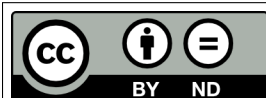# Guide: Getting Microsoft Office to Your Computer

In case your computer is already installed with an Office suite, such as Office 365, 2021, 2019 or 2016, continue using your Office suite and skip this guide. Otherwise, use this guide to install or access a version of the Microsoft Office suite that your computer supports, free of cost, for academic purposes.

> **DO NOT use the online Office 365 version at any point during the semester! Rather, install an Office version to your computer based on this guide.**
>
> **! Points will be taken off an assignment if parts are missing because the online Office 365 suite was used !**

Click one of the options below for specific instructions for your computer's system:

Need Any Help?

If you struggle installing Microsoft Office at any step, or if an Office app takes long time to open/work, please contact the Brooklyn College IT Help Desk office by either:

- Email: helpdesk@brooklyn.cuny.edu

- Phone: (718) 951-4357. Operational hours are: Monday–Thursday, 8 a.m.–8 p.m.; Friday 9 a.m.–5 p.m.

1   Windows 11, 10, or 8.1 Computers

This guide explains how to get access to Office 365 on your computer:

1. Go to www.office.com.

2. If you are already signed in, skip to step 5 below. If you're not signed in, click on **Sign in** and continue to the step 3.

3. Use the following credentials to sign in: in the **Email address** line, enter your

   `first.lastXX@bcmail.cuny.edu`

   BC student email address. Replace `first` and `last` by your first and last names, and `XX` by the last 2 digits of your EMPLID. In the **Password** line, enter the password that you use to log into CUNYFirst.

4. Click on the **Sign in** button.

5. The **Microsoft Office Home** page will open. Click on the **Install Office** button near the top-right corner of the screen.

6. On the scroll-down list that appears, click on **Office 365 apps**.

7. The download of a file called "setup..." will immediately begin: wait until it finishes.

8. Depending on the browser you use, click on the **Run** button (in Edge or Internet Explorer), on the "setup..." file itself (in Chrome), or **Save File** (in Firefox).

9. If a message such as "Do you want this file to run?" or "Do you want this file to make changes?" appears, click on **Run** or **Yes**.

10. The install will begin. It might take a while for the installation to finish, so your patience is appreciated! Stay online (do not turn your internet connection off) during the entire installation process.

11. Your install is finished when you see the phrase:

    You're all set! Office is installed now

    and an animation plays to show you where to find Office applications on your computer. Click on **Close**.

To activate Office, let's open **Word** on the computer.

1. Click on the **Start** button on the left-bottom corner of your screen.

2. Type the word **Word** right after you clicked on **Start**.

3. Click on the blue-colored logo of **Word** that appears in the results of the search.

4. When **Word** opens, accept the license agreement.

Congrats! Your Office 365 version is activated and ready to use!

Note: The instructions above are based on https://support.microsoft.com/en-us/office/
download-and-install-or-reinstall-microsoft-365-or-office-2019-on-a-pc-or-mac-
4414eaaf-0478-48be-9c42-23adc4716658?redirectsourcepath=%252fen-us%252farticle%
252fdownload-and-install-office-using-office-365-for-business-on-your-pc-72977511-
dfd1-4d8b-856f-405cfb76839c&ui=en-us&rs=en-us&ad=us.

2 Windows 7 Computers

This guide explains how to get access to Office 2016 on your computer through a Windows 10 virtual desktop:

1. Go to https://customerconnect.vmware.com/en/downloads/details?downloadGroup=CART23FQ1_WIN_554&productId=863&rPId=53321

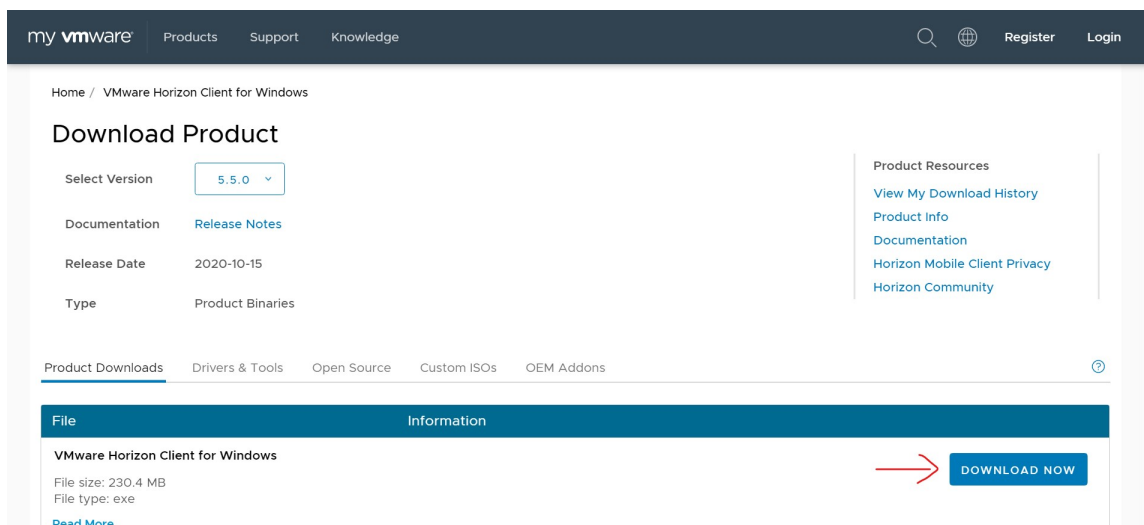2. Click on the 'DOWNLOAD NOW' button at the bottom-right of the screen:

Figure 1: The 'DOWNLOAD NOW' button at the bottom-right of the screen (by Miriam Briskman, licensed under CC BY-ND 4.0)

3. A file called "VMware-Horizon..." will start downloading to your computer. Wait until it finishes downloading.

4. Depending on the browser you use, click on the **Run** button (in Edge or Internet Explorer), on the "VMware-Horizon..." file itself (in Chrome), or **Save File** (in Firefox).

5. If a message such as "Do you want this file to run?" or "Do you want this file to make changes?" appears, click on **Run** or **Yes**.

6. Follow the instructions on the VMware window that opens. You can view an example of an installation process at https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/virtual-desktop/usage-instructions/1_VMwareWinInstallInstruc-1.pdf.

7. Wait until the installation finishes.

8. Using your computer's searching option, type **VMware** and open the `VMware Horizon Client` application that shows up in the results of the search.

9. When the VMware program window opens, click on **New Server** and enter:

   `vdi.cuny.edu`

   into the line. Click **Connect**.

10. If an error message appears, click on **Accept**.

11. A login window will appear: use your CUNYFirst credentials to sign in. In the **User name** line, enter your

    `first.lastXX@login.cuny.edu`

    username. Replace `first` and `last` by your first and last names, and `XX` by the last 2 digits of your EMPLID. In the **Password** line, enter the password that you use to log into CUNYFirst.

12. Click on the **Login** button.

13. Double-click on **Windows 10 All Software** or on any one of the other desktops.

14. Wait a few minutes until the desktop finishes opening.

15. After the desktop opens, click on the **Start** button of the desktop.

16. You will see a scroll-able list of all the applications installed on the desktop, including the Office applications that we use in our course: Access, Excel, PowerPoint and Word.

17. To use an application, just click on its logo. For example, click on "Access 2016" to open Access. Otherwise, type "Access 2016" using your keyboard and click on the red-colored logo of Access 2016 that appears in the results of the search.

18. When you finish your work and save the files (please read the note below,) you can exit the desktop by pressing on the **X** in the right corner of the gray strip on the top of the machine.

19. To access the desktop and Office 2016 again at any time in the future, complete steps 8 to 18, inclusively. Enjoy!

Congrats! Your Office 2016 applications are ready to use!

Important: Save your files!

Remember to frequently save your data to your local device, USB storage device, or OneDrive. Be sure to save your data before exiting the CUNY Virtual Desktop or your work will be lost! No user data is retained in the CUNY Virtual Desktop. Any unsaved data in the environment will be lost after 20 minutes of inactivity or disconnect time. Use of the CUNY Virtual desktop is limited to 8 hours per session and is for academic purposes only.

For an example of saving a work to a USB drive, see https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/virtual-desktop/usage-instructions/4_VMwareWinSaveUSB-1.pdf.

For frequently asked questions and answers about VMWare, see `https://www.cuny.edu/about/administration/offices/cis/virtual-desktop/faqs/`.

Note: The instructions above are based on `https://www.cuny.edu/about/administration/offices/cis/virtual-desktop/`.

3　Mac/Apple Computers

This guide will show you how to access Microsoft Office 2016 on your Mac through a Windows 10 virtual desktop:

1. Find your Mac computer's version number; it looks like 10.x.x or 11.x.x. See an example on the help page here: https://support.apple.com/en-us/HT201260

2. In the table below, click on the link corresponding to the pattern of your computer's version number ('x' can be any number:)

10.12.x (Sierra)
10.13.x (High Sierra)
10.14.x (Mojave)
10.15.x (Catalina)
11.x.x (Big Sur)
12.x.x (Monterey)

3. Click on the 'DOWNLOAD NOW' button at the bottom-right of the screen:
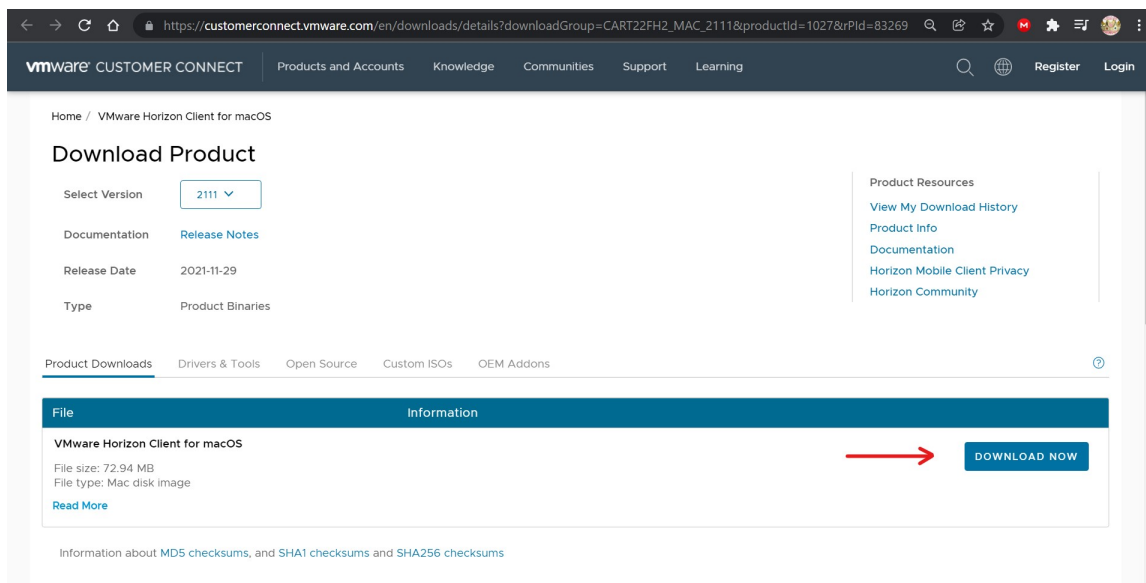

Figure 2: The 'DOWNLOAD NOW' button at the bottom-right of the screen (by Miriam Briskman, licensed under CC BY-ND 4.0)

4. A file called "VMware-Horizon-Client-mac.dmg" will start downloading to your computer.

5. Depending on the browser you use, click on the **Run** button (in Edge or Internet Explorer), on the "VMware-Horizon..." file itself (in Chrome), or **Save File** (in Firefox).

6. Wait until it finishes downloading.

7. Go to the **Downloads** folder on your computer.

8. Double-click on "VMware-Horizon-Client-mac.dmg".

9. On the window that opens, click on **Save** and then on **Agree**.

10. The VMware Horizon Client green-colored icon will appear on your computer's desktop.

11. For an example of an installation process, see https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/virtual-desktop/usage-instructions/1_VMware_MacInstallInstuc-1.pdf.

12. Double-click on the VMware Horizon Client icon on the Desktop **or**, using your computer's searching option, type **VMware** and open the `VMware Horizon Client` application that shows up in the results of the search.

13. When the VMware program window opens, click on **New Server** and enter:

    `vdi.cuny.edu`

    into the line. Click **Connect**.

14. If an error message appears, click on **Accept**.

15. A login window will appear: use your CUNYFirst credentials to sign in. In the **User name** line, enter your

    `first.lastXX@login.cuny.edu`

    username. Replace `first` and `last` by your first and last names, and `XX` by the last 2 digits of your EMPLID. In the **Password** line, enter the password that you use to log into CUNYFirst.

16. Click on the **Login** button.

17. Double-click on **Windows 10 All Software** or on any one of the other desktops.

18. Wait a few minutes until the desktop finishes opening.

19. After the desktop opens, click on Window's **Start** button in the bottom-left corner of the screen.

20. You will see a scroll-able list of all the applications installed on the desktop, including the Office applications that we use in our course: Access, Excel, PowerPoint and Word.

21. To use an application, just click on its logo. For example, click on "Access 2016" to open Access. Otherwise, type "Access 2016" using your keyboard and click on the red-colored logo of Access 2016 that appears in the results of the search.

22. When you finish your work and save the files (please read the note below,) you can exit the desktop by pressing on the **X** in the right corner of the gray strip on the top of the machine.

23. To access the desktop and Office 2016 again at any time in the future, complete steps 12 to 22, inclusively. Enjoy!

Congrats! Your Office 2016 applications are ready to use!

Important: Save your files!

Remember to frequently save your data to your local device, USB storage device, or OneDrive. Be sure to save your data before exiting the CUNY Virtual Desktop or your work will be lost! No user data is retained in the CUNY Virtual Desktop. Any unsaved data in the environment will be lost after 20 minutes of inactivity or disconnect time. Use of the CUNY Virtual desktop is limited to 8 hours per session and is for academic purposes only.

For an example of saving a work to a USB drive, see `https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/virtual-desktop/usage-instructions/4_VMware_Mac_USBSave-1.pdf`.

For frequently asked questions and answers about VMWare, see `https://www.cuny.edu/about/administration/offices/cis/virtual-desktop/faqs/`.

Note: The instructions above are based on `https://www.cuny.edu/about/administration/offices/cis/virtual-desktop/`.

4   Chromebook (Chrome OS) Computers

This guide will show you how to access Microsoft Office 2016 on your Chromebook (Chrome OS 75 or later) through a Windows 10 virtual desktop:

1. Click on https://customerconnect.vmware.com/en/downloads/details?downloadGroup=CART23FQ1_CHROME_2203&productId=1027&rPId=83273

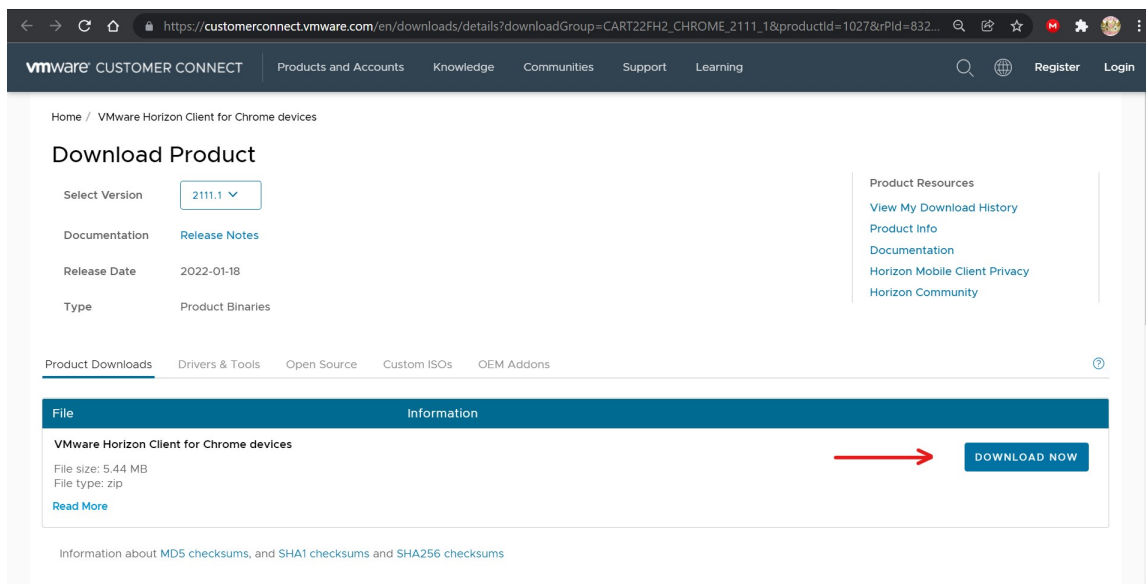2. Click on the 'DOWNLOAD NOW' button at the bottom-right of the screen:

Figure 3: The 'DOWNLOAD NOW' button at the bottom-right of the screen (by Miriam Briskman, licensed under CC BY-ND 4.0)

3. On the webpage that opens, click on the **Add to Chrome** button.

4. If a pop-up message opens, click on **Add**.

5. A file will begin downloading; wait until the file finishes downloading.

6. Using your computer's searching option, type **VMware** and open the `VMware Horizon Client` application that shows up in the results of the search.

7. When the VMware program window opens, click on **New Server** and enter:

   `vdi.cuny.edu`

   into the line. Click **Connect**.

8. If an error message appears, click on **Accept**.

9. A login window will appear: use your CUNYFirst credentials to sign in. In the **User name** line, enter your

   `first.lastXX@login.cuny.edu`

   username. Replace `first` and `last` by your first and last names, and `XX` by the last 2 digits of your EMPLID. In the **Password** line, enter the password that you use to log into CUNYFirst.

10. Click on the **Login** button.

11. Double-click on **Windows 10 All Software** or on any one of the other desktops.

12. Wait a few minutes until the Desktop finishes opening.

13. After the desktop opens, click on Window's **Start** button in the bottom-left corner of the screen.

14. You will see a scroll-able list of all the applications installed on the desktop, including the Office applications that we use in our course: Access, Excel, PowerPoint and Word.

15. To use an application, just click on its logo. For example, click on "Access 2016" to open Access. Otherwise, type "Access 2016" using your keyboard and click on the red-colored logo of Access 2016 that appears in the results of the search.

16. When you finish your work and save the files (please read the note below,) you can exit the desktop by pressing on the **X** in the right corner of the gray strip on the top of the machine.

17. To access the desktop and Office 2016 again at any time in the future, complete steps 6 to 16, inclusively. Enjoy!

Congrats! Your Office 2016 applications are ready to use!

Important: Save your files!

Remember to frequently save your data to your local device, USB storage device, or OneDrive. Be sure to save your data before exiting the CUNY Virtual Desktop or your work will be lost! No user data is retained in the CUNY Virtual Desktop. Any unsaved data in the environment will be lost after 20 minutes of inactivity or disconnect time. Use of the CUNY Virtual desktop is limited to 8 hours per session and is for academic purposes only.

For an example of saving a work to a USB drive (on Windows computers), see `https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/virtual-desktop/usage-instructions/4_VMwareWinSaveUSB-1.pdf`.

For frequently asked questions and answers about VMWare, see `https://www.cuny.edu/about/administration/offices/cis/virtual-desktop/faqs/`.

Note: The instructions above are based on `https://www.cuny.edu/about/administration/offices/cis/virtual-desktop/`.

5   Linux Computers

This guide will show you how to access Microsoft Office 2016 on your Linux computer through a Windows 10 virtual desktop:

1. Find your Linux computer's distribution and version number. The distribution is one of: SUSE, Debian, Ubuntu, CentOS, and RHEL, while the release number has a format like 8 or 16.04. See how to find this information here: `https://www.cyberciti.biz/faq/how-to-check-os-version-in-linux-command-line/`

2. In the table below, click on the link corresponding to the distribution and version number of your computer:

32-bit Systems	64-bit Systems
Ubuntu 16.04	Ubuntu 16.04
	Ubuntu 18.04
	Ubuntu 20.04
Red Hat (RHEL) 6.10	Red Hat (RHEL) 6.10
	Red Hat (RHEL) 7.6
	Red Hat (RHEL) 7.7
	Red Hat (RHEL) 7.8
	Red Hat (RHEL) 7.9
	Red Hat (RHEL) 8.0
	Red Hat (RHEL) 8.1
	Red Hat (RHEL) 8.2
	Red Hat (RHEL) 8.3
	Red Hat (RHEL) 8.4
	Red Hat (RHEL) 8.5

3. Click on the 'DOWNLOAD NOW' button at the bottom-right of the screen:

4. Click on the **Download Now** button at the right-hand side of the screen.

5. Depending on the browser you use, click on the **Run** button (in Edge or Internet Explorer), on the "VMware-Horizon" file itself (in Chrome), or **Save File** (in Firefox).

6. A file called "VMware-Horizon-Client..." will start downloading to your computer. Wait until it finishes downloading.

7. Go to the **Downloads** folder on your computer.

8. Right-click on the file that downloaded, choose **Move to**, and select a folder where you can easily access the file on your computer, such as on your desktop.
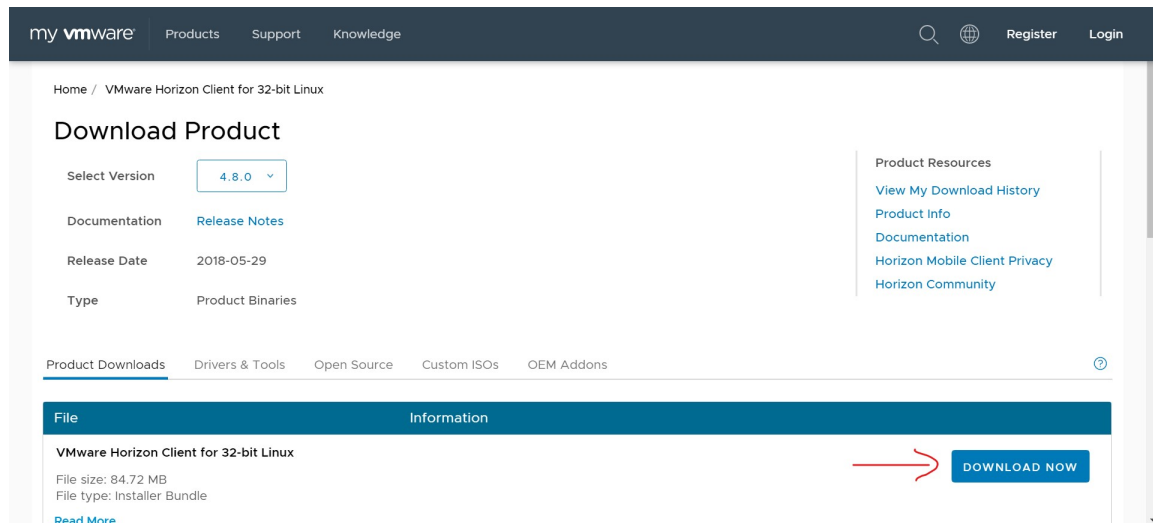
Figure 4: The 'DOWNLOAD NOW' button at the bottom-right of the screen (by Miriam Briskman, licensed under CC BY-ND 4.0)

9. Open the terminal, and change the directory to the place where you saved the file. In the desktop example, enter: cd ∼/Desktop

   This will let the terminal move its operation into your desktop.

10. Then, enter: chmod a+x VMware-Horizon-Client

    and, before pressing Return, press on the Tab key on the keyboard to auto-complete the long name of the file.

11. Enter: sudo ./VMware-Horizon-Client

    and, before pressing Return, press on the Tab key on the keyboard to auto-complete the long name of the file.

12. Enter your computer administrator's password.

13. The VMware Horizon Client installer window will open. Click on:

    I accept the terms in the license agreement.

    and then click **Next**.

14. Click **Next** again, and then click on **Install**.

15. Wait until the installation process finishes. You will know it finished when you see the message:

    Installation was successful.

    on the window.

16. Check the box next to:

    Register and start installed service(s) after the installation

    and click on **Scan**.

17. Wait until the scan finishes, and then click on **Close**.

18. Using the search bar of your computer, search for "VMware", and click once on **VMware Horizon Client** that shows up in the results of the search.

19. When the VMware program window opens, click on **New Server** and enter:

    `virtualdesktop.cuny.edu`

    into the line. Click **Connect**.

20. If an error message appears, click on **Accept**.

21. A login window will appear: use your CUNYFirst credentials to sign in. In the **User name** line, enter your

    `first.lastXX@login.cuny.edu`

    username. Replace `first` and `last` by your first and last names, and `XX` by the last 2 digits of your EMPLID. In the **Password** line, enter the password that you use to log into CUNYFirst.

22. Click on the **Login** button.

23. Double-click on **Windows 10 All Software** or on any one of the other desktops.

24. Wait a few minutes until the desktop finishes opening.

25. After the desktop opens, click on Window's **Start** button in the bottom-left corner of the screen.

26. You will see a scroll-able list of all the applications installed on the desktop, including the Office applications that we use in our course: Access, Excel, PowerPoint and Word.

27. To use an application, just click on its logo. For example, click on "Access 2016" to open Access. Otherwise, type "Access 2016" using your keyboard and click on the red-colored logo of Access 2016 that appears in the results of the search.

28. When you finish your work and save the files (please read the note below,) you can exit the desktop by pressing on the **X** in the right corner of the gray strip on the top of the machine.

29. To access the desktop and Office 2016 again at any time in the future, complete steps 18 to 28, inclusively. Enjoy!

Congrats! Your Office 2016 applications are ready to use!

Important: Save your files!

Remember to frequently save your data to your local device, USB storage device, or OneDrive. Be sure to save your data before exiting the CUNY Virtual Desktop or your work will be lost! No user data is retained in the CUNY Virtual Desktop. Any unsaved data in the environment will be lost after 20 minutes of inactivity or disconnect time. Use of the CUNY Virtual desktop is limited to 8 hours per session and is for academic purposes only.

For an example of saving a work to a USB drive (on Mac computers), see https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/virtual-desktop/usage-instructions/4_VMware_Mac_USBSave-1.pdf.

For frequently asked questions and answers about VMWare, see https://www.cuny.edu/about/administration/offices/cis/virtual-desktop/faqs/.

Note: The instructions above are based on https://www.cuny.edu/about/administration/offices/cis/virtual-desktop/.