Self-service Installation of Microsoft Office 2019 (Windows Desktops)

If you are a current Microsoft Office user and are using a Lehman College Windows-based desktop computer, you can launch and self-install the upgrade to Microsoft 2019 by following the steps below:

1. **Access your Computer's Software Center:** To access the Software Center on your computer, click your computer's "Start" button. Then click on the Microsoft System Center folder. Finally, click on the Software Center located within the System Center folder.

2. **Select the Office 2019 Upgrade from the Software Center:** Locate and Click the "Upgrade to Office 2019" icon in the Software Center.

3. **Manually Install the Office 2019 Upgrade:** After selecting the Upgrade to Office 2019 icon, click “Install.” An installation progress bar will appear.

4. **Restart Your Computer:** When the System Restart box appears, click Restart Now.

5. **Log in to Your Computer:** Once your computer has restarted, Log In to your Computer.

6. **Follow Installation Progress:** After restarting your computer, a progress bar will appear. Once the progress bar disappears, you can Launch Office 2019 products from the Start menu.
Self-service Installation of Microsoft Office 2019 (Macintosh)

If you are a current Microsoft Office user and are using a Lehman College Macintosh-based desktop computer, you can launch and self-install the upgrade to Microsoft 2019 by following the steps below:

1. To launch Self Service, go to your Finder and click on Spotlight.

2. From the Spotlight Search type “Self Service”.

3. Launch the Self Service App.
4. Once the App opens, you should see the option, “Install Office 2019 with License”; click on the "Install" button.

5. The “Install” button should change to "Executing" and then to "Installing".

6. Once complete, the option to install Office 2019 will disappear.