Upgrade to Microsoft Office 2016 for PCs

OVERVIEW
This guide will walk you through the steps to upgrade your office PC to Microsoft Office 2016. The Office 2016 upgrade is optional.

*Note* - Prior to starting the upgrade, please close all Office applications (Outlook, Word, Excel, PowerPoint, etc.). Do not shut down your computer during the installation process. The installation may take up to 30 minutes. You can continue with other work while the software installs. You can continue to send and receive emails using the Outlook Web Access (OWA) application. Do not attempt this upgrade using a VPN connection.

Office 2016 optional upgrade for PCs

Step 1. Go to the Start menu->all programs->Novell ZENworks and select ZENworks Application Window to launch ZENWorks

Step 2. From the ZENworks window, select Office Productivity, then select Office 2016. This will start the installation
Step 3. The installation bar will display the upgrade progress

![Installation Progress](image)

Step 4. Reboot your computer

![Reboot options](image)

Please contact [helpdesk@uww.edu](mailto:helpdesk@uww.edu) with any additional questions or concerns you may have.