How do I upgrade to Office 2016 on my ITS managed Mac computer?

Tell Me

Note

- Not all University Macs are managed by ITS. Check with your IT Department if you are in the College of Computing & Informatics (CCI) or Student Union, Activities & Recreation (SUAR).
- It's best to do the upgrade from on-campus over the wired connection.
- This upgrade is compatible on machines running Yosemite (10.10) and El Capitan (10.11).

Warning

- Since you are actually downloading "new" programs, the older version of Office will still be available to you. We recommend making sure Office 2016 meets your needs and then uninstalling the older version.
- 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.

If you are interested in installing/upgrading to Office 2016, and have an ITS managed Mac computer, you can find Word, Excel, and PowerPoint using Self Service:

1. Open Finder.

2. Click on Applications > Self Service.
3. Find the application (Word, PowerPoint, Excel) that you want to upgrade.

a. You may be required to log in. Simply click the Log In button on the top right and enter your NinerNET credentials.

4. Click the Install option below the desired application and click Install when prompted.

5. You will see the status displayed along the top of the window. When the installation is complete, your desktop may flash (desktop goes black and then icons reappear).

6. The first time you use the new application, you may see a welcome screen.
7. You can make the desired selections until the completion screen is displayed.

Office 2011

If Office 2011 was previously installed, you will see the 2016 applications displayed outside the Microsoft Office folder in the Applications listing. We recommend making sure Office 2016 for Macs meets your needs and then uninstalling the older version. You can uninstall Office 2011 following instructions here.

Related FAQs

- Is there assistive technology available on campus and in labs?
- How does a faculty/staff member purchase and install Microsoft Project or Visio on my University computer?
- What software is available to UNC Charlotte students?
- What software is available to UNC Charlotte employees?
- How do I download and install EndNote on my personal computer?