

CASPER @ IU: USING SELF-SERVICE

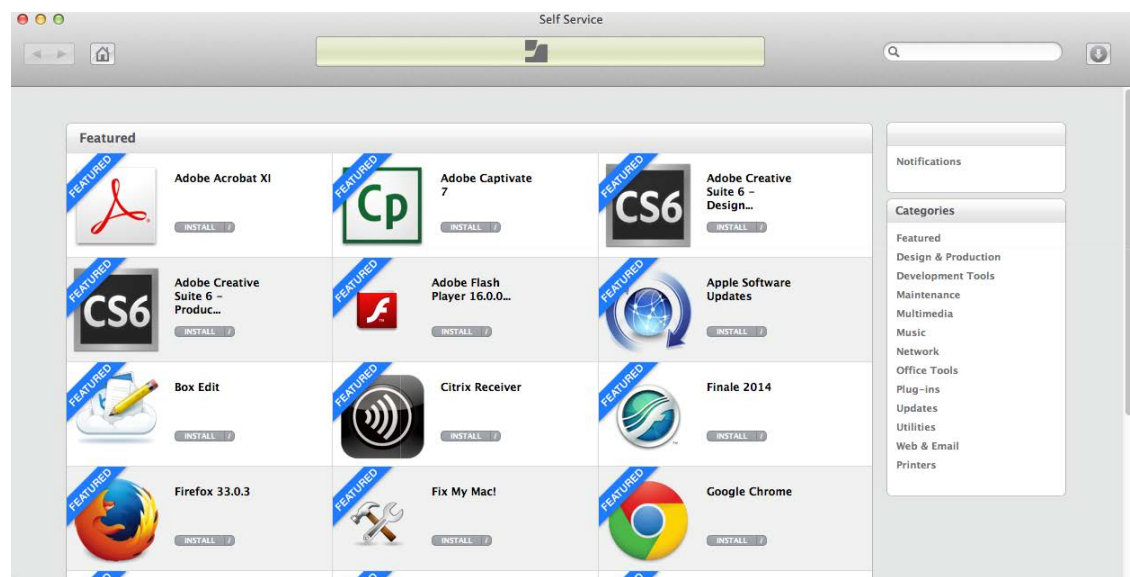


Casper is a Macintosh management system that allows users to install software via the Self-Service application. Programs you can install include Adobe CS6, Flash updates, Microsoft Office (full suite and update), Lync, Finale, Sibelius and several more.

A new icon will appear in your dock. Click to open the Self-Service Portal.

To the right is the home page of the Self-Service portal. It will show all of the featured programs. You can search using the search box in the top right, or click on categories to check out what software is available.

To the right of the *Install* button is an information button that will tell you more about the software.



To install the software hit the *Install* or *Update* and a pop up will tell you about the software you want to install.

Click *Install* again to start the download and installation process. This will take place in the background so you can work in other programs while the installation is taking place.

Once installed the program will be in your Applications folder. Plug-ins, such as Flash, will appear in System Preferences.

