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.

![Finder](image.png)

2. Click on Applications > Self Service.

![Applications](image.png)
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.
7. You can make the desired selections until the completion screen is displayed.

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
• 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?