



## Installing MS Office 2000 Professional For Windows 98/2000/XP

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*Note: Although this document was created using Office 2000 Software, similar procedures could be used for Office XP.*

### **Pre-Installation Process**

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1. If you have purchased your software from our Site License office, it is highly recommended that you purchase a copy of the Microsoft Office CDROM from them also. For \$25.00 it is worth the time you will save in trying to arrange to borrow the CD from the site license office. You don't have to purchase a copy for each PC, just one for your department. You will need the CD after the initial install to perform updates. *Note: please check the Site License web site: [http://www.hawaii.edu/sitelic/microsoft/applic\\_price.html](http://www.hawaii.edu/sitelic/microsoft/applic_price.html) for current pricing.*
2. Clean your hard drive! At a minimum you should run Disk Cleanup to remove unneeded files. You can access the program from the **Start-Programs-Accessories-System Tools** menu.
3. Some new computers may come with the Small Business version of Office 2000. You must uninstall this version before attempting to install another version of Office 2000. Click on **Start-Settings-Control Panel** to open the control panel window and double-click on **Add/Remove Programs**. Locate and highlight the Office software in the window and click on the **Add/Remove** button. Follow the instructions to uninstall the software.

4. Find the **README.DOC** on the CDROM and print it out. Check for any instructions that you need to follow or steps to perform before starting the installation. You can do Step 4 while reviewing this document.

For example, the document recommends disabling your antivirus software while performing the install.

5. Organize your hard drive! Next run the **Disk Defragmenter** from the same menu as Disk Cleanup. Note that this can take hours to run. It just depends on how often you defrag your hard drive.

## **Installing Software**

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There are several ways of installing Microsoft Office 2000. You can install it from a server, install it from your local hard drive or install it from a CDROM. There are pros and cons for using the different methods of installation but that's beyond the scope of this document. The example below is the process for installing Office from a CDROM.

You should note that you might see different screens than what is presented in this document. This is normal and a result of the state (what software is already installed, patches and/or updates applied, etc.) of the PC at the time of install.

### **INSTALLATION GUIDE FOR MS OFFICE 2000 PROFESSIONAL:**

1. Apply any recommended changes from the **README.DOC** to your computer.
2. Insert the Microsoft Office 2000 Professional CD into your CDROM drive. The install software should auto start. If it doesn't, Click on **Start-Run** and type **D:SETUP.EXE**. Replace the D: with the appropriate drive letter for your CDROM if it is not D.

Microsoft is using a new installation application called Windows Installer. If you have not previously installed any applications that use this program, the Installer will be placed on your PC. You will be notified that you will need to restart your PC to activate the Windows Installer. Once you have restarted your PC the installation of Office will continue.

3. Once the Installer starts you will get the following screen. Enter **your name or department name** and the **CD Key** found on the case. See figure 1.

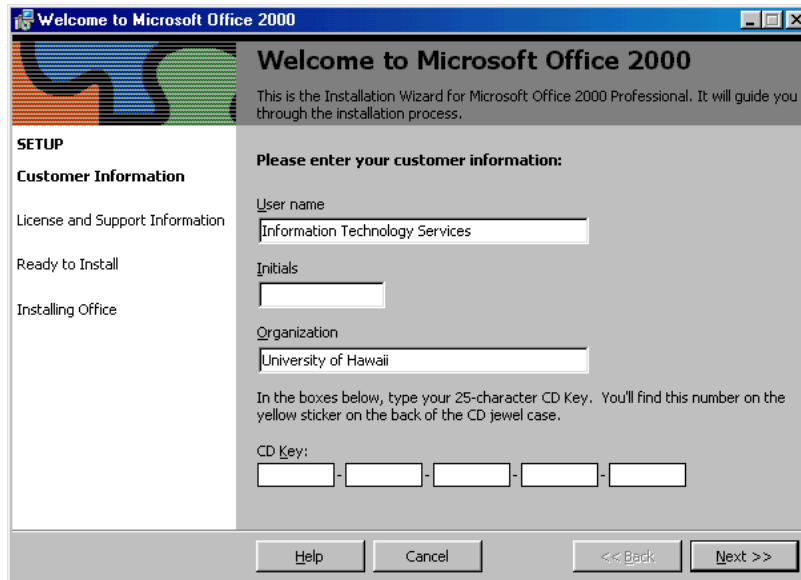


Figure 1

4. After you read the End-User License Agreement (EULA), select **I accept the terms in the License Agreement** and click **Next**. See figure 2.

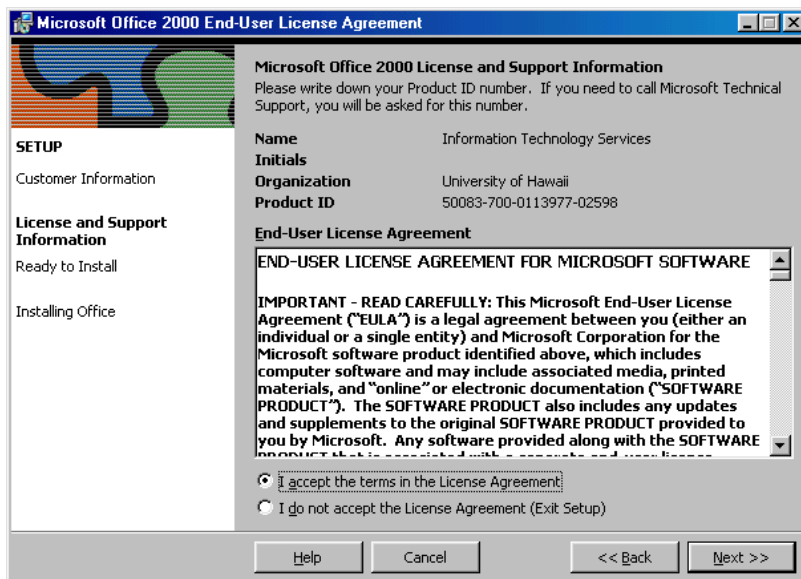


Figure 2

5. Select **Customize** Installation. See figure 3.

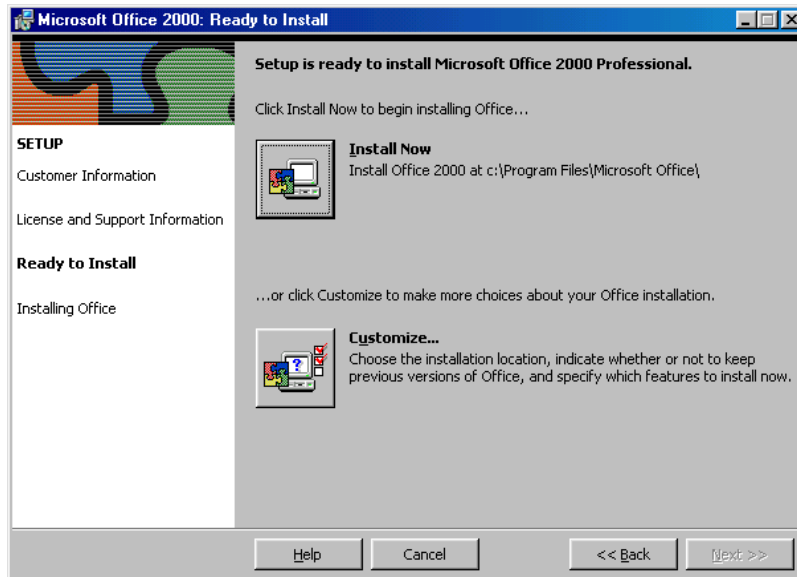


Figure 3

6. Keep the default install directory. See figure 4.

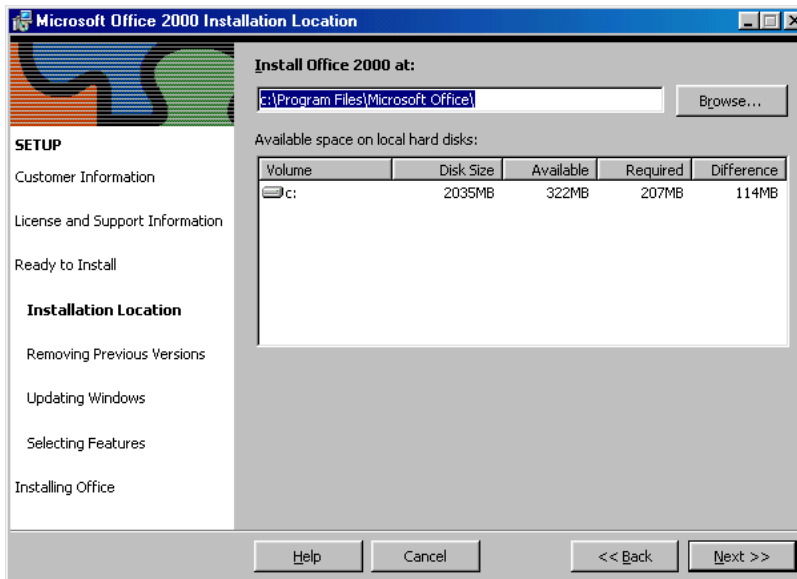


Figure 4

7. You can pick additional features to be installed on the hard drive. Note that **the Microsoft Office Shortcut Bar** is set to **Installed on First Use** in this example. Also notice the other options available in the menu.
8. Once you have selected all of the options, click on the **Install Now** button. See figure 5.

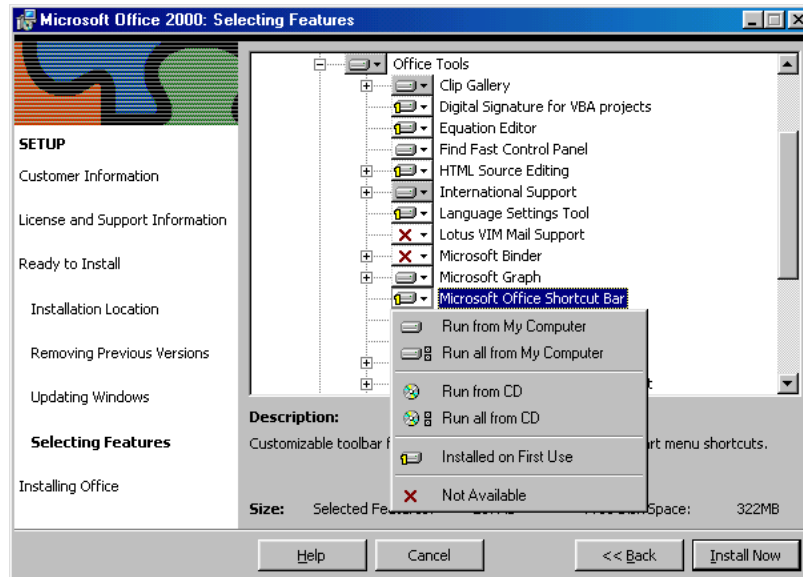


Figure 5

9. The software will now be installed to your hard drive. This will take some time to complete. It depends on the options selected and your computer hardware. See figure 6.

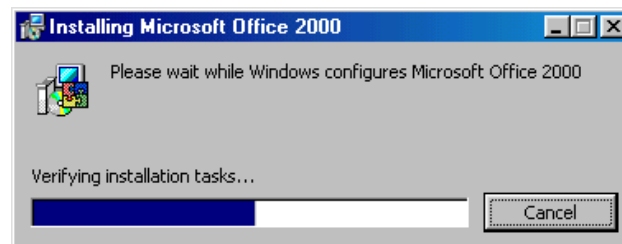


Figure 6

10. You will need to restart your computer to complete the installation of Office 2000. Click on the **Yes** button. See figure 7.

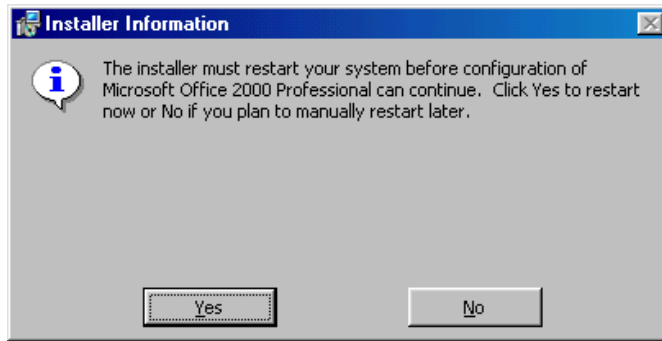


Figure 7

Once you have completed the install you can perform any additional setups you may require. Note that in an earlier screen (Figure 5) the **Microsoft Office Shortcut Bar** was set to **Installed on First Use**. To see how this works click on **Start-Programs-Microsoft Office Tools-Microsoft Office Shortcut Bar**. See figure 8.

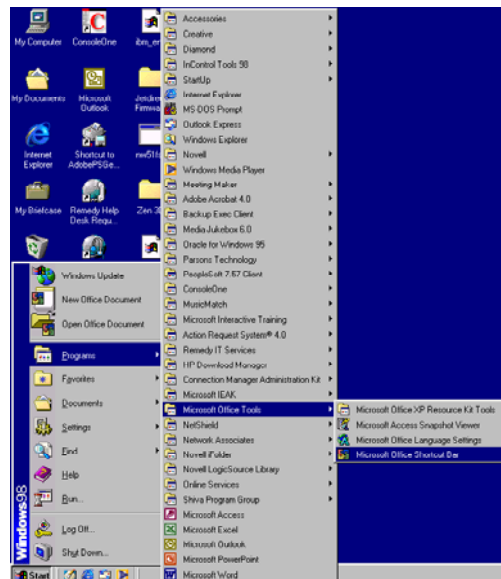


Figure 8

11. The Windows Installer will start and during the **Gathering required information** you will be asked for the Microsoft Office 2000 Professional CD. Note that you should always use the same version of Office 2000 that was originally installed. Do not mix the different versions (Professional, Standard, Small Business, etc.) or you may encounter some problems.

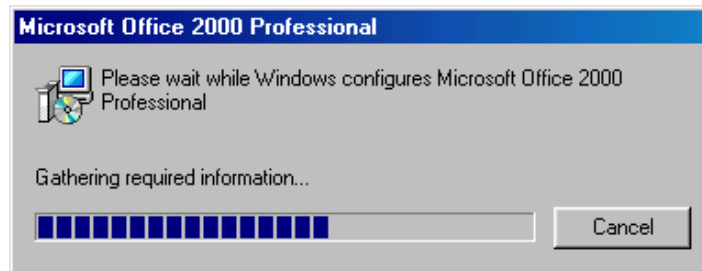


Figure 9

12. Please wait a few moments after placing the CD in the drive (until the drive light stops flashing) before clicking on **OK**. See figure 10.



Figure 10

13. Note that you will need the CD to install any other options set to **Installed on First Use**. You can now configure the Shortcut Bar to your preferences. See figure 11.

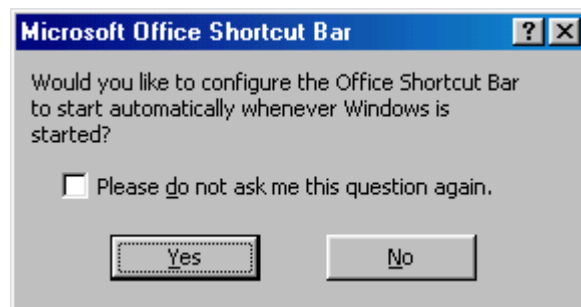


Figure 11

14. You have now completed the initial install of Microsoft Office 2000 Professional!

## Applying Patches and Updates

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Below are the steps for applying patches and updates to Microsoft Office. The example is for Service Release 1a but you can also apply these steps to other updates like Service Pack 2 (SP-2), etc. (Use windows update as discussed below to find additional patches and updates for your Office software package.)

### INSTALLATION GUIDE FOR SERVICE RELEASE 1A (SR-1A)

1. Use Microsoft Internet Explorer to get the Office update from the Microsoft website. Click on **Tools-Windows Update** and find **Microsoft Office Product Updates** on the left side of the window. Click on the icon to access the Office update web page. See figure 12.



Figure 12

2. A program will start to identify all updates that have not been applied Office 2000 and display the following page. Check off on **Office 2000 Service Release 1a**. You will only be allowed to install SR-1a. Click on **Start Installation**. See figure 13.



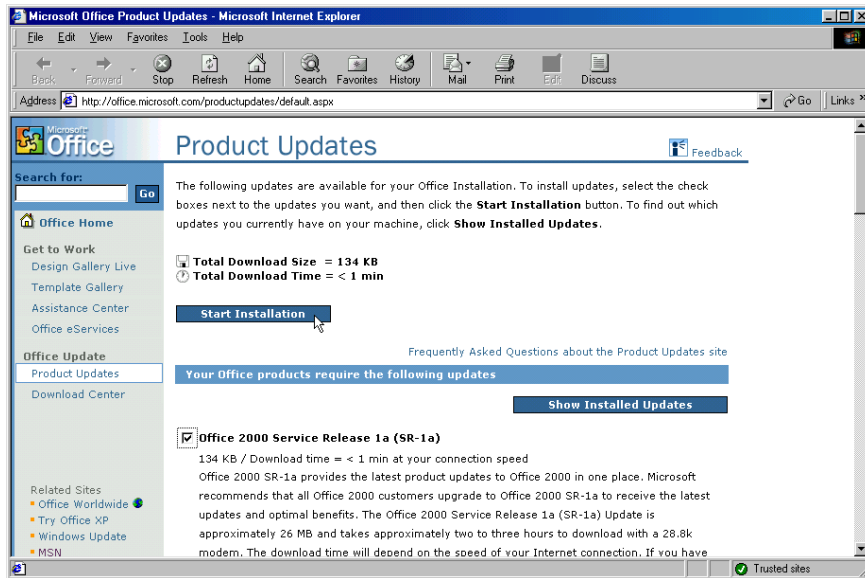


Figure 13

3. Click the **Download Now** button. See figure 14.

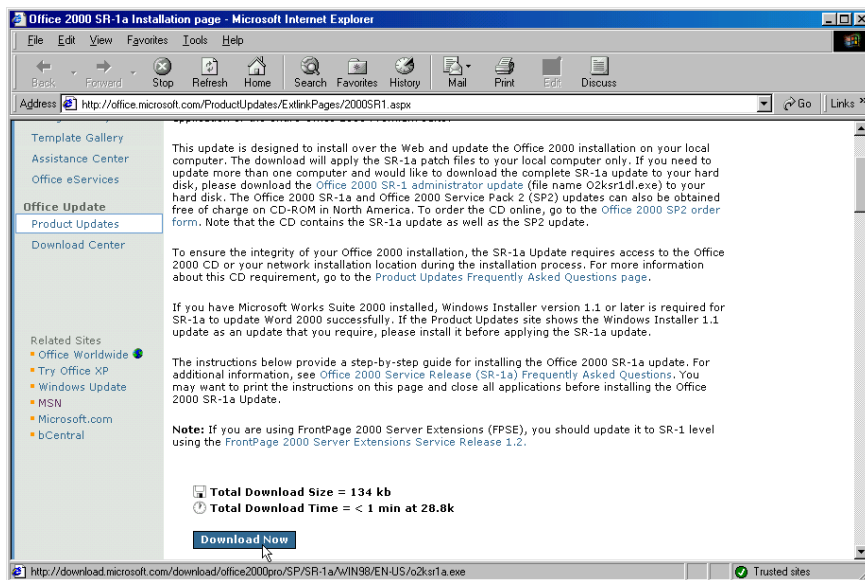


Figure 14

4. Make sure **Save this program to disk** is selected and click **OK** to save the **o2ksr1a.exe** file to a location on your hard disk.

Tip: Saving it to your Desktop will make it easy to find.

5. When Download is complete, double click the downloaded **o2ksr1a.exe** file to execute it.
6. After you read the End-User License Agreement (EULA), select **I accept the terms in the License Agreement** and click **Next**. See figure 15.

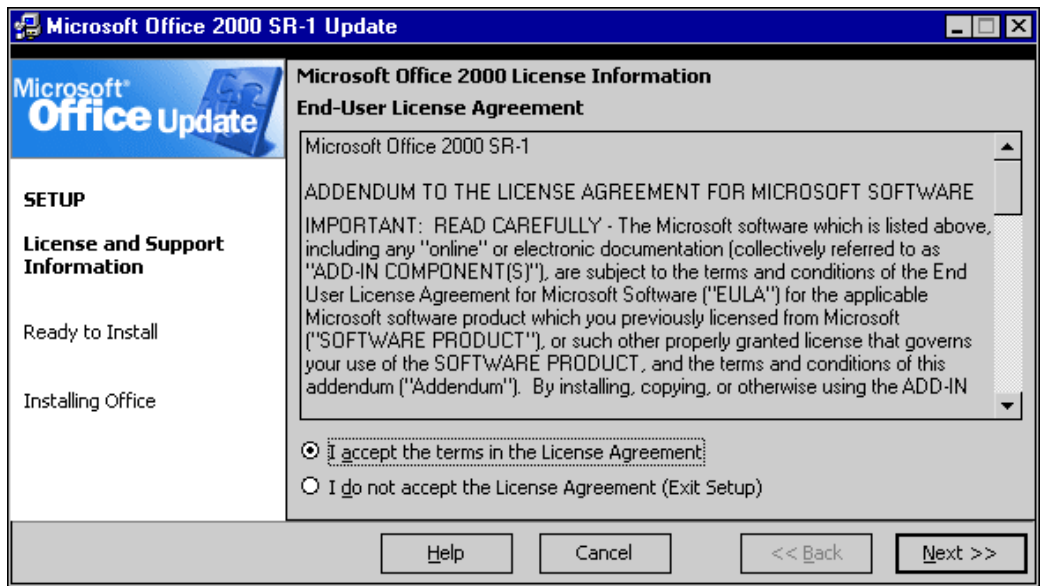


Figure 15

7. Click **Update Office** to update Office 2000 with SR-1a. See figure 16.



Figure 16

8. You will be notified of the time it will take to install the Office 2000 SR-1a Update (assuming a 28.8k connection) and the file size of your installation. (The file size will vary depending upon which Office 2000 programs are installed on your computer.) Click **Next** to continue the installation. See figure 17.

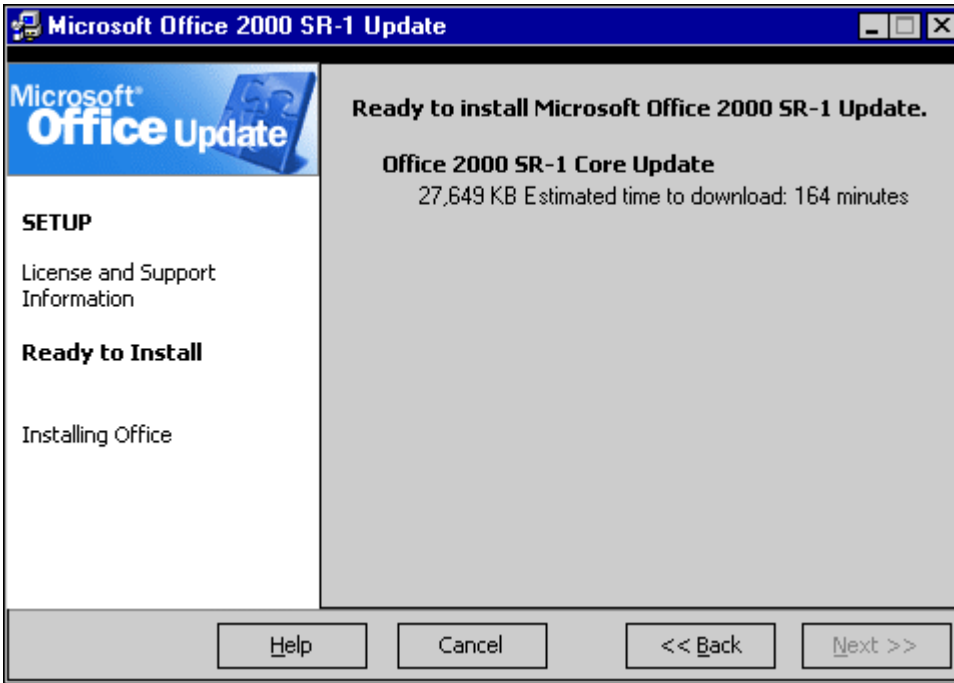


Figure 17

9. The Office 2000 SR-1a Update will begin to download. See figure 18.

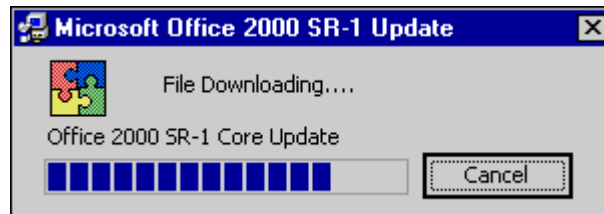


Figure 18

During the Office 2000 SR-1a Update installation, you may be prompted for your original Office 2000 installation CD or the appropriate network location to ensure the integrity of your Office 2000 installation. Insert your Office 2000 installation CD or establish the appropriate network location and click **OK**. See figure 19.



Figure 19

10. Your computer must restart to complete the Office 2000 SR-1a Update installation. Click **Yes** to restart your computer now or **No** if you plan to manually restart later. See figure 20.

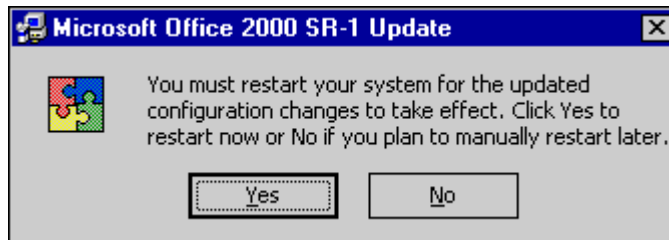


Figure 20

11. After your computer restarts, you will be notified that the Office 2000 SR-1a Update has completed successfully. Click **OK**. See figure 21.



Figure 21

12. Microsoft recommends that you update Internet Explorer to version 5.01 or later for optimal performance with Office 2000. After the Office 2000 SR-1a Update is installed, repeat Steps 3 and 4, and then click **Update Windows** to update Internet Explorer. If you see the message "You already have Microsoft Office 2000 SR-1" when you perform Step 3, you are already using Internet Explorer 5.01 or later and this step is not required. See figure 22.



Figure 22

## Getting Help

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For additional assistance, please phone the ITS Help Desk at (808) 956-8883, send email to [help@hawaii.edu](mailto:help@hawaii.edu), or fax (808) 956-2108. Neighbor islands may call the ITS Help Desk's toll-free phone number at (800) 558-2669.

Or see the ITS Help Desk home page at <http://www.hawaii.edu/help>  
The ITS walk-in Help Desk is located in  
Keller 105 and Keller 213 on the UH Mānoa Campus.

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