Installing
Microsoft Office 2010 Professional Plus

★ This tutorial is for users installing Microsoft Office 2010 Professional Plus using a CD on their personal computers. Microsoft Office 2010 Professional Plus CD’s can be found at:

   Engineering Network Services
   334-844-2280
   103 L-Building
   Auburn University, AL 36849

★ Step 1: Enter Microsoft Office 2010 Professional Plus CD.

![AutoPlay screen](image)

Figure 1

★ Step 2: Locate Run SETUP.EXE on the AutoPlay screen and select it (Figure 1).
   - If AutoPlay (Figure 1) does not load, execute Alternate Step 2 below.
   - Otherwise, continue to Step 3.
Alternate Step 2: If AutoPlay did not start automatically, open up My Computer (XP) or Computer (Vista or Windows 7)

![Figure 2](image)

- Locate and open the correct drive that contains “Office14” (Figure 2).
  - The drive may not necessarily be (E:), this can vary.
Locate and open "setup" (Figure 3).

Step 3: Check I accept the terms of this agreement checkbox and choose Continue (Figure 4).
Figure 4

See Figure 5.

DO NOT select Upgrade unless you are sure you do not want to keep previous versions of Office (Office 2003, Office 2007).
Step 4: Select the appropriate option (Figure 5):

- **Upgrade**: If you’d like to get rid of all previous versions of Office and replace them with Microsoft Office 2010 Professional Plus.
  - Skip Step 5
- **Customize**: If you’d like to keep previous versions of Office along with installing Microsoft Office 2010 Professional Plus.
**Step 5:** You have chosen to **Customize**

On the **Upgrade** tab, you see 3 options (**Figure 6**):
- Remove all previous versions.
- Keep all previous versions.
- Remove only the following applications:
  - Microsoft Office Access
  - Microsoft Office Excel
  - Microsoft Office Groove
  - Microsoft Office InfoPath
  - Microsoft Office OneNote
  - Microsoft Office Outlook
  - Microsoft Office PowerPoint
  - Microsoft Office Publisher
  - Microsoft Office Word

Click the help button to view important information about upgrading to Microsoft Outlook or Microsoft SharePoint Workspace.

Select the appropriate option and click **Install Now** (**Figure 6**).

**Step 6:** Installation process begins (**Figure 7**).
- This can take several minutes.
**Step 7:** Once the installation has completed, select Close. *(Figure 8)*
- You may need to restart your computer.
Thank you for installing Microsoft Office Professional Plus 2010. To use an Office program, open the Start menu, find the Microsoft Office folder, and click the program icon.

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