Synergistic Office Solutions, Inc.

Topic: **Using Windows Uninstall to Remove SOS from your computer**

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In order to completely remove SOS applications from your computer, use the Windows Uninstall procedure, remove any SOS folder that remains and empty the Recycle Bin. Here are the steps:

1. Click on Start Settings Control Panel Add/Remove Programs.

2. Scroll down in the box listing your software programs until you find the SOS Modules that you have installed. Highlight each in turn and click the Remove button.

3. If you are asked if you are sure that you want to completely remove the program, click the **Yes** button. If you are asked if you want to remove shared components, click **Yes to All**. If you are asked for any more verifications of your intention to remove all parts of the program, indicate **Yes**. Close the Add/Remove window and close Control Panel.

4. Open My Computer from your Windows desktop. Open the C drive (or other drive on which you had installed SOS). If there is an SOS folder, click the SOS folder to highlight it, then hold the <Shift> key down and press the <Delete> key. Windows will ask you if you are sure you want to delete this folder and all its contents. Click **Yes**.

These actions remove all SOS components from your computer.