

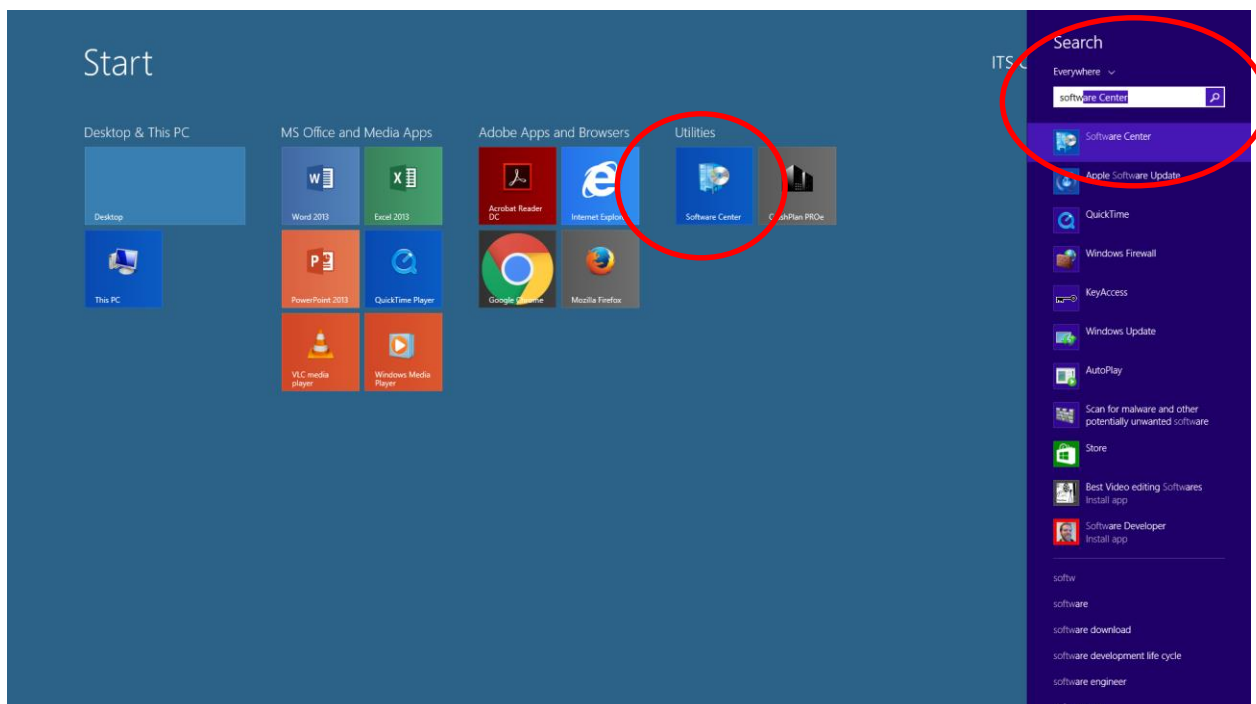
How to Install Office 2016 – Windows

This document guides you through the installation steps for Office 2016 on Hamilton College owned Windows computers using Software Center. Before you begin the installation please note:

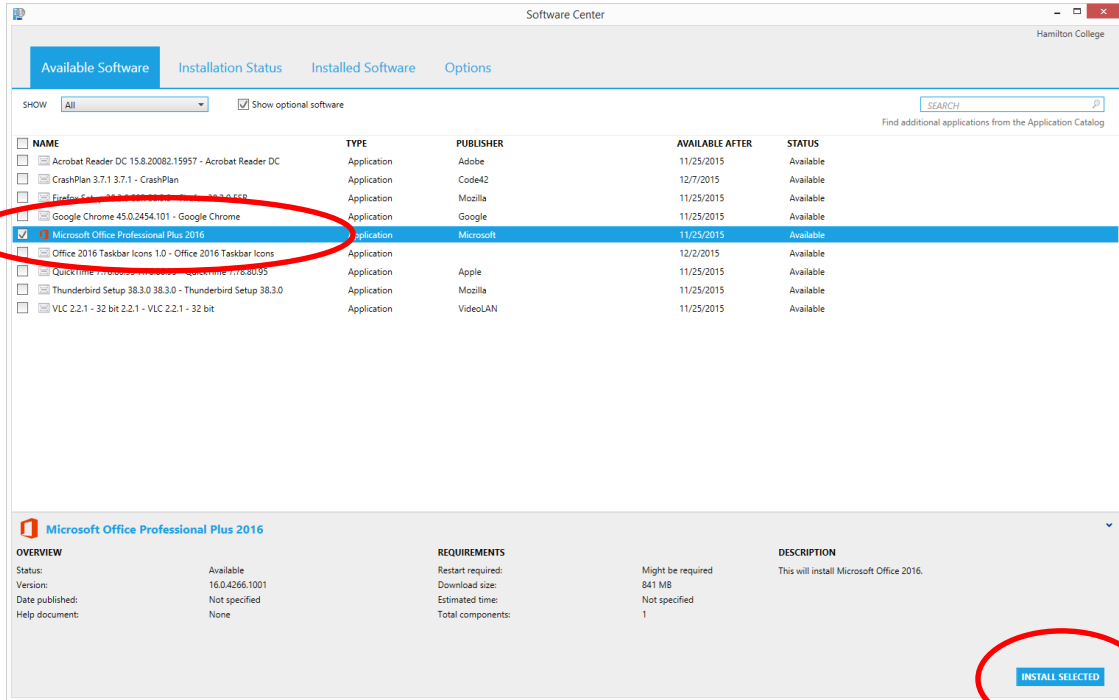
- This installer will remove Office 2013 and install Office 2016. It is not recommended to run both versions at the same time.
- Office 2016 is compatible with the ProQuest add-on from Refworks, version 4.4.1376 released in November 2015.
- The installer does not automatically remove the taskbar icons for the previous version of Office. You will need to delete the old icons and re-create new taskbar icons for the Office 2016 programs
- The installer does remove the icons from the Windows Start Screen menu for the previous version.

Installation Instructions

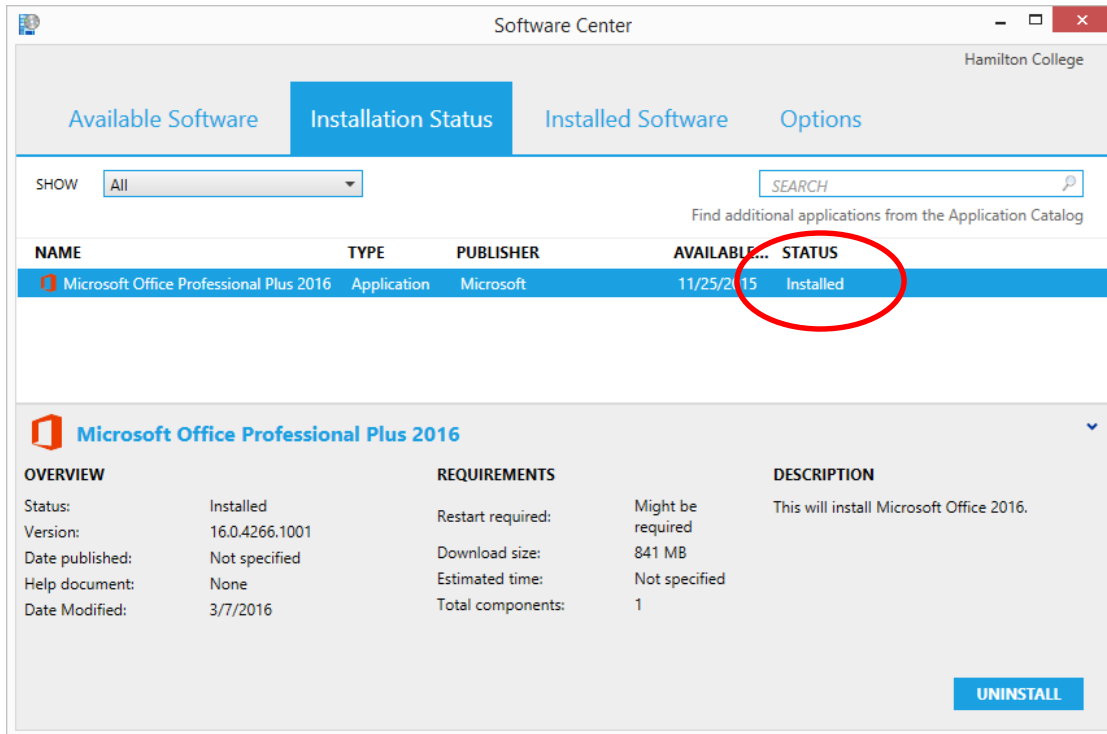
1. Open Software Center from the Windows Start Screen. If there is no Software Center tile on your Start Screen, Search for it by typing Software Center while on the Start Screen



2. Select Microsoft Office Professional Plus 2016 from the list of available applications and click on Install Selected.
 - a. If you do not see this option, contact DIS with the Hamilton College barcode of your computer, ext 5347



3. You can keep track of the install progress in the Software Center window. The process will complete in approximately 10 minutes. (continue to next page)



4. Once Office 2016 is installed, close Software Center.
5. Remove taskbar icons for previous version. They may appear as plain white icons.
 - a. Right-click on each icon and choose "Unpin this program from taskbar".
6. Create taskbar icons for the new Office applications.
 - a. Go to the Start Screen menu; from your desktop view, press the Windows key on your keyboard. Next, view All Apps by clicking on the down arrow circle in the bottom left corner of the Start Screen.
 - b. Each of the Office apps will appear in the alphabetical listing that appears on the left side of the All Apps screen. Right-click on their respective icon and choose "Pin to taskbar" for each desired application.
 - c. You can return to your desktop by once again pressing the Windows key on your keyboard.
7. Restart your computer. Also note that Microsoft issues updates on a regular basis. If Office informs you there are updates to install, it is safe to proceed with installing them.