

Microsoft Windows

Add or Remove Programs



OTS PUBLICATION: WIN18 • REVISED 2/13/2007 • TRAINING@TOWSON.EDU • OFFICE OF TECHNOLOGY SERVICES

=Shortcut =Advice =Caution

Add or Update Programs From TowsonU

Towson University has made it easy for you to install software on your networked TU computer without you having to be logged in as Administrator! The Add or Remove Programs Tool enables you to add new programs or updates for software you already have installed. The available software may vary from user-to-user, but may include such programs as Adobe Reader, QuickTime Player and the latest version of Internet Explorer.

1. From the Windows Desktop, select **Start > Settings > Control Panel > Add or Remove Programs**.
2. The **Add or Remove Programs** dialog box displays. In the **Add or Remove Programs** dialog box, select **Add New Programs** (Figure 1, 1).
3. In the middle of the dialog box, you will see a list of available programs that you have been authorized to add or update from the TU network (Figure 1, 2). Note: if no programs are listed, please contact the Help Center at 410-704-5151.
4. Select the desired program to install or update and click the **Add** button (Figure 1, 3).
5. A Windows Installer window displays (it varies from program), please follow the prompts.
6. When the installation is complete, click the **Close** button (Figure 1, 4) to close the **Add or Remove Programs** dialog box.

Some software may require you to reboot — it's strongly recommended that all work be saved and all applications closed before adding or updating any software using this procedure.

Figure 1

