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
   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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