

BEFORE YOU BEGIN: PLEASE NOTE YOU MUST USE YOUR CCRI EMAIL ONLY. IF YOU TRY TO USE A PERSONAL EMAIL IT WILL BE DELETED. IF YOU HAVE ANY PROBLEMS, PLEASE CONTACT MICROSOFT DIRECTLY AT 866-643-9421

How to Download and Install Microsoft Project or other software available from CCRI

Before you go to the website, please put your browser in incognito (private browsing) mode.

You can use a keyboard shortcut to open an Incognito window:

Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.

Mac: Press the command key (symbol) + Shift + n.

Go to: [Microsoft Azure Enrollment for Computer Science Students](#)

Follow the instructions below to download and install Microsoft Project on your computer:

1. Click the **Sign In** button, using your CCRI account credentials (just like you would when signing into Blackboard or your MyCCRI account).
2. After signing in, fill in the necessary information on the Azure Dev Tools form.
3. Use your mobile phone number to receive a text message containing a verification code.
4. After you receive the text message with the verification code, type it into the form and select the **Verify code** button to proceed, as shown in the screenshot below.

Azure Dev Tools for Teaching
Get the tools you need to build your project, design an app or launch a website.

1 Identity Verification by phone

A text or phone call helps us make sure this is you.

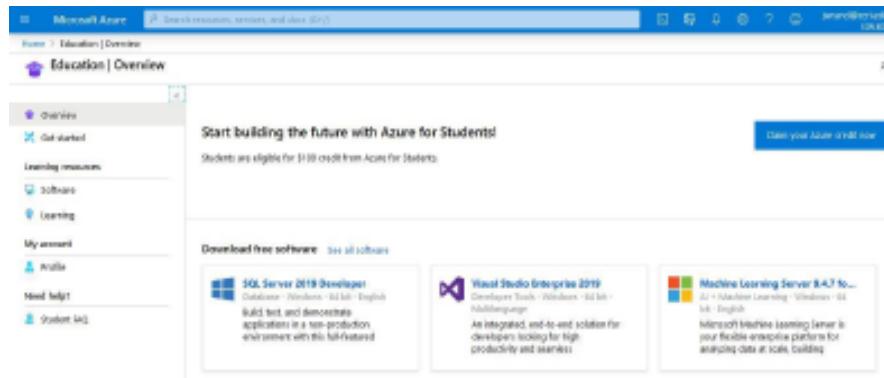
Country code: United States (+1)

Phone number: (401) 451-5905

We delivered a code to your phone.

Verification code: 427582

5. On the next screen, agree to the terms by clicking the '**I agree...**' checkbox and then click the **Accept terms** button.
6. Once you reach the Microsoft Azure home page, click on the **Software** link under the **Learning Resources** section on the left-hand side of the page, as shown in the screenshot below.



7. At the top of the page, in the search bar, type **project professional** (or another name of software) and the resulting versions available, as shown below.

The screenshot shows the Microsoft Azure interface under the 'Education | Software' section. A search bar at the top contains the query 'project professional'. Below the search bar, there are filter options: 'Product category : All', 'Operating System : All', 'System type : 64 bit, Service', and 'Product language : English, Multilanguage'. A table titled '2 Items' displays two software entries:

Name ↑↓	Product category ↑↓	Operating System ↑↓	System type ↑↓	Language ↑↓
Project Professional 2019 (Wind...	Productivity Tools	Windows	64 bit	English
Project Professional 2016 (Wind...	Productivity Tools	Windows	64 bit	English

You should see two items listed:

For example: Project Professional 2019 and Project Professional 2016.

You can download Project 2019, since it's the latest version available.

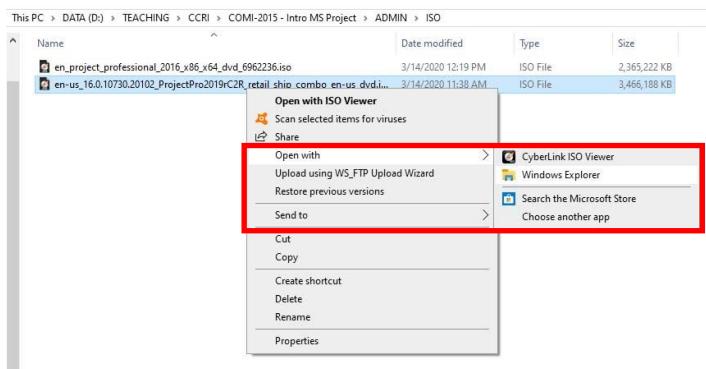
8. After you click the software link, in the dialog window, click the **View Key** button to show product license key, as shown in the screen shot below.



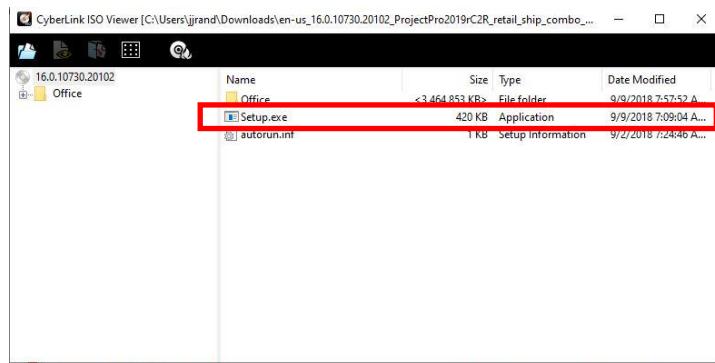
When the product key is displayed, *highlight over* the product key, **RIGHT-CLICK**, and select **Copy** (or press **CTRL-C**). Then, **Paste** the product key into a **Notepad** document or another text application to refer to later in these instructions. This is important because you'll need this application key to activate MS Project after it's downloaded and installed on your computer!



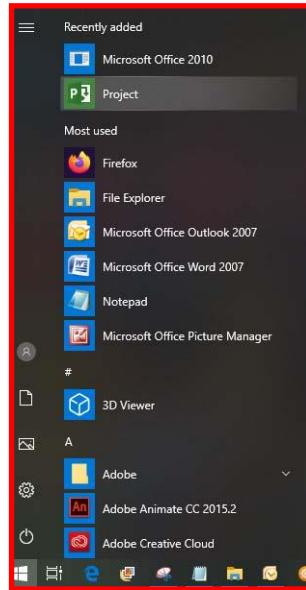
- Click the **Download** button to download the software ISO image to your computer.
Note: Please be patient and ensure it is completely downloaded before proceeding to the next step.
- Locate the ISO image on your computer, it will be named something like "en-us_16.0.10730.20102_ProjectPro2019rC2R_retail_ship_combo_en-us_dvd.iso"
- RIGHT-CLICK** on the ISO image to open the context menu. From the context menu, select **Open With** and then select **Windows Explorer**.



12. After opening the ISO image with Windows Explorer, you'll see the contents of the ISO image. Double-click the **Setup.exe** icon and follow the instructions to install the software on your computer.



13. After the installation completes, click the **Windows Start** icon in the lower-left corner of your computer screen and look for **Software** in the list of applications.



14. Launch the application. When prompted for the application key, enter the **product key** you copied earlier in **Step 9**. Accept the licensing terms and click OK to launch software.

