

How to Disable Microsoft Access Startup Security Warnings – 3/10/2021

Overview: Microsoft Access is a very powerful program. Opening a rogue database file is potentially dangerous to your computer. Because disabling startup Security Warnings is a reduction in protection, our goal is to do so as narrowly as possible by establishing a limited “trusted location”. Trusted locations can be defined only in Microsoft Access 2007 and newer.

Note: Security settings are specific to each Windows login, so this procedure may need to be repeated in each Windows login that utilizes the Appilistic database.

- a) Identify your “**local path**”. This is the path to your local, user interface database files. The **local path** is typically:
 - C:\Clubhouse DB\modules\
 - C:\Appilistic\modules\
 - Or, speak with your Appilistic representative.
- b) Open or run Microsoft Access (without opening the Appilistic database):
 - Left click the Start button.
 - Select “All Programs”
 - Select “Microsoft Office”
 - Select “Microsoft Office Access”
- c) Procedure for disabling Microsoft Access security warnings:
 - In [Access 2003](#) (and earlier versions), trusted locations are not available. Consequently, our only option is to disable **all** Microsoft Access security warnings (**not recommended**):
 - From the main menu, select Tools:Macro:Security
 - A “Security Panel” dialog box will appear.
 - Select the “Low” security setting, and apply your new setting.
 - In [Access 2007](#):
 - Click on the Start Orb in the upper left hand corner of the Access window.
 - Press the “Access Options” button found below “Recent Documents”
 - Select “Trust Center” on the left hand menu, then press the “Trust Center Settings ... ” button on the right side of the window.
 - Select “Trusted Locations” on the left hand menu, then press the “Add new location ... ” button in the lower right portion of the window.
 - Enter your **local path** in the “Path:” text box;
 - Press “OK” to close the “Microsoft Office Trusted Location” dialog box.
 - Press “OK” to close the Trust Center.
 - Press “OK” to close the Access Options window.
 - In [Access 2010](#):
 - From the main menu, select “File:Options” ;
 - On the “Access Options” dialog box, select “Trust Center” on the left hand menu, then press the “Trust Center Settings ... ” button on the right side of the window.

- On the “Trust Center” dialog box, select “Trusted Locations” on the left hand menu, then press the “Add new location ... ” button in the lower right portion of the window.
 - On the “Microsoft Office Trusted Location” dialog box, enter your **local path** in the “Path” text box.
 - Press “OK” to close the “Microsoft Office Trusted Location” dialog box.
 - Press “OK” to close the Trust Center.
 - Press “OK” to close the Access Options window.
- In [Access 2013 and 2016](#):
 - In the left hand menu, select “Open Other Files”
 - In the left hand menu, select “Options” ;
 - On the “Access Options” dialog box, select “Trust Center” on the left hand menu, then press the “Trust Center Settings ... ” button on the right side of the window.
 - On the “Trust Center” dialog box, select “Trusted Locations” on the left hand menu, then press the “Add new location ... ” button in the lower right portion of the window.
 - On the “Microsoft Office Trusted Location” dialog box, enter your **local path** in the “Path” (first) text box.
 - Press “OK” to close the “Microsoft Office Trusted Location” dialog box.
 - Press “OK” to close the Trust Center.
 - Press “OK” to close the Access Options window.
- In [Access 2019 and 365](#):
 - In the left hand menu, select “Options” ;
 - On the “Access Options” dialog box, select “Trust Center” on the left hand menu, then press the “Trust Center Settings ... ” button on the right side of the window.
 - On the “Trust Center” dialog box, select “Trusted Locations” on the left hand menu, then press the “Add new location ... ” button in the lower right portion of the window.
 - On the “Microsoft Office Trusted Location” dialog box, enter your **local path** in the “Path” (first) text box.
 - Press “OK” to close the “Microsoft Office Trusted Location” dialog box.
 - Press “OK” to close the Trust Center.
 - Press “OK” to close the Access Options window.