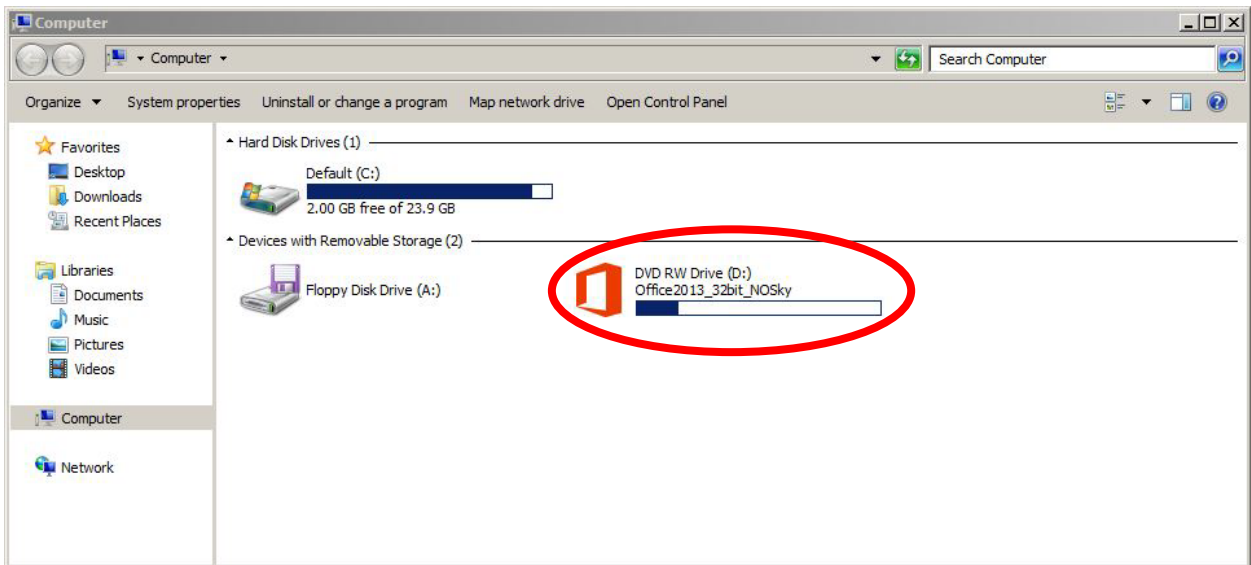


# Installing Microsoft Office 2013

The following instructions will guide you through the process of installing the Microsoft Office 2013 suite, using an .iso file that you will burn onto a DVD or CD.

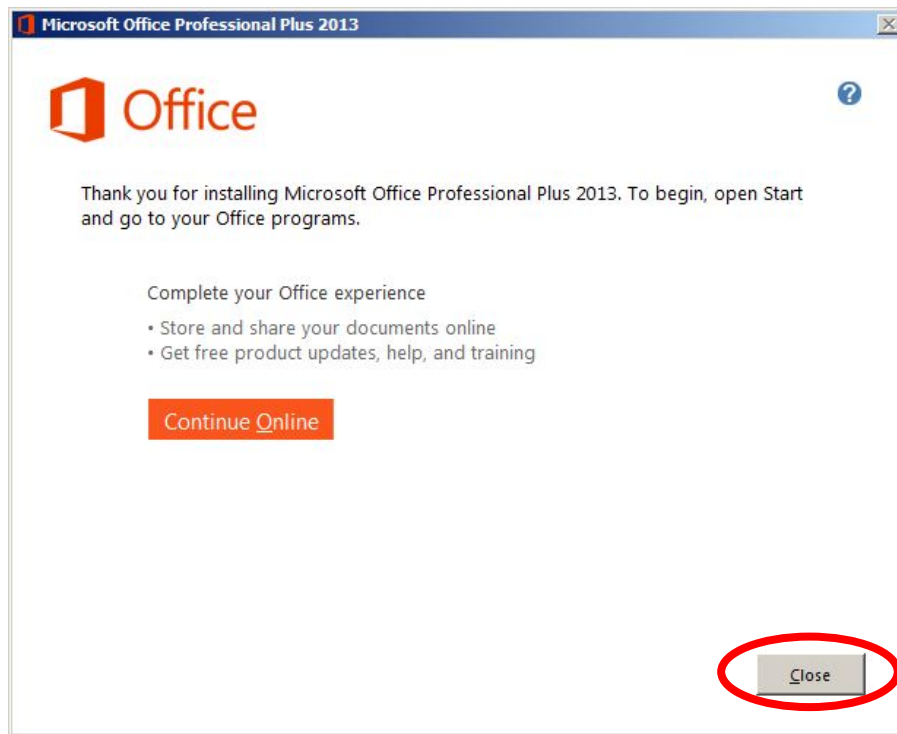
1. Download the **Office2013\_32bit\_NoSky.iso** file to your computer and burn it to a CD or DVD.
2. Once the file is burned onto the physical media, open the disk and double-click the **setup.exe** file. A progress bar will appear, signaling the beginning of the installation process.



**Step 2: Open the DVD containing the .iso file, above, and launch the installer by double-clicking the setup file, shown below.**

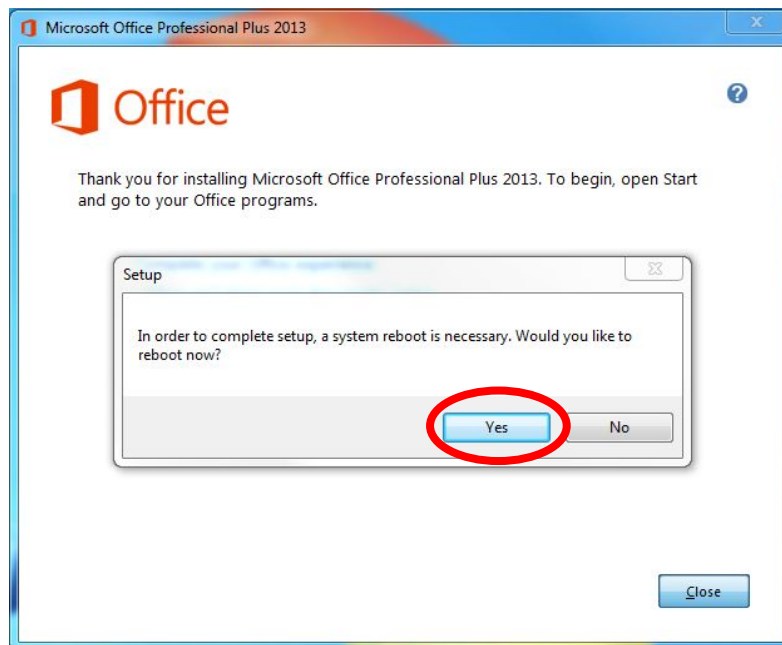


3. Once the **installation concludes**, a splash screen will confirm that the process is complete. **Click Close** on the splash screen.

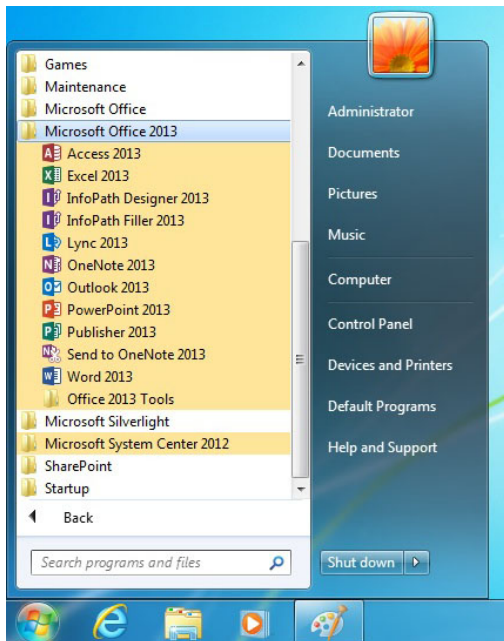


**Step 3: Once the installation is complete, click Close on the splash screen.**

4. A **prompt** will appear, informing you that a **restart is required**. Click Yes.

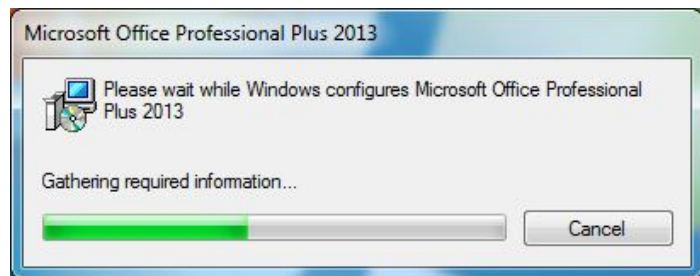


**Step 4: A restart is required. Click Yes to reboot the machine.**

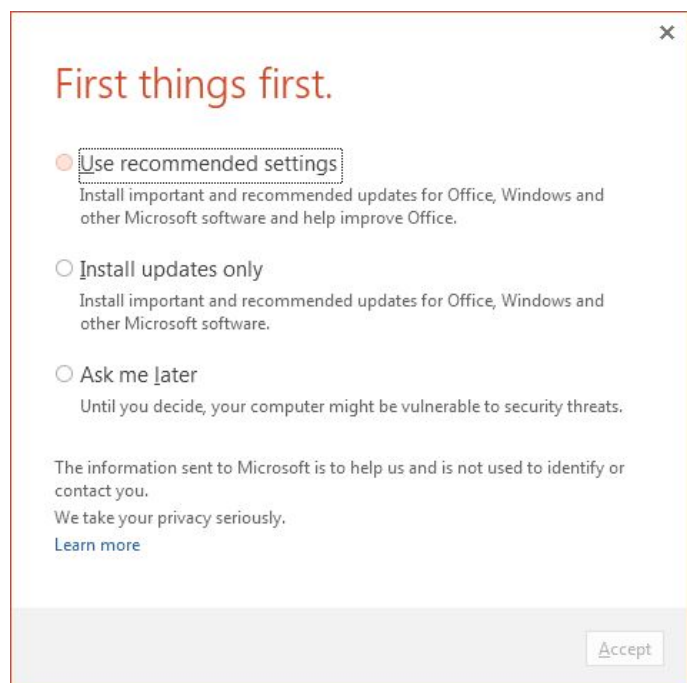


**Step 5: Go to the Start button, open All Programs, and open the Microsoft Office 2013 folder.**

5. When the computer restarts, log in and click on the **Start button**. Click on **All Programs** and click the **Microsoft Office 2013** folder. You will see a list of Office 2013 applications that were installed.
6. Click on **any Office 2013 icon** to launch the corresponding application. For example, launch PowerPoint. An **initial configuration process** for the entire Office 2013 suite will begin.
7. After the initial configuration process is completed, Office 2013 will provide **three options** on how **future updates** should be handled. Choose the appropriate response that **works best for your environment** and click Accept.



**Step 6: An initial configuration process will launch the first time an Office 2013 application is launched.**



**Step 7: Choose the method that Office 2013 will use to install updates and click Accept.**

- The **Office splash screen** will launch. Click Next. A **brief tutorial** will launch. You can view the tutorial, or click the X to close it. You are now ready to use any Office 2013 application.



**Step 8:** Once the Install Updates option is set, an Office splash screen will appear, shown above. Click Next. A short tutorial, below, will then launch. View it, or click X to close it and begin using the Office application.

