How do I upgrade to Office 2016 on my University Windows computer?

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**Note**
It’s best to do the upgrade from on-campus over the wired connection. The installation should take about 15-20 minutes and requires the computer to be restarted.

**Warning**
Any add-ons that are used should be tested before upgrading to Office 2016.

- EndNote x7 doesn’t currently work with Word 2016.
- Analytics Solver doesn’t currently work with Excel 2016.
- Clicker software doesn’t work with PowerPoint 2016.

1. Launch **Software Center** from the **Windows Start Menu**
   1. **Click on All Programs**

   ![Software Center from Windows Start Menu](image)

2. **Click on Microsoft System Center**
3. **Click on Configuration Manager**
4. **Click on Software Center**

   ![Microsoft System Center](image)

   ![Configuration Manager](image)

   ![Software Center](image)

2. Check the box to the left of Microsoft Office 2016
3. Click on the **Install Selected** button on the bottom right of the Software Center
4. You will be able to watch the progress. The installation should take approximately 15-20 minutes and you will be prompted to reboot.

5. Once the installation is complete, you should see the Office 2016 applications listed alphabetically under All Programs. There will also be a Microsoft Office 2016 Tools folder located in your All Programs.

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