

Microsoft Office 2016 Installation and FAQs on Campus Computers

The IT Department is happy to announce that Microsoft Office 2016 is now available on campus workstations! This optional upgrade for employees is available through Software Center on all university owned and managed Windows workstations. If you have a university owned and managed Apple workstation and would like the upgrade, contact the Help Desk directly to make arrangements. If you choose to upgrade to the most current Microsoft Office suite, the process will also include Adobe Acrobat Pro DC.

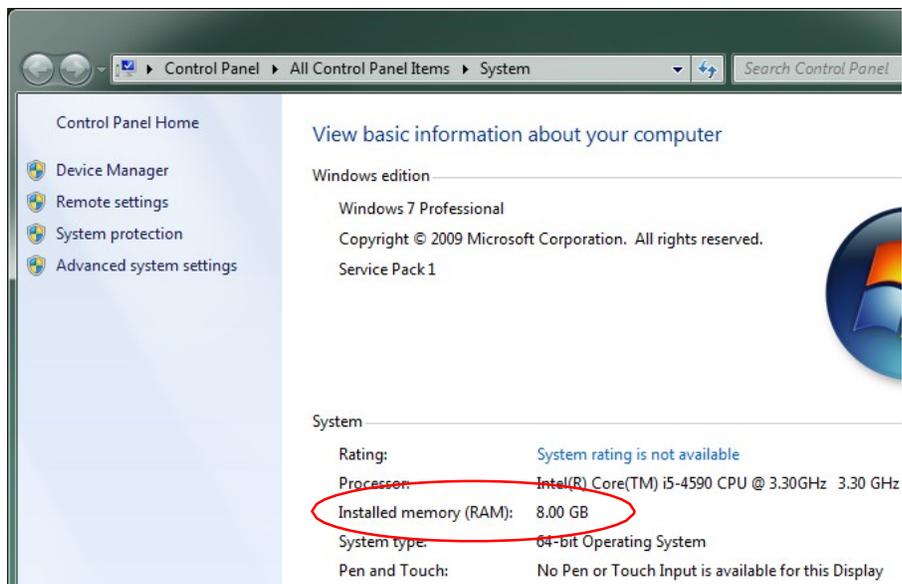
More information about the upgrade and using Office 2016 is included in the “Installation Notes” and “Frequently Asked Questions” sections below. The “Installation Instructions” section steps you through installing the software on your campus computer.

Please do not hesitate to contact the Help Desk with any questions or issues you may have regarding the option to upgrade your university computer to Office 2016.

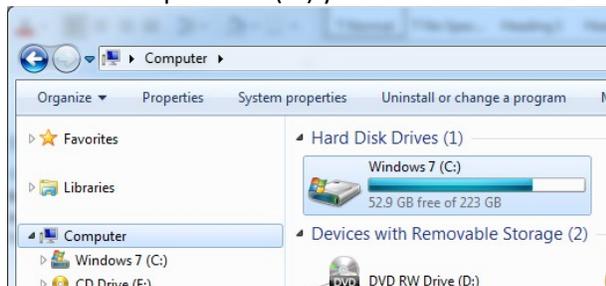
[Installation Notes](#)

1. This is an **optional** upgrade to the Office 2010 or 2013 installation currently on your computer and not an addition to that installation. Office 2010 or 2013 will be removed from your computer.
2. We recommend that you begin this at the end of your work day, as the computer will automatically restart several times and the entire process **may take a few hours**.
3. To avoid possible critical errors, we recommend you **do not use the computer** during this process.
4. The icons for Office 2016 look a little different than those for Office 2010, but the same as 2013.
5. Pinned shortcuts on the Task Bar and in the Start menu from Office 2010 or 2013 will be removed as part of the installation process.
6. For laptop computers:
 - a. Plug into the wired network on campus. The process will not work over wireless or VPN.
 - b. Plug in the power cord.
7. The computer must have a minimum of 4 GB RAM and a minimum of 8 GB free disk space.
 - a. To check RAM
 - i. Open Control Panel
 - ii. Ensure the “View by” drop down in the top right is set to “Large icons” or “Small icons”
 - iii. Open the System applet

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- iv. If the “Installed memory (RAM): x.x GB” is less than 4.0 GB, the installation will not succeed. Please contact IT if your installed memory is less than 4.0 GB.
- b. To check disk free space
 - i. Open My Computer (Start Menu\Computer)
 - ii. In the Windows Explorer window that appears, select Computer in the left pane
 - iii. In the right pane: in the caption for (C:) you should see x.x GB free of x GB.



- iv. If there is less than 8 GB free, the installation cannot proceed. Contact the IT Help Desk.
- 8. Take note of what will occur:
 - a. These applications will be uninstalled, if present:
 - i. Office Professional Plus versions 2010 and 2013 (Word, Excel, Access, PowerPoint, Publisher, OneNote, Outlook, SharePoint/Groove, and Lync/Skype for Business)
 - 1. Standalone applications such as Project and Visio will not be uninstalled.
 - ii. All versions of Acrobat Reader
 - iii. All versions of Acrobat Standard and Pro
 - b. These applications will be installed:
 - i. Office Professional Plus 2016 (Word, Excel, Access, PowerPoint, Publisher, OneNote, Outlook, and Skype for Business)
 - ii. Acrobat Pro DC
 - c. Microsoft software updates will be installed

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Installation Instructions

1. Open Software Center (Start Menu\Microsoft System Center\Configuration Manager\Software Center)
2. Select only "Office 2016 & Acrobat Pro DC -removes old versions" and press the Install button at the lower right
 - a. If it is not available, refresh the Configuration Manager client by following these steps:
 - i. Navigate to the Control Panel
 - ii. Select Configuration Manager (this will be available when you view by icons, if arranged by categories you will need to select System and Security and then select Configuration Manager)
 - iii. From the pop-up, select the Actions tab
 - iv. Select "Application Deployment Evaluation Cycle" and press the Run Now button
 1. Press OK on the pop-up
 - v. Select "Machine Policy Retrieval & Evaluation Cycle" and press the Run Now button
 1. Press OK on the pop-up
 - vi. The software list in Software Center typically takes 5-30 minutes to refresh
3. A restart prompt with information will appear. At this point, you may walk away. No further interaction should be necessary.
4. The process will involve several restarts and could take a few hours.
5. You may check the status of the installation in Software Center, in the Installation Status or Installed Software tab. Once complete, it will be in the Installed Software tab with status "Installed." If status is "Failed," contact IT Help Desk at x5302.

Post-Installation notes

1. An Acrobat Pro update may run automatically at any time and may prompt for a restart. You may follow its prompting at your convenience.
2. Outlook and other Office applications may need to be re-customized. Not all personalization is carried over.
3. If any problems are encountered, contact IT Help Desk at x5302.

Frequently Asked Questions

1. **Can I use this to install Office 2016 on my computer at home?** – This upgrade is only for university-owned computers located on campus. You do have the option of installing Office 2016 for "work at home" privileges by signing into your email at <http://email.olivet.edu> and downloading Office365.
2. **Is Office 2016 available for my Mac?** – Mac users also have the option of installing Microsoft Office 2016. To install this update on your university owned and managed Apple computer, contact the Help Desk at 815-939-5302.
3. **Will I need to manually apply application updates for Office 2016 after the upgrade is complete?** – No, you will not need to manually apply application updates. Your computer is managed by our use

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of System Center Configuration Manager (SCCM) and SCCM will be used to push out application updates automatically as they become available and verified.

4. ***Is Office 2016 being rolled out to the rest of the campus?*** – Yes, computer labs and most teaching stations will be upgraded to Office 2016 as part of the reimaging process. Office 2016 is required by some academic classes starting this fall. Also, new computer rollouts and reimaging of individual computers from this point forward will contain Office 2016 instead of Office 2013.
5. ***Do I need to upgrade to Office 2016 right now?*** – No, it is your choice as to whether you want to upgrade now or sometime in the future. Whenever you choose to upgrade, simply follow the instructions listed above to perform the upgrade process.
6. ***Will I be required to upgrade to Office 2016 in the future?*** – The choice to upgrade right now or in the near future is completely up to you. There most likely will be some point in the future where the decision is made to ensure everyone is upgraded.
7. ***I have a university-provided laptop. Is the Office 2016 upgrade available for that computer?*** – Yes, but how it is installed will vary. If your laptop has the SCCM client installed and you can get to Software Center from the Start menu as noted in the installation instructions, you should be able to run the Office 2016 upgrade on your own. You need to have the laptop on campus and connected directly to the Olivet network in order for this to work. If you do not have the SCCM client and Software Center installed, you need to contact IT to schedule a time where we can work with you on getting the upgrade installed.
8. ***What if I already have either or both software applications?*** If you have upgraded to Microsoft Office 2016 already, you do not need to take any additional steps. Microsoft Office 2016 and/or Acrobat Pro DC updates will install over existing installations. The biggest difference with the new sequence is the inclusion of Acrobat Pro DC, so if you already have it or if you install it separately from Software Center, you should then receive the newer (functional) add-in for Office. The other differences have to do with improving the user experience and making the sequence more thorough and robust.