# 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.
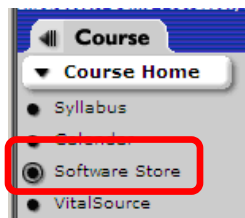
Accessing the Student Software Store

STEP 1:
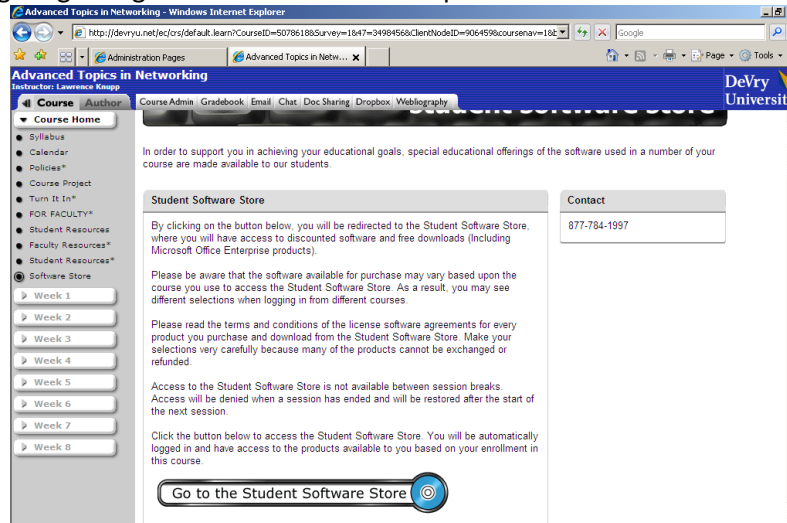Log into your course(s) at http://devryu.net
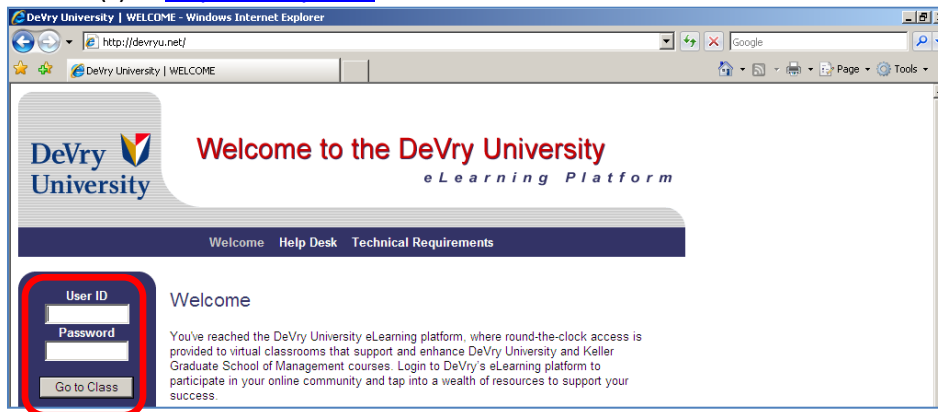
STEP 2:
Inside your course(s) you will see a link under **Course Home** for the **Student Software Store**. *Click* on the **Student Software Store** link.

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:

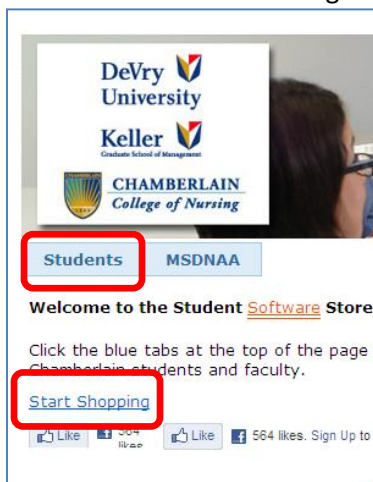*Click* on the **Go to the Student Software Store** link.

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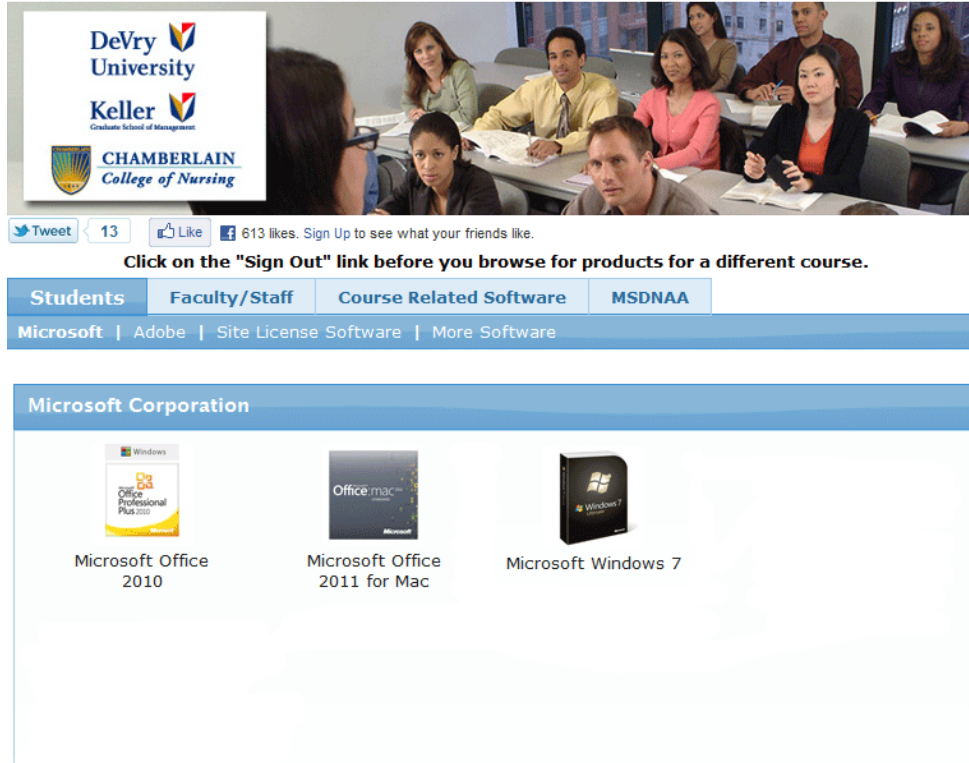
Student Software Store

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.

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**

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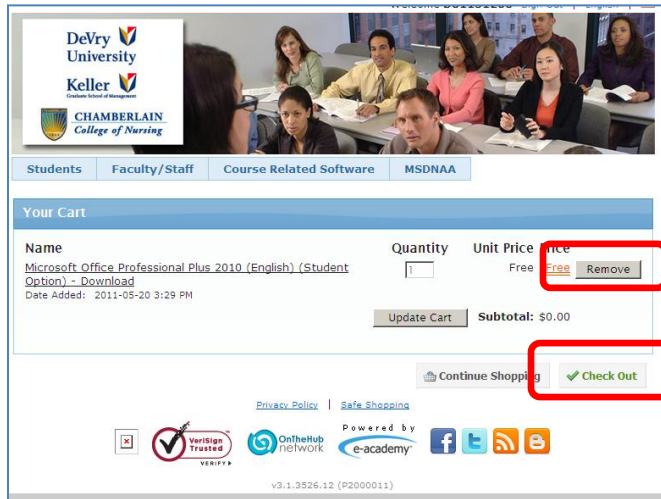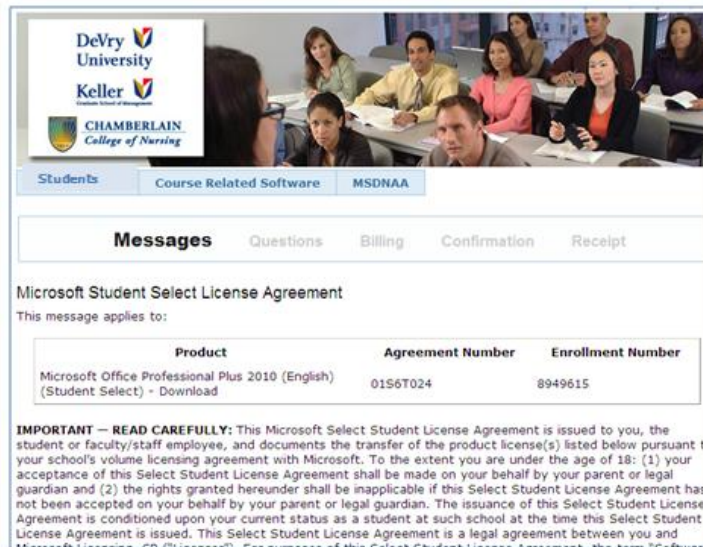
If your selection is correct, *Click* on the **Check Out** button.

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.

Disclaimers EXCEPT FOR THE LIMITED WARRANTY PROVIDED IN THE PRECEDING PARAGRAPH, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, MICROSOFT DISCLAIMS ON ITS OWN BEHALF AND ON BEHALF OF ITS SUPPLIERS ALL WARRANTIES, INCLUDING BUT NOT LIMITED TO WARRANTIES OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE PRODUCTS AND RELATED MATERIALS. THERE MAY BE SITUATIONS IN WHICH STUDENT HAS A RIGHT TO CLAIM DAMAGES FROM MICROSOFT. WHATEVER THE BASIS FOR STUDENT'S CLAIM (SUCH AS BREACH OF CONTRACT OR TORT), MICROSOFT'S LIABILITY WILL BE LIMITED TO DIRECT DAMAGES UP TO THE AMOUNT STUDENT HAS PAID UNDER THIS AGREEMENT WITH RESPECT TO THE PRODUCT GIVING RISE TO STUDENT'S CLAIM. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL MICROSOFT OR ANY OF ITS SUPPLIERS BE LIABLE FOR ANY INDIRECT DAMAGES (INCLUDING, WITHOUT LIMITATION, CONSEQUENTIAL DAMAGES, DAMAGES FOR LOSS OF PROFITS OR REVENUES, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR OTHER LOSS) ARISING IN CONNECTION WITH THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
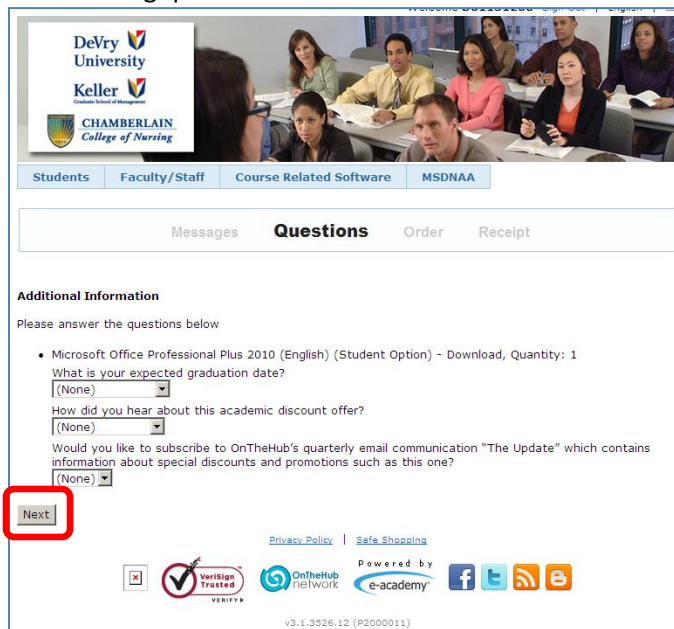
If you click on the I Disagree button, your order will be cancelled.

STEP 10:
Answer any or none of the following questions and *Click* on **Next**.

STEP 11:
Confirm your order. *Click* the **Proceed with Order** button.

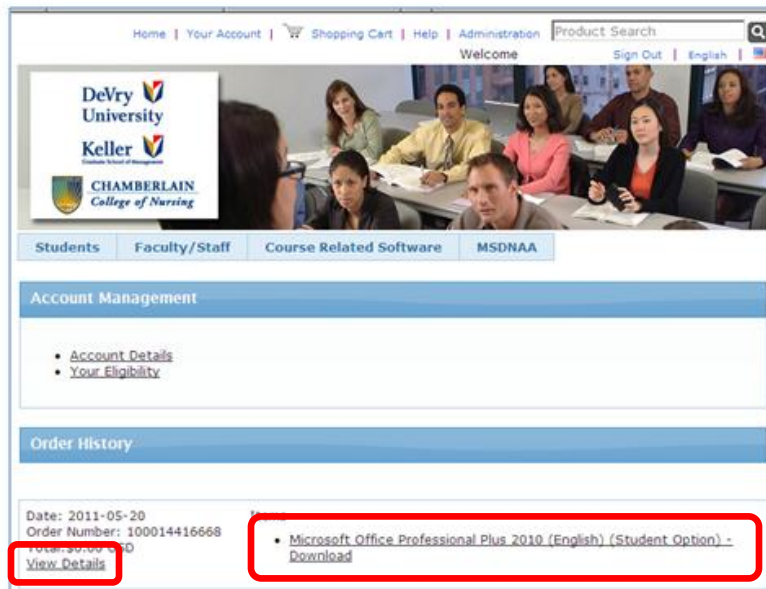**STEP 12:**
Your software order has been placed.

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.**
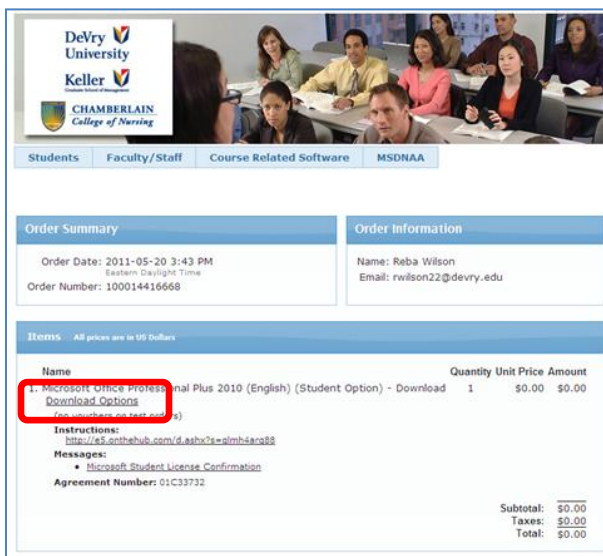

Before proceeding, write down the Product Key of your software
so it will be readily available for the installation.

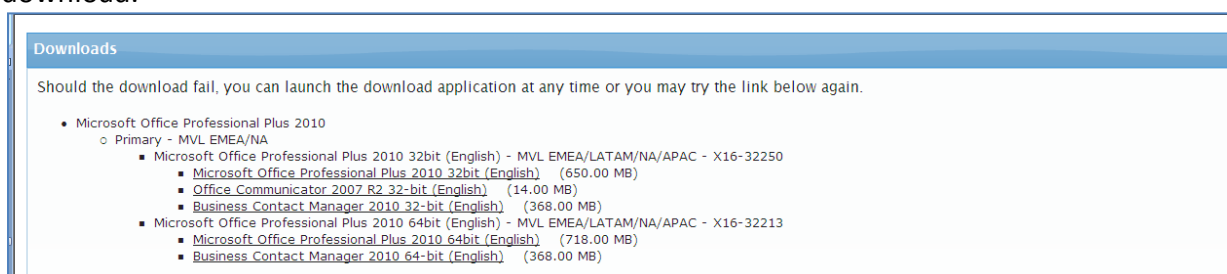## Downloading Windows Office 2010

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.
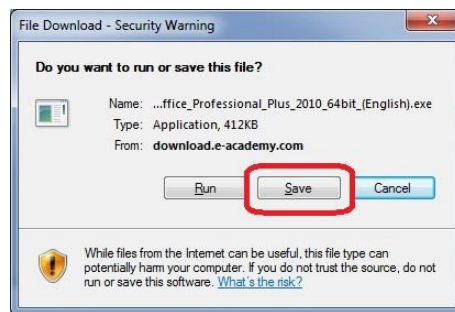
STEP 15:

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.
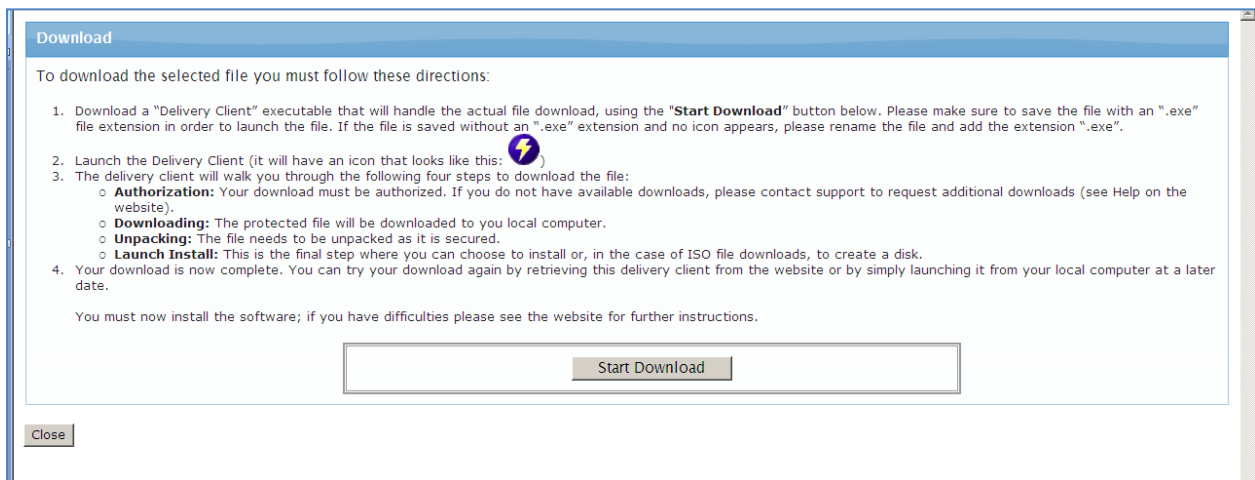
STEP 16:

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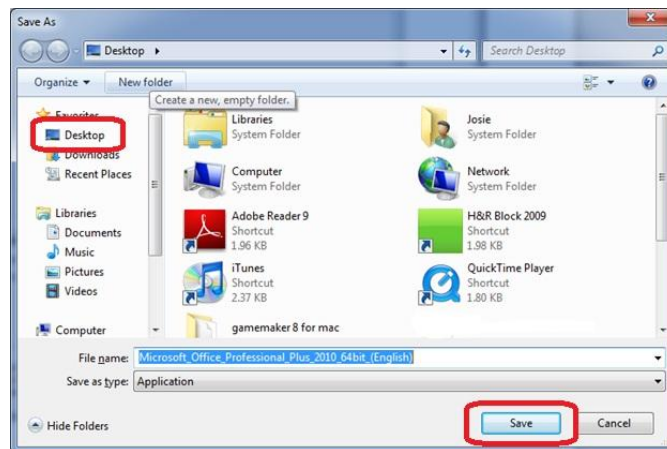

STEP 17:

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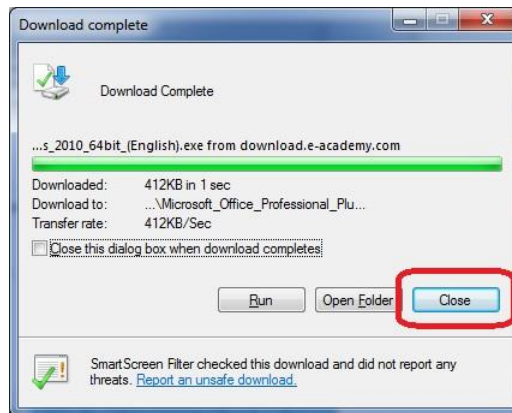
Once the Save button is clicked, it will take only a few minutes or less for the installer to download to your desktop.

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.
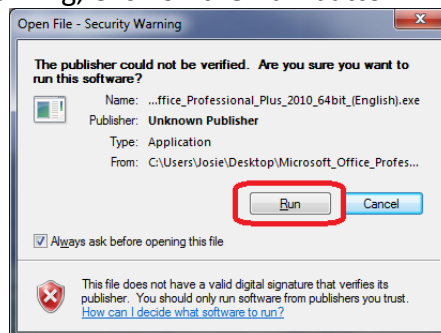
STEP 21:
This will open a pop-up window called **Authorization.** The download will run in 4 steps. The steps are Authorization, Downloading, Unpacking and Launch Install.

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.
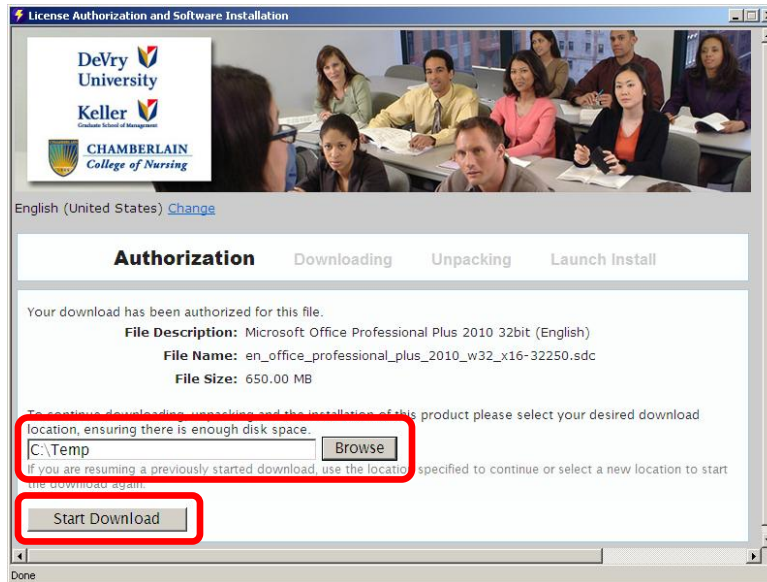
STEP 22:

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.
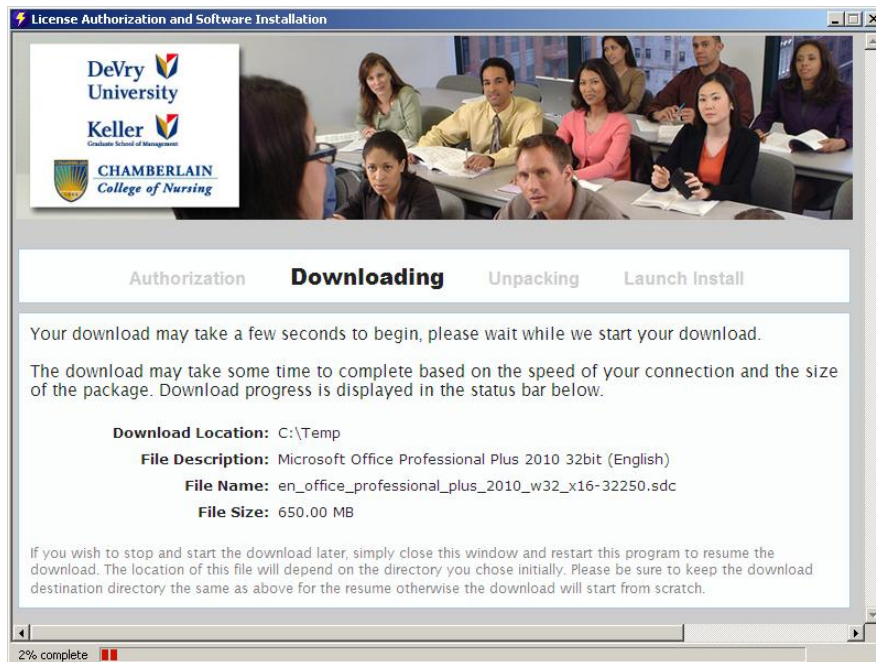
Depending on your Internet Connectivity, this step could take some time.
If you do drop connection, you can go to the installer on your desktop
click on it and your download will continue.

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.
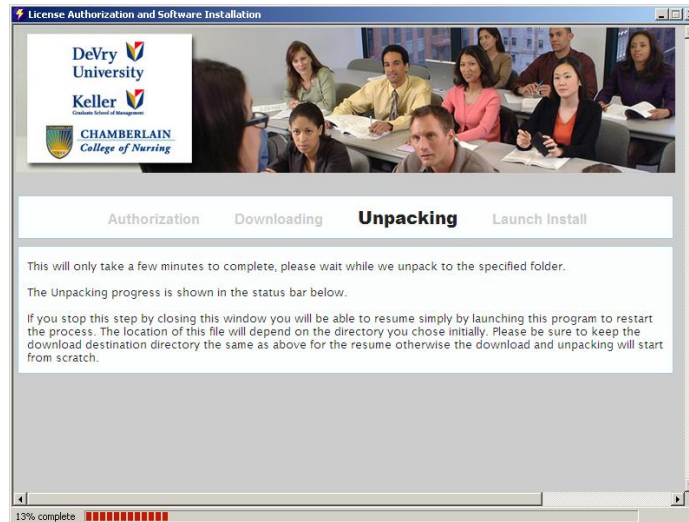
STEP 24:

The process has completed. It is now time to install your software onto your Windows PC. *Click* on the **Launch Install** button.
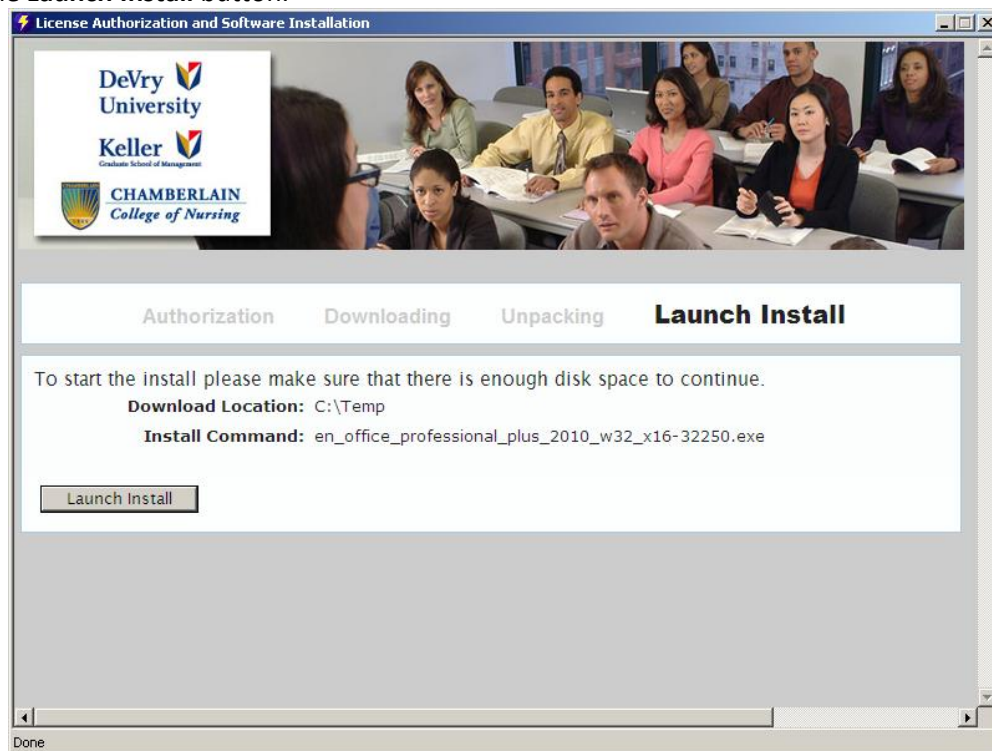
Installing Windows Office Professional Pro 2010

STEP 25:
The download has begun. The installer is extracting files from what you downloaded.
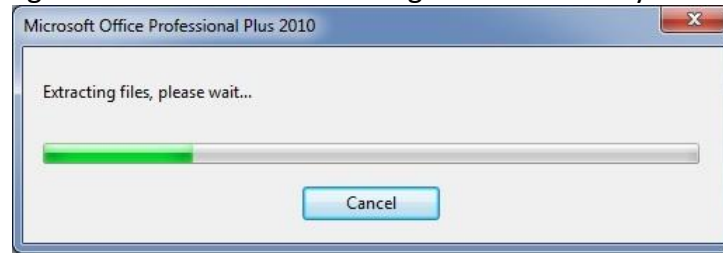
STEP 26:
Once the files are extracted, the Product Key window will open.
The Continue button is greyed out until you enter the product key and it is verified.
Be sure you internet connection is active so this can be done.
Enter the Product Key that your wrote down earlier.
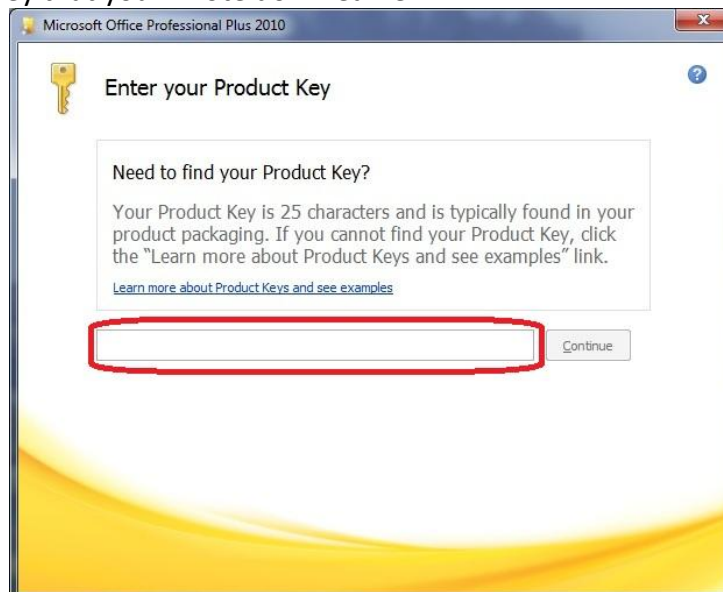
STEP 27:
The software will automatically verify your Product Key. Once verification is complete, the Continue button will allow you to click on it.

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.
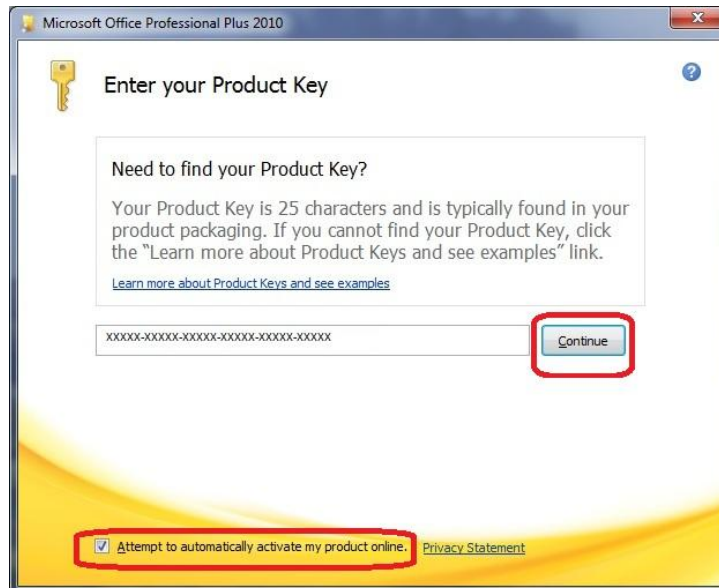
STEP 28:
Accept the Microsoft Software License Terms.
Click in the box beside **I accept the terms of the agreement**
Click on the **Continue** button.
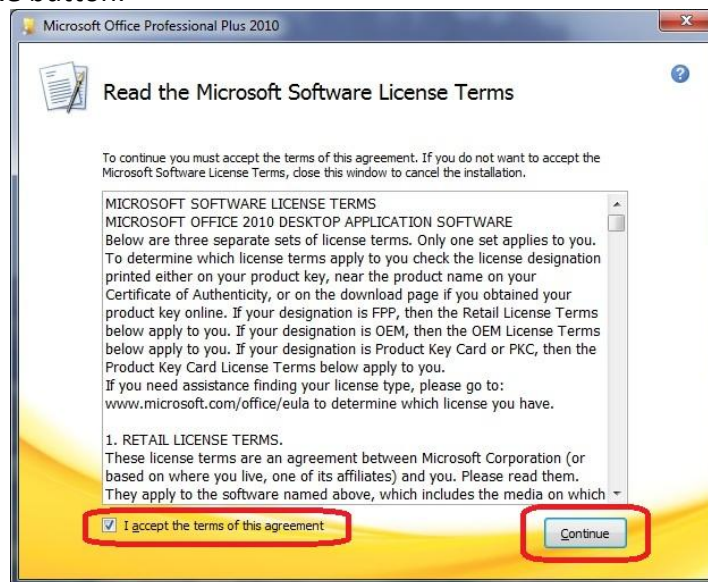
STEP 29:
Click on the **Install Now** button.
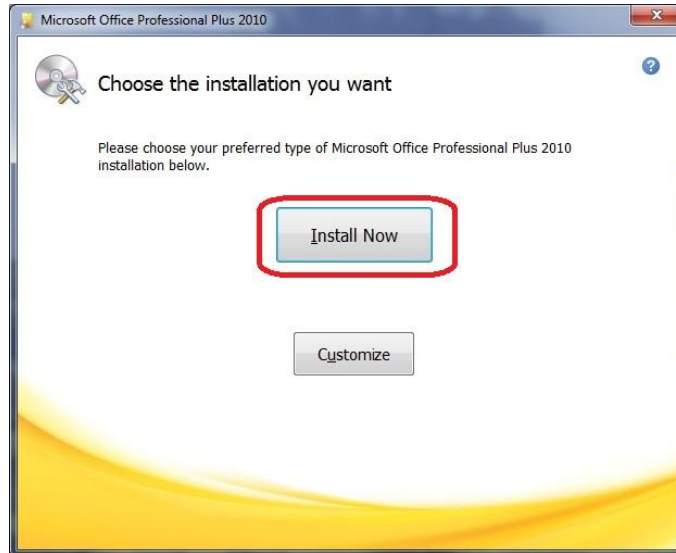
The install begins on your Windows PC.
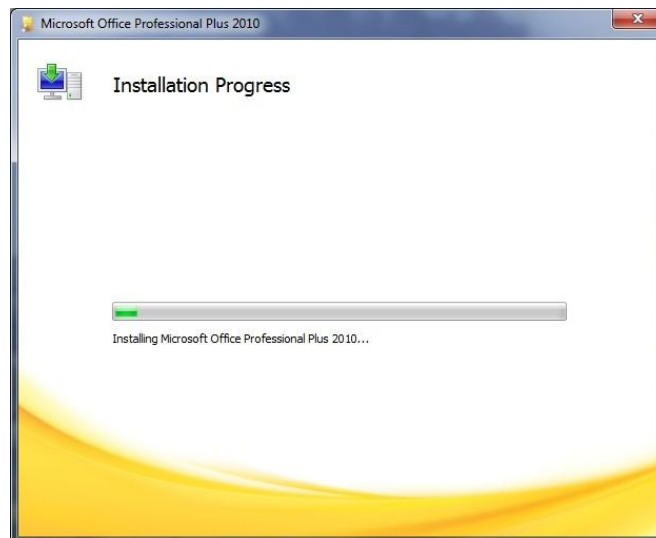
STEP 30:
Congratulations! Your installation of Windows Office Professional Plus 2010 is now complete.
Click on the **Close** button.

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:
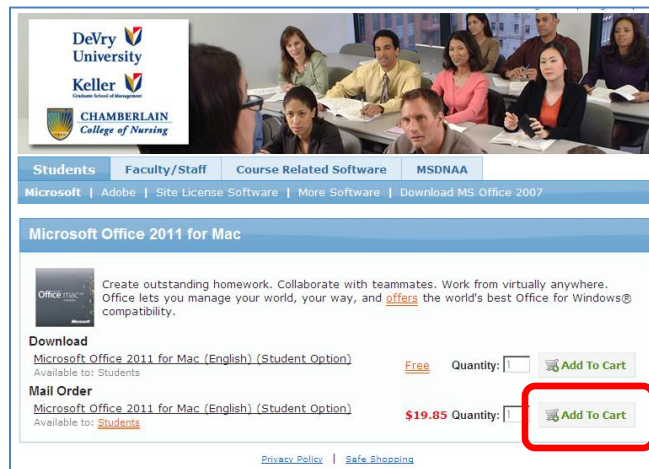
You will be directed to the "Add to Cart" page.   Here you will see a description of the applications within the Microsoft Office Professional Plus 2010. You are given an option to either Download or Mail Order this software. (This part of the document will be directed to your choosing the Mail Order 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.**

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.

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.

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.

STEP 11:

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

STEP 12:

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

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.

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.

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.

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.