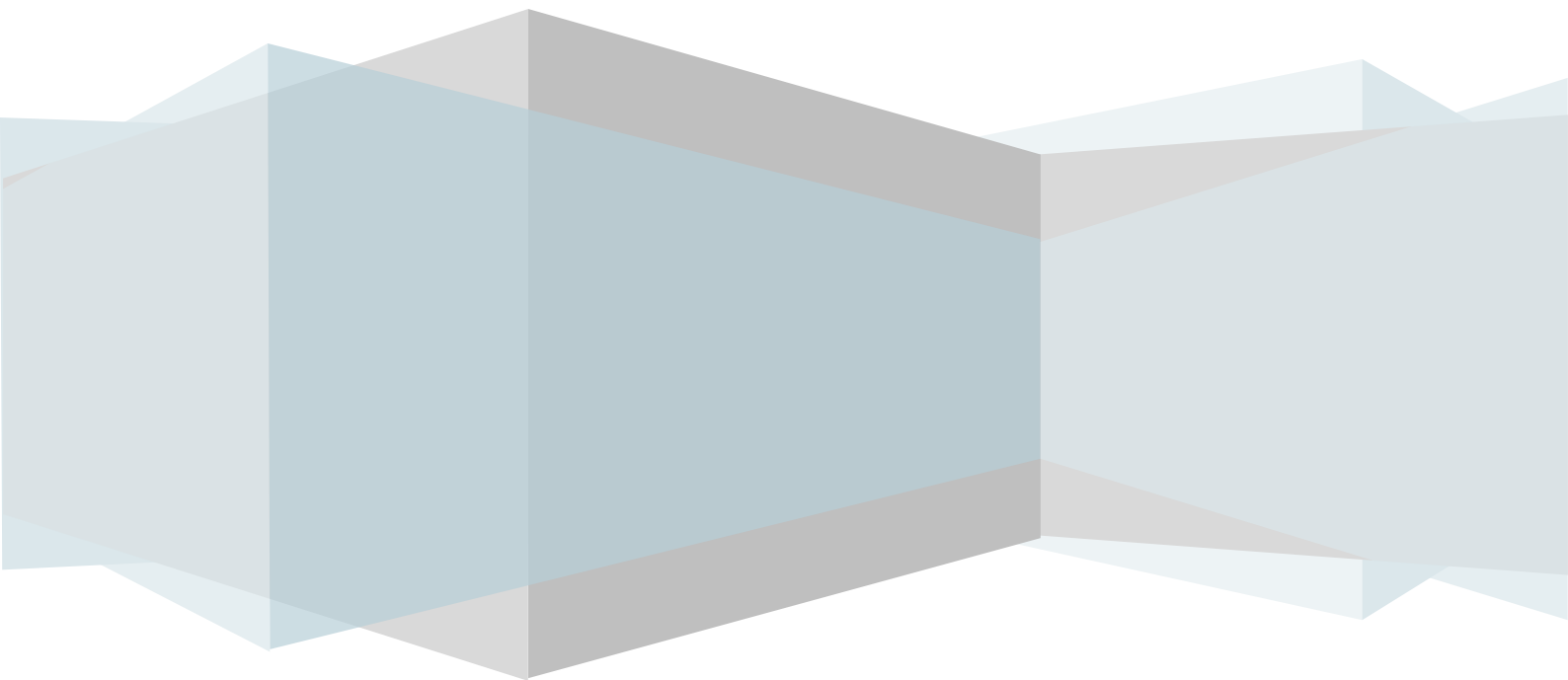


University of South Australia

# Installation Guide for Office Professional Plus 2010

**Full install and upgrade**

Customer Services-Service Support



**DOCUMENT HISTORY**

Paper copies are valid on the day they are printed. Contact the author if you are in any doubt about the accuracy of this document.

**REVISION HISTORY**

Revision Number	Revision Date	Summary of Changes	Author
1.0	15/11/2010	Initial Document	Amelia Trankalis

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## INTRODUCTION

### PURPOSE OF THIS DOCUMENT

This document describes the steps required to install Microsoft Office Professional Plus 2010 on a desktop machine and also how to upgrade to Microsoft Office Professional Plus 2010 from Microsoft Office Professional Plus 2007.

### POINTS OF CONTACT

1. Customer Services – Service Support
  - o E1-13 Mawson Lakes
  - o Email: [hpsd-cs-ss@unisa.edu.au](mailto:hpsd-cs-ss@unisa.edu.au)

## PRE INSTALLATION

The two installation methods covered in this document are

- o Full install: A full installation of Microsoft Office Professional Plus 2010 where the destination desktop does not currently have a version of Microsoft Office installed
- o An upgrade install- Performing the installation on a machine that currently has Microsoft Office Professional Plus 2007 installed.

Determine which method you will be using. If you are unsure whether you have Microsoft Office already go to **Start** → **Control Panel** → **Programs and Features** and look for *Microsoft Office Professional Plus*

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## MICROSOFT OFFICE VERSIONS

Office Professional Plus 2010 is the standard Office installation for UniSASOEv2.2. The Office Professional Plus 2010 installation files on Software server (<\\software\OfficeProPlus2010>) have been customised to exclude both InfoPath 2010 and SharePoint 2010 (formally Groove 2007) from installation as they are both not compatible in the UniSA environment and should not be used. The customised installation is configured by the MSP files located in the “Updates” directory of the Office Professional Plus 2010 installation share.

For more information see

[\\software\OfficeProPlus2010\OfficeProPlus2010\\_32bit\Updates\UniSAOfficeProPlus2010\\_Readme.docx](\\software\OfficeProPlus2010\OfficeProPlus2010_32bit\Updates\UniSAOfficeProPlus2010_Readme.docx)

InfoPath 2007 should be installed instead of InfoPath 2010, installation files are available from:

<\\software\InfoPath2007>.

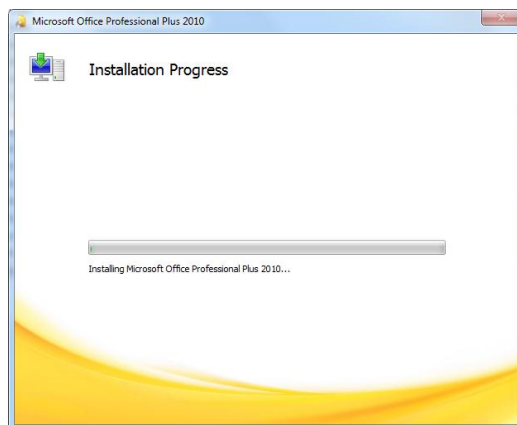
Office SharePoint Designer 2007 should be installed instead of SharePoint 2010, installation files are available from:

<\\software\OfficeSharePointDesigner2007>

## UPGRADE METHOD

*Note: This is for machines running Office Professional Plus 2007. The example in this document is based on a Windows 7 32bit (x86) machine but the process is the same for machines running Windows 7 64bit (x64) or Windows XP.*

1. Browse to <\\software\OfficeProPlus2010>
  - For 32bit machines open the OfficeProPlus2010\_32bit folder
  - For 64bit machines open the OfficeProPlus2010\_64bit folder
2. Run setup.exe. The installation will begin automatically



3. Once completed the installation window will close automatically
4. Reboot machine
5. Browse to [\\software\OfficeProPlus2010\OfficeProPlus2010\\_32bit\Activate\\_KMS\\_Client](\\software\OfficeProPlus2010\OfficeProPlus2010_32bit\Activate_KMS_Client)
6. Run **setOFFKMS.cmd** to activate the product with the UniSA KMS server

## FULL INSTALL METHOD

*Note: You need to install Microsoft Office SharePoint Designer 2007 and Microsoft Office InfoPath 2007 before installing Microsoft Office Professional plus 2010*

### MICROSOFT OFFICE SHAREPOINT DESIGNER 2007 WITH SP2

1. Browse to <\\software\OfficeSharepointDesigner2007>
2. Run **Setup.exe**
3. Enter product key from [licence file](#) on software server → Select **Next**
4. Accept licensing terms and conditions → Select **Next**
5. Select **Install Now**

### MICROSOFT OFFICE INFOPATH 2007 WITH SP2

1. Browse to <\\software\InfoPath2007>
2. Run **setup.exe**
3. Select **Install Now**

### MICROSOFT OFFICE PROFESSIONAL PLUS 2010

1. Browse to <\\software\OfficeProPlus2010>
2. Run **setup.exe**
3. Select **Install Now**
4. Select **Finish** once Microsoft Office 2010 has installed
5. Browse to [\\software\OfficeProPlus2010\OfficeProPlus2010\\_32bit\Activate\\_KMS\\_Client](\\software\OfficeProPlus2010\OfficeProPlus2010_32bit\Activate_KMS_Client)
6. Run **setOFFKMS.cmd** to activate the product with the UniSA KMS server