If you are working on an SU-owned Windows computer, you can install Office 2013 yourself using the Application Catalog.

BEFORE YOU BEGIN

Before you begin the installation of Office 2013, please make note of the following to prepare your installation:

- Make sure to allocate adequate time to allow for the install to complete, as the installation process cannot be stopped or interrupted once it begins.
- The Application Catalog (the website used for SU software installs) requires Internet Explorer. If you use another web browser as a default, like Firefox or Chrome, you will need to use Internet Explorer for this install.
- If you are using any specialty add-ons, plugins, or other third party software that works with Office 2013, please contact IT before installing. This includes products such as Calendar Printing Assistant (https://www.microsoft.com/en-us/download/details.aspx?id=16645).
- You may need to re-add shared mailboxes, contacts and calendars to Outlook after upgrading. See http://www.salisbury.edu/helpdesk/doc/Email_Outlook_Exchange/Outlook_FacultyStaff/OutlookAddMailbox.pdf for instructions.
- For those who have a significant number of emails, Outlook may take a while to load the first time you open it after upgrading.

INSTALLING OFFICE 2013

- Open Internet Explorer and go to http://pcsoftware.salisbury.edu.
  
  Note that Application Catalog uses Internet Explorer. If you use another browser primarily, you will need to use Internet Explorer for this install.
- Scroll through the list of available software and choose Microsoft Office 2013.
  
  Depending on how much software is available to you, Microsoft Office may be on the second page. If so, click Next at the bottom to jump to the next page in the Catalog.
- You can also click on the Document Software category to narrow your view.

- Click the **Install** button to begin the install.
- Click **Yes** to the confirmation window. Note that this installation will require a restart.
- The install will begin. You may be prompted to close open programs. If so, click **Close Programs**.
- A window will appear showing the progress of the installation, as well as an icon and bubble in the system tray. You may notice some Office screens appearing as well.

![Microsoft Office 2013 SP1](image)

- When it is finished, a green icon will appear in your system tray that says “Recently installed software requires a computer restart.”

![Recently installed software requires a computer restart.](image)

- Click the icon and choose **Restart Now**, or manually restart your computer to complete the installation.