

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.



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



1. Repeat Steps 1-2 with any Microsoft applications you’d like to use, such as Excel, PowerPoint, OneNote, etc.
	1. *Note: Teams may not be pre-installed on your computer.* [*Click here for instructions on installing Teams.*](https://sites.clarku.edu/its-files-public/download/microsoft-teams-access-instructions/)
2. 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.](https://clarku.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=2f6e3e1c-30c4-4fa1-a1b5-afcd0106383f)

**Mac**

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



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



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



1. Repeat Step 3 to open any Microsoft applications you’d like to use, such as Excel, PowerPoint, OneNote, etc.
2. 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.](https://clarku.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=1c0fd79f-12b8-4a40-b426-afe400c9afbd)