

## Installing Additional Software from the Microsoft Software Center in Windows 7

Published 05/07/2018 Version: 1.2



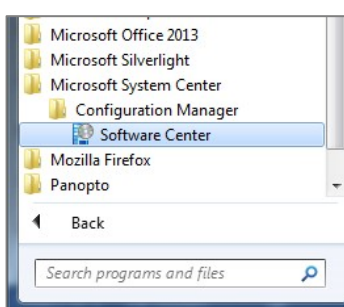
This document explains how to use Software Center in Windows 7.

All staff and students of the university have a set of core applications available to them when they log in. Additional licensed software can be accessed via the Microsoft Software Center.

Programs that are listed within Software Center are available for optional installation.

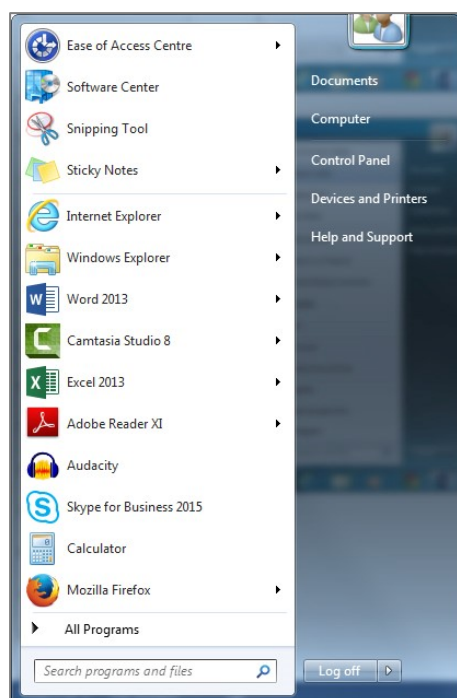
To access the Software Center:

- 1) Click onto the main Windows Start menu.
- 2) Select 'All Programs' and click on the Microsoft System Center folder.



- 3) Click on the 'Configuration Manager' Folder and then double click on the 'Software Center' Program.

(Alternatively, type 'software center' into the search box at the bottom of the screen and the corresponding program will be displayed in the search results.)



- 4) Following first time use, the Software Center can subsequently be accessed from the list of recently used programs that appears on the Windows start menu.

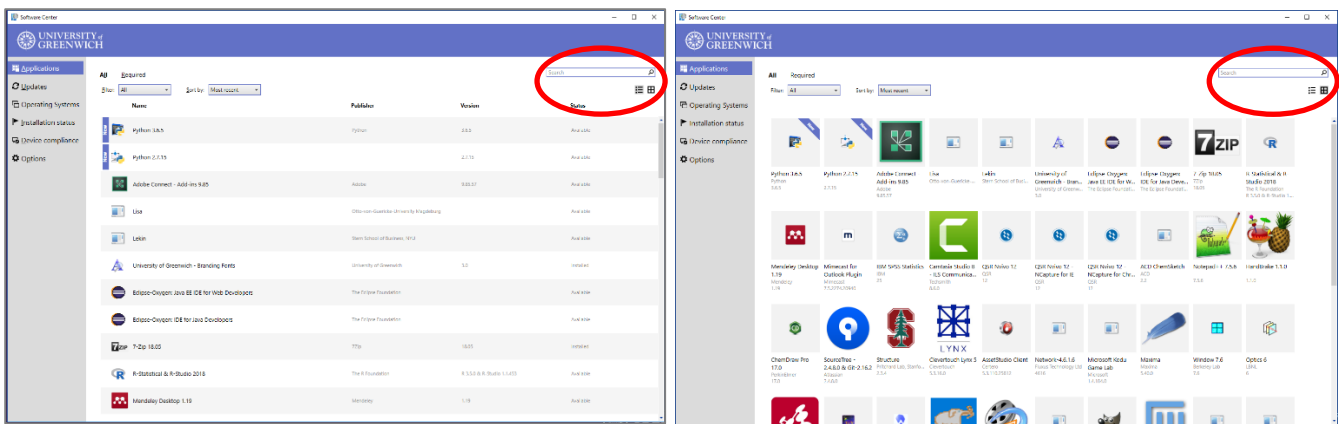
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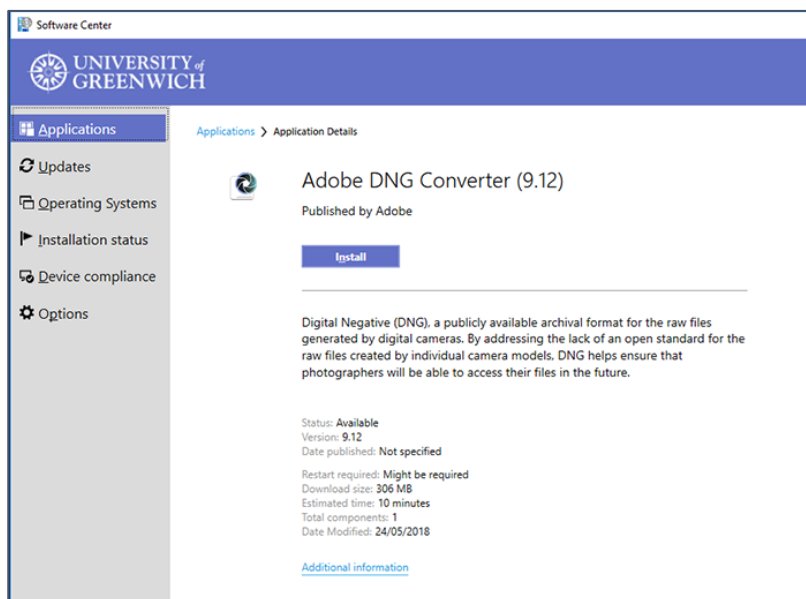
## To install any software that is listed within the Software Center:

Search for the name of the software that you wish to install. The search bar is in the top right corner of the Software Center screen. You can also use the icons below the search bar to change between list view and icon view:



## To install a new piece of software:

- 1) Click on the name of an application to see the install button and further information (including requirements, download size and a description).



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- 2) Click on 'Install'. You will be able to monitor the progress of the installation on screen. Once the installation has finished, the 'Install' button will change to an 'Uninstall' button.
- 3) Once the installation is complete, you can close the Software Center window.
- 4) You can start the newly installed application by accessing it via the Start menu, or by typing its name into the search box at the bottom of the screen, and clicking on it in the search results.

The list of available applications is updated regularly - please refer to our [list of core and available software for the current academic year](#), or [search for software available within the University](#).

If a member of staff has a requirement for a specific piece of software that is not currently available, they will need to follow the [Application Management Protocol \(AMP\) process](#).