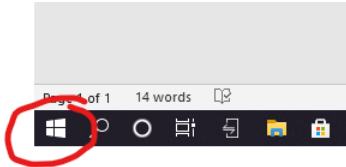


# Uninstalling Previous Version of Office

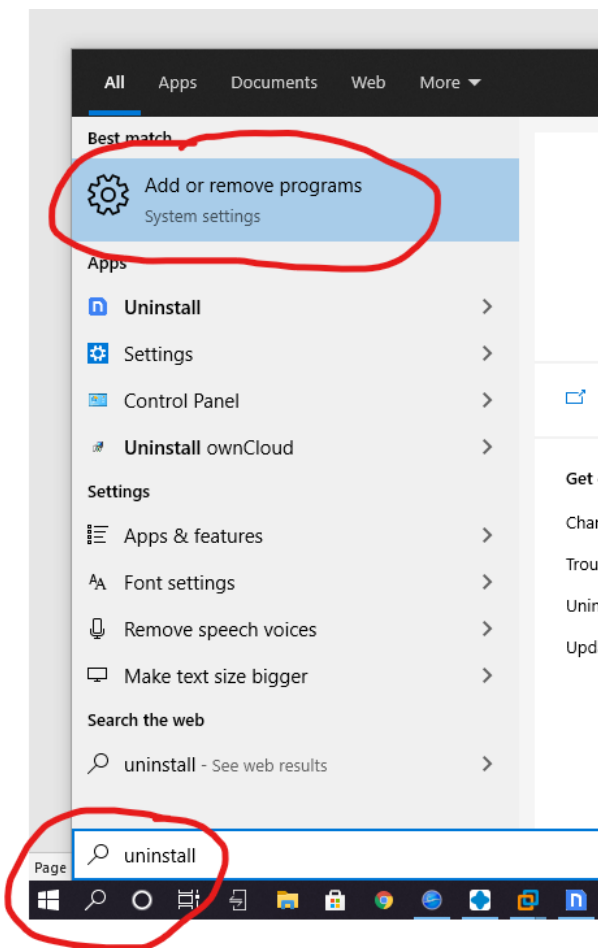


## Conventional way - Option 1:

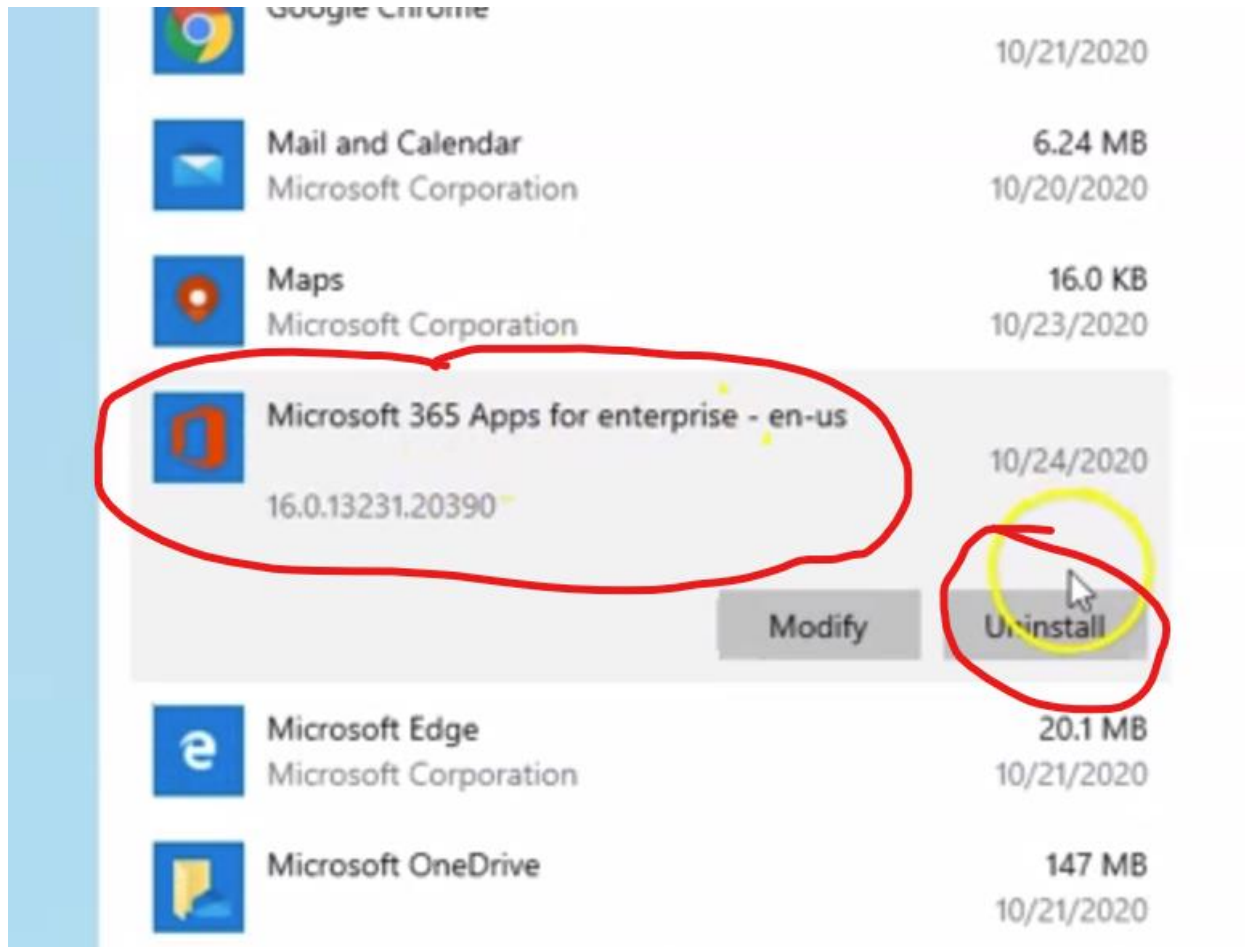
1. Please click the start button on your computer.



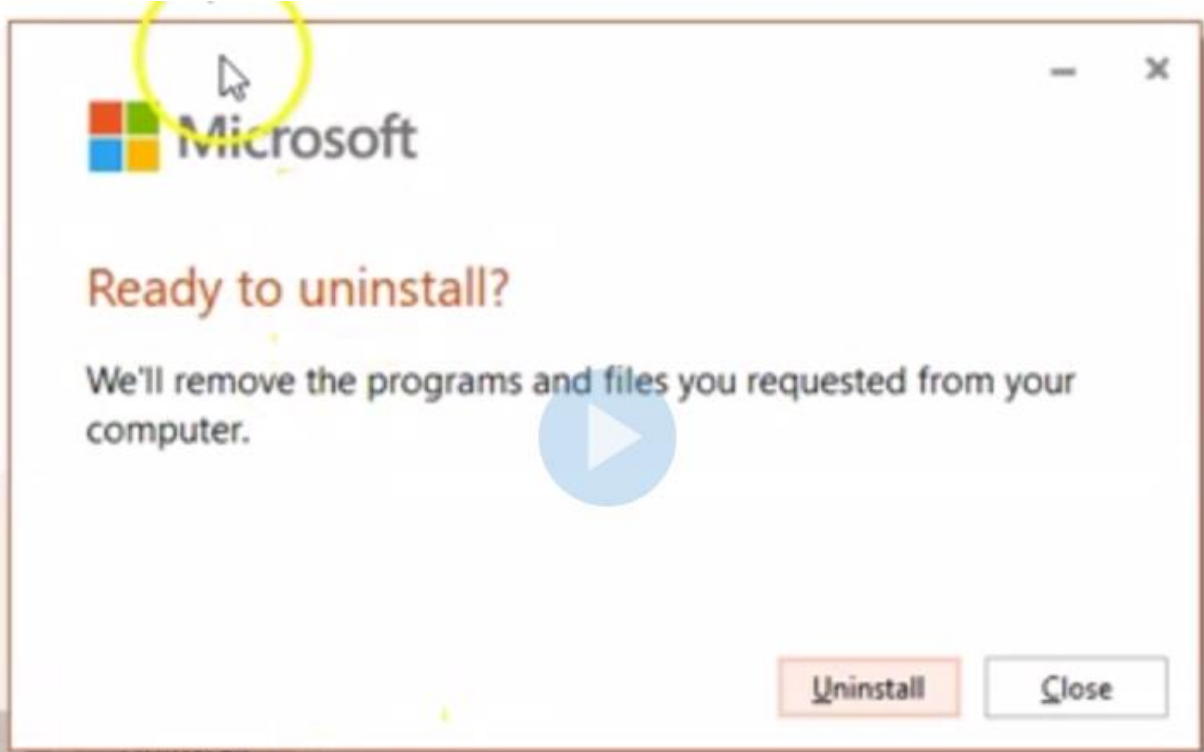
2. Open Add or remove programs from your start menu. (You can search this by typing uninstall as I did in the picture below.)



3. Locate any versions of Microsoft Office on your computer then click uninstall. Please note your version may vary than the screenshot below. For example, you may see Office 2019/2016/2013 or 365.



4. Follow the prompts that come up next. The uninstallation process should take between 2 and 20 minutes.



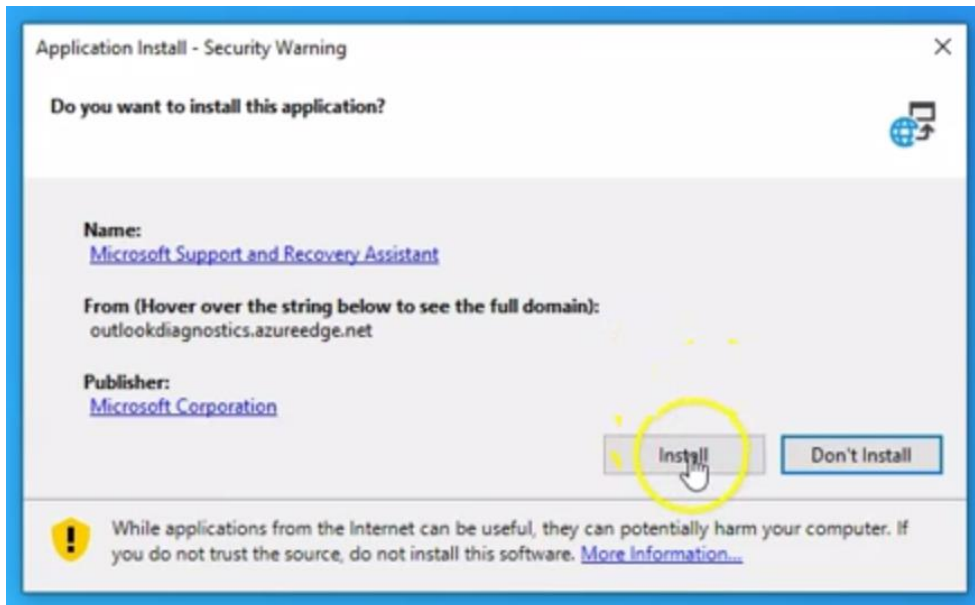
5. Once the uninstallation is complete, **it is critical you reboot your computer** prior to installing the new version we are providing.

10/20/2020

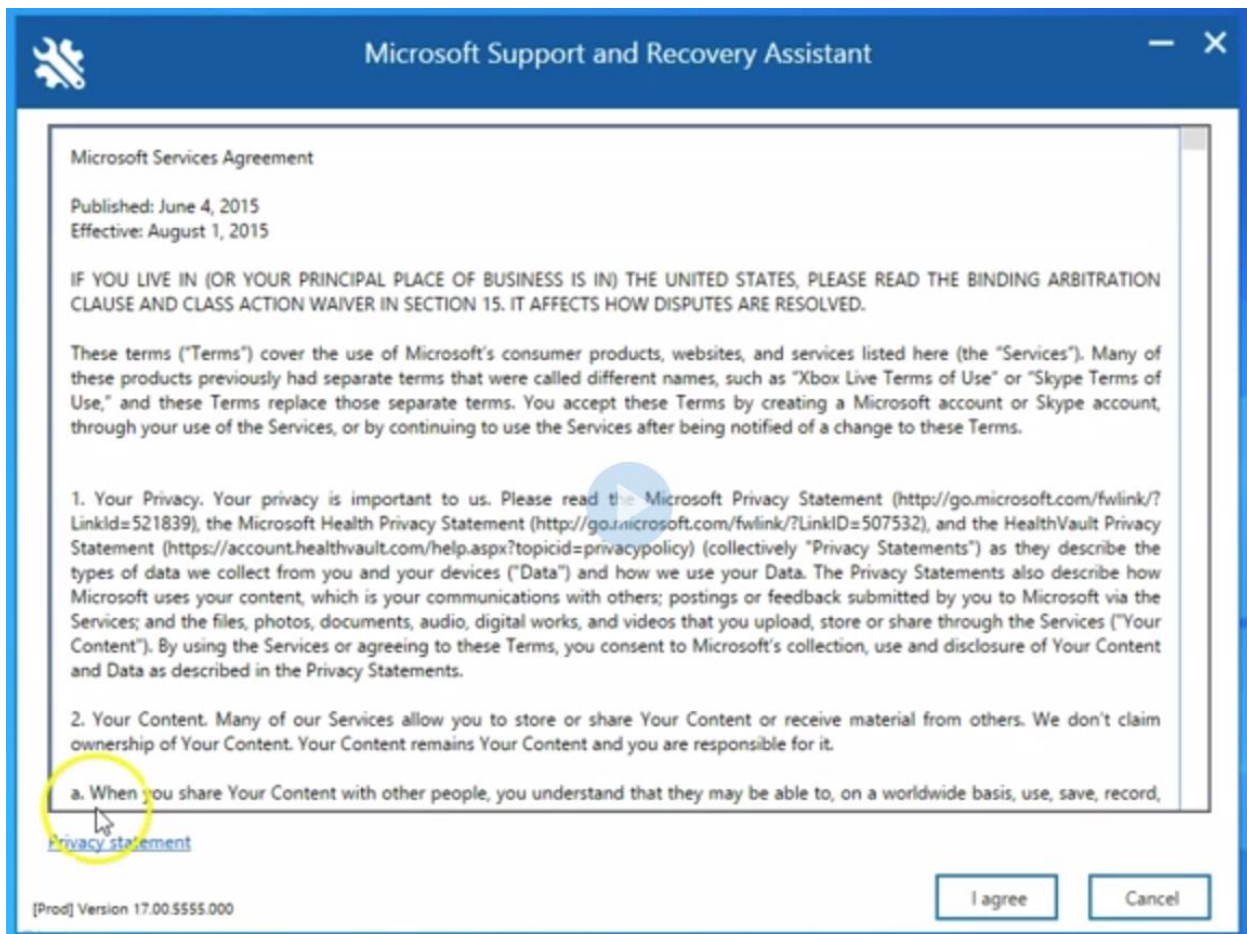


## Microsoft Office Uninstall Tool - Option 2:

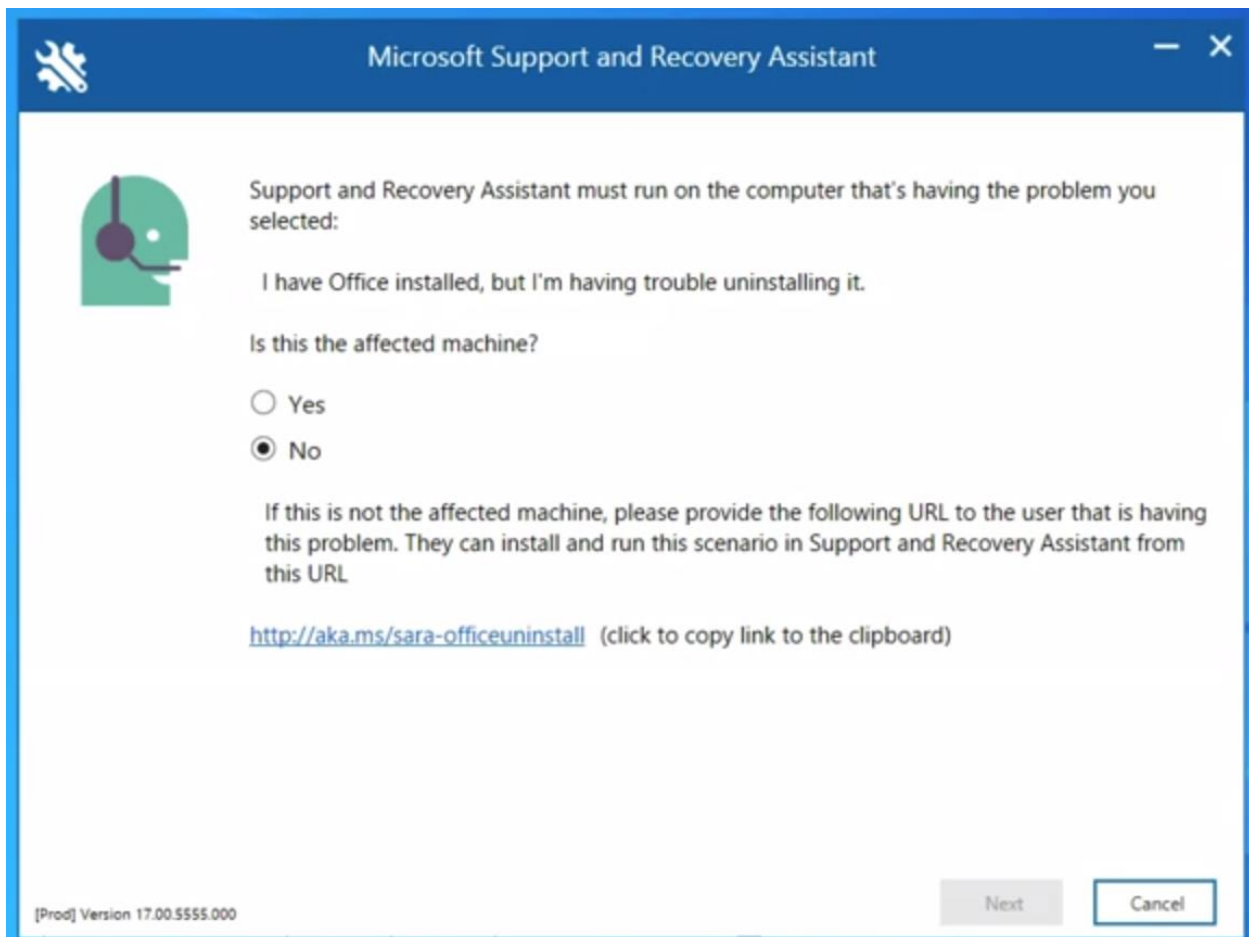
1. Please click on the following link for the [Office Uninstallation Tool](#). Run the file after it is down downloading.
2. After running the file click Install. Please note the application will take about 5 minutes total to install. You will be prompted multiple times to click **Run**.



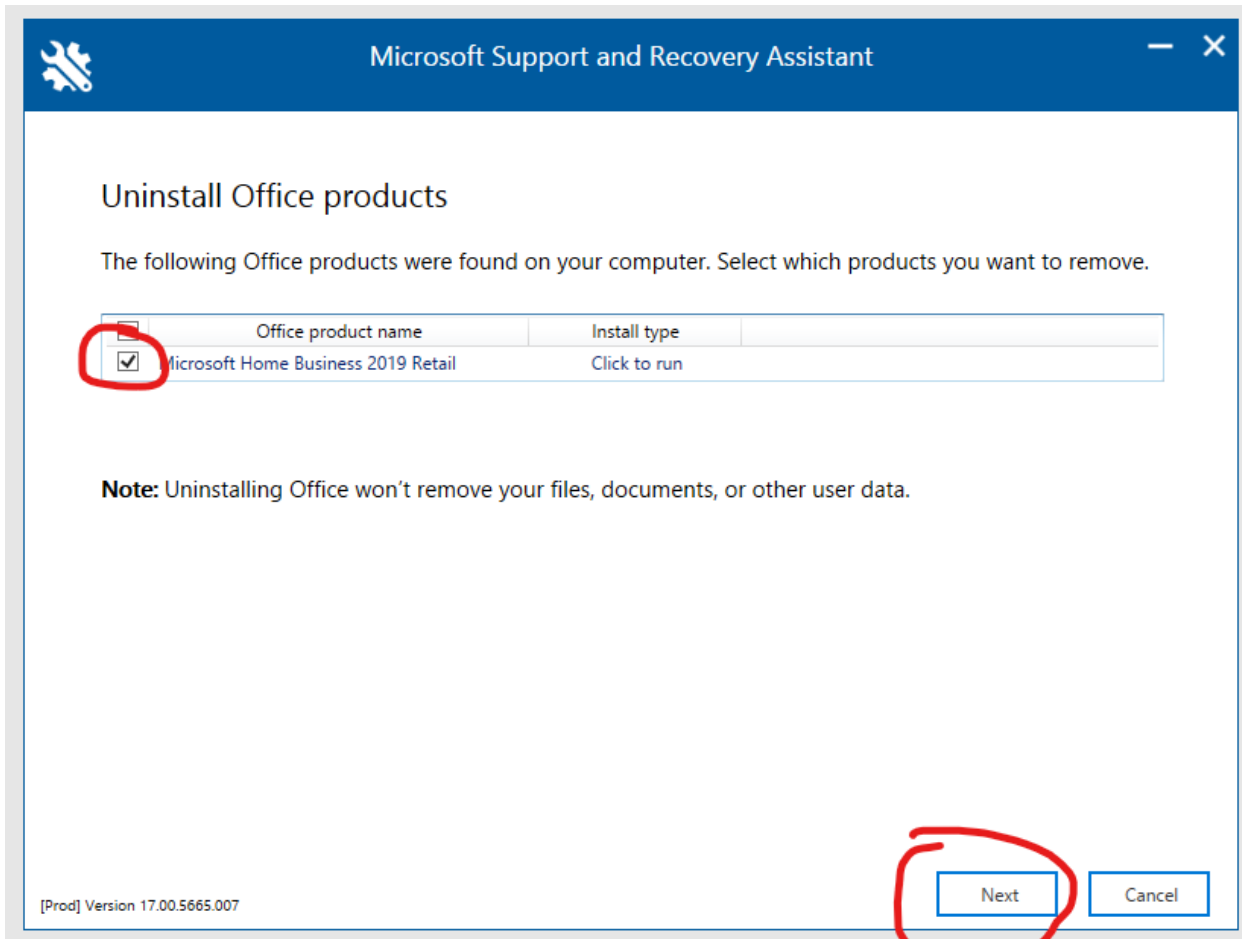
3. Click agree on the agreement page.



4. At this page click "Yes" to this is the affected machine if it does not automatically detect Office.



5. After it detects your version of Office put a check mark next to it so it will be removed and click next.



6. Follow the uninstallation prompts and please **reboot your computer after the uninstallation.**