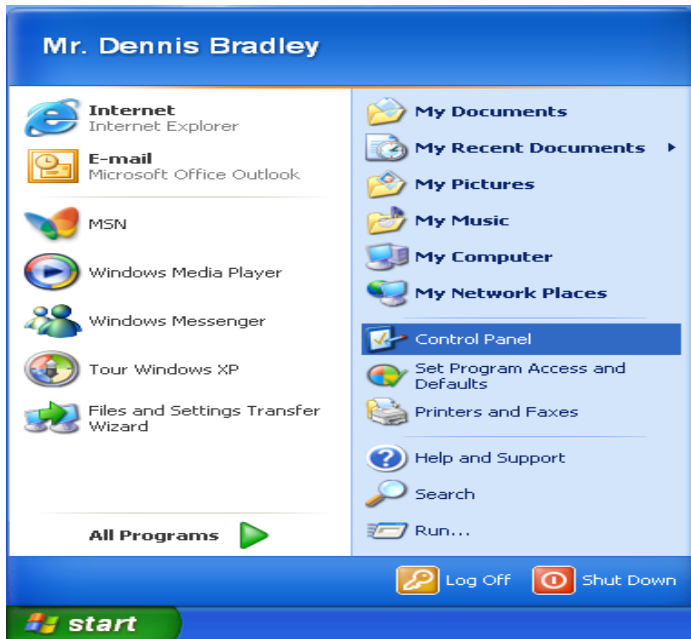


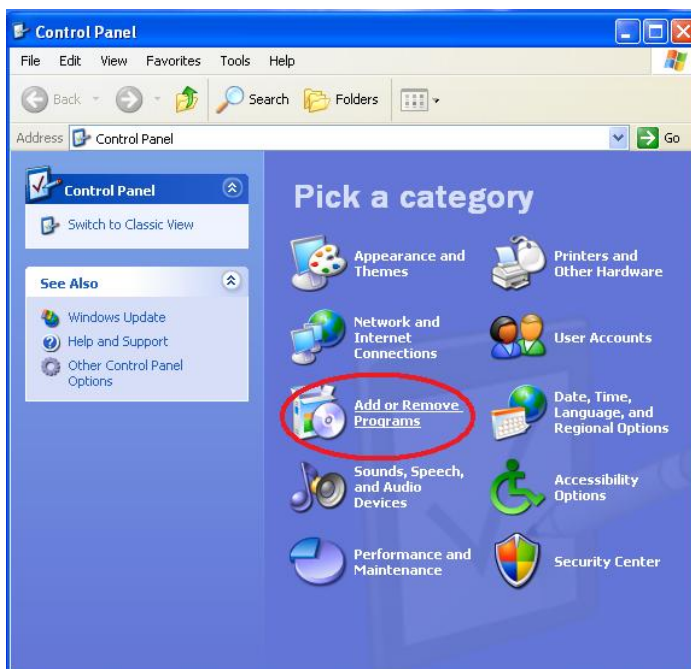
Installing Microsoft Office 2007 on your Office Computer

Technology and Communications has made the Office 2007 installation an “advertised” application that you can install without having to obtain Administrative Privileges. When you are ready to upgrade to the new version of Office 2007, please follow these steps in Windows XP.

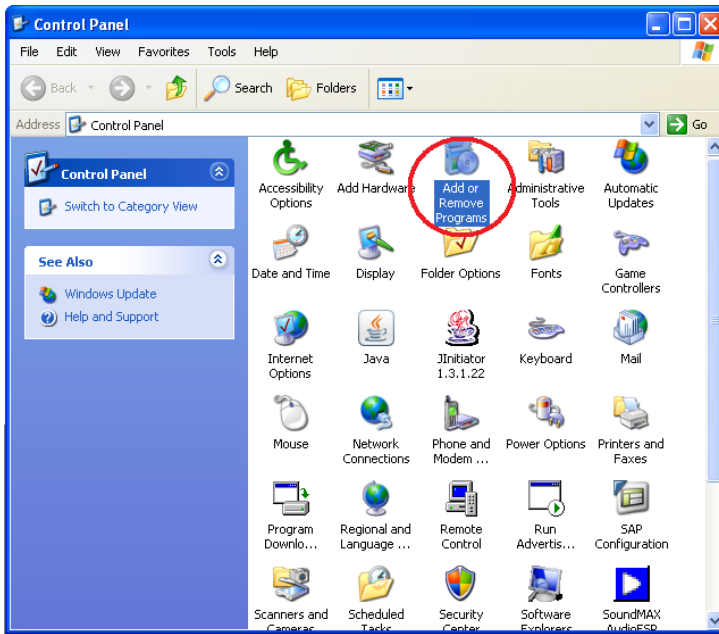
Step 1 – click **Start** and click **Control Panel**



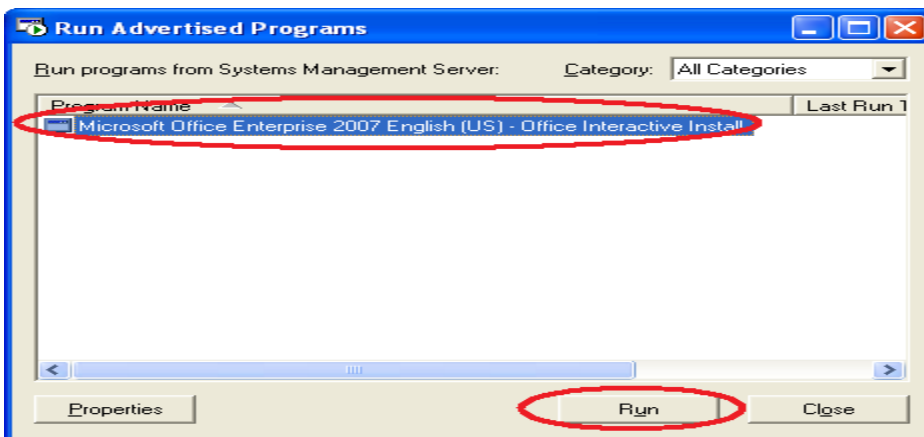
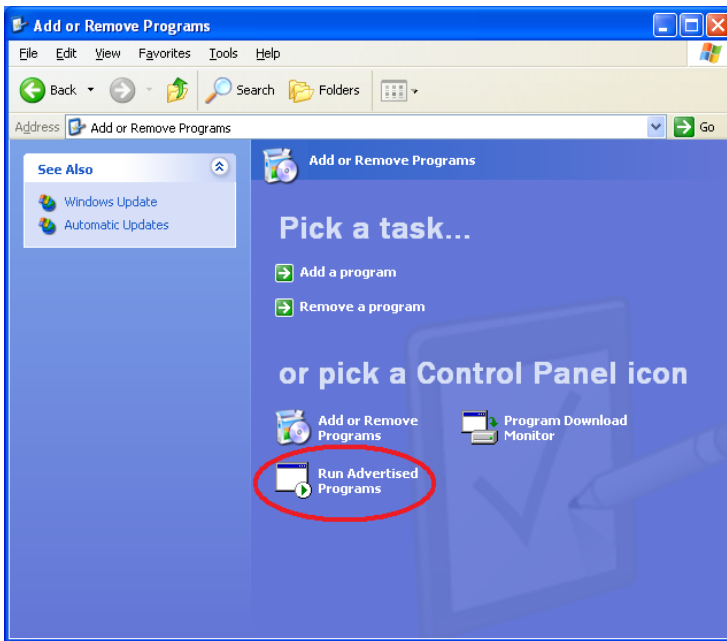
Step 2 – If you are using the normal category view, click **Add or Remove Programs**



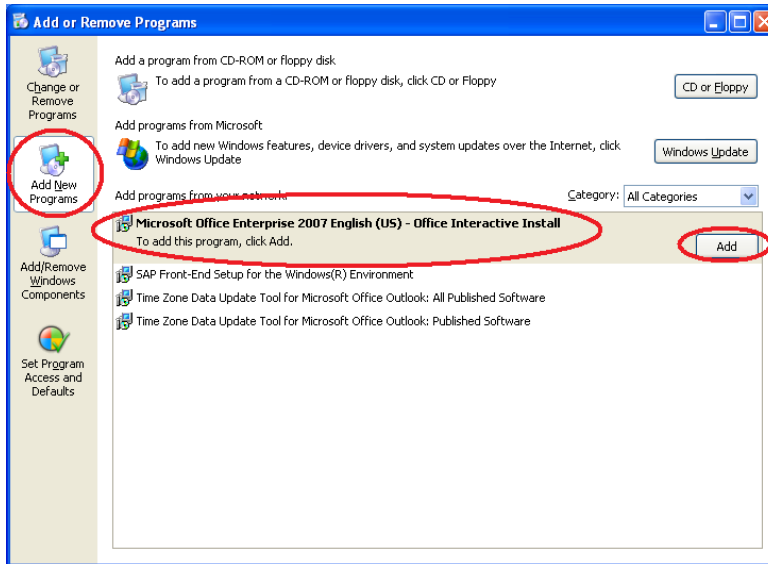
Or if you are using the classic view, click Add or Remove Programs



Step 3 – If you are using category view, click **Run Advertised Programs** and then click on **Microsoft Office Enterprise 2007 English** and then click **RUN**

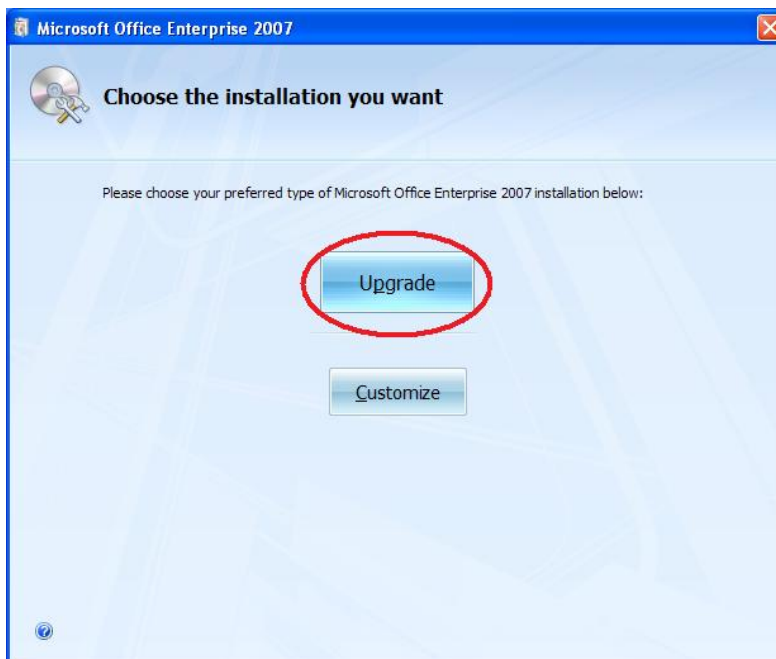


Or if you are using classic view, click **Add New Programs** on the left, click **Microsoft Office Enterprise 2007 English** and then click the **ADD** button

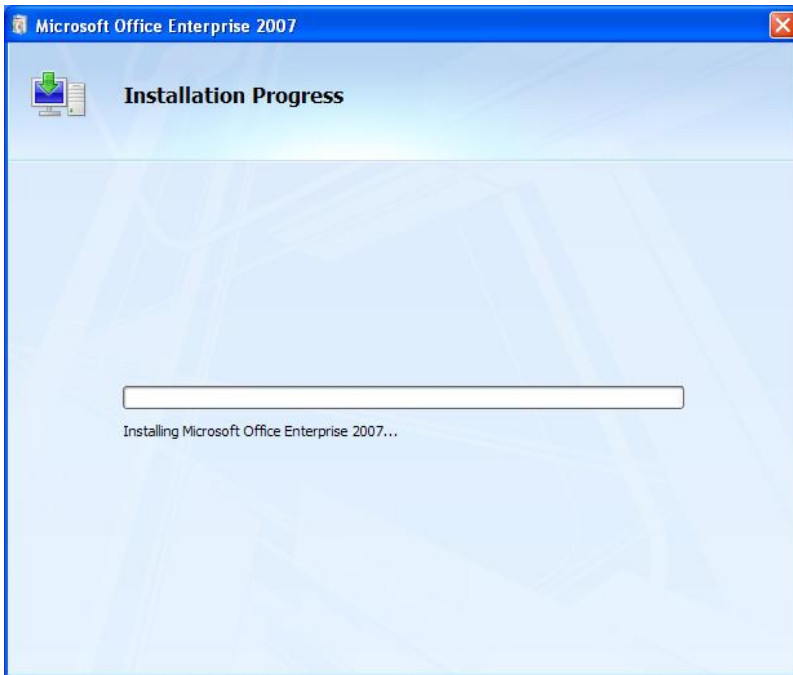


Note – if you do not see the Microsoft Office Enterprise 2007 application listed, please contact the Technology Help Center at x2111 and let the helpdesk technician know that you do not have this listed within your add/remove programs section.

Step 4 – Choose the installation option you want. We recommend that you choose the **Upgrade** option to completely upgrade all your currently installed Office applications to version 2007. However, we have had a handful of users choose to Customize their installations in order to keep their existing version of Office 2003 installed. We have not tested this option, but we have had a few users respond that they could use either version successfully once the installation completed. Warning to Outlook Users, you cannot have two versions of Outlook installed, you must customize your installation to either keep your current version or replace it with the new 2007 version of Outlook.



Step 5 – For those who chose to Upgrade (rather than customize) the following screen will appear and the installation will proceed and notify you when it is complete.



NOTE – if you would like to customize your installation, you should contact the Technology Help Center at x2111 and place a helpdesk call for assistance to ensure you are choosing the proper options.

Thank You.