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 https://login.herzing.edu and click on e-mail.

2. Click the Apps button in the upper left then the Office 365 link.
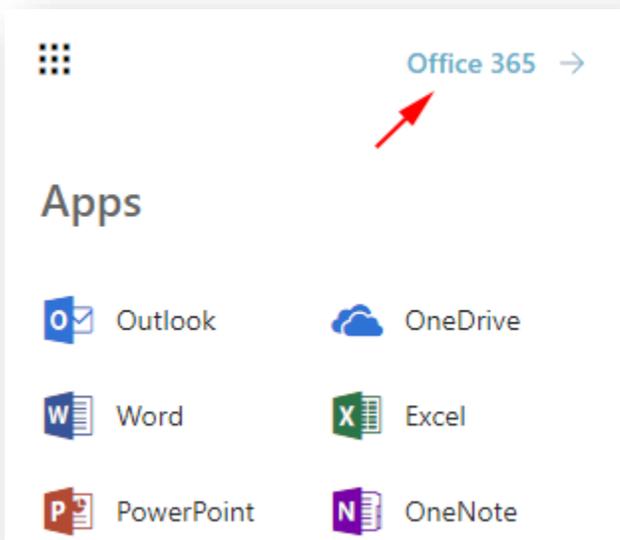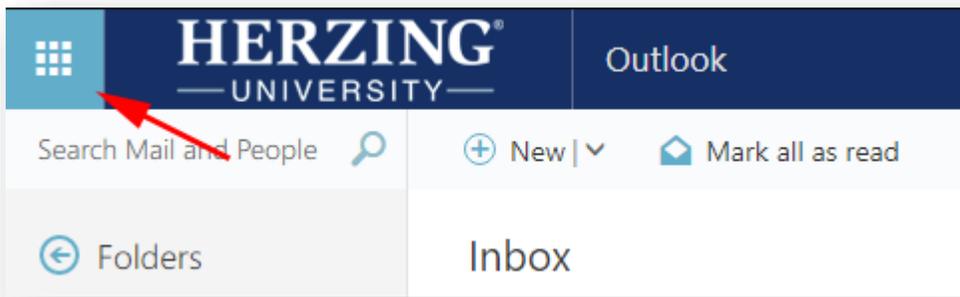
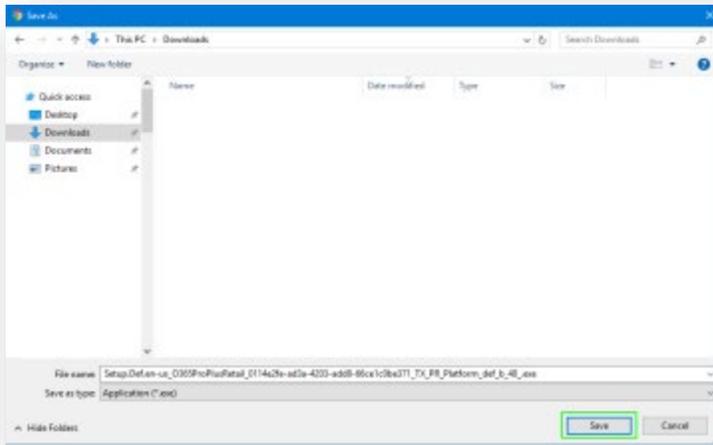3. On the apps page, click the Install Office button, then Office 365 apps
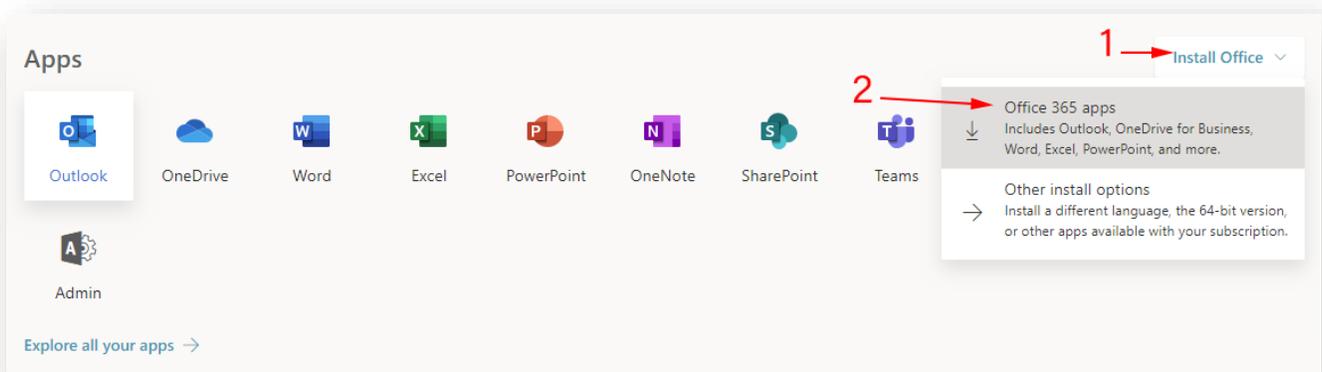
4. The file should start to download automatically.

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.
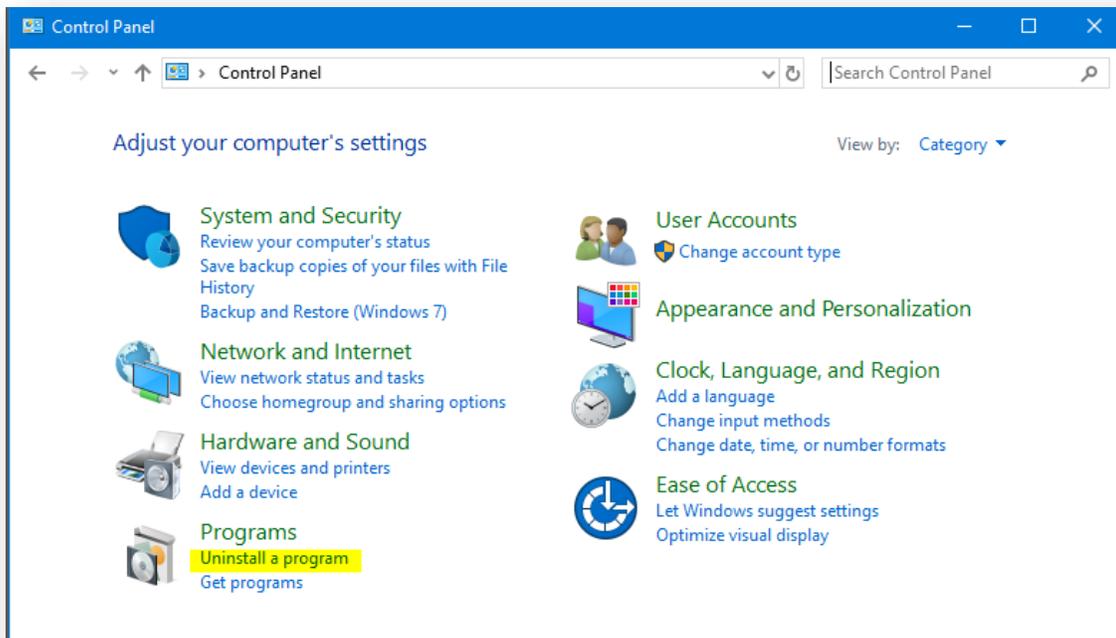
6. Next, we need to confirm there is no other copy of Office on the computer. Go to the start menu and type the words "control panel" to bring up the Control Panel.
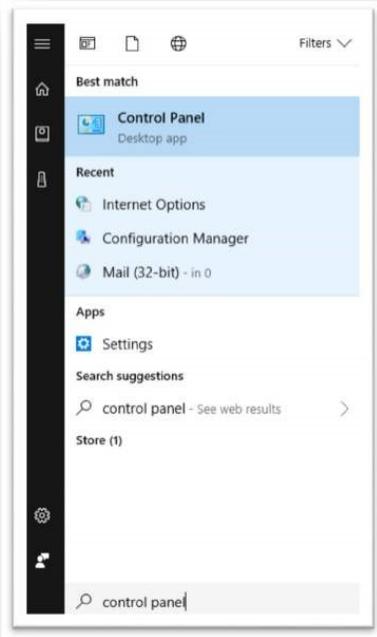
7. In the Control Panel, depending on how yours is configured, you may need to click "Uninstall a Program" category, or you might just find the "Programs and Features" icon on the list.
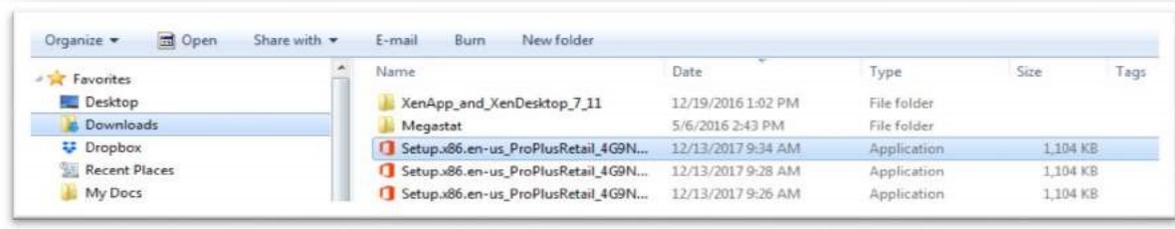

-or-
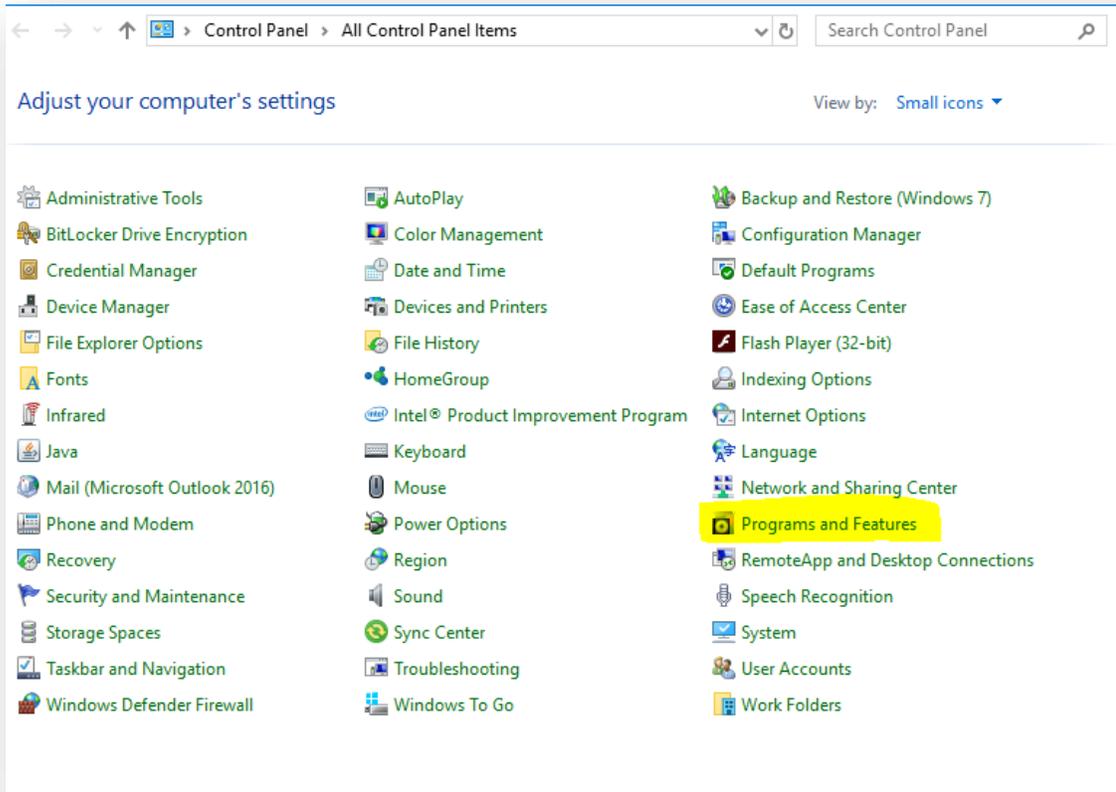
8. On the list of software that comes up, check to see if you already have another copy of Microsoft Office. There are many versions of Office, but they all begin with the two words "Microsoft Office", so uninstall anything that starts with those exact two words.

| 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.en-us_O365ProPlusRetail installation file. Double-click on the Setup file to begin your install of Office 365 Pro Plus.

| Organize ▼	Open	Share with ▼	E-mail	Burn	New folder			
Favorites		Name		Date		Type	Size	Tags
Desktop		XenApp_and_XenDesktop_7_11		12/19/2016 1:02 PM		File folder		
Downloads		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	
Recent Places		Setup.x86.en-us_ProPlusRetail_4G9N...		12/13/2017 9:28 AM		Application	1,104 KB	
My Docs		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.
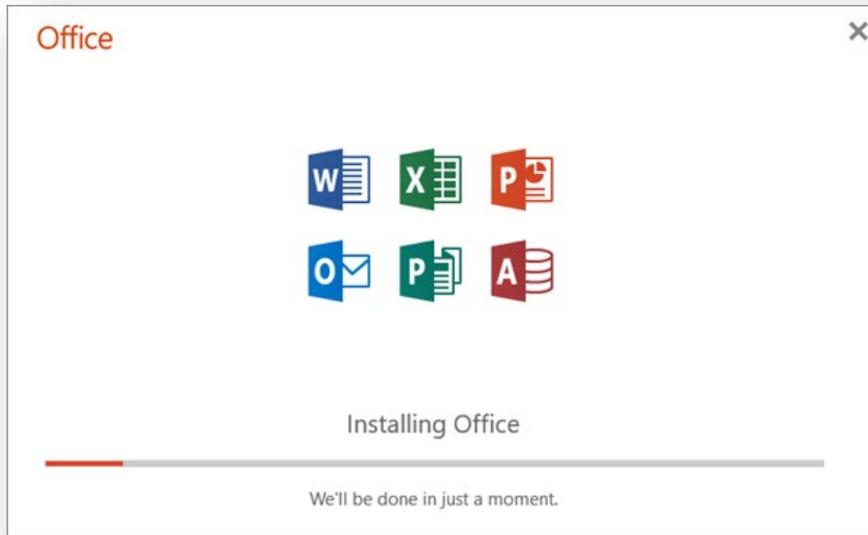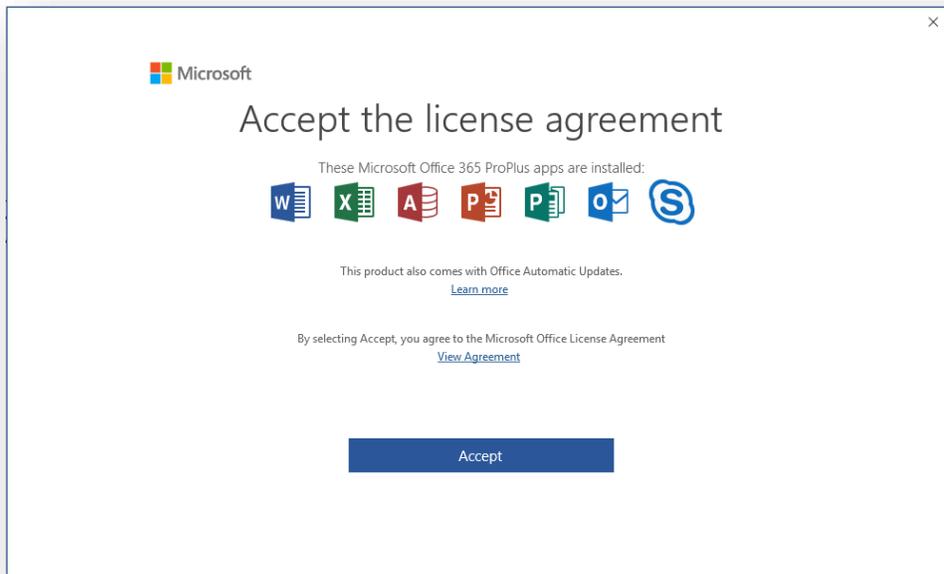

12. When Office has finished installing. It will display a message saying that Microsoft Office is now installed.
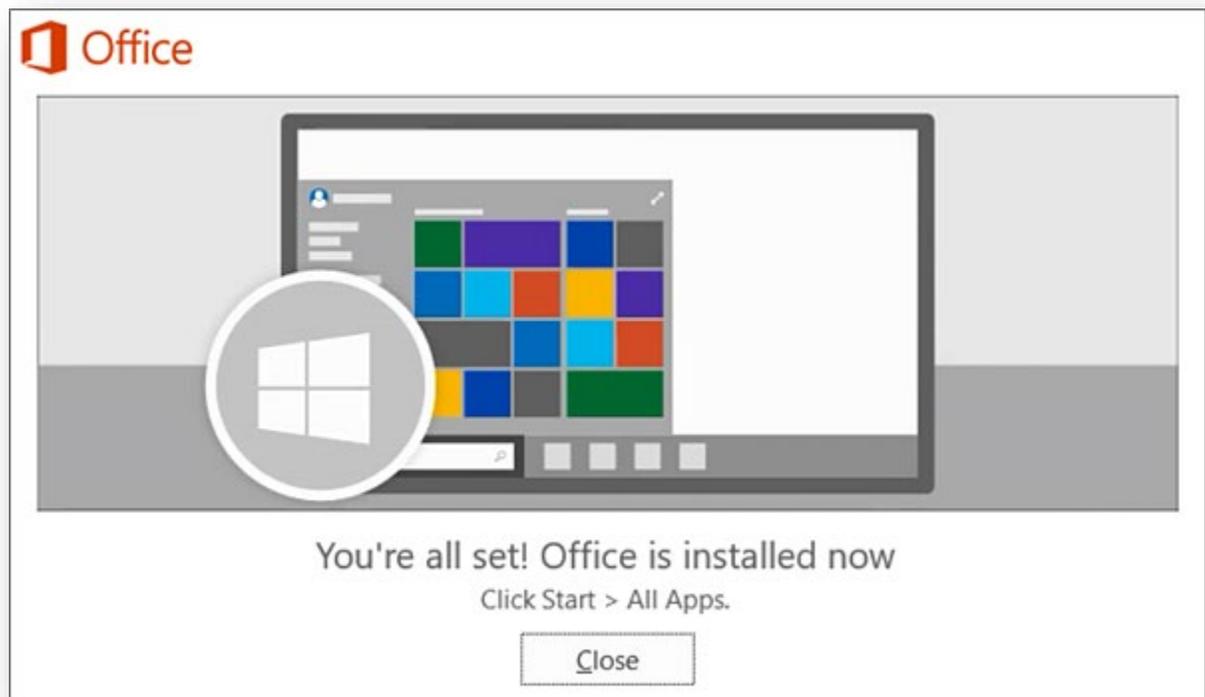
13. If you click the start menu and then search for Word, it should find the Word – Desktop app. Click on Word to open up Microsoft Word.
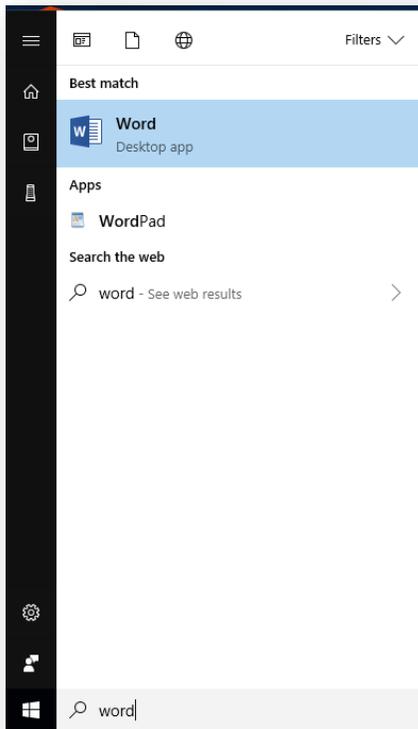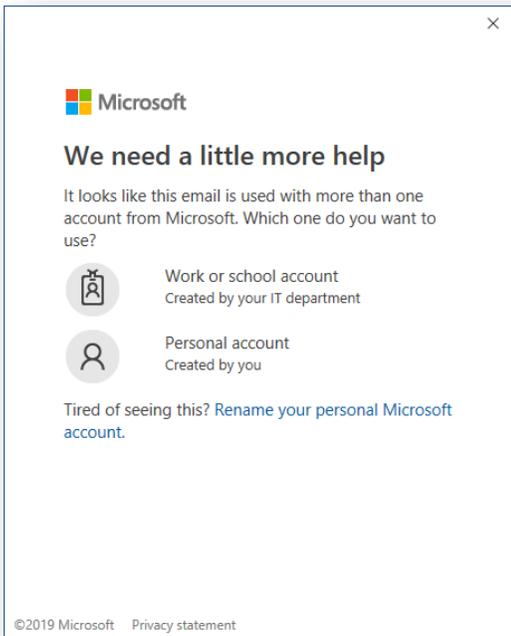

14. When the Word desktop application opens, you must accept the license agreement to continue using the program.

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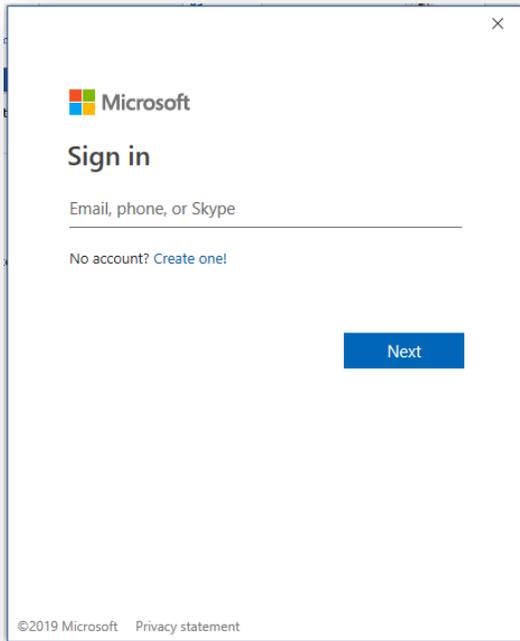
16. If you see the screen below, Select the "Work or School Account" otherwise go to step 17.

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

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

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 it-support@herzing.edu during regular business hours.