

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

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Updated Spring 2023 Information Technology Services

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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*.

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Clark University - Results			

- 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. <u>Click here</u> <u>for instructions on installing Teams.</u>
- 4. Optional: pin the tools you use most frequently to the taskbar along the bottom of your screen. <u>Click here to view an instructional video on pinning apps to the taskbar.</u>

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*.

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

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avorites	Name	Date Modified	Size	Kind		
AirDrop	Microsoft OneNote	Nov 9, 2022 at 3:00 PM Nov 9, 2022 at 3:06 PM	2.1 GB	Application		
Recents	Microsoft PowerPoint	Oct 24, 2022 at 12:41 PM	1.72 GB	Application		
Applications	🐼 Microsoft Remote Desktop	Nov 9, 2022 at 3:20 PM	185.7 MB	Application		
	di Missosoft Tooms	Oct 24, 2022 at 2:06 PM	523.1 MB	Application		
🔜 Desktop	Microsoft Word	Oct 24, 2022 at 12:43 PM	2.26 GB	Application		
Documents	Mission Control	Jun 6, 2020 at 12:29 AM	914 KB	Application		
O Downloads		Jun 28, 2020 at 10:56 PM	93.6 MB	Application		
	News	Jun 24, 2020 at 11:56 PM	8.5 MB	Application		
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Red	 OneDrive 	Today at 3:10 PM	1.03 GB	Application		
	鑬 Photo Booth	Jun 6, 2020 at 3:50 AM	5.4 MB	Application		
😑 Orange	Photos	Jun 7, 2020 at 10:20 PM	46.1 MB	Application		
Yellow	Podcasts	Jun 6, 2020 at 3:25 AM	31.5 MB	Application		
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	Q QuickTime Player	Sep 29, 2022 at 2:58 PM	15.2 MB	Application		
 Blue 	Reminders	Jun 6, 2020 at 3:31 AM	23.7 MB	Application		
Purple	🥝 Safari	Sep 29, 2022 at 2:54 PM	52.5 MB	Application		
Grav	Siri	Jun 6, 2020 at 12:28 AM	1.8 MB	Application		

- 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. <u>Click here to view an instructional video on keeping apps in the dock.</u>