

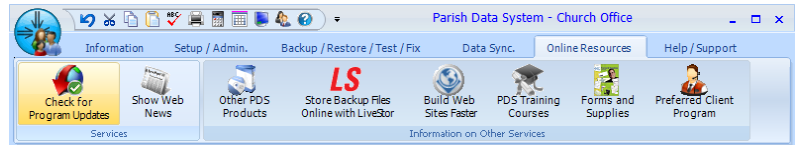
# Parish Data Systems Church Office

## Downloading program updates

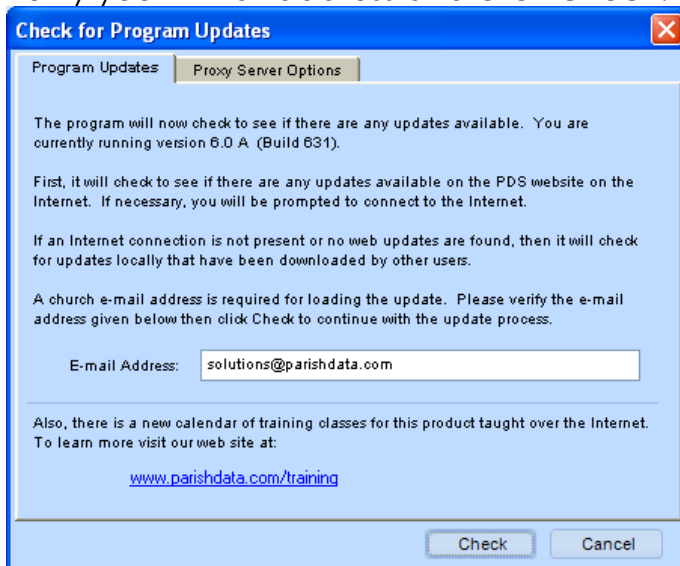
1. Open Church Office.  
Note: In a network environment, Open Church Office on the server **FIRST.**"

2. On the Ribbon Bar select the **Online Resources** page.

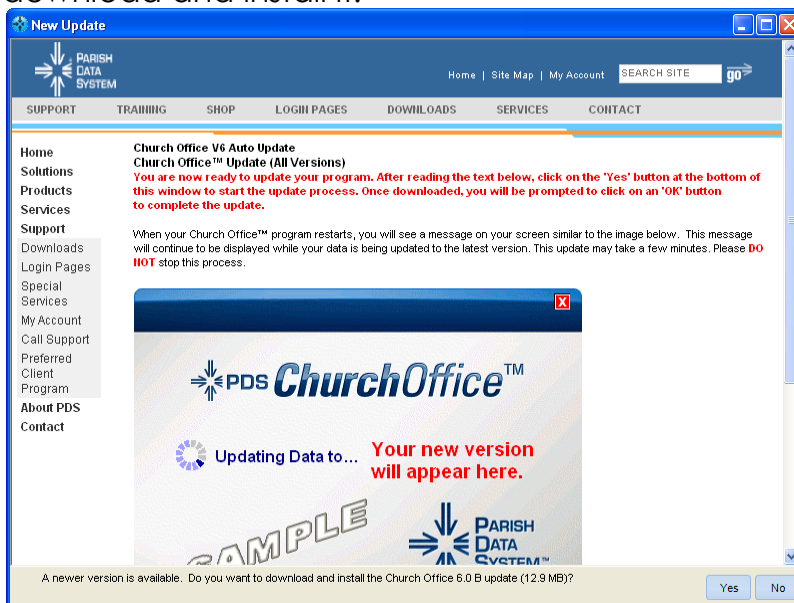
3. Choose **Check for Program Updates.**



4. Verify your E-mail address and click **Check.**

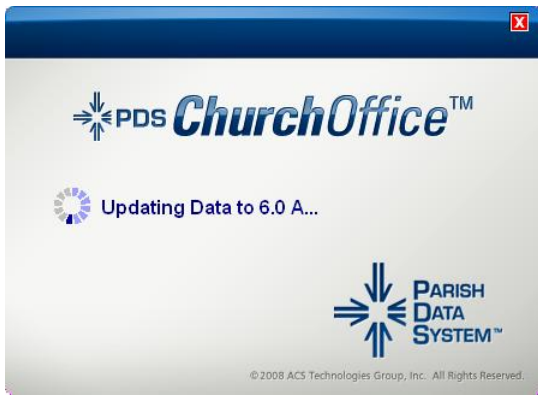
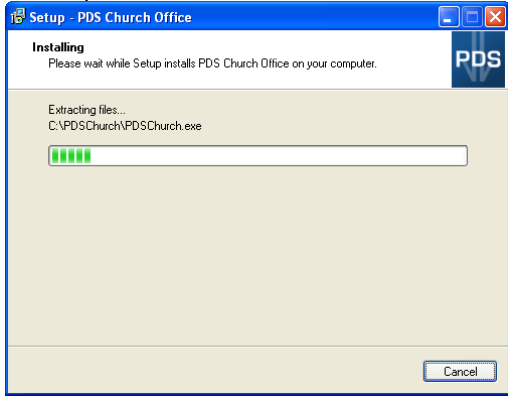


5. If a Church Office update is available for download, click **Yes** to allow the program to download and install it.



6. Click **OK** to restart the workstation if requested by the software.

7. The update will install itself and restart Church Office.



8. If you are in a network environment, after the first workstation has restarted Church Office, other workstations on the network will see a prompt the next time they restart the program. They simply need to click **Yes** to apply the update.