



The Bloomberg Excel Add-in allows data to be downloaded directly from within Microsoft Excel.
IMPORTANT: You must log into Bloomberg before attempting to install the Excel Add-in or it won't work.

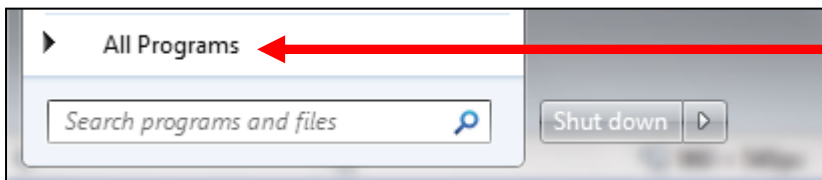


Open and log into Bloomberg via the icon on the Desktop.

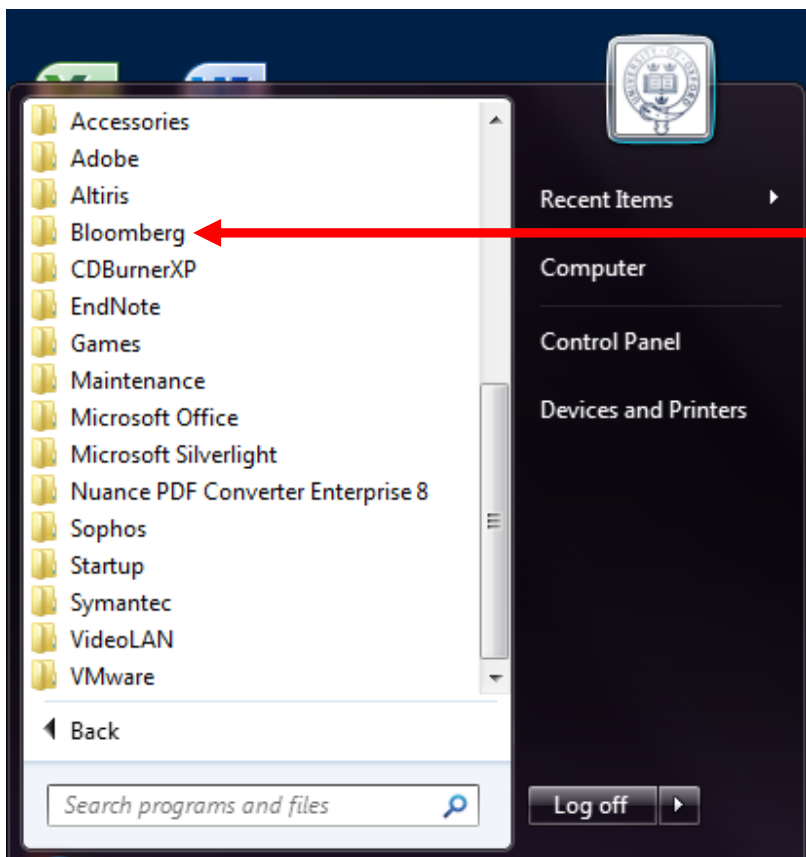
Note: First time users will need to set up a user account to access the software.



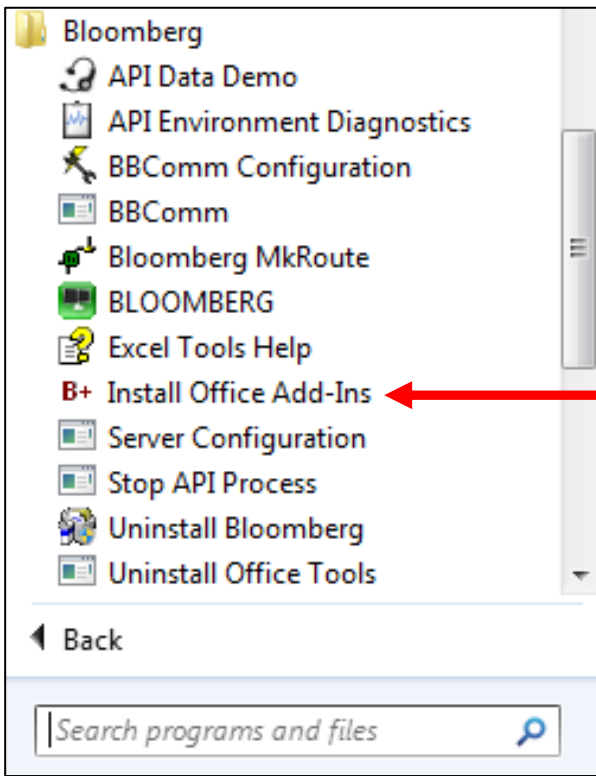
Click on the Windows icon to the bottom left of the screen.



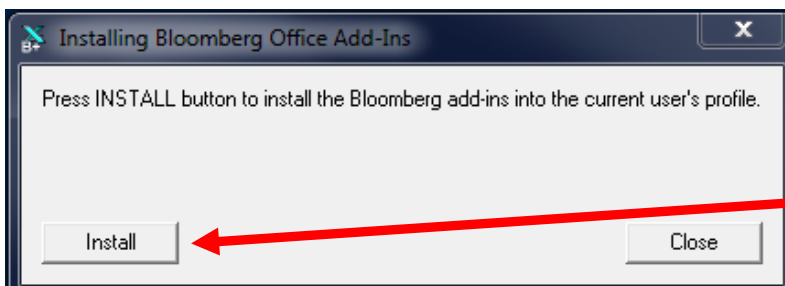
Select 'All Programs'



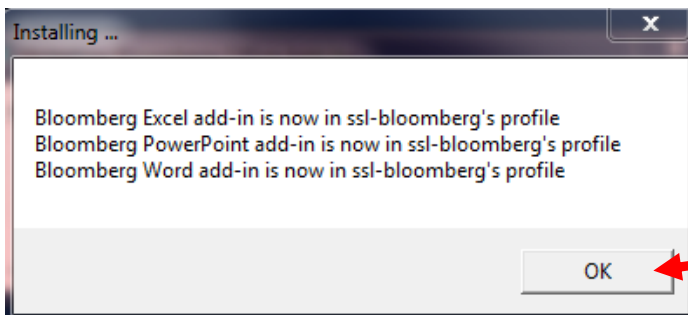
Select 'Bloomberg'



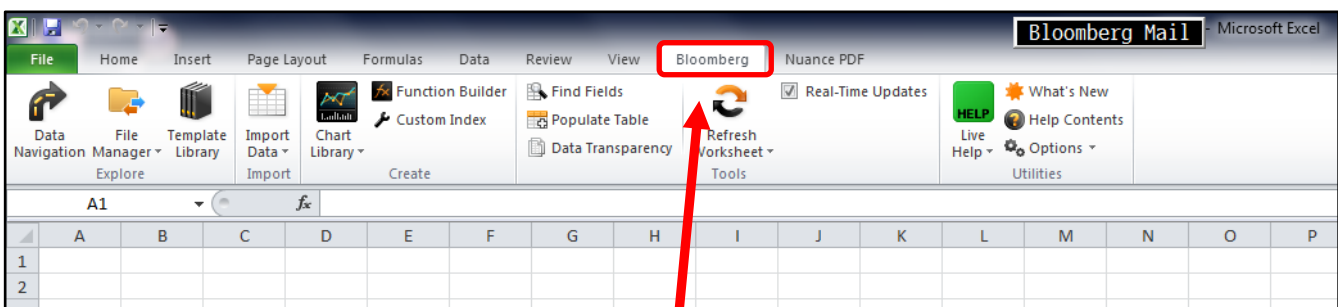
From the drop down list that appears select 'Install Office Add-Ins'



Select 'Install'



If the installation process has been successful this dialogue box will appear. Select 'OK'



When you open Excel you will see that a **Bloomberg tab** is now available on the Toolbar.