How do I install Office 2016 on my University Windows computer?

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**Note**
Office 2016 (Word, Excel, PowerPoint, Publisher, OneNote) is installed on all University owned Windows computers. If there is a problem, the software can be re-installed using the instructions below. Microsoft Project and Visio are not included in the Office 2016 package and must be requested separately by contacting the IT Service Desk, 704-687-5500 or help@uncc.edu.

**Warning**
EndNote x7 doesn't currently work with Word 2016.
Analytics Solver doesn't currently work with Excel 2016.

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

   ![Software Center Menu]

   b. Click on **Microsoft System Center**
   c. Click on **Configuration Manager**
   d. Click on **Software Center**
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.
Related FAQs

- What software is available to UNC Charlotte employees?
- How do I download and install EndNote on my personal computer?
- How do I purchase and install Microsoft Project or Visio on my University computer?
- How do faculty and students get access to Azure Dev Tools (formerly Microsoft Imagine Premium)?
- What software is available to UNC Charlotte students?