Adding the Bloomberg Excel Add-in

➢ Logon to the PC using your City username and password.

➢ Select the Install Office Add-Ins icon.

➢ Select Install.

➢ When you get the message that the Bloomberg Excel Add-in has been added to your profile, select Ok.

➢ Select Close to close the Add-Ins box.
- Open Excel.

- Open a new Excel workbook.

- Select the **Bloomberg tab**.

- Check the Bloomberg Excel Add-in appears as below.


- Should you encounter any difficulty in installing or using the Bloomberg Excel Add-in, please report the problem to library staff.