The Division of Information Technology (DIT) focus is to keep the campus up-to-date with current technology innovations for our students, staff and faculty. Our goal is to keep our hands continuously on the pulse of current technology advancements and upgrades and as a result, as technology advances, so must we.

DIT has worked very hard to make the process of upgrading to Office Professional Plus 2016 simple and as reliable as possible. This process was designed so that users can execute the upgrade on their own schedule with no IT assistance necessary. The upgrade does however take some time, so it is recommended that users initiate the upgrade at a time when they will not need access to office applications like Outlook, Word, Excel and PowerPoint.

Beginning March 21, 2016 we’re requesting all BSU staff and faculty to upgrade the Microsoft Office Suite loaded on the computer to Microsoft’s latest application upgrade of Microsoft Office 2016.

Quick Start:

1. Restart PC
2. Open the link: https://support.bowiestate.edu/
3. Click “Downloads”
4. Click the link “Install Microsoft Office Professional Plus 2016”
5. Click the “Install” button
6. Go to lunch

Step by Step instructions:

- DIT recommends launching the upgrade before leaving for a lunch break, meeting or at the end of the work day.

Prerequisites: All Office applications (Outlook, Word, Excel, and PowerPoint) must be closed before installing Office Professional Plus 2016.

- DIT recommends that restarting the computer before launching the upgrade. This will ensure there are no running office applications.
1. Close all Office applications (Outlook, Word, Excel, PowerPoint, etc.)
2. Open a web browser and navigate to: https://support.bowiestate.edu/

3. Login using your BSU login credentials.
4. Click “Downloads” or the “Want Software?” button on the welcome page.
5. Click the link “Install Microsoft Office Professional Plus 2016”

6. Click the “Install” button.

The installation operation will take about 10 minutes before you will see an installation window. During this time the system does prerequisite checks to ensure your computer has the correct updates in order to ensure that Office Professional Plus 2016 will install properly.

For further assistance with upgrading to Microsoft Office 2016, please contact the Division of Information Technology Helpdesk at 301-860-HELP (4357) or helpdesk@bowiestate.edu.

Read about Microsoft Office 2016’s most promising new features in Word, Excel and Outlook.
**Word**

In Microsoft Office 2016, Word appears and operates similarly to its past versions but with more bells and whistles. The major upgrade is a new feature called Smart Lookup or Insights. Regular Microsoft Office 2013 users know that when they right-click a word or phrase, a limited number of options pop-up. These suggestions, including spelling, linking the phrase and grammar, are expanded upon to include translation, synonyms and more. With Word 2016’s real-time typing, you can also see others users’ edits as they happen.

**Excel**

Excel’s newest feature, “Tell me what to do,” allows for greater search capability inside of a workbook. This search box can be used to ask help questions in your own words. As you type the question in the box, Excel will return suggestions in a similar way to its search engine Bing. “Tell me what to do” is also available in Word, PowerPoint, Outlook, Project, Visio and Access.

**Outlook**

In its upgrade to Outlook, Microsoft attacks one of the chief complaints of the modern American office worker: junk email. Clutter is a second-level spam folder. Unnecessary emails, like promotions, automatically fall into this folder to declutter your inbox. It can be adjusted or turned off completely if you find yourself missing important messages. Microsoft Office 2016 also has a new Groups feature, which has a more conversational format. It is intended for messaging those you exchange communication with regularly.

These upgrades to such programs as Word, Excel and Outlook are the essential elements of what to know about Microsoft Office 2016.