

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.

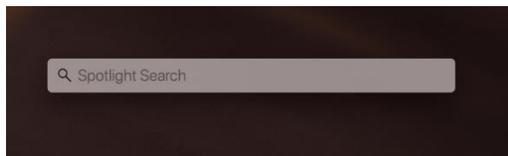
Self-service Installation of Microsoft Office 2019 (Macintosh)

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:

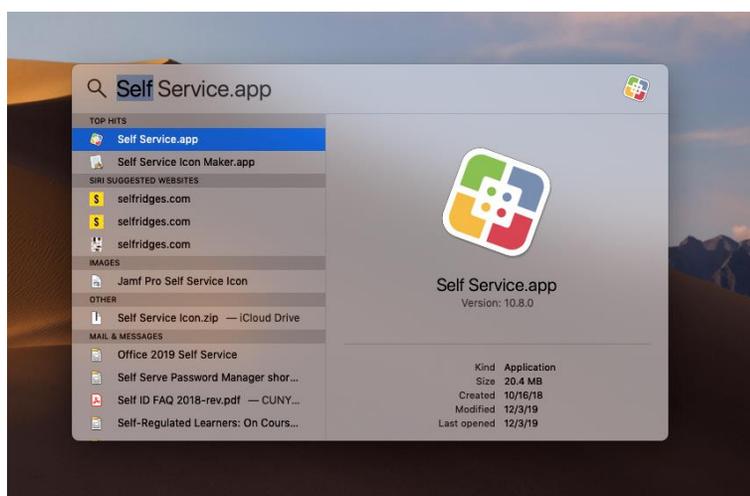
1. To launch Self Service, go to your Finder and click on Spotlight.



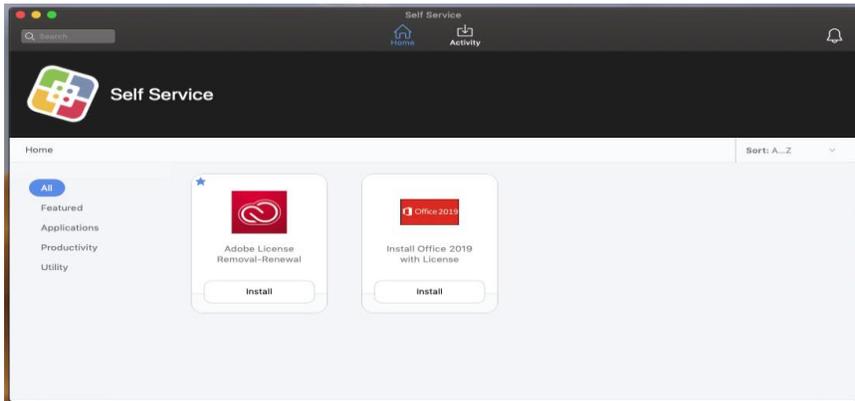
2. From the Spotlight Search type "Self Service".



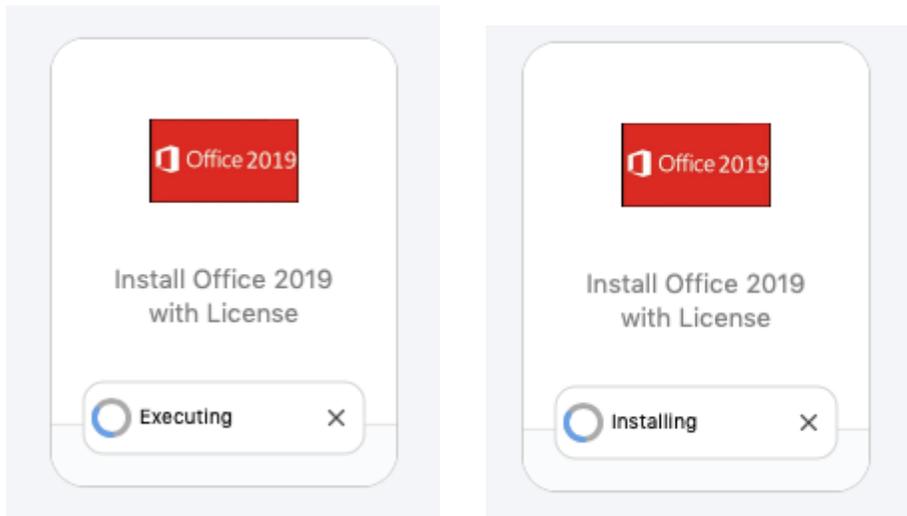
3. Launch the Self Service App.



- Once the App opens, you should see the option, "Install Office 2019 with License"; click on the "Install" button.



- The "Install" button should change to "Executing" and then to "Installing".



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

