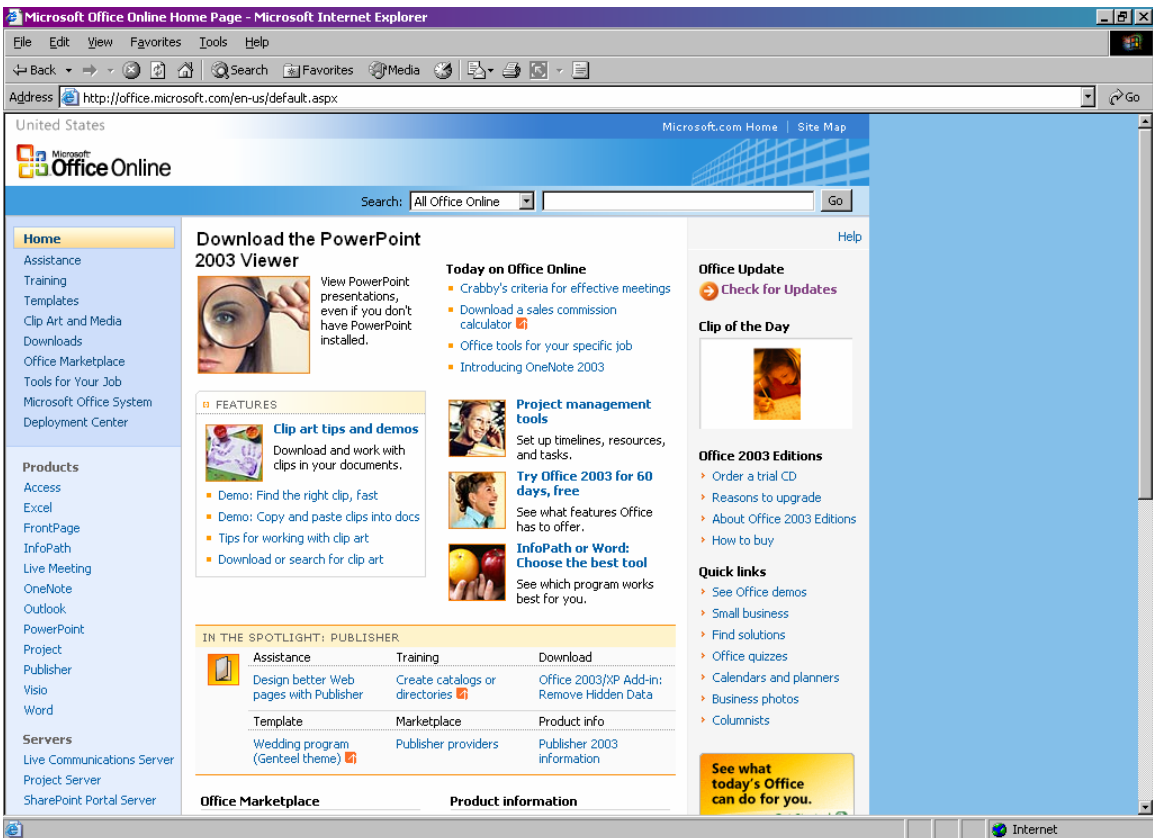




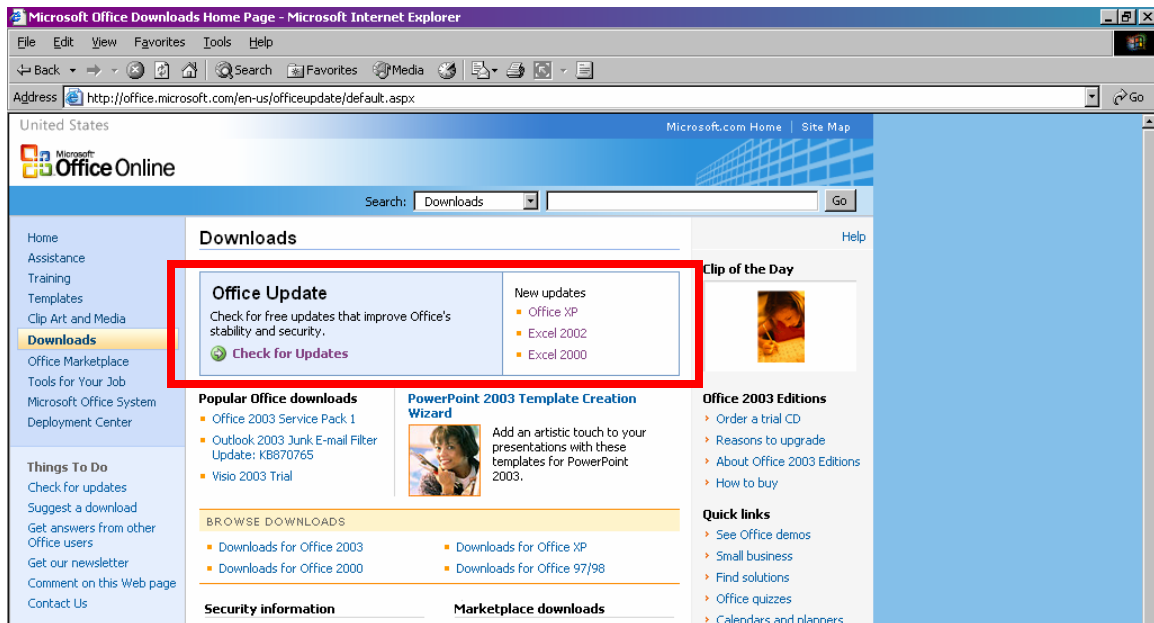
## Using Microsoft Office Update Instruction Sheet

1. Open up Internet Explorer and enter the URL for the Microsoft Office Update website: <http://www.office.microsoft.com>. Click on the link marked "Check for Updates." This will take you to the main update page.

If this is your first visit to the site, you will be prompted to validate your software as being a genuine Microsoft product before you will be able to use this tool. Download and install the ActiveX component to do this before proceeding.

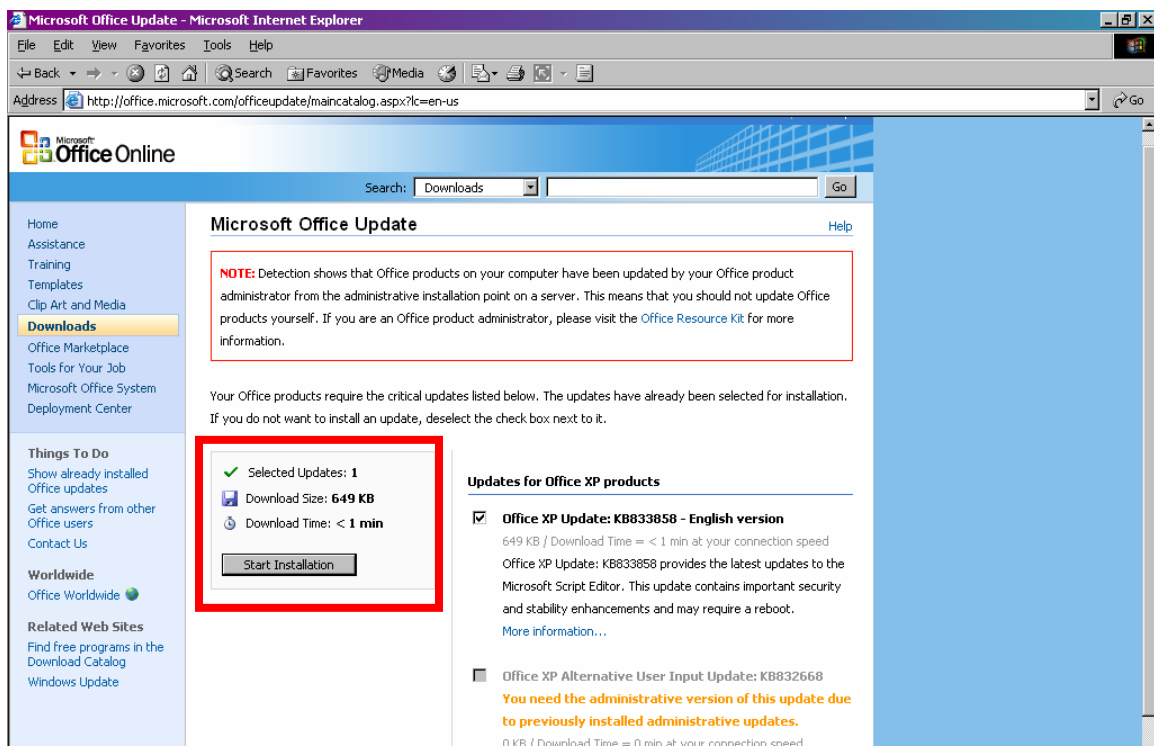


2. Once you arrive at the main update page, locate the text area for *Office Update* and click on the link that says: Check for Updates.



3. Once Microsoft is done scanning your computer, you will be presented with a list of options for all of the Microsoft Office products installed on your computer.

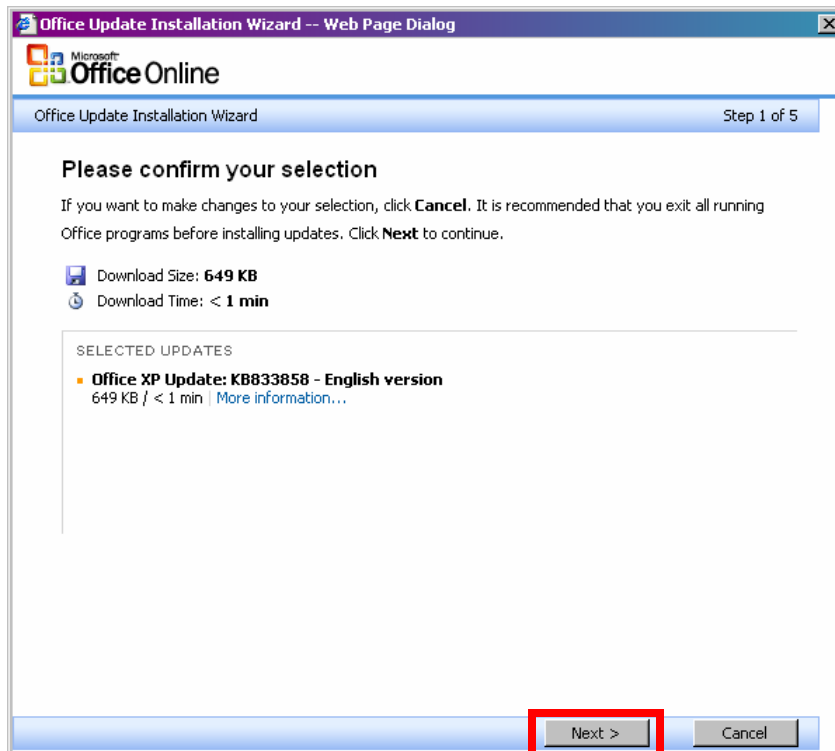
Note that some of these will only install by themselves (one at a time) and may require a reboot in between installations. Click on 'Start Installation' for the first patch to begin.



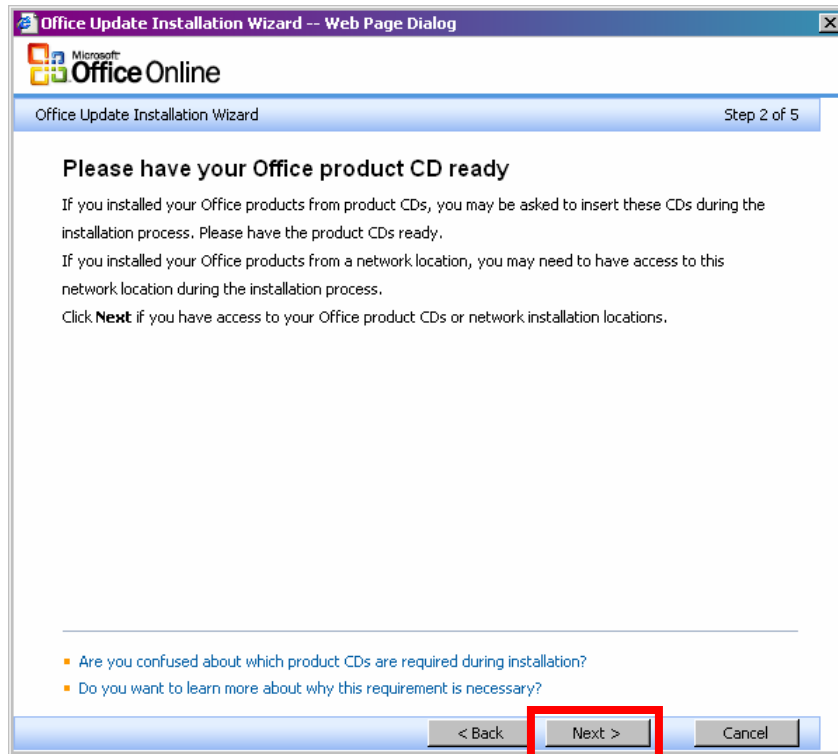
4. On the End-User License Agreement window that pops up click 'Next' to agree to the terms and conditions of the update and to continue the installation of the updates or patches.



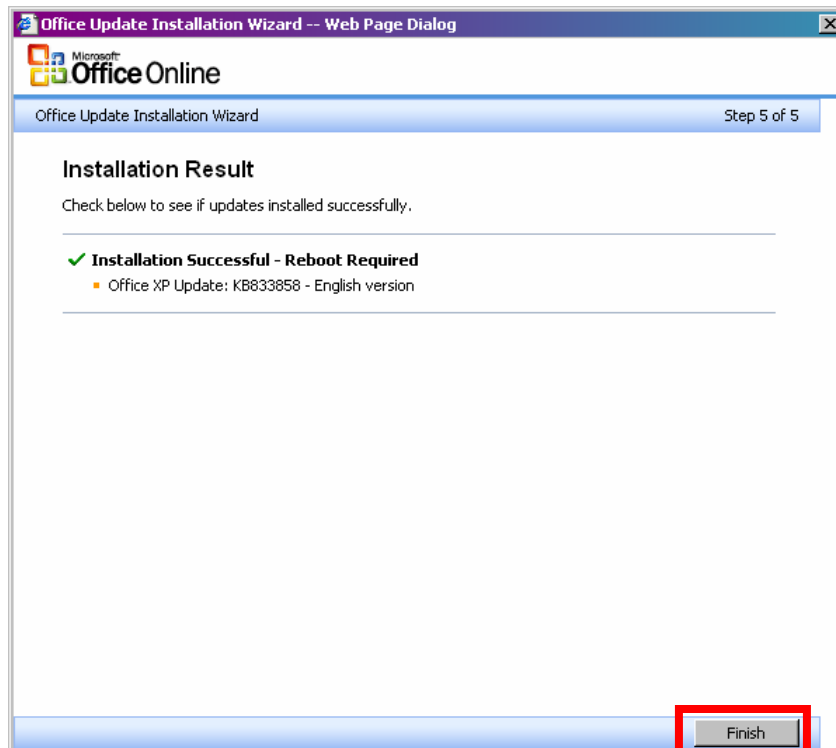
5. Click 'Next' at the bottom of the new window to confirm the choice of updates and/or patches.



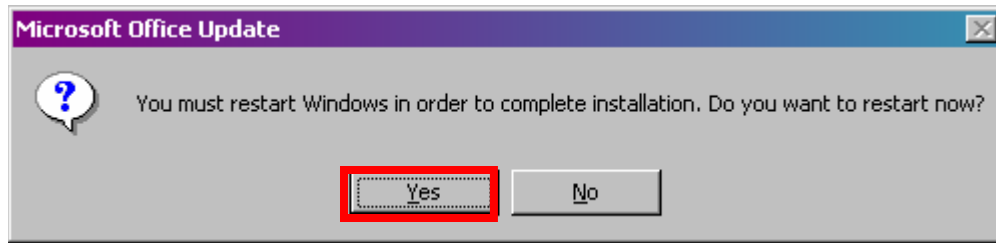
6. Click 'Next' again to confirm that you have your original Microsoft Office product CDs ready. You may need these during the patch or update process. ONLY put the CD in if you are asked for it!



7. Click 'Finish' once the update process has completed.



8. At this point you may be required to restart your machine. If you are you should click 'yes' on the pop-up dialog.



9. Repeat from step one until there are no more updates left on the website for you to install.