

## Microsoft Office 2016 Installation Instructions

Tuesday Mueller-Harder - 2023-10-25 - Comments (0) - Installation Instructions

### Windows

1. You must be on-campus or connected to VPN before installing.
2. If you have Office 365 installed, remove it using the Microsoft Office Removal Tool from the Vendor Links section above.
3. Download Office using the link provided.
4. Double-click Install\_Office2016.exe to extract the files.
5. Click "Start" to begin the file extraction process.
6. Double-click Install-Office located in C:\BrownSW\Office2016 folder.
7. When prompted for UAC, accept it.
8. MS Installer starts. Click "Install" and allow Office to install.
9. On first launch, a dialog box will prompt you to install Updates now or later. Select "Install Updates Now."
10. After Updates are installed, you may be prompted to restart.

NOTE: If you are not seeing the EndNote X7.4 tools on a computer with Word 2016, visit EndNote's website to manually install the tools:

<http://endnote.com/product-details/compatibility>

### macOS

1. Download Office 2016 and the Volume License Serializer using the links provided.
2. Double-click the installer and follow the on-screen prompts.
3. Enter your macOS administrator password when prompted.
4. When installation is complete, double-click the SWDVD5\_Office\_Mac\_Serializer\_2016.ISO and then double-click the Microsoft\_Office\_2016\_VL\_Serializer.pkg and follow the on-screen instructions.
5. Enter your macOS administrator password when prompted.
6. Find Word, Excel, PowerPoint, and OneNote in /Applications via Finder, Launchpad, or Spotlight.
7. When prompted to access cloud storage, click "Skip sign in".
8. If using OneNote, you must sign in to access the app. Sign in with **username@ad.brown.edu** as your email address. You will be redirected to sign in with your Brown account credentials.