

HERZING UNIVERSITY

Install Microsoft Office 2007

All students will receive the Microsoft Office 2007 Professional software from Herzing University Online during their first term of attendance.



Before you install the Microsoft Office 2007 Suite, please check the following:

1. Uninstall any Microsoft Office Trial that may be on your PC
 - a. This can be located by pressing: Start > Control Panel > Add/Remove Programs > Scroll down to Microsoft Office and see if it lists it as a trial > Click Uninstall
2. You must have a DVD-ROM
 - a. A CD-ROM will not be able to read the software

Failure to perform the above steps may have severe and costly consequences.



Once you have completed the above steps, you may install Microsoft Office 2007 Suite.

1. With your pc on, open your DVD-ROM drive
2. Insert the "MS Office 2007" DVD into the DVD-ROM
3. Most computers will automatically start the installation. In this case, type the Installation Key (usually found on the CD's case) in the area specified for the installation. When correctly typed, you will be prompted to specify the installation location and programs to install. Accept all defaults
4. If your computer does not start up automatically, open your Windows Explorer (right click on your Start Button, left click on "Explore"), double-click on "My Computer", and double-click on your CDROM (usually D:)
5. Double-click on the "Setup" file
6. Type the Installation Key (usually found on the CD's case) in the area specified for the installation. When correctly typed, you will be prompted to specify the installation location and programs to install. Accept all defaults

If you have any problems installing the Microsoft Office 2007, please contact tech support at: **1-800-508-0748 x656**. If you receive a voicemail please leave your name, student number, phone number, and the issue.

Please note that Herzing University or Herzing University Online is not responsible for any damage that may occur to any student's computer to include but not limited to, hardware, software, file directory or file contents as a result of student's installing software or not having the appropriate hardware configurations for such installation.