Microsoft Office Download and Installation Guide

This guide will walk you through the download and installation process for your Microsoft Office product. Before installing, be sure that your computer meets the system requirements and that no previous or trial version of Microsoft Office is installed. For Office System Requirements, go to www.office.microsoft.com/systemrequirements.

To determine if you have a previous or trial version of Microsoft Office:

<u>For Windows 7</u>

1   Click Start, click Control Panel, and then click Programs and Features.
2   Locate any previous or trial Office version listed as "Trial" or "Click-to-Run," click Uninstall, and follow the instructions.

<u>For Windows 8</u>

1   Navigate to the Desktop by pressing the Windows key ⊞ on your keyboard or by clicking the Desktop tile.
2   Open the Charms bar by swiping in from the right hand edge of the screen for touch screen users or by moving your mouse to the right hand corners of the screen.
3   Click Settings, click Control Panel, and then click Programs and Features.
4   Locate any previous or trial Office version listed as "Trial" or "Click-to-Run," click Uninstall, and follow the instructions.

Downloading and Installing Microsoft Office

**1   Access "Your Microsoft Product is Ready!" email.**

Once your academic verification has been processed, you will receive a separate email from Orders (orders@thinkedu.com) with the subject line "Your Microsoft Product is Ready." The email contains your download link and product key. If you have yet to receive the email, check your spam or junk email folder.

Note – Your product key is stored in the email. You will need to revisit the email after installation to activate your Microsoft Office product.
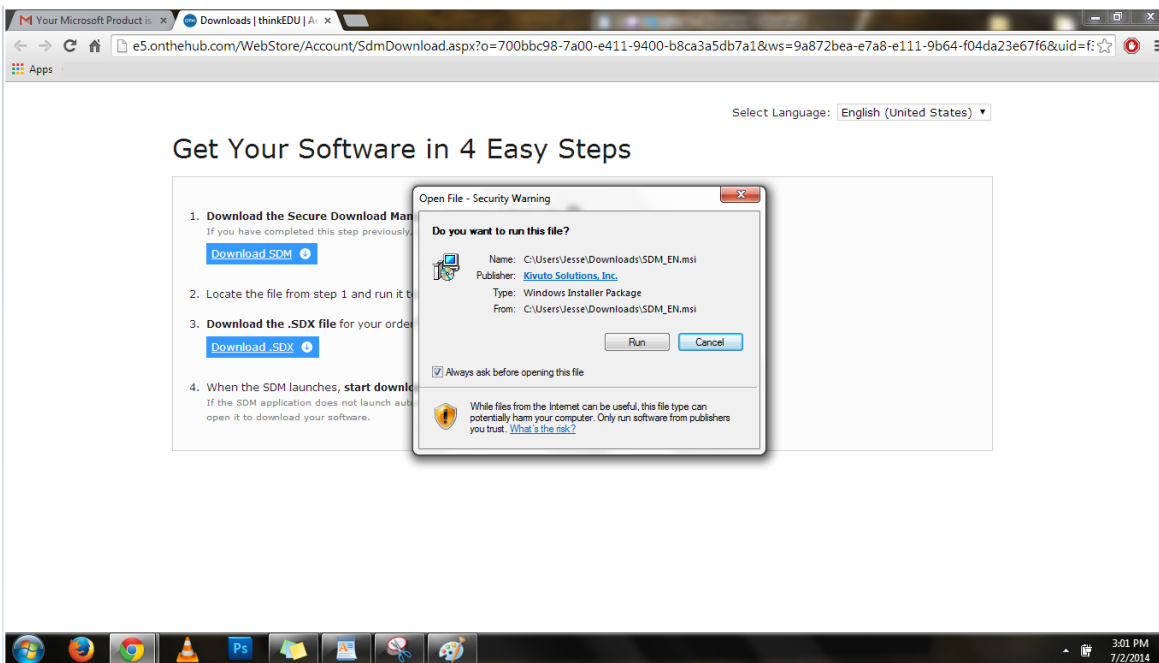
2   Click on the Download URL link to begin download.

3 **Follow the four steps in the prompt that appears next.**

3.1 Download the Secure Download Manager (SDM) installation file.
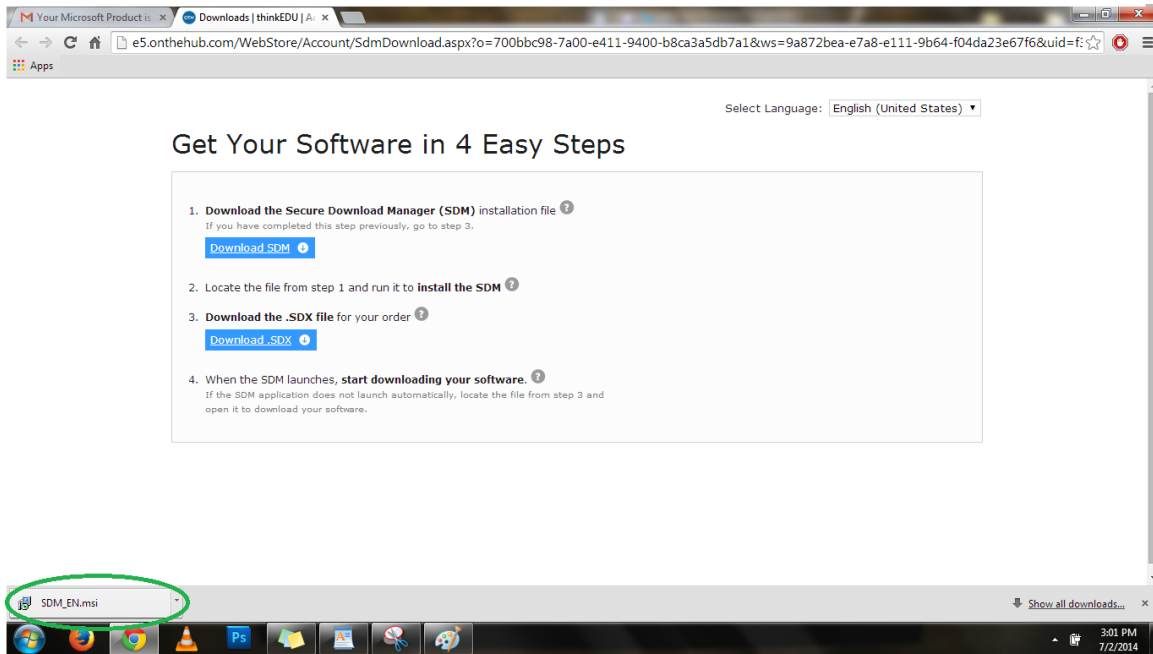
3.2 Locate the Secure Download Manager (SDM) installation file, click "run", and proceed to next steps.

3.3 Download the .SDX file.

3.4   Begin downloading your software when the SDM launches.

Note: The download time varies depending on your internet connection. For an optimal download experience, simply connect your computer to your modem or router via a network cable.
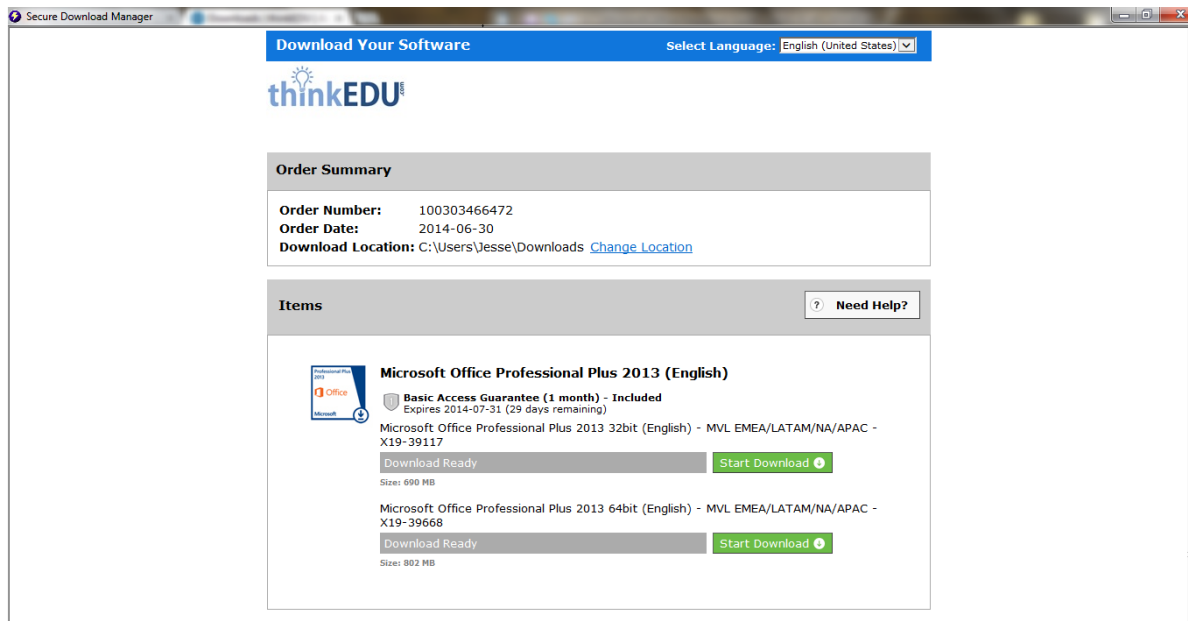
To determine your System type (32-bit Operating System or 64-bit Operating System):

Windows 7
- Click Start, right click on Computer, and then select Properties.
- The Windows Basic Information page will appear. Under System, your System type will indicate a 32-bit Operating System or 64-bit Operating System.

Windows 8
- Press the Windows key ⊞ on your keyboard. If you're using a mouse, you can point to the lower-left corner of the screen and click the Start button ⊞ wherever you are in Windows. If you're on the desktop, tap or click the Start button ⊞.
- On the Start screen, type "computer."
- Click Computer, then click Properties.
- The Windows Basic Information page will appear. Under System, your System type will indicate a 32-bit Operating System or 64-bit Operating System.

4 **When your download is complete, click Launch and follow instructions to begin installation of your Microsoft Office.**
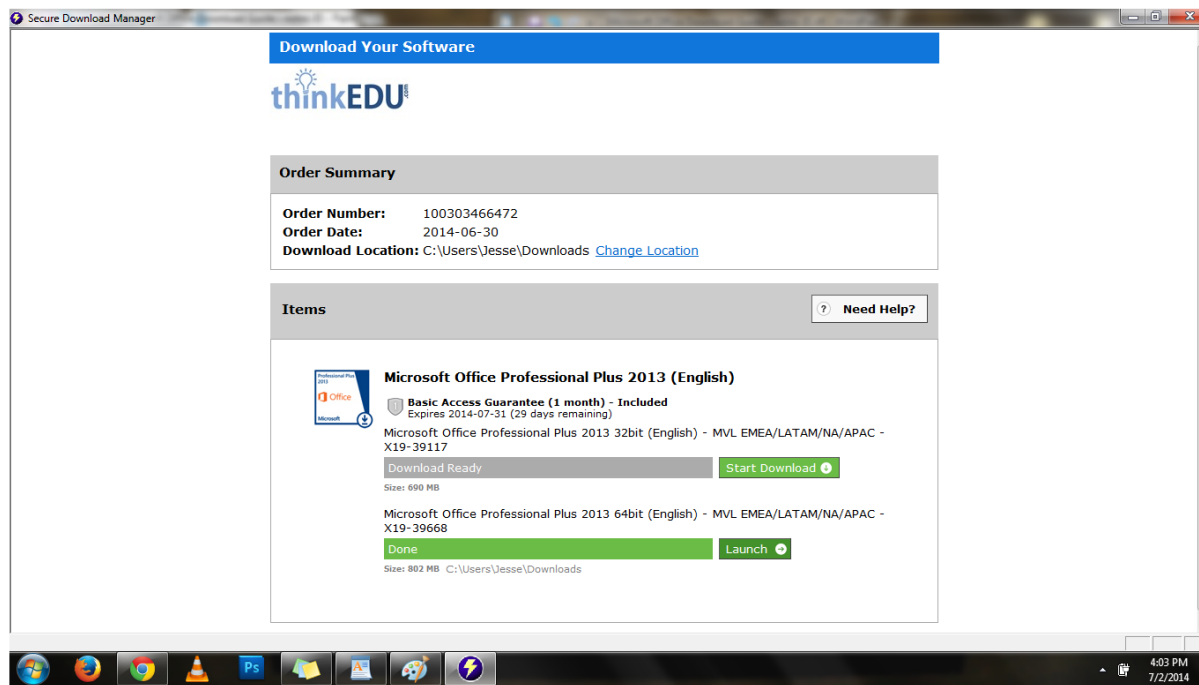
5 **After installing Microsoft Office, click Start or the Windows key** ⊞ **and go to your Office programs.**

6 **An "Activate Office" prompt will appear. Click on "Enter a product key instead" to activate your Microsoft Office and enter your 25-digit product key located in your email.**