



Procedures for changing Microsoft Office (Windows) Language

We recommend that during your WorkingSm@rt training, you use the same language version of Microsoft Office as the Instructor. This will make it easier for you to follow the Outlook customising notes, and for following the demonstrations and exercises during the training and the follow-up Coaching. If this requires you to change the Outlook language version for the training, afterwards you can change back to your preferred language version by following the same steps, without affecting the Outlook customising.

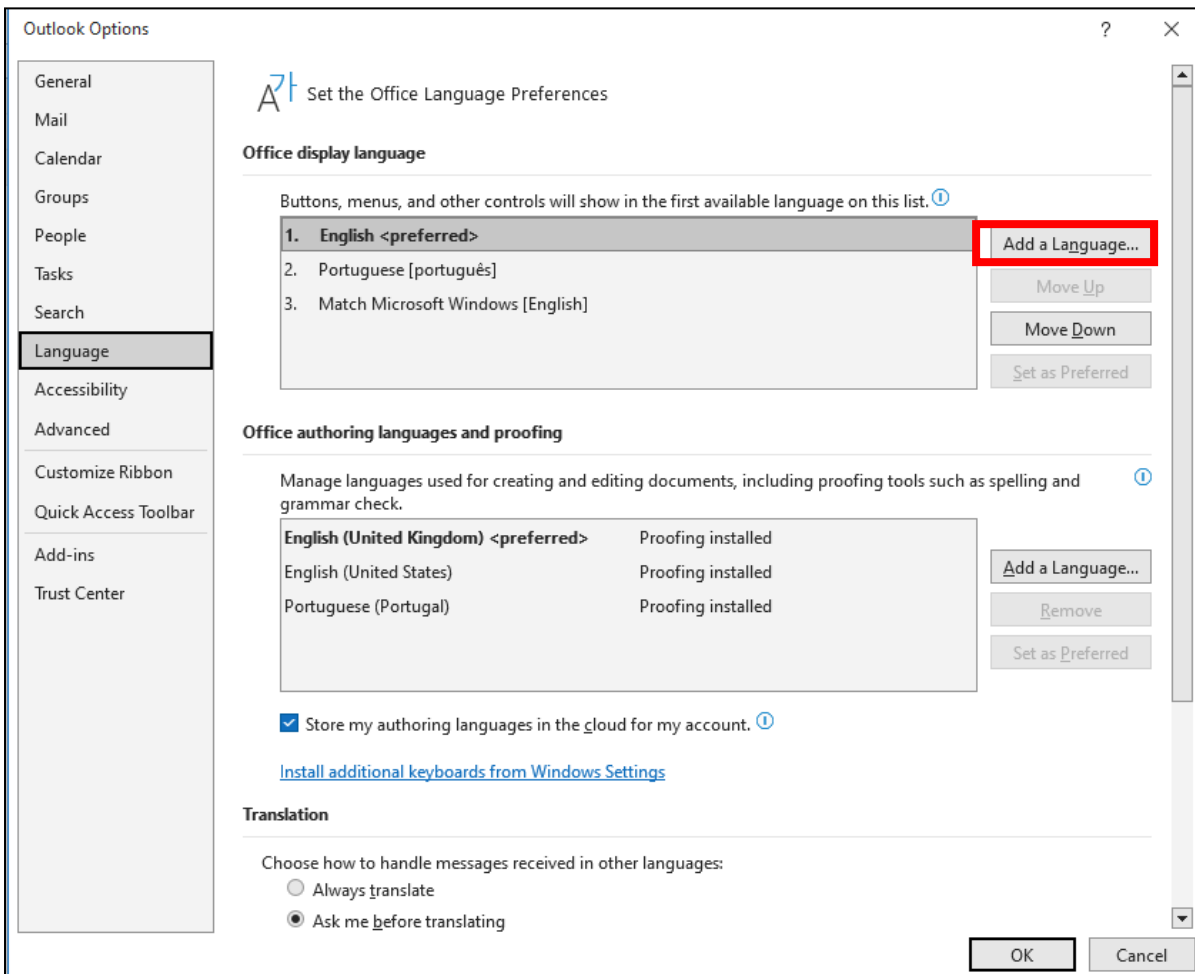
HOW TO CHANGE MICROSOFT OFFICE LANGUAGE – in brief

- Step 1: In Outlook, click the File > Options > Language
- Step 2: Under ‘Office Display Language’, click “Add a Language”
- Step 3: Select the Language, then click “Install” > OK
- Step 4: Microsoft will start to install your preferred language and close any open Office Applications. Wait for this to be completed.
- Step 5. Outlook will re-open automatically in the installed language

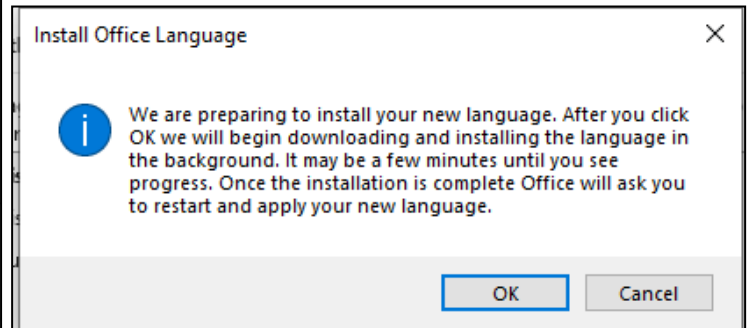
HOW TO CHANGE MICROSOFT OFFICE LANGUAGE – in detail

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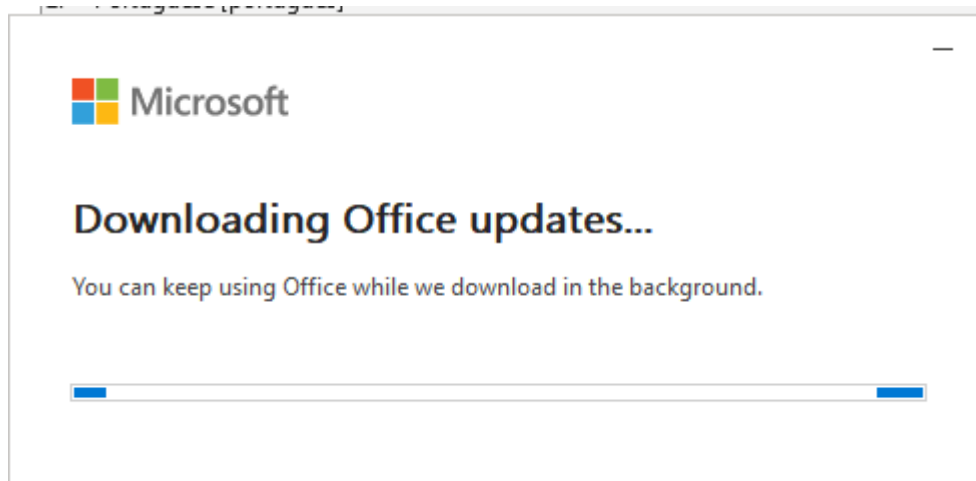
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