

How to Upgrade to Office 2010



BRING

- Drop your Laptop off with the ICT Helpdesk – 2nd Floor Guildhall (between 8 am & 3 pm)
- Between now and the 31st August 2012
- No appointment necessary
- Leave it to us to upgrade (allow 1-2 hours)



COLLECT

- ICT will contact you when the upgrade is complete
- Collect your Laptop from ICT and take it away
- Its that easy, so don't delay

- ❖ Remember once you have upgraded you can only use a PC/Laptop that has been upgrade to office 2010 for Outlook (emails).
- ❖ If you have not upgraded, be careful not to open outlook on a PC/Laptop that has not been upgraded.