Installing software on a Windows work place

A Windows work place at Leiden University comes with a set of popular software applications, like Microsoft Office. In addition, you can install some applications via the Software Center. In spring 2018, the Software Center replaces the renowned Run advertised programs. This Quick Reference describes how to install software, either with the Software Center or with Run Advertised Programs.

Software Center

1. At the bottom left of the screen, click the Windows start button and start typing: ‘software center’. A list of search results opens, including the Software center.

2. If Software center does not appear in the list, then your work place does not contain the new Software Center yet. Please continue below in the chapter Run advertised Programs.

3. Otherwise, click Software Center in the list of search results. The Center opens and displays available applications, like below (fragment):

4. Through the categories in the left column of the Software Center, you can check which applications and updates are installed on your work place.

5. In the applications overview, click the application that you wish to (un)install. If the application is not installed yet, you can install it with the [Install] button. If the application is installed, you can uninstall with the [Uninstall] button.
During an automatic update on your Windows workplace, the Software Center opens automatically and you can check the progress of the update(s).

**Run Advertised Programs**

1. At the bottom left of the screen, click the Windows start button 📌 and then choose Control panel.
2. In the Control panel, choose the category Programs.

3. Then, choose Run advertised programs.
4. An overview of available applications is displayed. Click the application that you wish to install and click the [Run] button to start the installation.

![Run advertised programs window]

5. You can install more applications if you like. When the installation(s) are finished, close the Run advertised programs window.

**In need of other software?**

If you need software that is not available in the Software center or Run Advertised Programs, then use the software request form. This form can be found with the other ICT request forms on the university staff website.