



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

Objective

This document provides instructions on how to install the required updates for Office 365 on a Windows XP 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 XP.

2. Microsoft Desktop Setup Tool

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

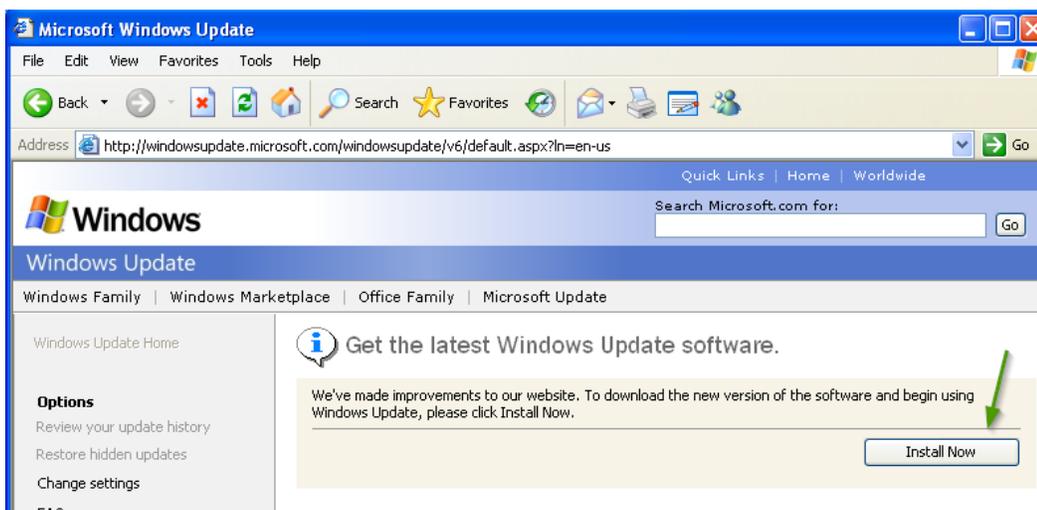
Step 1 - How to install Windows Updates on Windows XP

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

1. Open Internet Explorer and navigate to <http://windowsupdate.microsoft.com>
2. Install Active X control if prompted.



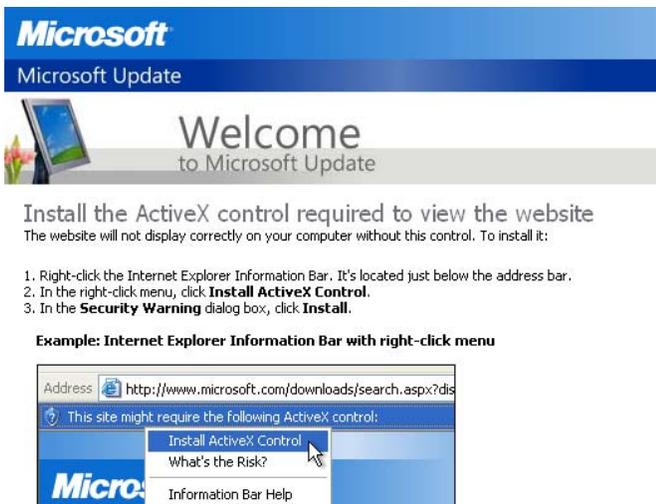
3. Proceed with installing the latest Windows Update software (if prompted).



4. Install **Microsoft Update** by clicking on the **Go** button, followed by **Start Now** and **Continue** button (Note: You may skip to step 7 if Microsoft Update is already installed on your PC).



5. Install the required Active X control if prompted.



6. Click **Check for Updates**.



Change your Automatic Updates setting?

Windows can automatically install the most important updates for your computer and your programs. This is the easiest, most convenient way to keep your computer up to date.



Automatic Updates: OFF

Turn it on now

You do not automatically get high-priority updates when they become available. Your computer might be at risk until all high-priority updates are installed.

Check for Updates



7. Click the **Express** button to check for high priority updates.



8. Installed the latest Windows Update component if prompted.

Windows Update

To use this latest version of Windows Update, you will need to upgrade some of its components. This version provides you with the

- **Express and custom installation:** Choose only the most recent critical updates or pick and choose from all available updates.
- **Smarter downloads:** If downloading is interrupted, the process will start up where it left off the next time you download that.
- **Smaller downloads:** Only the files your computer needs are downloaded, saving download time and connection-speed costs.
- **One version:** Only the most recent updates are offered to you.
- **Less clutter:** You can now hide updates you don't want to see.
- **Update news:** A News from Microsoft section on the Windows Update home page displays tips and the latest information.

[Details](#)

Download and Install Now



9. **Save any open documents/files and close all open applications.** Then click **Install Updates**.

Express results

Review and Install Updates

[Install Updates](#)

Download size (total): 136.5 MB
Estimated time at your connection speed: 1 hour 12 minutes

High-priority updates

Microsoft Windows XP

- + Security Update for Windows XP (KB979309)
- + Security Update for Windows XP (KB2930275)
- + Security Update for Windows XP (KB2929961)
- + Cumulative Security Update for Internet Explorer 6 for Windows XP (KB2925418)
- + Windows Malicious Software Removal Tool - March 2014 (KB890830)
- + Windows XP End of Support Notification (KB2934207)

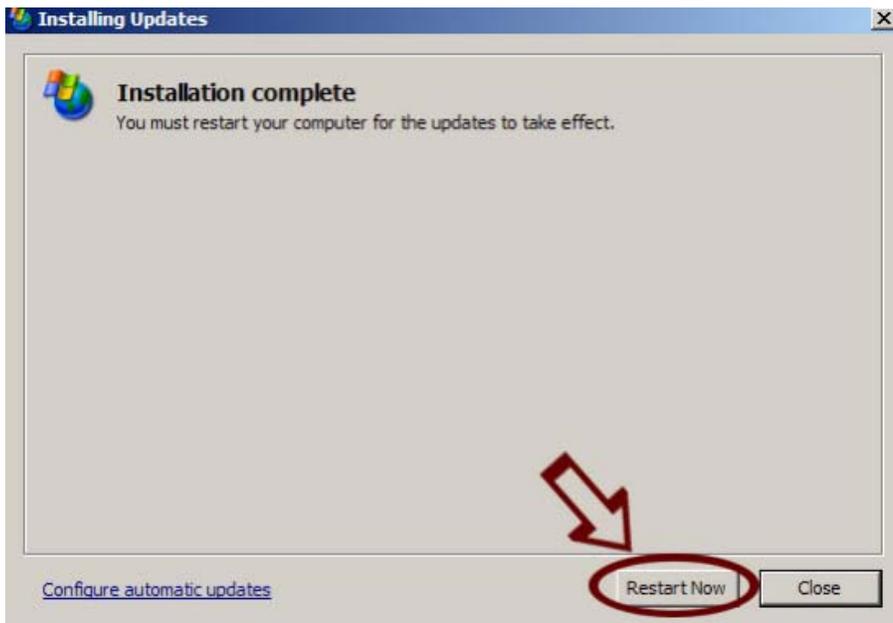
Microsoft Office 2007

- + Update for Microsoft Office Outlook 2007 Junk Email Filter (KB2878234)
- + Update for Microsoft Office 2007 suites (KB2767916)
- + The 2007 Microsoft Office Suite Service Pack 3 (SP3)
- + Update for the 2007 Microsoft Office System (KB967642)

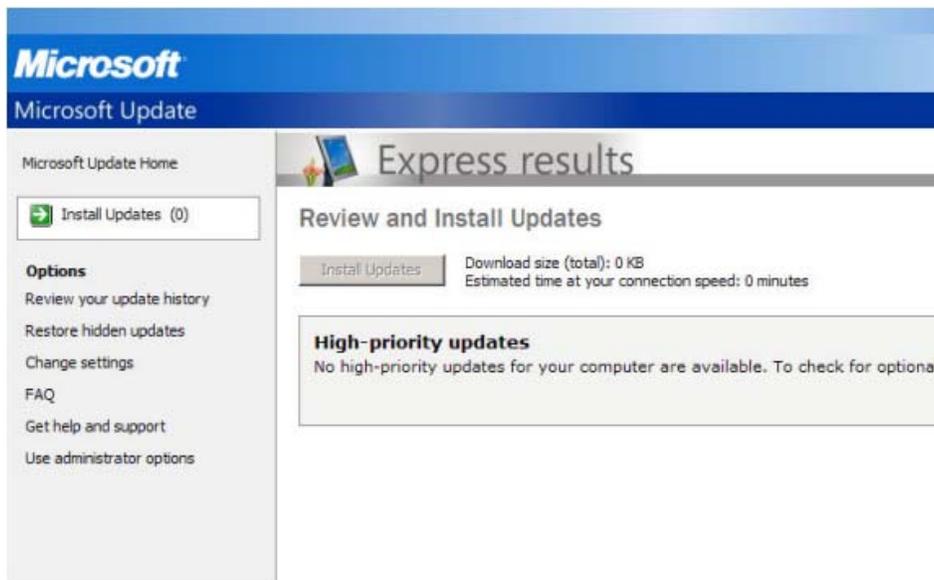
10. Both Windows and Microsoft Office updates will then be downloaded and installed.



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



12. Repeat steps 1-11 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



software 

Install and manage software.

4. Under the Software tab select "Desktop Setup":

software

Office

Lync

tools & add-ins

desktop setup 

phone & tablet

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.

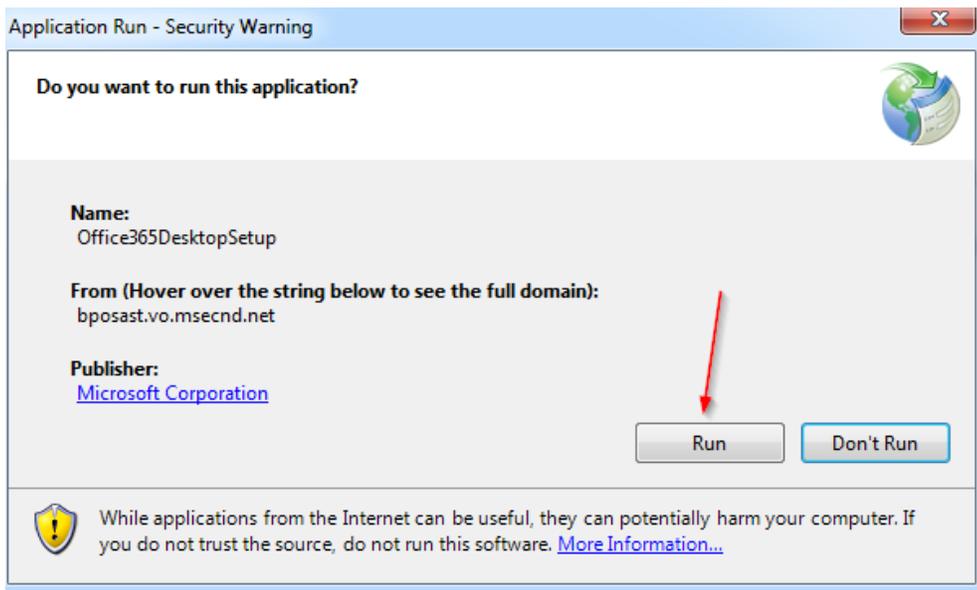
This will update the copy of Office on your computer so you can:

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

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

set up 

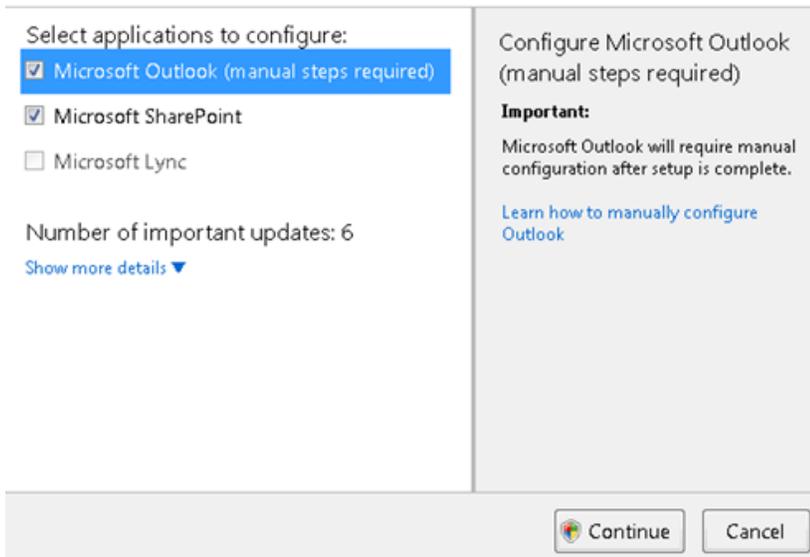
6. Proceed with installing the setup_en.exe file:



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).