HOW TO GET MICROSOFT OFFICE KEY:

FOR STUDENTS

2. Enter uNID and CIS password when prompted.
3. Select version of Office that you need:
   a. Mac: select “Microsoft Office 2011 for Mac.”
   b. Windows: select “Microsoft Office 2010.”
4. Click “Add to Cart.”
5. Towards the bottom of the page click the “Check Out” button.
6. Click “Continue” on the bottom of the page.
7. On the next page, scroll to the bottom and type username (uNID@utah.edu).
8. In the signature box type YOUR NAME.
9. Click “I Accept.”
10. Answer the four questions and click “Next.”
11. Click “Proceed with Order.”

Print the page. Product key is in RED halfway down the page.

FOR FACULTY

2. Enter uNID and CIS password when prompted.
3. Click “Faculty/Staff.”
4. Select version of Office that you need:
   a. Mac: select “Microsoft Office 2011 for Mac.”
   b. Windows: select “Microsoft Office 2010.”
5. Click “Add to Cart.”
6. Towards the bottom of the page click the “Check Out” button.
7. On the next page, scroll to the bottom and type username (uNID@utah.edu).
8. In the signature box type YOUR NAME.
9. Click “I Accept.”
10. Complete all fields and press “Bill to this Address.”
11. Confirm that all fields are correct, select payment type & click “Next.”
12. Continue with confirmation.

On the final page labeled RECEIPT, print this page. Product key is in RED.

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