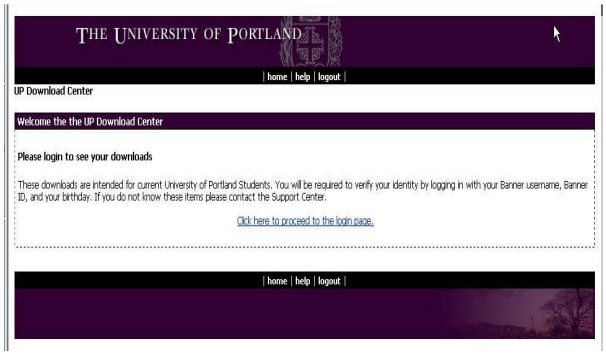
Information Services – Technical Support

Help Sheet: Download Center – Mac MS Office

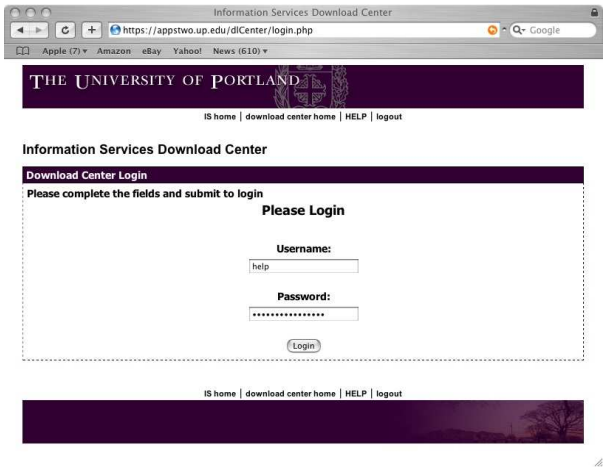
Downloading Microsoft Office

1. Open up your default Internet browsing software (e.g. Safari or FireFox) and in the address line go to http://www.up.edu/dlcenter/

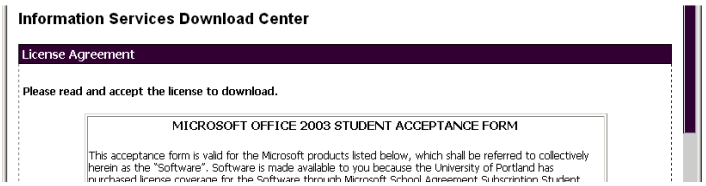
   This will take you to the University's Download Center.



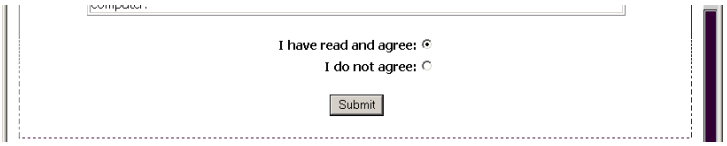
2. Click on the blue link entitled "Click here to proceed to the login page". You will be taken to the login page



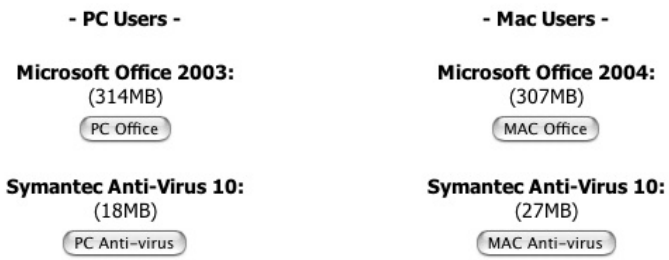
After entering your login information click on the gray "Login" button. You will then be taken to the software license agreement page. Please read this page carefully as it out lines your agreement to the terms of acceptable use and your responsibilities regarding software usage.



3. After reading the license agreement page carefully, select the "I have read and agree" option by clicking into the round circle next to it. A black dot will appear in your selection.



4. When you click on the gray "Submit" button the screen will change to the download page.



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5. Click on "**Mac Office**" button to start the download process.

6. You will get the following message informing you that the download contains an application. Click on the "**Continue**" button.

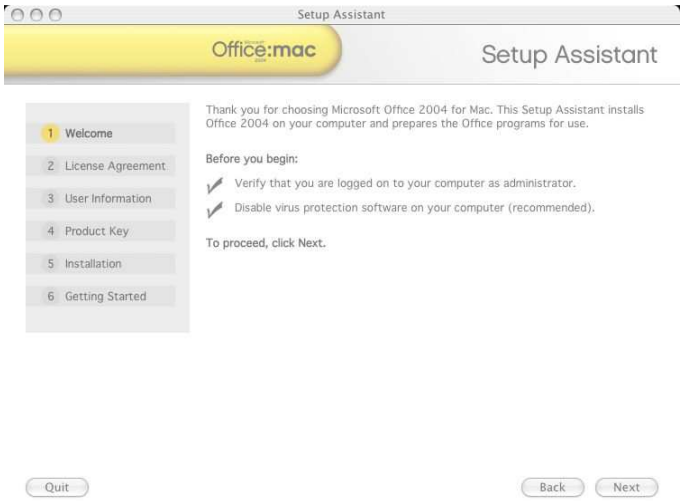
7. The download will save automatically to your default save location. That should be your desktop unless you personally changed it.

How to Install Microsoft Office

Note: Microsoft Office 2004 will only work on OS X.

The following Microsoft Office 2004 window will open once the download has been completed

1. Double click on the "**Office Setup Assistant**" icon within the window. The following Setup Assistant window will appear.



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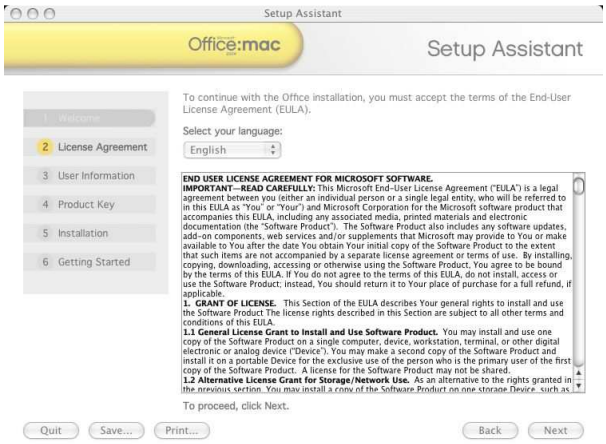
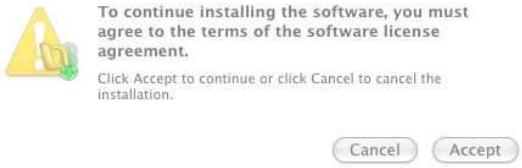
2. Click on the "**Next**" button to continue installing the program.
3. The computer will now show an Authenticate window. Type your administrator password.

4. Click "**OK**".

5. Click "**Next**" on step two of the Setup Assistant Wizard

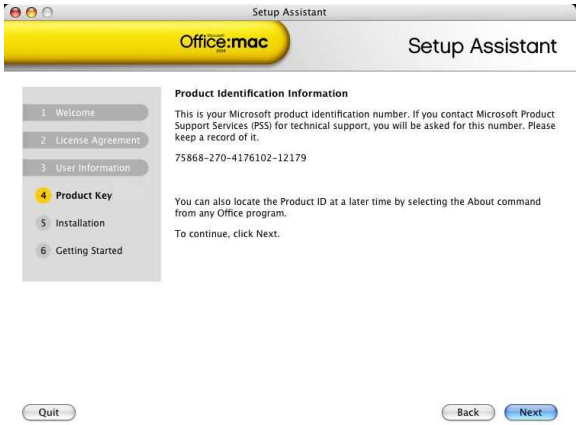


6. Click "**Accept**".

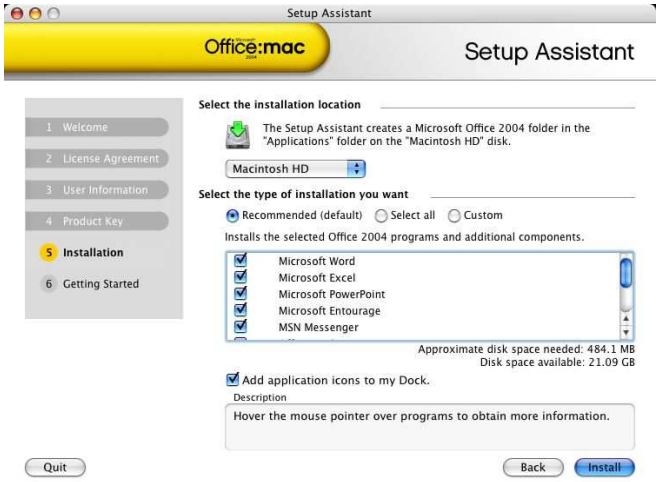


7. Type in your First and Last Name into the "**First/Last Name**" field. You do not have to enter in any other information if you do not wish to

8. Click "**Next**" to continue



Choose which components you would like to install or just select all of them.



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9. Click "**Install**"
10. The program will now install on your computer. Once it is completed you can delete the file you downloaded which is still on your desktop.

End Help Sheet

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