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.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Images</th>
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</thead>
<tbody>
<tr>
<td>1. Open your internet/web browser to <a href="http://it.fullerton.edu/students">http://it.fullerton.edu/students</a></td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>2. Scroll down to click on the Office 2013 image.</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
</tbody>
</table>
3. Click **Get Microsoft Software** on the right.

   ![Get Microsoft Software](image1)

   Be sure to check the Software Requirements for Office 2013 before installing. Otherwise you may end up wasting your time with this installation! [http://technet.microsoft.com/en-us/library/ee624351.aspx#Overview1](http://technet.microsoft.com/en-us/library/ee624351.aspx#Overview1)

4. Type your Portal username and password in the **Students Login** section.

   Then click **Login**.

   ![Software License Provisioning System](image2)

5. Find **Microsoft Office Professional Plus 2013**. Click **Add to Cart**.

   ![Purchase Software Licenses/Membership Subscription](image3)

   You already have assigned license for this product. View purchased license.
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<tr>
<td>6. Click on <strong>View Your Cart</strong>. You can also click on <strong>View Your Cart</strong> at the top left of this page.</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>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.</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>8. Click <strong>Place your order</strong>.</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
<tr>
<td>9. Click <strong>OK</strong> to submit your order.</td>
<td><img src="image4.png" alt="Image" /></td>
</tr>
</tbody>
</table>
10. Read the important information at the top of the screen: this tells you where to pick up your installation DVD!

⚠️ Save the License Serial Number! You will need this when you install Office 2013.

## 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!*  

**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.
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?

<table>
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<tr>
<td>1. Open the Control Panel.</td>
<td><img src="image" alt="Control Panel" /></td>
</tr>
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</table>

Last Revised: 09/26/13
2. In the Programs menu, select **Uninstall a program**.

3. Click on the old version of Office. Then click **Uninstall**.

4. Click **Yes** to continue the uninstallation.
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<td>5. Click <strong>Close</strong> when the uninstallation wizard is finished.</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>6. You will need to restart your computer to complete the uninstallation. Click <strong>Yes</strong> to restart now. You can click <strong>No</strong> if you need to save any open documents, etc. However, you <strong>MUST</strong> restart before installing Office 2013.</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
</tbody>
</table>
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](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.

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<tr>
<td>1. Insert the Microsoft Office 2013 DVD in your computer.</td>
<td><img src="image.png" alt="Inserting DVD" /></td>
</tr>
<tr>
<td>The installation wizard should come up automatically, but if not you can go to the DVD drive on your computer and double click the <strong>Setup</strong> file.</td>
<td><img src="image.png" alt="Setup File" /></td>
</tr>
</tbody>
</table>
2. Read the Microsoft Software License Terms.

Place a check mark next to **I accept the terms of this agreement**.

Then click **Continue**.

3. Click **Install Now**.

Click **Customize** if you want to specify which Office program(s) you want to install.
4. Be patient! The installation process can take a long time.

5. Once the installer is finished, click **Close**.

If you want to view tutorials or get help with Office 2013, you can click **Continue Online**. Be sure to finish the remaining steps below!
6. Open any Office 2013 program that you just installed (i.e. Word, Excel, etc.).
7. After a few moments, a pop up window will appear. Click **Enter a product key instead**.

You do not need to enter an email address to activate your software.

8. Enter the **License Serial Number** that you received when you ordered Office 2013. This is your product key.

Then click **Install**.

Can’t find your License Serial Number? See the tips at the top of section 4.
9. Pick an option for updates and data collection. Then click **Accept**.

CSUF IT recommends that you automatically install important and recommended updates.

10. An Office setup wizard starts up. Click **Next** to begin the wizard and continue making selections and clicking **Next**.
11. At the end of the wizard, you’re done! Click **All done**.

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<td></td>
<td><img src="image" alt="Office Installation" /></td>
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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](http://www.fullerton.edu/sgc)

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