

# Installing Office 2010

- This process works only on campus and is intended for students with Lenovo T410 or Z100g computers. Please save all important work before beginning this process.

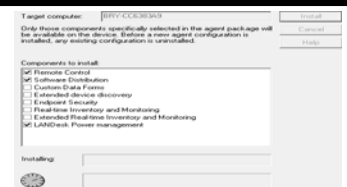


## 1. Download Options

- **Wired Connection – (Recommended)**
  - Approximately 15 minutes to install
  - First turn off the wireless switch, located in the front right corner of the laptop. Then plug in.
- OR**
- **Wireless Connection** - Approximately 50 minutes

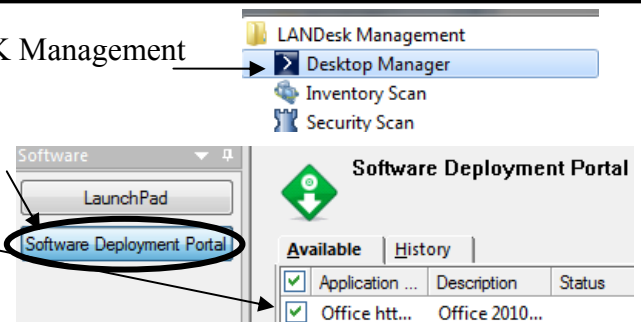
## 2. Upgrade Landesk

- Open your web browser – to <http://web.bryant.edu/~landesk/client.exe>
- Download and install the file - Client.exe



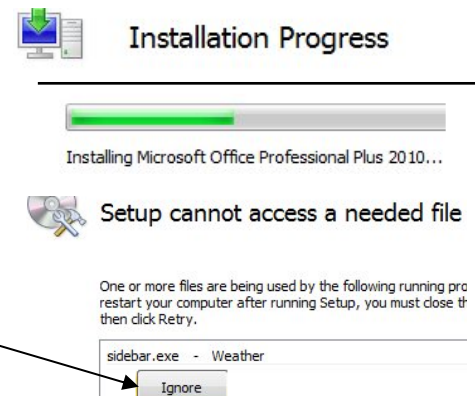
## 3. Launch software portal

- Click Start – Programs – LANDESK Management
- Click Desktop Manager
- Click Software Deployment Portal
- Check off Office 2010 from the list
- Click the “Deploy” button located on the bottom left.



## 4. Installing Office

- Office will begin downloading, and then the install process will start automatically.
- Do not cancel or ignore any popup boxes you see during the install process
- If you receive an error “Setup cannot access a needed file.” click the Ignore button.
- Once the setup is completed your computer will need to reboot.



## 5. Office Activation

- After rebooting, open any Office 2010 application such as Microsoft Word.
- You will be prompted to activate the software over the Internet.
- Click Next to activate over the internet."
- Any issues contact Laptop Central B x6550

