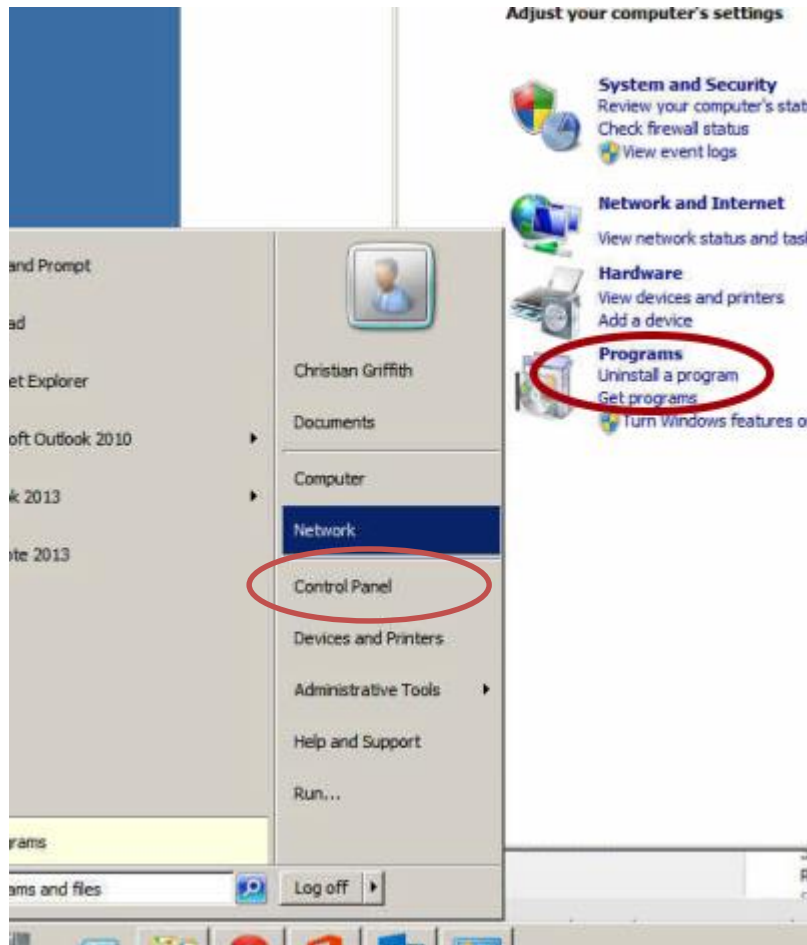
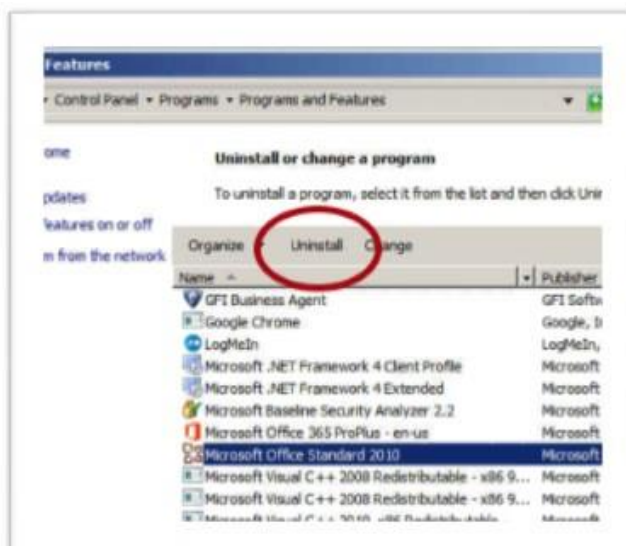


## PC Step #3 – Uninstalling Old Office 2010

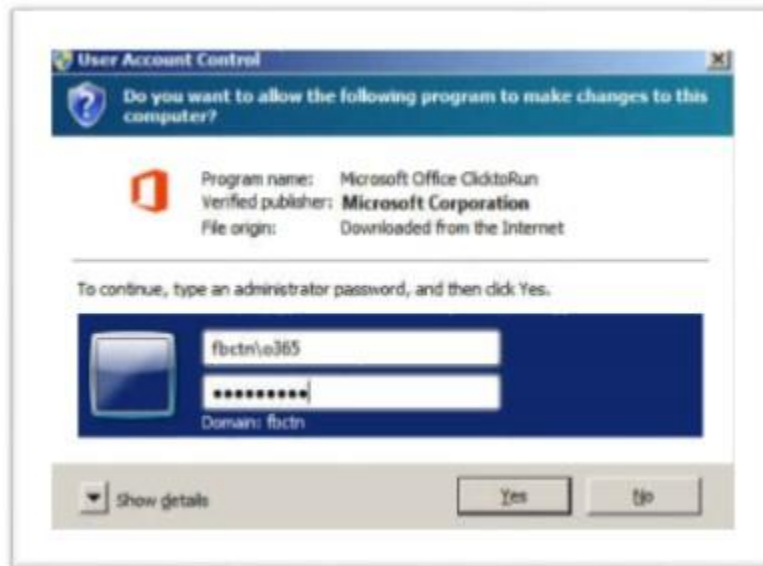
1. From your start menu, find the control panel and then the item called “Uninstall a program”



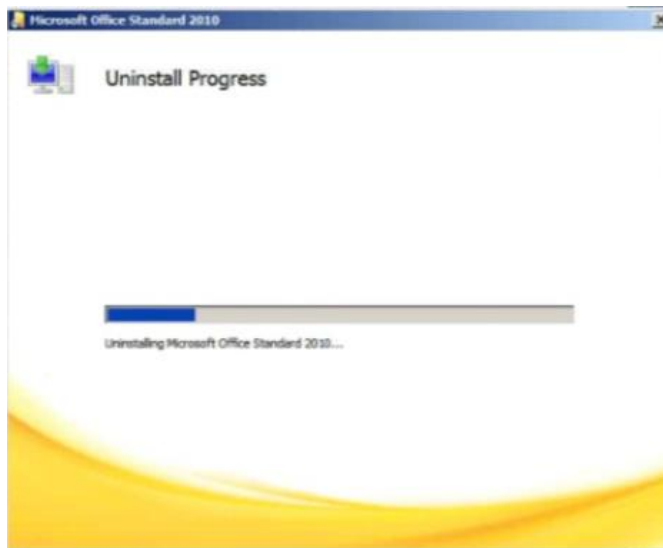
2. Find the item labelled: Microsoft Office 2010, click on it to select, and then click on the “Uninstall” button in the titlebar.



3. When prompted for escalated permissions, use:
  - a. Username: **fbctn\o365**
  - b. Password: **Password1**



- c. Uninstall Process will begin.



4. If you also have **Office 2007** installed on your machine, please remove.
  - a. You would see Office 2007 in the list in Step #2 of these instructions
  - b. Please use Steps 2 & 3 to remove from your computer.
5. Once the uninstall(s) are complete, please **Reboot** your computer.