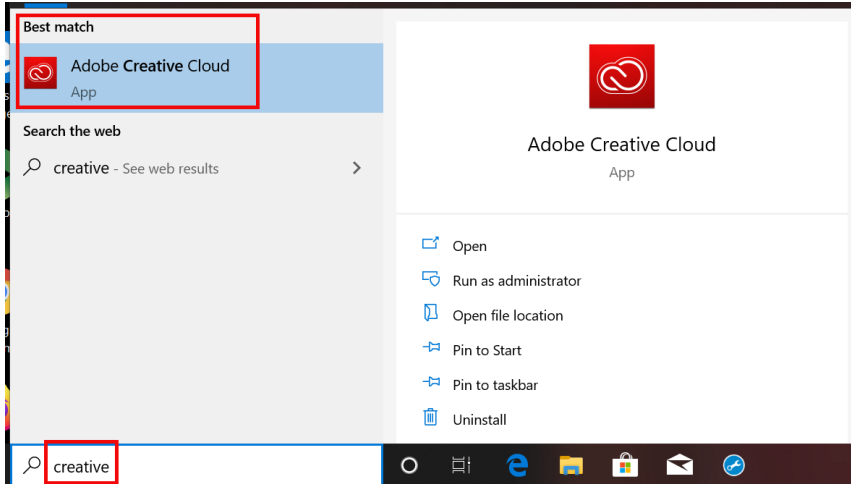



Updating Your Adobe Software

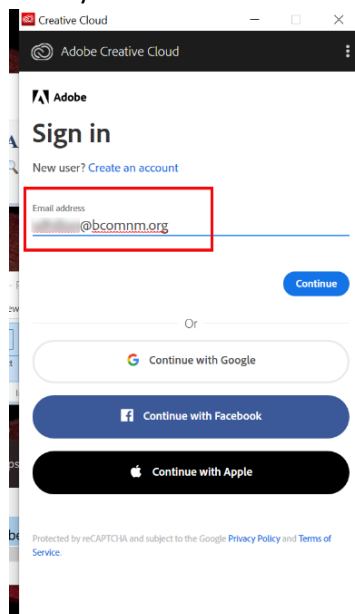
NOTE: If at any point, you do not have what is being asked for or your computer asks for an administrative account login, you will need to contact IT.

1. Make sure you have a connection to the internet.
2. Click in the search box on the left side of your taskbar (or click on the magnifying glass) and type “creative”. **Adobe Creative Cloud** should appear as the “Best match”. Click on it.

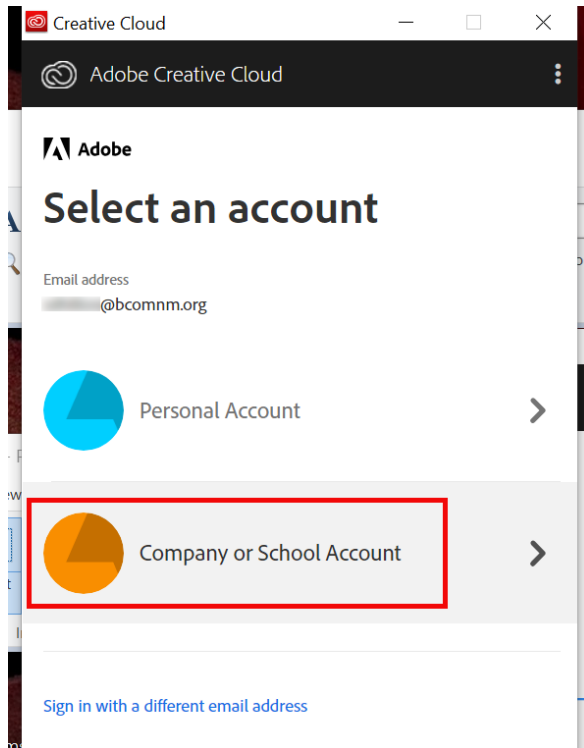


NOTE: If the icon for Creative Cloud is multicolored like this ->  instead of solid red, your Adobe Creative Cloud app is already updated.

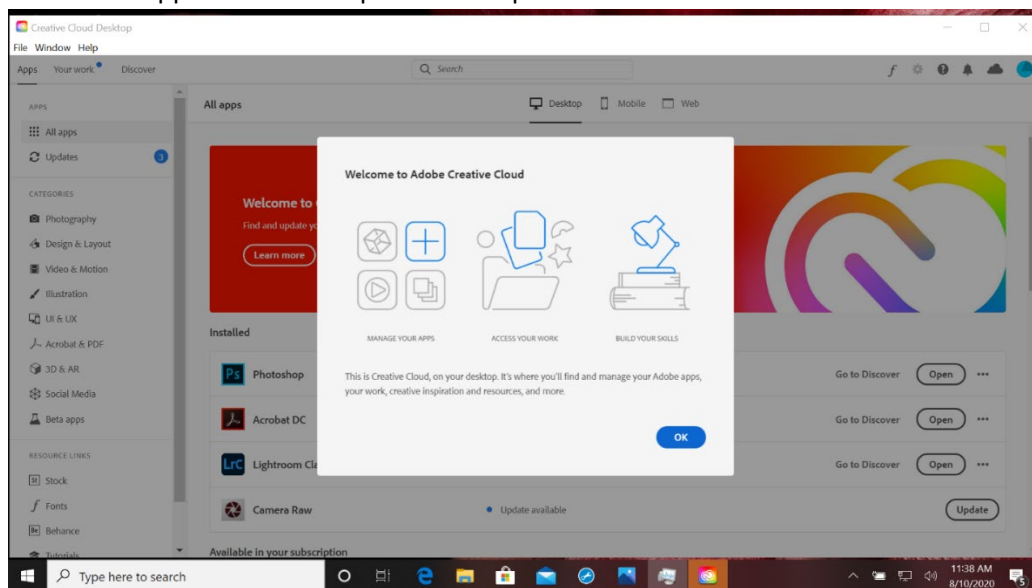
3. The Adobe Creative Cloud Sign In windows should appear. It may take a minute or two so be patient. When it appears, sign in with your BCOM email address.



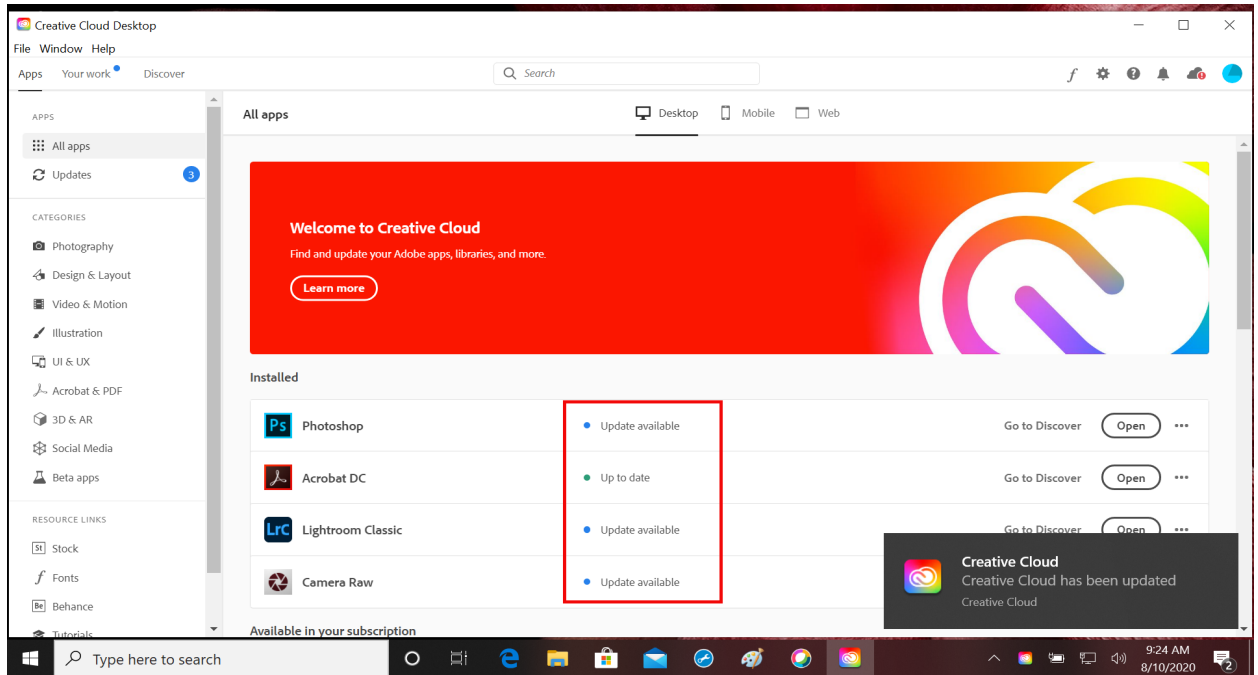
4. If it asks for you to **Select an account**, click on **Company or School Account**.



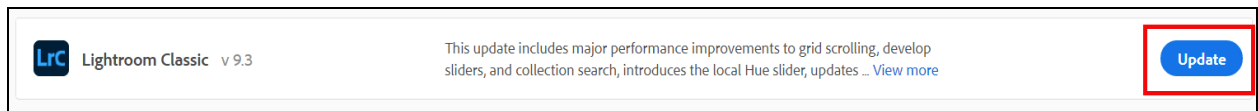
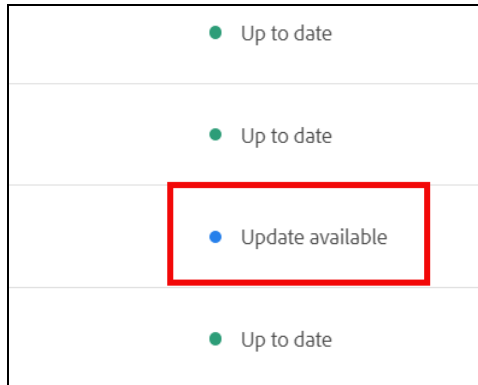
5. The BCOM login page should appear. Log in with your email and password as normal. If when you put in your password, it returns to the login screen and does not login, you will need to contact IT.
6. After you successfully log in, Adobe Creative Cloud should update itself. Simply wait until the update finishes and the new **Creative Cloud Desktop** window to appear. It make take up to 5 minutes to appear after the update is complete.



7. After you click **OK**, you will be able to see what has been installed, what needs updates, and what is available to install.



8. To update your Adobe programs, click on **Update available** and on the next screen, click the **Update** button.



NOTE: It is NOT recommended that you install all the available Adobe products. If there is something you know you will use, only install that piece of software.

If this you have any problems with these instructions, please go to <https://bcomm.org/help/> and enter a work order ticket or contact IT.