



Installing the required updates for Office 365 on a Windows 7 computer

Objective

This document provides instructions on how to install the required updates for Office 365 on a Windows 7 computer. Essentially, this is a two step process:

1. Windows Update

You should run Windows Update to ensure your computer has the latest updates for Windows 7.

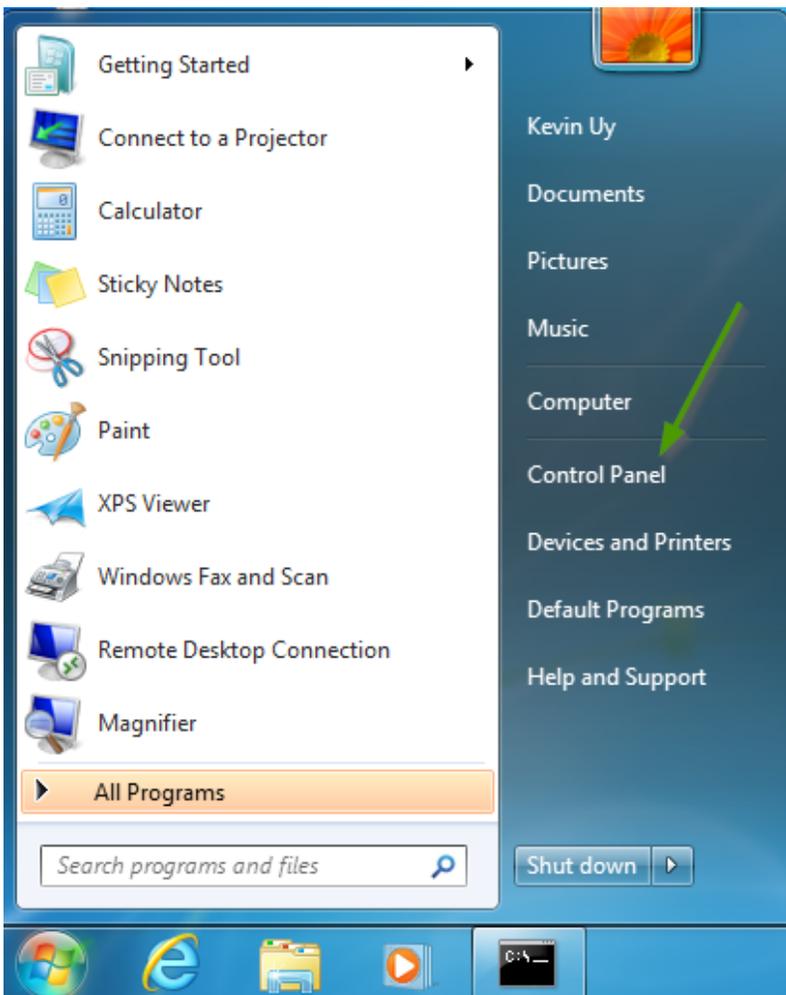
2. Microsoft Desktop Setup Tool

You can run the Microsoft Desktop Setup Tool to obtain specific Office 365 updates.

Step 1 - How to install Windows Updates on Windows 7

To install Windows and Office updates, please follow the steps listed below.

1. Open Windows Update by clicking the Start button  in the lower-left corner of the screen, then click on Control Panel.



2. Next, click on **System and Security**, then **Windows Update** and **Check for Updates**.

Adjust your computer's settings View by: Category ▾

 **System and Security**
Review your computer's status
Back up your computer
Find and fix problems

 **Network and Internet**
View network status and tasks
Choose homegroup and sharing options

 **Hardware and Sound**
View devices and printers
Add a device

 **Programs**
Uninstall a program

 **User Accounts and Family Safety**
Add or remove user accounts
Set up parental controls for any user

 **Appearance and Personalization**
Change the theme
Change desktop background
Adjust screen resolution

 **Clock, Language, and Region**
Change keyboards or other input methods

 **Ease of Access**
Let Windows suggest settings
Optimize visual display

 **Action Center**
Review your computer's status and resolve issues |
Change User Account Control settings | Troubleshoot common computer problems:
Restore your computer to an earlier time

 **Windows Firewall**
Check firewall status | Allow a program through Windows Firewall

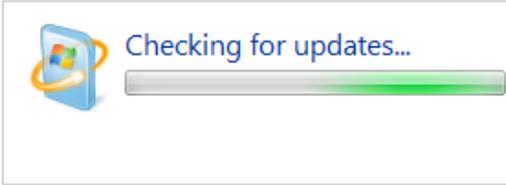
 **System**
View amount of RAM and processor speed | Check the Windows Experience Index |
Allow remote access | See the name of this computer | Device Manager

 **Windows Update**
Turn automatic updating on or off | **Check for updates** | View installed updates

 **Power Options**
Require a password when the computer wakes | Change what the power buttons do |
Change when the computer sleeps

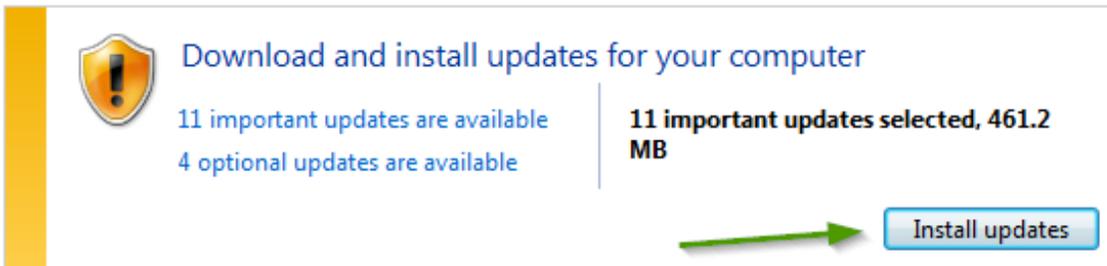
3. Windows will then check for available updates.

Windows Update



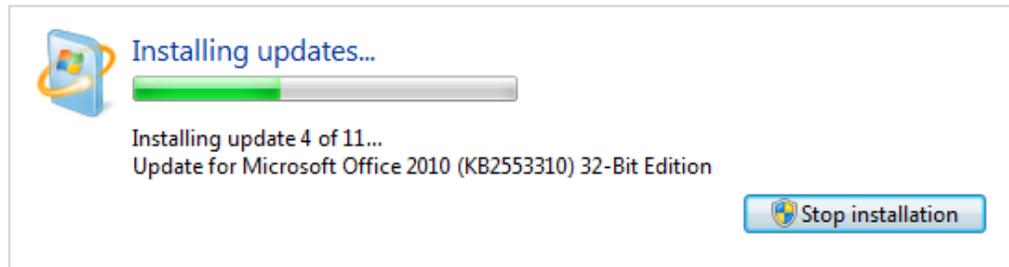
Most recent check for updates: Today at 8:01 AM
 Updates were installed: 2/10/2011 at 8:11 AM. [View update history](#)
 You receive updates: Managed by your system administrator
[Check online for updates from Microsoft Update](#)

4. **Save any open documents/files and close all open applications.** Click on **Install Updates** to install any pending Windows and Office updates.

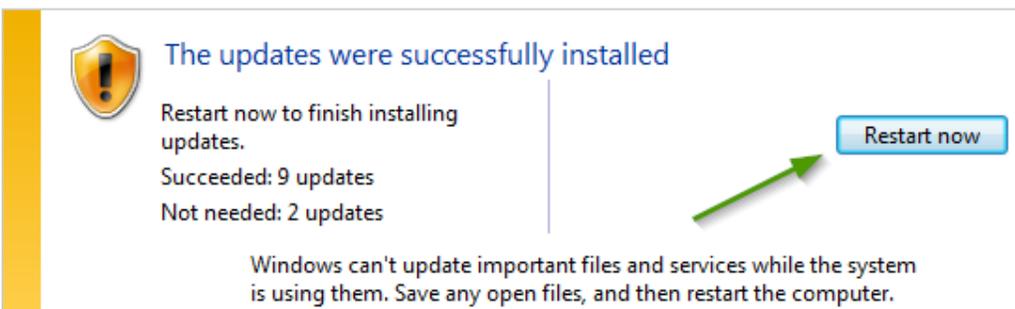


5. Available updates will then be downloaded and installed.

Windows Update



6. **Ensure any open documents or files are saved and close them.** Then click **Restart Now**.



Repeat steps 1-6 until there are no more high priority updates remaining to install.

Step 2 Installing Office 365 updates using the Desktop Setup Tool

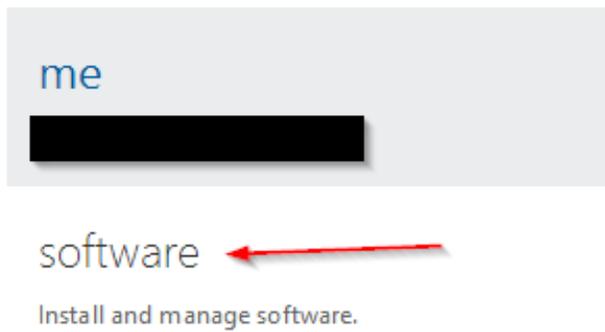
Microsoft provides a "Desktop Setup Tool" which you can run on your computer to determine if any required updates are missing and if so, install them easily.

1. Logon to Office 365 using the following link:
<https://portal.microsoftonline.com>
2. Select the "Cogwheel" icon in the upper right corner:

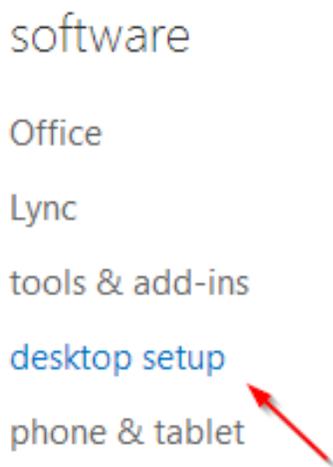


3. Select the "Office 365 Settings" option and the "Software" tab:

Office 365 settings



4. Under the Software tab select “Desktop Setup”:



5. Select the “set up” option:

Set up your desktop applications to work with Office 365

If you already have Office 2010 or Office 2007 installed on your computer, click **Set up**. You don't need to do this if you've installed the latest version of Office.

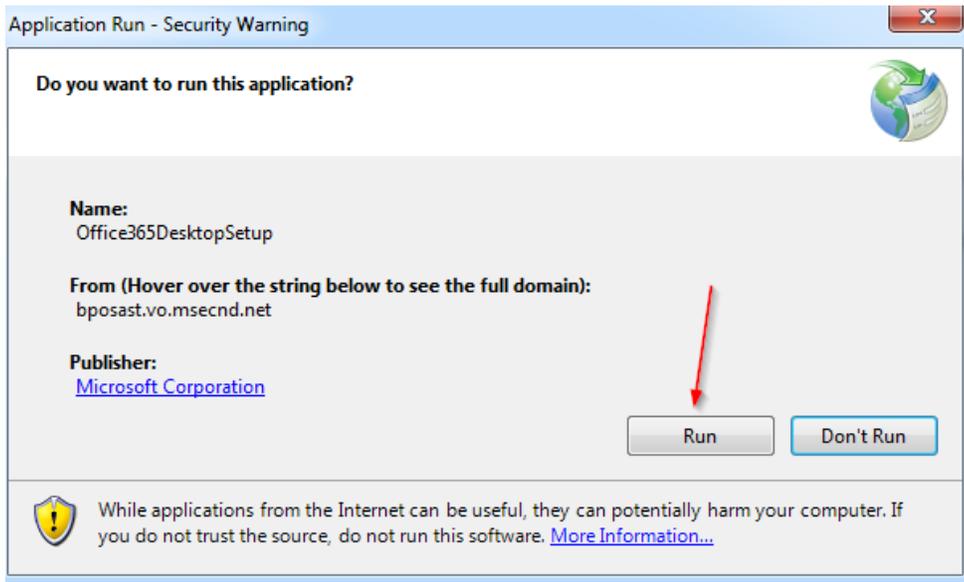
This will update the copy of Office on your computer so you can:

- Use Outlook and Office 365 together for email and more
- Save Office documents to OneDrive

[Learn more](#) | [Review system requirements](#)



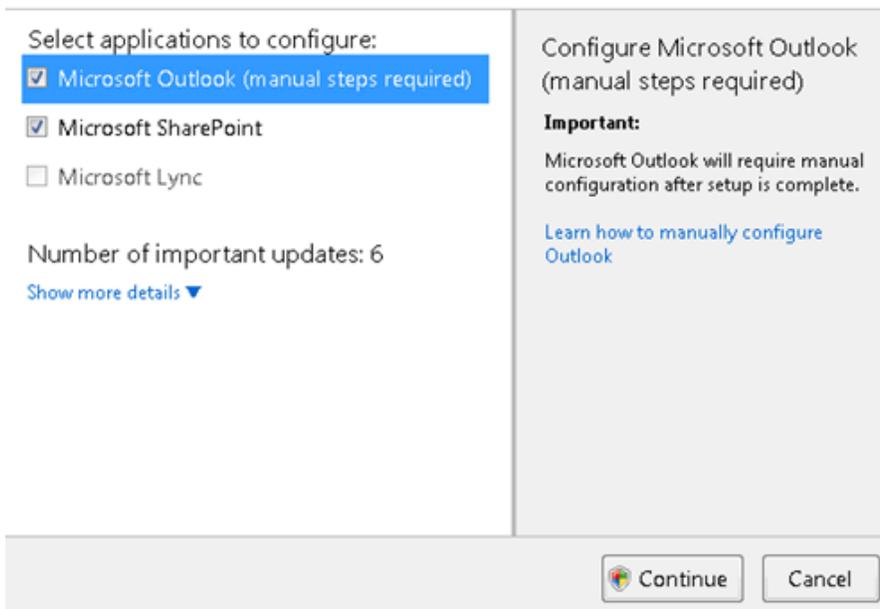
6. Proceed with installing the setup_en.exe file:



7. Install any required updates that the Desktop Setup tool identifies are missing:

Configure desktop applications and install updates

Microsoft Office 365 desktop setup installs updates and configures your desktop applications. When the installation is complete, you may be asked to restart your computer.



8. Restart your computer if prompted (make sure you save any open documents before doing so).