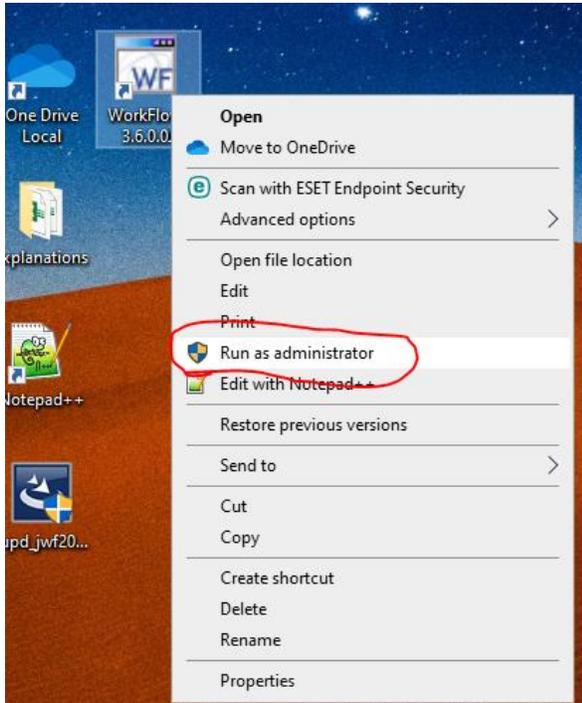# Updating WorkFlows

1. **Right-Click on Workflows and select "Run as Administrator"**:

When Windows prompts, asking if you want to allow this program to make changes to the computer, click "Yes":

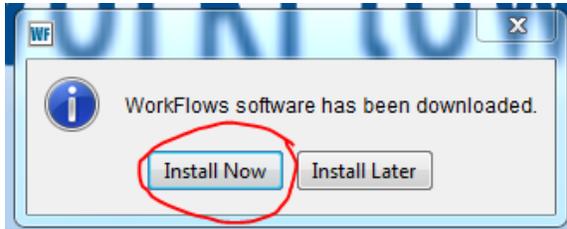You can then login as normal.

2. When you do, it will pop up this message:

The version numbers will likely be different. The correct version numbers will be sent out in an email before the upgrade.
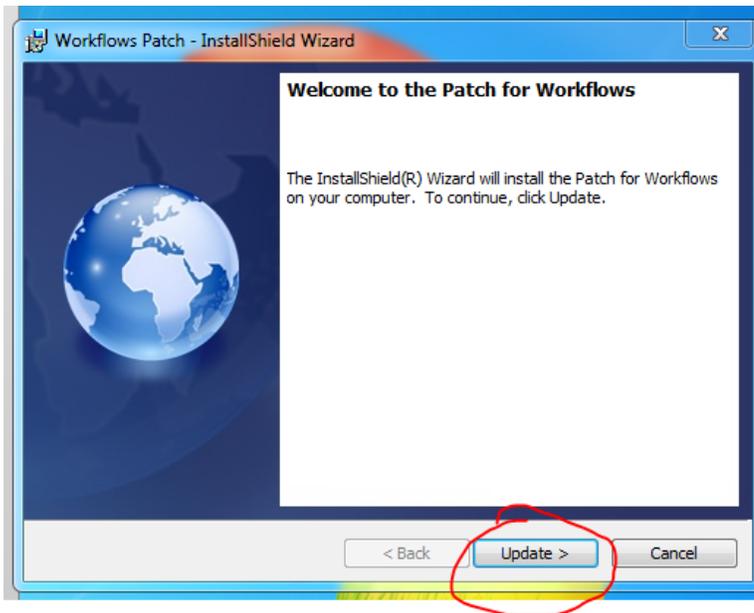
Click Yes. You'll get:
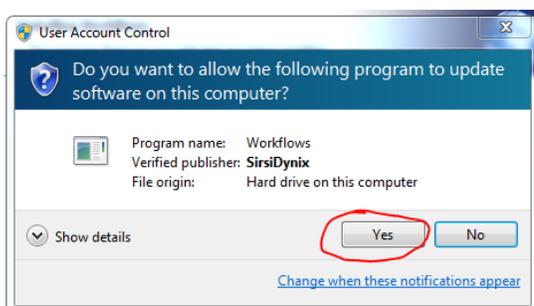
Updating WorkFlows

Click Install Now. It will do a bunch of stuff that will take a couple minutes. It *might* ask about accepting the End User Agreement, but mine didn't. If it does, click the "I Accept" button.

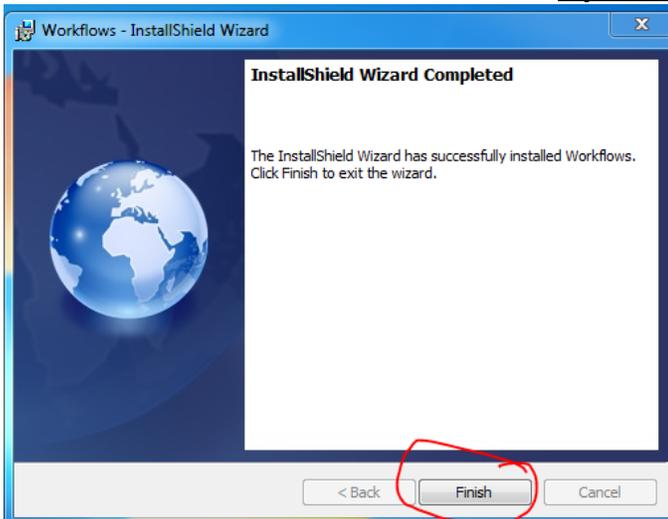3. Then you'll probably get something like this:
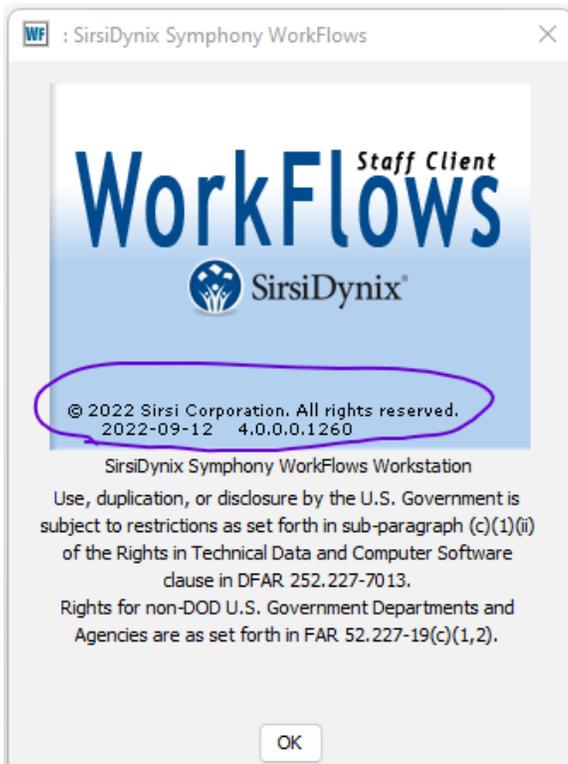

Click Update. You'll probably get:

Click Yes. It will do some more stuff for another minute or so, and you'll get:

Updating WorkFlows

Click Finish. It will launch WorkFlows and you can log in as usual.

Once you've logged in, go to Help→About and make sure the version number is correct:

The actual version number may be different than what's shown in the screenshot, but will be in the same location. Compare the version number with the number we list in our announcement email.

If the version number doesn't match, call Melissa, Pete, or Karla.