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

Tell Me

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

   - Getting Started
   - Connect to a Projector
   - Remote Desktop Connection
   - Sticky Notes
   - Paint
   - Snipping Tool
   - Calculator
   - XPS Viewer
   - Windows Fax and Scan
   - Software Center

Search programs and files
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

- How do I download and install EndNote on my personal computer?
- How do I restore lost bookmarks in Firefox on a University computer?
- How do I install JMP Pro on my personal Windows computer?
- How can I uninstall software on my University computer through Self Service and Software Center?
- Is there assistive technology available on campus and in labs?