Cal Maritime Lab, Classroom & Student Study Area Computers Update

Information Technology is updating all the computers in labs, classrooms and student study areas. The updated computers have Windows 10 and Office 2016 which have a different look and feel.

Windows 10
The primary changes in Windows 10 are the Start Menu, launching applications and search.

- Windows 10 Quick Reference

Office 2016
Office 2016 licensing requires users to login with their Cal Maritime credentials.

1. When Excel, Word, PowerPoint, or OneNote are started the following windows will appear:
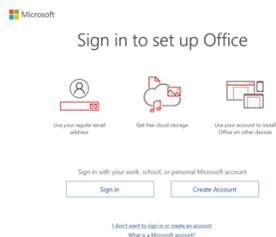
2. Select **'Sign in'**
3. On the **Activate Office** window enter your CSU Maritime Academy email and click **Next**
4. Enter CSU Maritime Academy password and click **Next**
5. Leave '**Allow my organization to manage my device'** checked and select '**Yes'**
6. Select **'Done'**

Microsoft Office Quick Start Guides

- Excel Quick Start Guide
- OneNote Quick Start Guide
- PowerPoint Quick Start Guide
- Word Quick Start Guide

Locations updated as of 8/20/19:

- Lab 101
- Lab 213 (Physics Lab)
- Lab 201
- Tech Peachman Hall
- Classroom 101
- Classroom 105

As other locations are updated, they will be added to this list.

If you need assistance or additional software installation contact the Help Desk at helpdesk@csum.edu / 707-654-1048