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**POLS 7387 Global Governance**  
**Dr. Denise Garcia**  
**Retrieving and Preparing Mapping Data in Excel**

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### About

This handout provides instructions for installing Excel on your computer and using Northeastern's license. For more information, visit <http://bit.ly/2kDkYsL>–Northeastern's ITS Guide

### Install Excel

- Go to the Office 365 (<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 husky email)
  - Each student gets two emails: their Husky email and their Northeastern email. Your Northeastern email has the same beginning as your Husky email, but ends with @northeastern.edu
- 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

### Use Northeastern's License

- Open your newly installed Microsoft Excel
- Accept the license agreement and sign in with the **same email and password** you used to sign into the Office 365 (lastname.i@northeastern.edu)