Use Microsoft Applications on University-Owned Computer: How-To Guide
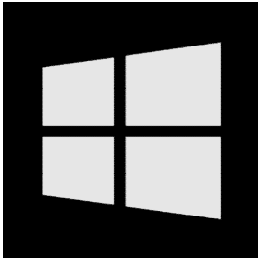
Clark University

Updated Spring 2023

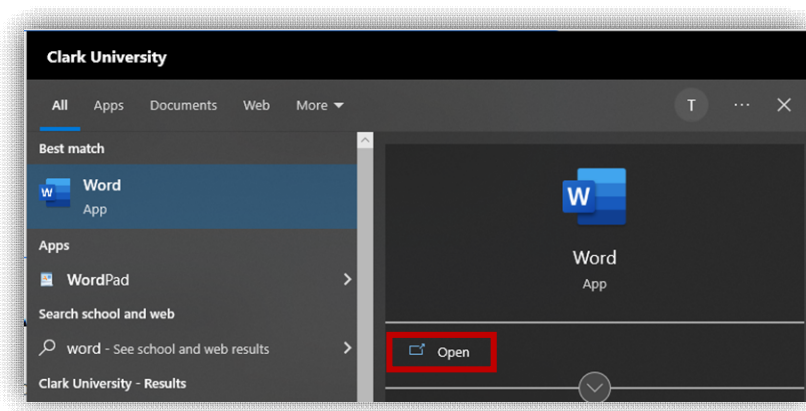Information Technology Services

Helpdesk@clarku.edu

Windows

1. From your computer desktop, click the Windows icon in the bottom left corner of your screen.

2. Using your keyboard, type in the name of a Microsoft app (e.g., Word). Once the app appears in the menu, click **Open**.
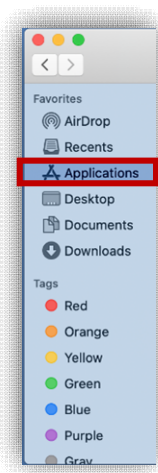

3. Repeat Steps 1-2 with any Microsoft applications you'd like to use, such as Excel, PowerPoint, OneNote, etc.
   a. *Note: Teams may not be pre-installed on your computer.* [Click here for instructions on installing Teams.](#)
4. Optional: pin the tools you use most frequently to the taskbar along the bottom of your screen. [Click here to view an instructional video on pinning apps to the taskbar.](#)
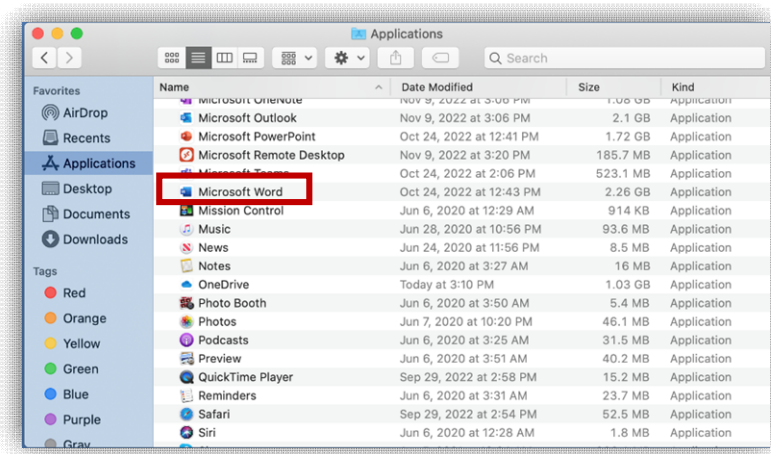
Mac

1. From your desktop, click the Finder icon located in the dock at the bottom of your screen.

2. In the left pane of the window, click on *Applications*.

3. Scroll through the list to locate a Microsoft app (e.g., Word). Double click on the app to open it.

4. Repeat Step 3 to open any Microsoft applications you'd like to use, such as Excel, PowerPoint, OneNote, etc.
5. Optional: add frequently used applications to the dock at the bottom of your screen. [Click here to view an instructional video on keeping apps in the dock.](#)