



To install the MPM Office program UPGRADE to all computers, do the following:

1. Make sure that the MPM Office is installed on all computers
2. Make sure that the MPM Office program is CLOSED on all computers.
3. Find and use the HOST computer.
4. From the HOST computer backup the current MPM Office data by selecting SYSTEM – BACKUP within the MPM Office Program.
5. Make sure the MPM Office program is CLOSED after the backup is completed.
6. Go to www.mpmsoft.com/techsupport/upgrades and, when prompted, enter the user name and password as given you by the MPMSOFT support representative.
7. Save the upgrade file to the HOST computer's desktop.
8. Double-click on the upgrade installation file you saved to the desktop to install the upgrade on that computer
9. When done installing, cut and paste the upgrade installation file from the desktop in the HOST computer's SHARED or PUBLIC folder.
10. Move to another computer and find the HOST computer's SHARED or PUBLIC folder using the Windows NETWORK or MY NETWORK PLACES feature.
11. Double-click on the upgrade installation file and proceed to install the file on the computer.
12. When done, move to another computer and follow steps 10 and 11 on each of the remaining computers. Do this for all remaining computers.
13. Delete the upgrade installation file from HOST computer's SHARED or PUBLIC folder when you are done upgrading all your computers.

For more information or support, please visit our web site
www.mpmsoft.com/techsupport