



Installation Instructions

VERSION 21.18.3
(12/18)

INSTALLATION INSTRUCTIONS FOR CHURCH WINDOWS 21.18.3

1. You must be logged on to your computer with Administrator rights.
2. Download the file to your computer in a location you will remember, such as your desktop.
3. Make a Church Windows backup. *System Administration>Backup.*
4. Close Church Windows and make sure Church Windows is closed on all workstations, if networked.
5. Close all other programs.
6. Browse to the location where you downloaded the file and double-click it.
 - a. **Please note** - If your security software displays a message about installing files, you must click on YES or OK to allow Church Windows to update.
7. Click *Next* to update all copies of Church Windows.
8. Follow the instructions on screen.
9. If you have multiple installations, the installer will repeat and update each installation. **This could take several minutes.**
10. Click *Finish* when the update process has completed.
11. After updating the host, open Church Windows and verify the current version. Then the update must be installed on all workstations.