

I am a UH Faculty/Staff member and I would like a copy of Microsoft Office 2010. Where can I get a copy? How can I install it? How can I activate it?

Software Information:

UH Faculty & Staff members can obtain a copy of Office 2010 at no cost, via digital download. Please visit <http://software.uh.edu/> to download the software package of choice. Departments can also have a CD burned on the spot for \$10 at the IT Support Center (116 PGH). Payment for this service can be made with P-Cards, SC vouchers, or university-issued checks.

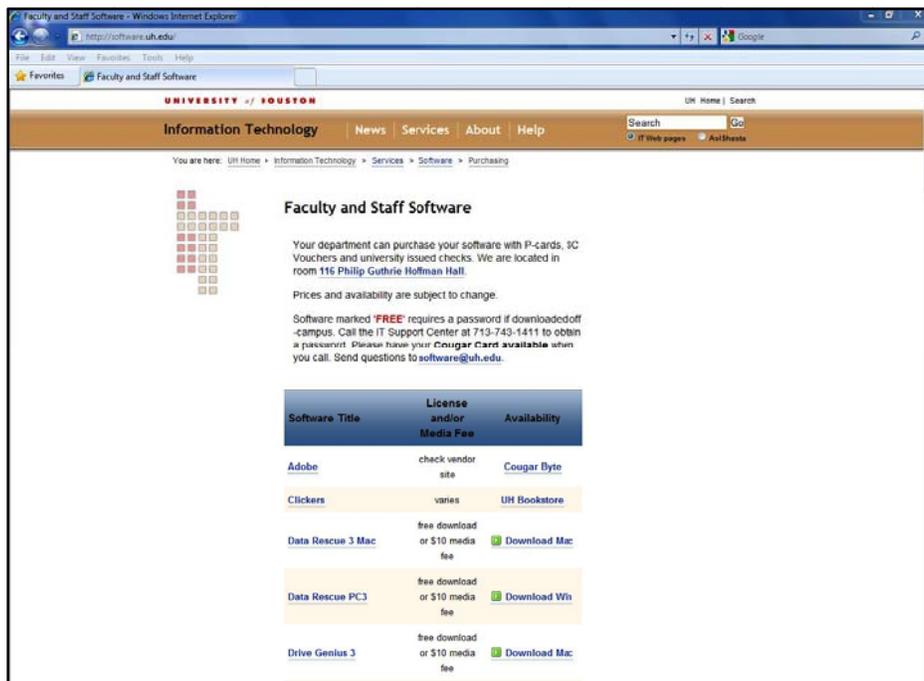
Office 2010 can be used on-campus for university business as well as installed on faculty & staff personal machines. Office 2010 does not require a license code and uses the campus Key Management Server (KMS).

Guide To Installation:

If you choose to purchase the software at the IT Support Center (116 PGH) then you can skip this section and go on to the installation section of this guide. If you choose to download the software from our website, please follow the next few steps.

How To Download:

To download the Microsoft Office 2010 software from our website, start a browser on your computer. On the address bar, type in "www.uh.edu/infotech" and go. After the page is done loading you will see the webpage just as the image below. This webpage can be used to download any software needed by uh by direct download or contacting the software team at the University of Houston.

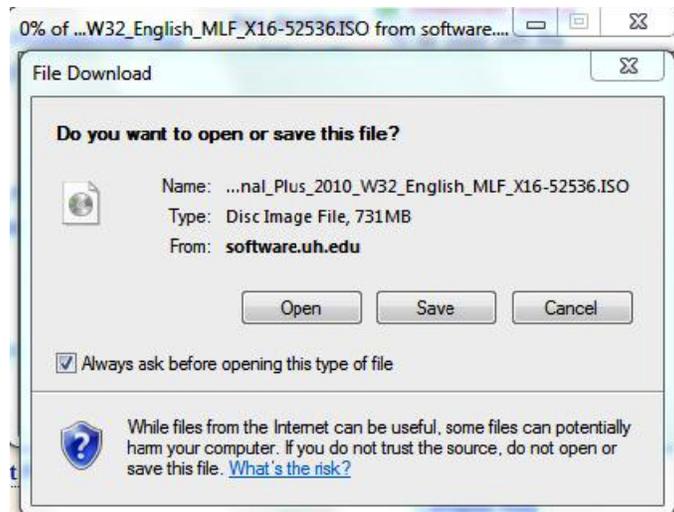


After having access to this webpage, scroll down towards the middle of the page where you can find the links available for Office Professional Plus 2010 32-bit and 64-bit. To the right you can

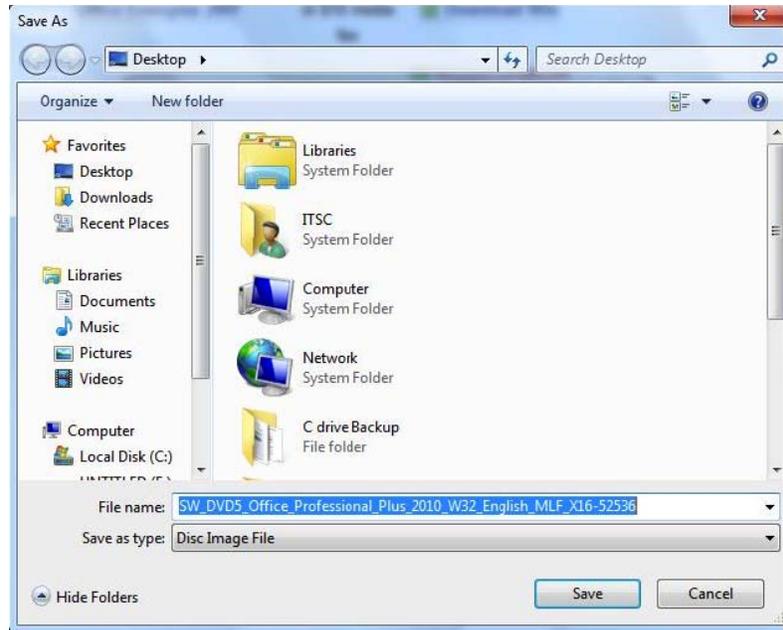
see the link available to download. Please choose the 32-bit version if you are planning to install it on a 32-bit Operating System and a 64-bit version if you are planning to install it on a 64-bit Operating System.

Office Professional Plus 2010 32-bit	free download or \$10 media fee	Download Win32 To be used with the Campus Key Management Server
Office Professional Plus 2010 64-bit	free download or \$10 media fee	Download Win64 To be used with the Campus Key Management Server

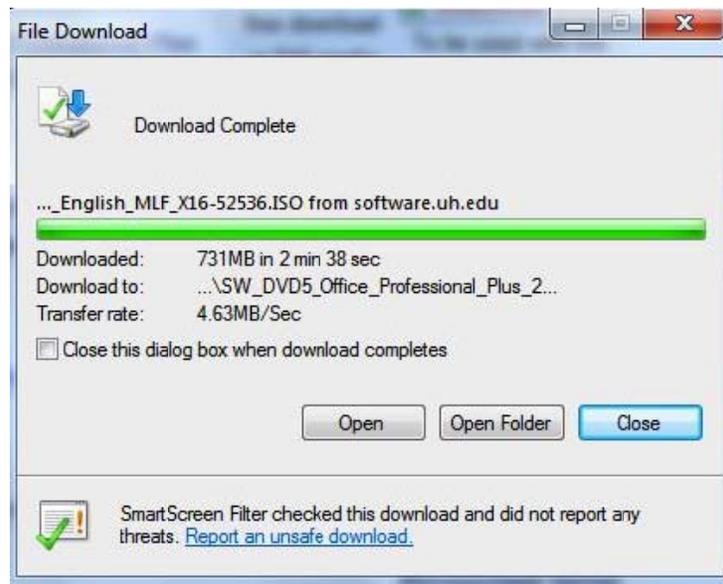
When you click the download button a window will show up and give you different options with the file you are trying to download. Select the "Save" option to download the software.



Direct the download to where it saves to the desktop.



After the download is complete, you can go ahead and close out all the windows you currently have open.

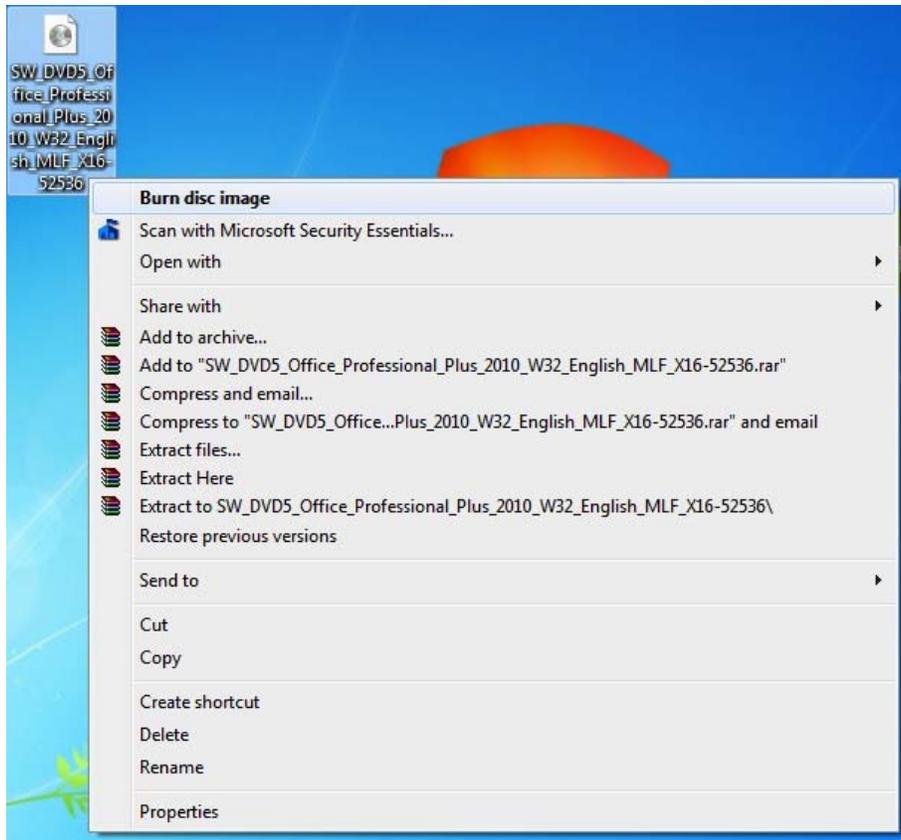


You now have the option below if you want to be able to burn software to a disk or if you want to install it with WinRAR. If you wish to burn the software to a disk, you can be able to use the same Disk on multiple computers. With WinRAR, you are able to just install the software.

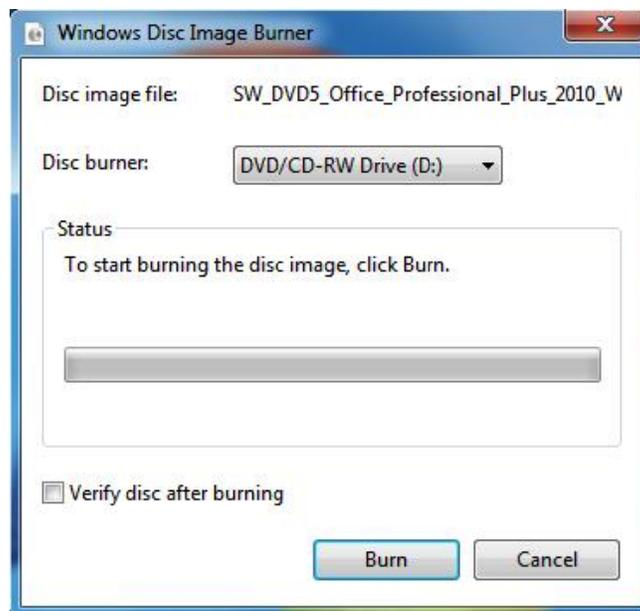
Burn Image To A Disk:

If you wish to burn Microsoft Office 2010 onto a disk, please follow the directions on how to burn it onto a DVD/CD-R disk.

Go towards the desktop and right click on the image file to select the option "Burn disk image".



Selecting that option, a new window will show up like the one below. Before selecting any option, make you input a DVD/CD-R disk onto the computer.



After you input the disk, you can go ahead and select the option to “Burn”. After the image file is done being burned onto the disk, the following message will appear: “The disk image has been successfully burned to disk.”

You have successfully burned the Microsoft Office 2010 software onto a disk. You may now use this to install Microsoft Office.

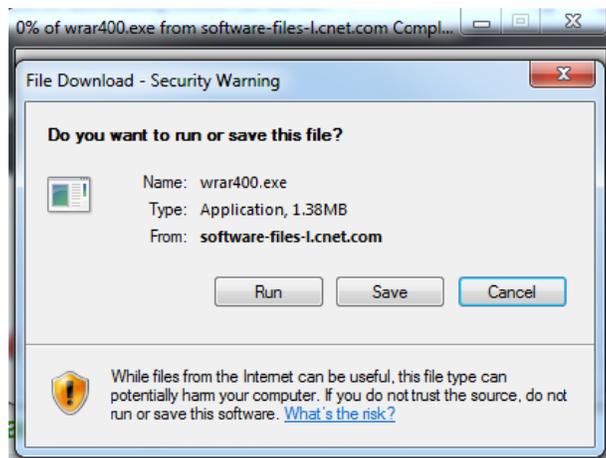
Using WinRAR:

If you want to be able to just install the software with out burning anything to a disk, you much download the WinRAR program.

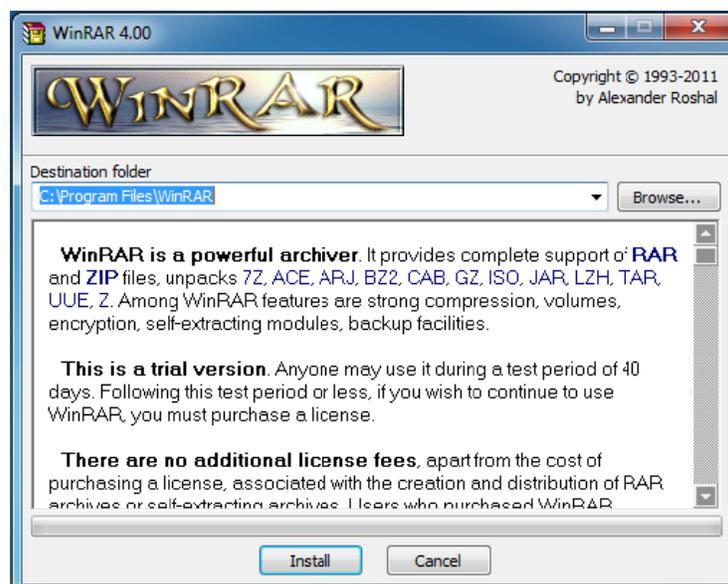
If you have a 32-bit Operating System, please download the software from this link:http://download.cnet.com/WinRAR-32-bit/3000-2250_4-10007677.html?tag=mncol;1

If you have a 64-bit Operating System, please download the software from this link: http://download.cnet.com/WinRAR-64-bit/3000-2250_4-10965579.html?tag=mncol;2

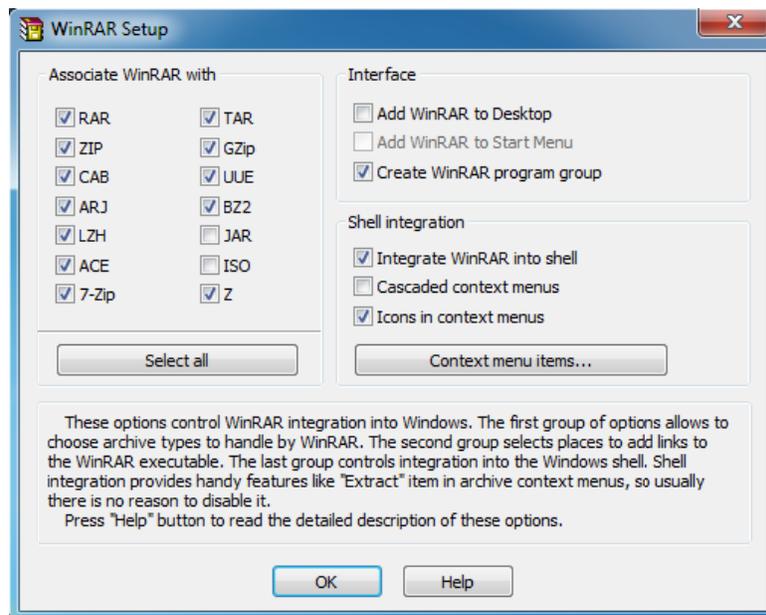
After you select to download the program, you can choose the option to “run” it.



The download will open and you will need to install it. Simply select the option to “Install” and it will soon complete the installation.



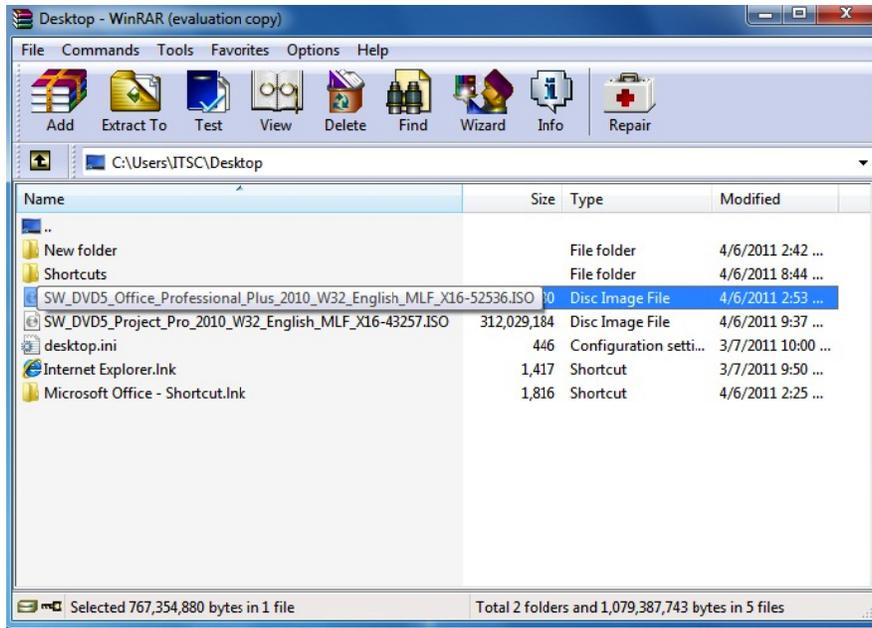
After that completes, you need to accept the default settings that WinRAR automatically fixes for you. In this case, make sure all the selections you have appear as the one below. Then press "OK".



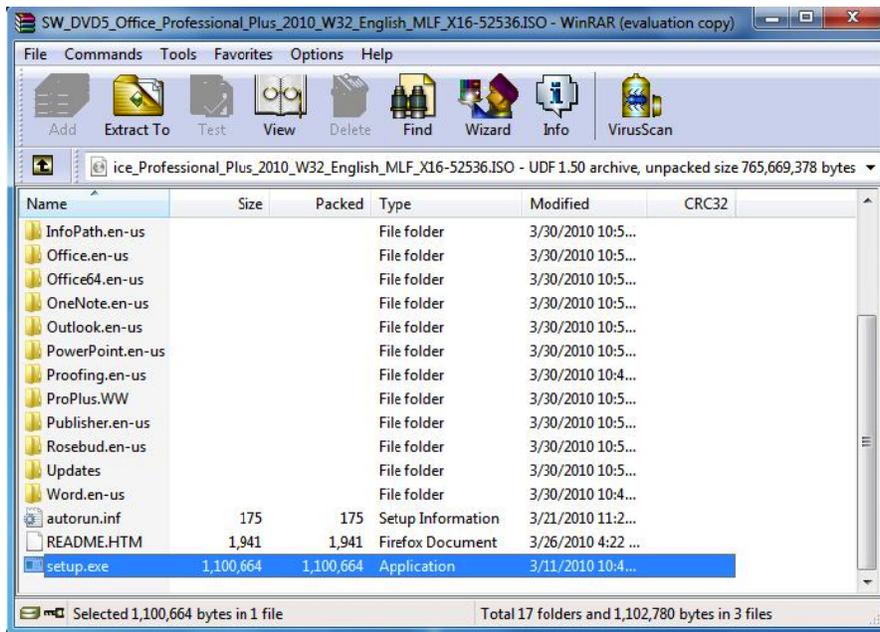
Afterwards, WinRAR will show you a message that you have successfully installed the program. Now, Choose the option to "Run WinRAR" to begin.



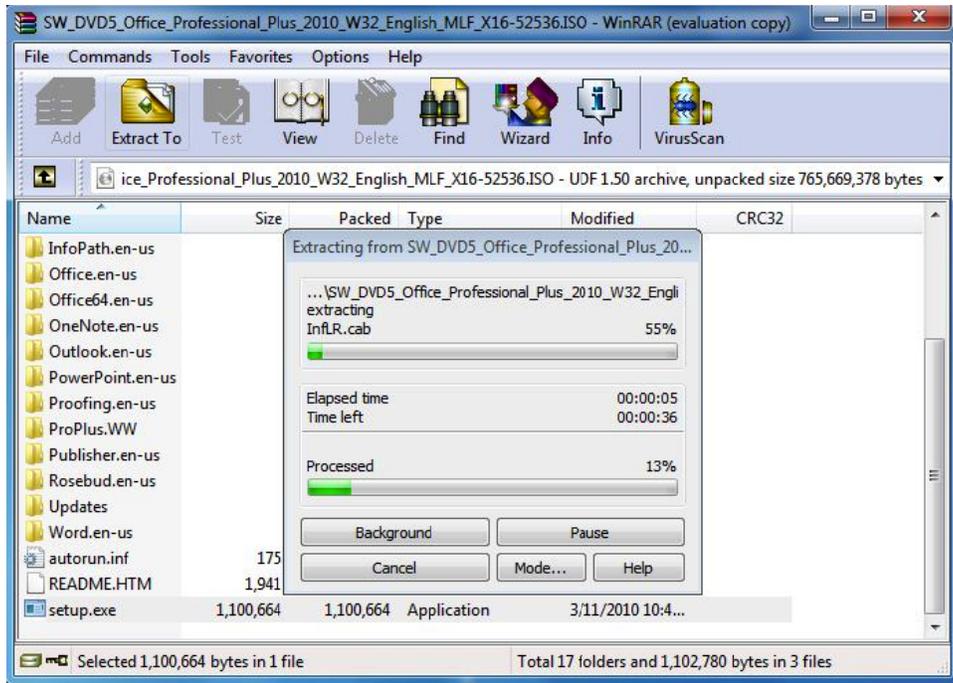
When the program starts it will look familiar to the screenshot below and you now have to search for the Microsoft Office 2010 Download you made before on your desktop (where you have previously saved it). Double click on the software to open.



When new files appear like the screenshot below, go ahead and scroll down until you find the execution file named “setup.exe”.



Double click on “setup.exe” and the extraction will begin where you will soon be able to see the Microsoft Office 2010 setup process to install it on your computer.



Once the program is extracted and the window for Microsoft Office 2010 appears you can continue on downwards and follow the guide on “How To Install”.

How To Install:

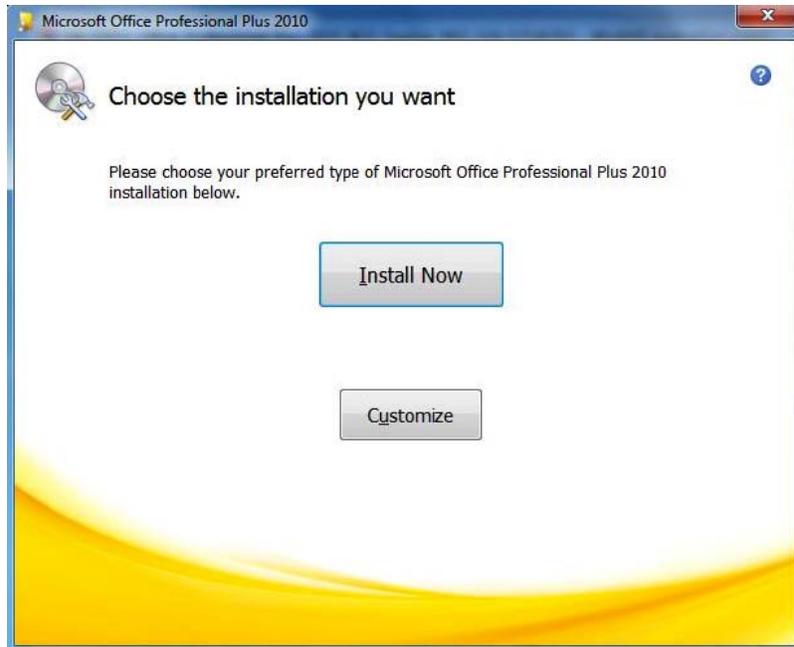
To install the Microsoft Office 2010 software, you should insert the disk onto the computer and wait for this window to come up. When this window appears, select the option “Run SETUP.EXE”. This option will allow the program to initiate. If you used WinRAR as an alternative to a CD then proceed to the next set of instructions.



After the files are done loading up, it will give you the “Microsoft Software License Terms”.

***Please mark the checkbox at the bottom of the window next to "I Accept the terms of this agreement" to be able to proceed to the installation. ***

After accepting the terms the following window will appear with two options for installation. Please select the "Install Now" button for easy installation unless you are customizing your installation.



After the installation has been completed you can go ahead and close the following window.



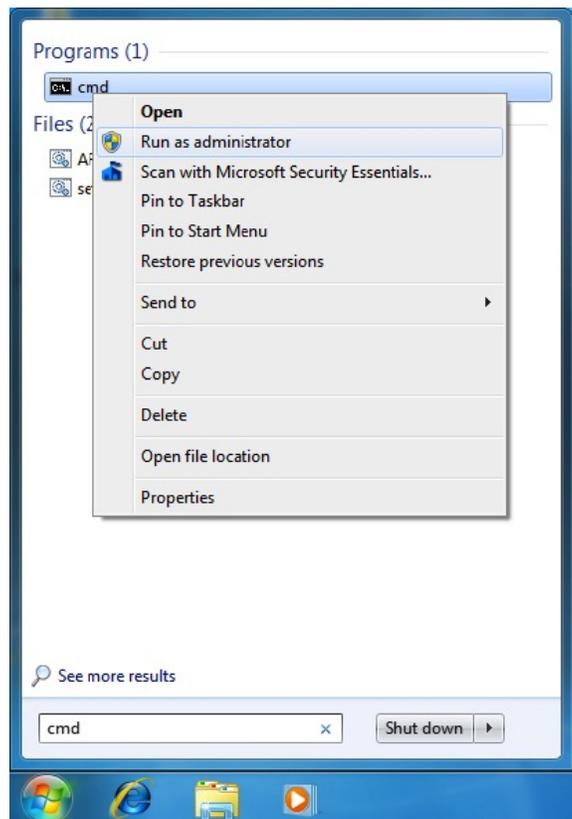
You have successfully installed Microsoft Office 2010 on your computer.

How To Activate

To properly activate your UH Faculty/Staff copy of Microsoft Office Professional Plus 2010, you

will need to use the campus Key Management Server (KMS). The easiest, and preferred, way to do this is to simply bind your Windows PC to the CougarNet domain. The license code will automatically be assigned to your copy of Office 2010. No individual code is needed. For those machines that are on-campus and not on the CougarNet domain and need to be activated manually, follow the below procedures. If you are not on campus, you need to follow these next steps as well while being connected to the University of Houston with VPN.

To activate your UH Faculty/Staff copy of Microsoft Office 2010 you will need to start up the "Command Prompt" application. Run the Command Prompt as an Administrator, located in the Start Menu --> All Programs --> Accessories, or you can simply type "cmd" in the search box below. To run as an Administrator, right-click on the Command Prompt icon and select **"Run as Administrator."**



When you get the Command Prompt Screen, make sure that it says "C:\Windows\system32>"



```
Administrator: C:\Windows\System32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.
C:\Windows\system32>
```

Go ahead and input the following command:
"cd "C:\Program Files\Microsoft Office\Office14" and press enter.



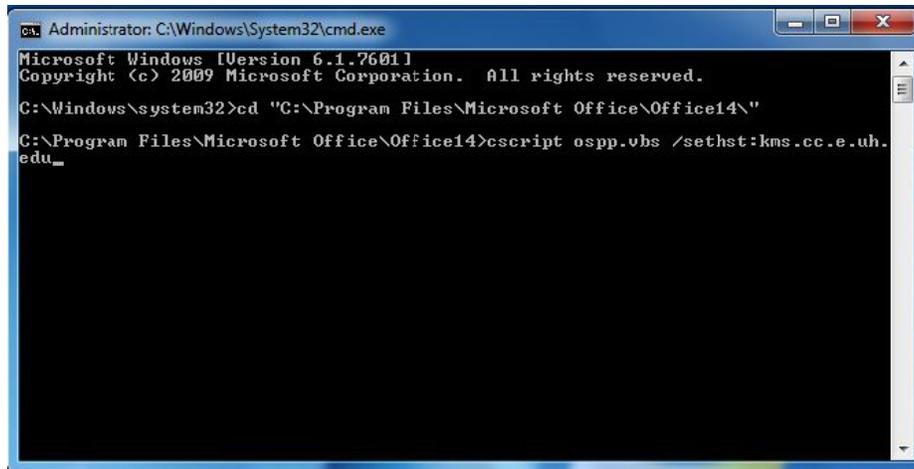
```
Administrator: C:\Windows\System32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.
C:\Windows\system32>cd "C:\Program Files\Microsoft Office\Office14"
```

After the following command, you should see the following screen.



```
Administrator: C:\Windows\System32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.
C:\Windows\system32>cd "C:\Program Files\Microsoft Office\Office14"
C:\Program Files\Microsoft Office\Office14>
```

Go ahead and input the following command:
"script ospp.vbs /sethst:kms.cc.e.uh.edu" and press enter.



```
Administrator: C:\Windows\System32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Windows\system32>cd "C:\Program Files\Microsoft Office\Office14\"
C:\Program Files\Microsoft Office\Office14>cscript ospp.vbs /sethst:kms.cc.e.uh.edu_
```

After the command prompt has indicated that it has processed the settings, and it indicated that it exited, you can continue on to the next command.



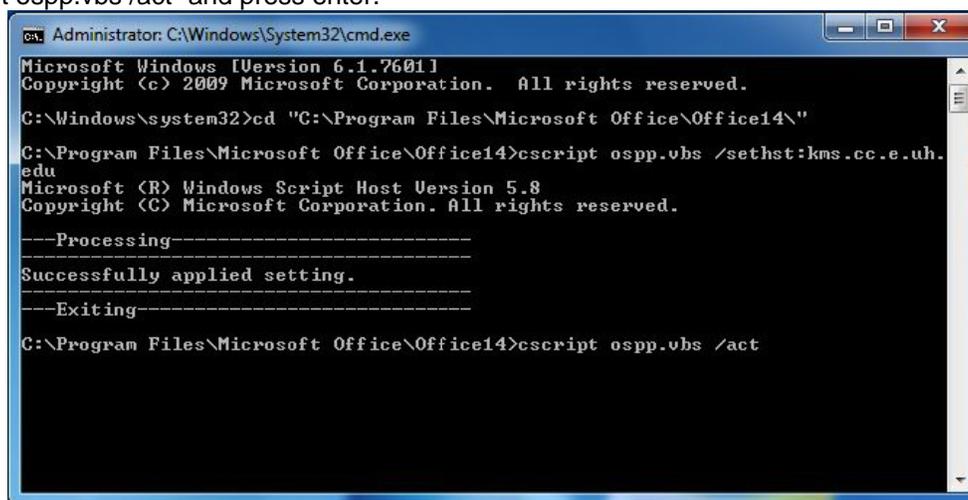
```
Administrator: C:\Windows\System32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Windows\system32>cd "C:\Program Files\Microsoft Office\Office14\"
C:\Program Files\Microsoft Office\Office14>cscript ospp.vbs /sethst:kms.cc.e.uh.edu
Microsoft (R) Windows Script Host Version 5.8
Copyright (C) Microsoft Corporation. All rights reserved.

---Processing-----
Successfully applied setting.
---Exiting-----

C:\Program Files\Microsoft Office\Office14>
```

Go ahead and input the last command:
"cscript ospp.vbs /act" and press enter.



```
Administrator: C:\Windows\System32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Windows\system32>cd "C:\Program Files\Microsoft Office\Office14\"
C:\Program Files\Microsoft Office\Office14>cscript ospp.vbs /sethst:kms.cc.e.uh.edu
Microsoft (R) Windows Script Host Version 5.8
Copyright (C) Microsoft Corporation. All rights reserved.

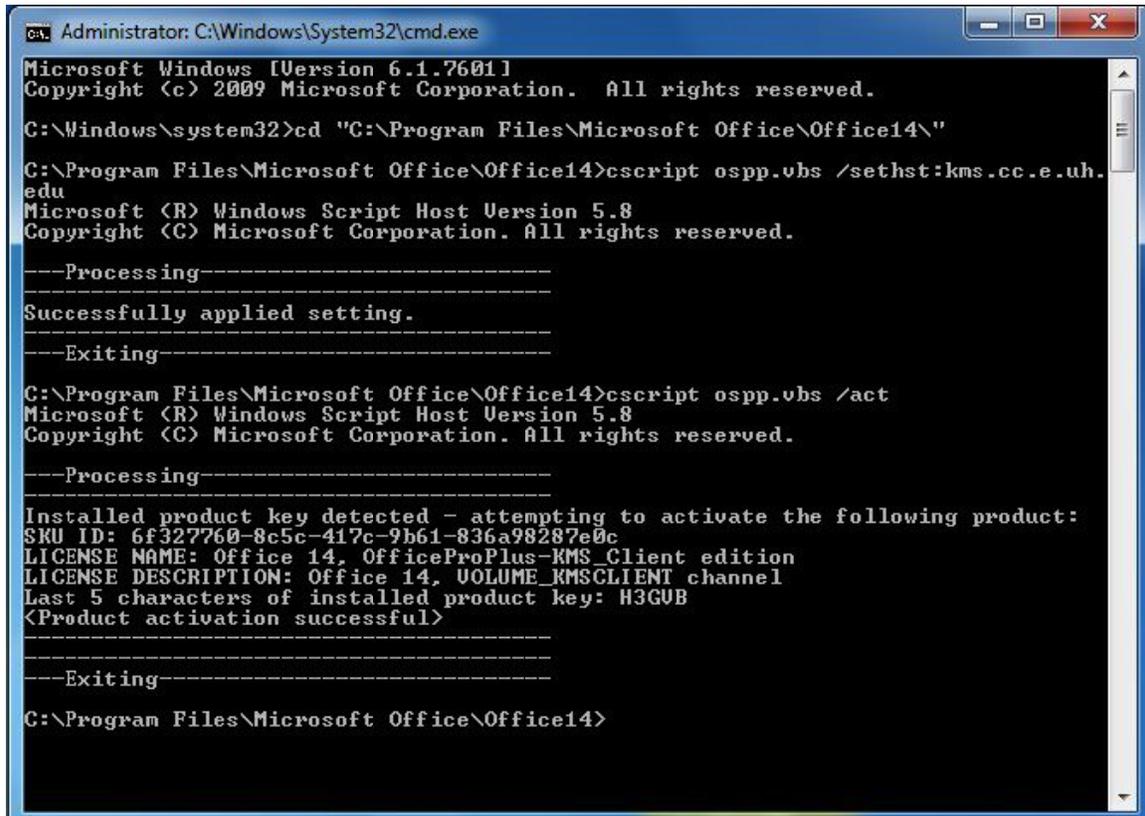
---Processing-----
Successfully applied setting.
---Exiting-----

C:\Program Files\Microsoft Office\Office14>cscript ospp.vbs /act
```

After you have inputted that last piece of script in the command prompt, it will detect the the version of Microsoft Office you are trying to activate. Look for the verification at the end of the script where it tells you:

“Last 5 characters of installed product key: XXXXX”

“<Product activation successful>”



```
Administrator: C:\Windows\System32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Windows\system32>cd "C:\Program Files\Microsoft Office\Office14\"

C:\Program Files\Microsoft Office\Office14>cscript ospp.vbs /sethst:kms.cc.e.uh.edu
Microsoft (R) Windows Script Host Version 5.8
Copyright (C) Microsoft Corporation. All rights reserved.

---Processing-----
Successfully applied setting.
---Exiting-----

C:\Program Files\Microsoft Office\Office14>cscript ospp.vbs /act
Microsoft (R) Windows Script Host Version 5.8
Copyright (C) Microsoft Corporation. All rights reserved.

---Processing-----
Installed product key detected - attempting to activate the following product:
SKU ID: 6f327760-8c5c-417c-9b61-836a98287e0c
LICENSE NAME: Office 14, OfficeProPlus-KMS_Client edition
LICENSE DESCRIPTION: Office 14, VOLUME_KMSCLIENT channel
Last 5 characters of installed product key: H3GUB
<Product activation successful>
---Exiting-----

C:\Program Files\Microsoft Office\Office14>
```

If you see this in your command prompt, you have successfully activated your faculty/staff copy of Microsoft Office Professional 2010.