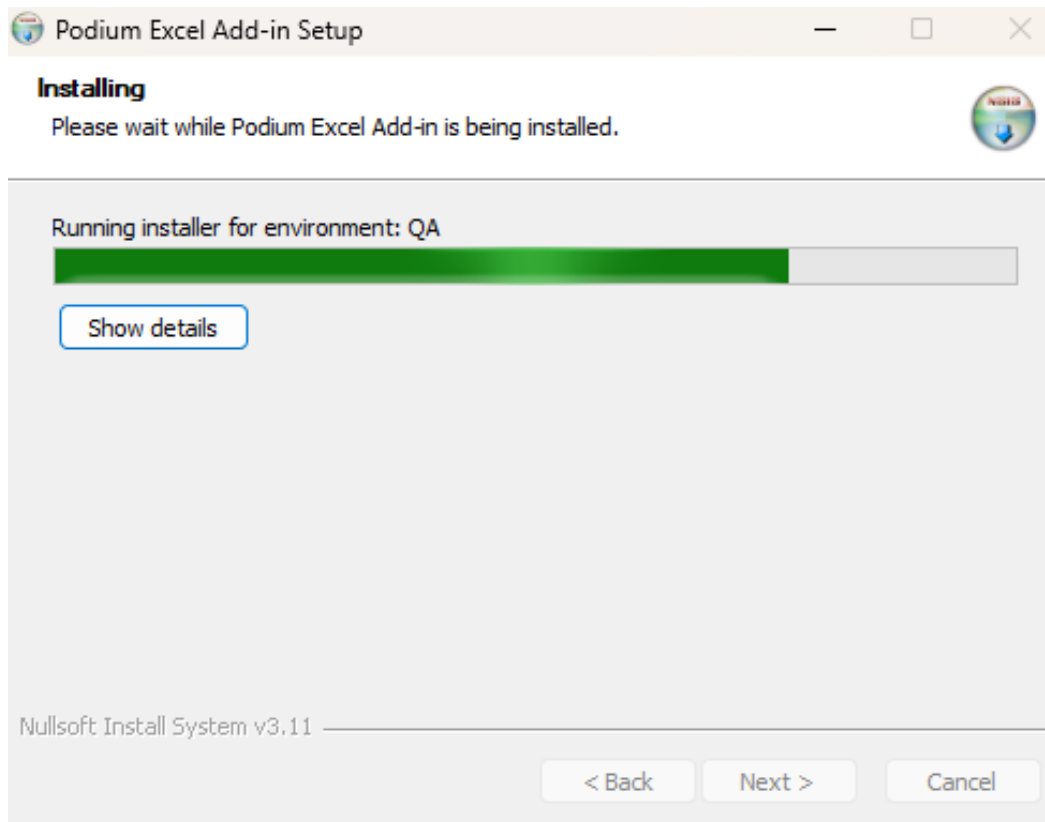
Step 4 Select your environment, then click "Install"

Use the dropdown to select the appropriate environment (e.g. **Production – podium.app.podium.io**). Click **Install** to start the installation.



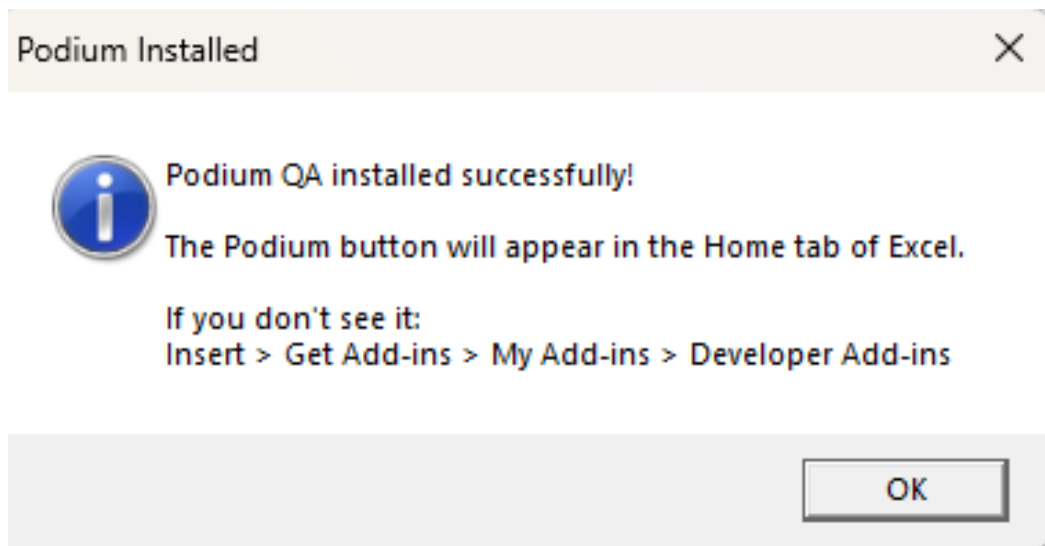
Step 5 Installation in progress — wait for completion

The installer runs automatically. A progress bar shows the current status. Wait until it completes — this usually takes under a minute.



Step 6 Installation complete — click "OK"

A confirmation dialog confirms the add-in was installed successfully. The Podium button will appear in the **Home** tab of Excel. Click **OK** to finish.



Can't see the Podium button in Excel?

If the Podium button does not appear in the Home tab after installation, locate it manually via:

Insert > Get Add-ins > My Add-ins > Developer Add-ins

For further assistance, please contact Podium support.