



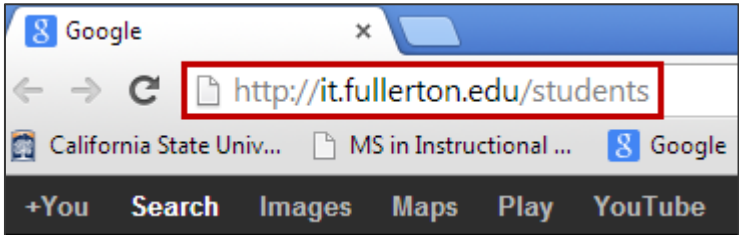

# microsoft office 2013 installation instructions





- 1** get the software key/serial number from <http://it.fullerton.edu/students>
- 2** pick up the installation DVD from TitanCard
- 3** remove old version of Office from your computer.
- 4** put the installation DVD in your computer & follow the installation wizard instructions
- 5** update Office when you're done







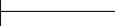







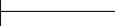







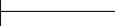




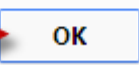
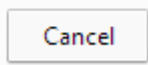
**NEED MORE DETAILS? KEEP READING!**




# 1 get the software key/serial number

Follow the instructions below to get the License Serial Number (aka software key or serial number). Screenshots for these steps were taken with Windows 7, but the steps are generally the same for Windows XP and Windows 8.

Steps	Images
<p>1. Open your internet/web browser to <a href="http://it.fullerton.edu/students">http://it.fullerton.edu/students</a></p>	 <p>A screenshot of a web browser window. The address bar shows the URL <a href="http://it.fullerton.edu/students">http://it.fullerton.edu/students</a> highlighted with a red rectangle. The browser's search bar contains the text "California State Univ...". Below the search bar are links for "Search", "Images", "Maps", "Play", and "YouTube".</p>
<p>2. Scroll down to click on the Office 2013 image.</p>	 <p>A screenshot of a webpage titled "Software, Training, and Other Resources". It displays a row of five software icons: Adobe Software, FrontDoor Security, Windows 8, Windows 7, and Office 2013. A red arrow points from the Windows 7 icon to the Office 2013 icon. Each icon has a label below it: "Adobe Software", "FrontDoor Security", "Windows 8", "Windows 7", and "Office 2013".</p>

Steps	Images																		
<p>3. Click <b>Get Microsoft Software</b> on the right.</p> <div></div> <p>Be sure to check the Software Requirements for Office 2013 before installing. Otherwise you may end up wasting your time with this installation!</p> <p><a href="http://technet.microsoft.com/en-us/library/ee624351.aspx#Overview1">http://technet.microsoft.com/en-us/library/ee624351.aspx#Overview1</a></p>	<div><div><h3>Microsoft Software: for students</h3><div><div><p>Office 2010 Free Software</p></div><div><p>Office 2011 Free Software</p></div><div><p>Office 2013 Free Software</p></div><div><p>Windows 7</p></div></div><div><p>Support for Windows Office is available from the IT Helpdesk.</p><p>Support for operating systems is not provided by the IT Helpdesk.</p></div><div><div><div><h4>Eligibility</h4><p>Students who are actively enrolled in classes</p><h4>Software Requirements</h4><p>For Windows 7 and 8 this is an upgrade version you will need to have a previous Windows operating system installed already.</p><p>Read the <a href="#">End User License Agreement (EULA) for Microsoft</a></p><h4>Installation &amp; Support</h4><p>There is no support for OS installation.</p><ul style="list-style-type: none"><li>Operating system self help is available from Microsoft for Windows 7 and Windows 8</li><li>Training for Microsoft products is available through the <a href="#">Lynda.com Online Training @ CSUF</a>.</li><li>For general inquiries (except product installation), please contact <a href="#">IT Helpdesk</a></li><li>Need in-person help? All CSUF students can go to the <a href="#">Student Genius Corner</a> located in the Titan Lab (PLN-30).</li></ul></div><div><p><b>Get Microsoft Software</b></p></div></div></div></div></div>																		
<p>4. Type your Portal username and password in the <b>Students Login</b> section.</p> <p>Then click <b>Login</b>.</p>	<div><div><h2>Cal State Fullerton</h2></div><div><h3>Software License Provisioning</h3></div><div><h4>SOFTWARE LICENSE PROVISIONING SYSTEM</h4><p>Welcome to the Software License Provisioning System. This web application is a custom program created for students to purchase the license key for specific software distributed by Division of Information Technology at California State University, Fullerton.</p><p>Before signing in to this system, please make sure your laptop or computer meets the minimum requirements to install and run the desired software. For more information about the minimum system requirement, please visit <a href="http://www.fullerton.edu/it/students">http://www.fullerton.edu/it/students</a>. You assume full responsibility for resolving any problems that may arise if you choose to install and run the purchased software on your personal computer. Please consider this before proceeding.</p><p>Each enrolled CSUF student is entitled to purchase <b>ONE</b> license per software edition for <b>AT HOME USE</b>. In order to purchase a software license key, students must provide a <b>non-refundable</b> payment using a credit card or Titan Tender (TitanCard). When using your Titan Tender, please make sure there is an adequate balance available in your Titan Tender account. You may check your Titan Tender account balance in the <a href="#">Campus Portal</a>.</p></div><div><div><h4>STUDENTS LOGIN</h4><p>User Name: <input type="text" value="harry.potter"/></p><p>Password: <input type="password" value="....."/></p><p><b>Login</b></p></div></div></div>																		
<p>5. Find <i>Microsoft Office Professional Plus 2013</i>. Click <b>Add to Cart</b>.</p>	<div><h3>PURCHASE SOFTWARE LICENSES / MEMBERSHIP SUBSCRIPTION</h3><p>Please select the software you want to purchase for at home use :</p><table><thead><tr><th>Software</th><th>Total Net Price (\$)</th><th></th></tr></thead><tbody><tr><td> Adobe Creative Cloud (Student/Non-State) Membership Subscription (one-year)</td><td>0.00</td><td></td></tr><tr><td> Macintosh Microsoft Office 2011 for Mac</td><td>0.00</td><td></td></tr><tr><td> Windows Microsoft Office Professional Plus 2010</td><td>0.00</td><td></td></tr><tr><td> Windows Microsoft Office Professional Plus 2013</td><td>0.00</td><td></td></tr><tr><td> Windows Microsoft Windows 7 Ultimate Upgrade</td><td>0.00</td><td></td></tr></tbody></table><p>You already have assigned license for this product. <a href="#">View purchased license.</a></p></div>	Software	Total Net Price (\$)		 Adobe Creative Cloud (Student/Non-State) Membership Subscription (one-year)	0.00		 Macintosh Microsoft Office 2011 for Mac	0.00		 Windows Microsoft Office Professional Plus 2010	0.00		 Windows Microsoft Office Professional Plus 2013	0.00		 Windows Microsoft Windows 7 Ultimate Upgrade	0.00	
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Steps	Images																		
<p>6. Click on <b>View Your Cart</b>.</p> <p> You can also click on <b>View Your Cart</b> at the top left of this page.</p>	<table><thead><tr><th>Software</th><th>Total Net Price (\$)</th><th></th></tr></thead><tbody><tr><td> Adobe Creative Cloud (Student/Non-State) Membership Subscription (one-year)</td><td>0.00</td><td></td></tr><tr><td> Microsoft Office 2011 for Mac</td><td>0.00</td><td></td></tr><tr><td> Microsoft Office Professional Plus 2010</td><td>0.00</td><td><i>You already have assigned license for this product.</i> <a href="#">View purchased license.</a></td></tr><tr><td> Microsoft Office Professional Plus 2013</td><td>0.00</td><td><i>This product has been added to your cart.</i> <a href="#">View your cart.</a></td></tr><tr><td> Microsoft Windows 7 Ultimate Upgrade</td><td>0.00</td><td></td></tr></tbody></table>	Software	Total Net Price (\$)		 Adobe Creative Cloud (Student/Non-State) Membership Subscription (one-year)	0.00		 Microsoft Office 2011 for Mac	0.00		 Microsoft Office Professional Plus 2010	0.00	<i>You already have assigned license for this product.</i> <a href="#">View purchased license.</a>	 Microsoft Office Professional Plus 2013	0.00	<i>This product has been added to your cart.</i> <a href="#">View your cart.</a>	 Microsoft Windows 7 Ultimate Upgrade	0.00	
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<p>7. Review your order at the top of the page, read the user agreement, and then place a check mark indicating you have read and understand the agreement.</p>	<div><div></div><div> By marking this check box, I represent that I have read, understood and agreed to the above End User License Agreement(s), and I am signing it freely. No other representations concerning the legal effect of this EULA(s) have been made to me.</div></div>																		
<p>8. Click <b>Place your order</b>.</p>	<div><div><input checked="" type="checkbox"/> By marking this check box, I represent that I have read, understood and agreed to the above End User License Agreement(s), and I am signing it freely. No other representations concerning the legal effect of this EULA(s) have been made to me.</div><div></div></div>																		
<p>9. Click <b>OK</b> to submit your order.</p>	<div><div>The page at <a href="https://apps.fullerton.edu">https://apps.fullerton.edu</a> says:</div><div>Are you sure you want to submit this order? Please make sure you have reviewed the items in your cart carefully. Once you have submitted this order, you CANNOT cancel the order.</div><div> </div></div>																		

Steps	Images								
<p>10. Read the important information at the top of the screen: this tells you where to pick up your installation DVD!</p> <p> Save the <b>License Serial Number!</b> You will need this when you install Office 2013.</p>	<div><div><div><h1>Cal State Fullerton</h1></div><div>Software License Provisioning</div></div><div>You are logged in as: Lorian Arthur-Carmichael (<a href="#">lori.arthur@csu.fullerton.edu</a>) <span>[ Log Out ]</span></div><div><div><div>License</div><div>View Cart &amp; Place Order</div><div>View Purchased License</div></div><div><div><b>IMPORTANT INFORMATION FOR STUDENTS</b></div><div><ul style="list-style-type: none"><li>For Microsoft software, Student needs to go to <a href="#">TitanCard</a> located on the first floor of the Pollak Library (next to the Circulation desk) to pick up a free 30-day trial DVD (unlockable with the purchased software license key)</li><li>For Adobe Creative Cloud, please follow the instruction at <a href="http://www.fullerton.edu/it/howdoi/install_adobecc">http://www.fullerton.edu/it/howdoi/install_adobecc</a></li><li>Please make sure your computer meets the minimum hardware requirements to install and run the software. For more information, please refer to <a href="http://www.fullerton.edu/it/students">http://www.fullerton.edu/it/students</a>.</li><li>You assume full responsibility for resolving any problems that may arise if you choose to install and run the software on your personal computer.</li></ul></div></div></div><div><div>VIEW PURCHASED SOFTWARE LICENSE</div><div>Your previous order history is displayed below.</div><div><div>Order Date: 09/18/2013 01:33 PM    Order #: 15841    Status: Completed / Payment Successful    Total Net Amount: \$0.00</div><table><tr><th>Product Name</th><th>Total Net Price (\$)</th><th>License Serial Number / Redeem Code</th><th>Distributor</th></tr><tr><td>Microsoft Office Professional Plus 2013</td><td>\$0.00</td><td>12345678901234567890</td><td>Electronic Store</td></tr></table></div></div></div>	Product Name	Total Net Price (\$)	License Serial Number / Redeem Code	Distributor	Microsoft Office Professional Plus 2013	\$0.00	12345678901234567890	Electronic Store
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## 2 pick up the installation DVD from TitanCard

Go to TitanCard on the first floor of the Pollak Library South near the Library Circulation desk to pick up your Office 2013 installation DVD.

### ***Wait...this is a 30 day trial of Office!***

That's okay. You have your License Serial Number, right? That's what you'll use to unlock the full version of Office 2013 when you install it.

### ***But I already have a trial of Office 2013 installed on my computer!***

Okay. Check your version of Office 2013. Is it Microsoft Office 2013 **Professional** Edition?

#### ***Yes! I have Office 2013 Professional Edition.***

Great! You can simply start up one of the Office programs (i.e. Word) on your computer. You should be given the opportunity to enter a serial number. Enter the License Serial Number you obtained in step 1 and you're good to go!

#### ***No. I have Office 2013 Home Edition or Student Edition.***

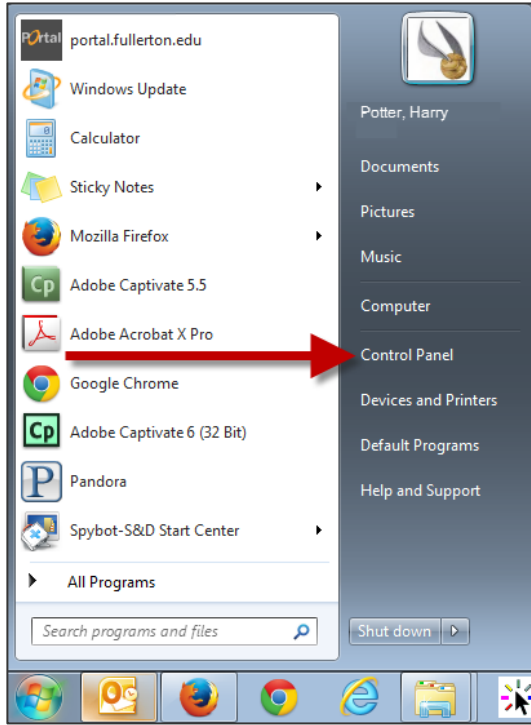
The License Serial Number that CSUF gave you is only good for Office 2013 **Professional** Edition. Please uninstall your version of Office 2013, get the Office 2013 Professional Edition DVD from TitanCard, and continue following the steps below.


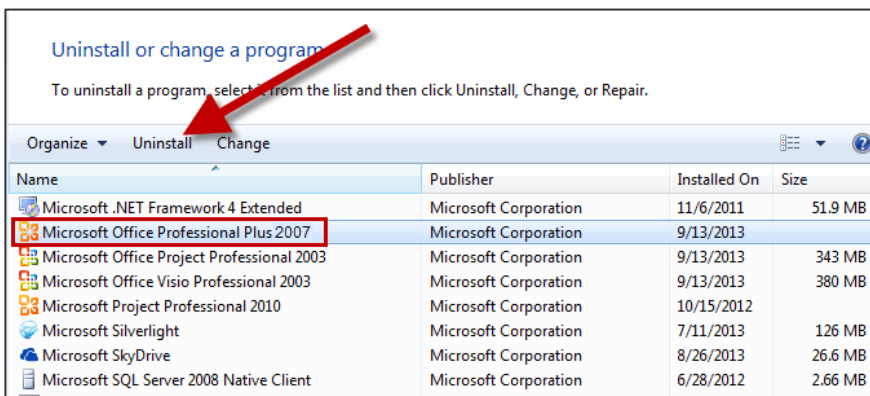
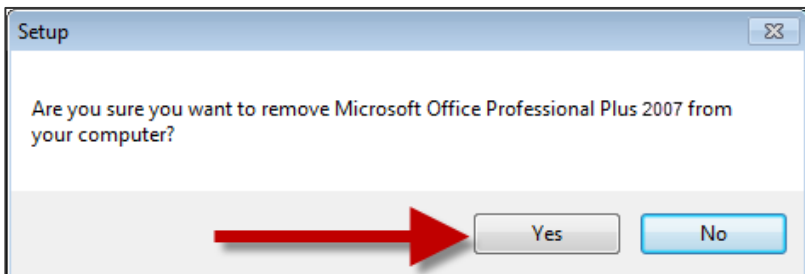
### 3 remove old version of Office from your computer

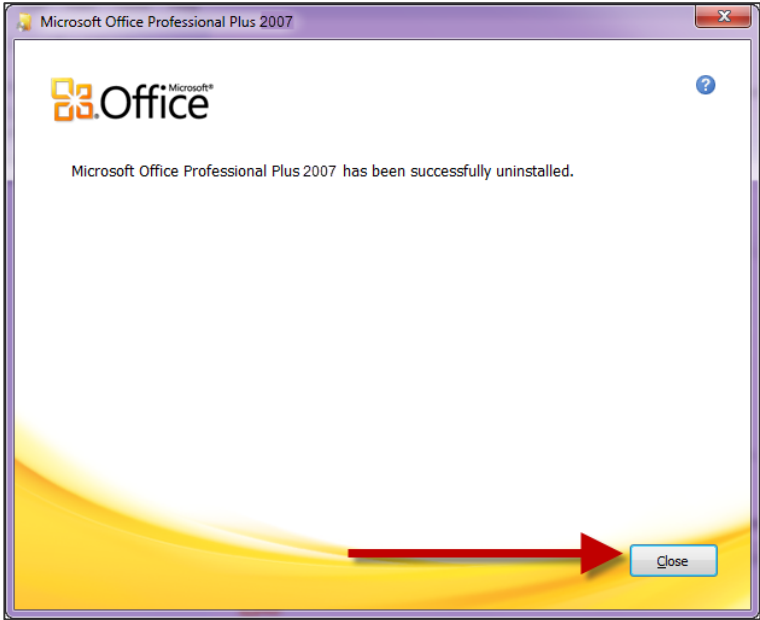

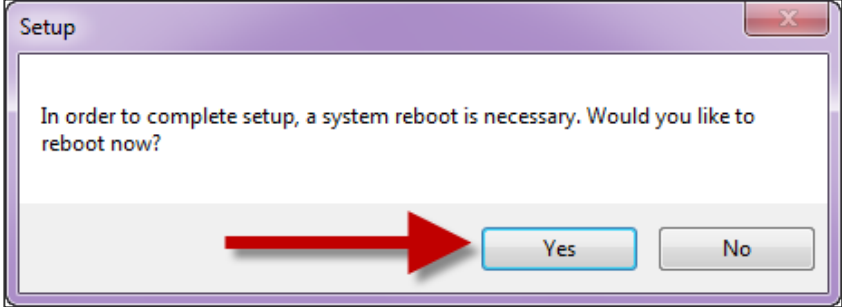
If you have an older version of Office on your computer/laptop (i.e. Office 2007 or Office 2010, etc.) you need to remove it **before** installing Office 2013. This will help avoid potential clashes between the two versions. Screenshots for these steps were taken with Windows 7, but the steps are generally the same for Windows XP and Windows 8.

#### ***What if these instructions don't work for me?***

Visit Microsoft's website: <http://windows.microsoft.com/en-us/windows/uninstall-change-program> to get specific step-by-step instructions for your Operating System.

Steps	Images
<p>1. Open the <b>Control Panel</b>.</p>	 <p>The image shows a Windows 7 Start menu. On the left, a list of programs is displayed, including 'portal.fullerton.edu', 'Windows Update', 'Calculator', 'Sticky Notes', 'Mozilla Firefox', 'Adobe Captivate 5.5', 'Adobe Acrobat X Pro', 'Google Chrome', 'Adobe Captivate 6 (32 Bit)', 'Pandora', and 'Spybot-S&amp;D Start Center'. Below this list is a search bar labeled 'Search programs and files'. On the right side of the Start menu, a list of system links is shown: 'Potter, Harry', 'Documents', 'Pictures', 'Music', 'Computer', 'Control Panel', 'Devices and Printers', 'Default Programs', and 'Help and Support'. A red arrow points from the 'Control Panel' link in the right-hand list to the 'Adobe Acrobat X Pro' icon in the left-hand list.</p>

Steps	Images																																				
2. In the Programs menu, select <b>Uninstall a program</b> .	 <p>The screenshot shows the Windows Control Panel window with the 'Programs' category selected. A red arrow points to the 'Uninstall a program' link under the 'Programs' heading.</p>																																				
3. Click on the old version of Office. Then click <b>Uninstall</b> .	 <p>The screenshot shows the 'Uninstall or change a program' window. A red arrow points to the 'Uninstall' button. The list of installed programs shows 'Microsoft Office Professional Plus 2007' selected.</p> <table><thead><tr><th>Name</th><th>Publisher</th><th>Installed On</th><th>Size</th></tr></thead><tbody><tr><td>Microsoft .NET Framework 4 Extended</td><td>Microsoft Corporation</td><td>11/6/2011</td><td>51.9 MB</td></tr><tr><td>Microsoft Office Professional Plus 2007</td><td>Microsoft Corporation</td><td>9/13/2013</td><td></td></tr><tr><td>Microsoft Office Project Professional 2003</td><td>Microsoft Corporation</td><td>9/13/2013</td><td>343 MB</td></tr><tr><td>Microsoft Office Visio Professional 2003</td><td>Microsoft Corporation</td><td>9/13/2013</td><td>380 MB</td></tr><tr><td>Microsoft Project Professional 2010</td><td>Microsoft Corporation</td><td>10/15/2012</td><td></td></tr><tr><td>Microsoft Silverlight</td><td>Microsoft Corporation</td><td>7/11/2013</td><td>126 MB</td></tr><tr><td>Microsoft SkyDrive</td><td>Microsoft Corporation</td><td>8/26/2013</td><td>26.6 MB</td></tr><tr><td>Microsoft SQL Server 2008 Native Client</td><td>Microsoft Corporation</td><td>6/28/2012</td><td>2.66 MB</td></tr></tbody></table>	Name	Publisher	Installed On	Size	Microsoft .NET Framework 4 Extended	Microsoft Corporation	11/6/2011	51.9 MB	Microsoft Office Professional Plus 2007	Microsoft Corporation	9/13/2013		Microsoft Office Project Professional 2003	Microsoft Corporation	9/13/2013	343 MB	Microsoft Office Visio Professional 2003	Microsoft Corporation	9/13/2013	380 MB	Microsoft Project Professional 2010	Microsoft Corporation	10/15/2012		Microsoft Silverlight	Microsoft Corporation	7/11/2013	126 MB	Microsoft SkyDrive	Microsoft Corporation	8/26/2013	26.6 MB	Microsoft SQL Server 2008 Native Client	Microsoft Corporation	6/28/2012	2.66 MB
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4. Click <b>Yes</b> to continue the uninstallation.	 <p>The screenshot shows a 'Setup' dialog box with the question: 'Are you sure you want to remove Microsoft Office Professional Plus 2007 from your computer?'. A red arrow points to the 'Yes' button.</p>																																				

Steps	Images
<p>5. Click <b>Close</b> when the uninstallation wizard is finished.</p>	
<p>6. You will need to restart your computer to complete the uninstallation. Click <b>Yes</b> to restart now.</p> <p> You can click <b>No</b> if you need to save any open documents, etc. However, you <b>MUST</b> restart before installing Office 2013.</p>	



## 4 put the installation DVD in your computer & follow the installation wizard instructions

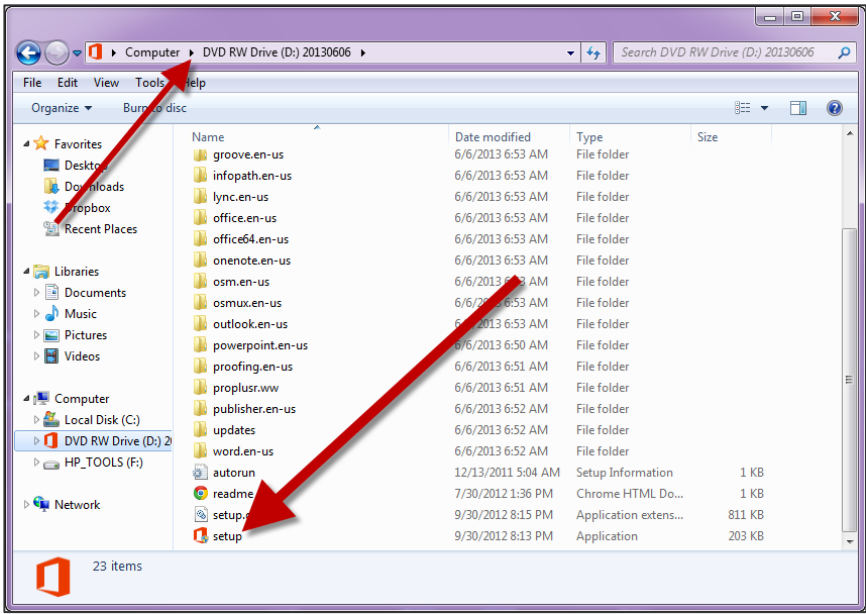
It's time! Put the Office 2013 installation DVD in your computer. The installation wizard will automatically start up. **Get your License Serial Number ready** and follow the instructions to install Office 2013. Screenshots for these steps were taken with Windows 7, but the steps are generally the same for Windows XP and Windows 8.

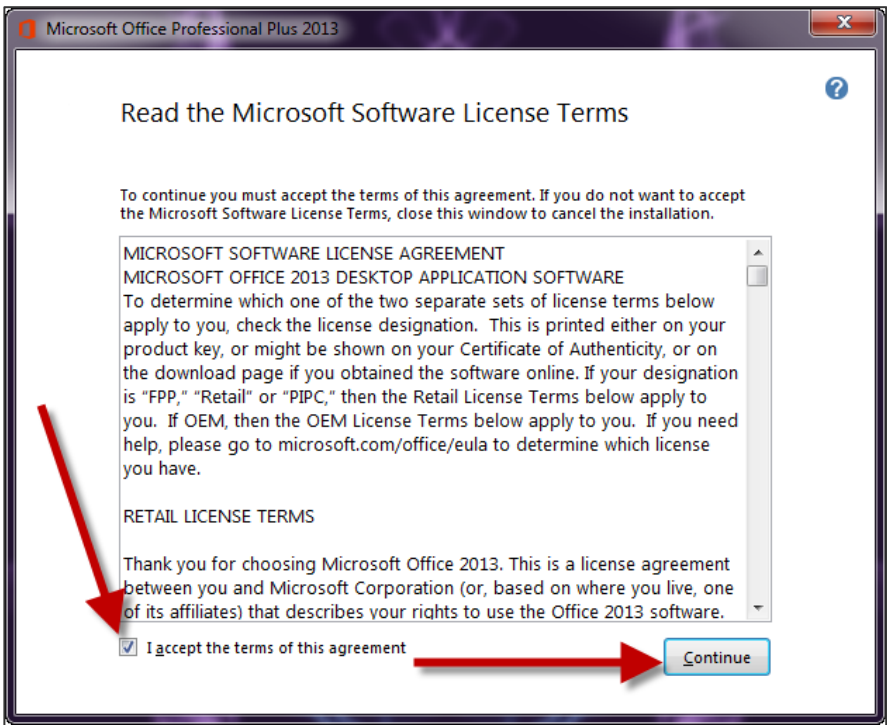

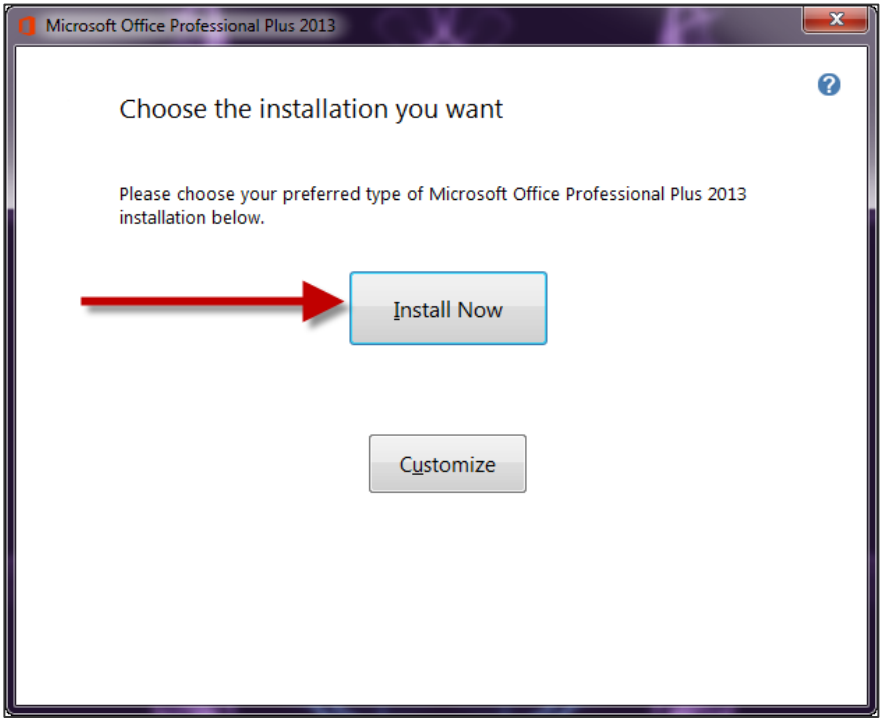
### ***OMG I can't find my License Serial Number!***

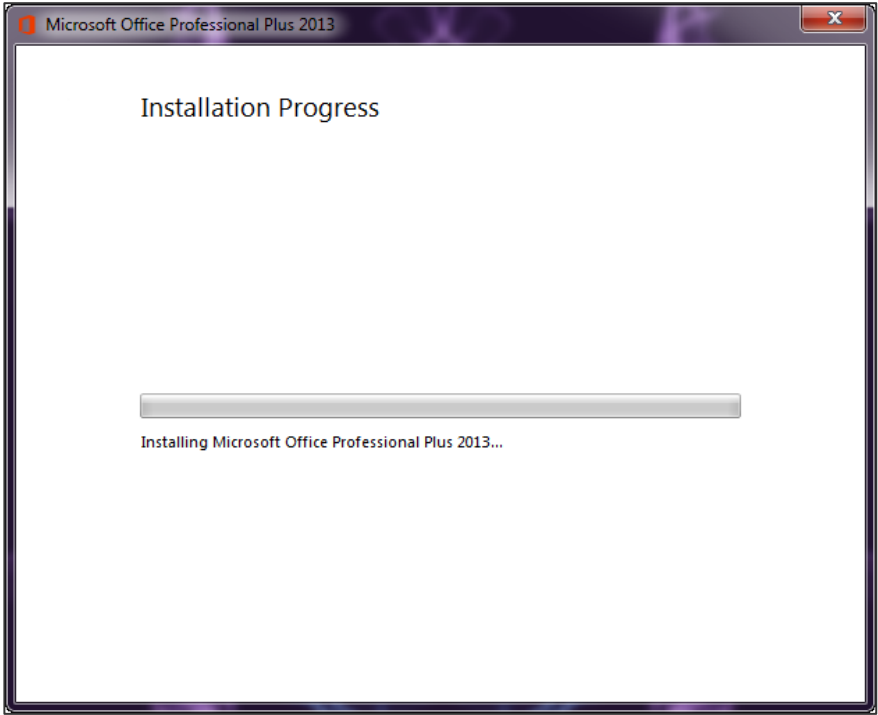

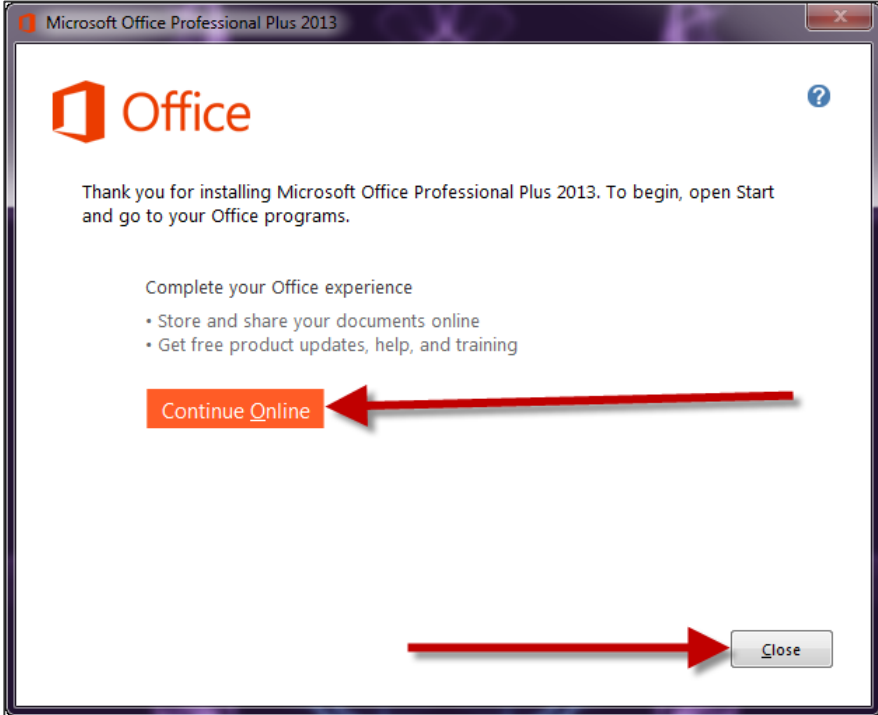
Don't panic! First, check your student email account. You should have received an email with the license serial number when you placed the order.

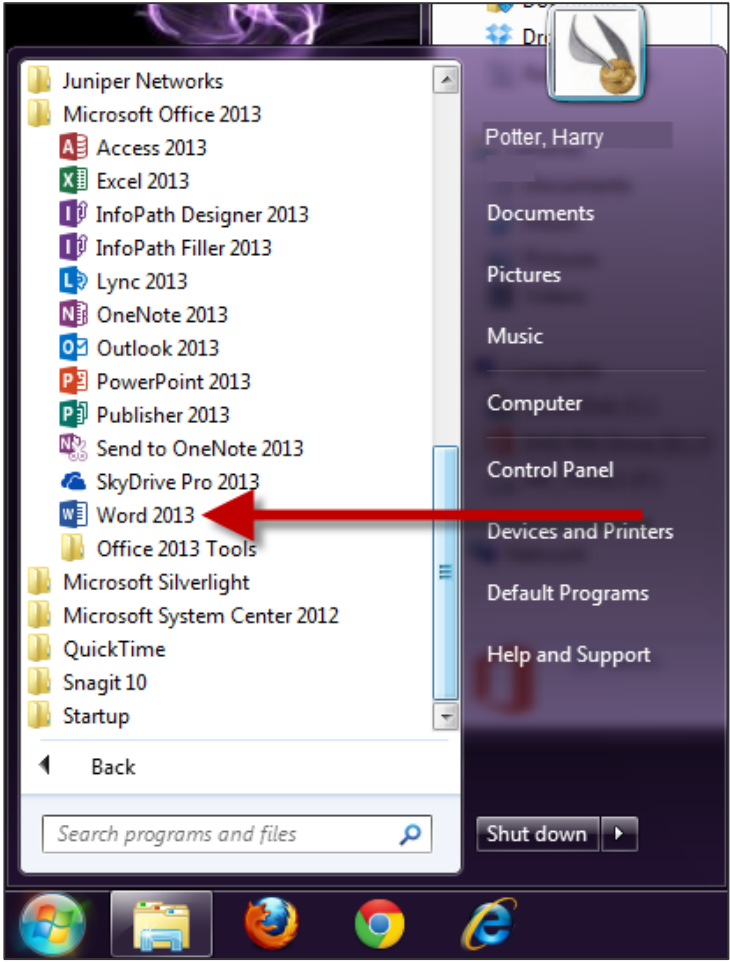
### ***I think I deleted that email!***


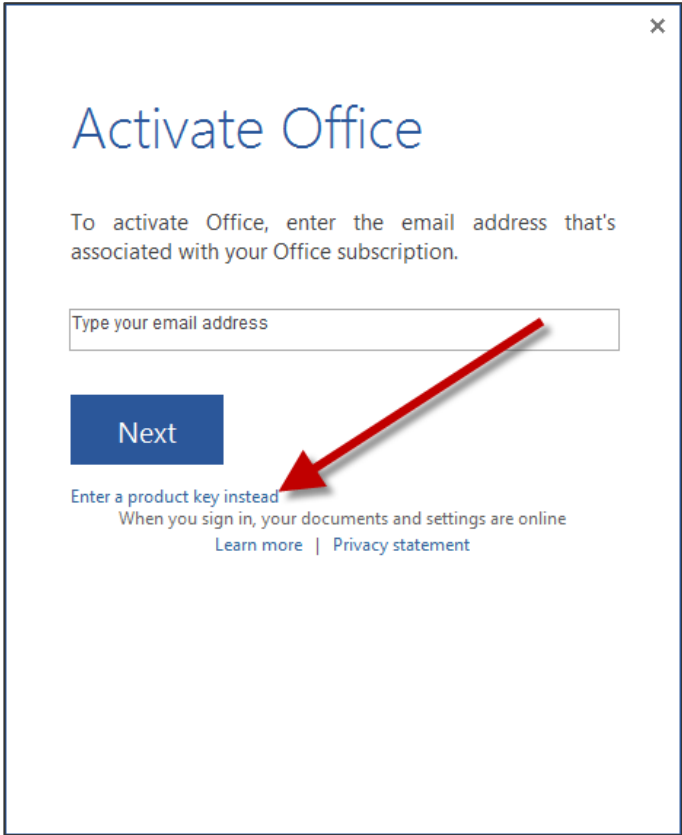

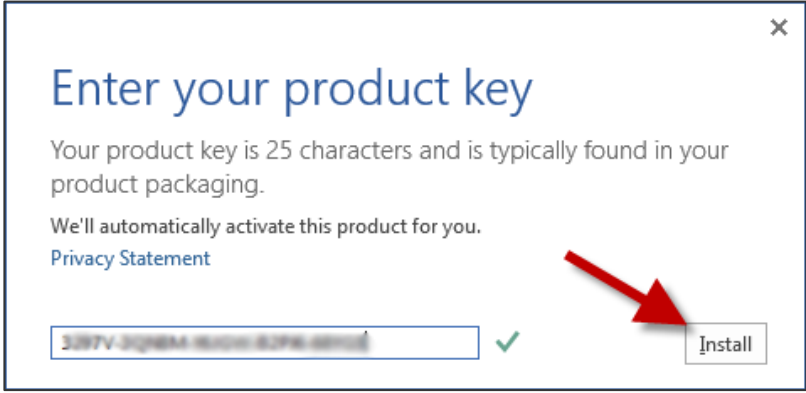
Okay. Go to <https://apps.fullerton.edu/E-Licensing> and select **Students**. Log on with your Portal username and password. Click **View Purchased License** on the left. Voila! There are all of the serial numbers for software that you purchased through CSUF.


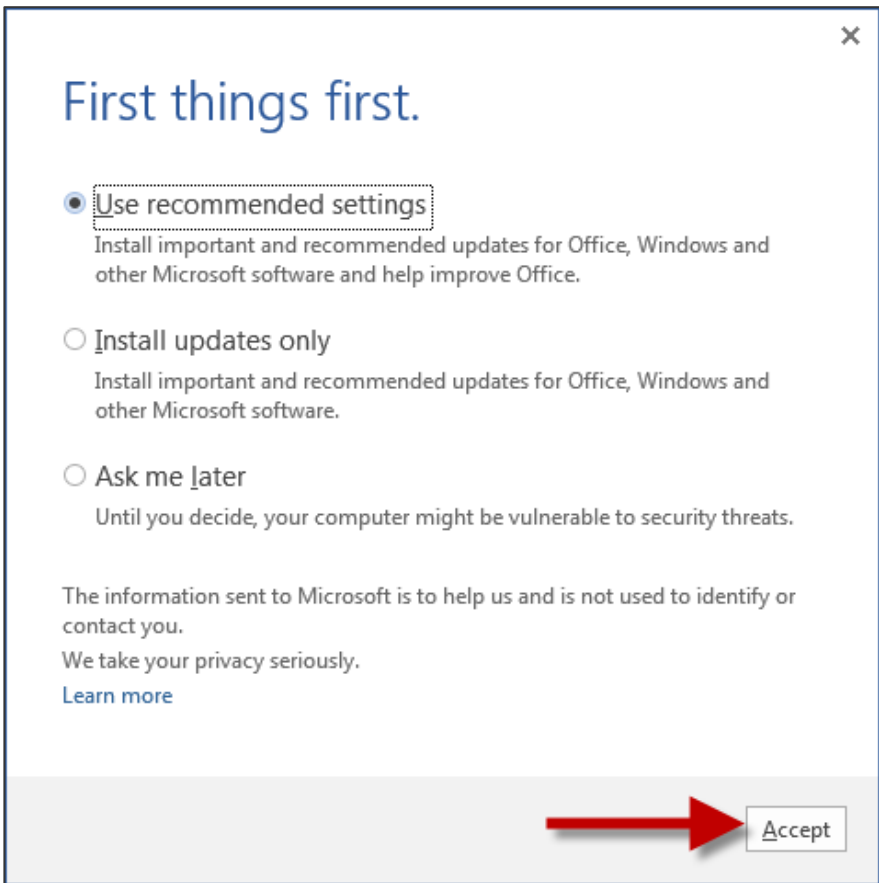

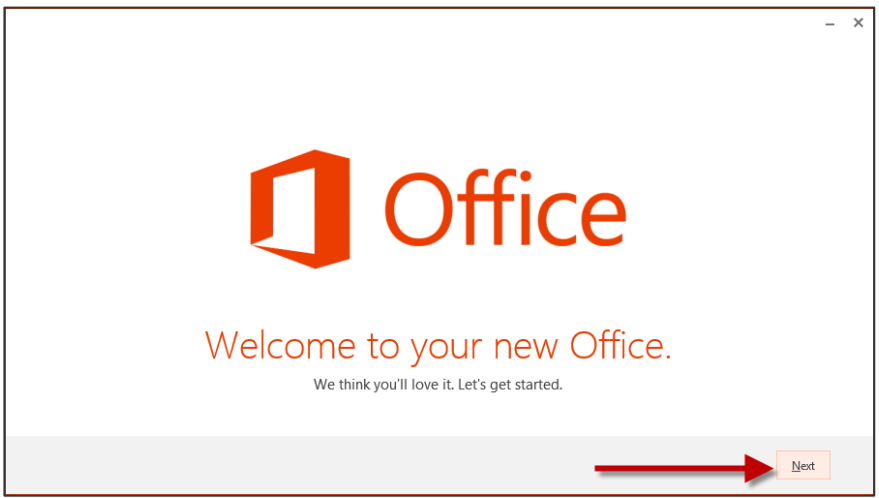


Steps	Images
<p>1. Insert the Microsoft Office 2013 DVD in your computer.</p> <p>The installation wizard should come up automatically, but if not you can go to the DVD drive on your computer and double click the <b>Setup</b> file.</p>	

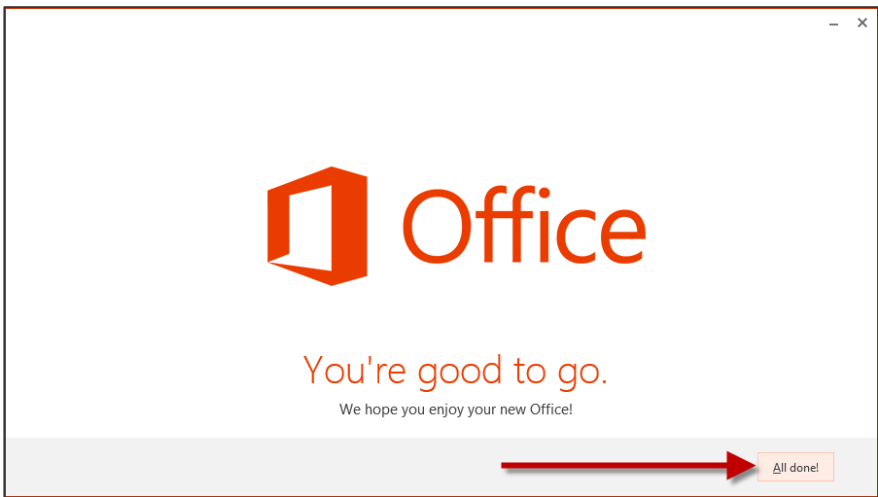
Steps	Images
<p>2. Read the Microsoft Software License Terms.</p> <p>Place a check mark next to <b>I accept the terms of this agreement</b>.</p> <p>Then click <b>Continue</b>.</p>	
<p>3. Click <b>Install Now</b>.</p> <p> Click <b>Customize</b> if you want to specify which Office program(s) you want to install.</p>	

Steps	Images
<p>4. Be patient! The installation process can take a long time.</p>	
<p>5. Once the installer is finished, click <b>Close</b>.</p> <p> If you want to view tutorials or get help with Office 2013, you can click <b>Continue Online</b>. Be sure to finish the remaining steps below!</p>	

Steps	Images
<p>6. Open any Office 2013 program that you just installed (i.e. Word, Excel, etc.).</p>	 <p>The screenshot shows the Windows Start menu with a list of installed programs. The list includes Juniper Networks, Microsoft Office 2013, Access 2013, Excel 2013, InfoPath Designer 2013, InfoPath Filler 2013, Lync 2013, OneNote 2013, Outlook 2013, PowerPoint 2013, Publisher 2013, Send to OneNote 2013, SkyDrive Pro 2013, Word 2013, Office 2013 Tools, Microsoft Silverlight, Microsoft System Center 2012, QuickTime, Snagit 10, and Startup. A red arrow points to 'Word 2013'. The Start menu also shows a search bar at the bottom with the text 'Search programs and files' and a 'Shut down' button on the right.</p>

Steps	Images
<p>7. After a few moments, a pop up window will appear. Click <b>Enter a product key instead</b>.</p>  <p>You do not need to enter an email address to activate your software.</p>	
<p>8. Enter the <b>License Serial Number</b> that you received when you ordered Office 2013. This is your product key.</p> <p>Then click <b>Install</b>.</p>  <p>Can't find your License Serial Number? See the tips at the top of section 4.</p>	

Steps	Images
<p>9. Pick an option for updates and data collection. Then click <b>Accept</b>.</p>  <p>CSUF IT recommends that you automatically install important and recommended updates.</p>	 <p><b>First things first.</b></p> <p><input checked="" type="radio"/> <b>Use recommended settings</b> Install important and recommended updates for Office, Windows and other Microsoft software and help improve Office.</p> <p><input type="radio"/> <b>Install updates only</b> Install important and recommended updates for Office, Windows and other Microsoft software.</p> <p><input type="radio"/> <b>Ask me later</b> Until you decide, your computer might be vulnerable to security threats.</p> <p>The information sent to Microsoft is to help us and is not used to identify or contact you. We take your privacy seriously. <a href="#">Learn more</a></p> <p> <b>Accept</b></p>
<p>10. An Office setup wizard starts up. Click <b>Next</b> to begin the wizard and continue making selections and clicking <b>Next</b>.</p>	 <p> <b>Office</b></p> <p>Welcome to your new Office. We think you'll love it. Let's get started.</p> <p> <b>Next</b></p>

Steps	Images
<p>11. At the end of the wizard, you're done! Click <b>All done</b>.</p>	

## 5 update Office when you're done

It's likely that there are some security and bug fix updates for your Office installation. It is recommended that you check for Office updates before you start using Office 2013 applications.

### *How do I update Office 2013?*

When you run Windows Update, it will now check for Office updates as well. Open your **Control Panel** and go to **Windows Update**. There may be several updates, so be patient as your system installs them. Some updates may require you to restart your computer.

Once your computer has installed your Office updates, you're done! Start using your Office 2013 applications.

## Need More Help?



Visit the Student Genius Corner in the Pollak Library North basement inside Titan Lab (PLN-030). View their website for their hours:  
<http://www.fullerton.edu/sgc>

Contact the IT Help Desk at 657-278-7777 or [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu).