Installing Office 2016
Using the Software Center

Microsoft Office 2016 is available for all Windows computers as our standard Microsoft Office version on campus. You can upgrade your office computer to Office 2016 using the Software Center.

1. Close any open programs in preparation for the installation.
2. Click the Windows Start button.
3. Click All Programs (Windows 7) or All apps (Windows 10), then navigate to the Microsoft System Center folder.
4. In the Microsoft System Center folder, click Software Center.

Figure 1

Figure 2
5. Under the **Applications** tab, click on **Microsoft Office Professional Plus**.

![Software Center with Microsoft Office Professional Plus highlighted](image1)

**Figure 3**

6. Click the **Install** button.

![Application Details for Microsoft Office Professional Plus](image2)

**Figure 4**

7. During the installation, you will be prompted to restart your computer. Click the **Restart Now** button.

8. After the computer restarts, reopen the **Software Center** following steps 1-4 on page 1.
9. Click the **Installation Status** tab in the **Software Center** menu on the left of the window. The software will continue to install.

![Software Center menu with Installation status tab selected](image)

**Figure 5**

10. The computer will restart again. Log back into Windows and reopen **Software Center**.
11. To ensure installation has finished, click the **Installation Status** tab in **Software Center**.
12. The status of **Microsoft Office Professional Plus 2016** will change to **Installed** once the process is complete.

⚠️ Some software may require the computer to restart. It is strongly recommended to save any work before adding or updating any software using this procedure.