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## EESH Professional Development for Co-op Lisa Doherty Introduction to 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 the Information Technology Services (ITS) guide at: <http://bit.ly/2kDkYsL>

### 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 (lastname.firstinitial@northeastern.edu)
- For help with downloading and signing into Excel on any product, you can always contact Northeastern's [ITS](#).