JOIN NOW Installation

To use all of the JOIN features, you have to install **JOIN Now** on your computer. This programme makes sure that JOIN can 'communicate' with Microsoft Office. All files you create using MS Office can be saved to JOIN with just a few mouse clicks. Follow these steps to install JOIN Now on your computer:

1. Close all Microsoft Office applications
2. Left-click on the Windows logo at the bottom left of the screen.
3. Type in: Software Center
4. Wait until the screen is filled with information
5. Double-click the "JOIN Now Client" with the highest number.
6. Left-click on 'Install'
7. Wait until the button **Uninstall** appears

If you now open a Microsoft Office application (e.g. Outlook, Word, Excel), there will be one or more JOIN Now-buttons present in the menu bar of the application.

Contact and additional information If something is unclear, please contact the functional manager via JOINbeheer@utwente.nl. They can also help you at any time with the use of JOIN in your specific work situation. For archive questions, please contact a Records Manager.