# Installing Excel

## About
This handout provides instructions for installing Excel on your computer and using Northeastern's license. For more information, visit the Information Technology Services (ITS) guide for installing Office products.

## Installing Excel
- Go to the Office 365 site (https://office.com) and enter your Northeastern email. You will be redirected to Northeastern's Office 365 portal, where you can enter your email and password (same as your university email).
- From here, you will have access to the Microsoft Suite through your browser. We recommend that you download the desktop application for Excel, but you can still use it in browser form.

## Downloading Excel to your Desktop
- Once you're signed in, click "Install Office" in the top right corner and "Office 365." Excel is in this package.
- Follow the directions to download and install the Microsoft Suite.
- Open your newly installed Microsoft Excel.
- Accept the license agreement and sign in with the **same email** you used to sign into the Office 365 (your Northeastern email).
- For help with downloading and signing into Excel, you can always contact Northeastern's ITS.

## Installing the "Analysis Toolpak" Add-in
- Analysis Toolpak "provides data analysis tools for statistical and engineering analysis." It is an Excel add-in that allows for easy statistical analysis like bivariate and multivariate regression.
- **For MacOS**: click on the "Tools" menu and select "Excel Add-ins". In the "Add-ins available" box, check the "Analysis ToolPak" box. If you are unable to find this option, search for "Excel Add-ins" under the "Help" menu. If you have an older version of Excel, you may need to go to the Excel options in the "File" menu and find Add-ins there.
- **For Windows**: Click the "File" menu, then select "Options", then the "Add-ins" category. In the "Manage" box, select "Excel Add-ins" and then click "Go." The "Add-ins" box will appear, and there you can select "Analysis Toolpak" and click "Ok".
- Another option, for earlier Windows versions, is to click on the office button in the upper left corner, then click on the "Excel options" button at the bottom of the menu,

and find the add-ins in the menu on the left of the opened window. After you locate it, you will find the "Manage" field and from there the instructions are the same as for the newer versions.
- **Compatibility**: Excel for Office 365, Excel for Office 365 for Mac, Excel 2019, Excel 2016, Excel 2019 for Mac, Excel 2013, Excel 2010, Excel 2007, Excel 2016 for Mac.
- Just in case: [Windows office support instructions (for older versions as well)](#) or [MacOS office support instructions (for older versions as well)](#)
- Note: Analysis Toolpak is **not** available for the Mac 2011 version of Excel! In the case you have it, further instructions can be found in the office support link above.