

Charlton College of Business Office 2007 Download and Installation Instructions

Overview

This version of Microsoft Office 2007 is available for a one-time download and installation for Charlton College of Business Fall 2008 incoming freshman only. Please download this software on the computer you intend to use for your Fall 2008 coursework.

Download Software

Go to the [Charlton College of Business Laptop Recommendation](#) page.

Click the Software/Downloads link

Click the Office 2007 Download link

Log in to the site using your UMass Dartmouth Email username and password.

You will see the Office2007e.exe software under the list of software available for download.

Please note that you may only download this software once, this software requires Windows XP or Vista, and this software requires 520MB of disk space.

Please download this software on the computer you intend to use for your Fall 2008 coursework.

When you are ready to download the software click the "Download Now" link. You will be prompted to read and accept the Microsoft Office 2007 license agreement. Click "I Accept" to accept the agreement and continue the download. You are responsible for reading and complying with all information included within the license agreement. You may view a copy of the license agreement on the [Charlton College of Business Laptop Recommendation](#) under Software/Downloads.

Click Save File – the installer will be downloaded to your web browser's default download location. The download window should include an "All files downloaded to:" field, which will tell you where the file has been saved or you will be given the option to select where you would like to save the file. Most browsers default to save to the Desktop or to the My Documents folder.

Once the file has completed downloading, you are ready to install Microsoft Office 2007 Professional.

Install Software

Please quit any open files or applications before beginning the installation because your computer will be automatically restarted once the installer is complete.

Double-Click the Office2007e file to install Office 2007

Click Ok to agree to the terms of the installation.

The Microsoft Office 2007 installer will begin the extraction process. Please note this installation will uninstall any previous versions of Microsoft Office you have installed. If you do not wish to uninstall a previous version of Office, please click Cancel.

Once the extraction is complete, the software will automatically begin the installation process.

You will be prompted to click either "Install" if you do not have a previous version of Office installed or "Upgrade" if you have any other versions of Office installed. You will also see a "Configure" button. Please note that changing the configuration of the installer is a violation of the license agreement. Please select only "Install" or "Upgrade."

If you do not wish to remove any previous versions of Office that you have installed, please click the close box in the upper right hand corner of the installer screen and then click the close button to exit the installer.

Once the installer has completed the installation click close. Your computer will automatically restart. Once your computer has restarted, you will see an empty folder called Office 2007. You may delete the folder. You are now ready to use Office 2007.

Help

If you have any questions about the installer, please contact the Help Desk at 508-999-8884 or via email at itstudentcenter@umassd.edu.

If you would like instructions on how to use Office 2007, please download the Office 2007 Getting Started Guide from the [Charlton College of Business Laptop Page](#).