

Office & Outlook Install

PC

Center for Teaching and Learning (CTL)

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umTech & The Center for Teaching & Learning

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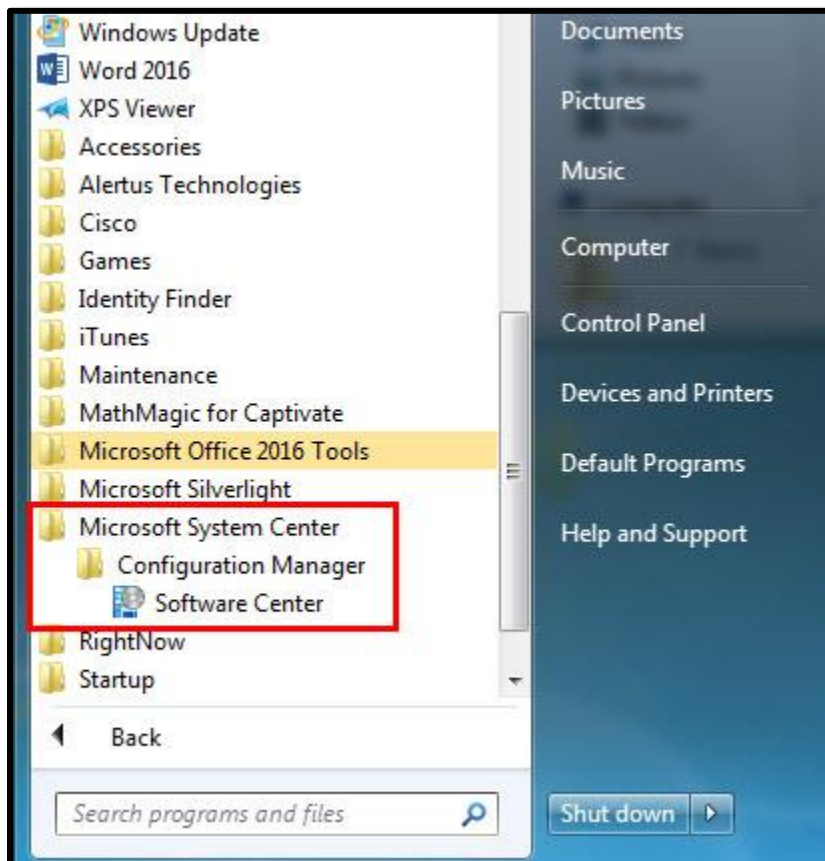
These instructions are for PC computers only.

Note: When installing Office, you will need Administrator rights to the computer.

Installing Office

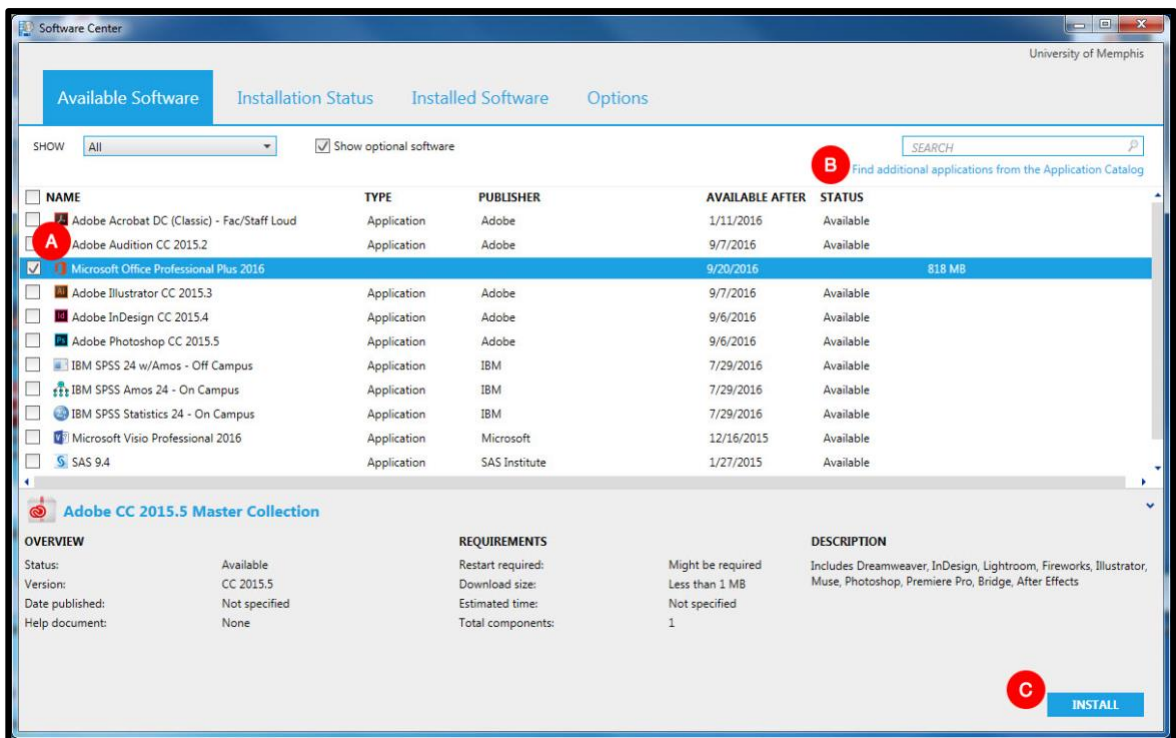
Method 1: Installing via Software Center *(For University Owned/Issued Computers and Laptops)*

1. Locate the **Software Center**. Go to the Windows Icon in the bottom left corner. Click to reveal all programs and scroll down until you reach the **Microsoft System Center**. Open the folder to reveal **Configuration Manager**. Double Click on the **Software Center** icon to start installation process.



Note: If Microsoft System Center is not installed on your system you will need to place a service request to have your LSP install for you.

- The install panel will appear. (A) Locate the **Microsoft Office Professional Plus 2016** installer select the box to the left of the Microsoft Office Professional Plus. (B) Microsoft office should already be in the main menu if it is not you will need to search for it in the **Application Catalog**. (C) Click **Install** to continue.



Software Center

University of Memphis

Available Software Installation Status Installed Software Options

SHOW All Show optional software

SEARCH Find additional applications from the Application Catalog

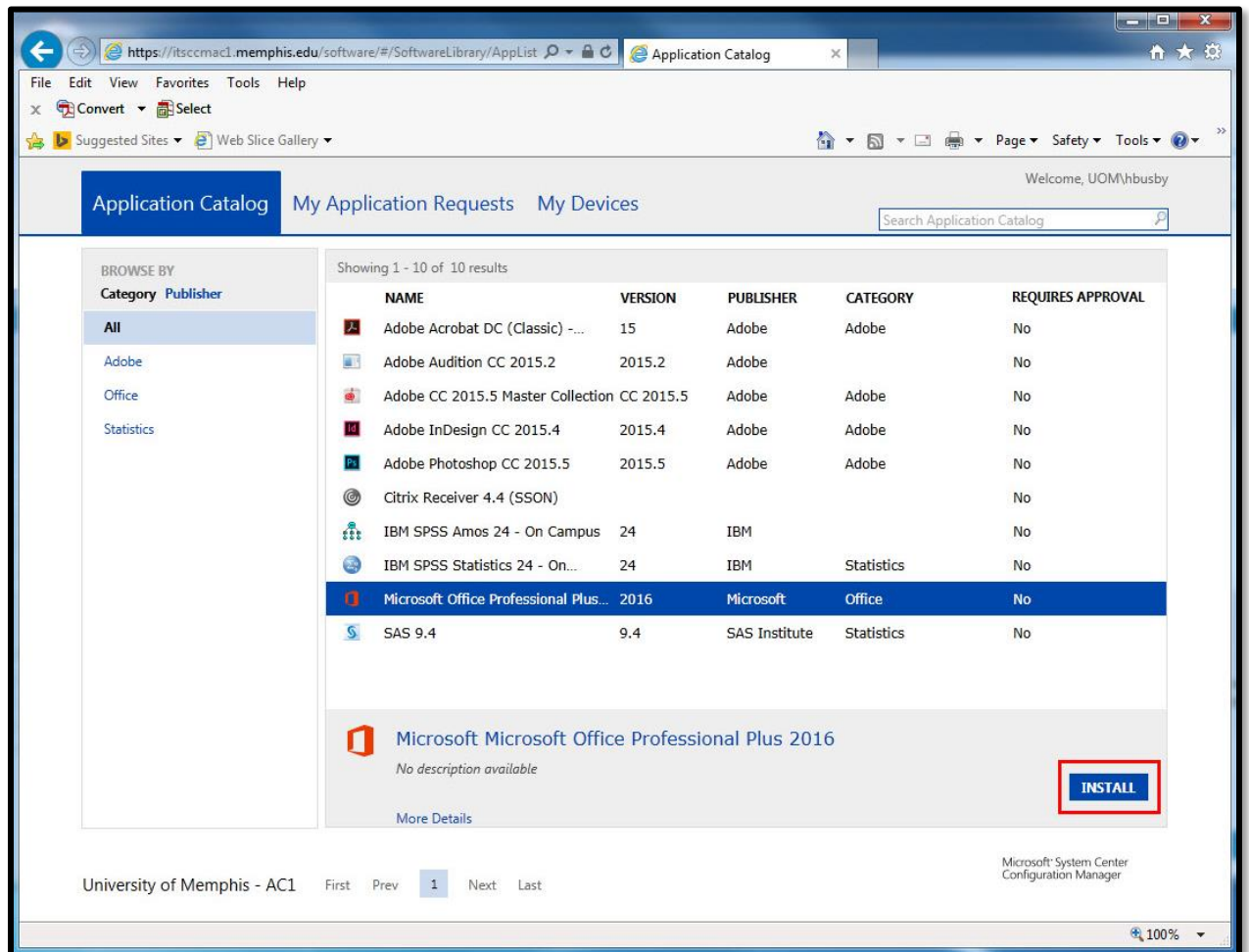
NAME	TYPE	PUBLISHER	AVAILABLE AFTER	STATUS
<input type="checkbox"/> Adobe Acrobat DC (Classic) - Fac/Staff Loud	Application	Adobe	1/11/2016	Available
<input type="checkbox"/> Adobe Audition CC 2015.2	Application	Adobe	9/7/2016	Available
<input checked="" type="checkbox"/> Microsoft Office Professional Plus 2016			9/20/2016	818 MB
<input type="checkbox"/> Adobe Illustrator CC 2015.3	Application	Adobe	9/7/2016	Available
<input type="checkbox"/> Adobe InDesign CC 2015.4	Application	Adobe	9/6/2016	Available
<input type="checkbox"/> Adobe Photoshop CC 2015.5	Application	Adobe	9/6/2016	Available
<input type="checkbox"/> IBM SPSS 24 w/Amos - Off Campus	Application	IBM	7/29/2016	Available
<input type="checkbox"/> IBM SPSS Amos 24 - On Campus	Application	IBM	7/29/2016	Available
<input type="checkbox"/> IBM SPSS Statistics 24 - On Campus	Application	IBM	7/29/2016	Available
<input type="checkbox"/> Microsoft Visio Professional 2016	Application	Microsoft	12/16/2015	Available
<input type="checkbox"/> SAS 9.4	Application	SAS Institute	1/27/2015	Available

Adobe CC 2015.5 Master Collection

OVERVIEW	REQUIREMENTS	DESCRIPTION
Status: Available	Restart required: Might be required	Includes Dreamweaver, InDesign, Lightroom, Fireworks, Illustrator, Muse, Photoshop, Premiere Pro, Bridge, After Effects
Version: CC 2015.5	Download size: Less than 1 MB	
Date published: Not specified	Estimated time: Not specified	
Help document: None	Total components: 1	

INSTALL

3. Search the **Application Catalog** for Microsoft Office Professional Plus. Microsoft Office Professional Plus should be listed in the main menu. If it is not, you will need to look in the **Office** in the **Browse By Category** of the **Application Catalog**. Select Microsoft Office Professional Plus. Click **Install**. Once you have done this, the Microsoft Office Professional Plus will appear in the main window of **Software Center**. *From this point, you will repeat install process beginning with step 2.*



The screenshot shows a web browser window with the URL <https://itsccmac1.memphis.edu/software/#/SoftwareLibrary/AppList>. The page title is "Application Catalog". The navigation bar includes "Application Catalog", "My Application Requests", and "My Devices". A search bar is present with the text "Search Application Catalog".

On the left, there is a "BROWSE BY" section with "Category" and "Publisher" tabs. Under "Category", "All" is selected, and other options include "Adobe", "Office", and "Statistics".

The main content area displays a table of 10 results. The table has columns for NAME, VERSION, PUBLISHER, CATEGORY, and REQUIRES APPROVAL. The row for "Microsoft Office Professional Plus 2016" is highlighted in blue. Below the table, the details for "Microsoft Office Professional Plus 2016" are shown, including a red "INSTALL" button.

NAME	VERSION	PUBLISHER	CATEGORY	REQUIRES APPROVAL
Adobe Acrobat DC (Classic) -...	15	Adobe	Adobe	No
Adobe Audition CC 2015.2	2015.2	Adobe	Adobe	No
Adobe CC 2015.5 Master Collection	CC 2015.5	Adobe	Adobe	No
Adobe InDesign CC 2015.4	2015.4	Adobe	Adobe	No
Adobe Photoshop CC 2015.5	2015.5	Adobe	Adobe	No
Citrix Receiver 4.4 (SSON)				No
IBM SPSS Amos 24 - On Campus	24	IBM		No
IBM SPSS Statistics 24 - On...	24	IBM	Statistics	No
Microsoft Office Professional Plus...	2016	Microsoft	Office	No
SAS 9.4	9.4	SAS Institute	Statistics	No

Below the table, the details for "Microsoft Office Professional Plus 2016" are shown, including a red "INSTALL" button.

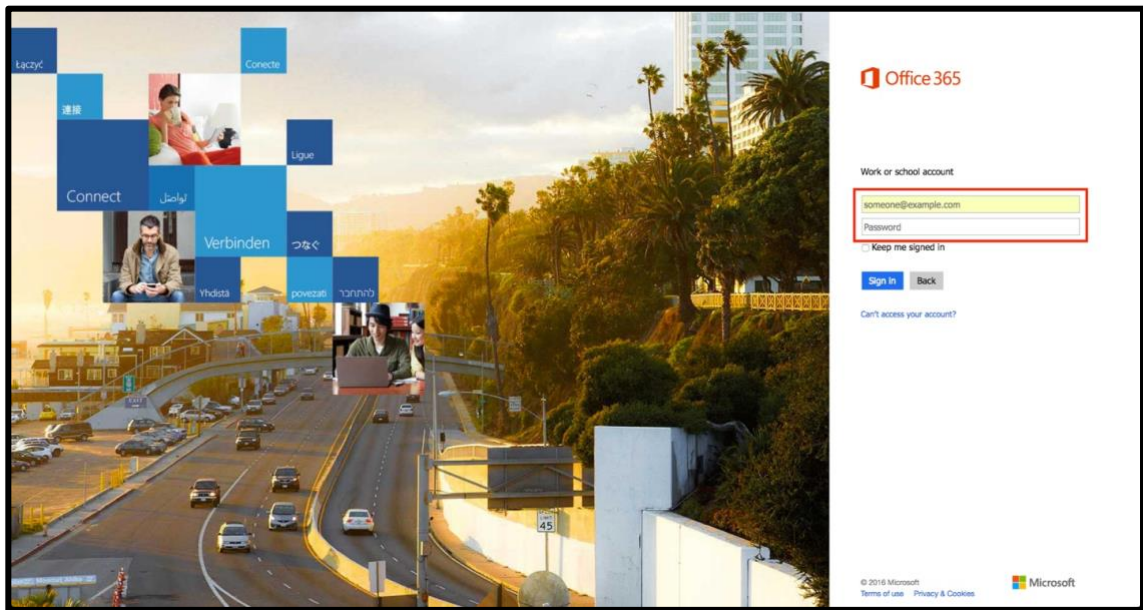
At the bottom of the page, there is a footer with "University of Memphis - AC1" and "Microsoft System Center Configuration Manager".

4. The installation will now begin. You can view installation status by clicking on the **Installation Status** tab in the main window of **Software Center**. Once the program has been installed, the status will read **Installed** and Microsoft Office Professional Plus will also appear under the **Installed Software** tab in the main window of **Software Center**. You have now successfully installed Office.

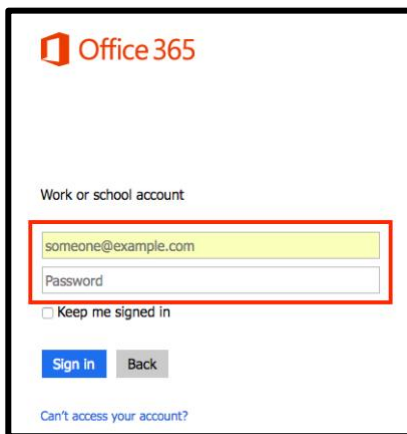
Method 2: Installing via Office 365 Website (For Personally Owned or University Owned/Issued Computers or Laptops)

You may also use this method to install Office 365 onto your office or personal devices.

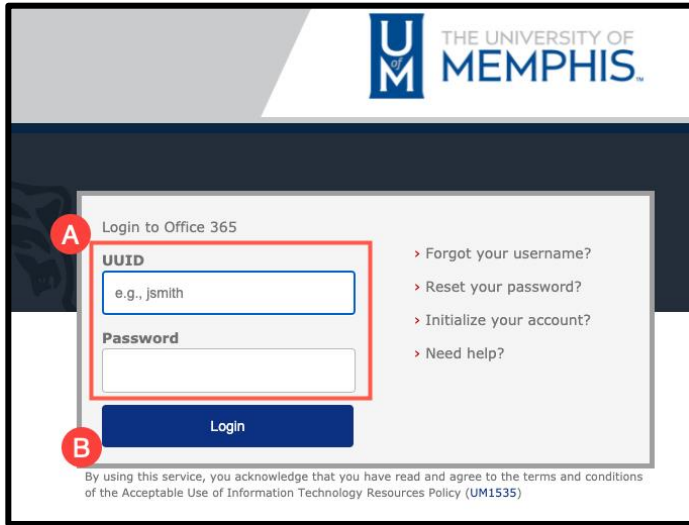
1. [Navigate to Office365 website](#)



2. Log in with UofM email and password. Click **Sign in**.



3. **A)** Enter your uuid, and password,
then **B)** Click **Login**.



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Login to Office 365

A

UUID
e.g., jsmith

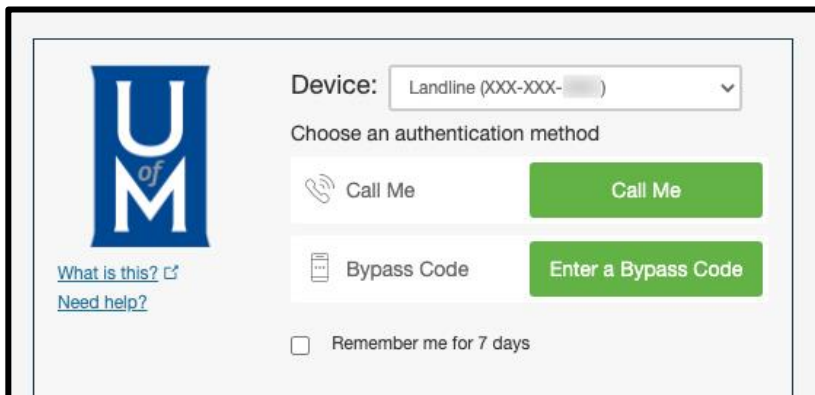
Password

B Login

- > Forgot your username?
- > Reset your password?
- > Initialize your account?
- > Need help?

By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (UM1535)

4. **Authenticate Using Duo.**



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M MEMPHIS.

Device: Landline (XXX-XXX-)

Choose an authentication method

Call Me Call Me

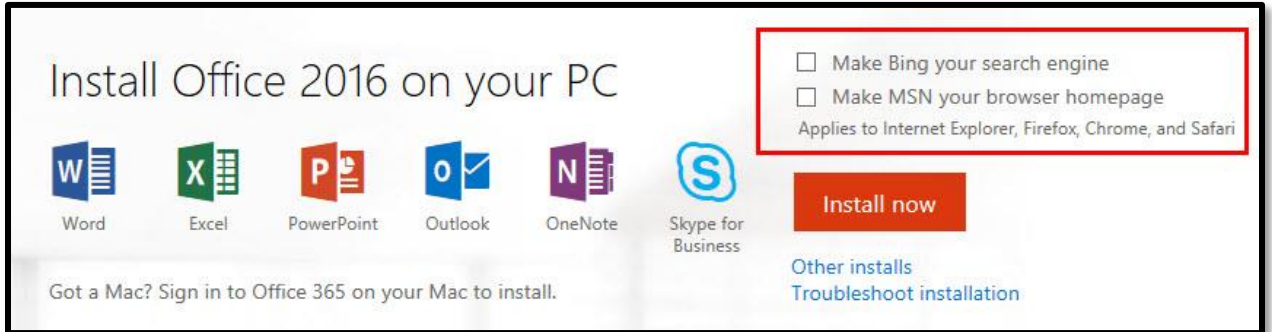
Bypass Code Enter a Bypass Code

Remember me for 7 days

[What is this?](#)

[Need help?](#)

5. Click **Install now**. Once this is done, an EXE file of the Office 365 install will download in your **Downloads** folder.

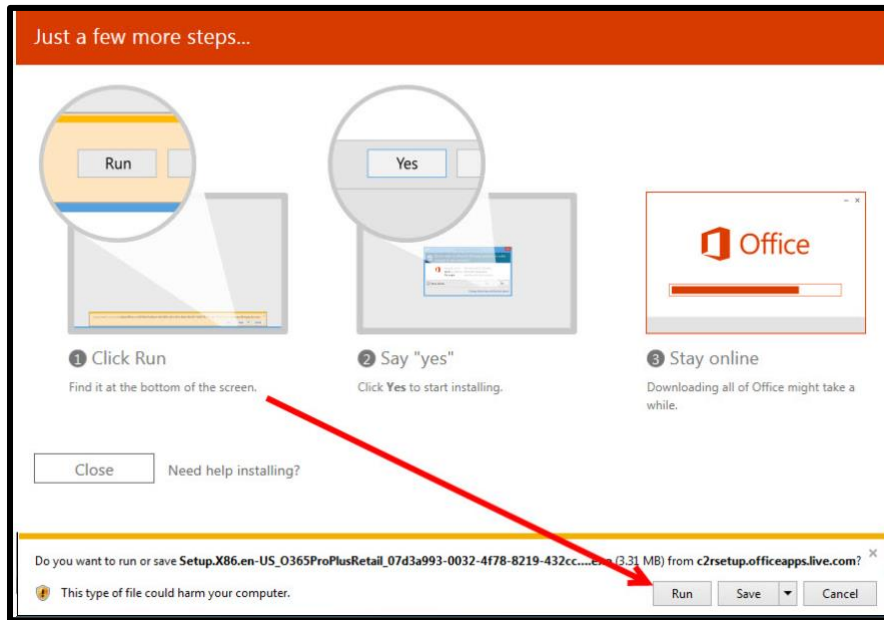


Note: if you do not wish to make Bing your search engine, or to make MSN your browser home page (Applies to Internet Explorer, Firefox, Chrome and Safari) make sure that the boxes beside these choices are not checked.

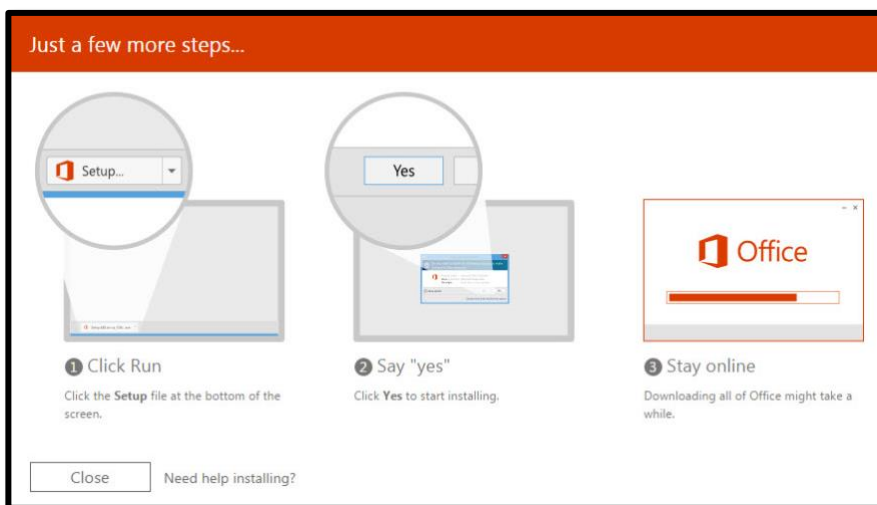
6. Find the downloaded OfficeMix.Setup EXE file and double click the OfficeMix.Setup EXE to install Office 365.



7. Click Run.



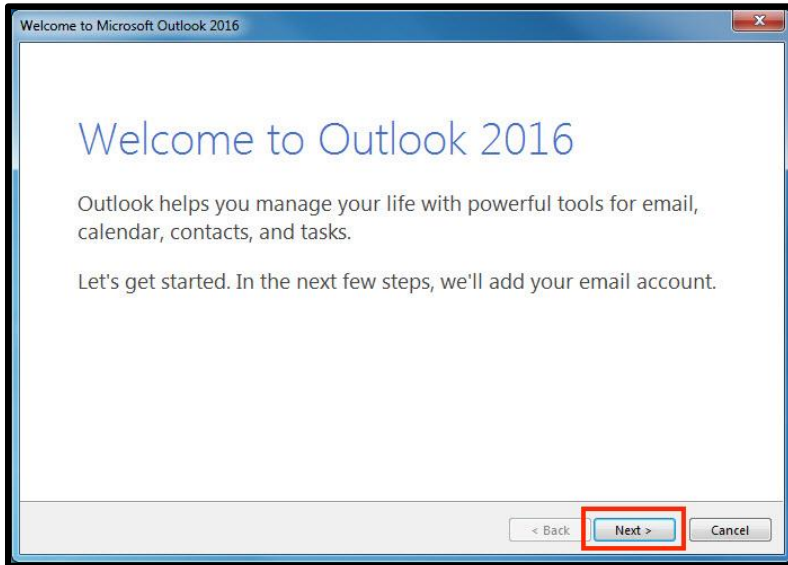
Note: Do not pause or stop the process during install.



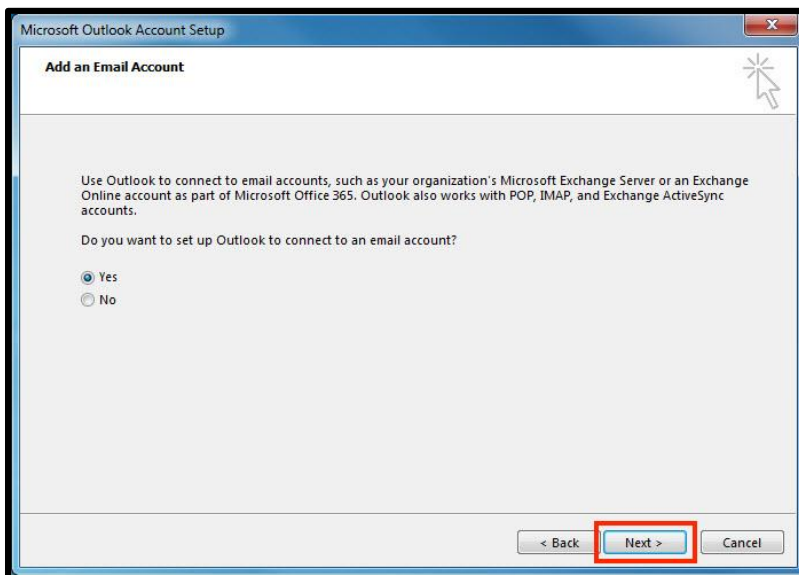
8. Once the install is complete, you will be prompted to sign in with your UofM email and password. Your Program is now installed and ready to use.

Setting up Outlook on your PC

1. Open Outlook 2016 on the computer. Click **Next** to continue.



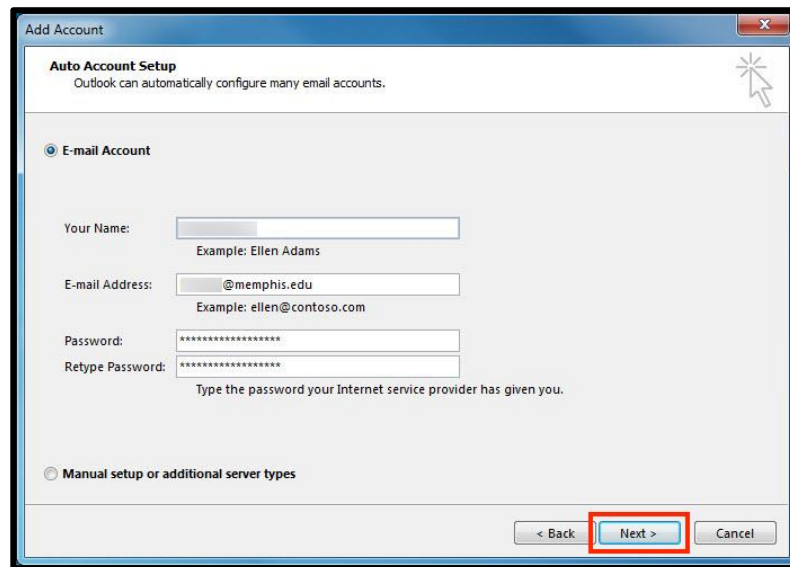
2. Click the radial button to the left of **Yes**, then click **Next**.



3. Enter your name, email address, and password.

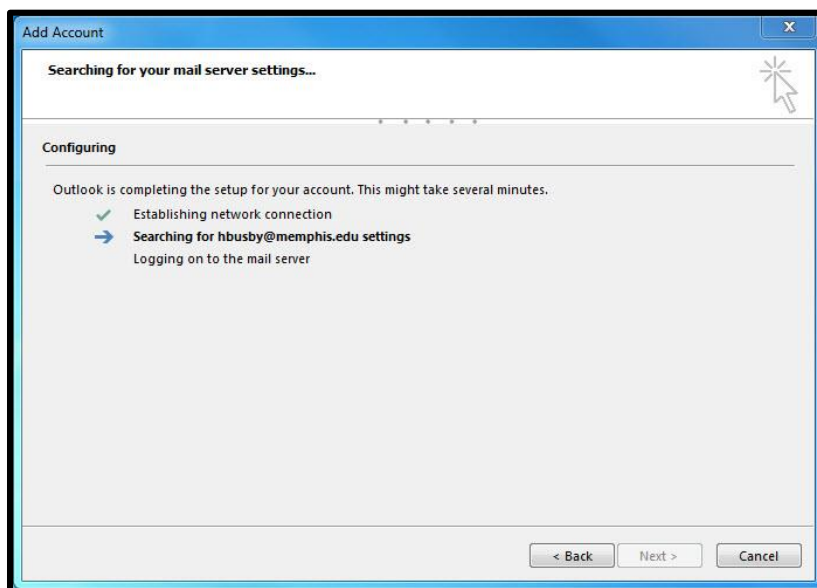
- Your Name: enter your first and last name.
- E-mail Address: your University of Memphis email address
- Password: your password for your email account

Once you have entered the information, click **Next**.



The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account'. Below the title bar, there is a section titled 'Auto Account Setup' with the text 'Outlook can automatically configure many email accounts.' Below this, there are two radio buttons: 'E-mail Account' (which is selected) and 'Manual setup or additional server types'. Under 'E-mail Account', there are four input fields: 'Your Name:' with an example 'Ellen Adams', 'E-mail Address:' with an example 'ellen@contoso.com', 'Password:' with a masked password, and 'Retype Password:' with a masked password and the instruction 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red rectangle.

4. Outlook will begin setting up your email.



The screenshot shows the 'Add Account' dialog box in Outlook, now in the 'Configuring' stage. The title bar reads 'Add Account'. Below the title bar, there is a section titled 'Searching for your mail server settings...' with a progress indicator. Below this, there is a section titled 'Configuring' with the text 'Outlook is completing the setup for your account. This might take several minutes.' Below this, there are three items in a list: 'Establishing network connection' with a green checkmark, 'Searching for hbusby@memphis.edu settings' with a blue arrow, and 'Logging on to the mail server'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

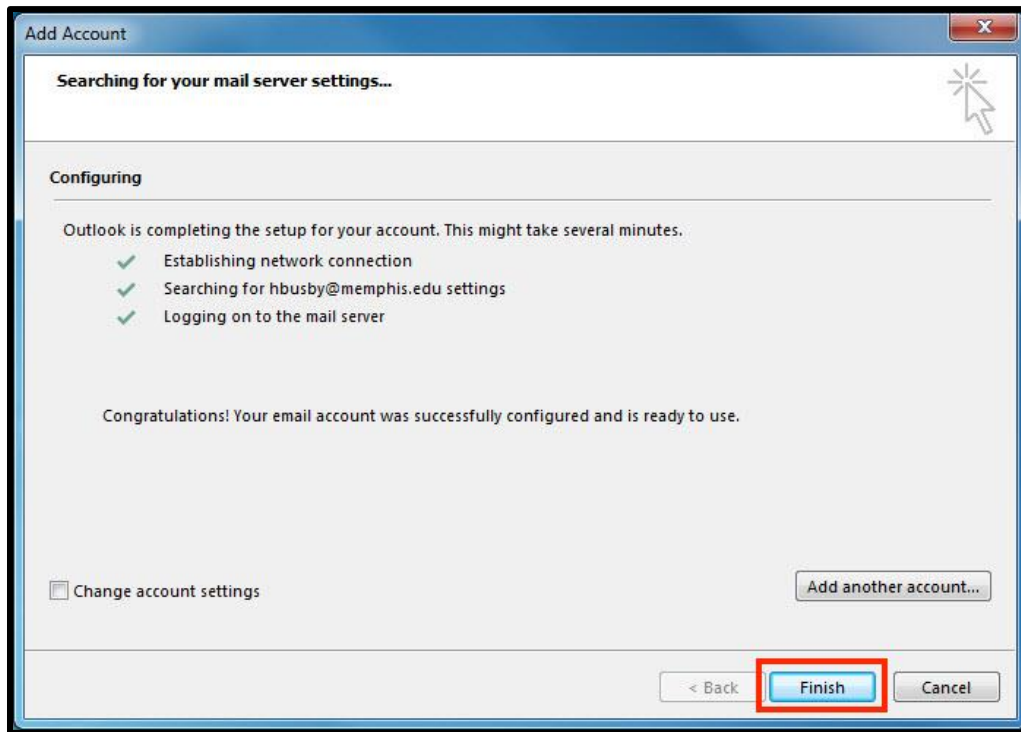
5. A message window will appear asking if you want to allow this website to configure server settings. (A) Click the X by **Don't ask me about this website again**, then (B) click **Allow**.



6. Next, a windows security window will appear for you to enter your UofM email address and password. If you would like outlook to remember your credentials, click the box beside **Remember my credentials**. Sign in with Single Sign on and authenticate with DUO.



7. Once the configuration has finished, click **Finish**.



8. Locate the Outlook application and launch it. Outlook will begin loading your profile and configuring your email. This may take a few minutes. Once this is done, your email is configured and you can begin using Outlook.



Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
 - [Here is a link to our service desk ticketing system](#)
 - After logging in, choose the link **Request Help or Services**.
 - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
 - Monday - Friday 8:00 am - 8:00 pm
 - Saturday 10:00 am - 2:00 pm
 - Sunday 1:00 pm - 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- [Explore the umTech Website](#)
- [Center for Teaching and Learning \(CTL\) Website](#)
- [Search our Training and Documentation](#)