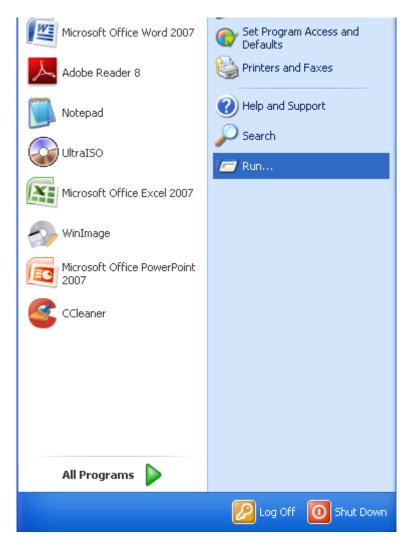
## Office 2007 New Installation Download (Windows XP)

### <u>Step 1:</u> Download Microsoft Office 2007 from Trinity's server

If using a wireless connection ensure you are connected to TrinityAP or TUSecure before proceeding. To begin, click the Start button and choose Run (Figure 1).



### <u>Step 2:</u> Using Run to access Tucc-Tiger

Type the following in the Open dialog box \\tucc-tiger and click on the **OK** button (Figure 2).

Figure 2	
Run	? 🛛
-	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:	(\tucc-tiger
	OK Cancel <u>B</u> rowse

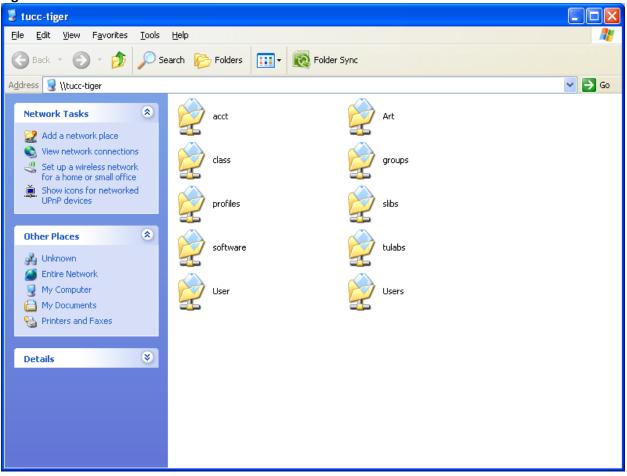
### <u>Step 3:</u> Authenticate to Server

In the User name field type in Trinity (your Trinity username), and in the Password field type in your Trinity user password (Figure 3).

Connect to tucc-tiger.trinity.local				
	GA			
Connecting to tucc-tiger				
<u>U</u> ser name:	2			
<u>P</u> assword:				
<u>R</u> emember my password				
	OK Cancel			

### <u>Step 4:</u> Resources on Tucc-Tiger – Software folder

Once connected to **Tucc-Tiger** you will see multiple network folders – click on the **Software** folder to open its contents (Figure 4).

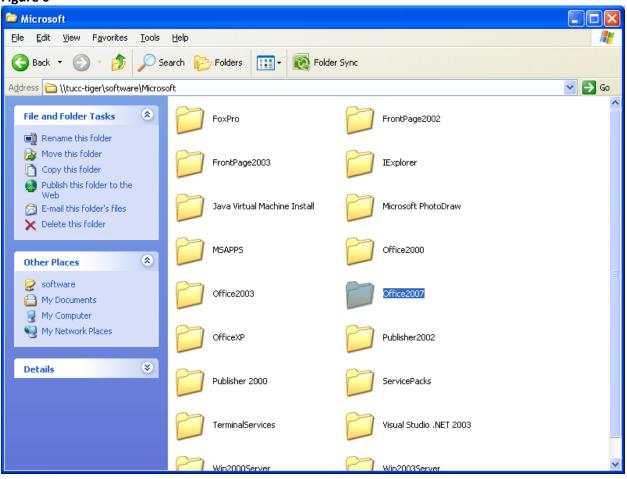


## Step 5: Accessing the Microsoft folder

Identify and click on the **Microsoft** folder, revealing its contents (Figure 5).

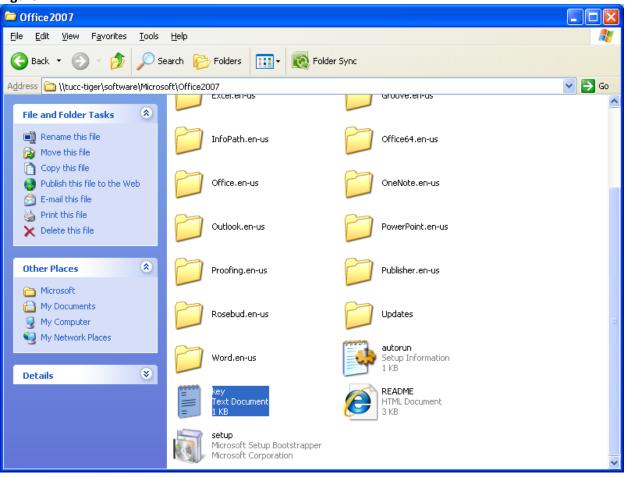
Figure 5				
🗟 software on tucc-tiger				
<u>F</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	Help		A.	
🌀 Back 👻 🕥 🗸 🏂 🔎 Se	earch 🎼 Folders 🛄 🕇	Rolder Sync		
Address 🞯 \\tucc-tiger\software	producom		🖌 🄁 Go	
File and Folder Tasks 🔹	<b>bioddcom</b>		<u>^</u>	
📺 Rename this folder	Datatel	EtherneTV		
Copy this folder Publish this folder to the Web	Івм	Java		
<ul> <li>E-mail this folder's files</li> <li>Delete this folder</li> </ul>	Matlab	Microsoft		
Other Places 🛞	Packages	SAS		
Hy Documents My Computer My Network Places	studentlogon	Symantec	≡	
Details 😵	VirusUpdates	Wintegrate		
	WinZip	Wireless Drivers		
	Ws-FTP		×	

<u>Step 6:</u> *Opening Microsoft Office 2007 folder* Locate and click on the **Office 2007** folder (Figure 6).



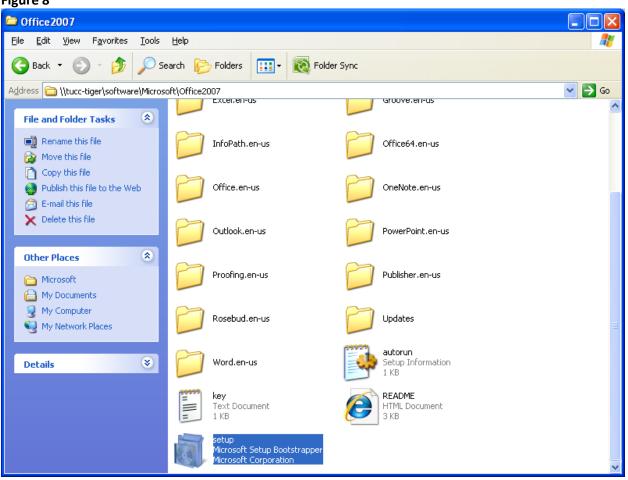
### Step 7: Identifying the Office 2007 Key file

Locate and open the **Office 2007 Key** file (Figure 7). Once the text file is open highlight the product key text, right click on it and choose **Copy** from the menu. You will Paste this text into the step requesting the product key information. Close the **Key** window.

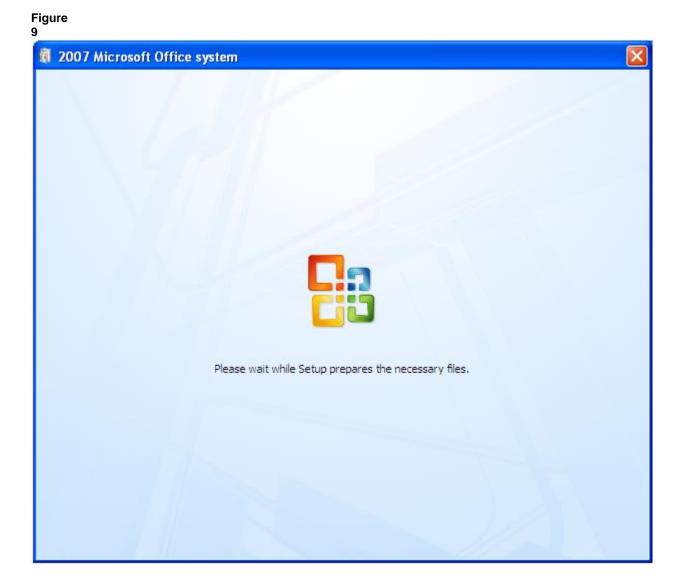


### <u>Step 8:</u> Beginning the install process

Locate and click on Setup to begin the Installation Process (Figure 8).



<u>Step 9:</u> 2007 Microsoft Office Wizard A 2007 Microsoft Office Wizard window will appear (Figure 9); allow it to process. This procedure will prepare the necessary files to start installing Microsoft Office 2007 on your computer.



<u>Step 10:</u> Entering the Product Key The Enter your Product Key window now appears (Figure 10). Enter the 25 character product key that was referenced earlier, in Step 7 above, and click Continue.

Figure 10	
Micros	soft Office Enterprise 2007
P	Enter your Product Key
	Type your 25-character Product Key. Although you are not required to enter your Product Key now, we recommend you do so for ease of validating your Microsoft Office License. For information about where your Product Key is located, click the Help button.
۲	Continue

<u>Step 11:</u> Software License Agreement The Software License Terms window now appears. Read the terms and conditions, check the I accept the terms of this agreement box and click Continue (Figure 11).

Figure 11		
🕅 Micros	oft Office Enterprise 2007	X
	Read the Microsoft Software License Terms	
	To continue you must accept the terms of this agreement. If you do not want to accept the Microsoft Software License Terms, close this window to cancel the installation.	
	MICROSOFT SOFTWARE LICENSE TERMS 2007 MICROSOFT OFFICE SYSTEM DESKTOP APPLICATION SOFTWARE Below are three separate sets of License Terms. Only one set applies to you. To determine which License Terms apply to you check the license designation printed either on your product key, near the product name on your Certificate of Authenticity, or on the download page if you obtained your product key online. If your designation is FPP, then the Retail License Terms below apply to you. If your designation is OEM, then the OEM License Terms below apply to you. If your designation is OEM, then the OEM License Terms below apply to you. If you need assistance finding your license type, please go to: http://www.microsoft.com/office/eula to determine which license you have.	
	<ol> <li>RETAIL LICENSE TERMS</li> <li>These license terms are an agreement between Microsoft Corporation (or based on where you live, one of its affiliates) and you. Please read them. They apply to the software that accompanies these license terms, which includes the media on which you received it, if any. The terms also apply to any Microsoft</li> <li>updates,</li> <li>supplements,</li> <li>Internet-based services, and</li> <li>support services</li> <li>for this software, unless other terms accompany those items. If so, those terms apply.</li> </ol>	
Ø	I accept the terms of this agreement           ☑         I accept the terms of this agreement	

<u>Step 12:</u> Choosing Installation Type The type of installation needed requires customization. Click on the **Customize** button to proceed (see Figure 12).

Figure 12	
🕅 Microsoft Office Enterprise 2007	×
Choose the installation you want	
Please choose your preferred type of Microsoft Office Enterprise 2007 installation below:	
Turstan Mow	
Customize	
0	

<u>Step 13:</u> Installation Options The Installation Options tab now appears (Figure 13). Left-click on the root directory called Microsoft Office. On the drop-down menu select Run all from My Computer.

Aicrosoft Office Enterprise 2007	
Installation Options File Location User Information	
Customize how Microsoft Office programs run	
□	
🚍 Run from My Computer Icess	
🚍 Run all from My Computer Cel	
Installed on First Use oove	
Microsoft Office PowerPoint     Microsoft Office Publisher	
Microsoft Office Visio Viewer	
Office Shared Features	
■	
Microsoft Office productivity programs plus additional content and tools.	Total space required on drive: 1577 MB Space available on drive: 24116 MB
	space available on unve; 24110 MB
0	
	Install Now

<u>Step 14:</u> File Location Next, click on the File Location tab. Make sure that the installation directory reads C:\Program Files\Microsoft Office (Figure 14). If you do not want to type this address, you can simply click the Browse... button and select the location where you wish to install Microsoft Office 2007.

4			
ā	Microsoft C	Office Enterprise 2007	×
	Installation	Options Ele Location User Information	
	0.	Choose a file location	
	Microsoft Office Enterprise 2007 will be installed on your computer. To install this product in a different location, click Browse, and then select the location.		
	C:\Program Files\Microsoft Office		
		Space required for Local Installation Source: 529 MB Space required for program files: 972 MB Total space required on drive: 1601 MB Space available on drive: 24116 MB	
	0		
		<u>Install Now</u>	

<u>Step 15:</u> User Information Finally, click on the **User Information** tab (**Figure 15**). In the Full Name, Initials, and Organization fields fill in your name, your initials, and Trinity University, respectively. After this information has been typed click on **Install Now** to continue.

)				
đ	Microsoft (	Office Enterp	rise 2007	×
	Installation	Options <u>F</u> ile	Location Uger Information	
		Type you	r information	
		Type your full r	name, initials, and organization.	
	This information is used by Microsoft Office programs to identify the person who makes changes in a shared Office document.			
		Full Nam <u>e</u> :	Your Name	
		Ini <u>t</u> ials:	YN	
		Organization:	Trinity University	
	0			
			Install Now	

<u>Step 16:</u> Installation Progress The Installation Progress window will now appear (Figure 16).

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🕅 Microsoft Office Enterprise 2007 🛛 🛛 🔀	
	Installation Progress
	Installing Microsoft Office Enterprise 2007

<u>Step 17:</u> Office Online Click on the **Go to Office Online** button (**Figure 17**). An Internet Explorer window will open. Follow the on-screen directions in order to update your Microsoft Office software and protect yourself from possible security vulnerabilities.

🖏 Microsoft Office Enterprise 2007 🛛 🔀
Microsoft Office Enterprise 2007 has been successfully installed.
Visit Microsoft Office Online to get free product updates, help, and online services.
<u>Go</u> to Office Online
Close
0

<u>Step 18:</u> Finished Congratulations, your installation and updating of Microsoft Office 2007 is now finished. Be sure to check for new updates on a monthly basis via Office Online to protect your computer from security vulnerabilities. To access your new software click on the Start button, move to All Programs, Microsoft Office and select the Microsoft Office product you wish to use.