

Office & Outlook Install

PC

umTech

100 Administration Bldg., Memphis, TN 38152

Phone: 901.678.8888

Email: umtech@memphis.edu

[umTech Website](#)

Table of Contents

Installing Office	2
Method 1: Installing via Software Center (<i>For University Owned/Issued Computers and Laptops</i>)	2
Method 2: Installing via Office 365 Website (<i>For Personally Owned or University Owned/Issued Computers or Laptops</i>)	5
Setting up Outlook on your PC	9
Locating Help Resources	15

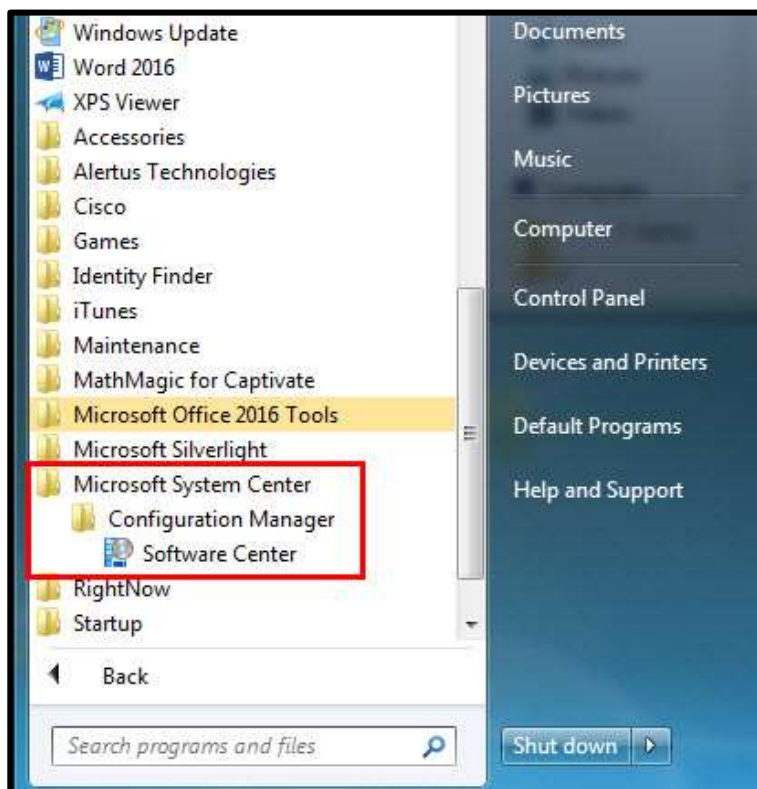
These instructions are for PC/Windows computers only.

Note: When installing Office, you will need administrator rights to access the computer.

Installing Office

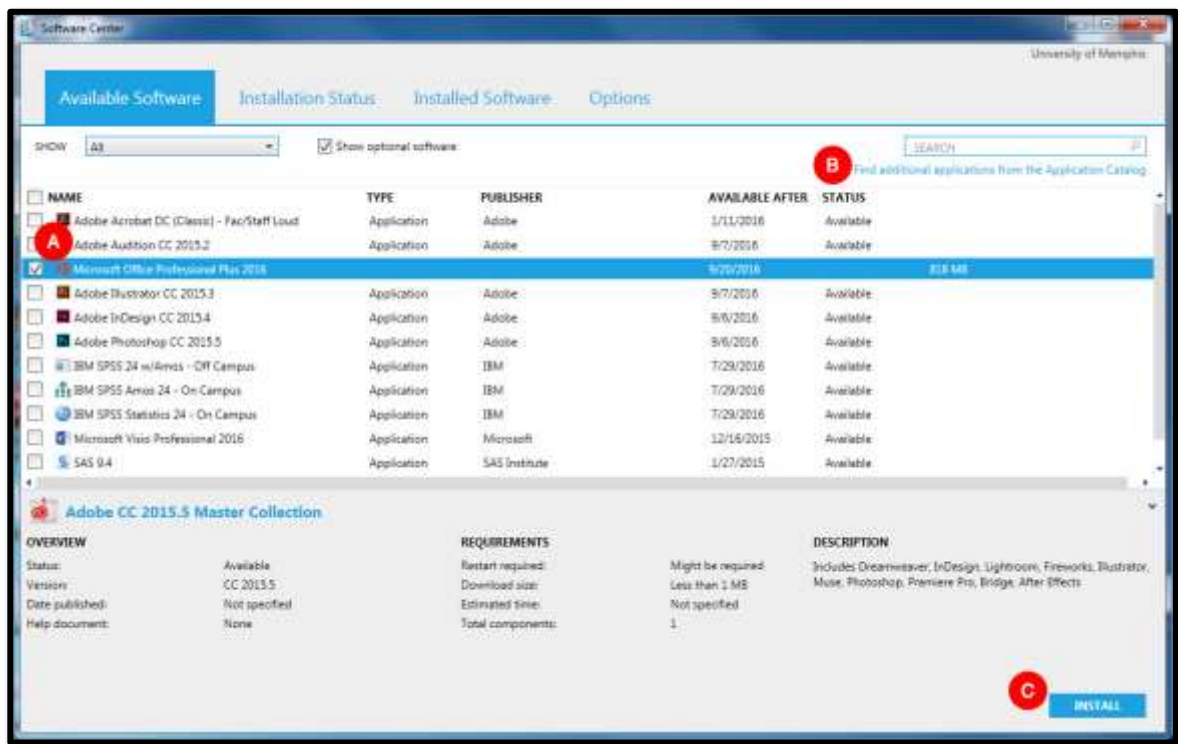
Method 1: Installing via Software Center (For University Owned/Issued Computers and Laptops)

1. Locate the **Software Center**. Go to the Windows icon at the bottom left corner. Click to reveal all programs, then scroll down until you reach Microsoft System Center. Open the folder to reveal Configuration Manager. Double-click on the Software Center icon to start the installation process.

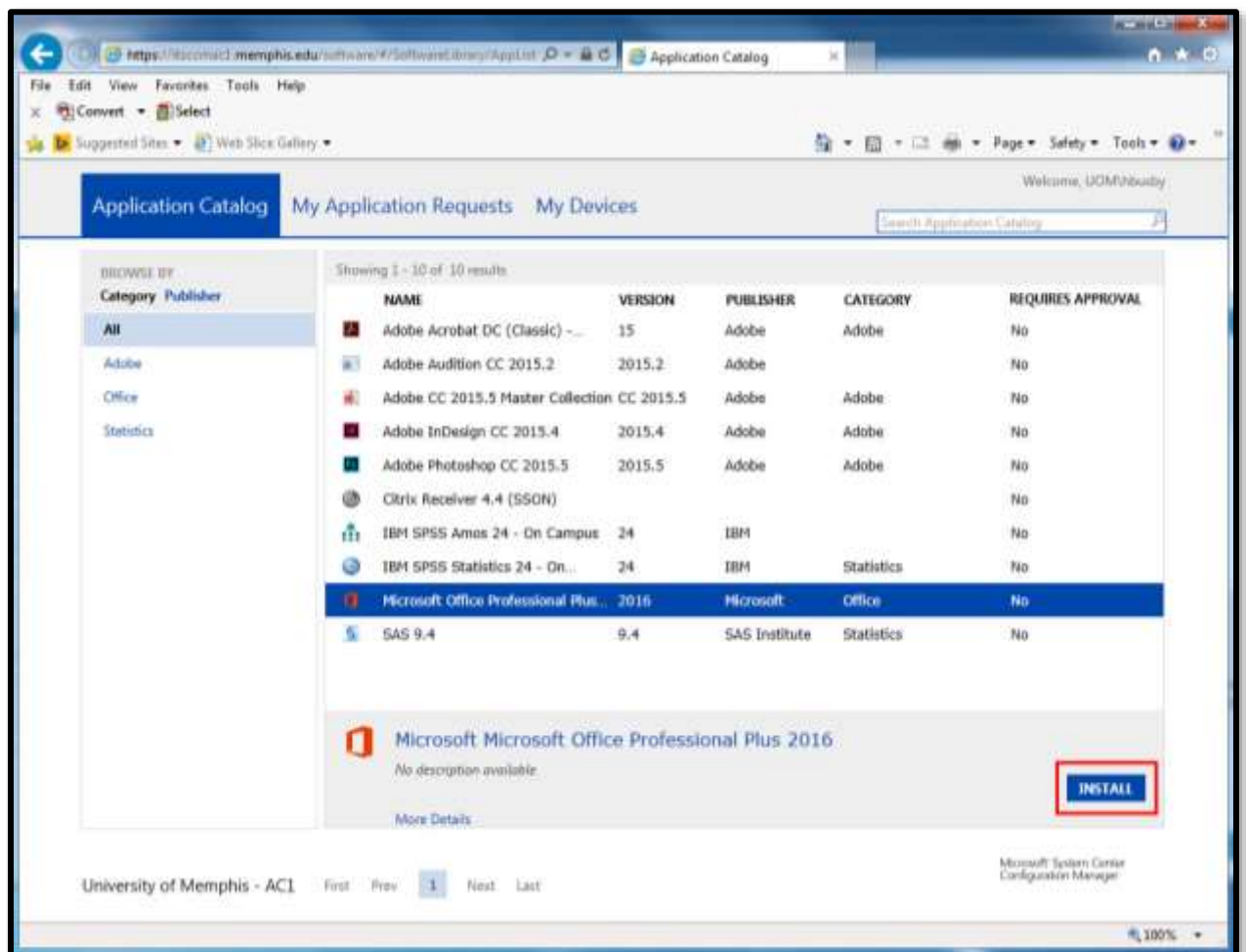


Note: If Microsoft System Center is not installed on your system, you must place a service request to have your LSP installed for you.

- 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.



- Search the **Application Catalog** for Microsoft Office Professional Plus. Microsoft Office should be listed in the main menu. If not, you must 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 the **Software Center**. *From this point, you will repeat the install process beginning with step 2.*



- 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.

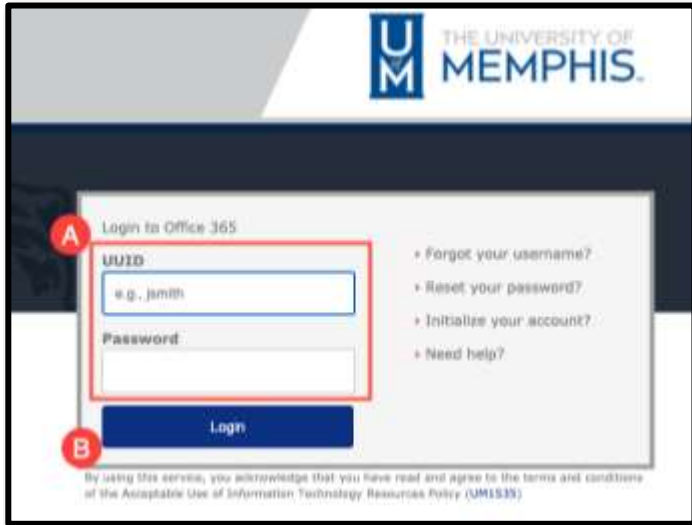
1. [Navigate to Office365 website](#)



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



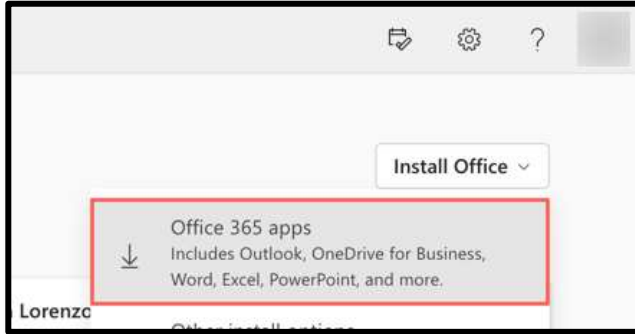
3. **A)** Enter your uuid, and password,
Then **B)** Click **Login**.



4. Authenticate Using Duo.



5. Click **Install now**. Once you do this, an EXE file of the Office 365 installation will download in your **Downloads** folder.

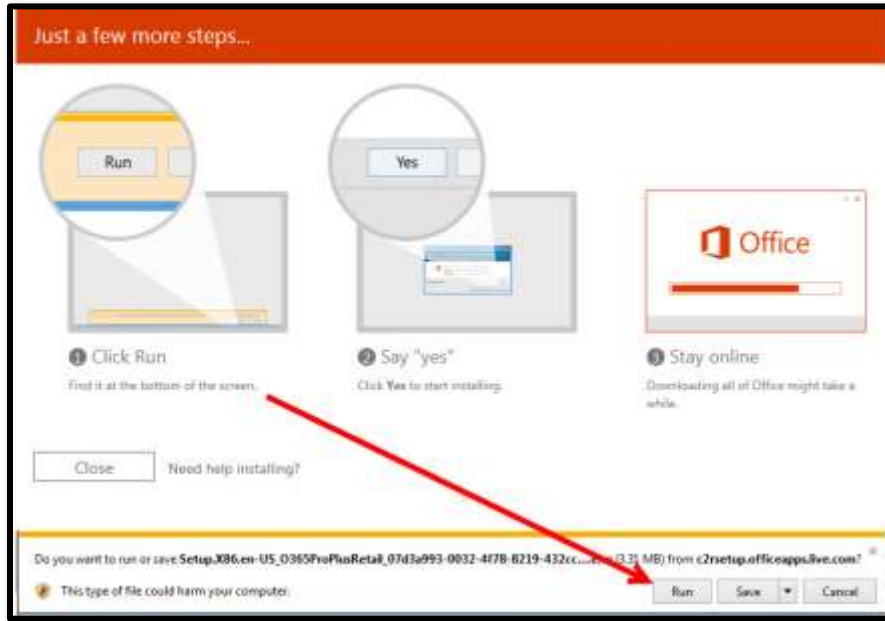


Note: If you do not wish to make Bing your search engine or MSN your browser home page (this applies to Firefox, Chrome, and Safari), make sure that the boxes beside these choices are not checked.

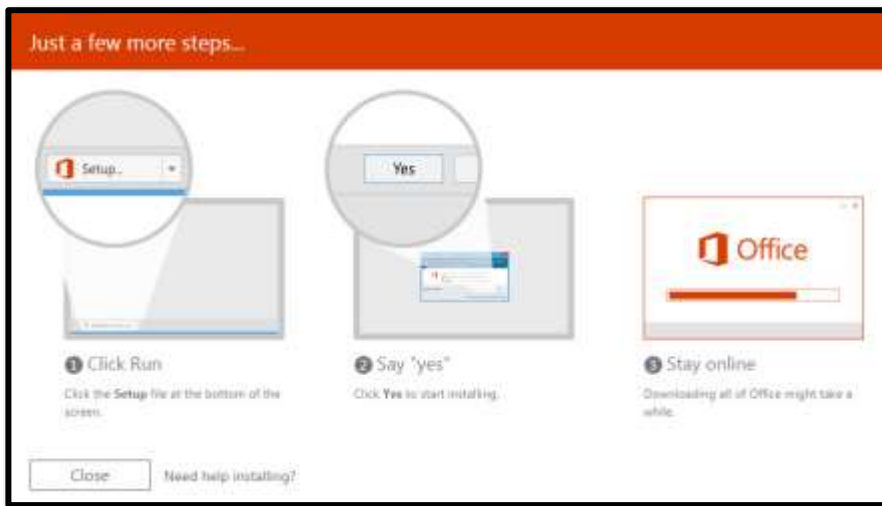
6. Find the downloaded OfficeMix.Set up the EXE file and double-click on OfficeMix.Setup EXE to install Office 365.



7. Click **Run**.



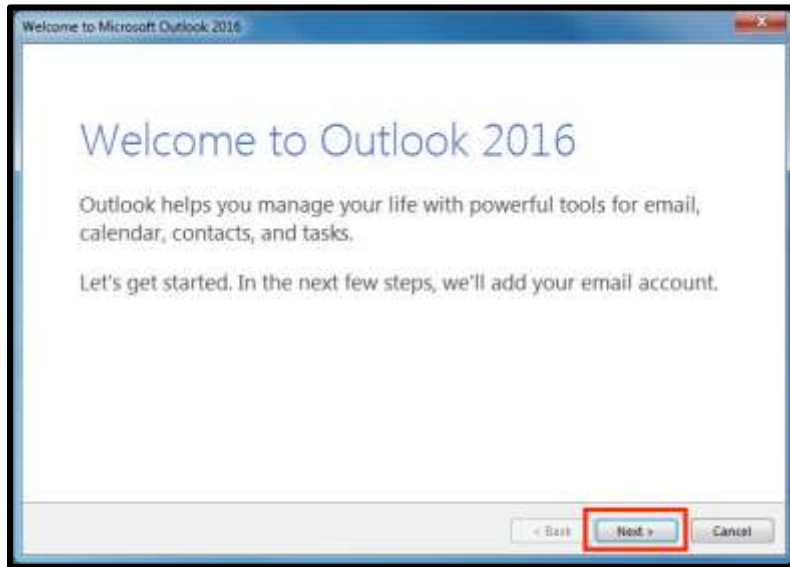
Note: Do not pause or stop the process during install.



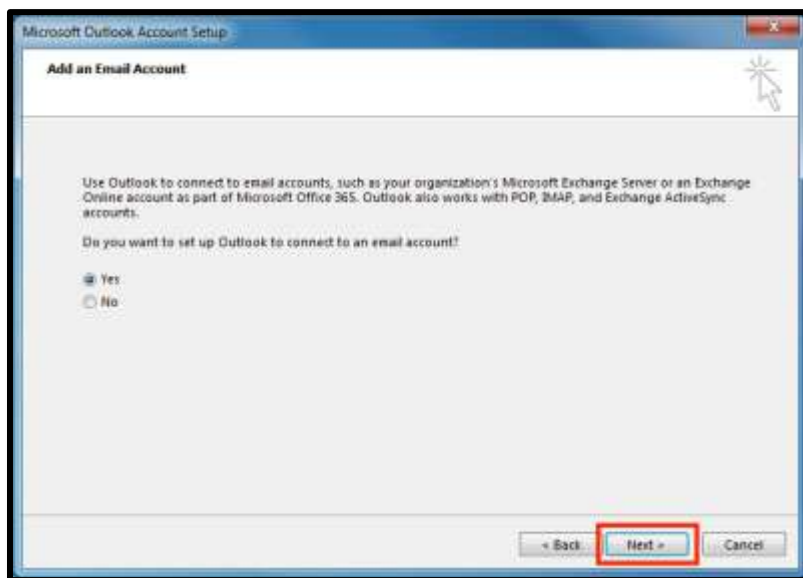
8. Once the install is complete, you will be prompted to sign in with your UofM email and password. Your Program is now installed and ready to use.

Setting up Outlook on your PC

1. Open Outlook 2016 on the computer. Click **Next** to continue.



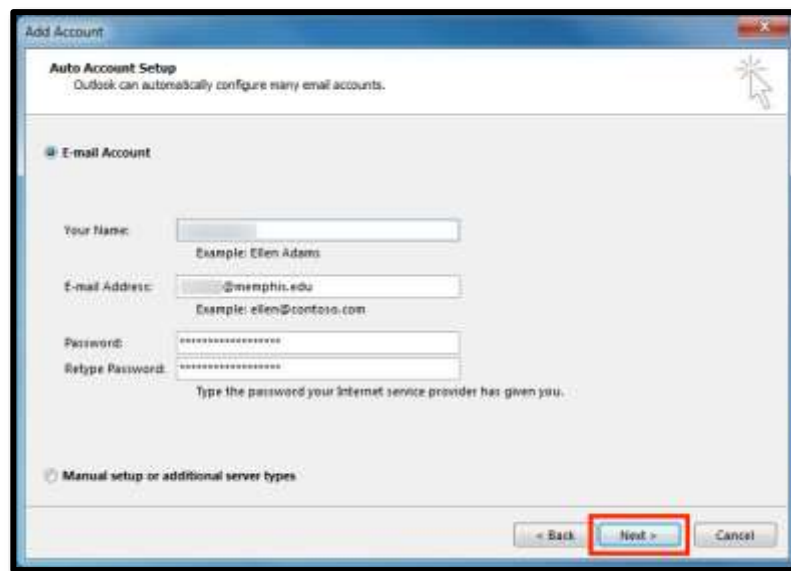
2. Click the radial button to the left of **Yes**, then click **Next**.



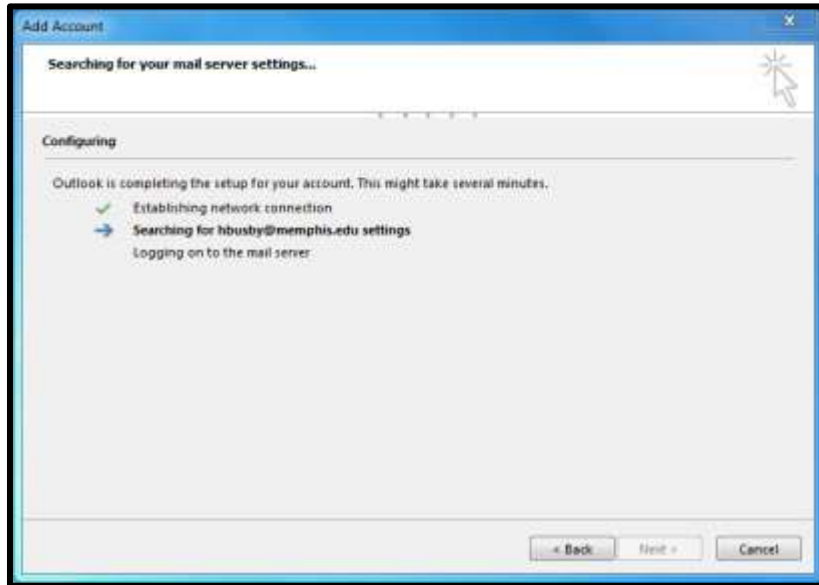
3. Enter your name, email address, and password.

- Your Name: enter your first and last name.
- E-mail Address: your University of Memphis email address
- Password: your password for your email account

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



4. Outlook will begin setting up your email.



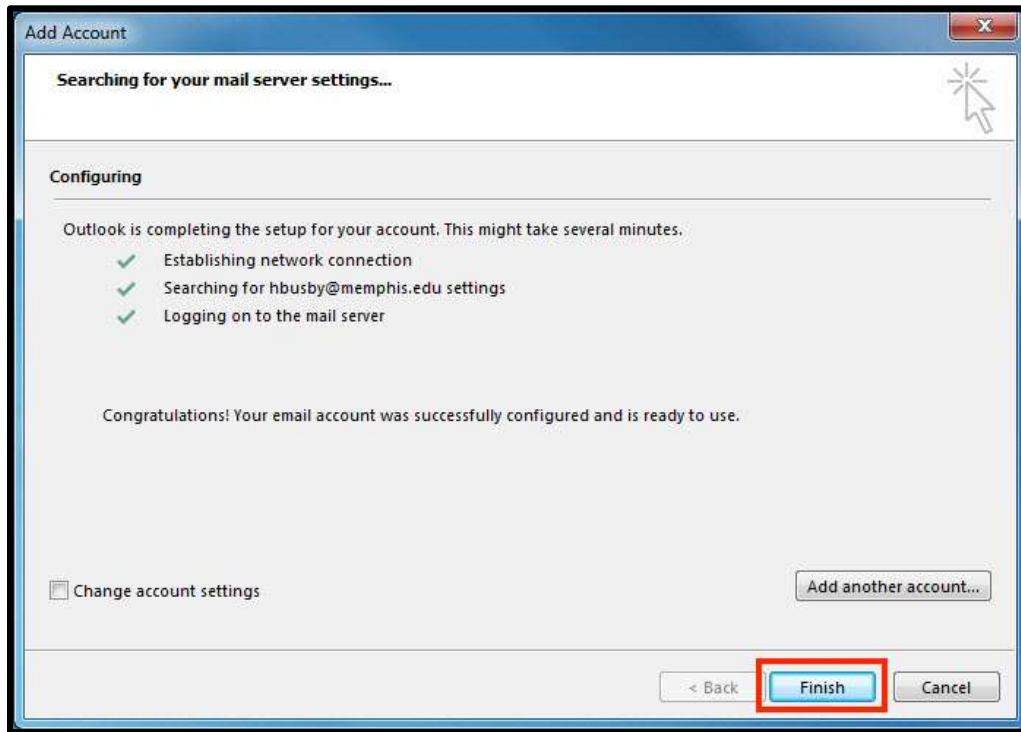
5. A message window will appear asking if you want to allow this website to configure server settings. (A) Click the X by **Don't ask me about this website again**, then (B) click **Allow**.



6. Next, a windows security window will appear for you to enter your UofM email address and password. If you want 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 start using Outlook.



Locating Help Resources

umTech offers technical support and resources to faculty, staff, and students. Assistance can be found through any of the support services below:

Submitting a Service Request

Login URL: [Click here to access our service desk ticketing system.](#) After logging in, choose the appropriate form to request services.

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

ITS Service Desk Walk-In hours (Admin Building Room 100):
Monday – Friday 8:00 am – 4:30 pm

The ITS Service Desk Call Center hours:
Monday – Friday 8:00 am – 8:00 pm
Saturday 10:00 am – 2:00 pm
Sunday 1:00 pm – 5:00 pm

Contact the Service Desk for assistance with technical login problems or issues. Voicemail services will handle ALL incoming calls after hours. If you require assistance after 8:00 pm, please leave a message or [submit a service request](#).

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

Important Links

[Explore the umTech Website](#)
[Search the Solutions Page](#)