Office 2010 Uninstall Guide

The goal of this guide is to provide you with the steps necessary to uninstall Microsoft Office 2010 Professional Plus in preparation for Office 365. In order to install Office 365 correctly you must first uninstall any previous versions of Office.

> **Please backup your data** – We have performed this procedure repeatedly with no modification or loss of our existing Office documents or email, however unforeseen events can, and do, occur – always have a recent backup!

If you have Office 2010 Installed on your computer then begin by uninstalling Microsoft Office 2010 as shown in the instructions below. If you do not have Microsoft Office 2010 Professional installed proceed immediately to the Microsoft Office 365 Installation Guide.

Uninstall Office 2010

1. *Restart* your computer by *clicking* on the **Start button**, *click* on the triangle next to "**Shut down**" and *select* "**Restart**"; once restarted, login as usual.
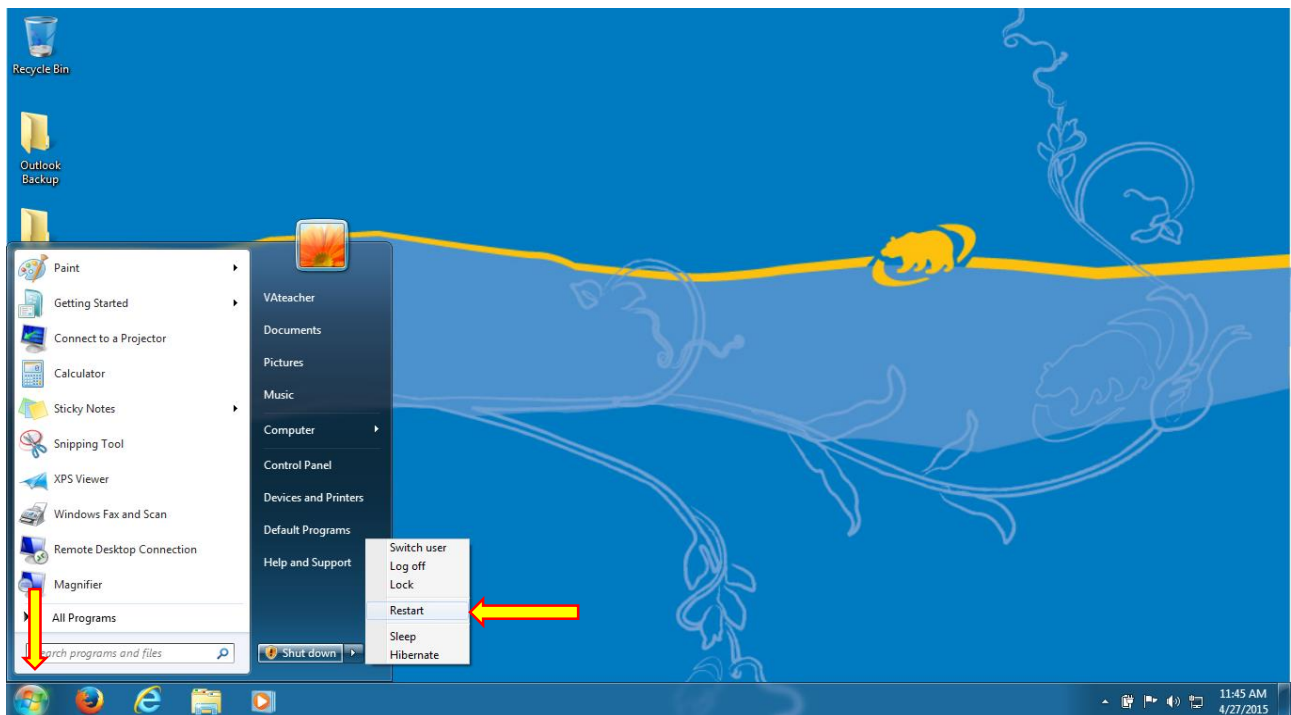

Figure 1: Restart Windows

2. After logging back into your computer, c*lick* on the **Start button** and then *click* on **Control Panel** as shown in the image below
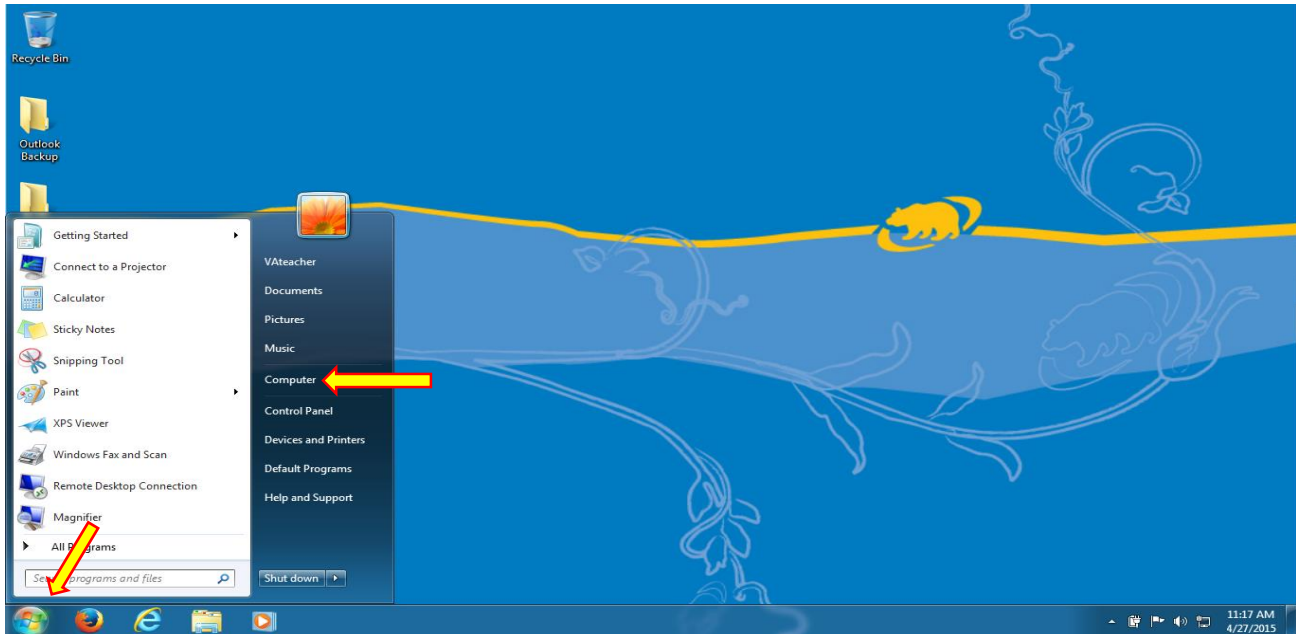

Figure 2: Open the Control panel

3. When the Control Panel opens, *use* the "**View by:**" menu in the upper right-hand corner to *select* the "**Category**" view (if not already selected), then *click* on "**Uninstall a program**" under the Programs category.
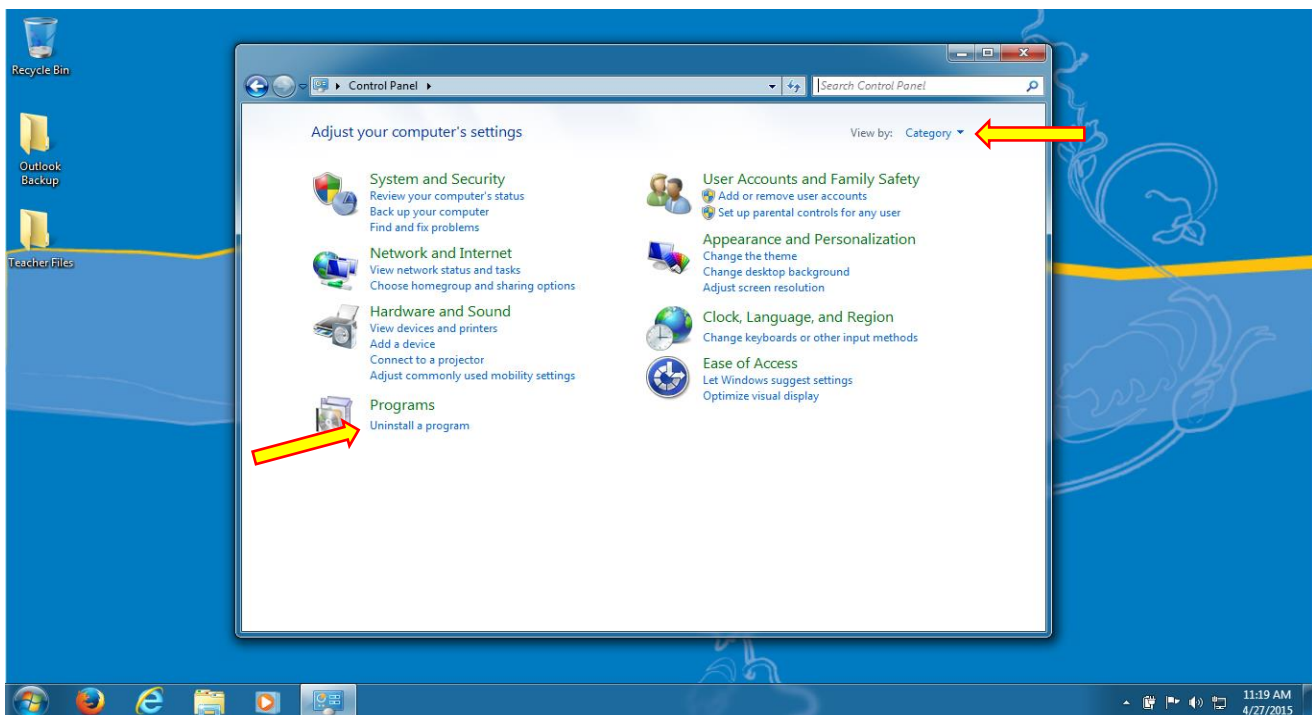

Figure 3: Uninstall a program

4. *Scroll* down the list of programs and locate **Microsoft Office Professional Plus 2010** and *click* to select it. Once selected, the "**Uninstall**" button will become available at the top of the column – *click* the "**Uninstall**" button to begin uninstalling Office.
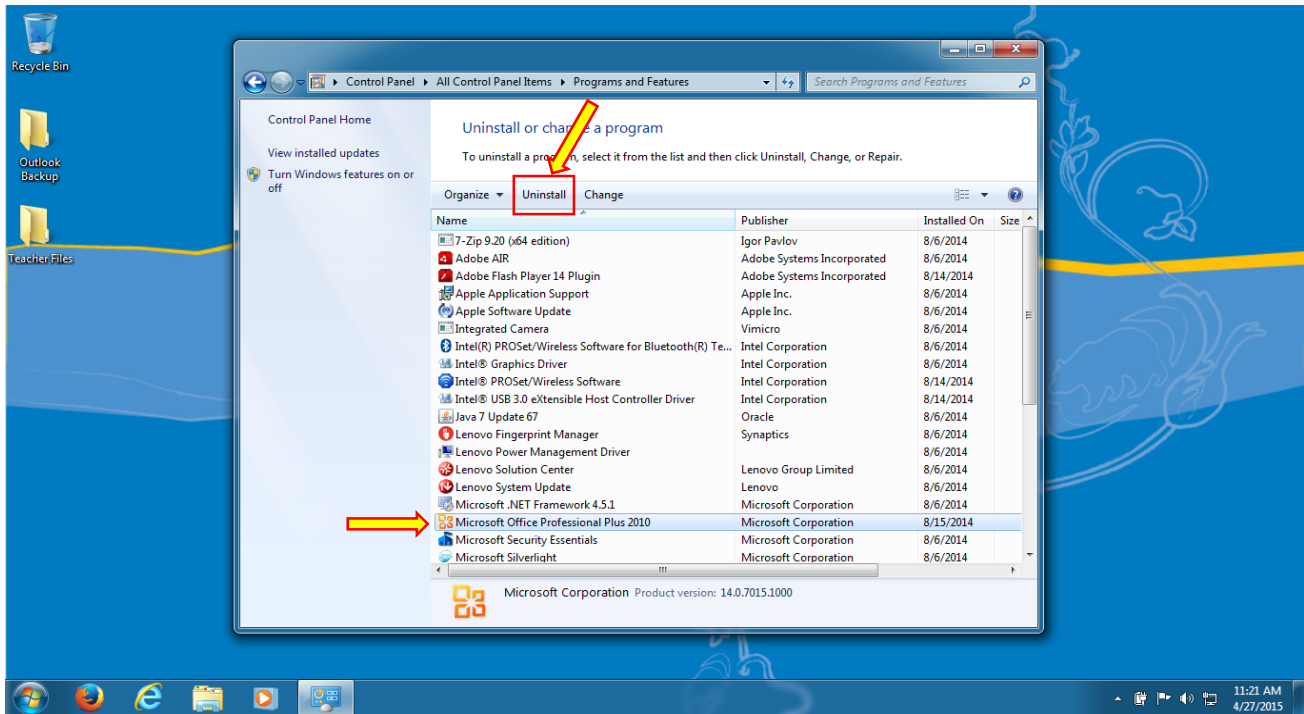

Figure 4: Uninstall Office

Please note: We have performed this procedure countless *times and we want to reassure you that your existing Office documents, regardless of version, are completely safe and will not be altered, deleted, or modified in any way.*

5. After clicking Uninstall, you will be prompted by the Office Setup to confirm you wish to uninstall Microsoft Office Professional Plus 2010; *click* on "**Yes**".
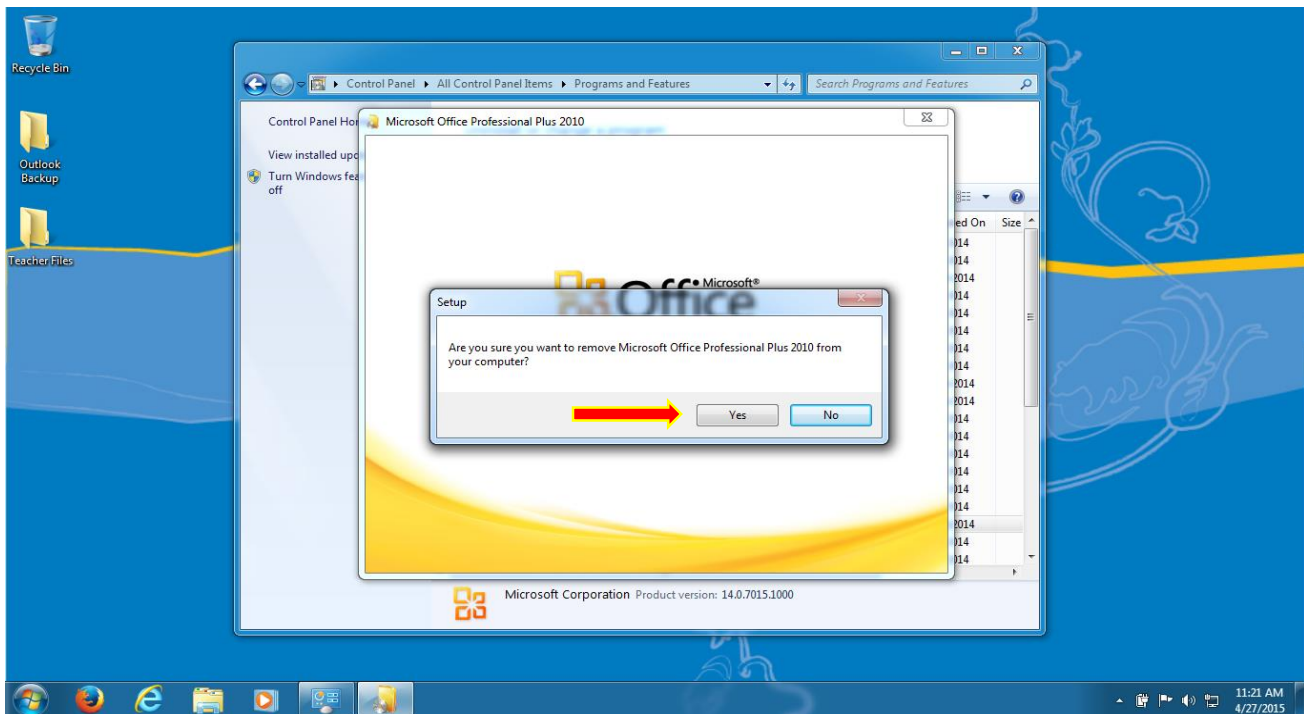

Figure 5: Uninstall confirmation

6. Once you *click* "**Yes**" Microsoft Office Professional 2010 will begin uninstalling as shown in the image below.
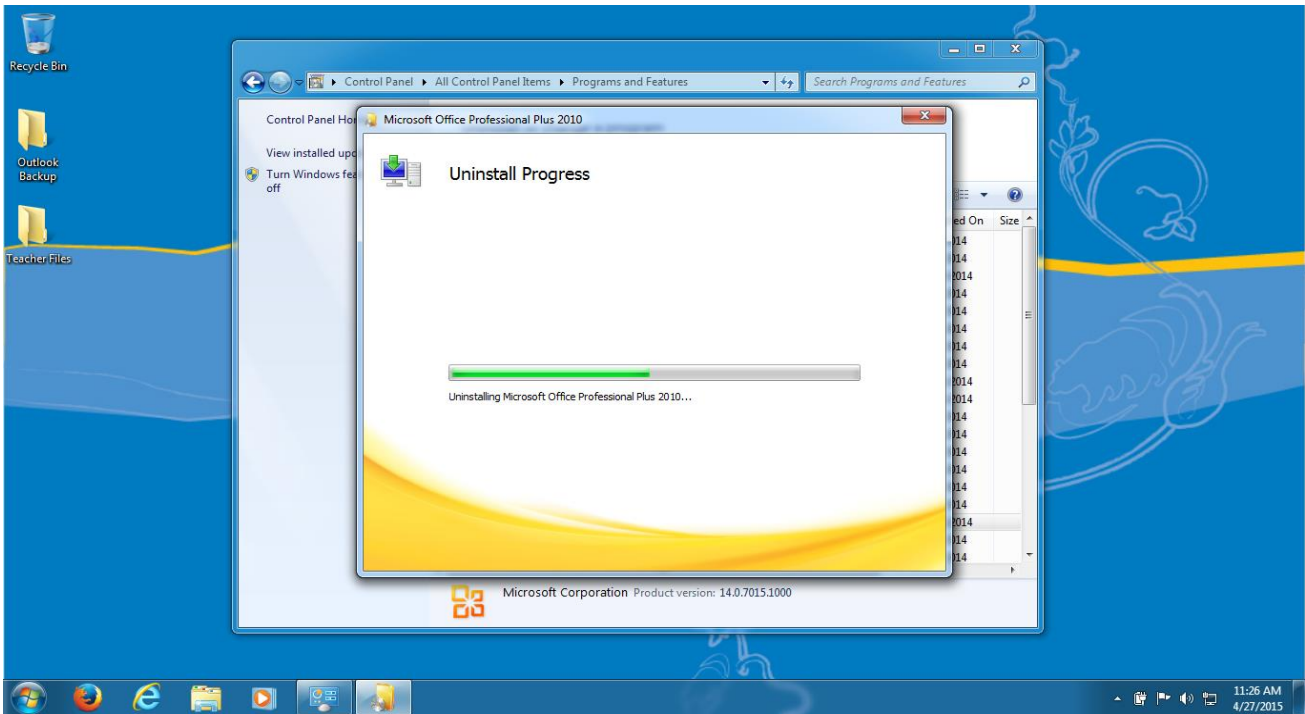

Figure 6: Uninstall progress

7. Once Setup has completed the uninstall process, you will see the following screen; *click* on "**Close**".
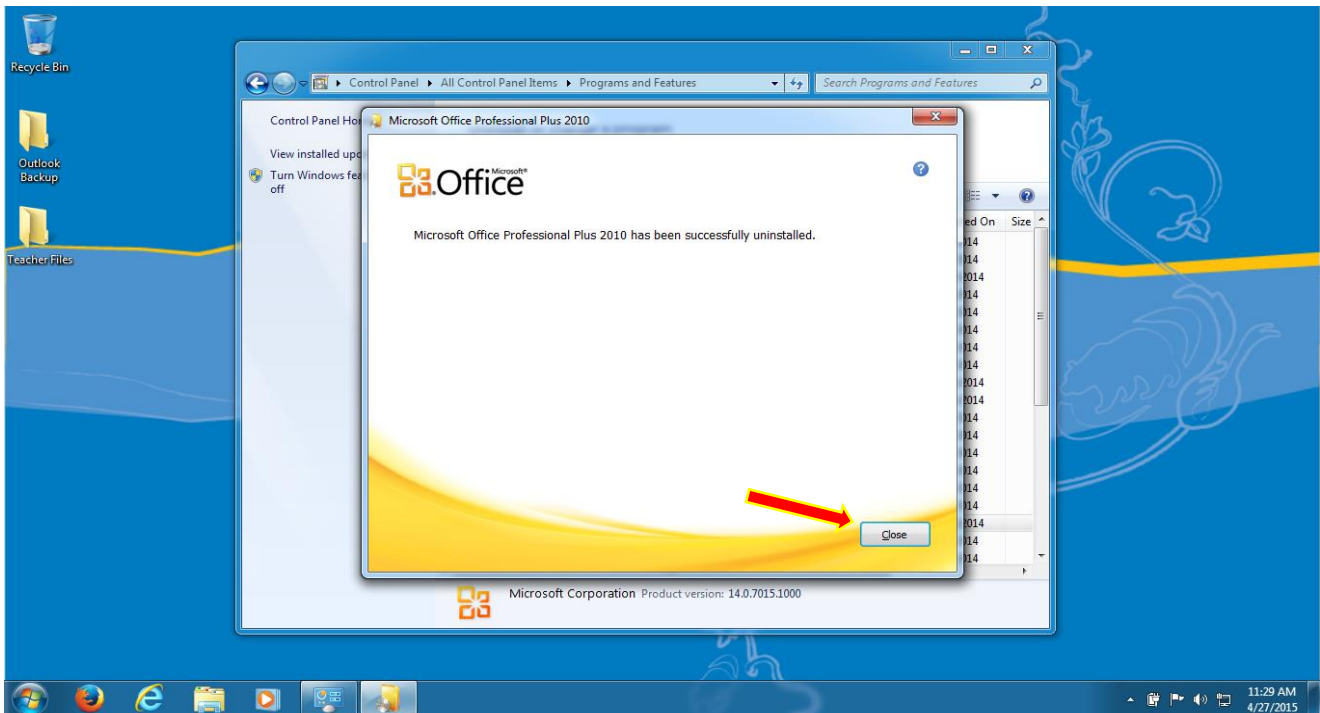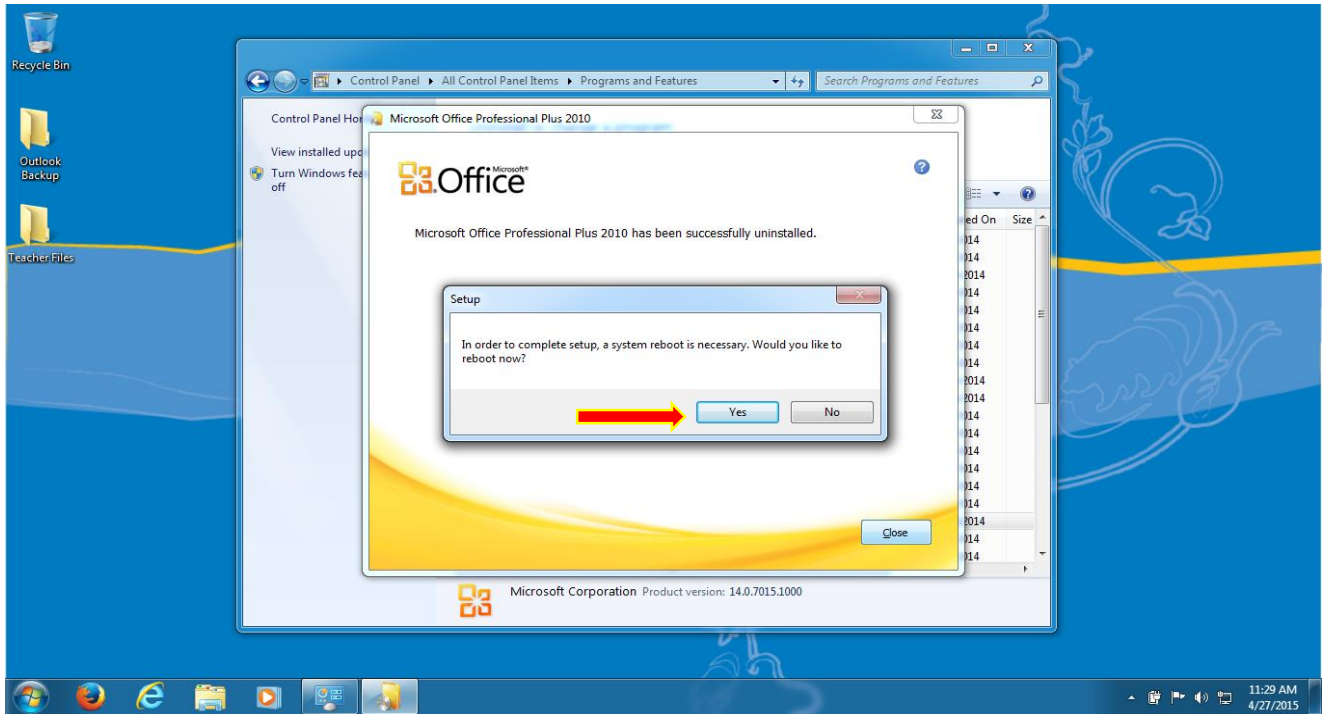

Figure 7: Uninstall complete

8. After closing Setup, *click* "**Yes**" when prompted to restart your computer – this will complete the Microsoft Office uninstall process.

After uninstalling Microsoft Office 2010 Professional Plus, please follow the directions in the Office 365 Installation Guide.