



office 2011 download & installation instructions

- 1** remove other versions of Office from your computer
- 2** log on to www.fullerton.edu/office365 to download office 2011 & follow the installation wizard instructions
- 3** update Office when you're done

NEED MORE DETAILS? KEEP READING!

1 remove other versions of Office from your computer

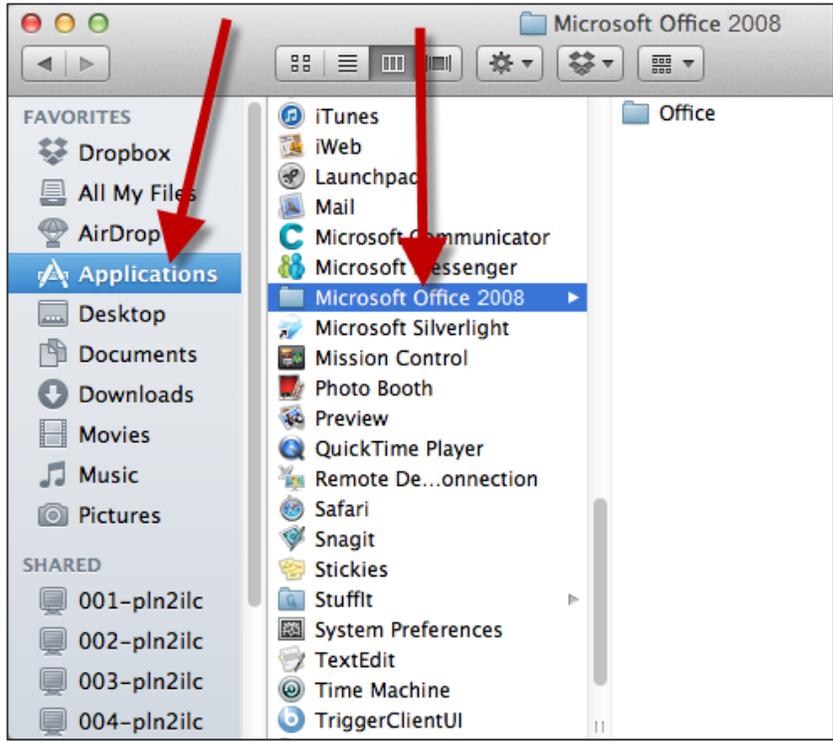
If you have any other version of Office on your computer/laptop (i.e. Office 2008 or even Office 2011 etc.) you need to remove it **before** installing Office 2011. This will help avoid potential clashes between the two versions.

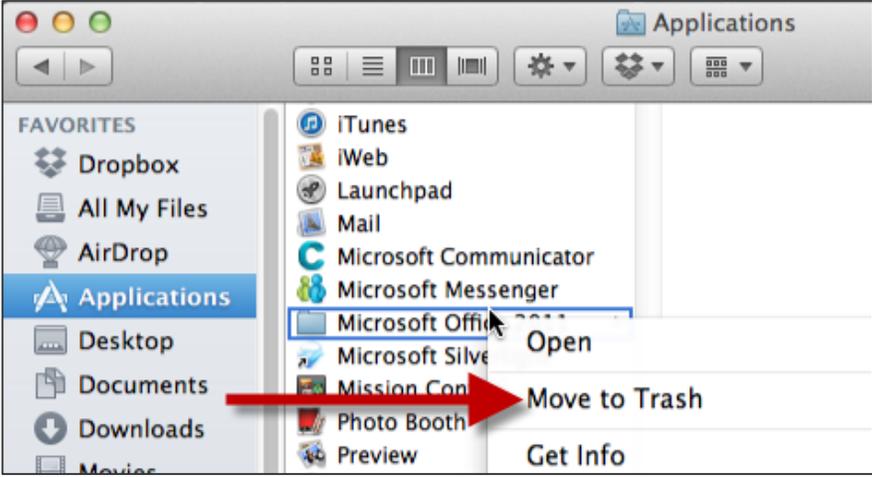
Why do I need to uninstall Office 2011 if I have it already?

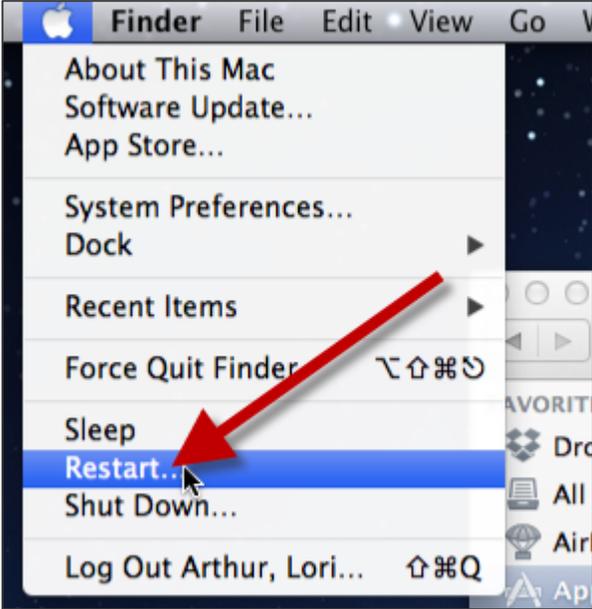
This new version of Office 2011 uses a different licensing system than the serial numbers that you probably used for your previous Office 2011 installation. To avoid any licensing conflicts, uninstall your previous Office 2011 installation and install a new version from Office 365.

What if these instructions don't work for me?

Visit Apple's website: <http://support.apple.com/kb/PH11356> to get specific step-by-step instructions.

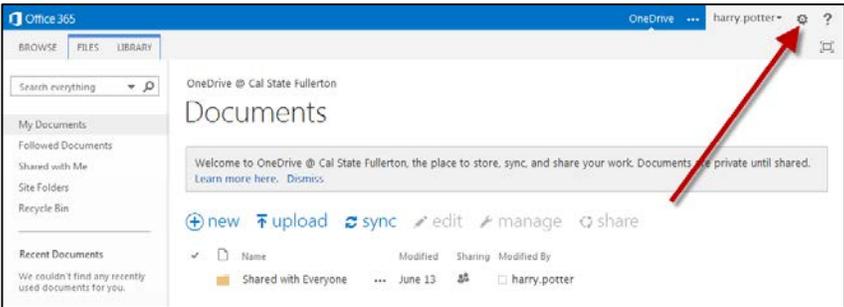
Steps	Images
<p>STEP ONE</p> <p>Open the Applications window and select the old version you wish to uninstall.</p>	 <p>The image shows a screenshot of a Mac OS X Applications window. The window title is 'Microsoft Office 2008'. The left sidebar shows 'FAVORITES' with 'Applications' selected. The main pane shows a list of applications, with 'Microsoft Office 2008' selected. Two red arrows point to the 'Applications' folder in the sidebar and the 'Microsoft Office 2008' folder in the main pane.</p>

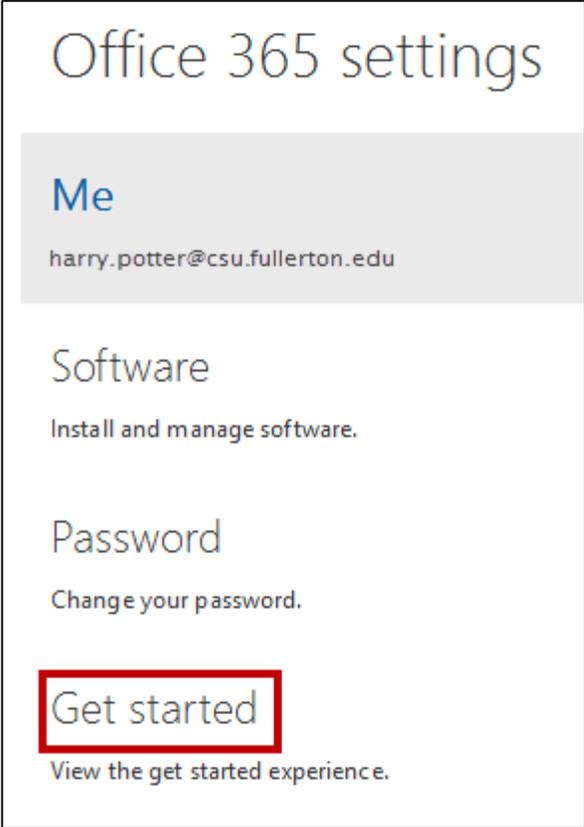
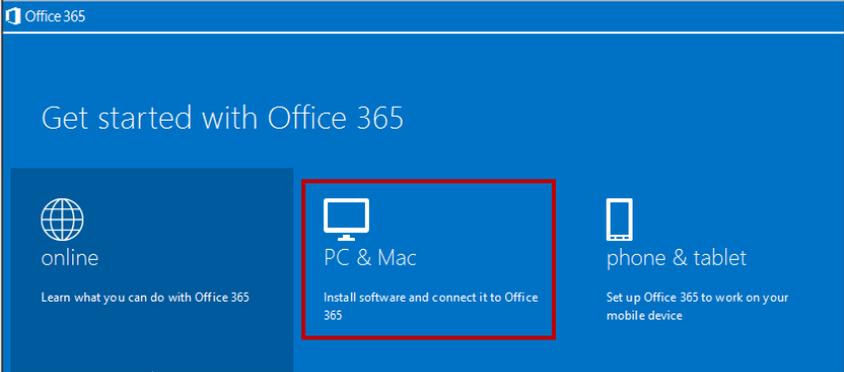
Steps	Images
<p>STEP TWO</p> <hr/> <p>Hold down the Control button on your keyboard and click the mouse on the old version of Microsoft Office to expand a menu.</p> <p>Choose Move to Trash.</p>	
<p>STEP THREE</p> <hr/> <p>In the <i>Finder</i> menu, select Empty Trash.</p>	
<p>STEP FOUR</p> <hr/> <p>Confirm you want to erase items in the Trash by clicking Empty Trash.</p>	

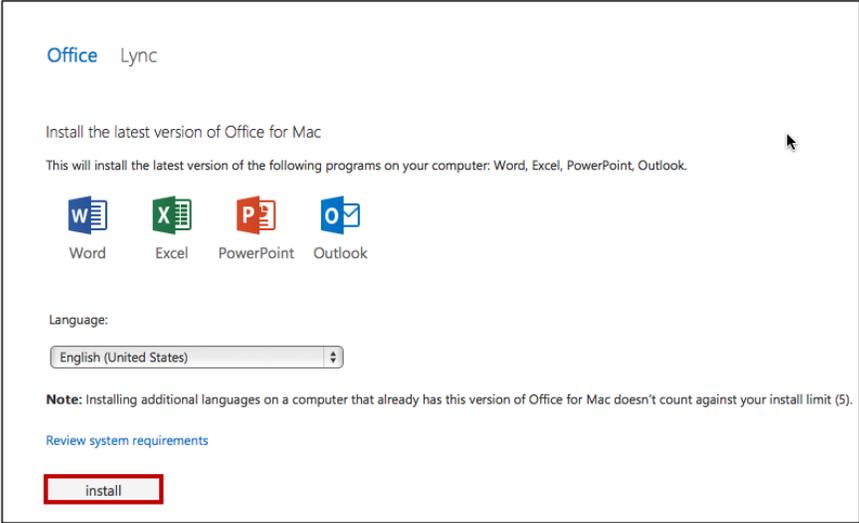
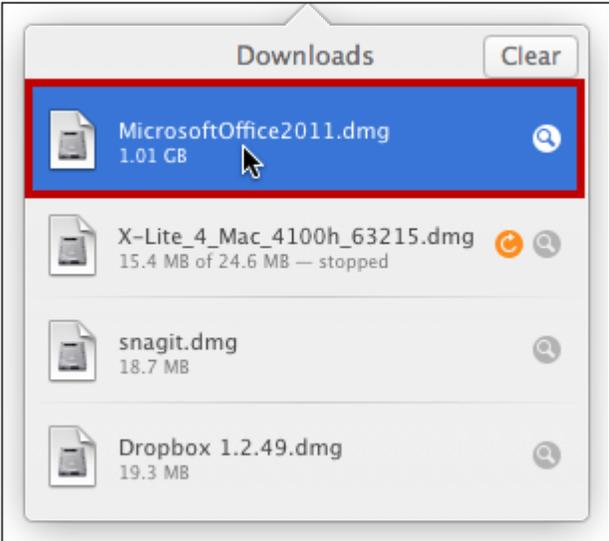
Steps	Images
<p>STEP FIVE</p> <hr/> <p>You will need to restart your computer before installing Office 2011.</p> <p>In the <i>Apple</i> menu, select Restart.</p>	

2 log on to www.fullerton.edu/office365 to download office 2011 & follow the installation wizard instructions

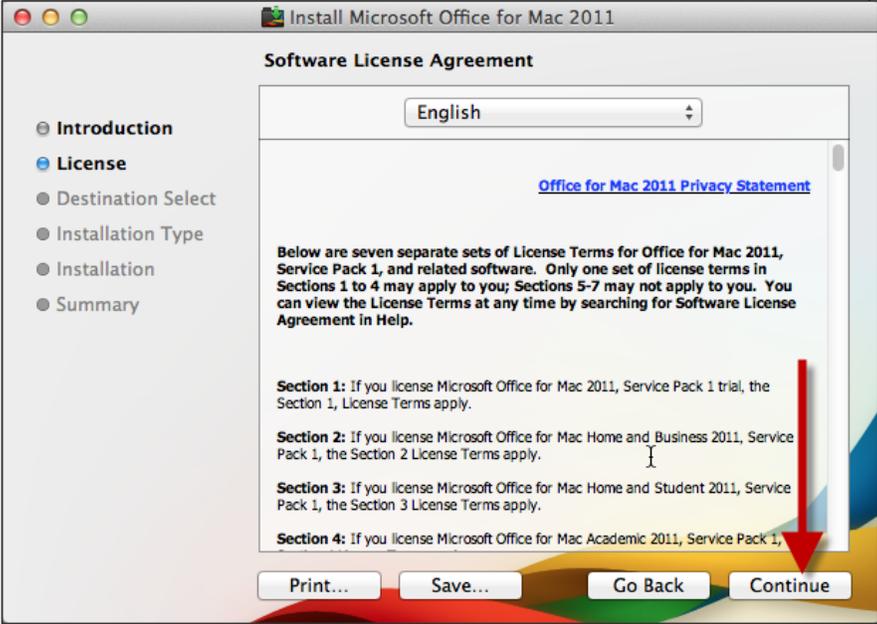
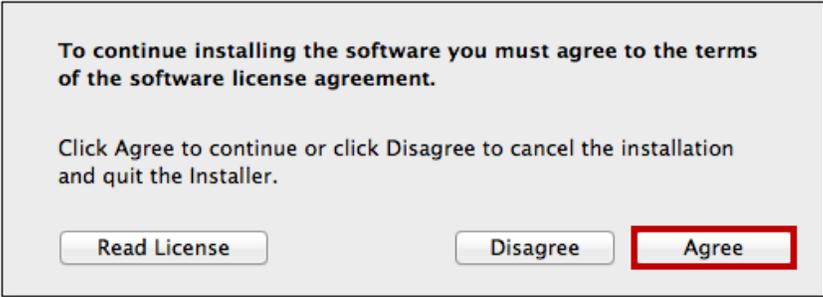
Follow the instructions below to log on to Office 365, download Office 2011, and then follow the installation wizard instructions.

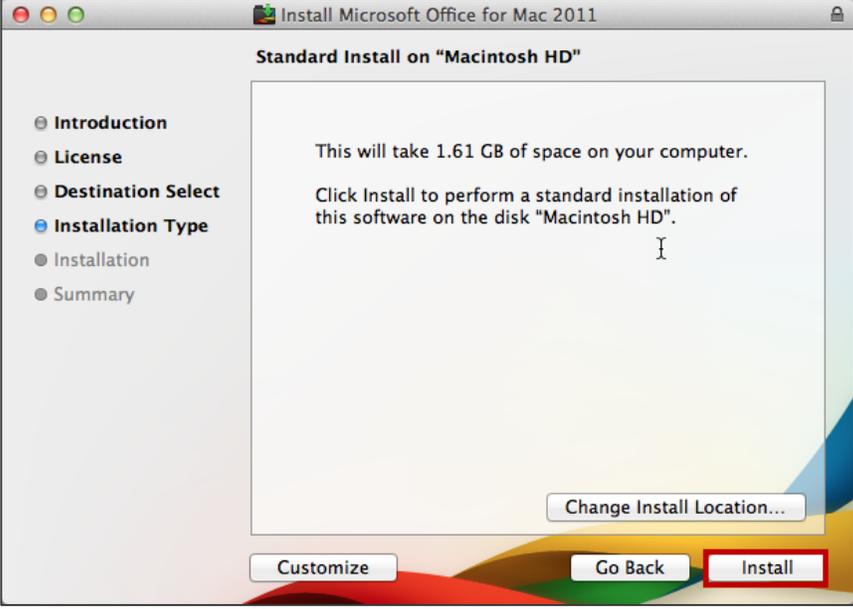
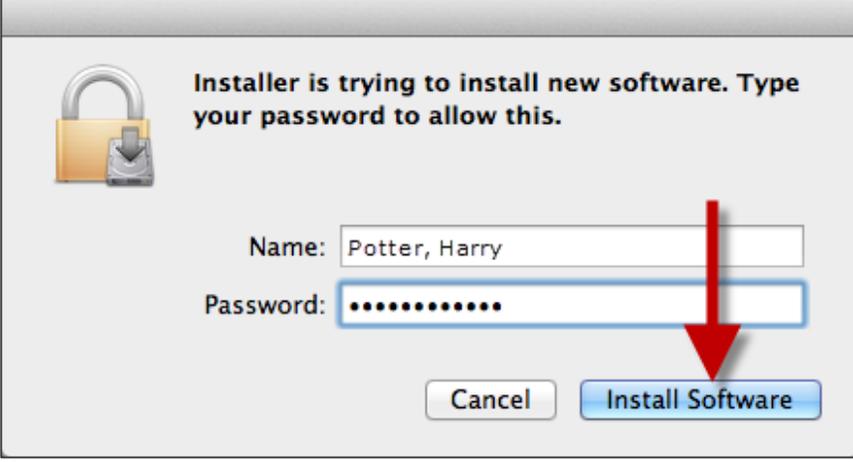
Steps	Images
<p>STEP ONE</p> <hr/> <p>Open your internet/web browser to http://www.fullerton.edu/office365.</p>	
<p>STEP TWO</p> <hr/> <p>Under Student Login, click on the Get Started Page link.</p> <p>You will be re-directed to a login page.</p> <p>Enter your student username and password.</p> <p>Then click Sign In.</p>	
<p>STEP THREE</p> <hr/> <p>At the top right, click on the Settings gear icon (⚙️).</p>	

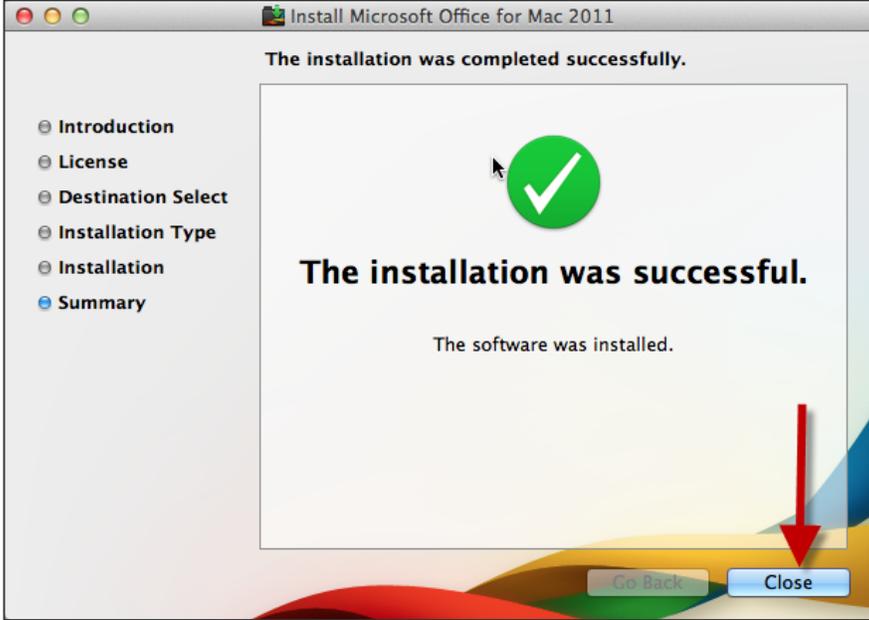
Steps	Images
<p>STEP FOUR</p> <hr/> <p>Click Get Started.</p>	 <p>The screenshot shows the 'Office 365 settings' page. At the top, it says 'Office 365 settings'. Below that is a grey bar with 'Me' and the email address 'harry.potter@csu.fullerton.edu'. Underneath are three options: 'Software' (Install and manage software.), 'Password' (Change your password.), and 'Get started' (View the get started experience.). The 'Get started' button is highlighted with a red box.</p>
<p>STEP FIVE</p> <hr/> <p>Click on the PC & Mac icon.</p>	 <p>The screenshot shows the 'Get started with Office 365' page. It has a blue header with the Office 365 logo. Below the header, it says 'Get started with Office 365'. There are three main sections: 'online' (Learn what you can do with Office 365), 'PC & Mac' (Install software and connect it to Office 365), and 'phone & tablet' (Set up Office 365 to work on your mobile device). The 'PC & Mac' section is highlighted with a red box.</p>

Steps	Images
<p>STEP SIX</p> <hr/> <p>Click Install.</p>	
<p>STEP SEVEN</p> <hr/> <p>The Office 2011 installer appears in your Downloads folder. Once it finishes downloading, double click on it.</p>	

<u>Steps</u>	<u>Images</u>
<p>STEP EIGHT</p> <hr/> <p>Click on the Office Installer icon.</p>	
<p>STEP NINE</p> <hr/> <p>Click Continue to start the installation wizard.</p>	

Steps	Images
<p>STEP TEN</p> <hr/> <p>Read the <i>Software License Agreement</i> and then click Continue.</p>	
<p>STEP ELEVEN</p> <hr/> <p>Click Agree.</p>	

Steps	Images
<p>STEP TWELVE</p> <hr/> <p>Click Install.</p>  <p>Be sure that you have enough space on your computer before installing!</p>	
<p>STEP THIRTEEN</p> <hr/> <p>Depending on your computer's security setup, you may need to enter your computer's keychain password. Then click Install Software.</p>	

Steps	Images
<p>STEP FOURTEEN</p> <hr/> <p>Be patient. It may take a while to install Office 2011.</p>	 <p>The screenshot shows the 'Install Microsoft Office for Mac 2011' window. On the left is a navigation pane with options: Introduction, License, Destination Select, Installation Type, Installation (selected), and Summary. The main area displays 'Installing Microsoft Office for Mac 2011' with a progress bar and the text 'Writing files...'. Below the progress bar, it says 'Install time remaining: About 40 minutes'. At the bottom right, there are 'Go Back' and 'Continue' buttons.</p>
<p>STEP FIFTEEN</p> <hr/> <p>Once the installation is complete, click Close.</p> <p> When you first open an Office program like Word or PowerPoint, you may see a screen that asks you to enter a product key. Look for the link to sign in and click that link instead.</p>	 <p>The screenshot shows the 'Install Microsoft Office for Mac 2011' window after successful installation. The navigation pane is the same. The main area displays 'The installation was completed successfully.' with a large green checkmark icon. Below the icon, it says 'The installation was successful.' and 'The software was installed.' At the bottom right, there are 'Go Back' and 'Close' buttons. A red arrow points to the 'Close' button.</p>

3 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 2011 applications.

How do I update Office 2011?

After you complete the installation of Office 2011, the Microsoft AutoUpdate application will automatically start up. Indicate how often you want the application to check for updates (CSUF IT recommends weekly) and then click **Check for Updates**.

Once your computer has installed your Office updates, you're done! Start using your Office 2011 applications. Note that you may have to restart your computer for some updates.

Need More Help?



Visit the Student Genius Corner on the first floor of Pollak Library North. View their website for their hours: <http://sts.fullerton.edu/sgc>

Contact the Student IT Help Desk at 657-278-8888 or StudentITHelpDesk@fullerton.edu.