

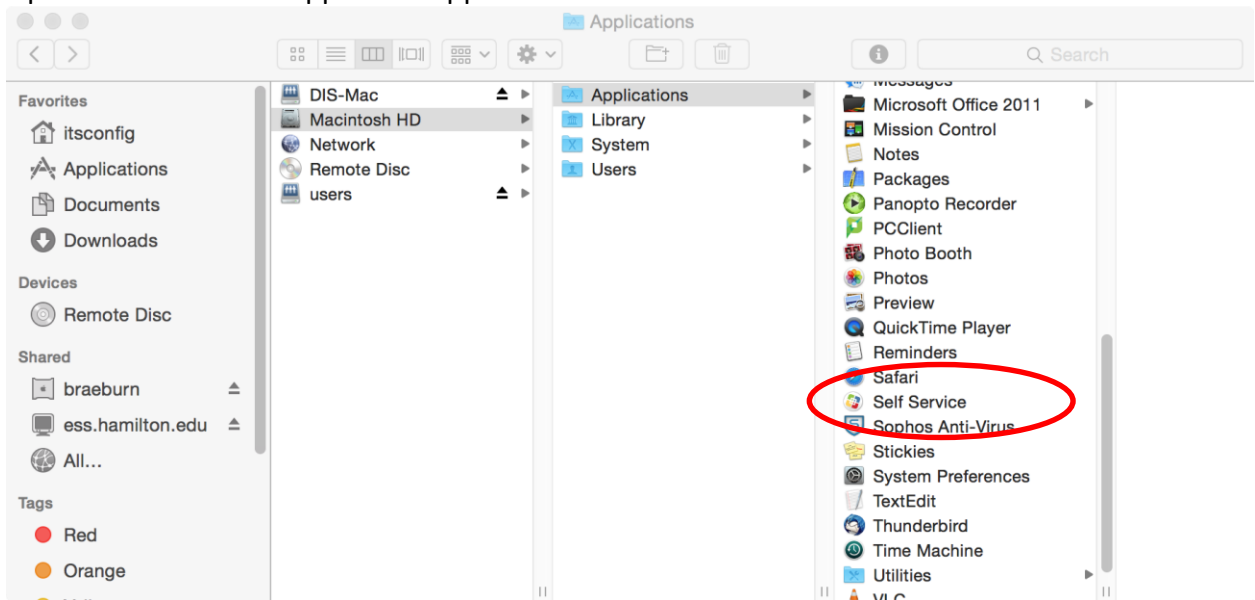
## HTO: Install Office 2016 for Mac

This document guides you through the installation steps for Office 2016 for Mac on a Hamilton College owned Macintosh computer using the Self Service App. Before you begin the installation please note:

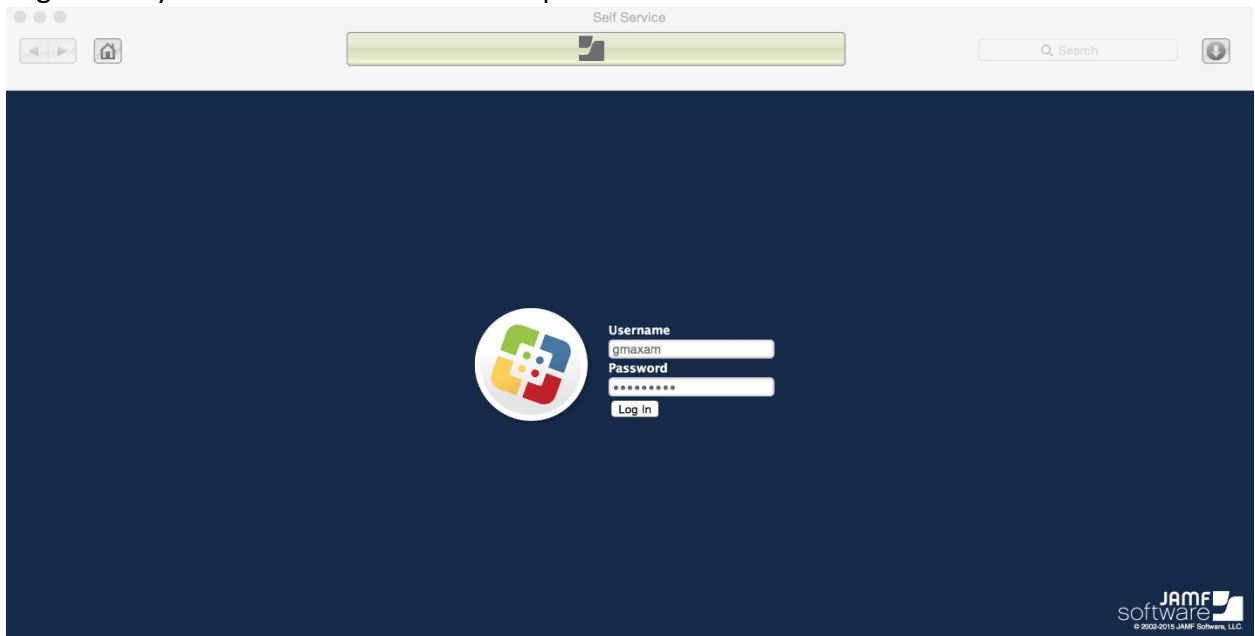
- Office 2016 for Mac requires Yosemite or newer Mac OS (10.10 or higher).
- Office 2016 for Mac is currently not compatible with the ProQuest add-on from RefWorks.
- This installer will remove Office 2011 and install Office 2016. It is not recommended to run both versions at the same time.
- The dock icons for the previous version will be removed and dock icons for the new version will be added.
- If you previously added icons to the Quick Access Toolbar (the small icons located to the right of the 3 colored dots on the top left side of your screen) they will need to be added again. Search for “Quick Access Toolbar” in the Help menu for instructions.
- After the installation is complete and you open an Office application for the first time, you may have to accept a message saying “You are opening the application ‘Microsoft AU Daemon’ for the first time...” Click “Open” to Continue.

### Installation Instructions

1. Open the Self Service app in the Applications folder.

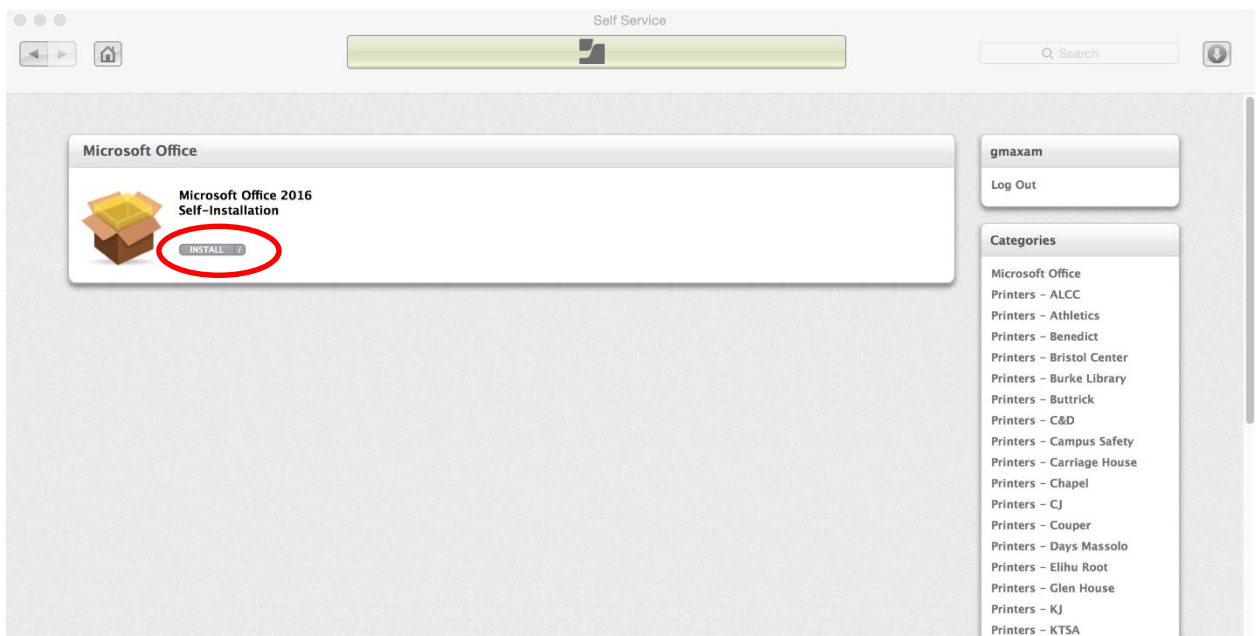


2. Log in with your Hamilton username and password

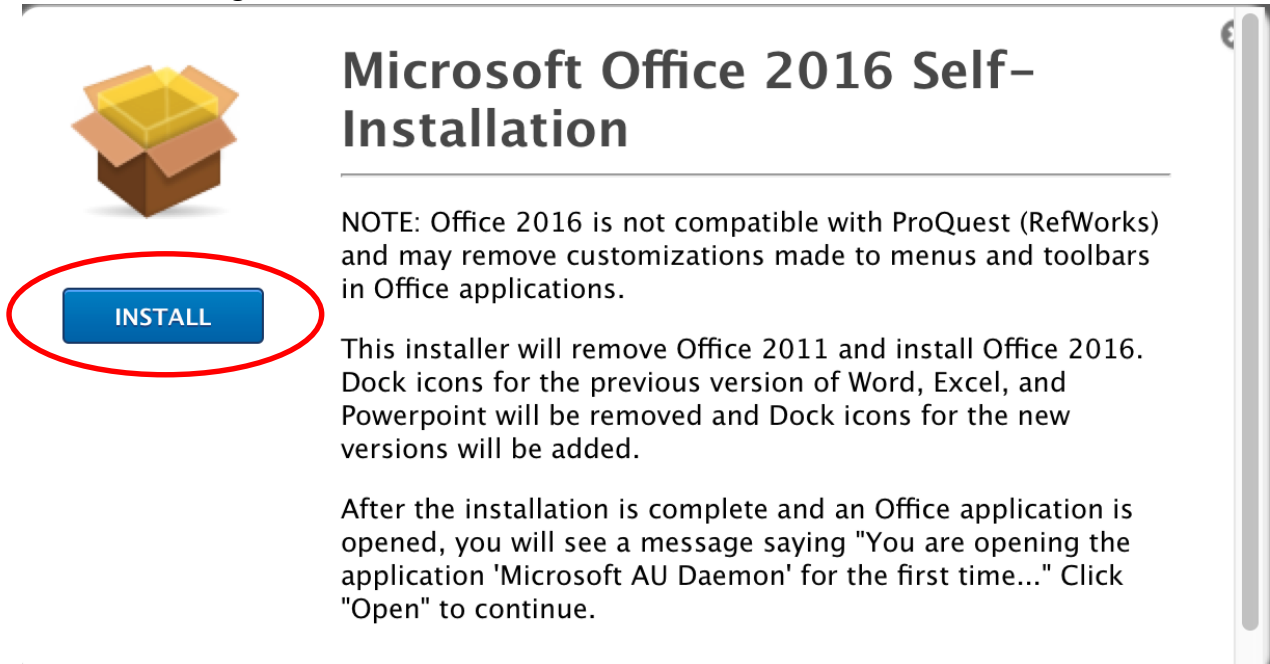


3. Click the Install button underneath Microsoft Office 2016 Self-Installation.

- a. If you do not see this option, contact DIS with the Hamilton College barcode of your computer, ext 5347. Also, please recall that if your computer is not at OS 10.10 or higher, the installer will not appear because Office 2016 won't run on your version of the OS.



4. Click on Install again on the "Note" window.



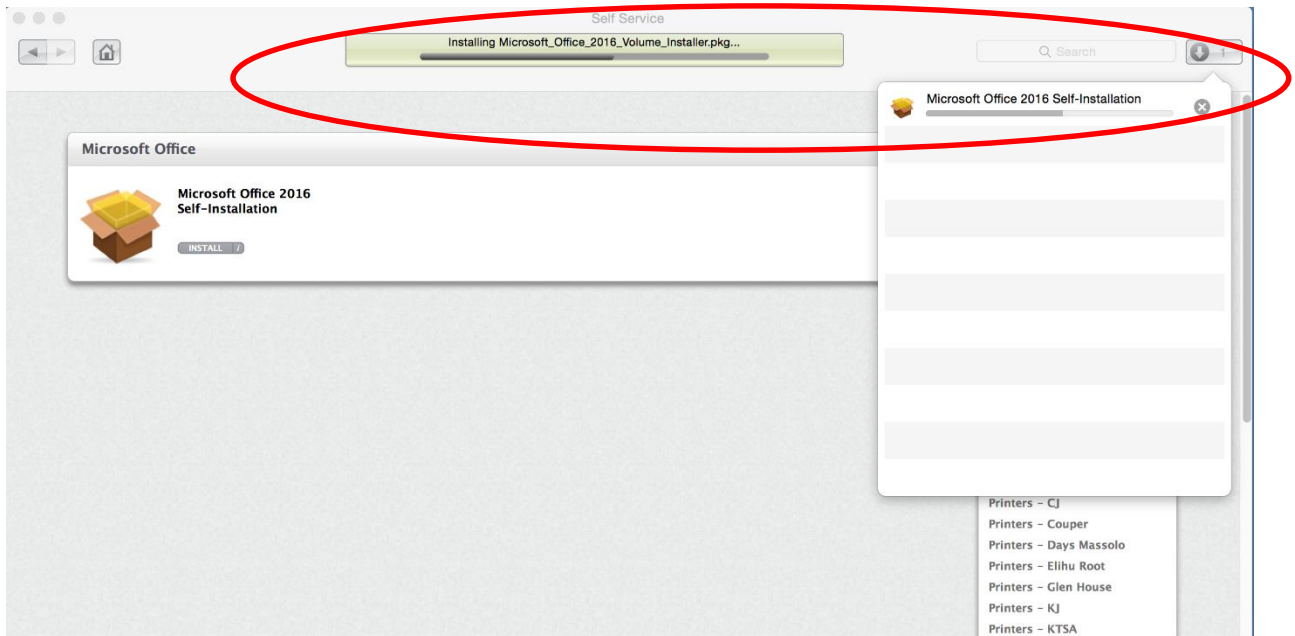
## Microsoft Office 2016 Self-Installation

NOTE: Office 2016 is not compatible with ProQuest (RefWorks) and may remove customizations made to menus and toolbars in Office applications.

This installer will remove Office 2011 and install Office 2016. Dock icons for the previous version of Word, Excel, and Powerpoint will be removed and Dock icons for the new versions will be added.

After the installation is complete and an Office application is opened, you will see a message saying "You are opening the application 'Microsoft AU Daemon' for the first time..." Click "Open" to continue.

5. You can keep track of the install progress in the Self Service window.



Self Service

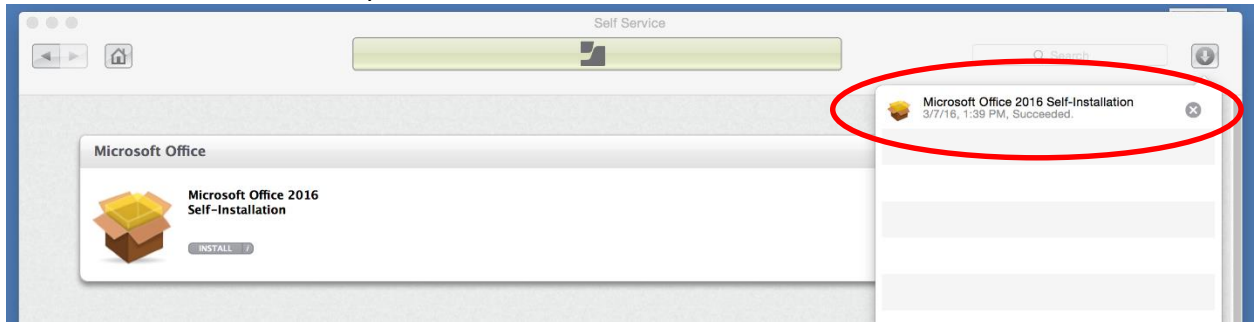
Installing Microsoft\_Office\_2016\_Volume\_Installer.pkg...

Microsoft Office

Microsoft Office 2016 Self-Installation

Printers - CJ  
Printers - Couper  
Printers - Days Massolo  
Printers - Elihu Root  
Printers - Glen House  
Printers - KJ  
Printers - KTSA

6. Once the installation is complete, close Self Service.



7. Locate the new Excel, PowerPoint and Word icons in the dock.
8. Launch one of the newly installed Microsoft Office 2016 applications.
9. If prompted accept the Microsoft AU Daemon dialogue.
10. Install any available updates by going to the Help menu and choosing Check for updates.

