

Office Update on University Windows & macOS Computers

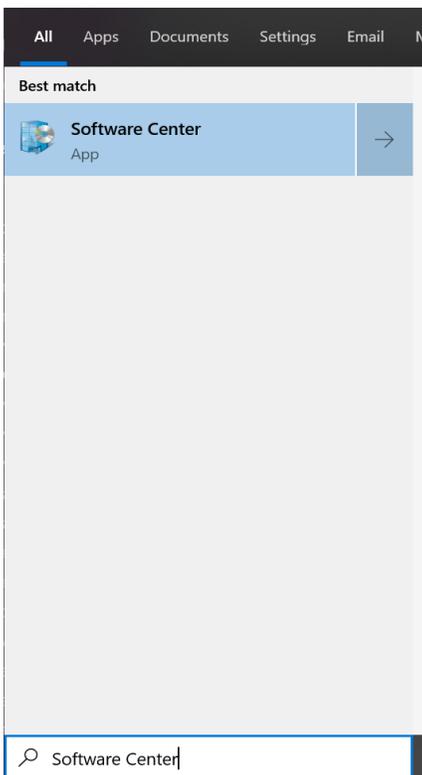
Office Update on University Windows Computer

Beginning March 23, 2020, Two-Factor Authentication (2FA) is required for all members of the University community. 2FA is used to help cut down the number of accounts that are compromised everyday.

Some members of the University community may be using older versions of Office that do not support Modern Authentication, this would include versions of Office later than Office 2016.

On a University computer running the Windows operating system, users can easily update Office to the latest version by using the Software Center.

To open the Software Center, open the start menu on the machine and start typing Software Center, it should appear in the list of results, click on Software Center.



Once the Software Center has loaded, you should see a list of applications available for download. Look for the one that says Microsoft Office 365 ProPlus x64. Click this and then click Install. This process will uninstall any previous version of Office it finds on your computer and will install Office 365.



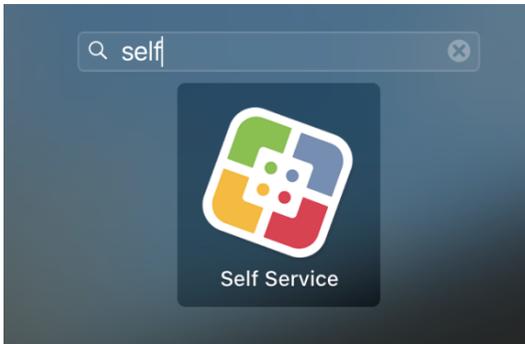
Microsoft Office 365 ProPlus x64

Published by Microsoft

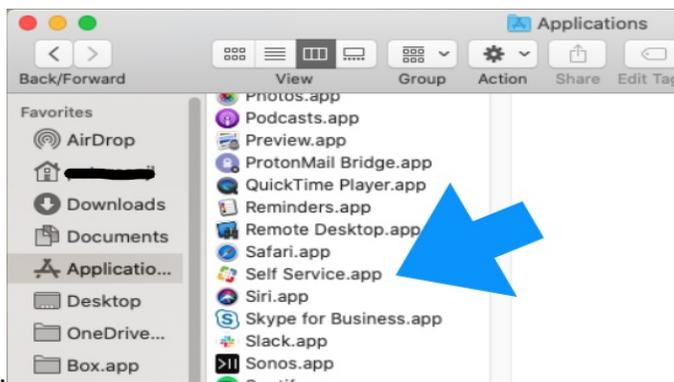
Office Update on University macOS devices

While Windows will uninstall any previous versions of Office during the install process, macOS will **NOT** do the same. Users will need to manually uninstall any previous version of Office by selecting all Office applications and drag them to the trash. On macOS, this would include: Excel, Outlook, PowerPoint, Word. After the previous version of Office has been uninstalled, users can then install Office365 from Self Service.

Self Service can be found one of two ways. Users can hold the command key and hit the space bar to bring up the spotlight search. Enter Self Service.



Users can also open their Finder and go to Applications



Once in Self Service, users can then click Install under Microsoft Office 365

