

Install Guide for Windows Office Professional Plus 2010

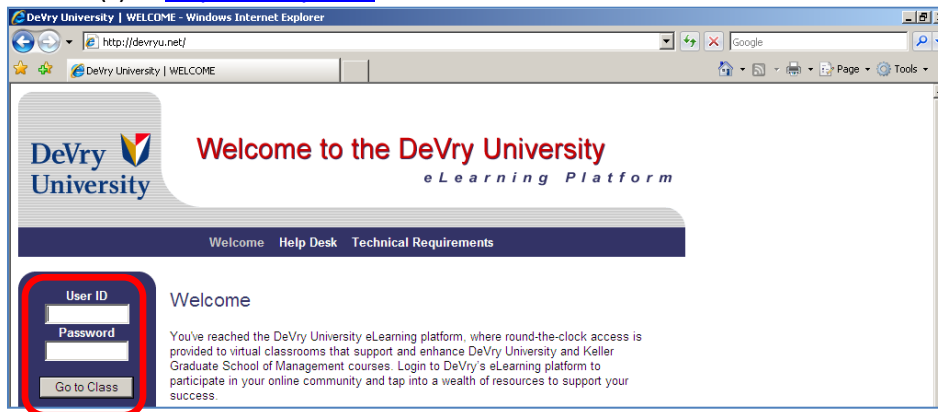
The purpose of this guide is to assist you in obtaining a copy of Windows Office Professional Plus 2010 for your Windows PC. This document will walk you step by step through; the accessing of the Student Software Store, obtaining a copy of Windows Office 2010 via download or the purchase of the disc, and the installation of the software to your Windows PC.

We suggest that you copy the Microsoft Office Professional Plus 2010 to DVD. In the event that your hard drive crashes or you find your machine infected by a virus, you have a copy. You will not be allowed to download this product again. Remember to write the product key on the DVD, as well.

Accessing the Student Software Store

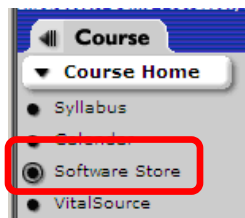
STEP 1:

Log into your course(s) at <http://devryu.net>



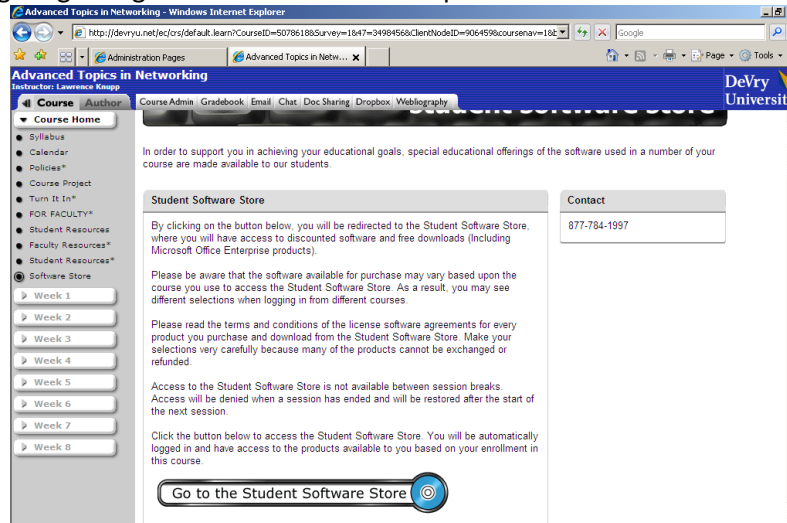
STEP 2:

Inside your course(s) you will see a link under **Course Home** for the **Student Software Store**. **Click** on the **Student Software Store** link.



STEP 3:

An information page regarding the software store will open in the course window.



Be sure you read this page as it gives important information regarding the software site.

STEP 4:

Click on the **Go to the Student Software Store** link.

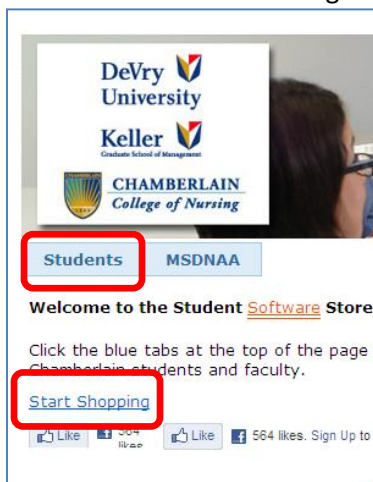


A new browser window will open, asking you to please wait while connecting.

Student Software Store

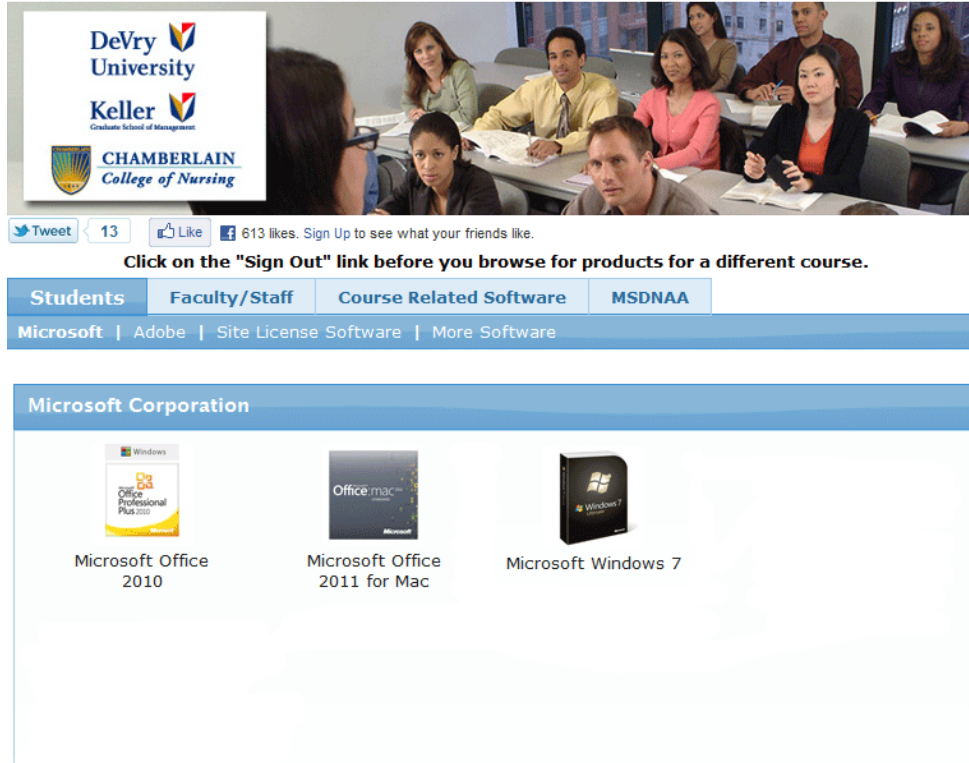
STEP 5:

Once the redirection is complete your page will open on the Student Software Store webpage. To access the software offerings for you, **Click** on the **Student** tab or the **Start Shopping** link.



STEP 6:

This page shows you the Microsoft Products that you are eligible to purchase or download.



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Keller Graduate School of Management
CHAMBERLAIN College of Nursing

Tweet 13 Like 613 likes. Sign Up to see what your friends like.

Click on the "Sign Out" link before you browse for products for a different course.

Students Faculty/Staff Course Related Software MSDNAA

Microsoft | Adobe | Site License Software | More Software

Microsoft Corporation

Microsoft Office Professional Plus 2010
Microsoft Office 2010

Office mac
Microsoft Office 2011 for Mac

Windows 7
Microsoft Windows 7

Be sure when selecting your software, that you select the correct version of Microsoft Office for your needs.

Microsoft Office 2010 is for Windows PC's only

Microsoft Office 2011 is for MAC's only.

Click on the Microsoft Office 2010 link.

If you are planning on purchasing the Mail Order disc for this Software, go to page 18 of this document. Your step 7 will begin there.

Selecting the Download Option

STEP 7:

You will be directed to the “Add to Cart” page. Here you will see a description of the applications within the Microsoft Office Professional Plus 2010. You are given an option to either Download or Mail Order this software. (This part of the document will be directed to your choosing the download option.) Before proceeding with your selection read the facts below.

Before proceeding with your purchase, please read the information in Red regarding the versions available within this product.

You can only download or purchase the DVD for this software, you cannot do both.

Click on the **Add to Cart** button, for the **Download Option**

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Students Faculty/Staff Course Related Software MSDNAA

Microsoft | Adobe | Site License Software | More Software | Download MS Office 2007

Microsoft Office Professional Plus 2010

Microsoft Office 2010 offers powerful new ways to deliver your best work—at the office, at home, or at school.

Suite includes:

- Word
- PowerPoint
- Outlook with Business Contact Manager
- Excel
- OneNote
- Access
- Publisher
- InfoPath
- SharePoint Workspace
- Communicator

Download

Microsoft Office Professional Plus 2010 (English) (Student Option) **Free** Quantity: 1 **Add To Cart**

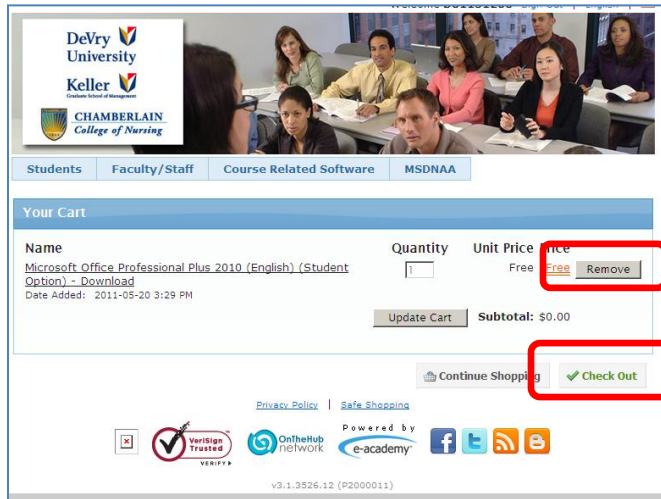
Available to: Students

This product includes 32-bit and 64-bit versions. The 32-bit versions of Office 2010 products are recommended because they prevent potential compatibility issues with other applications, specifically third-party add-ins that are available only for 32-bit Office. A combination of 32-bit and 64-bit versions of Project, Visio, and Office **cannot be installed on the same machine.**

STEP 8:

You are now at the **Your Cart** page. If you decide that you would rather purchase the software than download it, **Click** on the **Remove** button.

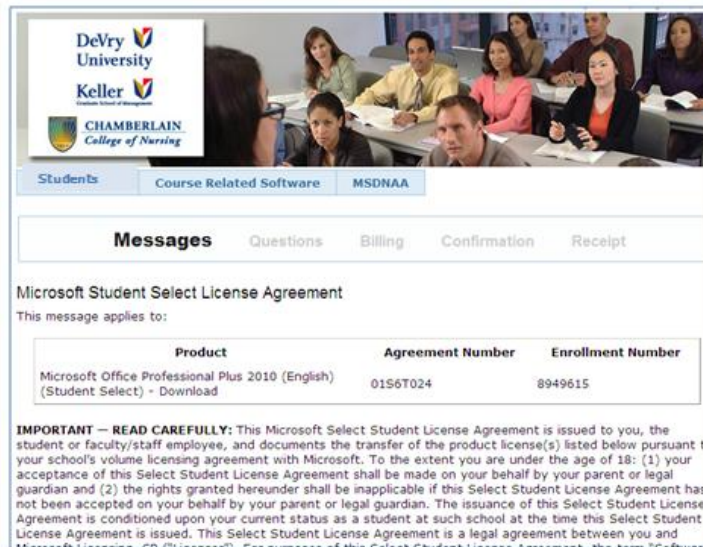
If your selection is correct, **Click** on the **Check Out** button.



You cannot change the Quantity of software for download, as you are allowed one copy of this software.

STEP 9:

Next you will need to read the Microsoft Student License Confirmation.



When you reach the bottom of the page. There are two blank fields for you to enter your **Student/System ID** and **Signature (type name)**. These fields are required.

Enter the required information in these fields.

Click the **I Accept** button.

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Date: Sunday, November 14, 2010

Student/System ID*

Signature (type name)*

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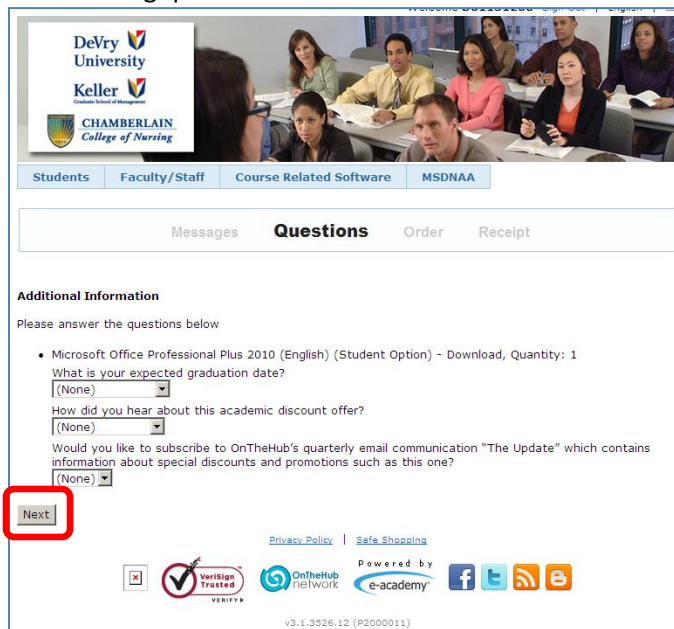
   

v3.10.0881.4 (71010F781E14D3)

If you click on the I Disagree button, your order will be cancelled.

STEP 10:

Answer any or none of the following questions and **Click on Next.**



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Keller Graduate School of Management
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Students Faculty/Staff Course Related Software MSDNA

Messages **Questions** Order Receipt

Additional Information
Please answer the questions below








- Microsoft Office Professional Plus 2010 (English) (Student Option) - Download, Quantity: 1

What is your expected graduation date?
(None) ▾

How did you hear about this academic discount offer?
(None) ▾

Would you like to subscribe to OnTheHub's quarterly email communication "The Update" which contains information about special discounts and promotions such as this one?
(None) ▾

[Privacy Policy](#) | [Safe Shopping](#)

v3.1.3526.12 (P2000011)

STEP 11:

Confirm your order. *Click* the **Proceed with Order** button.

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Messages Questions **Order** Receipt

Items - All prices are in US Dollars

Name	Quantity	Unit Price	Amount
1. Microsoft Office Professional Plus 2010 (English) (Student Option) - Download	1	\$0.00	\$0.00

This product includes 32-bit and 64-bit versions. The 32-bit versions of Office 2010 products are recommended because they prevent potential compatibility issues with other applications, specifically third-party add-ins that are available only for 32-bit Office. A combination of 32-bit and 64-bit versions of Project, Visio, and Office **cannot be installed** on the same machine.

Subtotal: \$0.00
Taxes: \$0.00
Total: \$0.00

Order Information - Fields marked with an asterisk (*) are required

Last Name* First Name*
Email*

I would like to receive special offers and promotions from e-academy Inc. and its partners

Proceed With Order

[Privacy Policy](#) | [Safe Shopping](#)

STEP 12:

Your software order has been placed.

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Messages Questions Order **Receipt**

Your order has been placed and a confirmation email will be sent to you shortly. You may wish to print this page for your records. Detailed information about all of your orders can always be found under Your Account.

Order Summary

Order Date: 2011-05-20 3:43 PM
Eastern Daylight Time
Order Number: 100014416668

Order Information

Name:
Email:

Items - All prices are in US Dollars

Name	Quantity	Unit Price	Amount
1. Microsoft Office Professional Plus 2010 (English) (Student Option) - Download	1	\$0.00	\$0.00

(no vouchers on test orders)

Instructions:
<http://ms.orthohub.com/d.aspx?c=almh4ar88>

Messages:
• Microsoft Student License Confirmation

Agreement Number: 01C33732

Subtotal: \$0.00
Taxes: \$0.00
Total: \$0.00

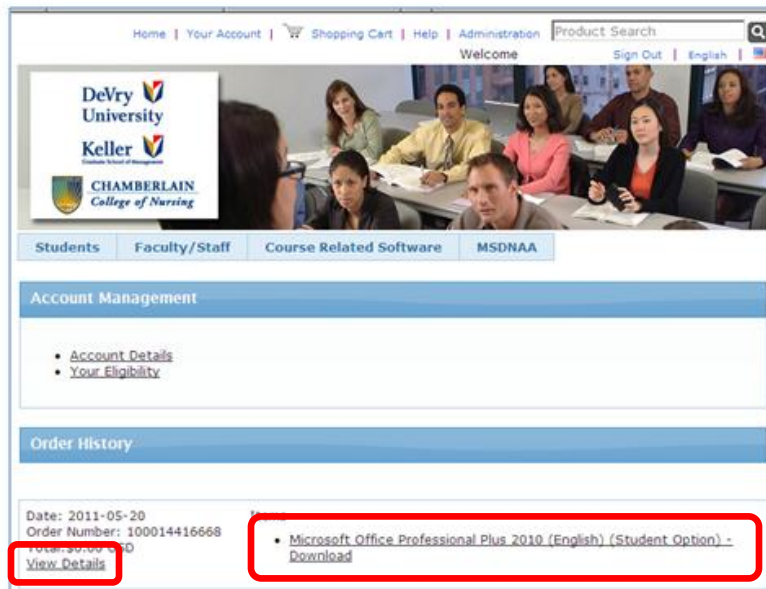
You will receive an email copy of the receipt. Be sure to check your **Junk/Spam Folder**, if it does not arrive in your inbox.

You can also view your receipt on the Student Software Store.

Click on **Your Account** on the top of the Student Software Store page.



Look for the invoice that shows your Windows Office 2010 order. You can access your product key and order details by clicking on the **View Details** or the **Software Title**.



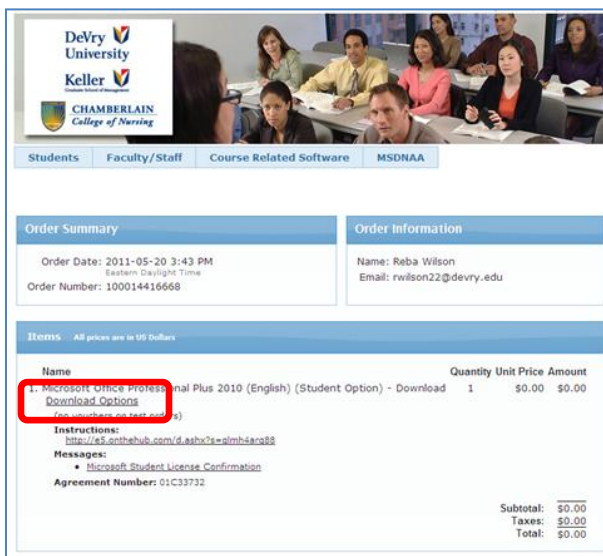
Before proceeding, write down the Product Key of your software so it will be readily available for the installation.

Downloading Windows Office 2010

STEP 13:

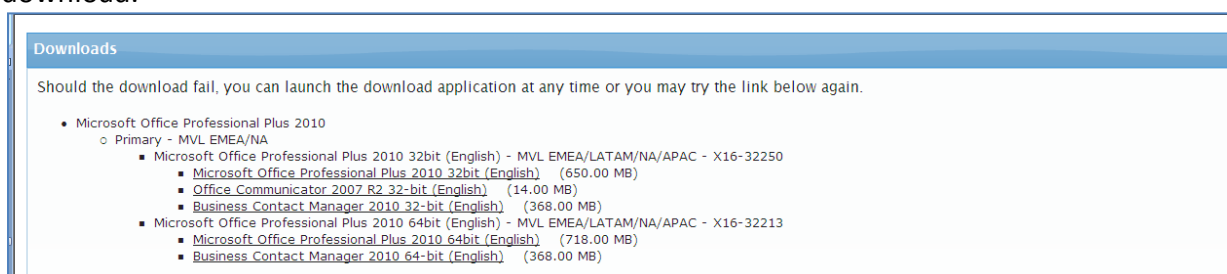
On your receipt, you will see a line that reads **Download Options**. The same link will show on your receipt under **Your Account**, when you open the order.

Click the **Download Options** link.



STEP 14:

Here you will select either the 32-bit or 64-bit Microsoft Office Professional Plus 2010 to download.



Be very careful in making your selection.

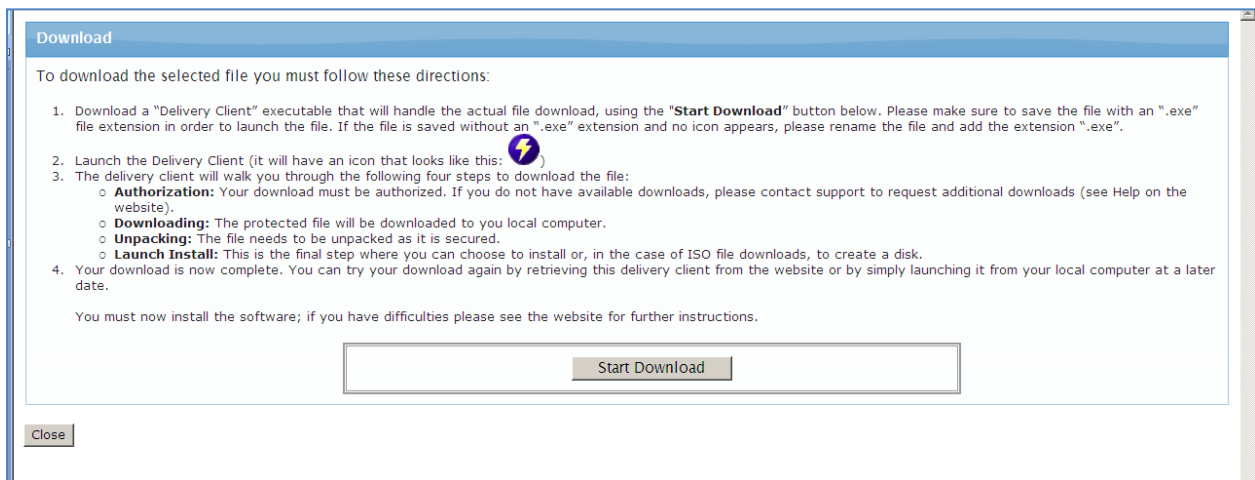
If you are on a Windows XP, Vista, or Windows 7 32-bit PC, do not select the download of the 64-bit Office 2010. If you need to verify your Operating System, click on Start, then click on Control Panel. Look for System. Open this by clicking on it. The operating system or the system type will tell you if the system has the 32-bit or 64-bit system. If it does not state 32 or 64bit, please see your owner's manual for this information.

Click on the **Microsoft Office Professional Plus 2010 32bit (English)** or **Microsoft Office Professional Plus 2010 64bit (English)**, once you have found the version that is right for your system.

STEP 15:

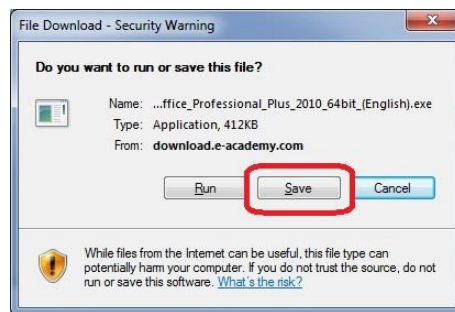
The download page will tell you about the download. The circled icon, will be placed on your desktop. How to use it will be in the following steps.

Click on the **Start Download** button.



STEP 16:

Click on the **Save** button. This will save the installer on your PC.

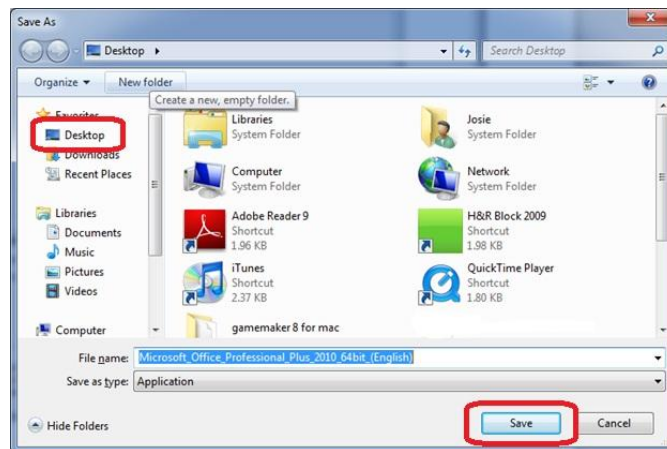


STEP 17:

Save the file to the desktop, so it is easy for you to locate.

Click on the **Desktop** icon and then **Click** on the **Save** button.

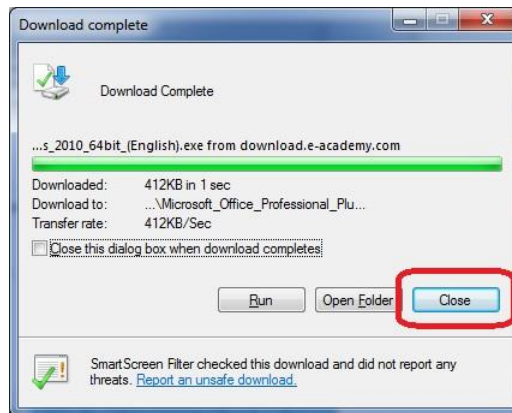
Once the Save button is clicked, it will take only a few minutes or less for the installer to download to your desktop.



STEP 18:

The installer download is now complete.

Click on the **Close** button.



Close out all windows that are open. Including logging out of the Student Software Store and your course.

STEP 19:

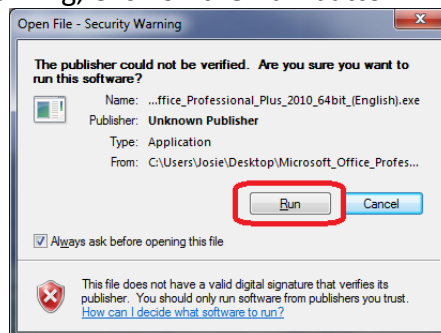
Locate the installer icon on your desktop.

Click on the installer icon.



STEP 20:

On the Open File – Security Warning, **Click** on the **Run** button.



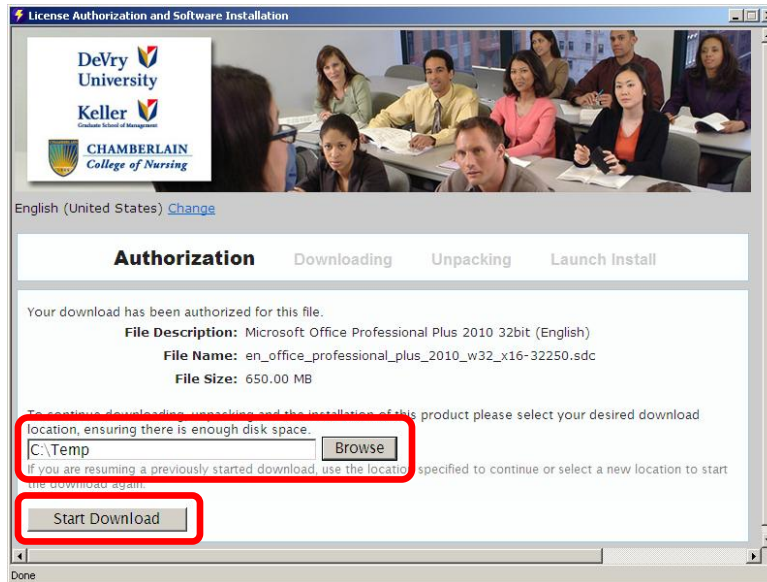
STEP 21:

This will open a pop-up window called **Authorization**. The download will run in 4 steps. The steps are Authorization, Downloading, Unpacking and Launch Install.

Do Not change the download location of the software.
In the event you have problems with the download, support will need to access this file, without searching for it.
If you pause your download, the download is set to look for the file at the default location of C:\\Temp

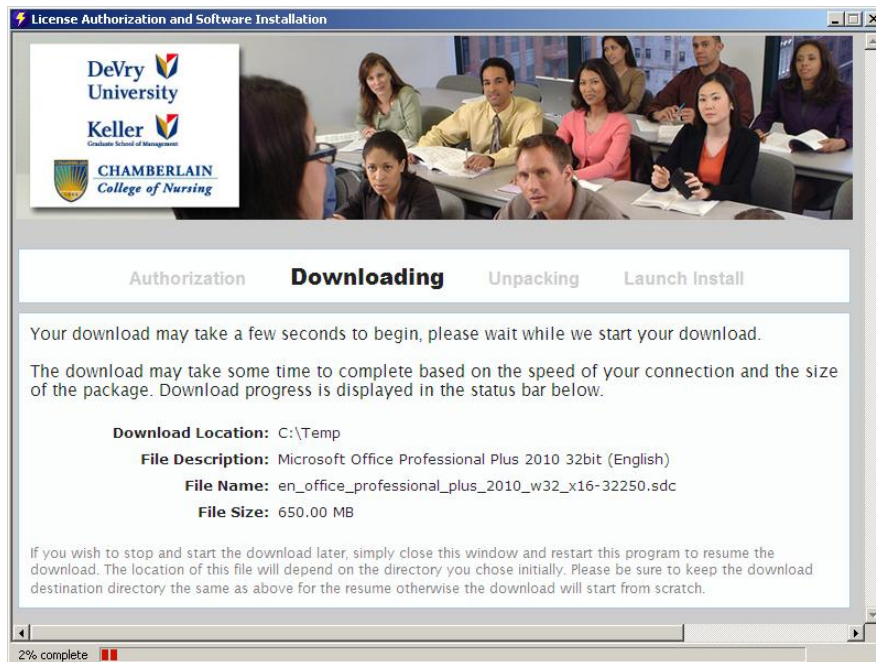
Leave the default C:\\Temp.

Click on the **Start Download** button.



STEP 22:

The download of Microsoft Office Professional Plus 2010, has now begun. The progress of the download can be tracked at the bottom of the Download window.

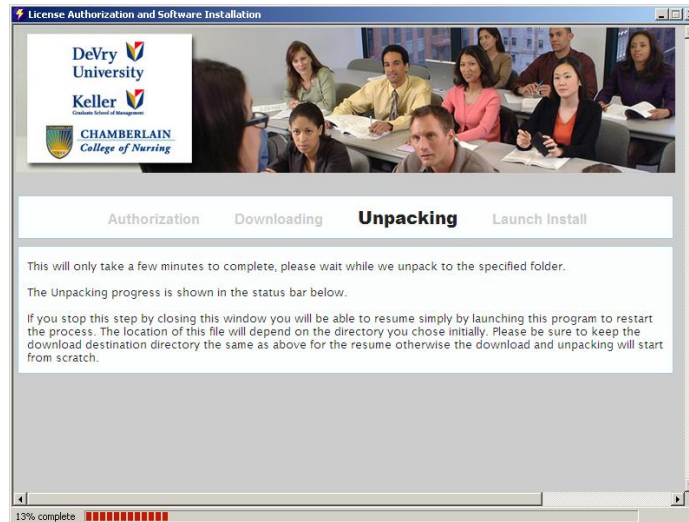


Depending on your Internet Connectivity, this step could take some time.

If you do drop connection, you can go to the installer on your desktop click on it and your download will continue.

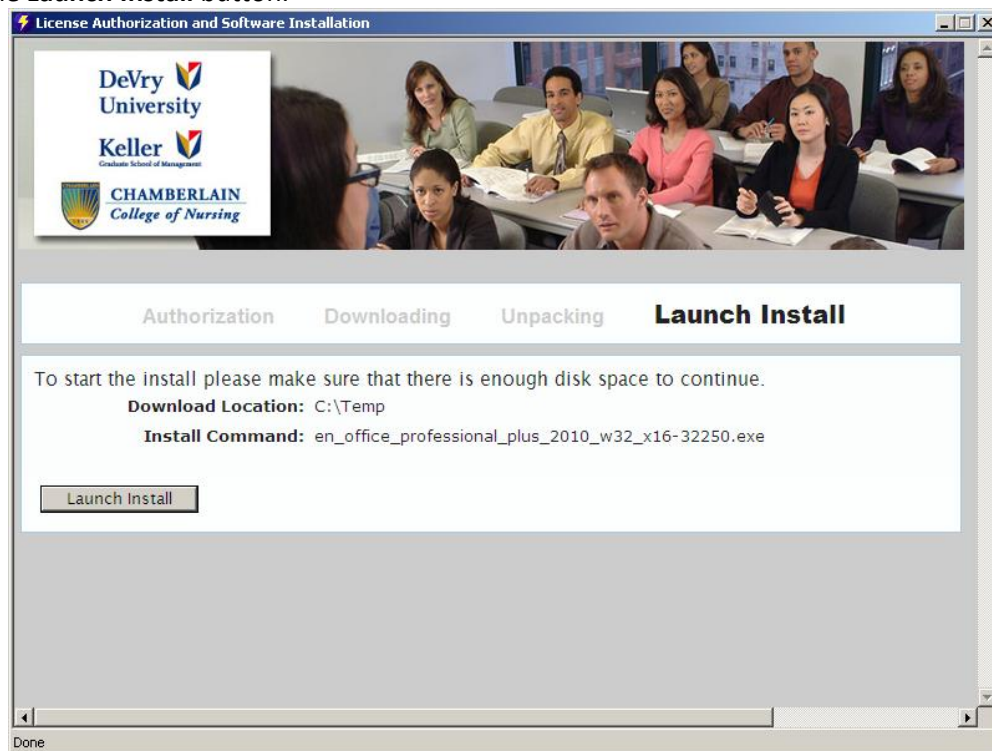
STEP 23:

The unpacking process is where your download is verified and checked for any errors. You will see the verifying process at the bottom of the unpacking window. It does not take long for this process to complete.



STEP 24:

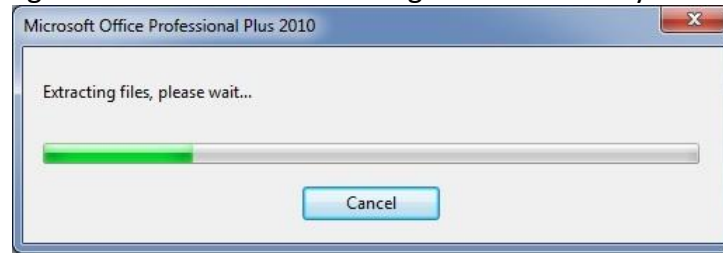
The process has completed. It is now time to install your software onto your Windows PC. **Click** on the **Launch Install** button.



Installing Windows Office Professional Pro 2010

STEP 25:

The download has begun. The installer is extracting files from what you downloaded.



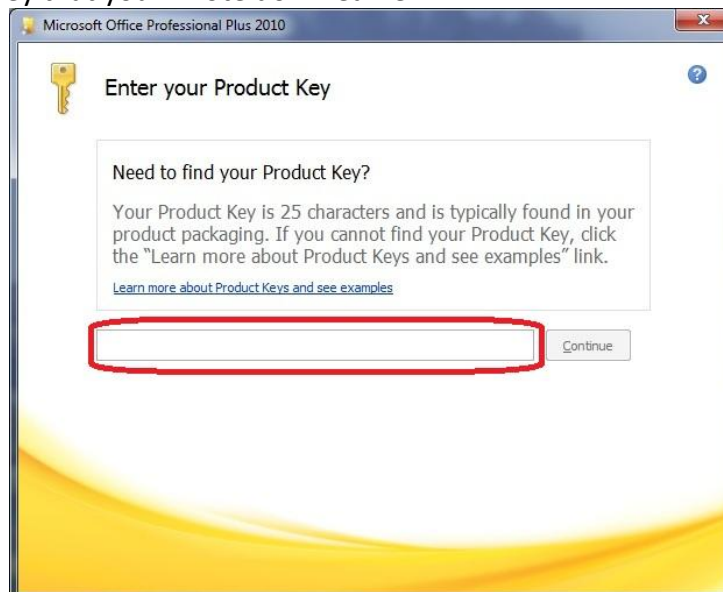
STEP 26:

Once the files are extracted, the Product Key window will open.

The Continue button is greyed out until you enter the product key and it is verified.

Be sure your internet connection is active so this can be done.

Enter the Product Key that you wrote down earlier.

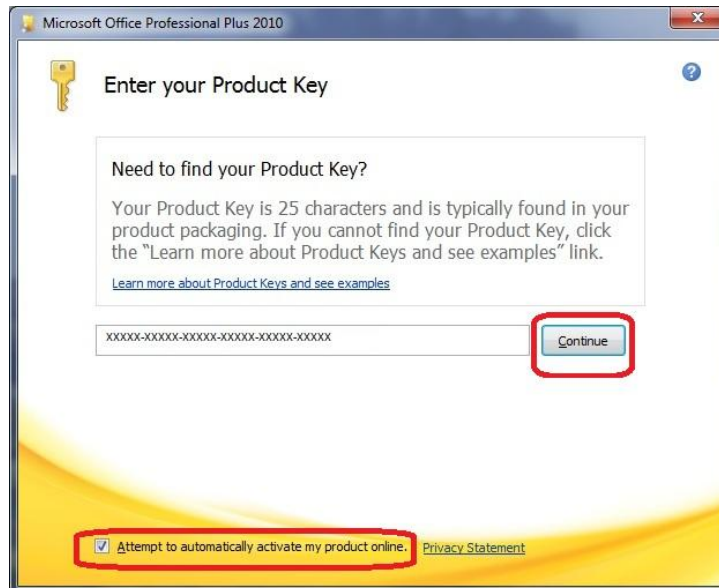


STEP 27:

The software will automatically verify your Product Key. Once verification is complete, the Continue button will allow you to click on it.

Before clicking on the Continue button, check the box beside **Attempt to automatically activate my product online**. If it is empty, click on the box. This will put a check into it. This allows the software to attempt activating automatically.

Click on the **Continue** button.

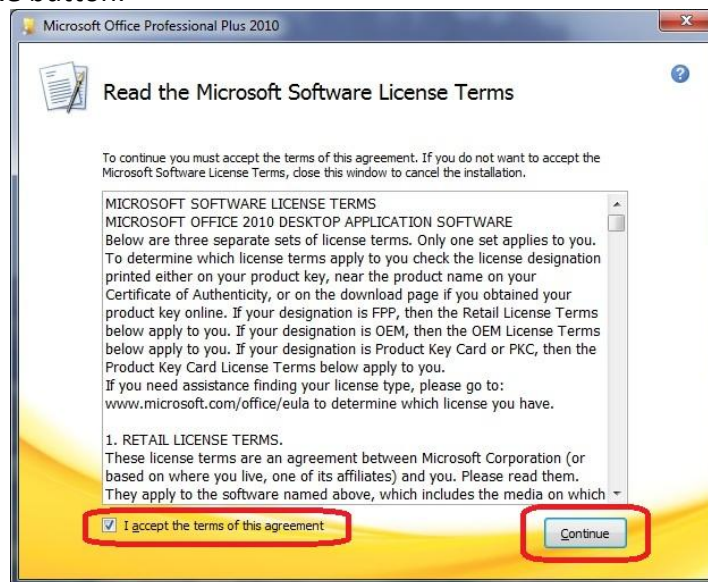


STEP 28:

Accept the Microsoft Software License Terms.

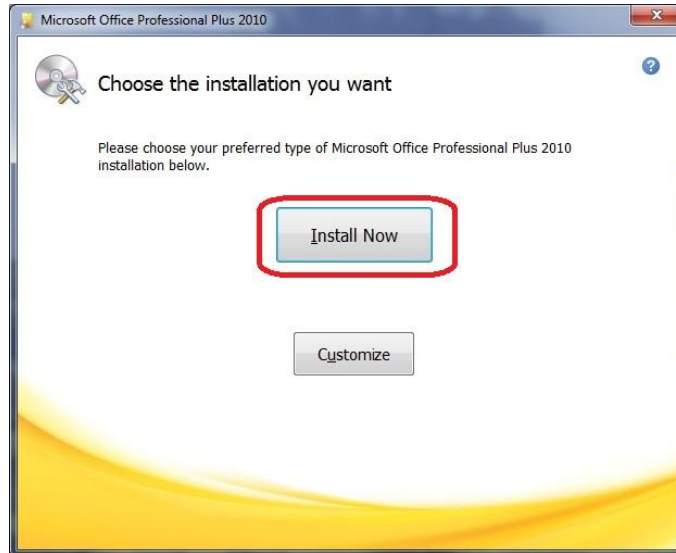
Click in the box beside **I accept the terms of the agreement**

Click on the **Continue** button.

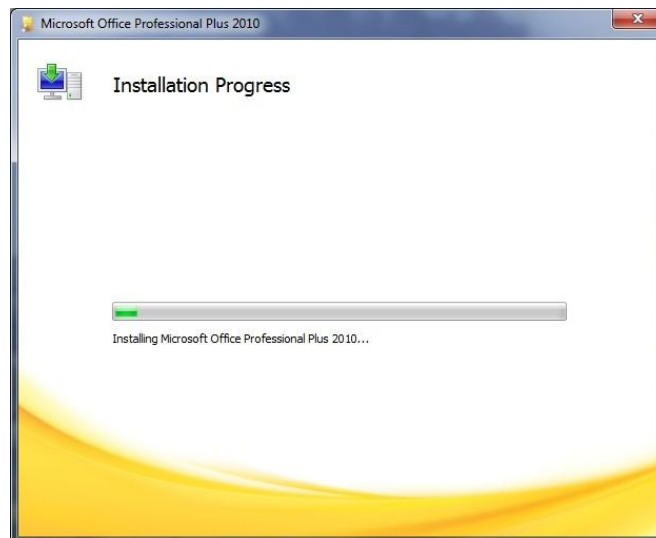


STEP 29:

Click on the **Install Now** button.



The install begins on your Windows PC.



STEP 30:

Congratulations! Your installation of Windows Office Professional Plus 2010 is now complete. ***Click*** on the **Close** button.



We suggest that you copy the Microsoft Office Professional Plus 2010 to DVD. In the event that your hard drive crashes or you find your machine infected by a virus, you have a copy. You will not be allowed to download this product again. Remember to write the product key on the DVD, as well.

Purchasing the Mail Order Disc of Microsoft Office Professional Plus 2010

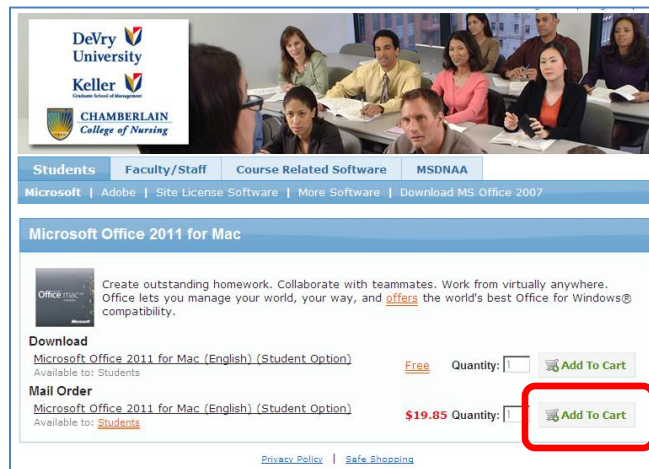
STEP 7:

You will be directed to the “Add to Cart” page. Here you will see a description of the applications within the Microsoft Office Professional Plus 2010. You are given an option to either Download or Mail Order this software. (This part of the document will be directed to your choosing the Mail Order disc.) Before proceeding with your selection read the facts below.

You can only download or purchase the DVD for this software, you cannot do both.

Shipping of this disc can take as long as 6 weeks, depending on the shipping method you have selected.

Click on the **Add to Cart** button, for the **Mail Order Option**.



The screenshot shows the product page for Microsoft Office 2011 for Mac. It features a navigation bar with tabs for Students, Faculty/Staff, Course Related Software, and MSDNAA. Below the navigation bar, there are links for Microsoft, Adobe, Site License Software, More Software, and Download MS Office 2007. The main content area displays the product name and a description: "Create outstanding homework. Collaborate with teammates. Work from virtually anywhere. Office lets you manage your world, your way, and offers the world's best Office for Windows® compatibility." There are two purchase options: "Download" for free and "Mail Order" for \$19.85. The "Add To Cart" button for the Mail Order option is highlighted with a red box.

STEP 8:

You are now at the **Your Cart** page. If you decide that you would rather download the software than purchase the disc, **Click** on the **Remove** button.

If your selection is correct, **Click** on the **Check Out** button.



The screenshot shows the "Your Cart" page. It features a navigation bar with tabs for Students, Faculty/Staff, Course Related Software, and MSDNAA. Below the navigation bar, there are links for Privacy Policy and Safe Shopping. The main content area displays the cart items. The cart contains one item: "Microsoft Office 2011 for Mac (English) (Student Option) - Mail Order" with a quantity of 1, a unit price of \$19.85, and a total price of \$19.85. The "Remove" button for this item is highlighted with a red box. Below the cart items, there are buttons for "Update Cart" and "Subtotal: \$19.85". At the bottom of the page, there are buttons for "Continue Shopping" and "Check Out", with the "Check Out" button highlighted with a red box.

You cannot change the Quantity of software for download,
as you are allowed one copy of this software.

STEP 9:

Next you will need to read the Microsoft Student License Confirmation.

DeVry University
Keller Graduate School of Management
CHAMBERLAIN College of Nursing

Students Faculty/Staff Course Related Software MSDNAA

Messages Shipping Billing Confirmation Receipt

Microsoft Student License Confirmation
This message applies to:

Product	Agreement Number	Enrollment Number
Microsoft Office 2011 for Mac (English) (Student Option) - Mail Order	01C33732	

1. **Grant of license.**
Licensor hereby grants student the right to run one copy of the version number and language of the software identified below which student has installed on student's PC per the rights granted to student by the Institution under the Campus subscription program. Student's right to use the software shall be governed by and subject to the relevant section(s) of the most current Product use rights which student can view at <http://microsoft.com/licensing>.

2. **Description of rights and limitations.**
o **Limitations on reverse engineering, recompilation, and disassembly.** Student may not reverse engineer, decompile, or disassemble the software, except and only to the extent that such activity is

When you reach the bottom of the page. There are two blank fields for you to enter your **Student/System ID** and **Signature (type name)**. These fields are required.

Enter the required information in these fields.

Click the **I Accept** button.

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Date: Sunday, November 14, 2010

Student/System ID*

Signature (type name)*

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CLICK TO VALIDATE Powered by

If you click on the I Disagree button, your order will be cancelled.

STEP 10:

Enter the shipping information for where the disc will be sent. All fields with a Red (*) are required fields. **Click** on the **Ship to This Address** button.

The screenshot shows a web interface with a navigation bar containing 'Messages', 'Shipping', 'Billing', 'Confirmation', and 'Receipt'. Below this is a 'Messages' section with instructions: 'Please enter your street address and PO Box if applicable. If the package is being shipped to a Company/Institution, please be sure to specify the name. For shipping details, please see Shipping FAQ in Help section.' The main section is titled 'New Address' with a note: 'Fields marked with an asterisk (*) are required'. It contains several input fields: 'Full Name*' (with sub-fields for Firstname and Lastname), 'Address Line 1*' (with example '123 Anywhere St.'), 'Address Line 2', 'City*', 'Country*' (a dropdown menu set to 'United States'), 'State/Province*' (a dropdown menu set to 'Illinois'), 'Postal Code/Zip*' (with example '60123'), and 'Phone Number*' (with example '555.555.1212'). A 'Ship to This Address' button is located at the bottom of the form and is highlighted with a red rectangular box.

STEP 11:

Select the method of shipment of your disc.
Click on the circle next to you shipping choice.
Click on the **Next** button.

The screenshot shows the 'Shipping Options' section of the web interface. It includes a 'Change' button next to the 'Shipping Address' header. The address information is displayed: 'Firstname Lastname', '123 Anywhere St.', 'Anywhere IL 60123', and 'United States'. Below this, it says 'Please select a shipping option for the following list of items:'. A list of shipping options is provided, each with a radio button and details: 'Residential Economy \$8.95' (USPS, up to 6 Weeks, USA, Residential addresses only), 'Ground \$11.95' (UPS, 3-7 Business Days, USA, not available for Alaska and Hawaii, No P.O. boxes allowed), 'Second Day \$15.95' (UPS, 2-3 Business Days, USA, not available for Alaska and Hawaii, No P.O. boxes allowed), and 'Next Day \$24.95' (UPS, 1-2 Business Days, USA, not available for Alaska and Hawaii, No P.O. boxes allowed). A red oval highlights the entire list of shipping options. Below the list, a 'Next' button is highlighted with a red rectangular box.

STEP 12:

You are now on the Billing page. **Enter** Last Name, First Name and Email address.

The screenshot shows a web page with a navigation bar at the top containing 'Messages', 'Shipping', 'Billing' (highlighted), 'Confirmation', and 'Receipt'. Below the navigation bar is a section titled 'Items' with the subtext 'All prices are in US Dollars'. It contains a table with columns 'Name', 'Quantity', 'Unit Price', and 'Amount'. The table lists one item: '1. Microsoft Office 2011 for Mac (English) (Student Option) - Mail Order' with a quantity of 1, a unit price of \$19.85, and an amount of \$19.85. To the right of the table is a summary: Subtotal: \$19.85, Shipping: \$8.95 (with a 'change' link), Taxes: \$0.00, and Total: \$28.80. Below the items is a 'Billing Address' section with a 'Change' button and the address: 'Firstname Lastname, 123 Anywhere St., Anywhere IL 60123, United States'. The 'Order Information' section has a note 'Fields marked with an asterisk (*) are required' and contains input fields for 'Last Name*', 'First Name*', and 'Email*'. The 'Payment Options' section also has a note 'Fields marked with an asterisk (*) are required' and contains two bullet points: 'This transaction may appear as "e-academy Inc." on your statement.' and 'No Refunds. See policy details.'

The Payment Method Entry screen will open at the bottom of the page. **Click** on the circle under your payment option.

If you choose PayPal, you will be directed to the PayPal site. Once you complete the purchase there, you will be returned to the receipt for your purchase.

Enter your credit card information in the given fields. **Click** on the **Next** button.

This screenshot is a zoomed-in view of the 'Payment Options' section from the previous image. It shows the same summary table and 'Billing Address' section. The 'Payment Options' section is expanded to show a row of payment method icons: PayPal, MasterCard, VISA, Discover, AMERICAN EXPRESS, and BANK. A red rectangular box highlights this row of icons. Below the icons, there are four small circles, each with a letter 'C' underneath it. At the bottom of the page, a 'Next' button is also highlighted with a red rectangular box.

STEP 13:

You are now at the receipt. It will show a summary of your order and the charge for your software, shipping, and any tax.

Click on the **Proceed with Order** button.

The screenshot shows the 'Confirmation' page with the following details:

- Billing Information:** Name: Firstname Lastname, Email: name@domain.com, Name on Card: Rebecca Wilson, Credit Card: Visa, 44912*****4122, Expiry Date: 03/2013.
- Items:** A table with one item: '1. Microsoft Office 2011 for Mac (English) (Student Option) - Mail Order' with a quantity of 1, unit price of \$19.85, and amount of \$19.85.
- Summary:** Subtotal: \$19.85, Shipping: \$8.95, Taxes: \$0.00, Total: \$28.80.
- Shipping Address:** Firstname Lastname, 123 Anywhere St., Anywhere, IL, 60123, United States.
- Billing Address:** Firstname Lastname, 123 Anywhere St., Anywhere, IL, 60123, United States.

STEP 14:

You are at your receipt. Your receipt will not show a Product Key, as this will be mailed to your with your disc.

The screenshot shows the 'Receipt' page with the following details:

- Confirmation Message:** Your order has been placed and a confirmation email will be sent to you shortly. You may wish to print this page for your records.
- Order Summary:** Order Date: 2011-05-23 12:48 PM Eastern Daylight Time, Order Number: 100014505055.
- Billing Information:** Name: Firstname Lastname, Email: name@domain.com, Name on Card: Rebecca Wilson, Credit Card: Visa, 485246*****3306, Expiry Date: 10/2018.
- Items:** A table with one item: '1. Microsoft Office 2011 for Mac (English) (Student Option) - Mail Order' with a quantity of 1, unit price of \$19.85, and amount of \$19.85. It also includes a message: 'Microsoft Student License Confirmation' and an agreement number: 01C33732.
- Summary:** Subtotal: \$19.85, Shipping: \$8.95, Taxes: \$0.00, Total: \$28.80.

Check your email for a copy of your receipt. If you do not see it in your inbox, be sure you check your **Junk/Spam Folder** for this receipt. Keep it in safe keeping.

Congratulations! You have successfully purchased the Mail Order disc for Microsoft Office Professional Plus 2010.