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

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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
      
      Getting Started
      Connect to a Projector
      Remote Desktop Connection
      Sticky Notes
      Paint
      Snipping Tool
      Calculator
      XPS Viewer
      Windows Fax and Scan
      Software Center
      
      All Programs
      Search programs and files

   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.
Related FAQs

- What is the Grace Period for SPSS License Codes?
- How do I restore lost bookmarks in Firefox on a University 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?
- How does a faculty/staff member purchase and install Microsoft Project or Visio on my University computer?