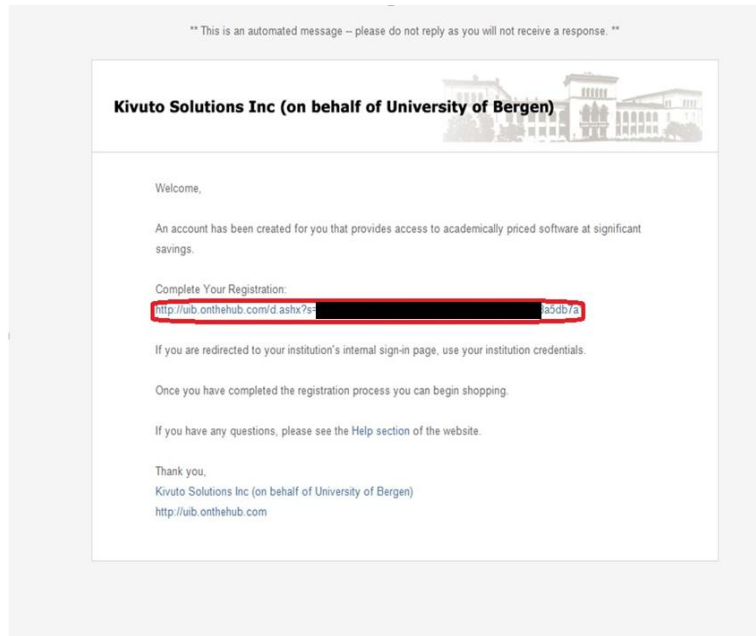


Nedlasting av Office og Windows oppgradering for ansatte ved UiB.

Kort tid etter at du har fått bekreftet forespørsel om nedlasting fra IT-avdelingen, vil du få en epost som ser slik ut:

(Avsender vil være "Kivuto Solutions Inc (on behalf of University of Bergen) <noreply@kivuto.com>")



Trykk på lenken som vist på bildet over med en rød ring rundt seg.

Lenken vil da åpne seg med en side hvor du er nødt til å registrere deg:

Her skriver du inn din informasjon (**husk at du må ha @uib.no etter brukernavnet ditt**).

NB! IKKE bruk UiB passordet når du registrerer deg her. Tjenesten ligger på en server i utlandet som UiB ikke har kontroll over. Blir tjenesten «hacket» kan dette ramme både deg og UiB.

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Account Registration

Last Name* First Name*

Username*
brukernavn@uib.no

Email Address*
Din UiB epost (Eks: per.ole@adm.uib.no)

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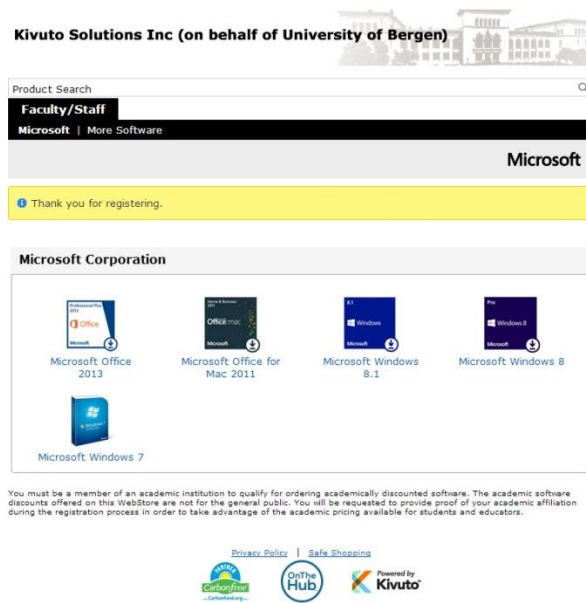
Choose a Password*

Password must be at least six characters long.

Confirm Password*

Must match the password above.

Etter du har registrert deg, kommer det opp en side med valg over programvare:

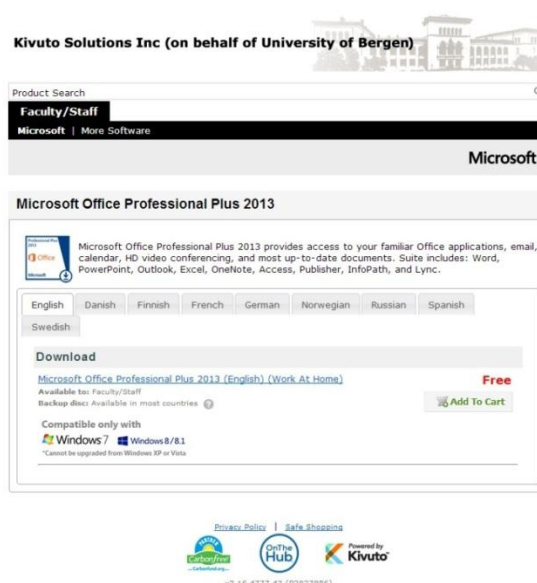


Velg her hvilken type programvare du ønsker.

Det er greit å merke seg at hvis du velger Office får du tilgang til 3 aktiveringer (enten på samme maskin (reinstallasjon) eller på tre forskjellige maskiner. Windows 7 og 8 kan aktiveres tre ganger **på samme maskin** (reinstallasjon). Videre kan en bare velge en Office versjon og en Windows versjon. En kan for eksempel **ikke** laste ned både Office for Mac og Windows.

Vi tilbyr bare Windows oppgradering. Det betyr i praksis at du MÅ ha et Windows operativsystem på maskinen fra før av. Oppgradering av Windows er omfattende og anbefales ikke dersom du ikke har spesielle grunner for det. En god grunn til å oppgradere kan være at du kjører Windows XP som Microsoft slutter å supportere den 8. april 2014.

Når du har valgt programvaren du ønsker får du valg om å velge hvilket språk du ønsker. Her velger du det språket du ønsker å bruke, og trykker på "Add to Cart".



Etter du har trykket på "Add to Cart" vil du få en oversikt over hva som ligger i din handlevogn, du vil også få tilbud her, men merk at disse må du **selv betale for** og blir **ikke** dekket av UiB.

Merk deg følgende:



- Du har bare **en måned** på deg til å laste ned programvaren fra du har bestilt den.
- Fra du har fått opprettet konto, har du **ca. et år** på deg til å få lastet ned det du måtte trenge av programvare (MS Office og/eller Windows oppgradering)

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Your Cart

| | | |
|--|--|--|
|  | Microsoft Office Professional Plus 2013 (English) (Work At Home) - Download Date Added: 2014-02-24 06:25 | Price Free <input type="button" value="Remove"/> |
|  Basic Access Guarantee (1 month) - Included <small>31 days of access to your download and/or key. Learn more</small> | | |
| Subtotal: €0.00 | | |

Recommended For You (Optional)

| | | |
|--|---|---------------------------------|
|  | Extended Access Guarantee (24 months) <small>Upgrade all items in your order from Basic Access to Extended Access. The Extended Access Guarantee provides you with 24 months of access to your download(s) and/or key(s) for just a small fee. The Access Guarantee option does not extend the duration of time-limited licenses (if applicable). Learn more</small> | €3.81 <input type="checkbox"/> |
|  | Backup Disc - Microsoft Office Professional Plus 2013 (English) <small>Receive genuine DVD(s) of your software for backup purposes to accompany your download and/or key. No additional delivery fees!</small> <small>Note: Backup discs do not come with product keys. To install/activate software from a backup disc, you will need the product key or activation code issued with your order.</small> | €10.95 <input type="checkbox"/> |

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v3.16.4777.43 (P2827956)

Du vil videre få opp lisensvilkårene, her må du navigere deg ned til bunnen og akseptere vilkårene. Skriv inn ditt brukernavn og fulle navn, trykk deretter på "I Accept".

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Date: 24 February 2014

Username*:

Signature (type name)*:

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Etter du har akseptert vilkårene får du muligheten til å se over din ordre.

Her må du også skrive inn ditt navn og UiB epost, etter det trykker du på "Proceed With Order"





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Messages **Order** Receipt

Items All prices are in Euros




| | Amount |
|---|--------------|
|  Microsoft Office Professional Plus 2013 (English) (Work At Home) - Download  Basic Access Guarantee (1 month) - Included 31 days of access to your download and/or key Learn more | €0.00 |
| Compatible only with  Windows 7  Windows 8/8.1 <small>*Cannot be upgraded from Windows XP or Vista.</small> | |
| Subtotal: | €0.00 |
| Taxes: | €0.00 |
| Total: | €0.00 |

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

Last Name* First Name*

Email*

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 v3.16.4777.43 (P2827956)

Til slutt vil du få en kvittering på din bestilling, herfra kan du trykke på "Start download" for å starte veilederen for installasjonen av din programvare. Du vil også motta en epost med bekreftelse av din bestilling. Det er også her du finner aktiveringsnøkkel som du **MÅ** ha for å aktivere programmet.

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Messages Order **Receipt**

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

| Order Summary | Order Information |
|--|---|
| Order Date: 2014-02-24 06:37 <small>Green Standard Time</small> Order Number: 100271761647 <input type="button" value="Email order receipt"/> | Name: <input type="text"/> Email: <input type="text"/> |



Items All prices are in Euros







| | Amount |
|---|--------------|
|  Microsoft Office Professional Plus 2013 (English) (Work At Home) - Download  Basic Access Guarantee (1 month) - Included 31 days of access to your download and/or key Learn more | €0.00 |
| Product Key: <input type="text"/> Instructions: Click here for instructions - Download Office Professional Plus 2013 Messages: Faculty and Staff Access Agreement Agreement Number: 5923994 Enrollment Number: 5923994 | |
| Subtotal: | €0.00 |
| Taxes: | €0.00 |
| Total: | €0.00 |

Installasjon:

Når du trykker start download vil du bli navigert til en ny side som viser deg hvordan en installerer programvaren:

Select Language: English (United Kingdom) ▼

Get Your Software in 4 Easy Steps  

1. **Download the Secure Download Manager (SDM) installation file** 
If you have completed this step previously, go to step 3.
[Download SDM](#) 
2. Locate the file from step 1 and run it to **install the SDM** 
3. **Download the .SDX file** for your order 
[Download .SDX](#) 
4. When the SDM launches, **start downloading your software.** 
If the SDM application does not launch automatically, locate the file from step 3 and open it to download your software.

Følg punktene for å få programvaren installert.