Pre-Installation requirements

1. If on a laptop it must be plugged into AC power and hardwired to the network
2. Turn off the wireless if using a laptop

Portal Install Instructions

1. Close all MS Office applications. Install may take between 1-2 hours to complete.
2. Click **Start\All Programs\LANDesk Management\Portal Manager**
3. Place a check mark in the box next to Install Office 2013.
   >>>>>NOTE: (if you don’t see install package, click the refresh icon )

4. Click **Launch**. There will be a status bar in the Portal manager window indicating how the installation is progressing.
   >>>>>NOTE: If you happen to click on an area in the Portal Manager and it takes you back to install window (**DON’T CLICK ON INSTALL AGAIN**).
Click on status icon. You will see the installation continue.

5. When the install completes, close the portal manager and start using the new Office Suite.