# Installing Office 2016

Staff members can install Office 2016 on their Windows work place. Below, some tips for installation, configuration, support and training.

NOTE:
- Apart from the English and Dutch language pack, Office 2016 contains five extra languages: French, German, Spanish and Chinese (S and T). Russian is available for self install;
- After you have installed Office 2016, you cannot return to the previous version.

## Installation

You can install Office 2016 as follows:

1. Exit Outlook and all other Office applications.

2. At the bottom left of the screen, click the Windows start button 🪟 or 🪟 and start typing: 'software center'. A list of search results opens, including the *Software center*.

3. Click *Software Center*. The Center opens and displays available applications. Through the categories in the left column of the *Software Center*, you can check which applications and updates are installed on your work place.

4. In the applications overview, select Ofice 2016 and install it with the [Install] button.

5. The installation is carried out in the background and takes about 45 minutes. At busy times, it may take some time before the process begins. You will be asked to log in again halfway through. A convenient method is to start the installation at the end of a working day and log in again the next day. Don't shut down the PC, it will shut down automatically at night.

6. In the unlikely event of an unsuccessful installation, just repeat steps 1 to 4 after a couple of hours.

# Configuration tips

After installation, some basic settings are reset, like colours and a new start screen with templates. You can easily adapt these settings, for example the ones below.

### Start with 'new document' instead of Start screen with templates

To make Word open a new document by default instead of the Start Screen, you should change a toggle in the settings menu. Here are the steps:

1. Open Word 2016
2. Go to *File > Options*
3. In the *General* tab, untick *Show the Start screen when this application starts*

The next time you open Microsoft Office Word, it starts with a new document instead of that start screen. You can repeat this for other Office applications, like Excel and Powerpoint.

### Try other colour theme

If you do not like the default colour theme, you can try other themes:

1. Open any Office 2016 app, like Word or Excel
2. Go to *File > Options*
3. In the *General* tab, Choose a different *Office theme*

All Office apps will now reflect the Office theme you just chose.

### Delete mail from Trash on Outlook exit

1. Open Outlook 2016
2. Go to *File > Options*
3. In the Advanced tab, (un)tick *Empty deleted Item Folders when exiting Outlook*
4. Scroll down to (un)check the option *Prompt for confirmation etc.* if you (do not) want to be prompted before deletion.

Your settings are active after you have restarted Outlook.

# More info on Office 2016

### *Where do I find good online training?*

Microsoft offers comprehensive Office 2016 (video) [training and support](#).

### *What is difference with Office 365?*

Office 2016 is the traditional Microsoft Office product that was delivered on DVD in earlier days. Office 365 is the same Office 2016 software marketed as a subscription. This includes OneDrive for Business cloud storage and other cloud collaboration tools. The university does not support these Office 365 services yet and is working on more cloud services based on your ULCN-account. Please refrain from using your personal Microsoft account.

### *What about Visio and Project?*

The ISSC will update Microsoft Visio and Microsoft Project later in 2018.