How do I install/upgrade Office 2019 on my University Windows computer?

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**Note**
Office 2019 (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 2019 package and must be requested separately by contacting the IT Service Desk, 704-687-5500 or help@uncc.edu.

**Warning**
Any add-ons that are used should be tested before upgrading to Office 2019.

1. Launch **Software Center** from the **Windows Start Menu**
   a. Under **All Programs/All Apps**, locate the **Microsoft System Center** folder
   b. **Open Software Center**

2. **Click Microsoft Office 2019 Professional**

3. **Click on the Install button**
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 2019 applications listed alphabetically under All Programs.

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- How can I uninstall software on my University computer through Self Service and Software Center?