# Herzing Student Download Instructions for Microsoft Office 365 Pro Plus

# Office for PC

Herzing University supplies all students with a copy of Microsoft Office or Office for Mac for coursework. There is a separate document with instructions for Mac owners.

## Minimum System Requirements:

- 1.6 gigahertz 2-core (GHz) processor
- 2 gigabyte (GB) RAM (required 32-bit) 4 GB RAM (recommended 32-bit, required 64-bit)
- 4.0 gigabytes (GB) available disk space

### **Operating systems:**

• Windows 7, 8, 8.1, 10

#### Browsers Supported:

- Google Chrome
- Microsoft Edge
- Microsoft Internet Explorer
- Mozilla Firefox
- 1. To begin, login at <u>https://login.herzing.edu</u> and click on e-mail.



2. Click the Apps button in the upper left then the Office 365 link.

	RZING <sup>®</sup> Outlook	
Search Mail and Peop	le 🔎 🕀 New 🗸 🏠 Mark all as read	
🔄 Folders	Inbox	
	Office 365 $\rightarrow$	
Apps		
0 Outlook	CneDrive	
Outlook	CneDrive	

3. On the apps page, click the Install Office button, then Office 365 apps



4. The file should start to download automatically.

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5. If you are using Internet Explorer, click on "Save" so the installation file gets saved in your Downloads folder. Do not click on Run or Open.

This type of file could harm your computer.	Run	Save	- Cancel	
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6. Next, we need to confirm there is no other copy of Office on the computer. Go to the start menu and type the words "control panel" to bring up the Control Panel.



7. In the Control Panel, depending on how yours is configured, you may need to click "Uninstall a Program" category, or you might just find the "Programs and Features" icon on the list.

← → ✓ ↑ 🖾 → Control Panel	<ul> <li>All Control Panel Items</li> </ul>	✓     ♂       Search Control Panel		
Adjust your computer's setting	js	View by: Small icons 🔻		
🚰 Administrative Tools	🖬 AutoPlay	🐌 Backup and Restore (Windows 7)		
RitLocker Drive Encryption	💶 Color Management	🌆 Configuration Manager		
Credential Manager	🖶 Date and Time	🐻 Default Programs		
🛔 Device Manager	Devices and Printers	Ease of Access Center		
File Explorer Options	le History	Flash Player (32-bit)		
A Fonts	• HomeGroup	🔒 Indexing Options		
f Infrared	🕮 Intel® Product Improvement Program	n 💮 Internet Options		
🖆 Java	🔤 Keyboard	📌 Language		
Mail (Microsoft Outlook 2016)	Mouse	Network and Sharing Center		
📰 Phone and Modem	🗃 Power Options	Programs and Features		
🔗 Recovery	🔗 Region	🐻 RemoteApp and Desktop Connections		
陀 Security and Maintenance	M Sound	🏺 Speech Recognition		
🛢 Storage Spaces	🔕 Sync Center	🔜 System		
🚺 Taskbar and Navigation	Troubleshooting	🎎 User Accounts		
🔗 Windows Defender Firewall	🏪 Windows To Go	Work Folders		

-or-



Herzing University Microsoft Office Install Instructions

8. On the list of software that comes up, check to see if you already have another copy of Microsoft Office. There are many versions of Office, but they all begin with the two words "Microsoft Office", so uninstall anything that starts with those exact two words.

Microsoft Exchange Server 2010	Microsoft Corporation	9/5/2014		14.3.123.4
Microsoft Junk E-mail Reporting Add-in	Microsoft Corporation	2/20/2017	652 KB	10.2.112.0
Microsoft Lync 2013	Microsoft Corporation	4/2/2015		15.0.4569.1506
Microsoft Office Professional Plus 2010	Microsoft Corporation	9/5/2014		14.0.6029.1000

- 9. After uninstalling other versions of Office, restart your computer.
- 10. After you have rebooted go to your Downloads folder and locate the Setup.Def.enus\_O365ProPlusRetail installation file. Double-click on the Setup file to begin your install of Office 365 Pro Plus.

🖈 Favorites	Name	Date	Туре	Size	Tags
Desktop	XenApp_and_XenDesktop_7_11	12/19/2016 1:02 PM	File folder		
😹 Downloads	퉬 Megastat	5/6/2016 2:43 PM	File folder		
👽 Dropbox	Setup.x86.en-us_ProPlusRetail_4G9N	12/13/2017 9:34 AM	Application	1,104 KB	
3 Recent Places	G Setup.x86.en-us_ProPlusRetail_4G9N	12/13/2017 9:28 AM	Application	1,104 KB	
🕌 My Docs	G Setup.x86.en-us_ProPlusRetail_4G9N	12/13/2017 9:26 AM	Application	1,104 KB	

11. The installation will start after a few seconds. It can take up to an hour to install depending on the speed of your internet connection. You will need to have an active internet connection the entire time that you are installing Office. When it starts you will see a box in the middle of your screen saying that Office is being installed.



12. When Office has finished installing. It will display a message saying that Microsoft Office is now installed.



13. If you click the start menu and then search for Word, it should find the Word – Desktop app. Click on Word to open up Microsoft Word.

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٥	Word Desktop app	
	Apps           MordPad           Search the web	
	✓ word - See web results	>
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2		
	∽ word	

14. When the Word desktop application opens, you must accept the license agreement to continue using the program.

	×
Accept the license agreement	5
These Microsoft Office 365 ProPlus apps are installed:	- 1
This product also comes with Office Automatic Updates. Learn more	
By selecting Accept, you agree to the Microsoft Office License Agreement <u>View Agreement</u>	
Accept	- 1

15. Next, you may be asked to sign into your Herzing University account to activate the license for Office, enter your Herzing e-mail address in the form and click Next

	×
Microsoft	
Sign in	-
Email, phone, or Skype	_
No account? Create one!	
Next	
2010 Misson & Driver statement	

16. If you see the screen below, Select the "Work or School Account" otherwise go to step 17.



17. You will now be redirected to **HUOGIN** to sign into your account.

	2866-508-0748 ZING <sup>®</sup> Ersity—
HULogin	
Username	login
Password	
Password	ogin
Password L	ogin Password?

18. If you are using Windows 10, you see the following screen, select "This app only"

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Use this account everywhere on your device	
, ,	
Windows will remember your account and make it easier to sign in to apps and	1
websites. You won't have to enter your password each time you access your	
vour device.	
Allow my organization to manage my device	
This see web.	
inis app only	
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19. Your Microsoft Office 365 ProPlus desktop applications will remain available to you for as long as you are an active student with Herzing University

If you have trouble in completing the installation of Microsoft Office, please do not hesitate to reach out to our IT Helpdesk at 1-866-508-0748 x10000 or email us at <u>it-support@herzing.edu</u> during regular business hours.