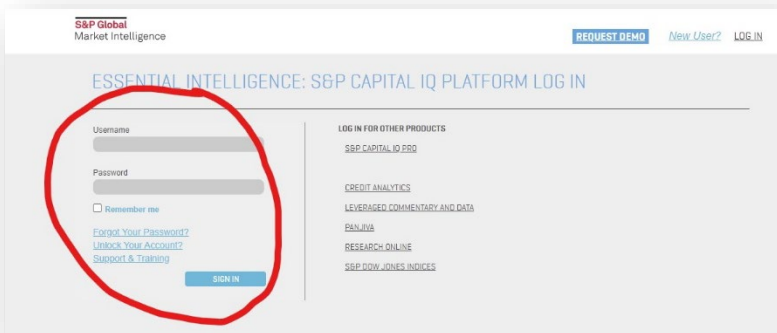# Jones College of Business
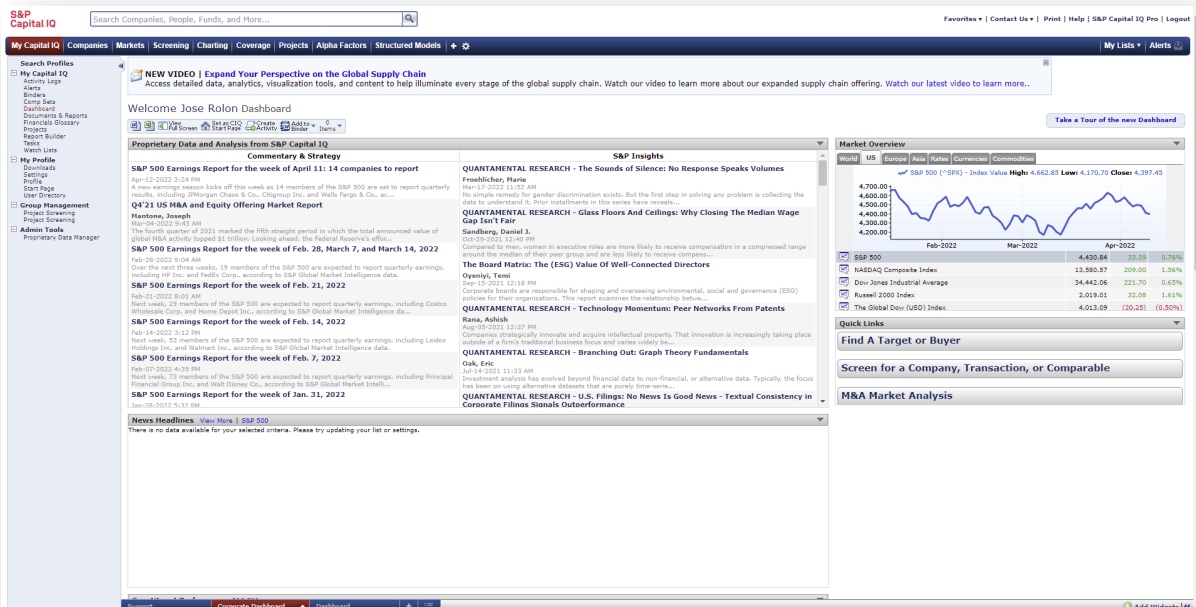## How to download and install Capital IQ in Excel

This tutorial will explain how to download and install the S&P Capital IQ plug-in in Microsoft Excel.

The first step is to go to www.capitaliq.com.

Once on the Capital IQ website, click on **Log In** in the top right-hand corner. Then enter your credentials. If you do not have your credentials yet, contact your MTSU professor.
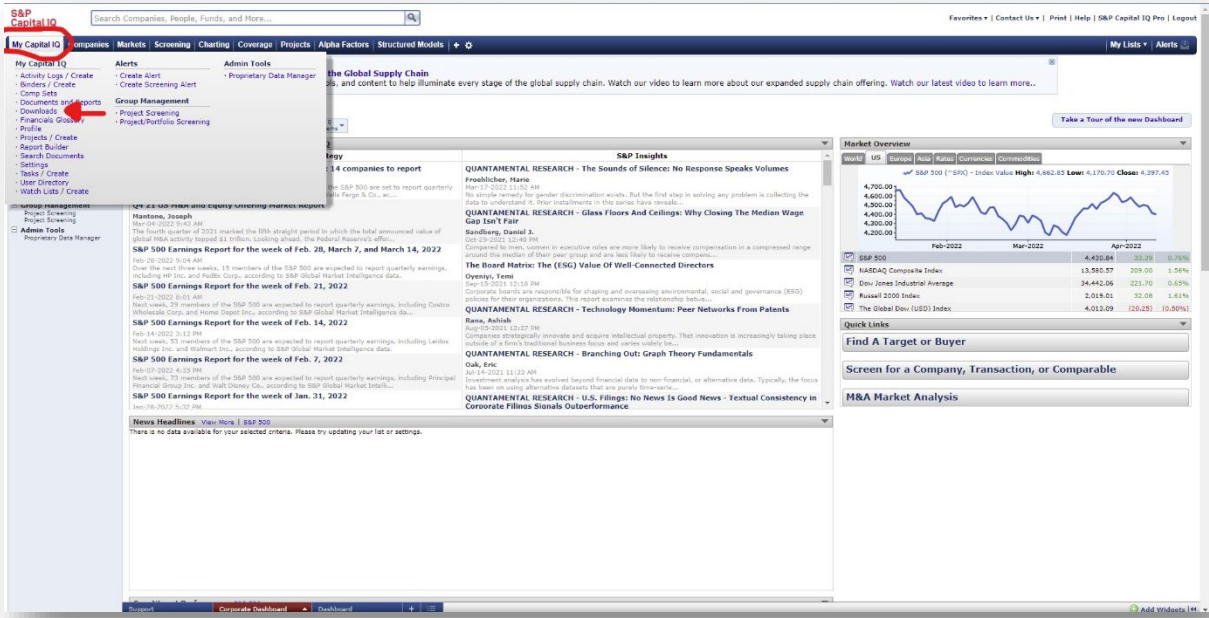

Once you are logged in, you should see a screen like the one below.
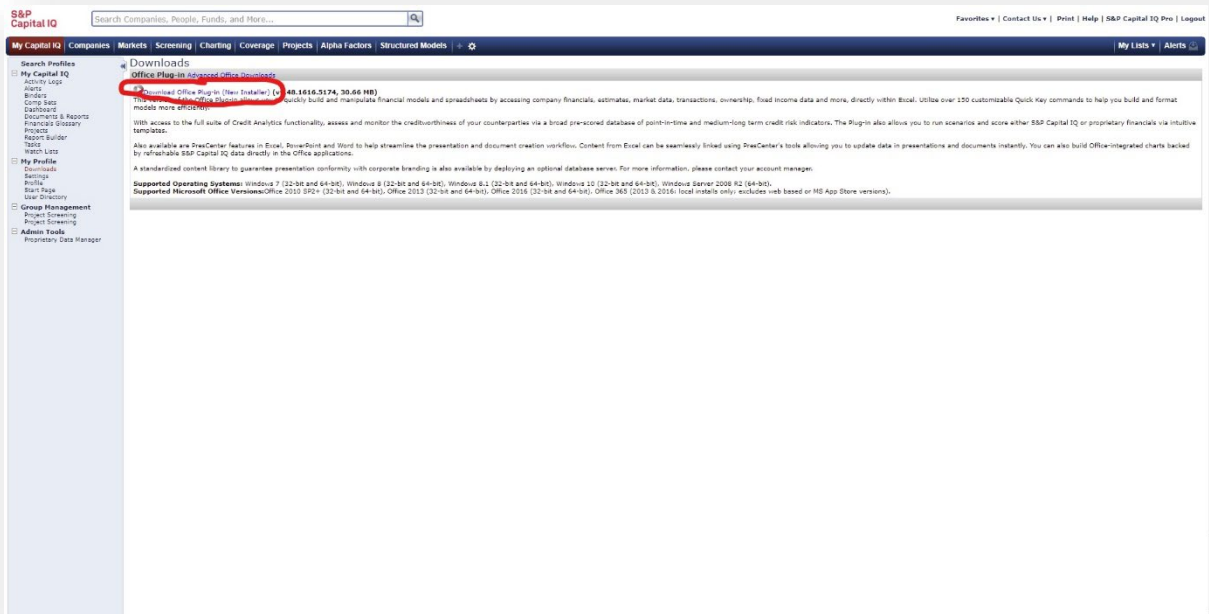

Hover over **My Capital IQ** in the top left-hand corner and click on **Downloads**.
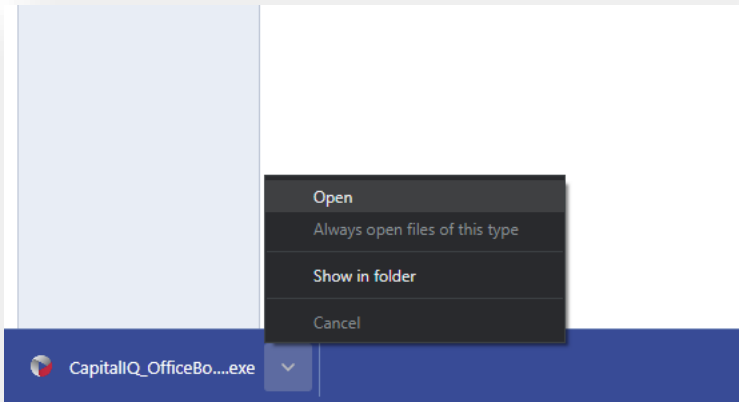
Once you are on the Downloads page, click on **Download Office Plug-in** located near the top.

You will then see it downloading at the bottom of your screen. Click on the small arrow, then click on **Open.**
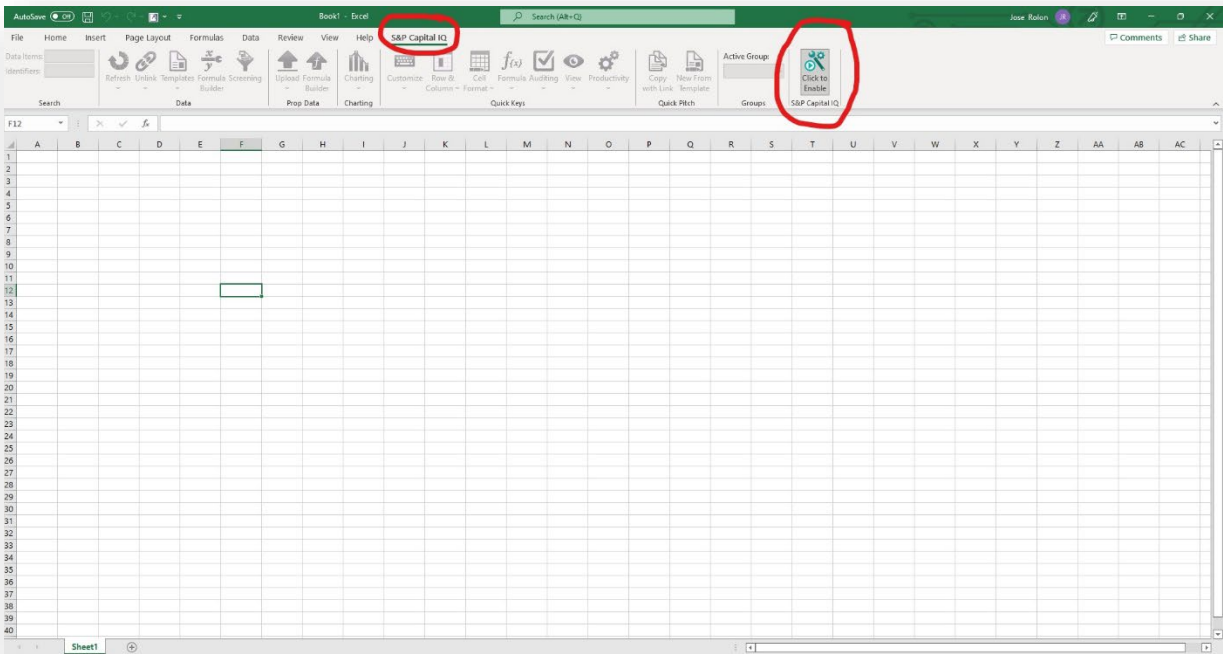
Follow the installation prompt. Keep clicking next until you see **Install**. Do not worry about selecting other options during the installation; leave everything as default.

Once the plug-in is installed, launch Microsoft Excel and open any workbook. You should now see a new tab at the top of the screen labeled **S&P Capital IQ**. Click on it, then click on **Enable.**

You will be asked to log in with the credentials you used before.

Congrats! You are now ready to use the Capital IQ tools in Excel.