

Step by Step Instructions for Installing Microsoft Office 2000

Part I Office 2000 Setup

1. Place the Microsoft Office 2000 disk in your CD tray.
 - The computer will prepare the setup
 - You are not required to do anything until step 2
 - Step 2 will appear in a few moments



Figure 1 Opening Screen

2. Enter the information as shown in Figure 2.

NOTE: CD Key: For CD key please call the Help Desk at 516-463-7777.

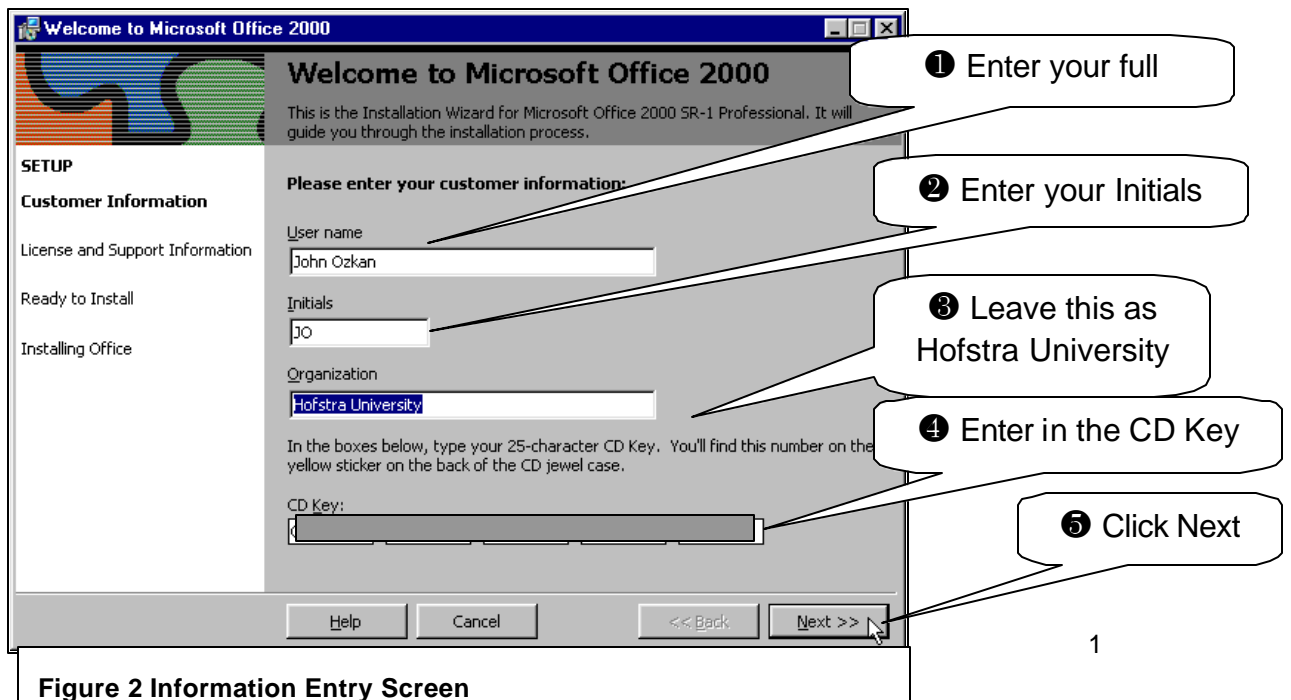


Figure 2 Information Entry Screen

3. You must agree to the Licensing Agreement (Figure 3) or the installation program will not allow you to continue.

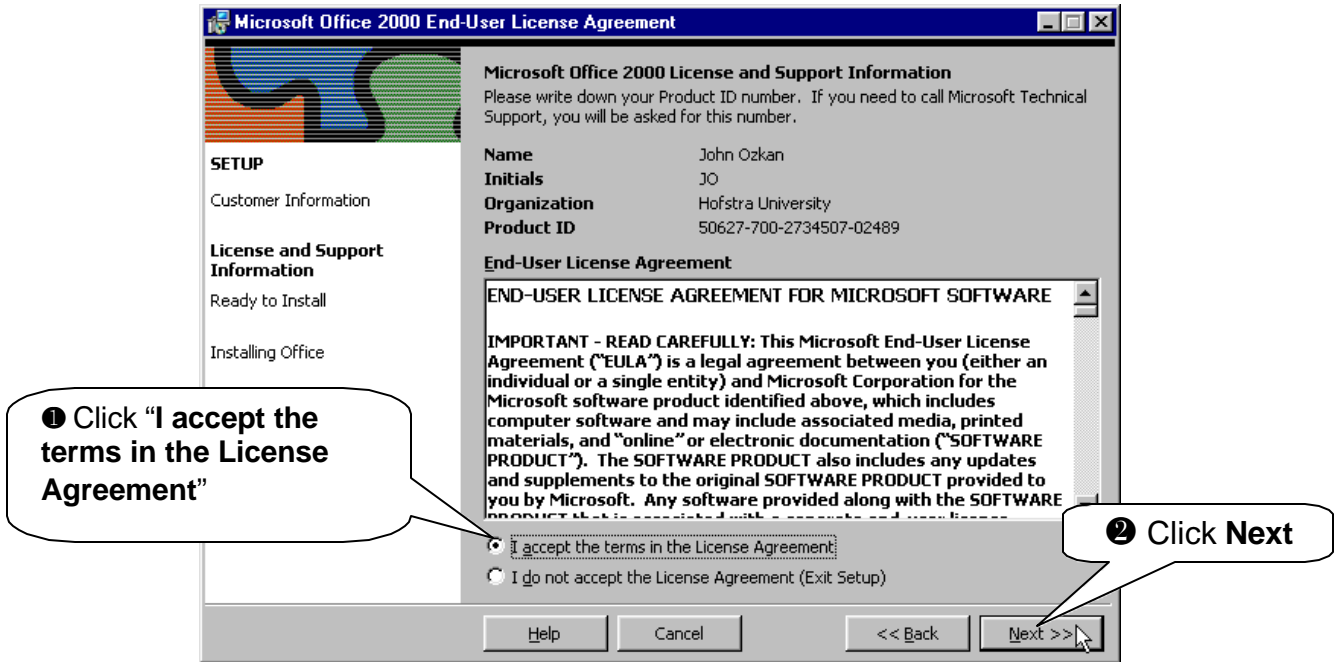


Figure 3 Licensing Agreement

4. Click **Install** as shown in Figure 4.

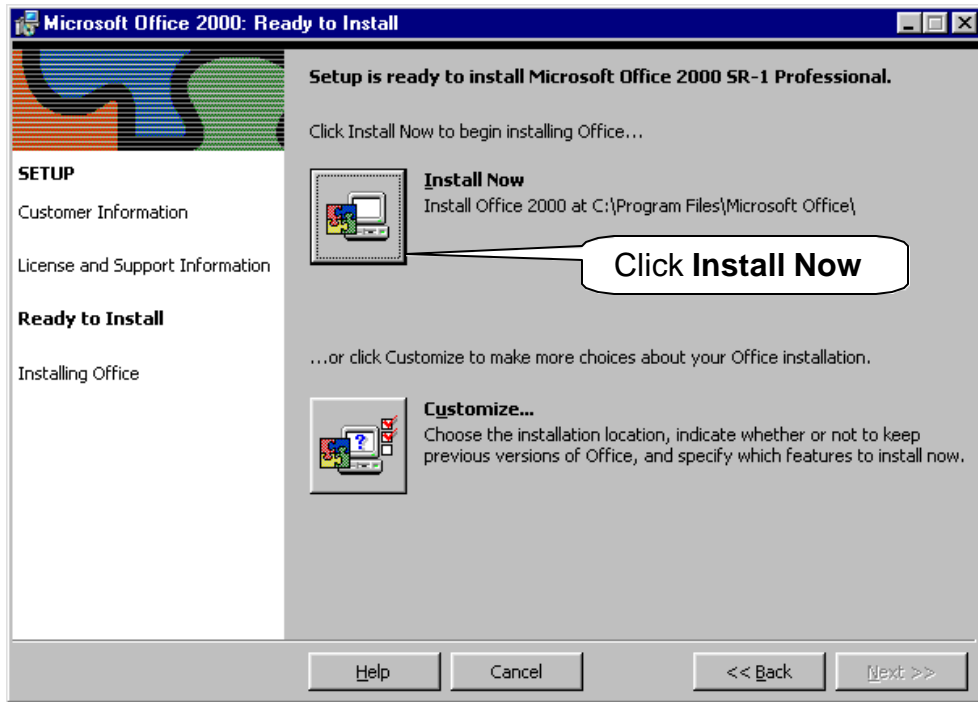
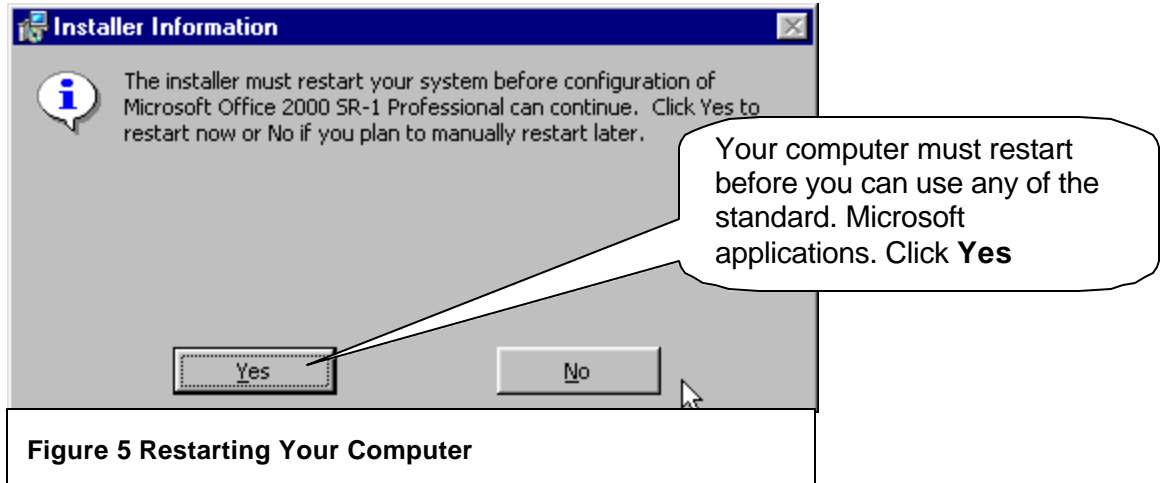


Figure 4 Installing Microsoft Office 2000

- **Microsoft Setup will begin its installation after this step. This will take several minutes depending on the speed of your computer.**

5. You will be prompted to restart your computer as shown in Figure 5.



6. After your computer restarts, it will continue to configure Microsoft Office 2000 and updates and configures Windows 98 system (Figure 6).



Once the configuration process is done, you will be able to access any of the basic applications of Microsoft Office 2000.

Part II Office 2000 Setup

1. Place the disk labeled Disk 2 of 2 into your CD tray. The CD will automatically initialize and prepare the setup (Figure 7).



Figure 7 Opening Screen

2. Enter the information as shown in Figure 8.

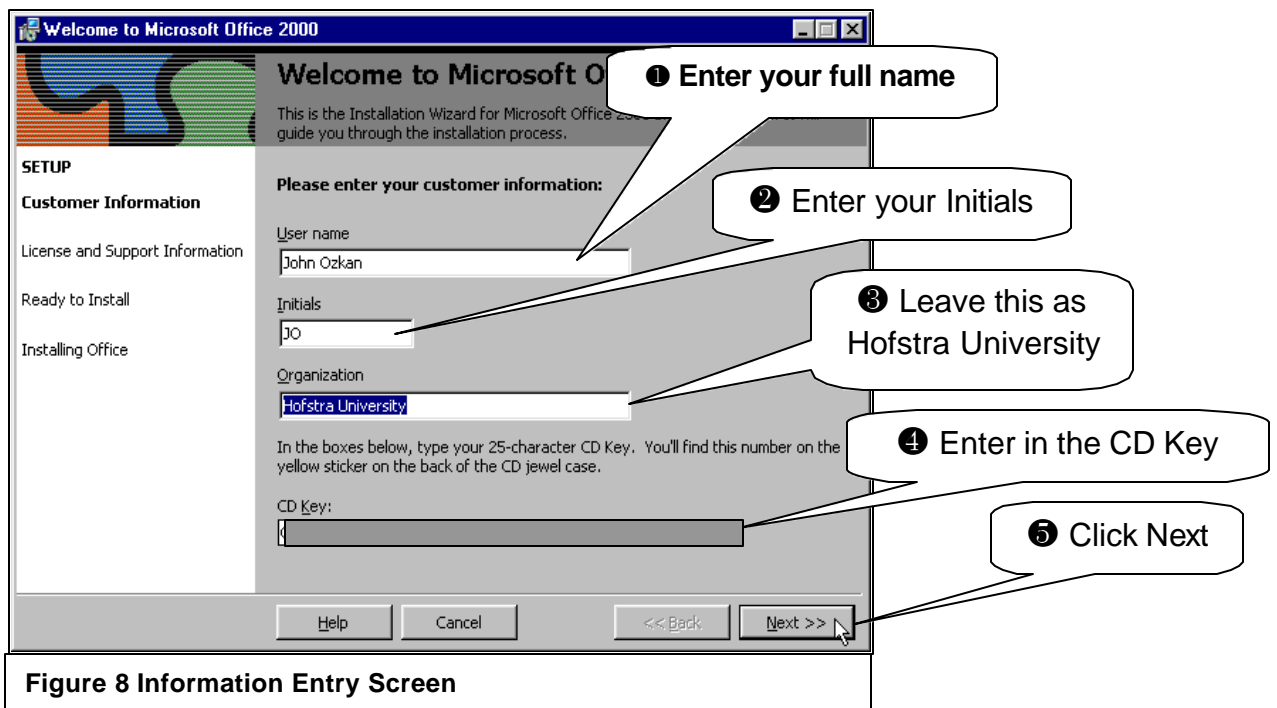
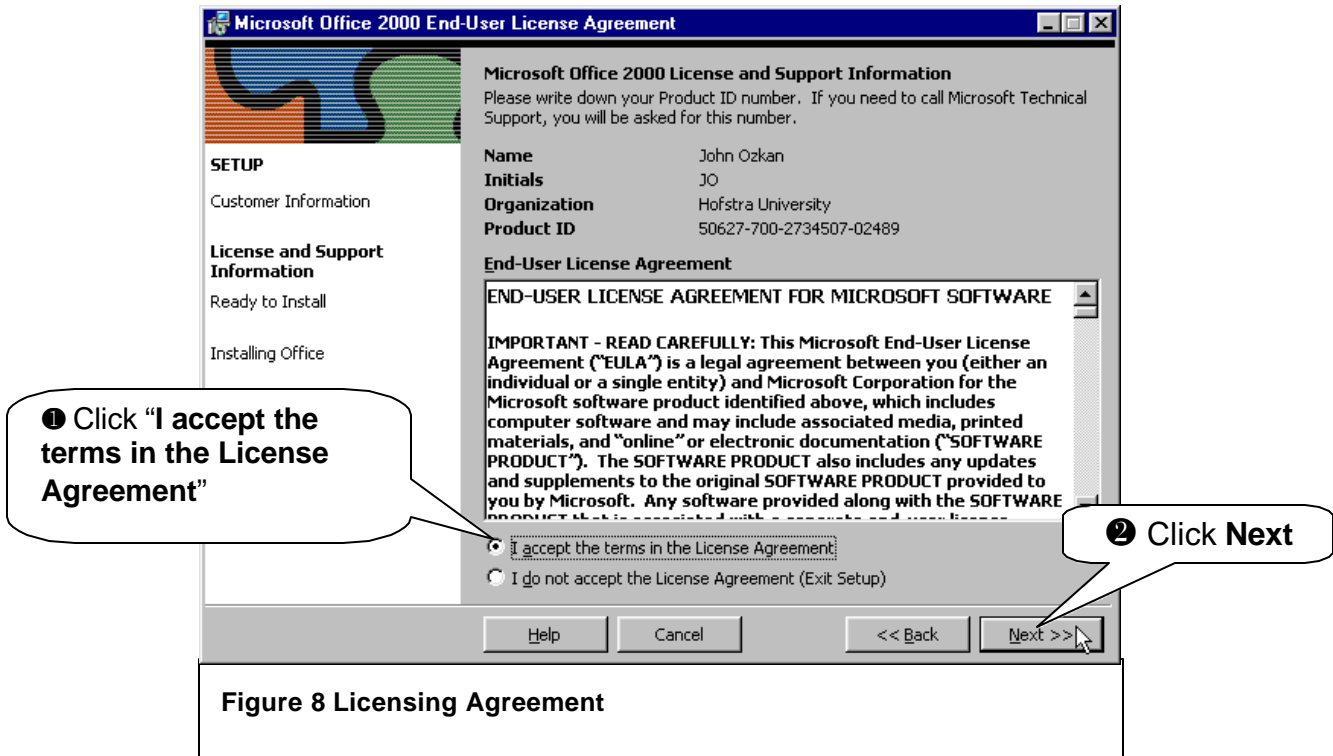
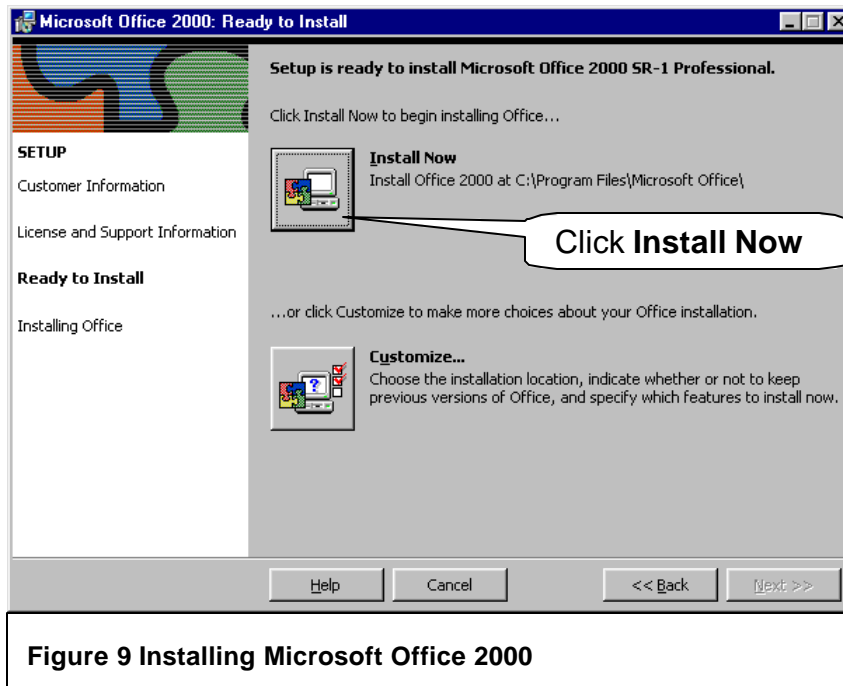


Figure 8 Information Entry Screen

3. You must agree to the Licensing Agreement (Figure 9) or the installation program will not allow you to continue.

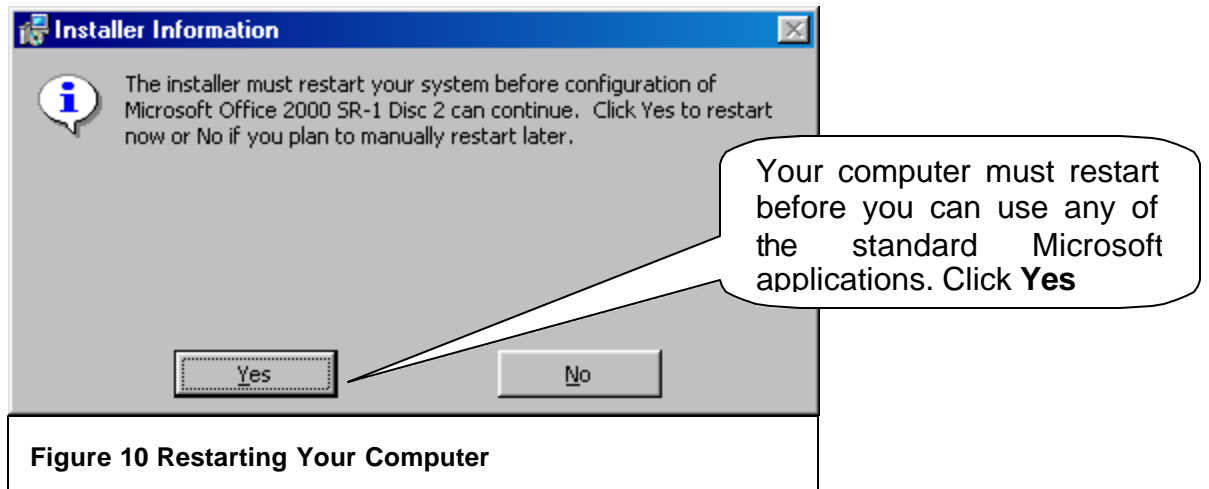


4. Click **Install** as shown in Figure 10.

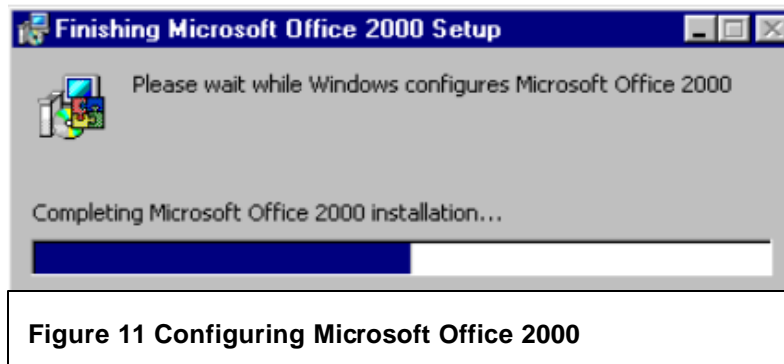


- **Microsoft Setup will begin its installation after this step. This will take several minutes depending on the speed of your computer**

5. You will be prompted to restart your computer (Figure 11) after the installation is complete



6. After your computer restarts, Microsoft Office 2000 Setup will continue to configure update (Figure 12).



Once the configuration process is done, you will be able to user extra features such as Clip Art from Microsoft Office 2000.