

## Rettleiing for nedlasting av MS Office

For å laste ned MS Office må du først ha ein registreringskode. Denne kjøper du på skulen din.

For å kunne kjøpe office-koden må du vere elev på ein vidaregåande skule i Sogn og Fjordane fylkeskommune. Koden gir deg rett til ein lisens av MS-Office. Denne versjonen kan du behalde etter at du er ferdig med skulegangen. Sjå elles avtalevilkåra på nettstaden.

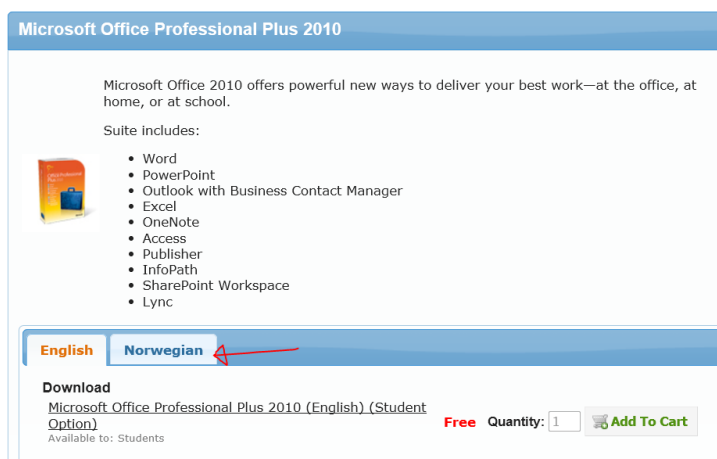
Finn lenka for kjøp av office på <http://sfj.no/elevpc> eller gå direkte til <http://sfj.onthehub.com>.

- 1) Her kan du velje om du skal kjøpe Office 2010 for PC eller Office 2011 for Mac:



(i eksempla under har eg valgt produktet for PC)

- 2) Vel rett språk! (Engelsk er standard, så du må aktivt velje Norsk) og klikk på “Add To Cart”



- 3) Klikk på “Register”

### Registered User Sign-In

Username (email address)\*

Password\*

[Forgot your password?](#)

### Not Registered?

Don't have a username and password? Click below to register.

- 4) Legg inn registreringsnøkkelen du har kjøpt og trykk "Continue"

### Account Verification > Verify Registration Code

Please enter your registration code below. \*

Registration Code\*  
F425 - OD40 - ABD6 - 40B8

- 5) Legg inn korrekte opplysningar om deg sjølv og trykk "Register"

### Account Registration

Last Name\*  First Name\*

Email Address\*

I would like to receive special offers and promotions from e-academy

Choose a Password\*

Password must be at least six characters long.

Confirm Password\*

Must match the password above.

- 6) Du kjem no tilbake i nettbutikken si startside, men er no logga inn som ein registrert brukar

- 7) Klikk på "Shopping Cart" for å gå til "utsjekken".
- 8) Sjekk at det er rett produkt i handlekorga. Om det er det, klikk på "Check Out"

**Your Cart**

Name	Quantity	Unit Price	Price
Microsoft Office Professional Plus 2010 (Norwegian) (Student Option) - Download <small>Date Added: 2011-09-07 13:56</small>	1	Free	Free

**Subtotal: €0.00**

- 9) Klikk "Continue"

**Messages**   Order   Receipt

Microsoft Office Professional Plus 2010 Order Message

This message applies to:

**Product**  
Microsoft Office Professional Plus 2010 (Norwegian) (Student Option) - Download

**Important:** You must **remove/uninstall any old or trial versions** of Office before installing the new version of Office Pro Plus 2010. Click [here](#) for more information (Available only in English)

**This product includes 32-bit and 64-bit versions. The 32-bit versions of Office 2010 products are recommended** because they prevent potential compatibility issues with other applications, specifically third-party add-ins that are available only for 32-bit Office. A combination of 32-bit and 64-bit versions of Project, Visio, and Office **cannot be installed** on the same machine.

- 10) Du kjem no til lisensavtalen. Denne må du stadfeste at du har lese ved å skrive inn namnet ditt og e-postadressa di, trykk så på "I Accept"

**ING, WITHOUT LIMITATION, CONSEQUENTIAL DAMAGES, DAMAGES FOR LOSS OF PROFITS OR REVENUES, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, LOSS) ARISING IN CONNECTION WITH THIS AGREEMENT, EVEN IF ADVISED OF LIABILITY OF SUCH DAMAGES.**

Date: 07 September 2011

Username (email address)\*:

Signature (type name)\*:

- 11) Sjekk at alt stemmer og vel "Proceed with order"

**Items**   All prices are in Euros

Name	Quantity	Unit Price	Amount
1. Microsoft Office Professional Plus 2010 (Norwegian) (Student Option) - Download	1	€0.00	€0.00

**Subtotal: €0.00**  
**Taxes: €0.00**  
**Total: €0.00**

**Order Information**   Fields marked with an asterisk (\*) are required


Last Name\*    First Name\*

Email\*

I would like to receive special offers and promotions from e-academy Inc. and its partners


[Privacy Policy](#) | [Safe Shopping](#)

12) Du vil no komme til kvitteringssida. Den gir deg nedlastingslink og informasjon om Produktnøkkelen. Denne treng du når du skal installere produktet. Desse opplysningane vert og sende på e-post. Du kan og logge deg inn att i nettbutikken for å finne desse opplysningane. Klikk på “Start Download” for å laste ned produktet ditt.

 Your order has been placed and a confirmation email will be sent to you shortly. You may wish to print this page for your records. Detailed information about all of your orders can always be found under Your Account.

Order Summary	Order Information
Order Date: 2011-09-07 14:06 <small>W. Europe Daylight Time</small> Order Number: 100027350630	Name: Tom Sølve Myklebust Email: tomsolve@gmail.com

Items	All prices are in Euros			Start Download
<b>Name</b> 1. Microsoft Office Professional Plus 2010 (Norwegian) (Student Option) - Download <b>Product Key:</b> <del>XXXXXXXXXX-XXXXXX-XXXXXX-XXXXXX-XXXXXX</del> <b>Instructions:</b> <a href="http://eS.onthehub.com/d.ashx?s=vb57qnlvox">http://eS.onthehub.com/d.ashx?s=vb57qnlvox</a> <b>Messages:</b> <ul style="list-style-type: none"> <li>Microsoft Office Professional Plus 2010 Order Message</li> <li>Student License Confirmation</li> </ul> <b>Agreement Number:</b> 4642820 <b>Enrollment Number:</b> 7342269	<b>Quantity</b> 1	<b>Unit Price</b> €0.00	<b>Amount</b> €0.00	
			<b>Subtotal:</b> €0.00 <b>Taxes:</b> €0.00 <b>Total:</b> €0.00	

13) Du må først laste ned eit nedlastingsprogram som heiter “SDM”. Trykk på “Download SDM”

Secure Download Manager Installation
Before downloading your software, you need to download and install the Secure Download Manager (SDM). <b>Download SDM</b> <a href="#">What is the Secure Download Manager and why do I need it?</a> If you have already installed the SDM and your download does not start in 30 seconds, <a href="#">click here</a> . For more information about the Secure Download Manager, see the <a href="#">FAQ (Frequently Asked Questions)</a> .

- Vel “kjør” og følg standard vegvisar for å installere dette produktet. Velg “tillat” om nettlesaren spør om du vil køyre ein “Active X komponent”.

14) Du kan laste ned enten 32-bit eller 64-bit versjon av produktet. 64-bit vil berre fungere om du køyrer Windows 7 64-bits versjon. 32-bits Office vil fungere uansett.



Order Number: 100027350630  
Order Date: 2011-09-07  
Default download location: C:\Users\tommyk\Downloads [Browse](#)

Microsoft Office Professional Plus 2010 (Norwegian)		
Microsoft Office Professional Plus 2010w/SP1 32bit (Norwegian) - MVL EMEA - X17-75348		
Microsoft Office Professional Plus 2010 32bit (Norwegian)	608 MB	<a href="#">▶ Start</a> 0%
Business Contact Manager 2010 32-bit (Norwegian)	441 MB	<a href="#">▶ Start</a> 0%
Office Communicator 2007 R2 32-bit (Norwegian)	13 MB	<a href="#">▶ Start</a> 0%
Microsoft Office Professional Plus 2010w/SP1 64bit (Norwegian) - MVL EMEA - X17-75385		
Microsoft Office Professional Plus 2010 64bit (Norwegian)	676 MB	<a href="#">▶ Start</a> 0%
Business Contact Manager 2010 64-bit (Norwegian)	440 MB	<a href="#">▶ Start</a> 0%

- Klikk på “browse” lenka om du vil endre standard lagringsområde for nedlastingsfila. Produktet vil no laste seg ned. Du vil sjå kor mykje som er lasta ned i statusindikatoren til høgre i biletet.

Microsoft Office Professional Plus 2010w/SP1 32bit (Norwegian) - MVL EMEA - X17-75348		
Microsoft Office Professional Plus 2010 32bit (Norwegian)	608 MB	<a href="#">   Pause</a> 8% Downloading

15)

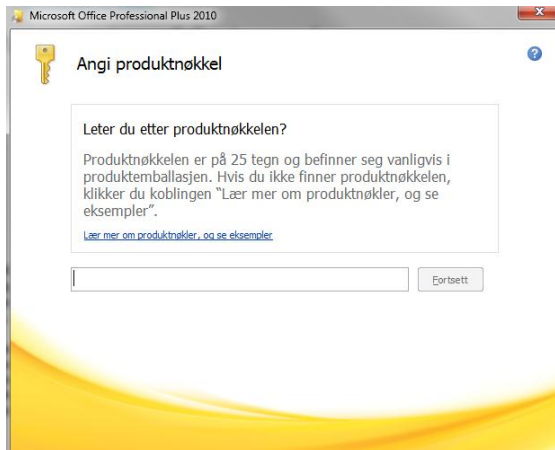
Order Date: 2011-09-07  
Default download location: C:\Users\tommyk\Downloads [Browse](#)

Microsoft Office Professional Plus 2010 (Norwegian)		
Microsoft Office Professional Plus 2010w/SP1 32bit (Norwegian) - MVL EMEA - X17-75348		
Microsoft Office Professional Plus 2010 32bit (Norwegian)	608 MB	<a href="#">Launch</a> 99% Completed
C:\Users\tommyk\Downloads		

16)

17) å pakke ut fila:Klikk på “Launch” for å pakke ut fila:

Du får no spørsmål om produktnøkkel.



Denne finn du i mottatt e-post. Den står og i det øvste skjermbiletet på s. 3.

Etter dette vel du kva for deler av Office-pakka du skal installere. **Vi tilrår at du installerer alt.**

Lukke til!