

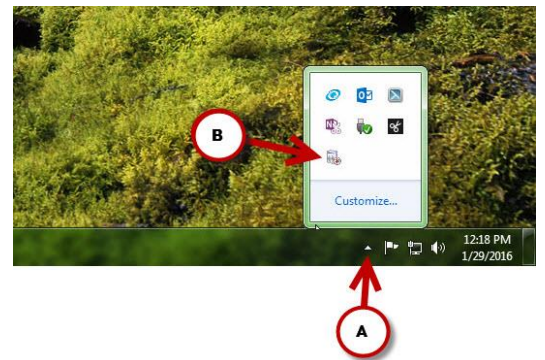
Installing Office Mix

What is Office Mix? It is an add-on for Microsoft PowerPoint that allows you to add notations, video, narration, and screen captures while using PowerPoint.

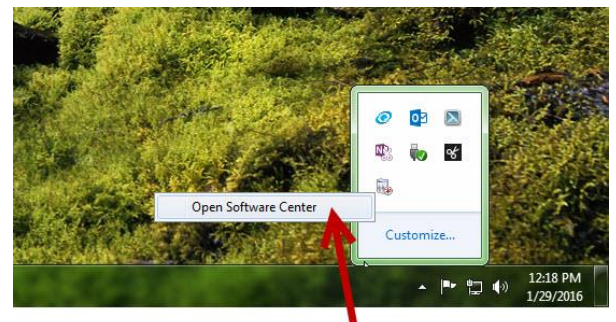
1. When you turn on your computer after February 3rd, 2016 you should see a **New software is available** message in the lower right corner of the task bar.



2. You will need to:
 - A. Select the **Taskbar Triangle icon** to open the announcement menu.
 - B. Select the **Software Center icon** to see what's available.

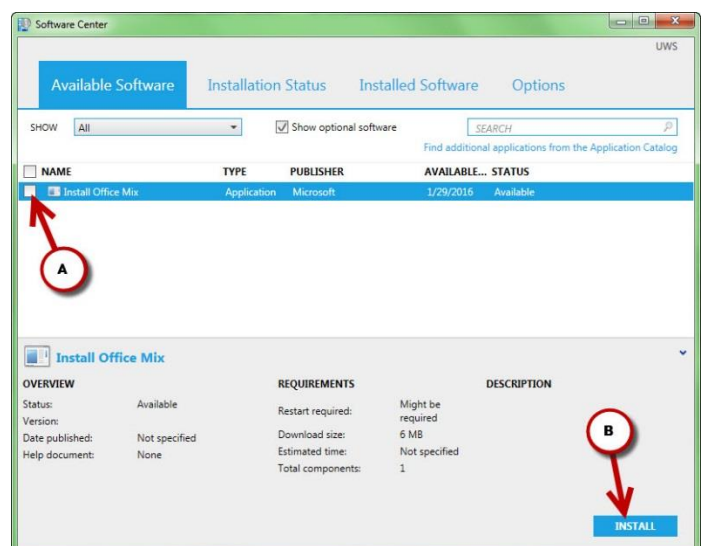


3. Click the **Open Software Center** button.



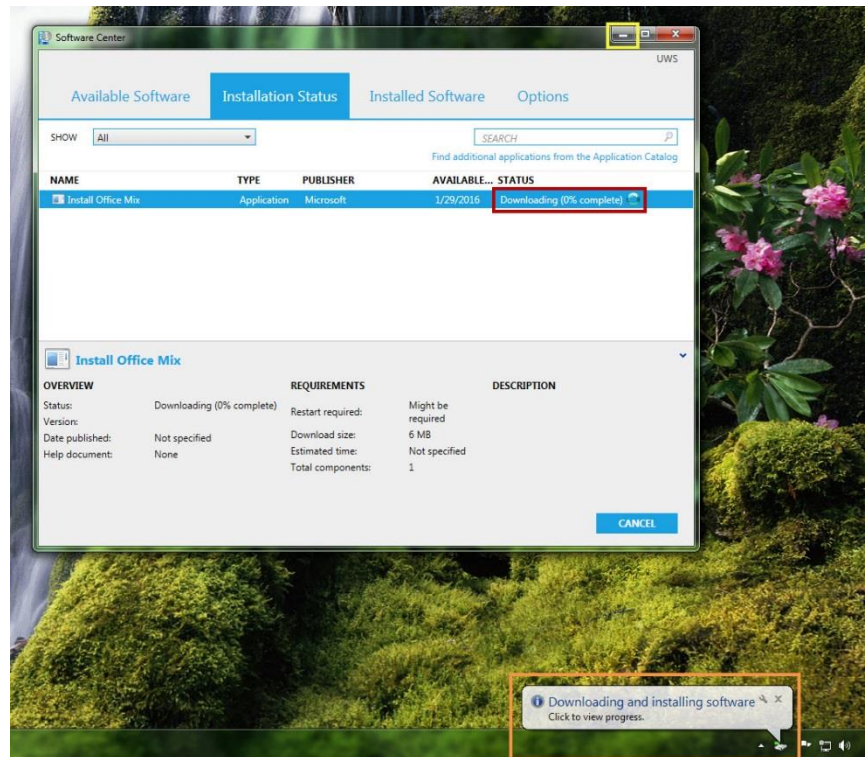
4. In the Software Center window, you will need to:

- A. Select the **Install Office Mix** checkbox.
- B. Click the **Install** button.

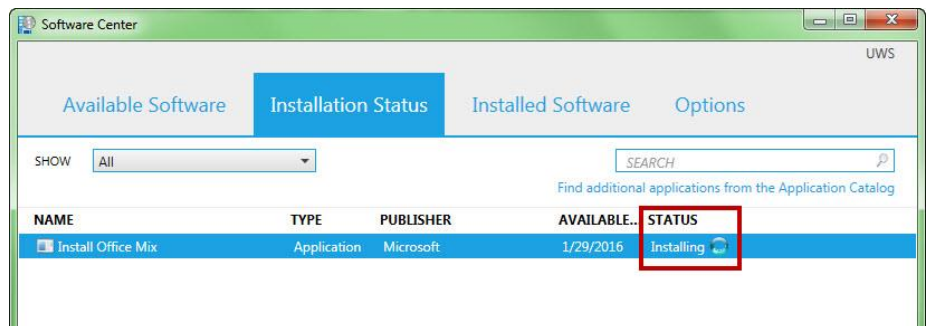


- On the Installation Status tab, it will show that the Office Mix add-on is downloading (red box).

Note: If you don't want to keep the Software Center open while this processes, you can minimize it (yellow box) and a message will appear in the lower right that will allow you view the progress (orange box).

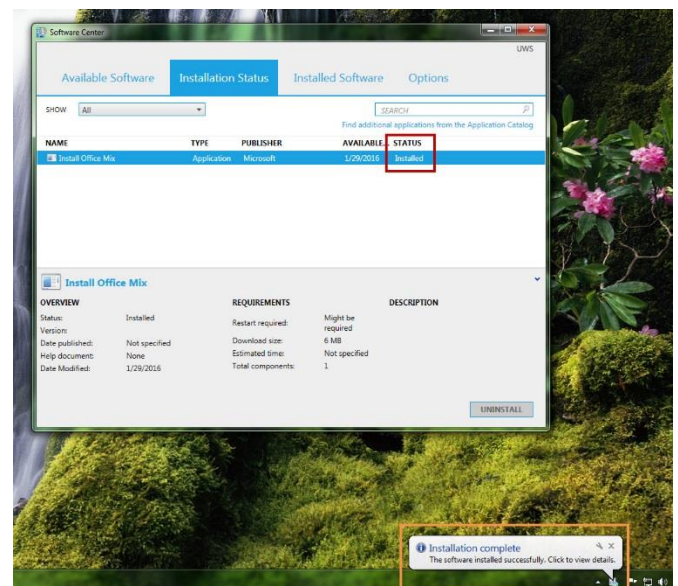


- Once Office Mix has finished downloading to your computer, it will begin installing.

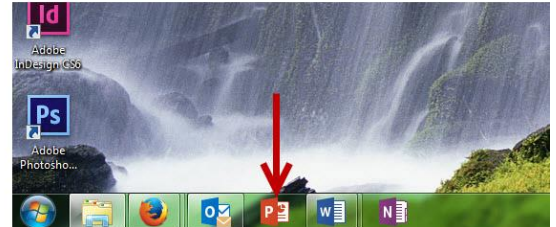
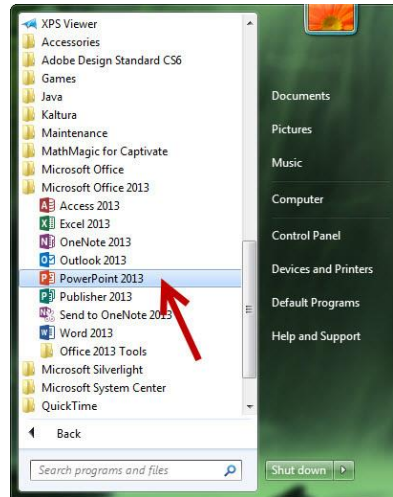


- On the Installation Status tab, it will show that the Office Mix add-on has been Installed (red box).

Note: If you have the Software Center minimized, a message will appear in the lower right that will let you know when it's finished (orange box).



8. Open PowerPoint on your computer.



9. The Mix tab (red box) has been added to the PowerPoint ribbon. You should also see the Office Mix welcome message on the right side with some Quick Start Video Tutorials to get you started (green box).

