

# Microsoft 365 Apps for Enterprise Installation

Microsoft 365 Apps for Enterprise is replacing the Microsoft Office version which is currently installed on your PC/Laptop. Most commonly this will be Microsoft Office 2010 Professional Plus. M365 Apps for Enterprise provides the latest Office functionality from Microsoft. This quick reference guide will direct you through the installation.

## Quick Reference Guide

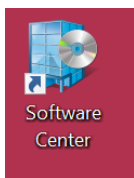


The installation can take up to 1.5 hours, so only begin your upgrade at a convenient time.

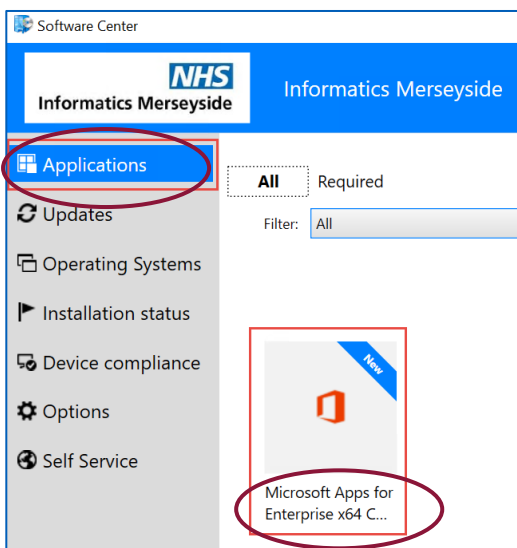
Please ensure the following:

- Your laptop is connected to the power supply.
- You do not turn off your machine during this process.
- You do not run this upgrade when using a metered 4G connection.
- Where possible use a strong home WiFi connection on Always On VPN

## Installation

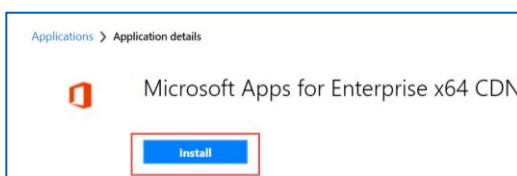


- Double click the [Software Centre](#) icon on the Desktop.

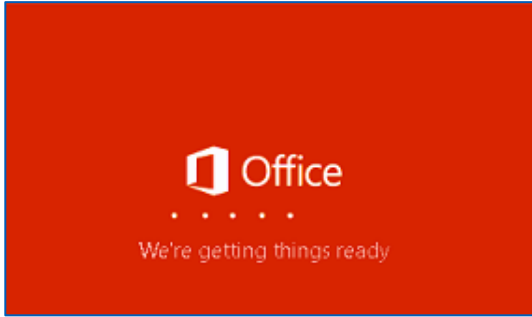


- Select [Applications](#) from the left hand side.

- Click [Microsoft Apps for Enterprise x64 CDN](#) on the right hand side.



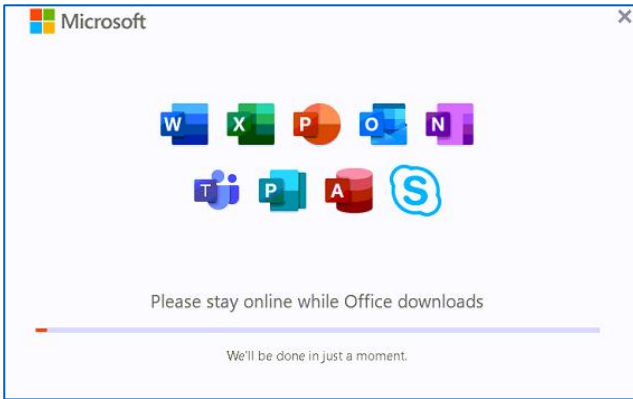
- Click [Install](#).



This screen will load and will remain for up to 45 minutes.

During this phase your existing Microsoft Office software (eg Office 2010) is removed.

Once the installer has removed the old Microsoft Office version, it will download and install the new version.



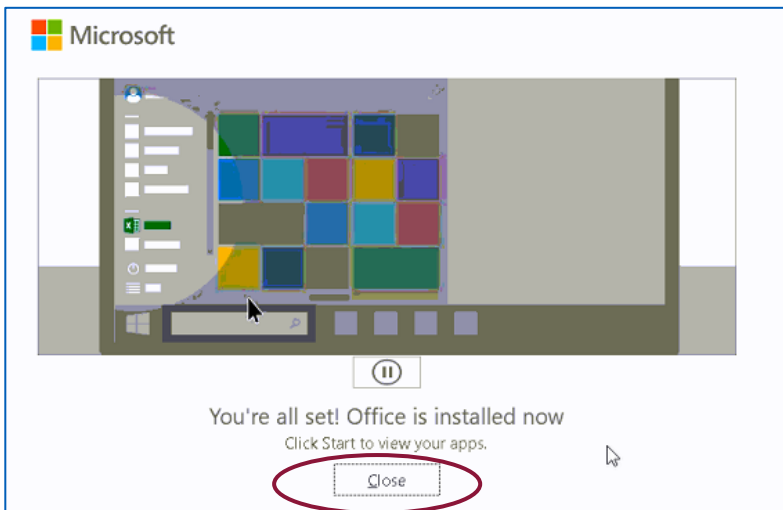
Depending on internet speeds, this may take up to half an hour.



Please be patient and do not attempt to use the computer during this time.



Once Apps for Enterprise has completed the installation, it is ready to be used.



Click [Close](#)

To book training or speak to a trainer, please get in touch via:  
[training@imerseyside.nhs.uk](mailto:training@imerseyside.nhs.uk)