# Office & Outlook Install

PC

9/18/2023

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**These instructions are for PC/Windows computers only.**

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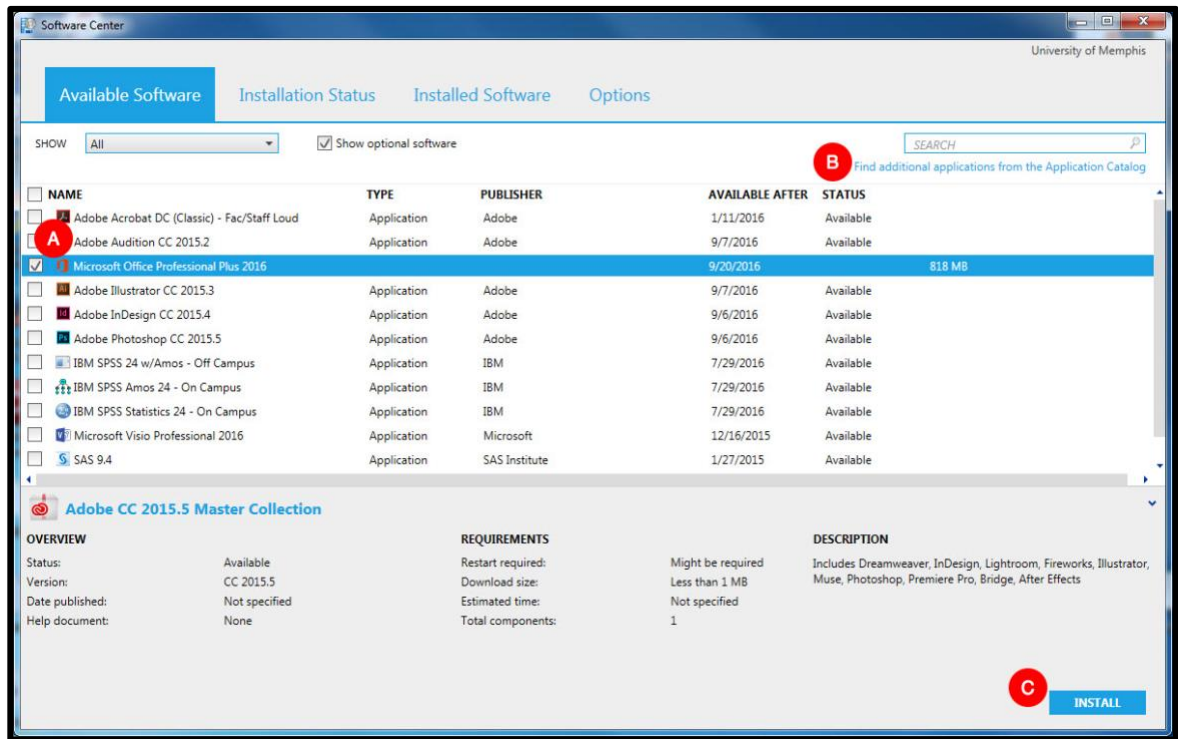
# Installing Office

## 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.
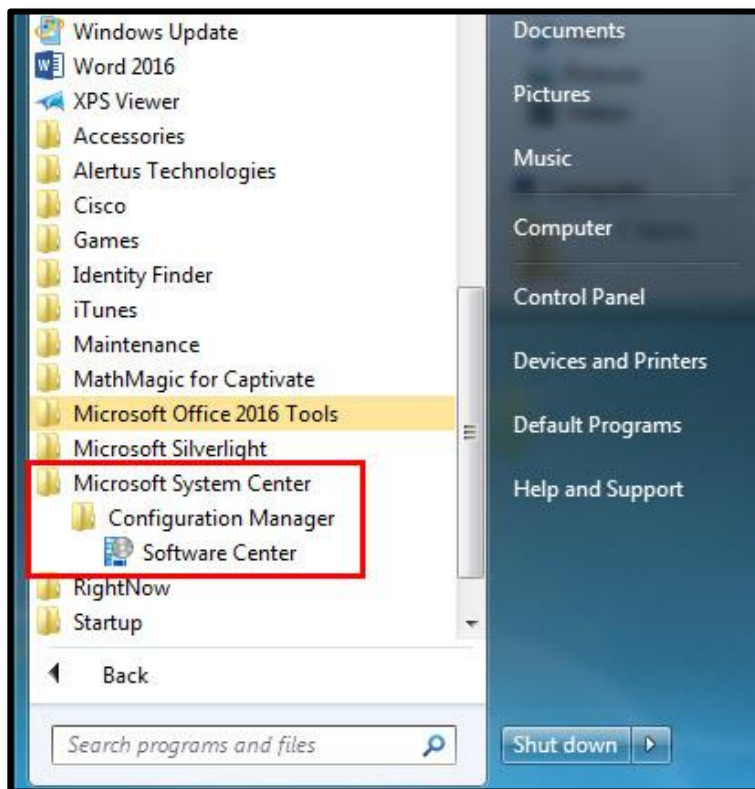


*Note: If Microsoft System Center is not installed on your system you will need to place a service request to have your LSP install for you.*

2. 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.

3. Search the **Application Catalog** for Microsoft Office Professional Plus. Microsoft office 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.*



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
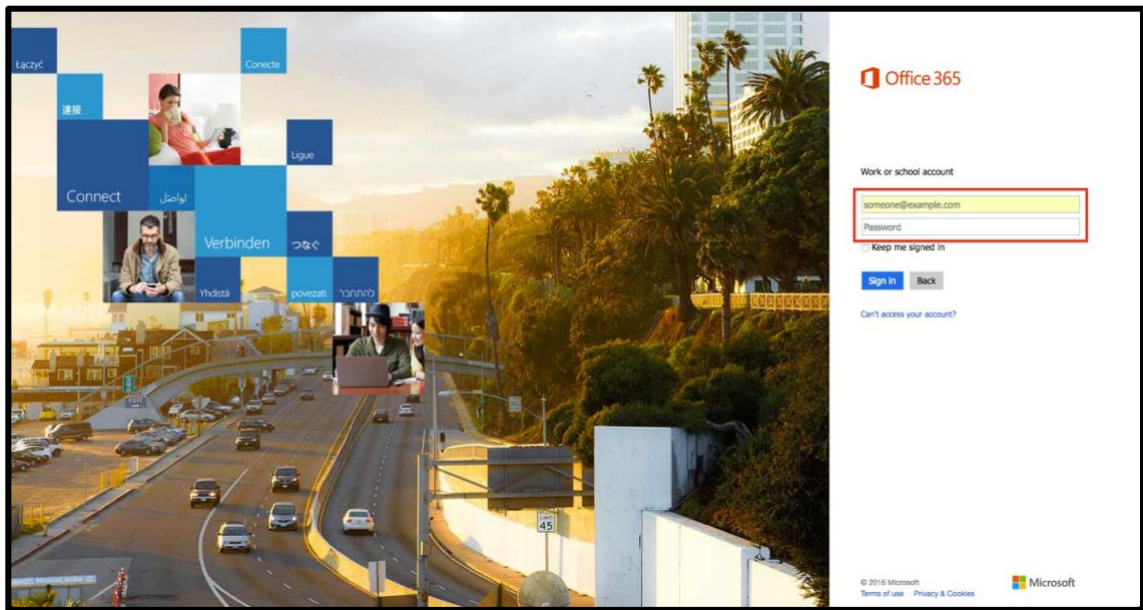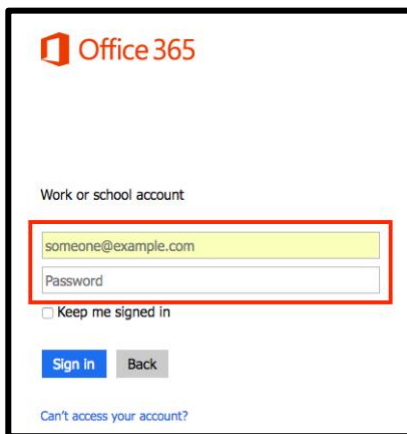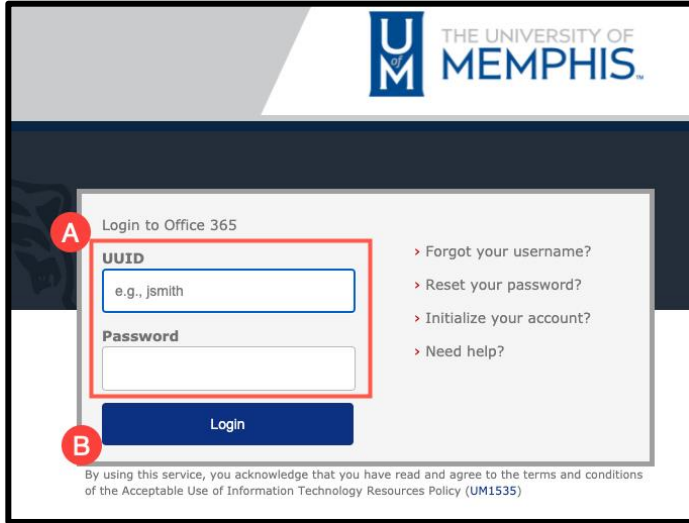


2. Log in with UofM email and password. Click **Sign in**.

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

4. Authenticate Using Duo.

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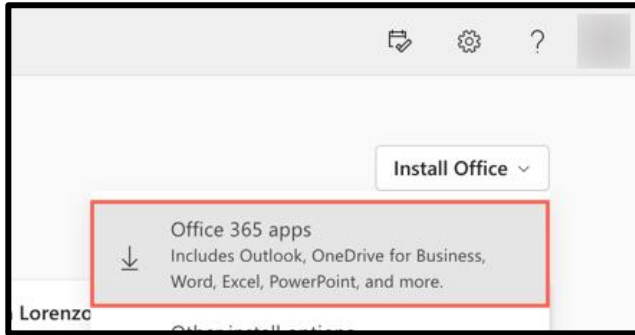


*Note: if you do not wish to make Bing your search engine, or to make MSN your browser home page (Applies to Firefox, Chrome and Safari) make sure that the boxes beside these choices are not checked.*

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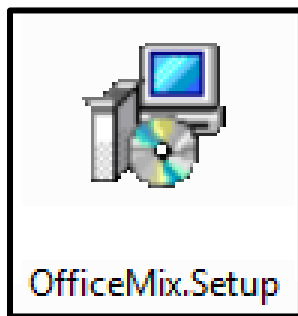
7. Click **Run**.
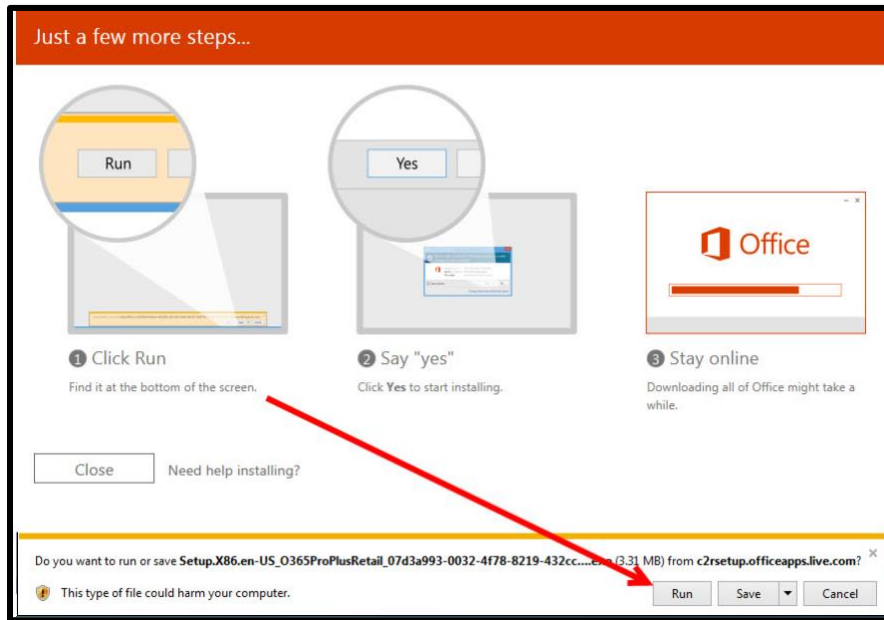


*Note: Do not pause or stop the process during install.*
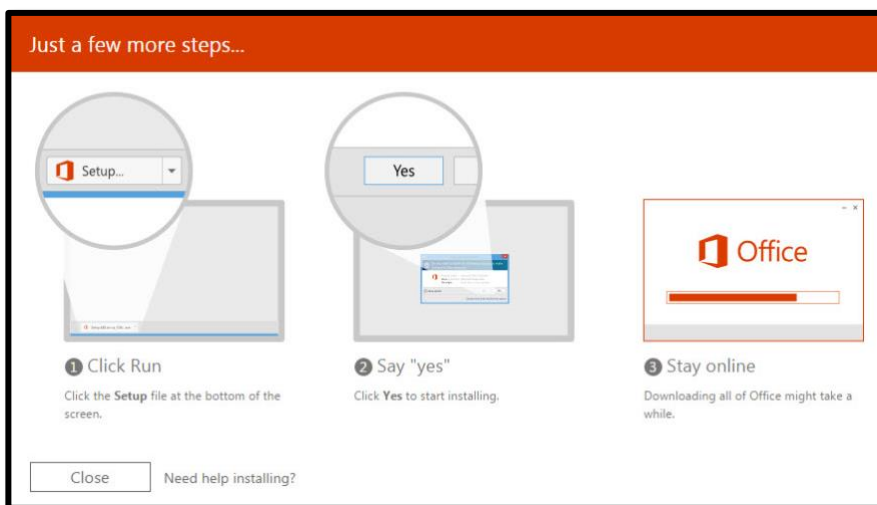


8. Once the install is complete, you will be prompted to sign in with your UofM email and password. Your Program is now installed and ready to use.

## 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.

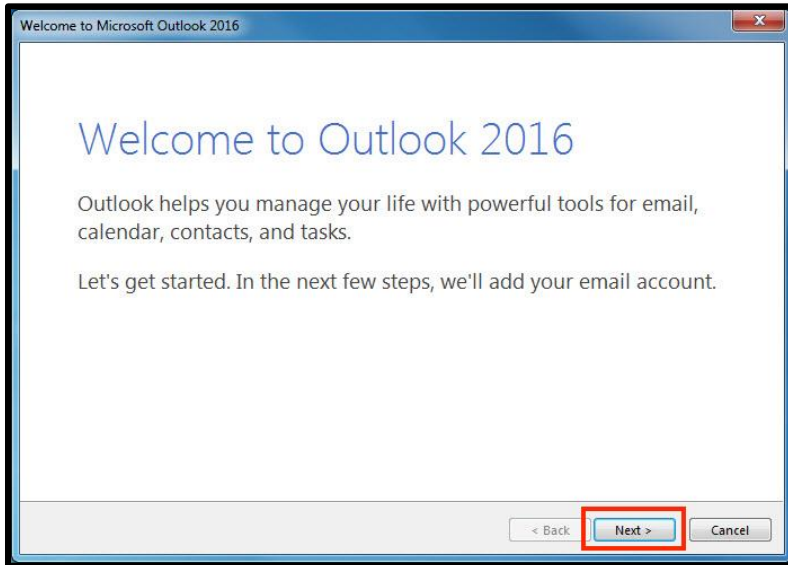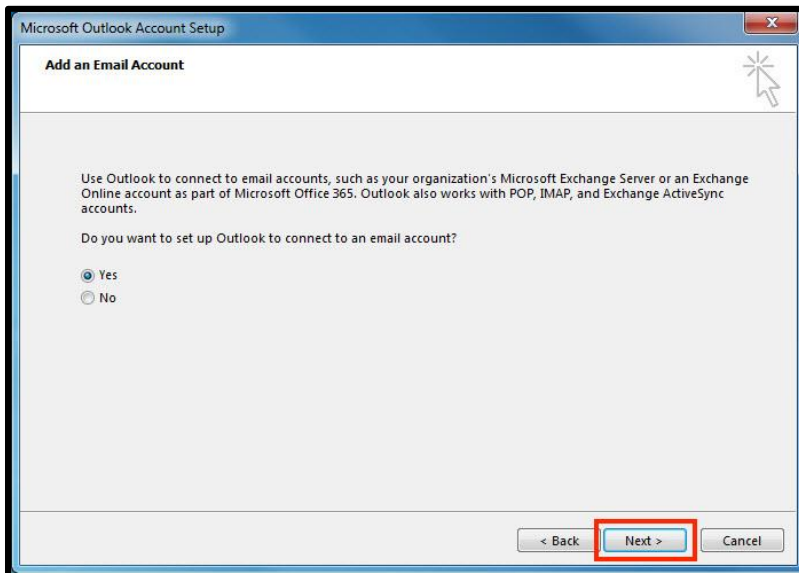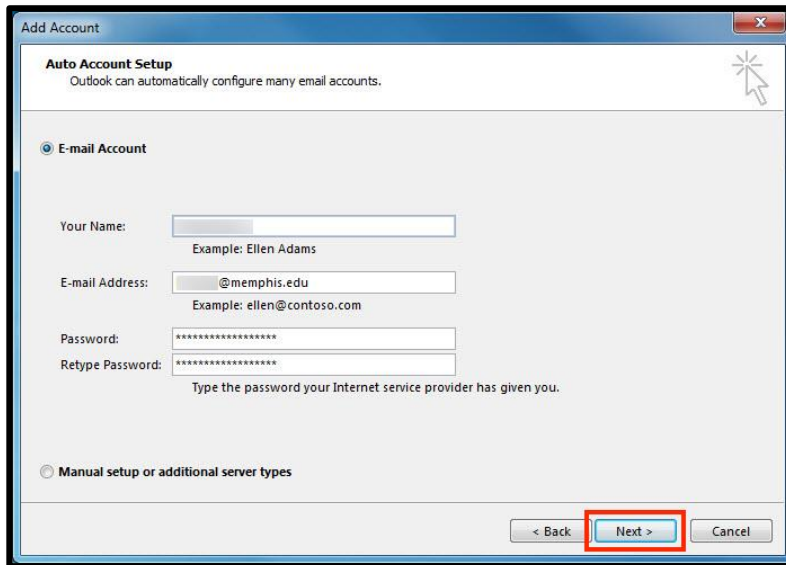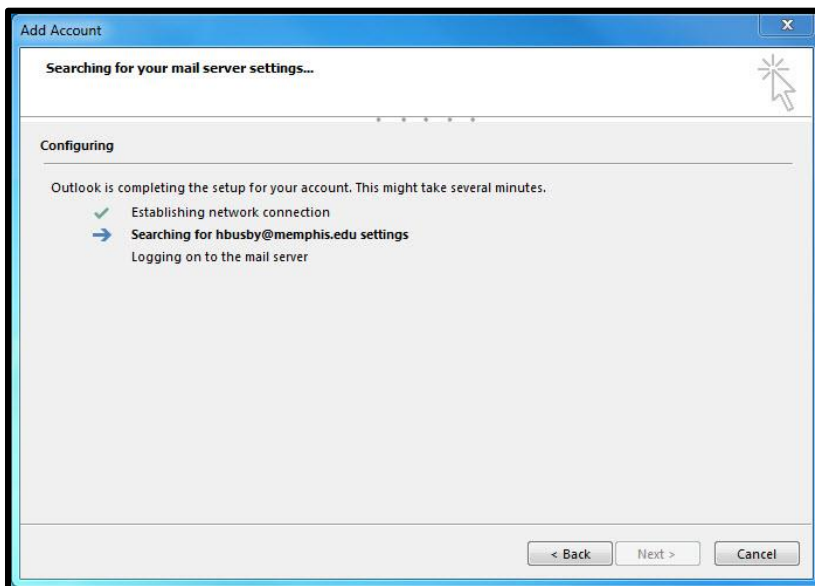   ▪ <u>Your Name</u>: enter your fist and last name.
   ▪ <u>E-mail Address</u>: your University of Memphis email address
   ▪ <u>Password</u>: your password for your email account

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



4. Outlook will begin setting up your email.

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.**
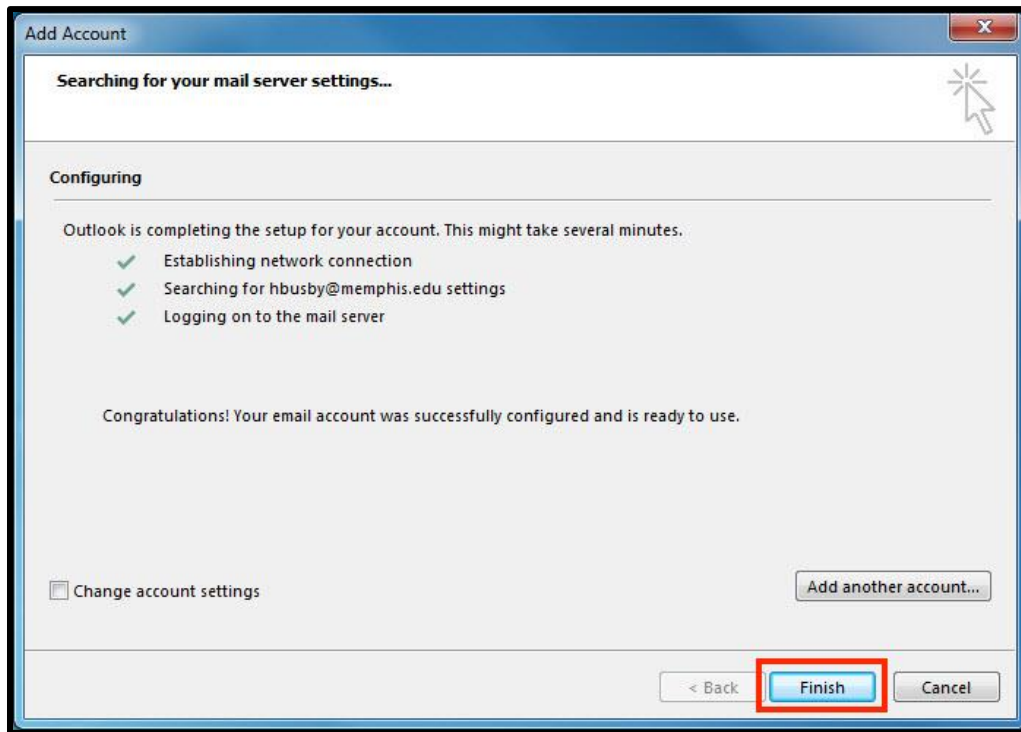


8. Locate the Outlook application and launch it. Outlook will begin loading your profile and configuring your email. This may take a few minutes. Once this is done, your email is configured, and you can begin using Outlook.

# Locating Help Resources

umTech offers support to faculty, staff, and students, provides additional assistance, and resources. Such help can be located as follows:

## Submitting a Service Request

Login URL: Click here for our service desk ticketing system. After logging in, choose the appropriate form request for services.

## Contact the ITS Service Desk — 901.678.8888 any day of the week! *(Excluding Some Holidays)*

ITS Service Desk Hours

Contact the Service Desk for assistance with technical login problems or issues. ALL 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.

Voice messages will be checked regularly and receive priority response the following business day. You may also email umTech at umtech@memphis.edu. *(Using this email will automatically generate a service request)*.

## Important Links
**Explore the umTech Website**
**Search the Solutions Page**