*** BEFORE INSTALLING A CURRENT UPDATE FOR CHURCH WINDOWS ***

All computers using Church Windows must meet the following criteria...
♦ **Up-to-date with current Microsoft® Updates.**
♦ **Operating System must be Microsoft® 8.1, 10 OR Server 2012 R2 or newer.**
♦ **Must be a 64-bit computer.**
♦ **Make a Church Windows Backup - go to *Administration>Backup Data.***
♦ **Church Windows version must be 20.17.x or 21.18.x.**

PLEASE NOTE: If Church Windows is used on a Network - MUST update the server first and open Church Windows to verify the correct version. Then update any and all workstations.

INSTALLATION INSTRUCTIONS FOR CHURCH WINDOWS

- You must be logged on to your computer with Administrator privileges.

- Close all programs.

- Download the file to your computer in a location you will remember, such as your desktop.

- Browse to the location where you downloaded the file and double-click it.
    ⇒ If your security software displays a message about installing files, you must click on YES or OK to allow Church Windows to update.

- Click Install Church Windows
    ⇒ If you already have a version of Church Windows installed, the wizard will show your already installed instance(s). If there are more installations than you believe there should be, please call Church Windows Support (1-800-533-5227).

- Click Next and follow the instructions on the screen. If you have multiple installations, choose "Maintain or upgrade an existing instance". The installer will loop through and update each installation. **This could take several minutes!**

- Click Finish when the update process has completed

- **Complete the update on all Church Windows computers/workstations.**