How do I install 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). Macs come with Office 2016 installed (Word, Excel, PowerPoint) but if something happens to the files and the programs need to be re-installed, follow the instructions below.

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.

What's New in Word

**Unmistakably Office, Designed for Mac**
Modern Office design now fully optimized for the Mac, including Retina display and full screen view.

**Redesigned Ribbon and New Task Panes**
All the power of Office now organized the same way across Mac and Windows.

**Cloud Connected**
Access your recent documents on any device through seamless integration with OneDrive, SharePoint, and more.

**New Tools and Improved Features**
New Design Ribbon, sharing options, online templates, reference tools, mail merge, and more.

**Threaded Comments**
Easily track comments and reply to others, so you can have helpful conversations where they matter.

Get started ›
7. You can make the desired selections until the completion screen is displayed.

You're All Set

You're now ready to use all of the features included with your Office purchase.

Start Using Word

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?