Stephen D. Cutler Center for Investments and Finance

Bloomberg Excel API

At Cutler Center Bloomberg terminals, every time a user logs onto a particular workstation, they must install the Bloomberg Excel Add-In to their account to utilize that functionality.

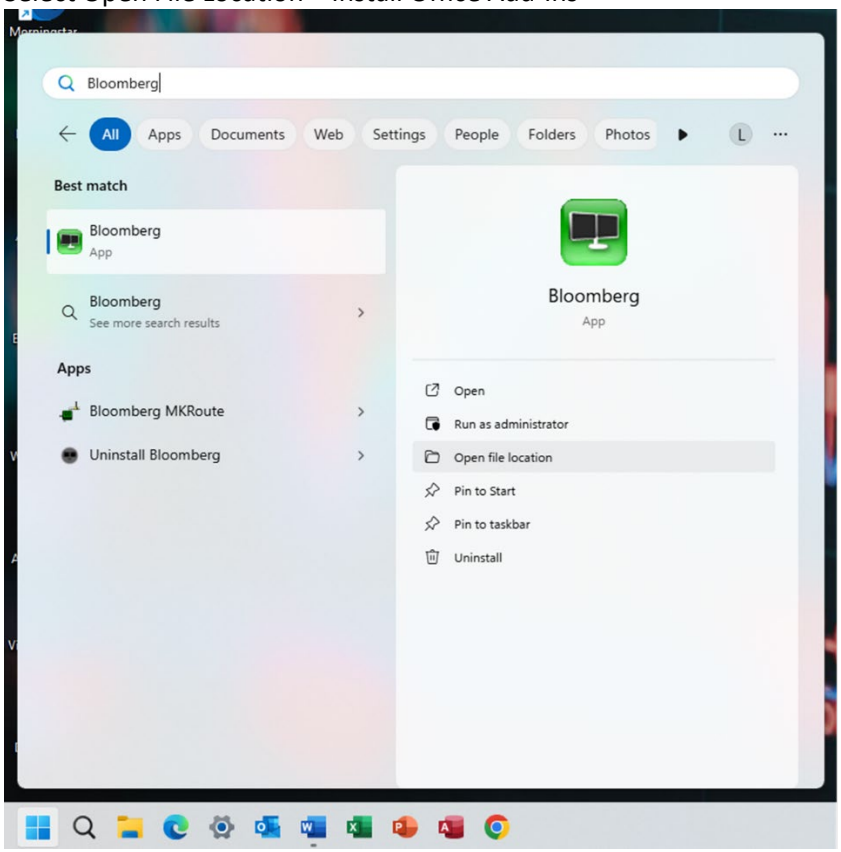
The steps for doing so are as follows:

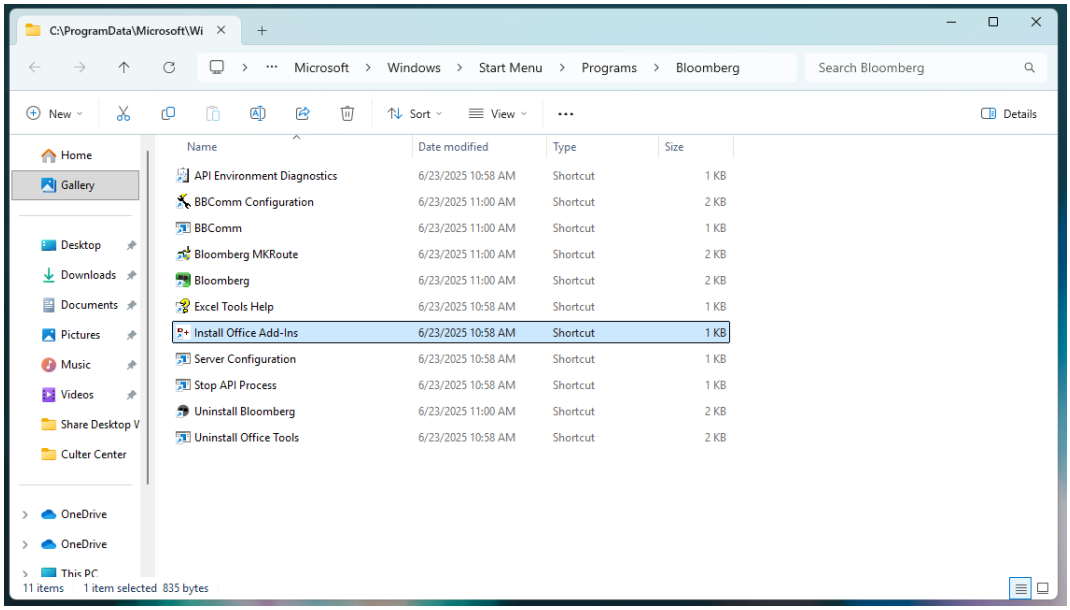
Ensure that all windows applications (excel, word, ppt) are closed prior to going through these steps to install the office add-ins or it won't work.

1. Click on the Windows icon in the lower left corner of the computer

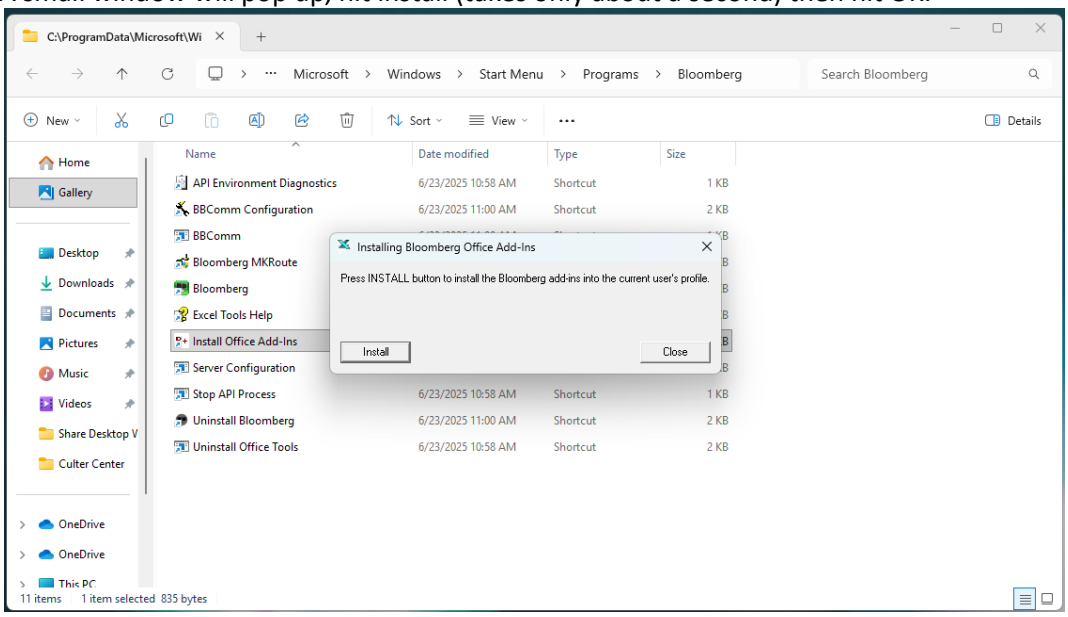
2. Using the search box, type Bloomberg.

3. Select Open File Location > Install Office Add-Ins

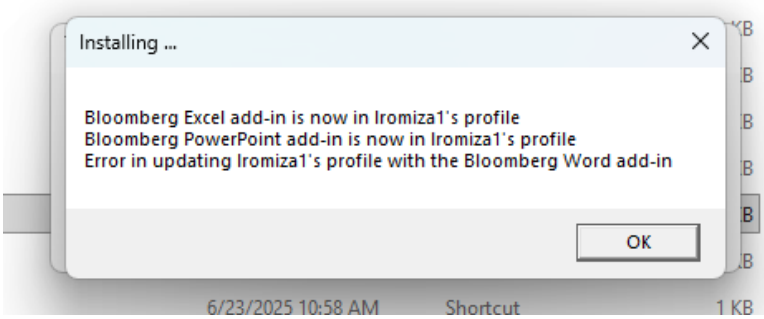




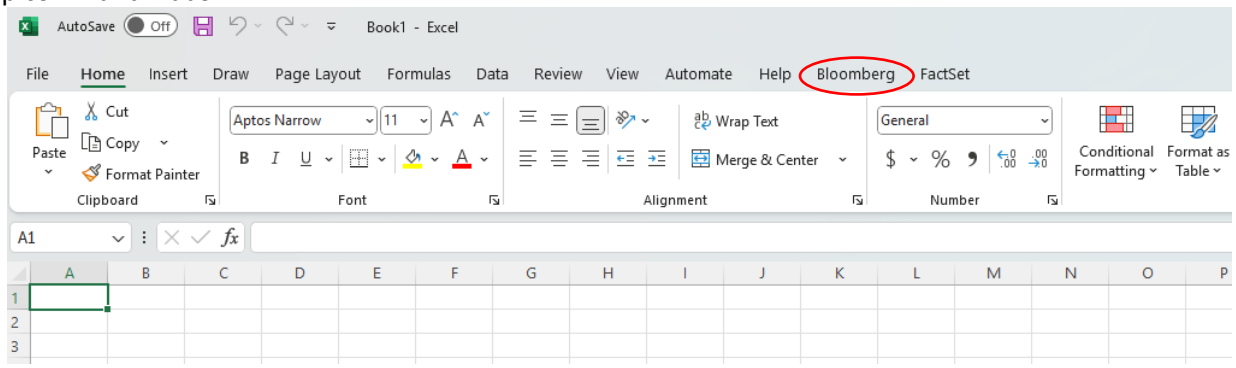
4. A small window will pop up, hit install (takes only about a second) then hit OK.



5. The student should see a message in the pop-up box confirming that the add-in is now in your profile on that computer.



6. The student should then launch the Bloomberg platform and open Excel. “Bloomberg” should be visible along the top command ribbon.



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