Procedures to Upgrade Microsoft Office on Mac

Requirements:
Mac must be plugged into an electrical outlet AND the university WIRED network.

Time: it takes about 15 min. to complete the Microsoft Office upgrade.

Microsoft Office 2016 is the current standard for Towson computers. Duo multi-factor authentication only works with Outlook 2016 to access Towson email and calendaring on computers. If your Mac is running Microsoft Office 2013 or 2011, you’ll need to upgrade to Office 2016 following the procedures below.

Uninstall Old Office Apps
First, uninstall the old Office apps as follows:
1. Quit all running applications
2. Open Go > Applications, and drag the Microsoft Office 2013 or 2011 folder to Trash.
3. Empty the Trash to delete the Office folder
4. Restart your computer

Install New Office Apps
1. On your Mac, open Go > Applications > Self Service.app
2. In Self Service, select Microsoft Office 2016, read the instructions, select Install
3. Restart Mac and follow the procedures below to install Office updates

Install Office Updates
After Office installation is completed, open Applications> Microsoft Word, if there are any Office updates follow the prompts to install them.

When you launch Office apps, your Mac automatically checks for available updates and prompts you to install them. You’ll want to install these updates; they provide bug fixes and enhancements.

Training
Training on Office 2016 apps, Mac OS and other software is available at
- OTS Self-Help Learning Resources. (for Apple)
- Learn with Lynda.com (excellent video tutorials available 24/7 to students, faculty, and staff)

Assistance
Contact the Faculty/Staff Help Center at 410-704-5151 and follow menu options.