Introduction

The Adobe Desktop app is a single app that enables you to sign in and connect directly to Adobe to launch, install, uninstall, and update Adobe CC apps on demand. No administrator rights are required with the desktop app.

The following procedures are only applicable if faculty/staff have already completed the TU Adobe Request/Approval process to register for access to Towson Adobe enterprise software. After registering and approval, the Adobe Creative Cloud Desktop app will be sent to your university computer via the Software Center. These procedures are for faculty, staff, and student employees only. Students are only licensed for Adobe software installed in university classrooms and computer labs.

Installation Requirements

- Computer should be plugged into an electric outlet.
- Quit all running applications; they interfere with Adobe installations and don’t work on the computer until the installation is completed.

Installation

On a PC, the installation of the Adobe Creative Cloud Desktop app is performed via the Software Center.

1. Click the Windows Search button.

Figure 1

2. Type Software Center and press Enter.

Figure 2
Adobe Creative Cloud: Using the Desktop App (PC)

3. The Software Center window appears. In the Applications section of the Software Center, click on the Creative Cloud Desktop App item.

4. In the Application Details screen, click the Install button. Once installation is complete, the Install button text will change to Reinstall.

Signing into the Adobe CC Desktop App

Since the Adobe CC license is connected to your NetID, you must use your Towson University email address and password to utilize the app. After installing the app, it will launch and load itself into the system tray or notification center of your Windows PC. Follow these steps to sign in:

1. Double click the Adobe Creative Cloud icon on your desktop.

2. In the Creative Cloud Sign In window, click the Sign in with an Enterprise ID link.
3. In the **Email address or domain name** field, type your Towson University email address and then press the **Tab** key. The **Choose an account for** screen will appear.

4. Click the **Enterprise ID** button. You will be redirected to the **Towson University Authenticated Login** screen.

![Choose an account for](image1)

**Figure 7**

5. In the **Towson University Authenticated Login** screen, type your **Username (NetID)** and **Password** and then click the **Login** button.

![Towson University Authenticated Login](image2)

**Figure 8**

6. The **Adobe Creative Cloud** app will sign in and begin to load.

**Note:** Upon first login, the app will take some time to catalogue the Adobe applications on your machine. This is completely normal.
Signing out of the Adobe CC Desktop App

If there are multiple users that utilize your workstation you must sign out of the Adobe CC app before logging off of the computer. Follow these steps to sign out:

7. Open the Adobe Creative Cloud app.
8. Click on the user silhouette button and then click the Sign out button.

Using the Adobe Creative Cloud App (PC)

The Adobe Creative Cloud app enables you to manage the installation and update of any Adobe software on your computer. Since these programs can take up a considerable amount of space on your hard drive, it is recommended that you remove any Adobe software you do not use. In the future, if you decide to use any of the Adobe software you removed, the app enables you to reinstall.

Installing Adobe CC Software

To install Adobe software through the Adobe Creative Cloud app, click the Install button corresponding to the program you wish to use. When the install has completed, the Install button will change to an Open button.

Updating Adobe CC Software

Click the Update button corresponding to the Adobe program you wish to update.

Uninstalling Adobe CC Software

In order to save storage space on your machine, it is recommended that you uninstall any Adobe apps that you do not use. If you choose to use the uninstalled app in the future, you will be able to reinstall it through the Adobe Creative Cloud app. Depending on the button corresponding to your app, there are two ways to uninstall.
Multiple Versions of the Software

If there are multiple versions of the program, you will be able to expand the menu to see all versions.

1. In the Creative Cloud app, expand the list of versions by clicking on the triangle beside the listed program you wish to uninstall. The list will expand with all versions of the program that are currently installed.

2. Click the down arrow corresponding to the software you wish to uninstall. In the drop-down menu, click the Uninstall option.

3. A window will appear asking if you would like to keep your app preferences. If you plan on utilizing this software in the future and like your preferences, click the No, keep app preferences button. If you wish to disregard any saved preferences, click the Yes, remove app preferences button.

4. The selected software will begin to uninstall.
Adobe Creative Cloud: Using the Desktop App (PC)

One Version of the Software
To uninstall when there is only one version of the software, follow these steps:

1. Click the **down arrow** beside the **Open** button.
2. Select **Uninstall** from the drop down menu.

![Figure 15](image)

3. A window will appear asking if you would like to keep your app preferences. If you plan on utilizing this software in the future and like your preferences, click the **No, keep app preferences** button. If you wish to disregard any saved preferences, click the **Yes, remove app preferences** button.

![Figure 16](image)

4. The selected software will begin to uninstall.

**Updating Software**

Click the **Update** button corresponding to the Adobe program you wish to update. If you wish to update all of your installed Adobe apps, click the **Update All** link.

![Figure 17](image)