

Office 2010: Install, Activate, and Setup

University of Idaho

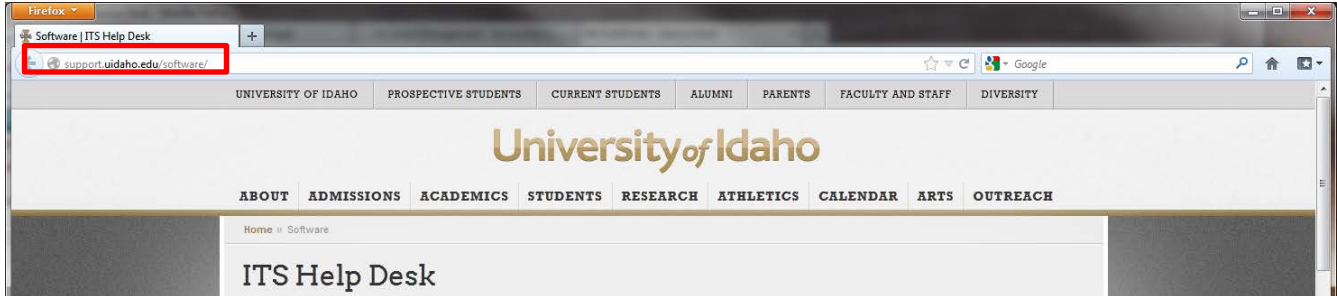


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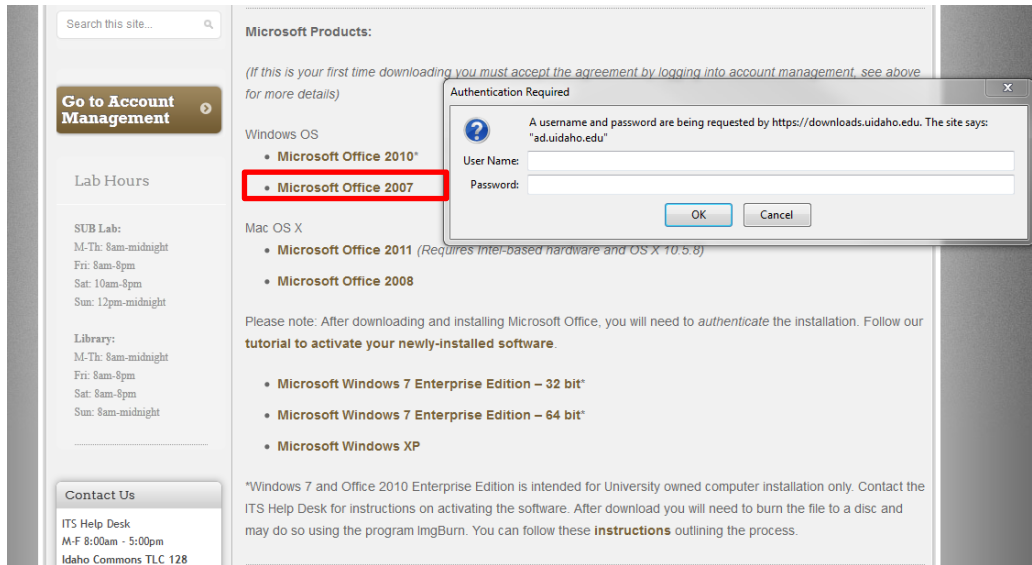
Install

Note: This is only available to either UI owned computers, or board appointed individuals

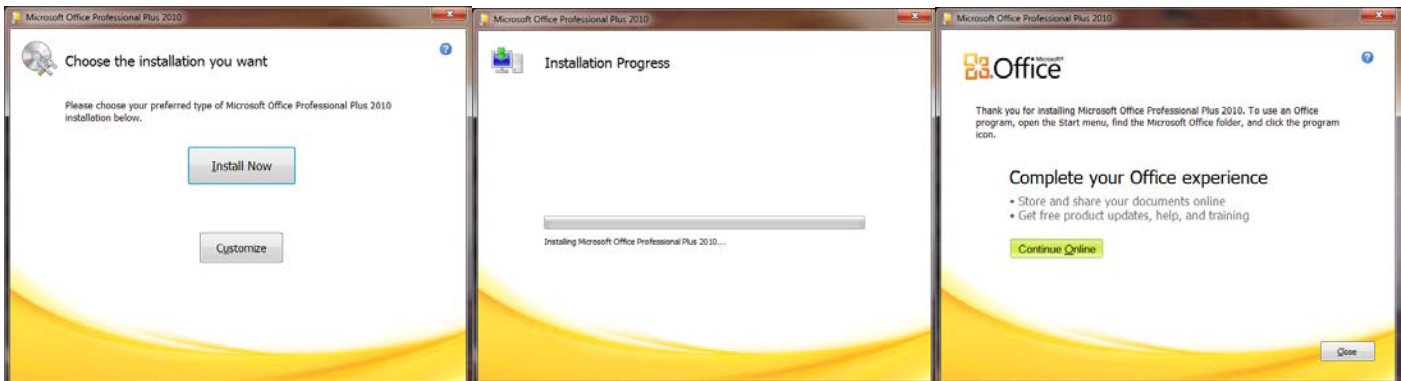
1. Go to <http://support.uidaho.edu/software>



2. Download Office 2010 from the support site
 - A. Note that you must be board appointed to download Office
 - B. You will need your NetID user name and password when prompted



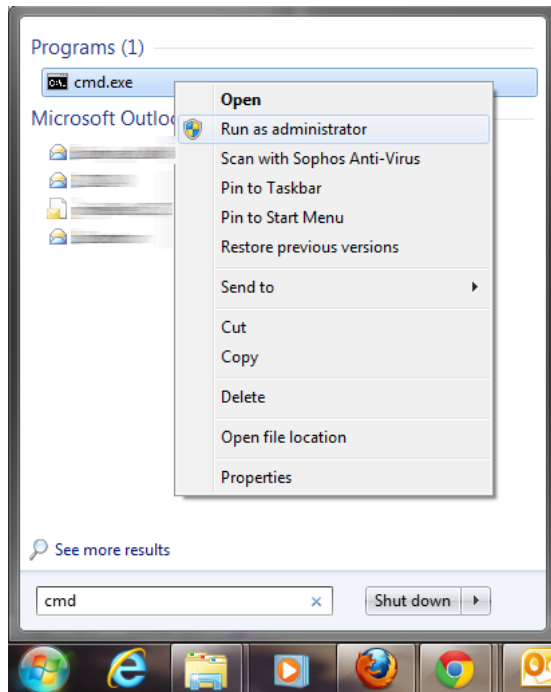
3. Run the installer and follow the on screen instructions to complete the install



Activate

Note: You must be an administrator on the computer to activate Office 2010

1. **Go to the Start Menu**
2. **Type 'cmd' in the search box**
3. **Windows should find a program called 'cmd'.**
4. **Right-click on the program icon.**
5. **Select "Run as Administrator".**

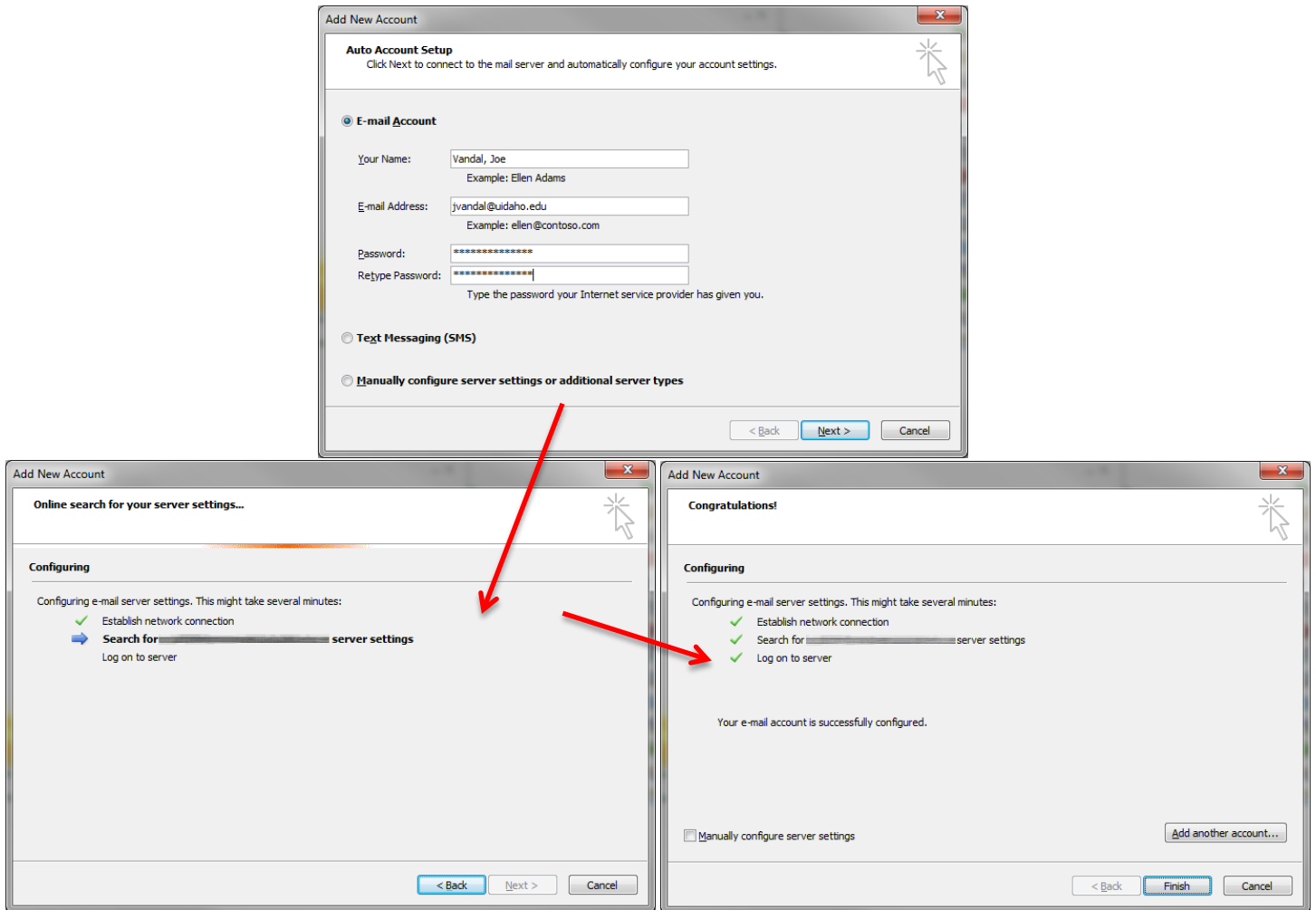


6. **Use the cd command (change directory) to navigate to the Office 2010 location and find the Office 14 folder.**
 - a. Type "cd \" to get to the root directory (C:\) – Please note, if Microsoft Office is not located in your C:\ directory, you will need to type in the correct directory
 - b. Once at "C:\", you will need to navigate to the Office14 folder.
 - c. If you are running 32-bit Office 2010 on a 32-bit operating system, the folder is located at C:\Program Files\Microsoft Office\Office14.
 - d. If you are running 32-bit Office 2010 on a 64-bit operating system, the folder is located at C:\Program Files (x86)\Microsoft Office\Office14.
7. **Once in the Office 14 folder, type in the command:** "cscript ospp.vbs /sethst:kms.uidaho.edu"
 - a. There is a space between ospp.vbs and /sethst:kms.uidaho.edu
8. **Then type in the command:** "cscript ospp.vbs /act"
 - a. There is a space between ospp.vbs and /act

Setup

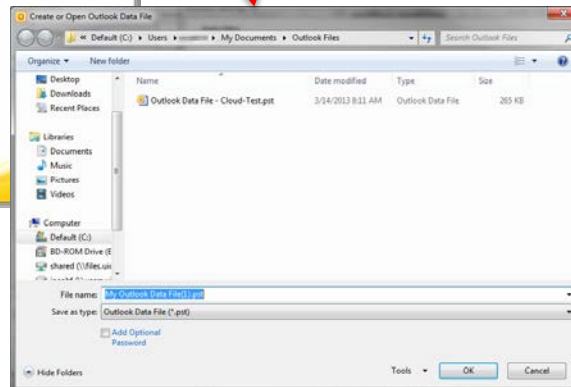
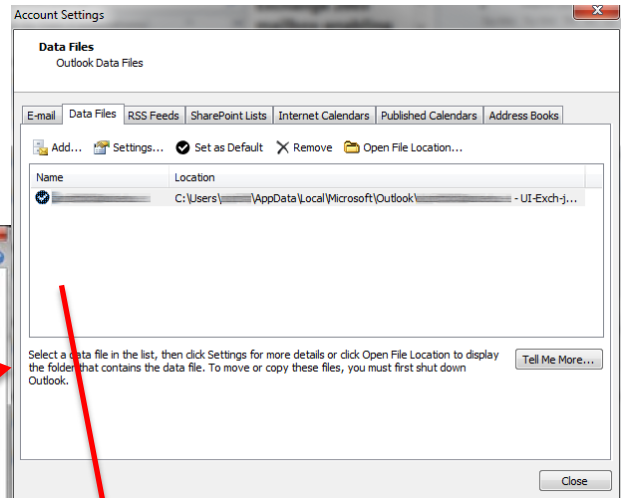
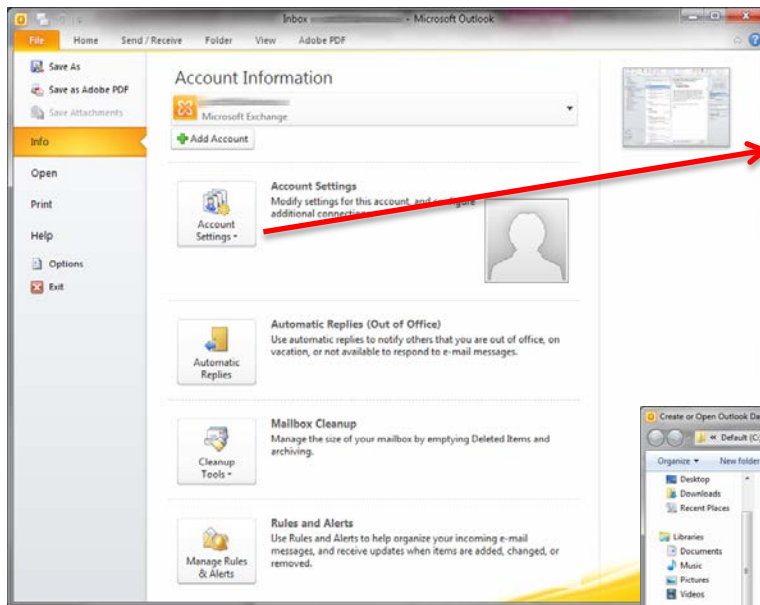
Note: You must have the most recent version of Outlook in order to go through this process.

1. Open Outlook 2010
2. It will prompt for the setup wizard
 - A. Office 365 allows us to use Auto-detect, meaning outlook will set itself up automatically



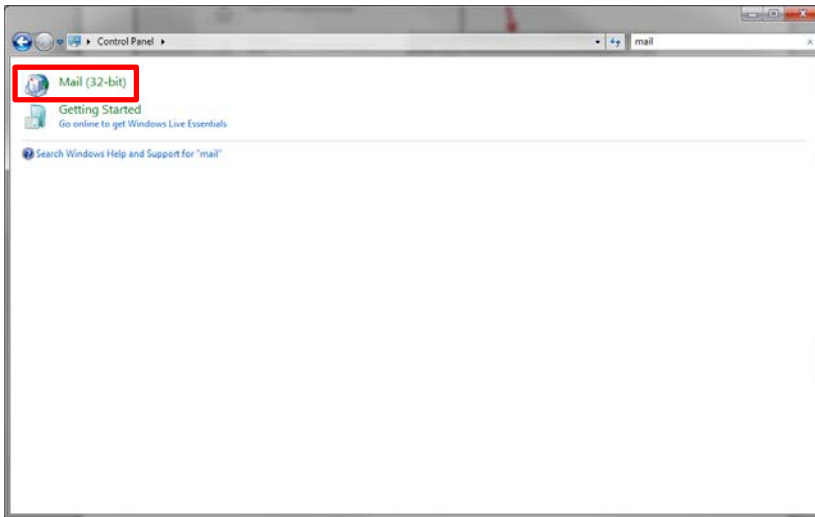
Reattach Local .pst Files

1. Go to File
2. Open Account Settings
3. Go to the Data Files tab
4. Click Add
5. Locate and open the .pst file
6. The file will then be located in the navigation bar

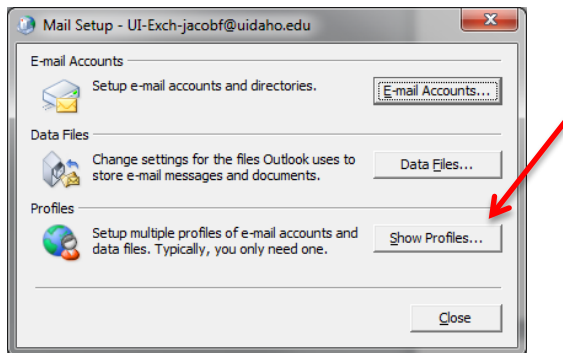


Remove Broken Profile

1. Open the Control Panel and open “Mail (32-bit)”

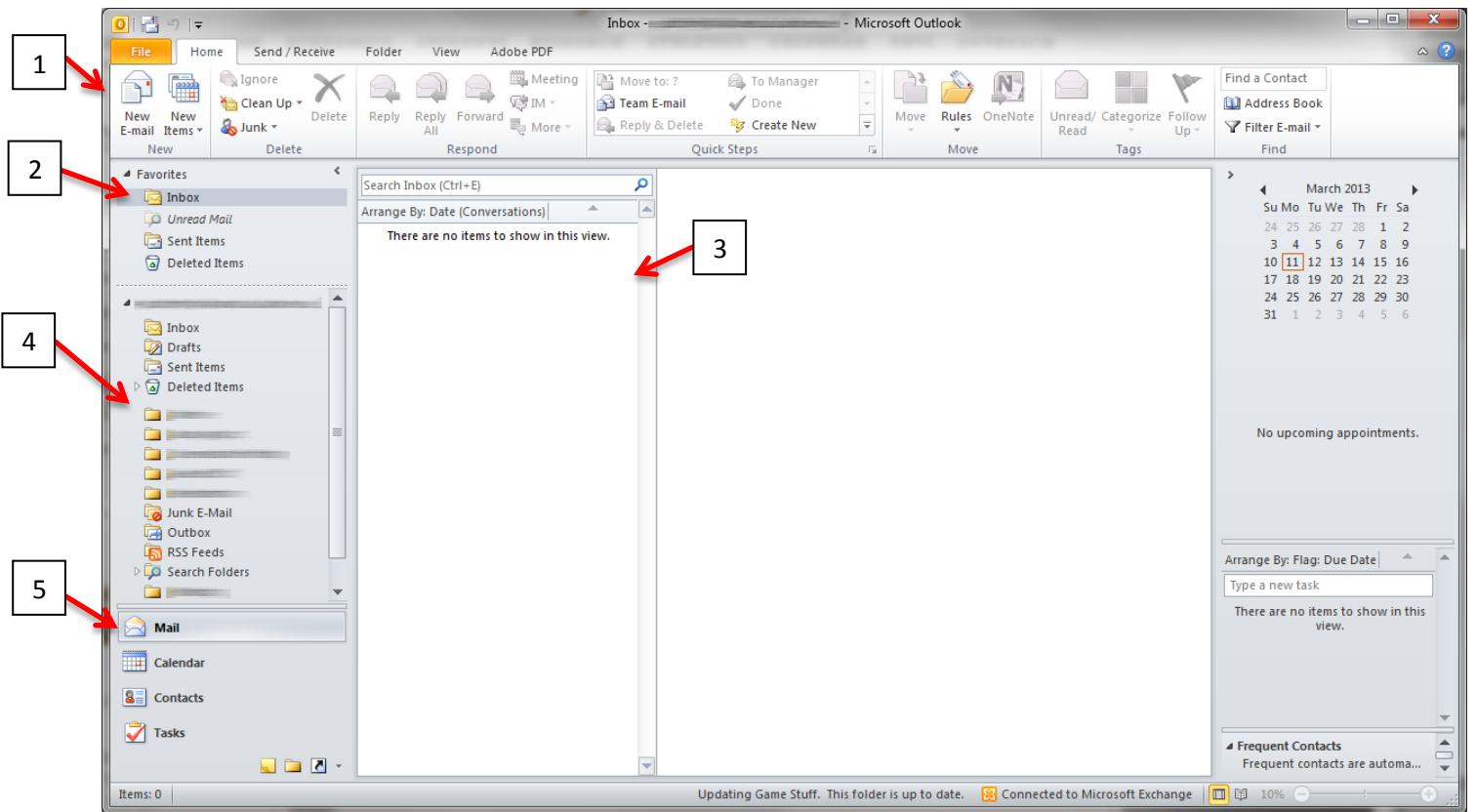


2. Select “Show Profiles...”



3. Click “Remove”
4. Now you should be able to go through the setup process from the beginning by opening Outlook

Tips



1. New message
2. Inbox
3. List of messages
4. List of folders
5. Calendar