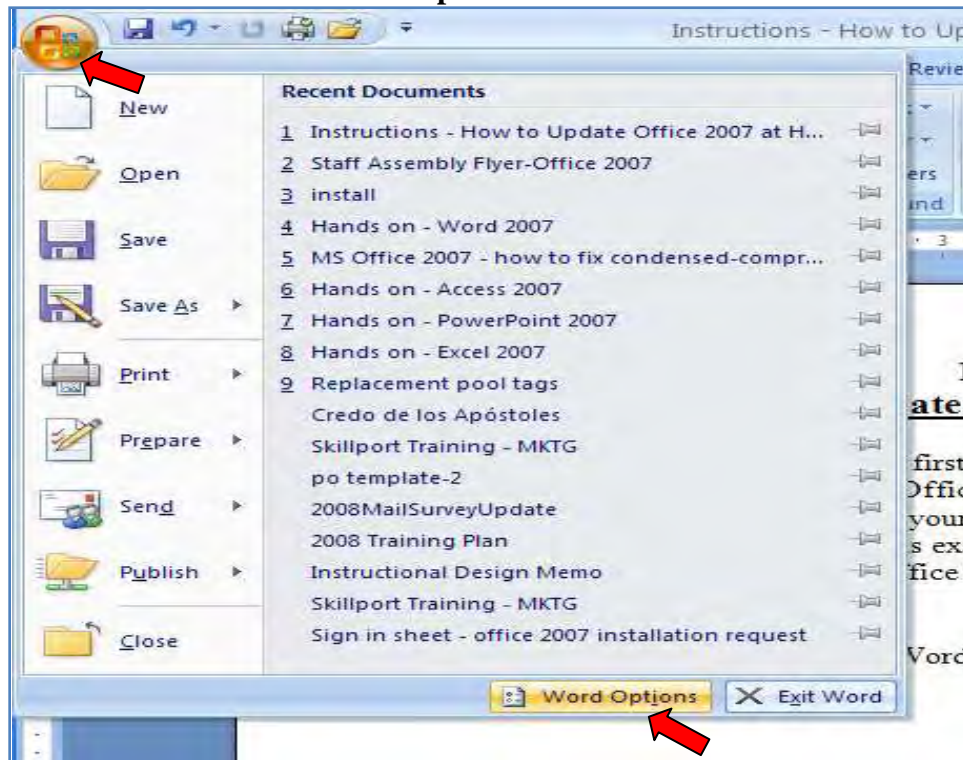


MS Office 2007

How to Update my Office 2007 Suite at Home

Congratulations! Now, you are one of the first using MS Office 2007. The computer you are using at HBU regularly receives updates; and your new Office 2007 should be updated. Since you have a home installation, we would like to show you how to update your Office 2007. First, you need internet connection. Then Open any of the Office 2007 applications. In this example, we'll use Word 2007. Also, if you feel like you need to check if there are new updates for your Office system, you can follow these steps to keep your Office 2007 updated:

1. Click the Office Button and click Word Options.



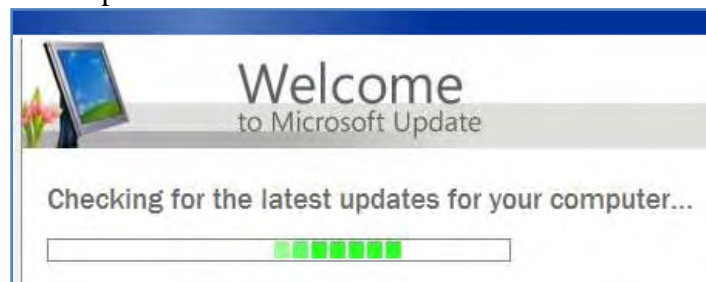
2. Click the Resources Option and then click the Check for Updates button:



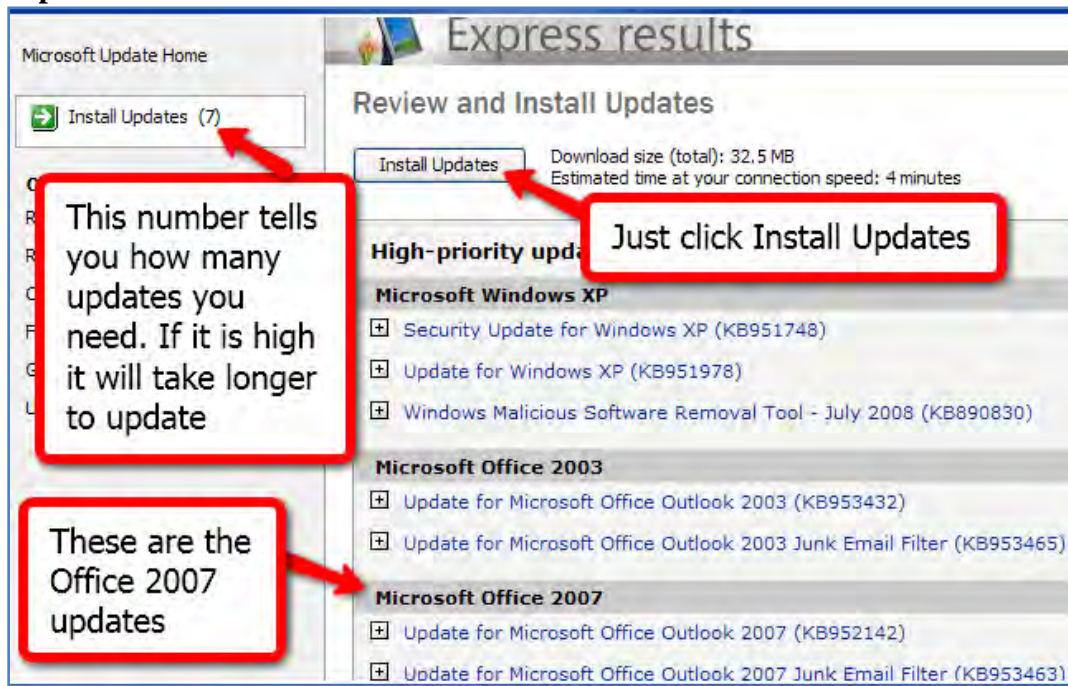
3. Your Internet Explorer Browser launches (the updates cannot be done with Firefox). There are some different update scenarios and that depends on what update services are installed (or not) in your computer. This first method will take you to the Microsoft Updates website. Click the **Express** button.



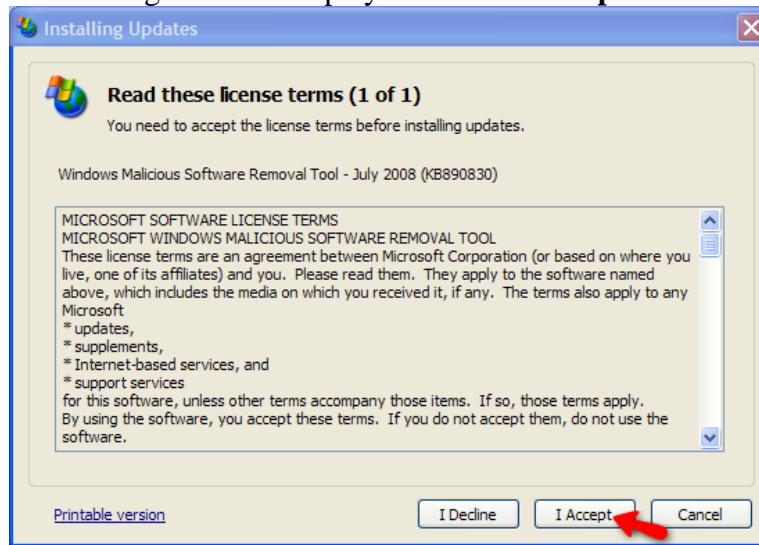
4. Your computer checks the updates needed. Please wait from 3-10 minutes.



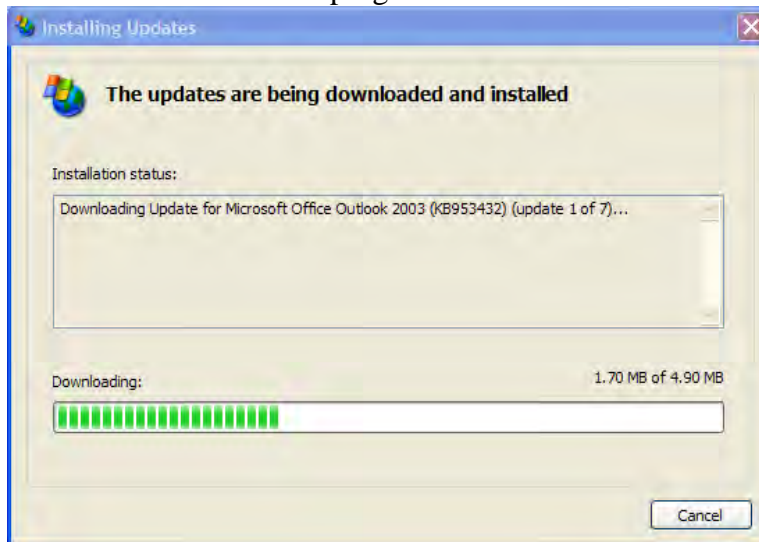
5. When done, you'll see the following screen telling you how many updates are needed. Just **click the Install Updates** button.



6. The Update services starts the process and you'll have to wait depending on how many updates your computer need. The following screen is displayed. Click **I Accept** to install.

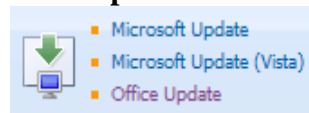


7. The following screen shows the installation progress.

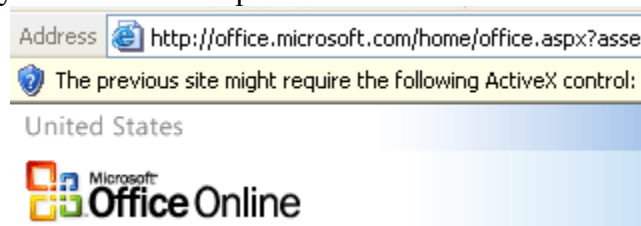


8. Sometimes the installation asks for your acknowledgment or acceptance; read the instructions and click the appropriate buttons to accept or continue. Sometimes you need to restart your computer to finish the update process.
9. The second method uses MS Office website. Go to: <http://office.microsoft.com> and from the top right

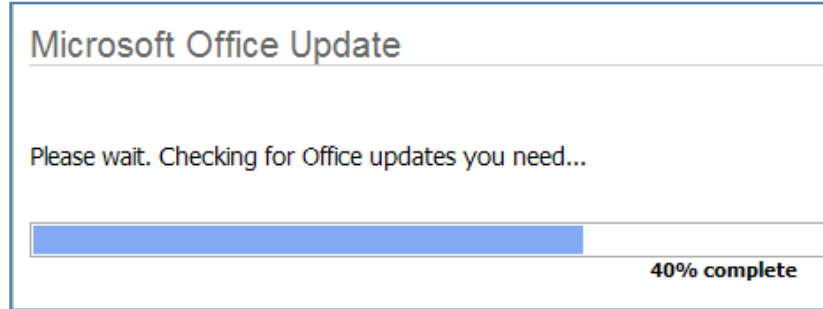
side of the page click **Check for Updates**



10. Then click **Office Update**. This will take you to another webpage. On top of the page you'll see the yellow Internet Explorer Info Bar like this one:



11. **Click this yellow bar**; it will show a small menu, **click Run ActiveX Control**. From the following pop-up window **click Run**.
12. The Office Update service starts and checks your system.



13. If there are updates needed, the webpage displays all of them. **Click the button Agree and Install**.
14. The Update service starts its process.
15. Sometimes you need to restart your computer to finish the update process.
16. Do this process at home every 2 weeks to keep your computer updated. Also remember to update your Virus definitions from your Anti-Virus program.

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