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
   a. Click on **All Programs**

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

   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.

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