How to set up Bloomberg’s Excel Addin

To ensure that the Bloomberg Excel Add-in works correctly with your Bloomberg and Excel sessions on a Library Finance PC, please always follow these steps before starting Excel.

Run Bloomberg Diagnostics and Repair tools to ensure the Bloomberg Add-in will load when Excel starts

Start Bloomberg and login. Close Excel if it is running. At the prompt, type `CONN DIAG` and press <GO> (or: ENTER) to open the Advanced Connection Settings > Diagnostics tool.

Let the diagnostics tool run until completed, then click OK

Next, click Repair wait until it has completed

Click OK to finish the Repair process.

Now start Excel and the Bloomberg ribbon toolbar should load like this, ready to use