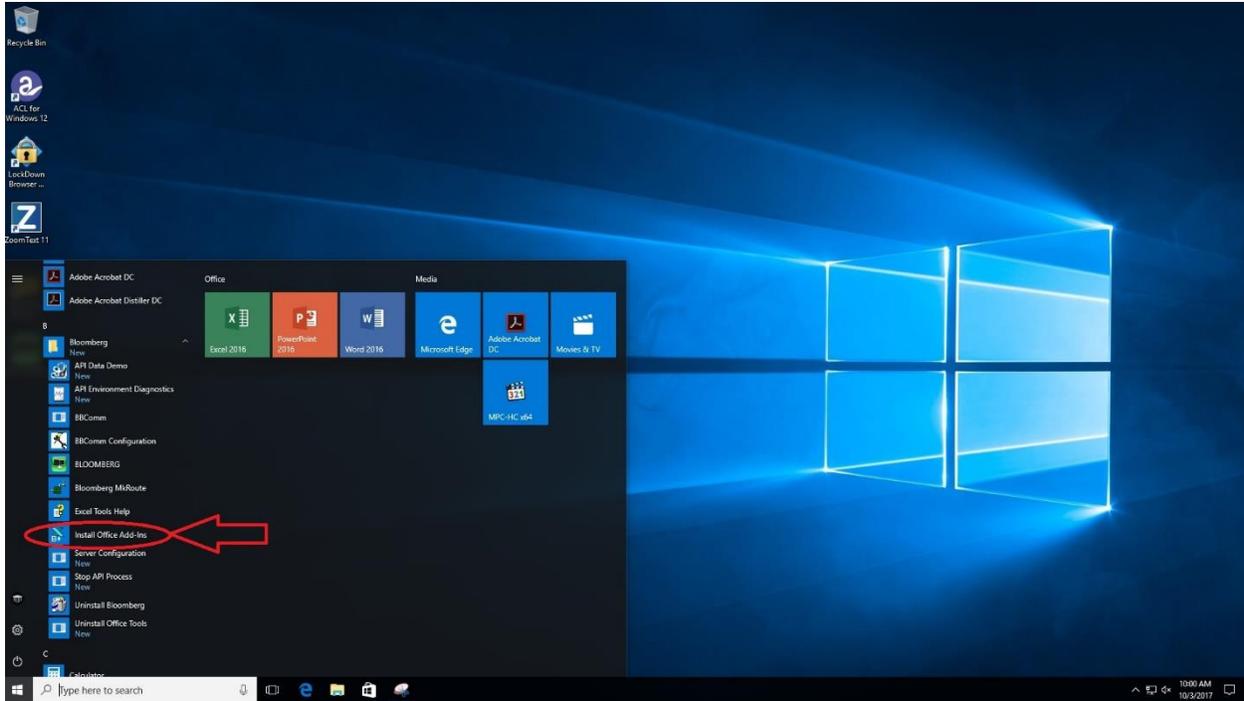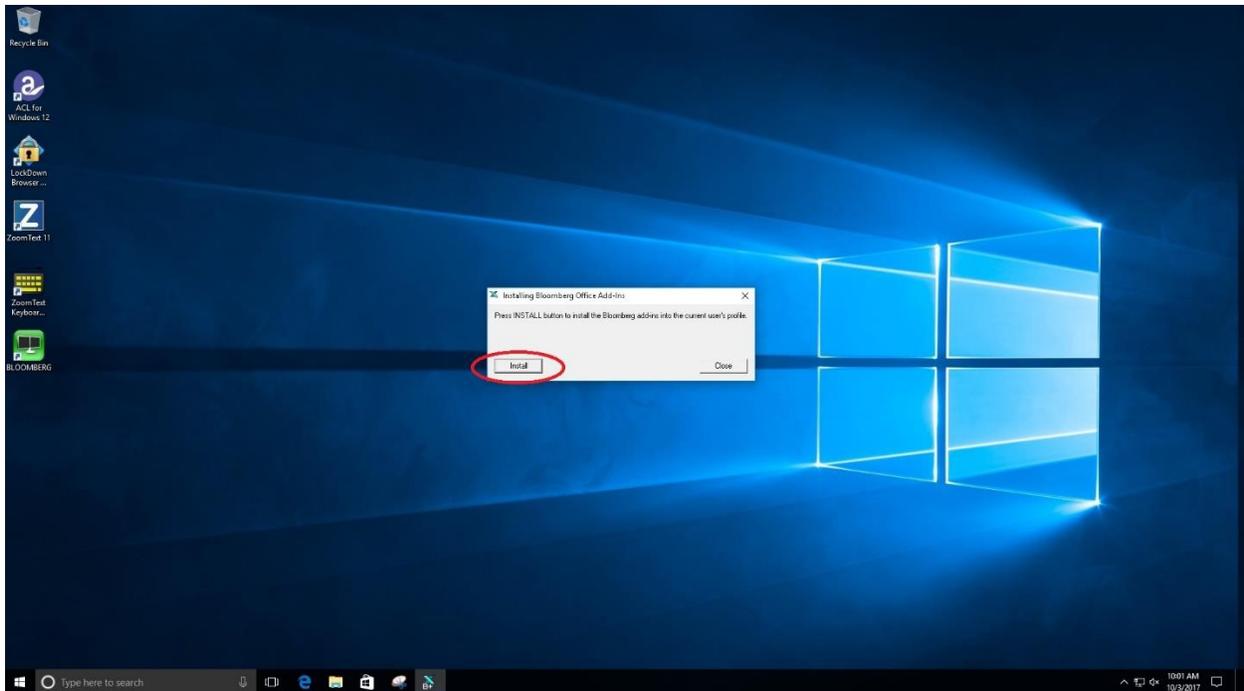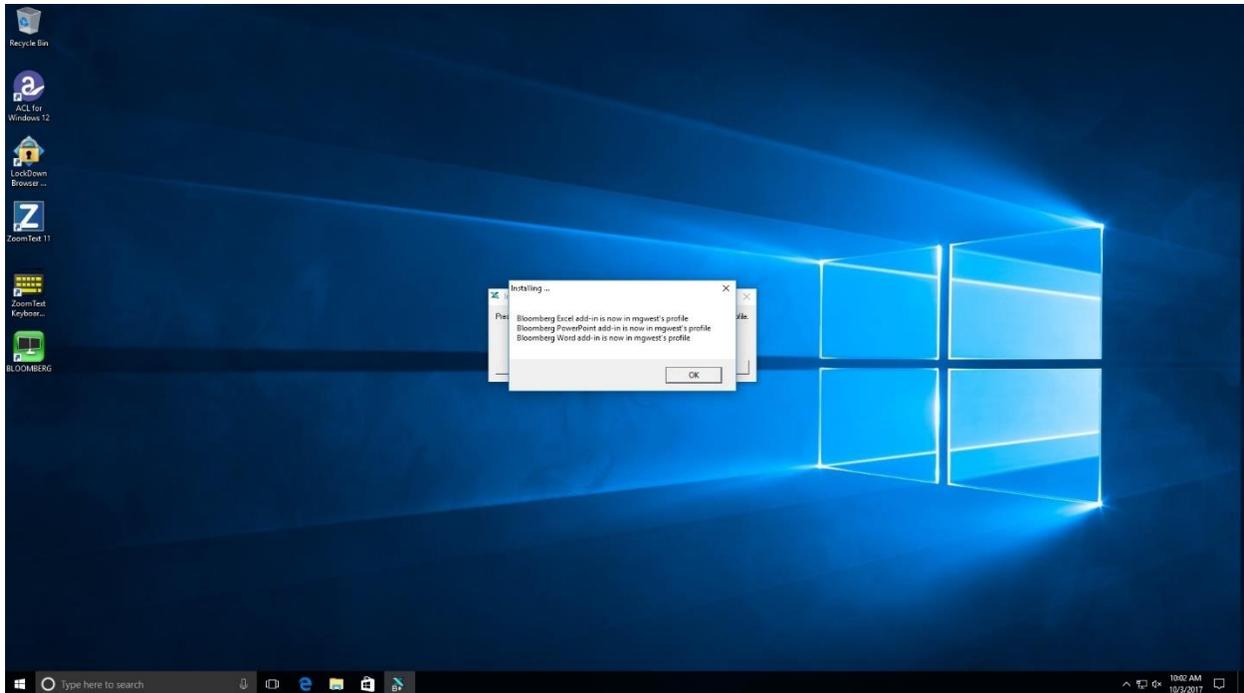INSTALLING THE BLOOMBERG EXCEL ADD-IN

1. Open the start menu and expand the Bloomberg folder. You should see these options. Select the "Install Office Add-ins option.

2. This install dialogue box will immediately appear. Select install and wait. The install only takes a couple of seconds.

3. If you receive this message, that means the add-in installed successfully and will appear on the ribbon when you open Excel.

***If you receive the below error message, that means that you have not opened Excel. Excel must be opened and then closed before installing the add-in, otherwise you will receive this error and the add-in will not be installed. Simply open and close Excel and try installing again!