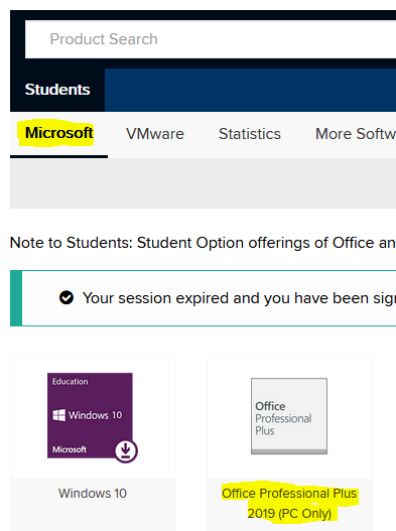# Office Professional Plus 2019 Download & Install (student version)
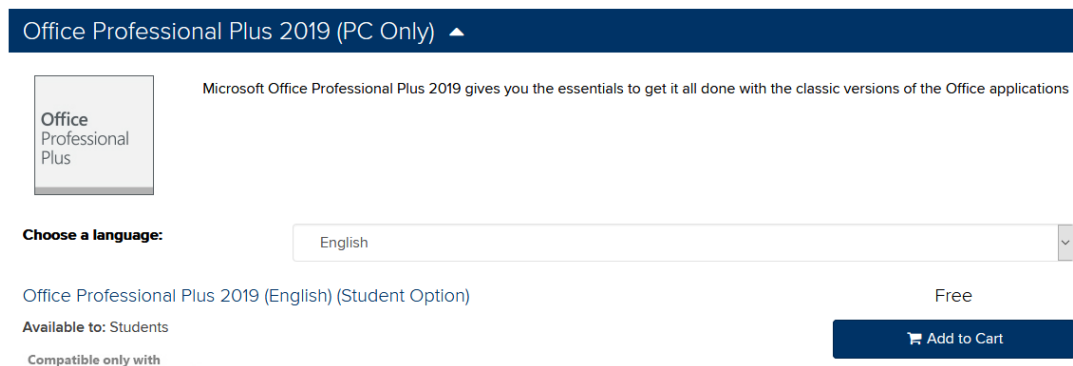
Purpose

The purpose of this document is to provide instructions on how to properly order, download, and install Office Professional Plus 2019 from https://dukeit.onthehub.com. Failure to follow the instructions as outlined may result in issues when performing course related work.

1. Log into https://dukeit.onthehub.com with your Duke NetID and password.

2. Select the tab for "Microsoft" and then select "Office Professional Plus 2019 (PC Only)

3. Next, select option for "English" language, and then click the "Add to Cart" button

4. The next page gives you the option to download Windows 10 Education & Office Home & Business 2019 (MAC/PC). Select these options if you wish to install now, or uncheck to download later. Click the "Checkout" button to continue.

5. Next, accept the Microsoft Student Option User Acceptance Form by entering your NetID@duke.edu email address and type in your name. Click the "Accept" button to continue.

Username*:

hubtest355@duke.edu

hubtest355@duke.edu

Signature (type name)*:

Hub Test

| Decline | Accept |

6. Enter your Contact Information on the next screen; click the "Proceed With Order" button to continue.

7. Next, you will see your Office 2019 Product Key and option to download. **Save the Product Key in a safe place!** Click the "Download" button to download your software.

Downloads   31 Days Left!
                                             Basic Access Guarantee (1 month) - Included

Office Professional Plus 2019 (English) (Student Option) - Download
❶ Product Key: ▬▬▬▬▬▬▬▬ PY
   • Please be sure to download Office using the computer you wish to install it on. Your product will be activated automatically
     when the download is launched.

Download

8. A new tab/page will open to download software. **It is important that you click the "More download options" link.** Once you click the "More download options" you will see two options. Choose the option for "Office Professional Plus 2019 64bit (English).

Download Your Software

Office Professional Plus 2019 (English)

Note: If you experience difficulty downloading or installing this product, please contact support@kivuto.com.

1 31 Days Left!
Basic Access Guarantee (1 month) - Included

Download

Size: 7 MB

More download options

Download Your Software

Office Professional Plus 2019 (English)

Note: If you experience difficulty downloading or installing this product, ple

1 31 Days Left!
Basic Access Guarantee (1 month) - Included
Office Professional Plus 2019 32bit (English)

Download

Size: 4 MB

Office Professional Plus 2019 64bit (English)

Download
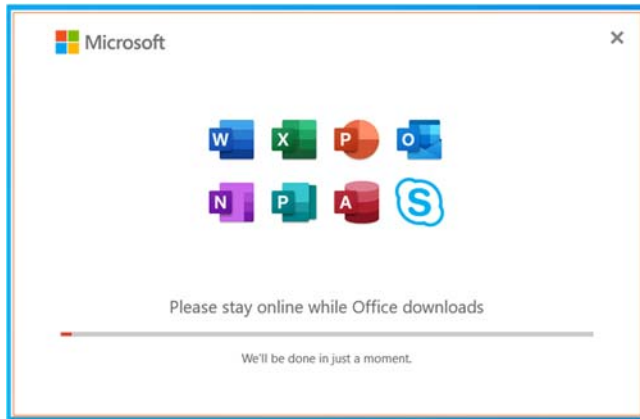
Size: 7 MB
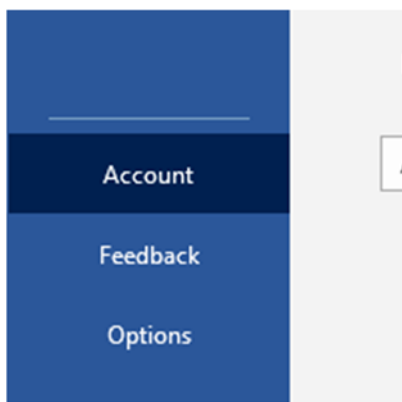
9. Save the install file to a location on your computer.

10. To start installation, browse to location where you saved the install file and double-click the "Setup.X64…" executable file.
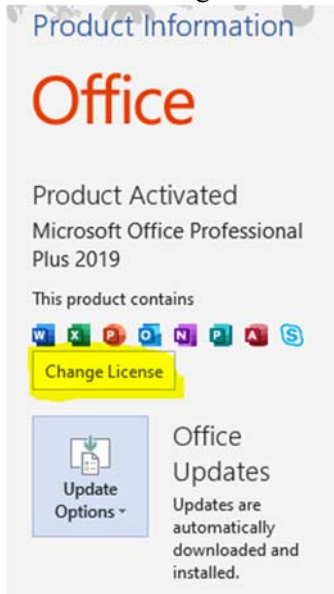

11. Accept the prompt to allow software to make changes to your computer. Install of Office 2019 will begin a few seconds later.

12. Allow the install to complete before closing your laptop lid or turning computer off.

13. Once install completes, launch an Office product, such as Word.

14. If not already selected, select the "File" tab, and click on "Account" in left-hand side menu.
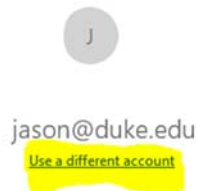
Technical Support Center Online
Knowledge Base

DUKE FUQUA
SCHOOL OF BUSINESS

Office Professional Plus 2019
Updated: 06/01/2020

15. Click the "Change License" button under Product Information section.

16. On next screen, select option for "Use a different account"

17. Click link to "Enter product key instead"

18. Enter your product key, and then click the "Activate Office" button.

Enter your product key

Enter an Office product key:

Activate Office

19. Your Microsoft Office Professional Plus 2019 software is now activated with the full license.

**Please Note: OntheHub is the only website where students can obtain the free version of MS Office Professional Plus 2019 provided by Duke University. This copy of the Microsoft Office suite is a fully licensed permanent copy for one computer device at a time. However, OntheHub gives users access to the product license keys and downloads for only 30 days from the date of the initial order on the account. It is important to save and backup all product license keys and downloads via email, external drives, or in cloud storage to avoid loss of important software information, in the event that you have to reinstall the software again.