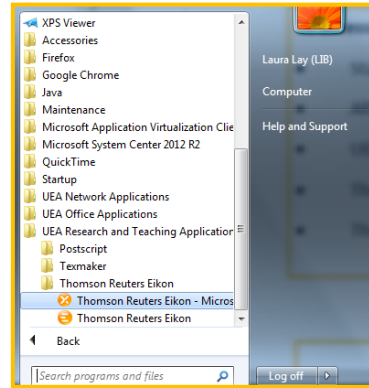


Datastream for Office access and login guide

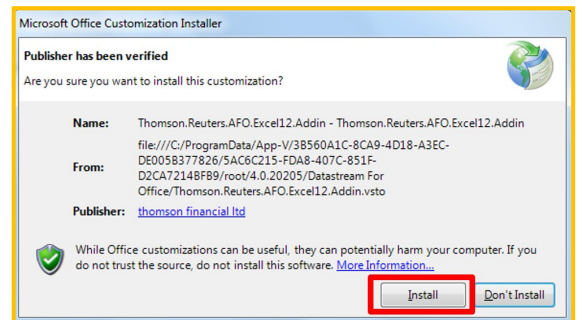
Thomson Reuters Datastream is available from these two dedicated PCs. Each machine is labelled with an individual Datastream username and password which you will need to enter each time you use the service.

To access Datastream for Office:

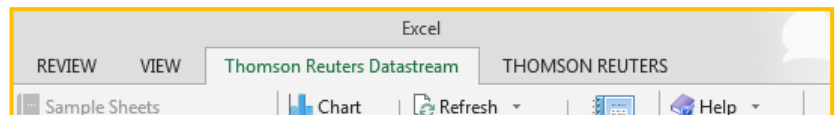
- Start Menu
- All Programs
- UEA Research and Teaching Applications
- Thomson Reuters Eikon folder
- Thomson Reuters Eikon—Microsoft Excel



If you see the Microsoft Office Customization Installer - click Install.

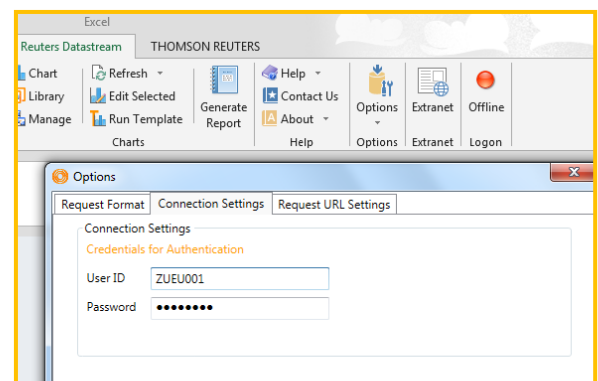


Excel will open and the Thomson Reuters Datastream tab will be present.



To login to Datastream:

- Open the Thomson Reuters Datastream tab.
- Select Options and Connection Settings
- Enter the Datastream username and password - you can find this next to the PC.
- Once logged in you will see the red Offline button will change to green Online.



If the username and password combination are rejected please ask the IT helpdesk to reset the password. This will take 1—2 hours as they will need to contact Thomson Reuters.

For help using Datastream please try the help option in the product, look at the Thomson Reuters support pages: <http://training.thomsonreuters.com/datastream/> or contact Thomson Reuters using the contact portal: <http://my.thomsonreuters.com>