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| **it SUPPORT INSTRUCTION** |

**how to install a program**

VERSION 1.0

INTRODUCTORY PROVISIONS

GOALS

This instruction defines the procedure for an employee to follow providing advice on installing a program.

TASKS

The main objectives of the instruction are:

* description of the steps to take when you need to install a program on your PC.

PERIOD OF VALIDITY AND PROCEDURE FOR MAKING CHANGES

Changes to the instruction are made when new settings appear in the SOFTWARE, as well as when information on current settings is updated.

**FROM THE INTERNET**

You should download and install programs only from trusted publishers and retail websites.

* In your web browser, select the link to the program.
* Select **Save**or **Save as** to download the program. Most antivirus programs like Windows Defender will scan the program for viruses during download.
* If you select **Save**, the program file is saved in your Downloads folder.
* Or, if you select **Save as**, you can choose where to save it, like your desktop.

**FROM MICROSOFT STORE**

There are two ways to get apps from Microsoft Store:

1. On the **Start** menu, select the **Microsoft Store** tile.
2. On the taskbar, select the **Microsoft Store** icon.