

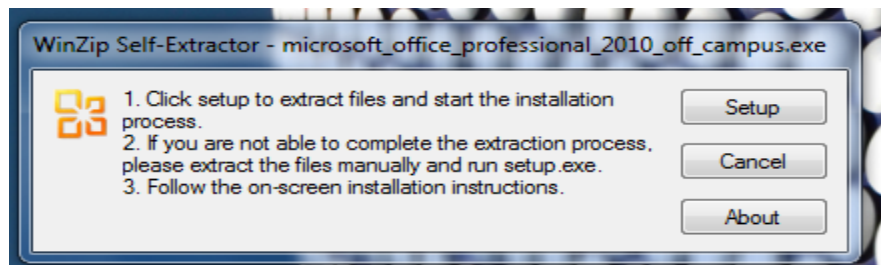
Install guide: Microsoft Office 2010

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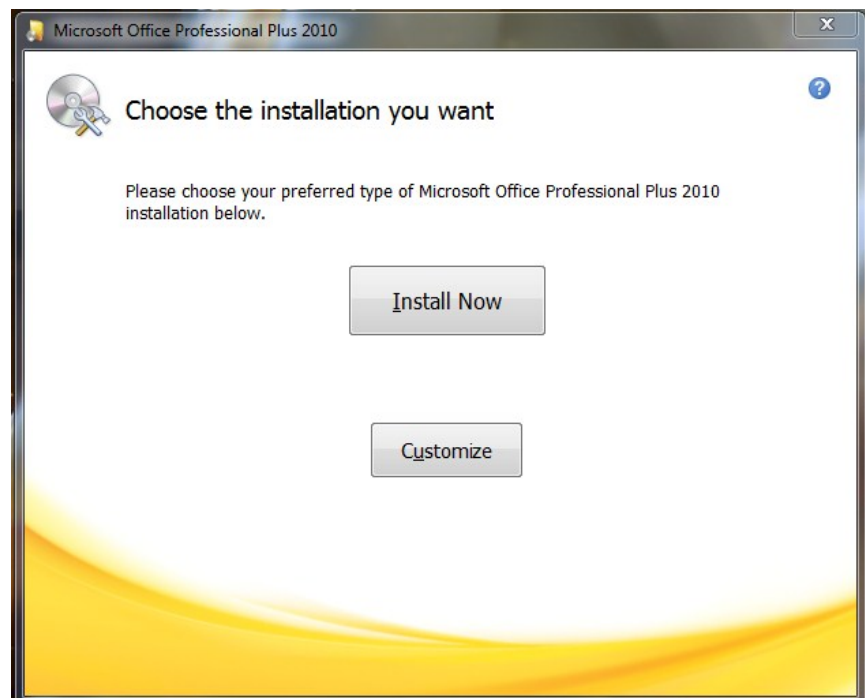


This guide covers upgrading your computer from Office 2007 to Office 2010. If you have ShoWorks or ERS installed on your computer, please contact your Support Specialist before installing Office 2010. ShoWorks and ERS must be configured when installing Office 2010. Without additional configuration these programs will not work with Office 2010. You can download Microsoft Office 2010 from <https://app.it.okstate.edu/sdc/>.

1. Double click Microsoft_Office_Professional_2010.
2. Click Setup.



3. Click Install Now.



The installer will run and install Office 2010 on your computer.

4. Click Close (Your computer may require a restart, if so restart computer now.)

5. Open Word (Located in Start > All Programs> Microsoft Office.)

6. Click *next* to activate the software over the internet. (A internet connection is required in this step.)

7. Click Close and exit out of Word.

Office 2010 will now be installed on your computer. Open Outlook and enter your password. Leave your Outlook open for at least 30 minutes so it can download all of your emails from the server. If you have any questions or concerns please contact your Support Specialist.

