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 2019 is the current standard for Towson computers. If your Mac is running Microsoft Office 2016 or older, you’ll need to upgrade to Office 2019 following the procedures below.

Install New Office Apps
1. On your Mac, open Go > Applications > Self Service.app
2. In Self Service, select Microsoft Office 2019, 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 2019 apps, Mac OS and other software is available at
• OTS Self-Help Learning Resources (for Apple)
• LinkedIn Learning (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.