

To install Acrobat Pro on PC:

[To install Acrobat Pro on Mac, click here.](#)

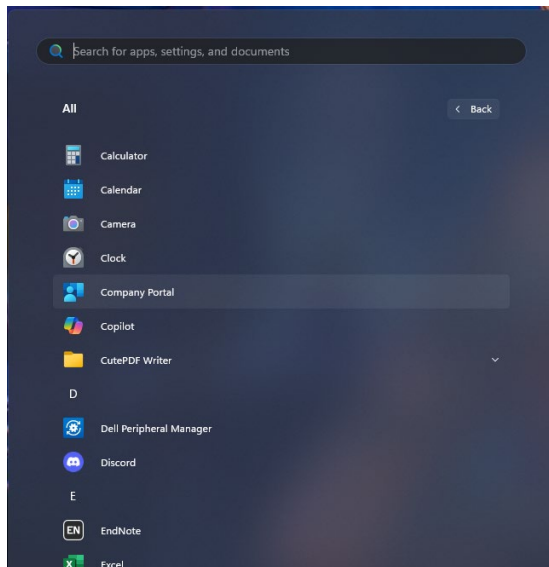
[To install Acrobat Pro on a non-FAU owned computer, click here.](#)

Before starting, make sure all windows updates have been applied. If unsure, you can reboot the system to let any pending updates install.

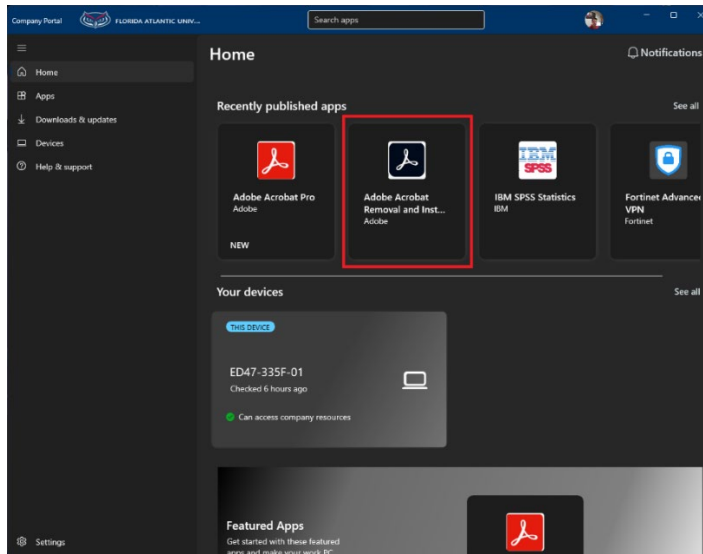
Make sure to close Outlook and any browsers. Acrobat has a plugin for these applications and needs them to be closed in order to install.

Open the start menu, click the **All** button in the upper right. This will list all of the apps on your computer in alphabetical order. Please scroll down to the apps that start with “C.”

Click **Company Portal** as pictured below:

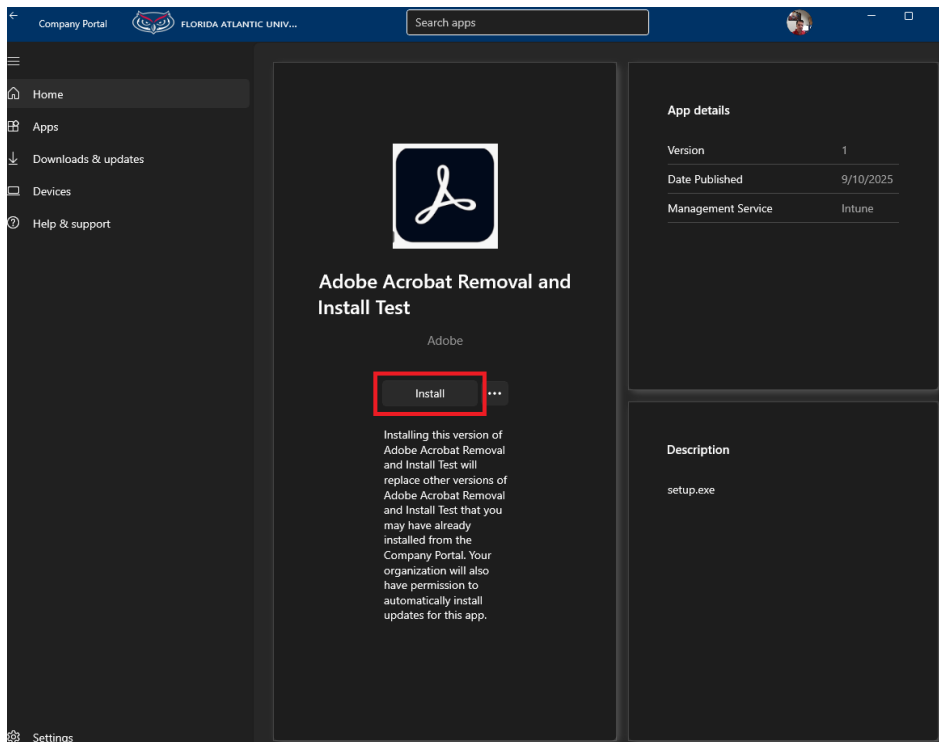


Select Adobe Acrobat Removal and Install.



(If you don't see the apps as pictured above, click on Apps in the menu on the left to display all of them.)

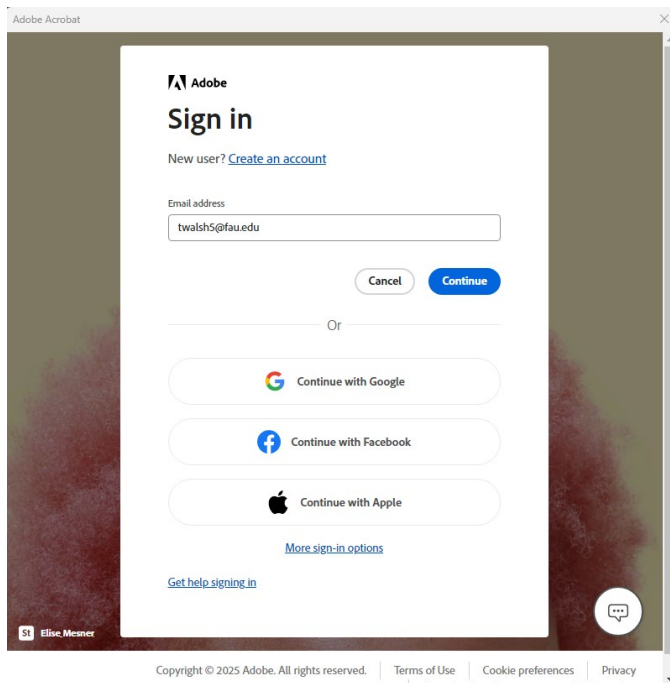
In the window that appears, click **Install**.



Wait for the process to complete. There will be a progress bar in the upper right corner. In our experience, it will read at 100% for about half of the installation; this is normal. Please keep Outlook and all browsers closed during this process.

Once complete, open Acrobat and it should prompt you to sign in.

Type in your full e-mail address, and then click **Continue** such as in the example below:



You'll be redirected to FAU's single-sign on window.. Type in your username and password and click **login**. A multi-factor prompt will follow. Sometimes, a prompt follows asking if you're using a personal or work account – if this appears, choose the **Work or School Account** option.

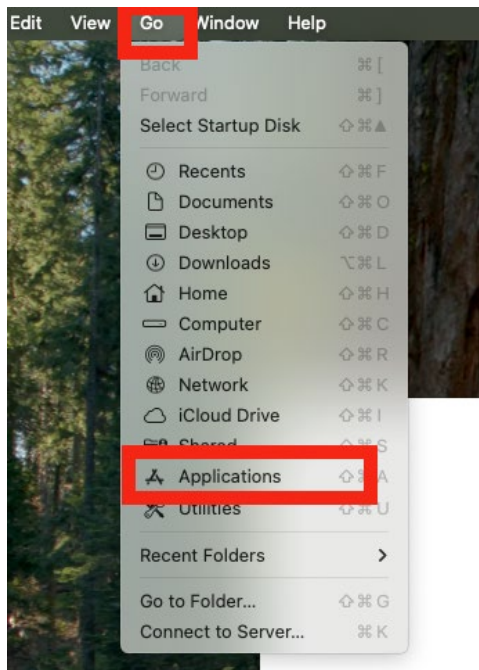
You now have Acrobat Pro installed on your system.

If you have any issues or questions, feel free to reach out to anyone at Technology Services and we'll be happy to assist you.

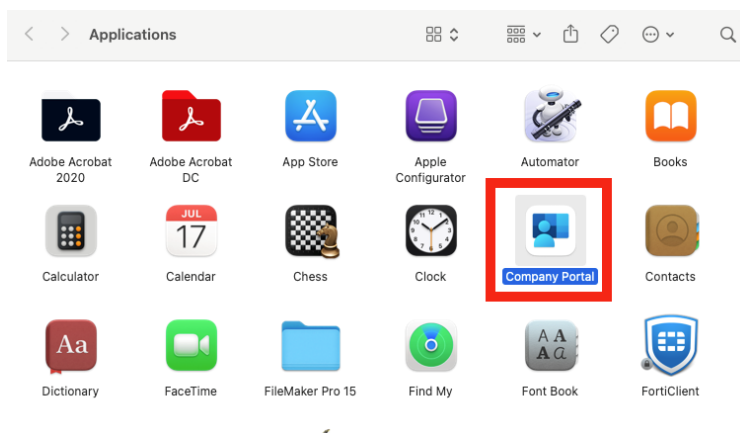
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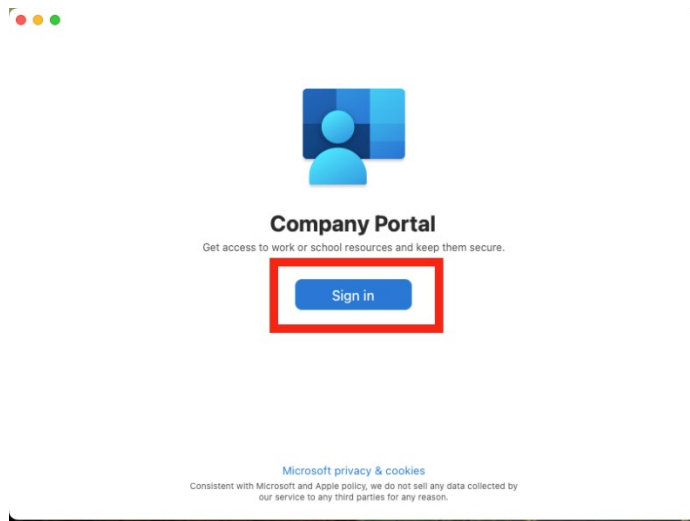
On the top toolbar, click **Go** and then select **Applications**.



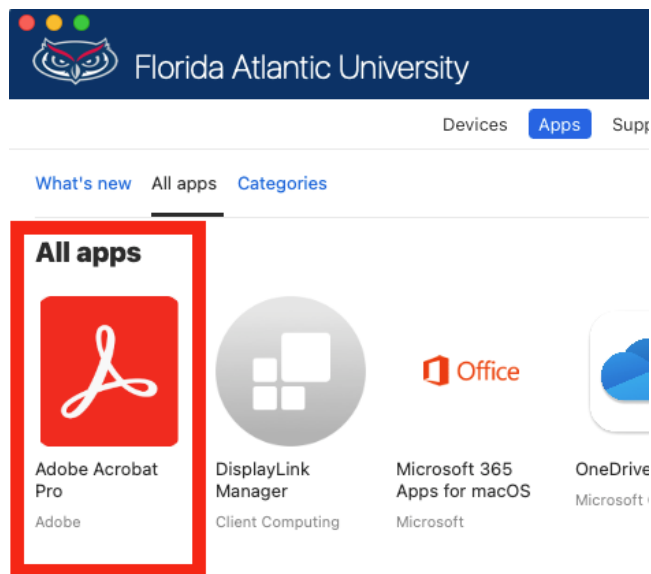
In the Applications folder, locate and select **Company Portal**.



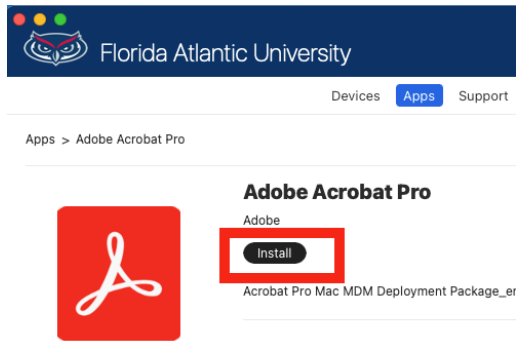
If this is your first time using Company Portal, **sign in** with your FAU credentials.



Once in Company Portal, select **Adobe Acrobat Pro**.

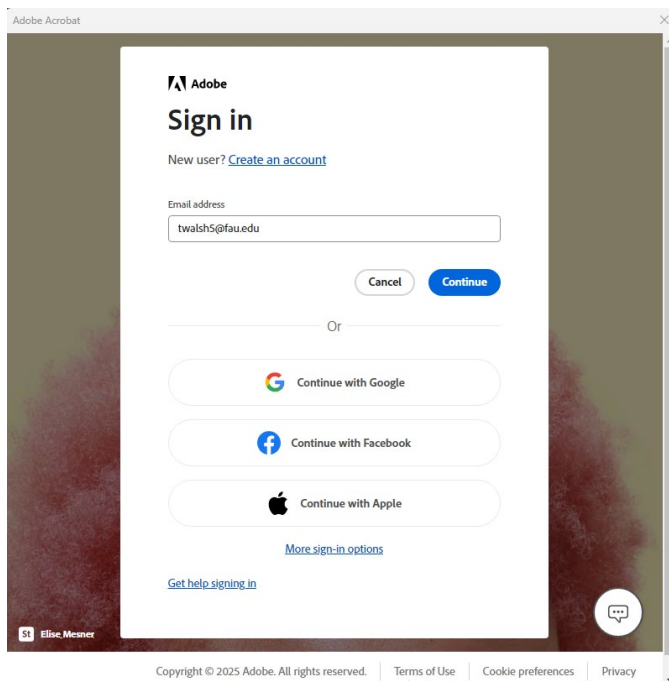


You'll see the following window. Click **Install**, and then wait for it to finish.



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