



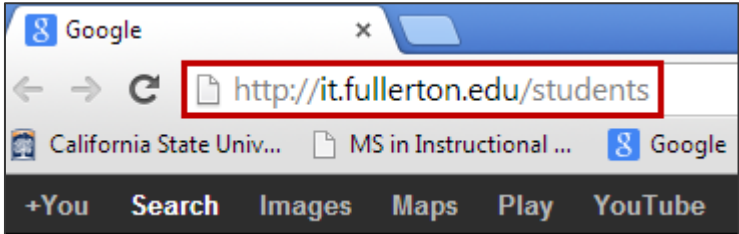

microsoft office 2010 installation instructions

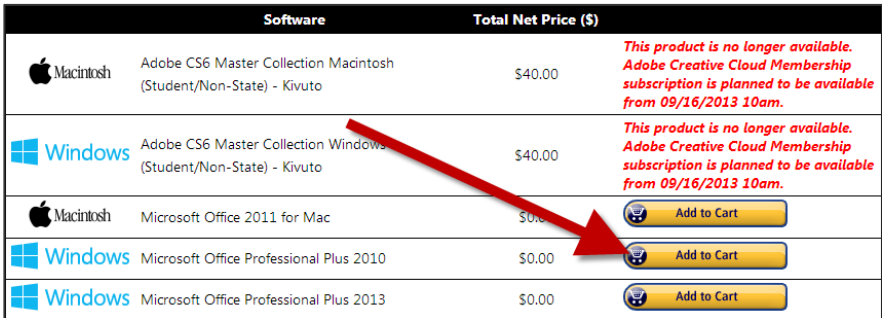
- 1** get the software key/serial number from <http://it.fullerton.edu/students>
- 2** pick up the installation DVD from TitanCard
- 3** remove old version of Office from your computer.
- 4** put the installation DVD in your computer & follow the installation wizard instructions
- 5** update Office when you're done


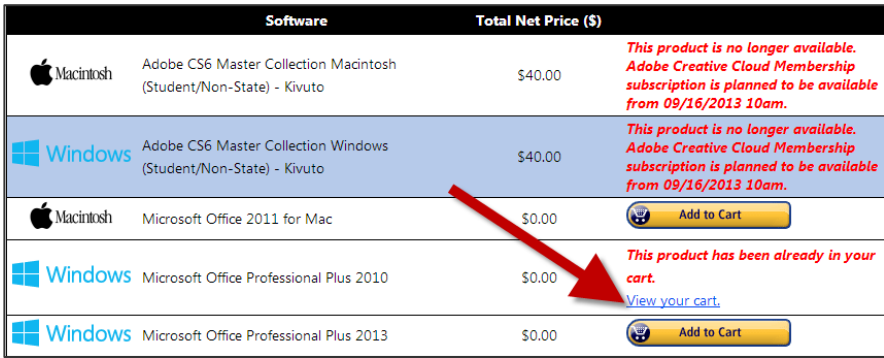





















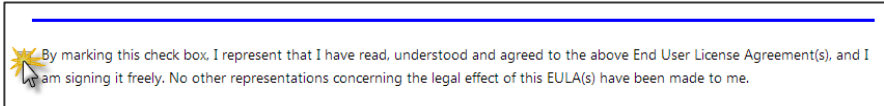
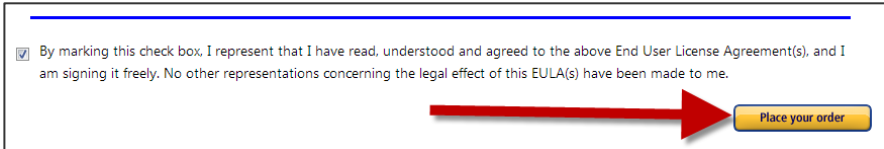

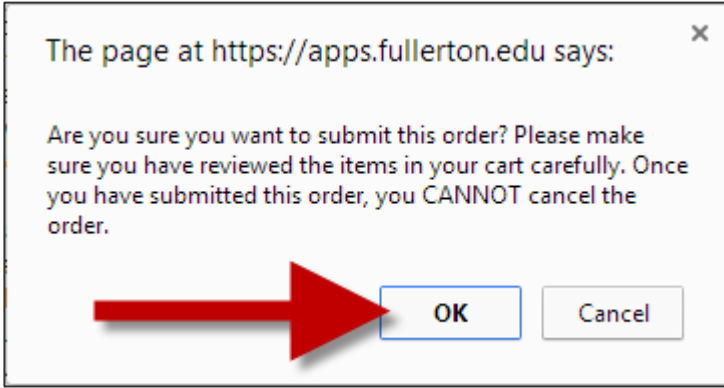
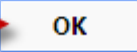

NEED MORE DETAILS? KEEP READING!

1 get the software key/serial number

Follow the instructions below to get the License Serial Number (aka software key or serial number). Screenshots for these steps were taken with Windows 7, but the steps are generally the same for Windows XP and Windows 8.

Steps	Images
<p>1. Open your internet/web browser to http://it.fullerton.edu/students</p>	
<p>2. Scroll down to click on the Office 2010 image.</p>	

Steps	Images												
<p>3. Click Get Microsoft Software on the right.</p>  <p>Be sure to check the Software Requirements for Office 2010 before installing. Otherwise you may end up wasting your time with this installation! http://technet.microsoft.com/en-us/library/ee624351.aspx%28v=office.14%29#section2</p>													
<p>4. Type your Portal username and password in the Students Login section.</p> <p>Then click Login.</p>													
<p>5. Find <i>Microsoft Office Professional Plus 2010</i>. Click Add to Cart.</p>	 <table border="1"> <thead> <tr> <th>Software</th> <th>Total Net Price (\$)</th> </tr> </thead> <tbody> <tr> <td> Adobe CS6 Master Collection Macintosh (Student/Non-State) - Kivuto </td> <td>\$40.00</td> </tr> <tr> <td> Adobe CS6 Master Collection Windows (Student/Non-State) - Kivuto </td> <td>\$40.00</td> </tr> <tr> <td> Microsoft Office 2011 for Mac </td> <td>\$0.00</td> </tr> <tr> <td> Microsoft Office Professional Plus 2010 </td> <td>\$0.00</td> </tr> <tr> <td> Microsoft Office Professional Plus 2013 </td> <td>\$0.00</td> </tr> </tbody> </table>	Software	Total Net Price (\$)	Adobe CS6 Master Collection Macintosh (Student/Non-State) - Kivuto	\$40.00	Adobe CS6 Master Collection Windows (Student/Non-State) - Kivuto	\$40.00	Microsoft Office 2011 for Mac	\$0.00	Microsoft Office Professional Plus 2010	\$0.00	Microsoft Office Professional Plus 2013	\$0.00
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<p>6. Click on View Your Cart.</p>  <p>You can also click on View Your Cart at the top left of this page.</p>	 <table border="1"> <thead> <tr> <th>Software</th> <th>Total Net Price (\$)</th> <th></th> </tr> </thead> <tbody> <tr> <td> Adobe CS6 Master Collection Macintosh (Student/Non-State) - Kivuto</td> <td>\$40.00</td> <td><i>This product is no longer available. Adobe Creative Cloud Membership subscription is planned to be available from 09/16/2013 10am.</i></td> </tr> <tr> <td> Adobe CS6 Master Collection Windows (Student/Non-State) - Kivuto</td> <td>\$40.00</td> <td><i>This product is no longer available. Adobe Creative Cloud Membership subscription is planned to be available from 09/16/2013 10am.</i></td> </tr> <tr> <td> Microsoft Office 2011 for Mac</td> <td>\$0.00</td> <td></td> </tr> <tr> <td> Microsoft Office Professional Plus 2010</td> <td>\$0.00</td> <td><i>This product has been already in your cart.</i> View your cart.</td> </tr> <tr> <td> Microsoft Office Professional Plus 2013</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table>	Software	Total Net Price (\$)		 Adobe CS6 Master Collection Macintosh (Student/Non-State) - Kivuto	\$40.00	<i>This product is no longer available. Adobe Creative Cloud Membership subscription is planned to be available from 09/16/2013 10am.</i>	 Adobe CS6 Master Collection Windows (Student/Non-State) - Kivuto	\$40.00	<i>This product is no longer available. Adobe Creative Cloud Membership subscription is planned to be available from 09/16/2013 10am.</i>	 Microsoft Office 2011 for Mac	\$0.00		 Microsoft Office Professional Plus 2010	\$0.00	<i>This product has been already in your cart.</i> View your cart.	 Microsoft Office Professional Plus 2013	\$0.00	
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<p>7. Review your order at the top of the page, read the user agreement, and then place a check mark indicating you have read and understand the agreement.</p>	 <p><input checked="" type="checkbox"/> By marking this check box, I represent that I have read, understood and agreed to the above End User License Agreement(s), and I am signing it freely. No other representations concerning the legal effect of this EULA(s) have been made to me.</p>																		
<p>8. Click Place your order.</p>	 <p><input checked="" type="checkbox"/> By marking this check box, I represent that I have read, understood and agreed to the above End User License Agreement(s), and I am signing it freely. No other representations concerning the legal effect of this EULA(s) have been made to me.</p> <p></p>																		
<p>9. Click OK to submit your order.</p>	 <p>The page at https://apps.fullerton.edu says:</p> <p>Are you sure you want to submit this order? Please make sure you have reviewed the items in your cart carefully. Once you have submitted this order, you CANNOT cancel the order.</p> <p> </p>																		

Steps	Images
<p>10. Read the important information at the top of the screen: this tells you where to pick up your installation DVD!</p> <p> Save the License Serial Number! You will need this when you install Office 2010.</p>	

2 pick up the installation DVD from TitanCard

Go to TitanCard on the first floor of the Pollak Library South near the Library Circulation desk to pick up your Office 2010 installation DVD.

Wait...this is a 30 day trial of Office!

That's okay. You have your License Serial Number, right? That's what you'll use to unlock the full version of Office 2010 when you install it.

But I already have a trial of Office 2010 installed on my computer!

Okay. Check your version of Office 2010. Is it Microsoft Office 2010 **Professional** Edition?

Yes! I have Office 2010 Professional Edition.

Great! You can simply start up one of the Office programs (i.e. Word) on your computer. You should be given the opportunity to enter a serial number. Enter the License Serial Number you obtained in step 1 and you're good to go!

No. I have Office 2010 Home Edition or Student Edition.

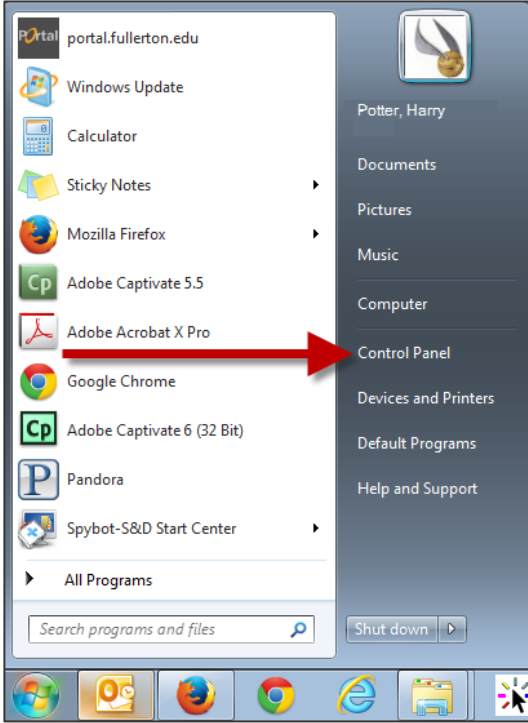
The License Serial Number that CSUF gave you is only good for Office 2010 **Professional** Edition. Please uninstall your version of Office 2010, get the Office 2010 Professional Edition DVD from TitanCard, and continue following the steps below.


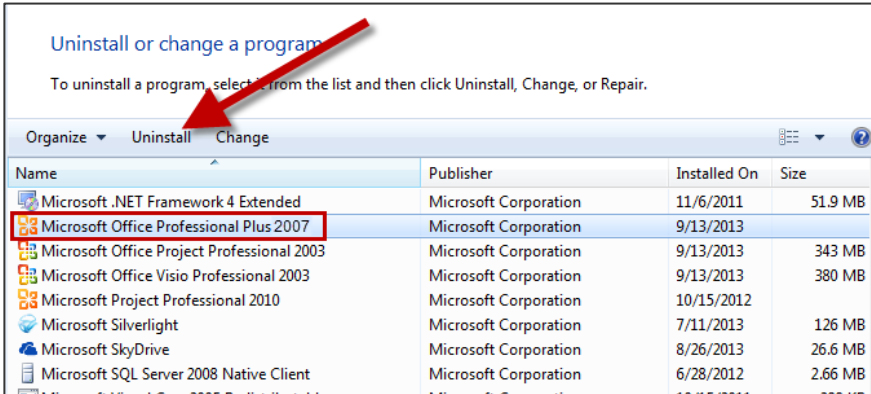
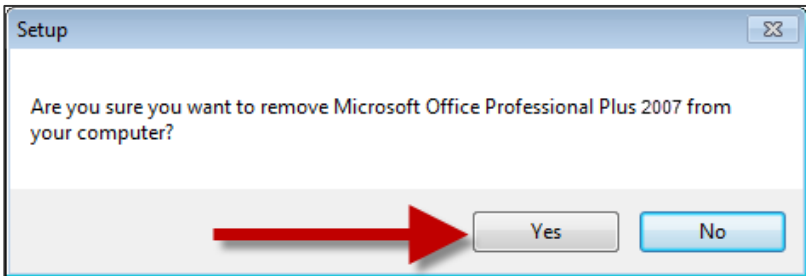
3 remove old version of Office from your computer

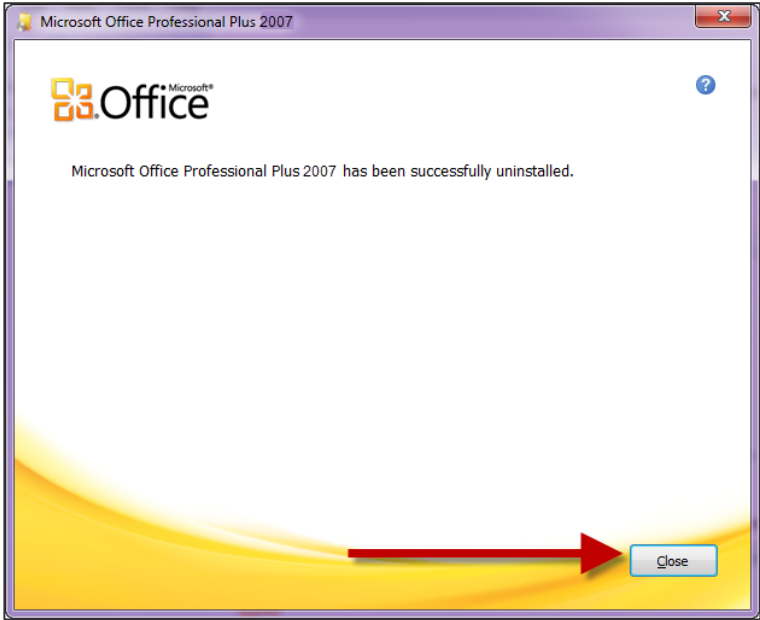

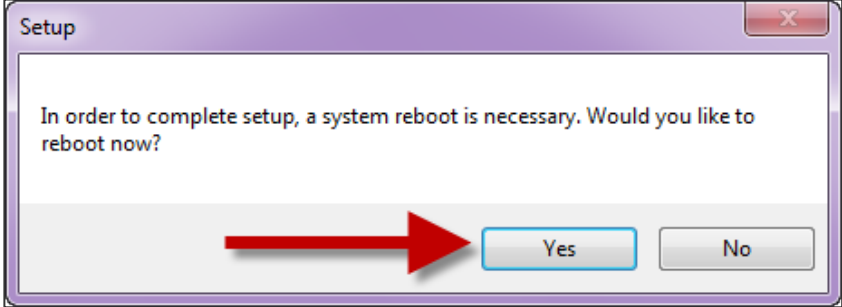
If you have an older version of Office on your computer/laptop (i.e. Office 2007 or Office 2003, etc.) you need to remove it **before** installing Office 2010. This will help avoid potential clashes between the two versions. Screenshots for these steps were taken with Windows 7, but the steps are generally the same for Windows XP and Windows 8.

What if these instructions don't work for me?

Visit Microsoft's website: <http://windows.microsoft.com/en-us/windows/uninstall-change-program> to get specific step-by-step instructions for your Operating System.

<u>Steps</u>	<u>Images</u>
1. Open the Control Panel .	 A screenshot of the Windows 7 Start menu. The left pane shows a list of installed programs including 'portal.fullerton.edu', 'Windows Update', 'Calculator', 'Sticky Notes', 'Mozilla Firefox', 'Adobe Captivate 5.5', 'Adobe Acrobat X Pro', 'Google Chrome', 'Adobe Captivate 6 (32 Bit)', 'Pandora', and 'Spybot-S&D Start Center'. The right pane shows system folders like 'Potter, Harry', 'Documents', 'Pictures', 'Music', 'Computer', 'Control Panel', 'Devices and Printers', 'Default Programs', and 'Help and Support'. A red arrow points from the 'Adobe Acrobat X Pro' icon in the left pane to the 'Control Panel' option in the right pane. At the bottom, there is a search bar labeled 'Search programs and files' and a 'Shut down' button. The taskbar at the very bottom shows icons for Windows, Start, Internet Explorer, Firefox, Chrome, and File Explorer.

Steps	Images																																				
<p>2. In the Programs menu, select Uninstall a program.</p>	 <p>The image shows the Windows Control Panel window titled 'Control Panel'. The 'Programs' category is selected, and a red arrow points to the 'Uninstall a program' link. Other categories visible include System and Security, Network and Internet, Hardware and Sound, User Accounts, Appearance and Personalization, Clock, Language, and Region, and Ease of Access.</p>																																				
<p>3. Click on the old version of Office. Then click Uninstall.</p>	 <p>The image shows the 'Uninstall or change a program' window. A red arrow points to the 'Uninstall' button in the menu bar. The list of programs is shown with columns for Name, Publisher, Installed On, and Size. 'Microsoft Office Professional Plus 2007' is highlighted in blue.</p> <table border="1" data-bbox="634 1052 1500 1285"> <thead> <tr> <th>Name</th> <th>Publisher</th> <th>Installed On</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>Microsoft .NET Framework 4 Extended</td> <td>Microsoft Corporation</td> <td>11/6/2011</td> <td>51.9 MB</td> </tr> <tr> <td>Microsoft Office Professional Plus 2007</td> <td>Microsoft Corporation</td> <td>9/13/2013</td> <td></td> </tr> <tr> <td>Microsoft Office Project Professional 2003</td> <td>Microsoft Corporation</td> <td>9/13/2013</td> <td>343 MB</td> </tr> <tr> <td>Microsoft Office Visio Professional 2003</td> <td>Microsoft Corporation</td> <td>9/13/2013</td> <td>380 MB</td> </tr> <tr> <td>Microsoft Project Professional 2010</td> <td>Microsoft Corporation</td> <td>10/15/2012</td> <td></td> </tr> <tr> <td>Microsoft Silverlight</td> <td>Microsoft Corporation</td> <td>7/11/2013</td> <td>126 MB</td> </tr> <tr> <td>Microsoft SkyDrive</td> <td>Microsoft Corporation</td> <td>8/26/2013</td> <td>26.6 MB</td> </tr> <tr> <td>Microsoft SQL Server 2008 Native Client</td> <td>Microsoft Corporation</td> <td>6/28/2012</td> <td>2.66 MB</td> </tr> </tbody> </table>	Name	Publisher	Installed On	Size	Microsoft .NET Framework 4 Extended	Microsoft Corporation	11/6/2011	51.9 MB	Microsoft Office Professional Plus 2007	Microsoft Corporation	9/13/2013		Microsoft Office Project Professional 2003	Microsoft Corporation	9/13/2013	343 MB	Microsoft Office Visio Professional 2003	Microsoft Corporation	9/13/2013	380 MB	Microsoft Project Professional 2010	Microsoft Corporation	10/15/2012		Microsoft Silverlight	Microsoft Corporation	7/11/2013	126 MB	Microsoft SkyDrive	Microsoft Corporation	8/26/2013	26.6 MB	Microsoft SQL Server 2008 Native Client	Microsoft Corporation	6/28/2012	2.66 MB
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<p>4. Click Yes to continue the uninstallation.</p>	 <p>The image shows a 'Setup' dialog box with the text: 'Are you sure you want to remove Microsoft Office Professional Plus 2007 from your computer?'. A red arrow points to the 'Yes' button.</p>																																				

Steps	Images
<p>5. Click Close when the uninstallation wizard is finished.</p>	 A screenshot of a Windows dialog box titled "Microsoft Office Professional Plus 2007". The dialog box has a white background with a yellow and orange gradient at the bottom. It displays the Microsoft Office logo and the text "Microsoft Office Professional Plus 2007 has been successfully uninstalled." A red arrow points to the "Close" button in the bottom right corner.
<p>6. You will need to restart your computer to complete the uninstallation. Click Yes to restart now.</p> <p> You can click No if you need to save any open documents, etc. However, you MUST restart before installing Office 2010.</p>	 A screenshot of a Windows dialog box titled "Setup". The dialog box has a white background and a purple title bar. It contains the text "In order to complete setup, a system reboot is necessary. Would you like to reboot now?" Below the text are two buttons: "Yes" and "No". A red arrow points to the "Yes" button.

4 put the installation DVD in your computer & follow the installation wizard instructions

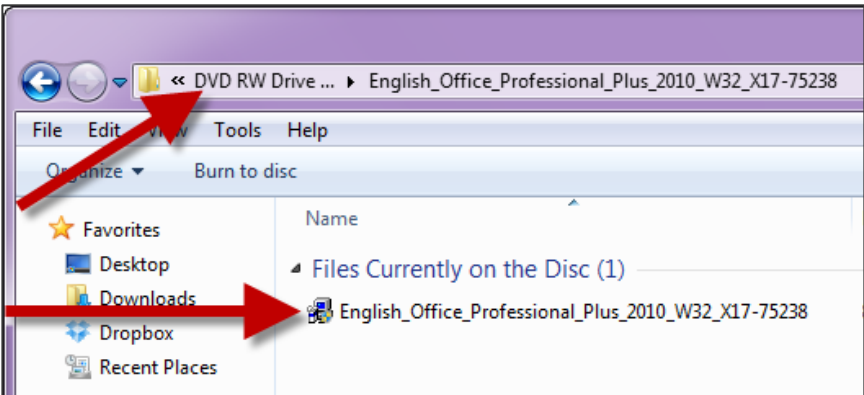
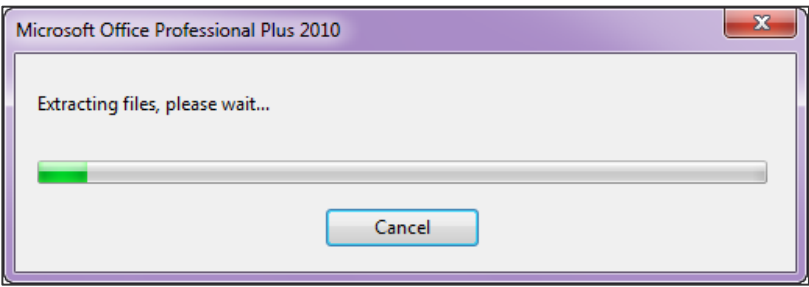
It's time! Put the Office 2010 installation DVD in your computer. The installation wizard will automatically start up. **Get your License Serial Number ready** and follow the instructions to install Office 2010. Screenshots for these steps were taken with Windows 7, but the steps are generally the same for Windows XP and Windows 8.


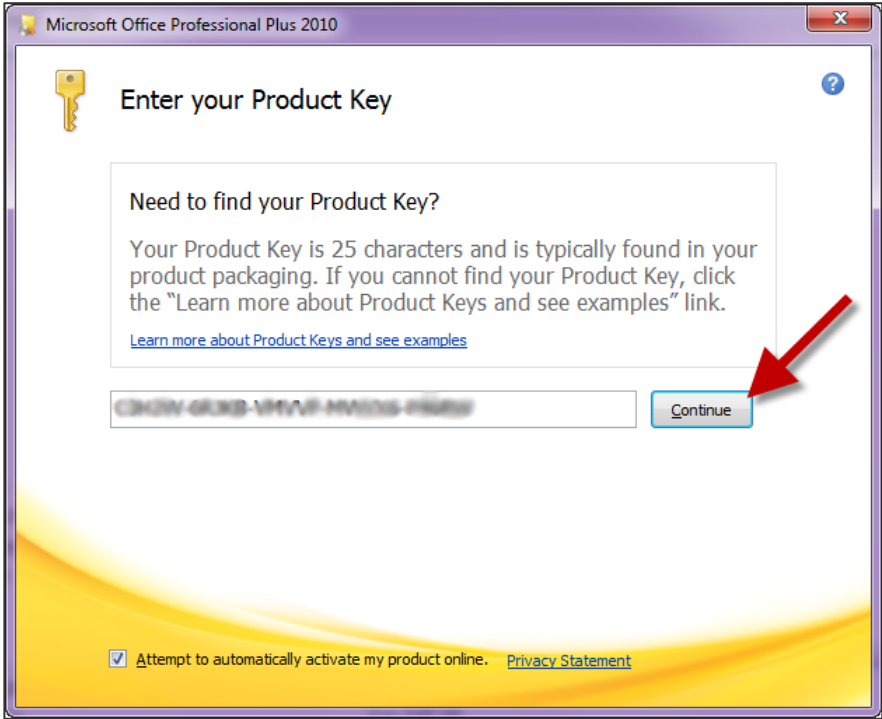
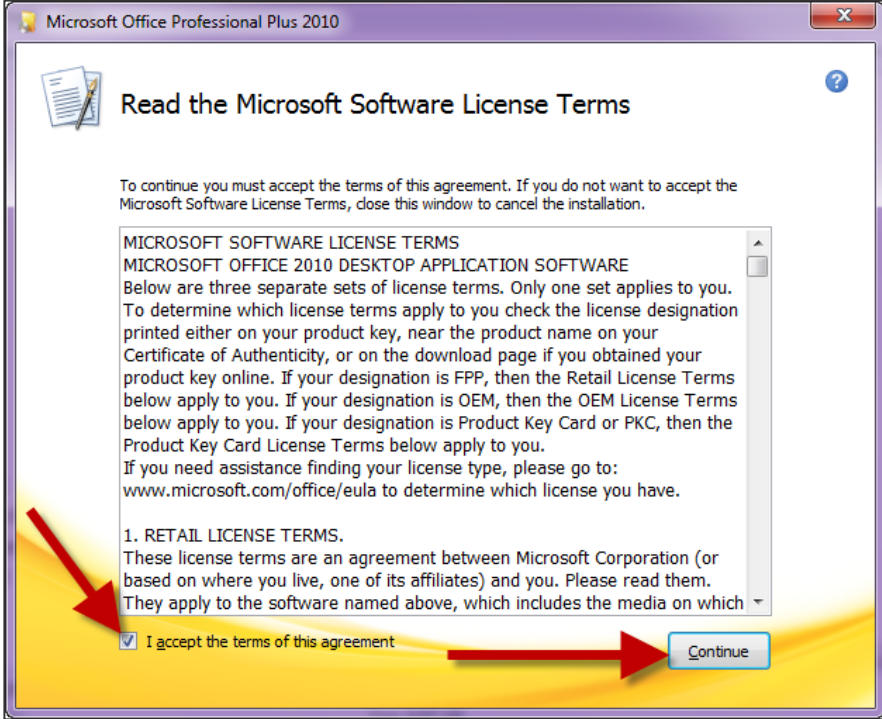
OMG I can't find my License Serial Number!


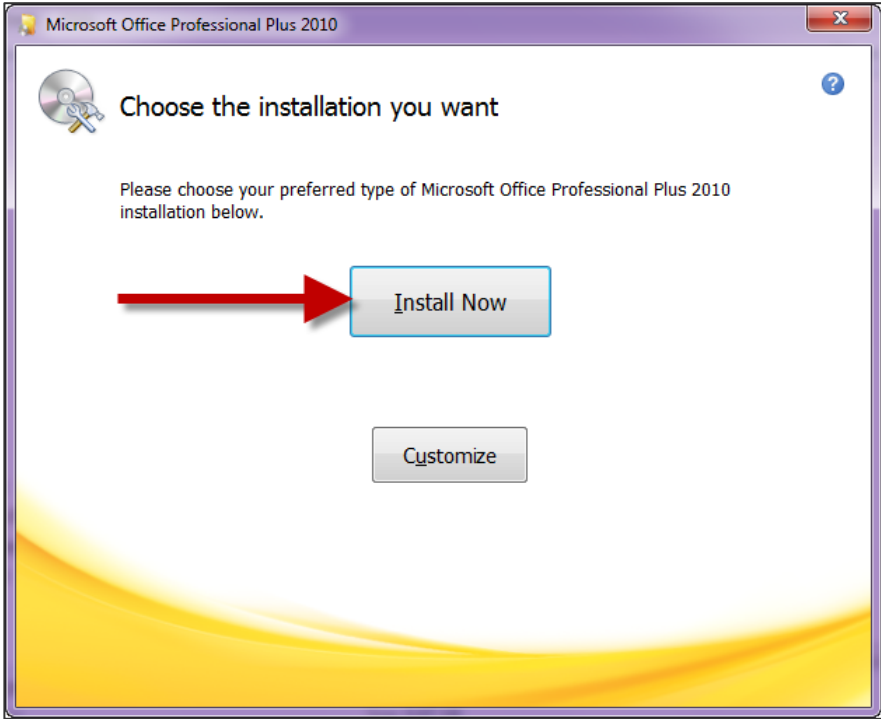
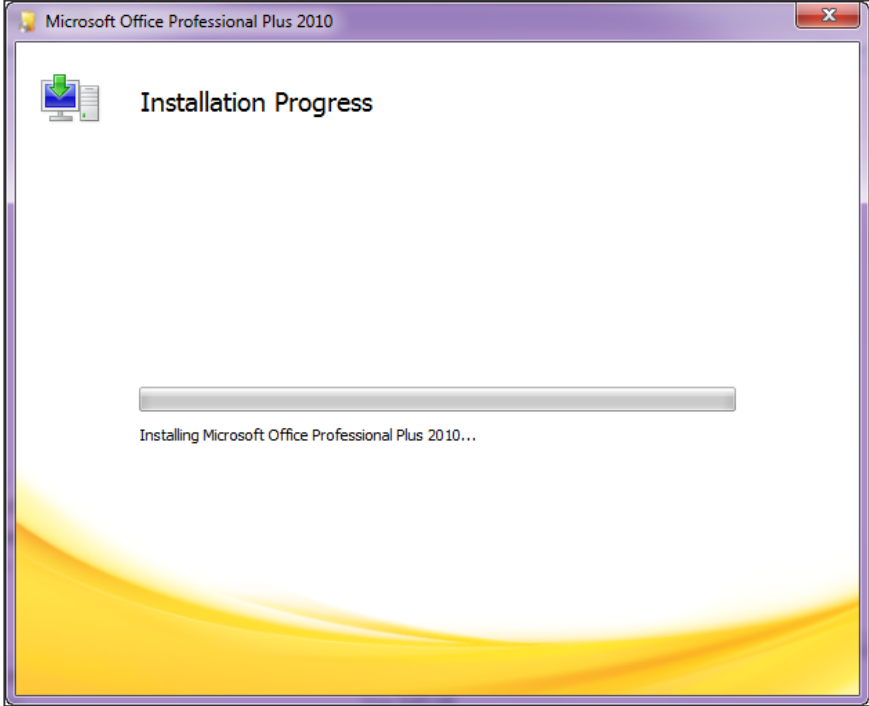
Don't panic! First, check your student email account. You should have received an email with the license serial number when you placed the order.

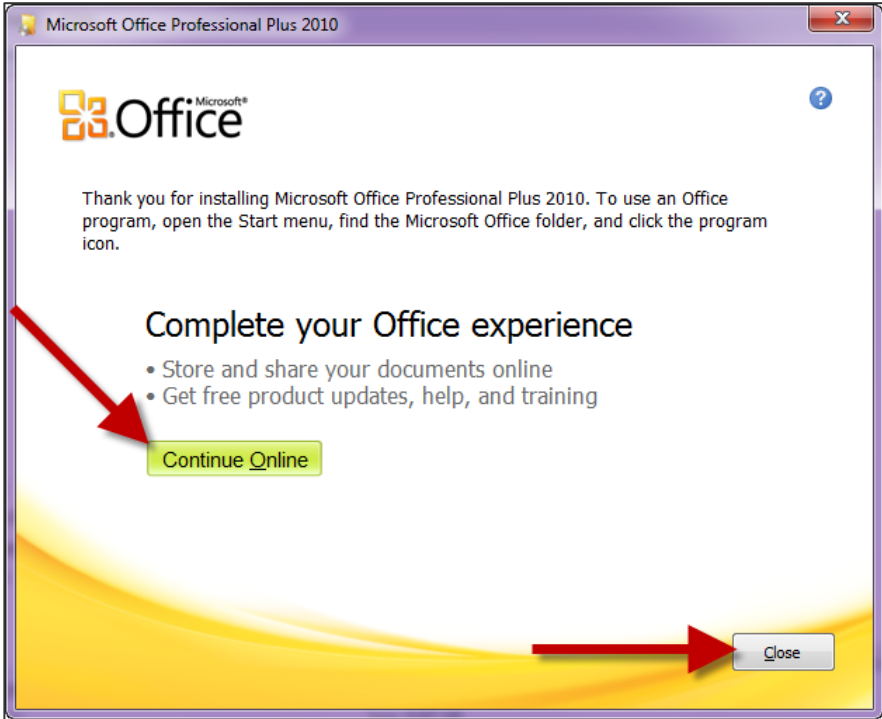
I think I deleted that email!

Okay. Go to <https://apps.fullerton.edu/E-Licensing> and select **Students**. Log on with your Portal username and password. Click **View Purchased License** on the left. Voila! There are all of the serial numbers for software that you purchased through CSUF.

Steps	Images
<p>1. Insert the Microsoft Office 2010 DVD in your computer.</p> <p>The installation wizard should come up automatically, but if not you can go to the DVD drive on your computer and double click the file on the DVD.</p>	
<p>2. If you see a message indicating that files are being extracted, just wait. The installer will begin in a few minutes.</p>	

Steps	Images
<p>3. Enter the License Serial Number that you received when you ordered Office 2010. This is your product key.</p> <p>Then click Continue.</p> <p> Can't find your License Serial Number? See the tips at the top of section 4.</p>	
<p>4. Read the Microsoft Software License Terms.</p> <p>Place a check mark next to I accept the terms of this agreement.</p> <p>Then click Continue.</p>	

Steps	Images
<p>5. Click Install Now.</p>  <p>Click Customize if you want to specify which Office program(s) you want to install.</p>	
<p>6. Be patient! The installation process can take a long time.</p>	

Steps	Images
<p>7. You're done!</p> <p>Click Continue Online to view tutorials or get updates.</p> <p>Or click Close to exit the installer.</p>	

5 update Office when you're done

It's likely that there are some security and bug fix updates for your Office installation. It is recommended that you check for Office updates before you start using Office 2010 applications.

How do I update Office 2010?

When you run Windows Update, it will now check for Office updates as well. Open your **Control Panel** and go to **Windows Update**. There may be several updates, so be patient as your system installs them. Some updates may require you to restart your computer.

Once your computer has installed your Office updates, you're done! Start using your Office 2010 applications.

Need More Help?



Visit the Student Genius Corner in the Pollak Library North basement inside Titan Lab (PLN-030). View their website for their hours:
<http://www.fullerton.edu/sgc>

Contact the IT Help Desk at 657-278-7777 or helpdesk@fullerton.edu.