



Follow these steps to install FactSet on your pc. If you experience any difficulties, please call the helpdesk at 1-877-FACTSET.

1. Close all Microsoft Office applications and Internet Explorer before attempting to install the FactSet software.
2. Go to <http://www.factset.com/download>. The username is **download** and the password is **GetFactSet!**
3. Under the **Downloads** section choose **FactSet 2009.5A - Download (EXE – 74.6 MB)** and click Run.
4. Click Next in the first dialog box.
5. In the FactSet for Windows User Information dialog box, enter the following and click Next when complete:
 - Name: **Your first and last names**
 - Username: **HARVARD_MBA**
 - Serial number: **See e-mail**
 - Password: **908**
6. In the Installation Folders dialog box, leave the defaults and click Next.
7. In the Ready to Install the Application dialog box, click Next.
8. Once the installation is finished, click Finish to exit.

You are now ready to launch FactSet. Go to Start > All Programs > FactSet > FactSet. The Guided Setup wizard may appear when you first launch FactSet. If it does, please follow these steps to configure your connection settings.

1. Click Next in the Welcome dialog box.
2. As the primary means of communication, select Internet and click Next.
3. Select "None" as alternate means of communication and click Next.
4. Leave the directories as the defaults and click Next.
5. Hit Finish and you will now be able to log onto FactSet.