

Installing Office 2008 for Mac OS X

Installing and Configuring Microsoft Office 2008 for Macintosh OSX

Overview

Office 2008 is available for faculty and staff to install on their college-owned Macintosh computers running version 10.4 (Tiger) or 10.5 (Leopard) of the Macintosh OS (Operating System). The installation may take up to an hour to complete. You do not need to remove Office 2004 before you install Office 2008 (the installer application removes the old version).

The installation is a three-part process:

1. Prepare to upgrade
2. Upgrade to Office 2008
3. Install Office 2008 updates from Microsoft
 - a. Download the Service Pack 1 update from the IC network and run it locally from your desktop.
 - b. Open one of the Office 2008 applications and check for additional from Microsoft.

Prepare to Upgrade

Make sure your computer is connected directly to the on-campus network. Do not install the upgrade using an alternate network connection such as wireless or from home (e.g., broadband, DSL).

1. Office 2008 does not support macros created with VBA (Visual Basic for Applications). If you work with any files that contain VBA macros (e.g., Excel spreadsheets), those macros will be disabled and will not function when you open those files in Office 2008. If you rely on VBA macros, you should not upgrade to Office 2008 at this time. Contact the ITS Helpdesk at helpdesk@ithaca.edu or 607-274-3282 for assistance with this issue.
2. Office 2008 does support macros created with XLM (Excel Macro Language). Oracle Discover, for example, outputs Excel files that contain XLM macros, and these macros will run after the Excel 2004 files that contain them have been opened in Excel 2008.
3. Quit any Office applications that are running on your computer. Press the Command + Tab key combination to find and close any applications that are open (except the Finder).
4. Remove your Office 2004 dock items (look for the icons labeled "W," "P," "E," etc.). To remove them, simply drag them off the dock onto your desktop.
5. During the installation process, you will be prompted to enter your Novell network username and password (i.e., your Pulsar or Memphis username and password). You will also be prompted to enter the username and password for the local administrator account on your computer. If you do not know one or both of these, contact the ITS Help Desk at 607-274-3282 for assistance.

Upgrade to Office 2008

Download the Installer and Updater Files

1. Open the Go menu on your desktop and choose Connect to Server.
2. In the Server Address field, enter `afp://orion2.ithaca.edu` and click the Connect button.
3. If you see a radio button for Registered User, leave it selected. Enter your Novell network username and password into the appropriate fields, then click Connect.
4. In the list of volumes to mount, select the *install* volume, then click OK.
5. Open the Office_2008 folder, select both "Office 2008 SP1 Update (12.1.0)" and "Office Installer," then drag these files to your desktop. (Copying these files, about 750MB total, could take up to 10 minutes).

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6. On Mac OS X 10.5 (Leopard), find Orion2 in the left column of the window, then Disconnect from or Eject this server volume. Close the Office_2008 folder window. On Mac OS X 10.4 (Tiger), look for the "install" icon on your desktop and drag it into your Trash to disconnect from this server volume.

Run the Installer

1. Double-click the Office Installer application icon on your desktop to start the upgrade process.
2. At the message that states "This package contains a program that determines if the software can be installed. Are you sure you want to continue?," Click Continue.
3. At the Welcome prompt, click Continue.
4. At the License prompt, click Continue.
5. At the Read License prompt, click Agree.
6. At the Product Key prompt, enter your first name and last name in the Name field, then click Continue. (Leave the Company field blank.)
7. At the Product Identification prompt, click Continue.
8. At the prompt for quitting all running applications, click Continue Installation, then click Continue in the window underneath that prompt (Product Identification).
9. If your computer has two hard drive partitions (typically "Macintosh HD" and "Untitled"), the next window will prompt you choose one of them as the destination for your installation. Click the Macintosh HD icon to select this partition. (If your computer has one partition, you will not see this prompt. Click Install.) Click Continue.
10. If you see the Easy Install on "Macintosh HD" prompt, click Install. If you do not see this prompt, proceed to the next step.
11. At the Authenticate prompt, enter username and password for the local administrator account, then click the OK button. The upgrade step should take about 5 minutes.
12. At the Remove Office prompt, click Continue.
13. Click Continue to confirm Search is finished.
14. Put a check in the checkbox next to the old version of Office to remove, then click Continue. Note: If you see more than one copy of Office 2004 (e.g., machines with a Test Drive), put checks all checkboxes for all previous versions of Office the Installer finds. Remove all copies of old versions of Office. Click Continue.
15. If you had your own templates in the My Templates folder, the next prompt informs you that these files were moved to the Rescued Items folder on the desktop. Click Continue.
16. You should see "The software was successfully installed." Click Close.

Run the Microsoft Office Setup Assistant

1. At the Create an Office Identity prompt, enter your first name and last name only. Alternatively, if you get a prompt here that says "Existing Office Identities Were Found," you can click Transfer Identity to have the Installer move your first and last names from the old to the new version of Office. Click Continue.
2. At the Setting up Office prompt, click Continue to have the Installer move your preferences.
3. Leave the "No" radio box selected for the Customer Experience Improvement Program prompt, then click Continue.
4. At the Get Started prompt, click Finish.
5. Important Step: Do not run the Microsoft AutoUpdate application at this point in the installation process. At the Microsoft AutoUpdate prompt that reads "How would you like to check for software updates?," go to the Microsoft AutoUpdate application menu in the top left corner of your screen and choose *Quit Microsoft AutoUpdate*. (You will install updates in a later step.)
6. Move the Office Installer to your Trash.

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7. Hold down the Ctrl key while opening your Trash. Choose Empty Trash from the caption that appears.
8. If you do not use Entourage or Messenger, remove the icons for these applications from the dock.

Update your Office 2008 installation

Immediately after you upgrade from Office 2004 to 2008, you should install required updates to the application. Installing updates requires running the "Office 2008 SP1 Update (12.1.0)" installer (which you copied to your desktop as part of the upgrade steps above), then running the Microsoft AutoUpdate application to obtain updates beyond SP1.

Run the Office 2008 SP1 Update

1. Double click the "Office 2008 SP1 Update (12.1.0)" file on your desktop.
2. At the message that states "This package contains a program that determines if the software can be installed. Are you sure you want to continue?," Click Continue.
3. At the Welcome prompt, click Continue.
4. At the Important Information prompt, click Continue.
5. At the License prompt, click Continue.
6. At the Read License prompt, click Agree.
7. If your computer has two hard drive partitions (typically "Macintosh HD" and "Untitled"), the next window will prompt you choose one of them as the destination for your installation. Click the Macintosh HD icon to select this partition. (If your computer has one partition, you will not see this prompt. Click Install) Click Continue.
8. At the "Easy Install" prompt, click Install. If you do not see this prompt, proceed to the next step.
9. At the Authenticate prompt, enter username and password for the local administrator account, then click the OK button. The Updater takes about 5 minutes to install the SP1 Update.
10. Once the SP1 Update is complete, click Close and move the "Office 2008 SP1 Update (12.1.0)" file to your Trash.

Run and Configure the Microsoft Updater

1. Launch one of the new Office 2008 applications from the dock: Word, Excel, or PowerPoint.
2. If the Microsoft Update window does not pop up immediately and start checking for updates, go to the Help menu and select Check for Updates.
3. Updates may take a few minutes to download from the network.
4. At the message that states "This package contains a program that determines if the software can be installed. Are you sure you want to continue?," click Continue.
5. At the Introduction prompt, click Continue.
6. At the Important Information prompt, click Continue.
7. At the License prompt, click Continue.
8. At the Read License prompt, click Agree.
9. If your computer has two hard drive partitions (typically "Macintosh HD" and "Untitled"), the next window will prompt you choose one of them as the destination for your installation. Click the Macintosh HD icon to select this partition. (If your computer has one partition, you will not see this prompt. Click Install) Click Continue.
10. At the "Easy Install" prompt, click Install. If you do not see this prompt, proceed to the next step.
11. At the Authenticate prompt, enter username and password for the local administrator account, then click the OK button.

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12. When you see the prompt to quit the Office 2008 application you opened in order to get updates, press the Command + Tab key combination to find and close the application that is open. Click Continue.
13. You will see "The software was successfully installed." Click Close.
14. Follow the prompts to install all remaining updates.
15. The Microsoft AutoUpdater should continue prompting you to install updates. If not, click Check for Updates to search for more updates. Follow the steps above to install each update.
16. When the delivery of updates stops, make sure you leave the Microsoft AutoUpdater's default settings for "How would you like to check for software updates?" set to Automatically and Weekly.
17. Repeat steps 1-15 above to see if there are further Office 2008 updates to install. Continue to repeat steps 1-15 until there are no updates left to install. The Microsoft AutoUpdater will prompt you to install future updates to Office 2008 as they are released by Microsoft.

Where is the Solver?

Microsoft has removed the Solver from Excel, but they have partnered with Frontline Systems to make it available for use with Excel 2008 at no charge. The Solver is not included in the Office 2008 Installer. To obtain the Solver, go to <http://www.solver.com/mac/>.

For More Help

To help you make the transition from using Office 2004 to using Office 2008, you can find online documentation and tutorials on the Mactopia web site, <http://www.microsoft.com/mac>.

A variety of support services are available from ITS if you would like additional help:

Computer training on a variety of topics is available to faculty, staff, and students at no charge through the Technology Learning Center (TLC). Check out the current TLC training schedule online at <https://www.ithaca.edu/its/workshops>

Online documentation and tutorials on IC-supported computing software and systems are available at <https://www.ithaca.edu/its/traindoc>

Frontline computing support is available through the ITS Helpdesk in 104 Job Hall; send e-mail to helpdesk@ithaca.edu or call 607-274-1000.

Backline consulting support is available in the Technology Learning Center, room 101 Friends Hall.

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