Note: Before completing the following steps make sure you have closed out of all Microsoft applications, including Skype.

To check if Skype is still running, look at the bottom right taskbar on your screen to find the Skype icon (you may have to click the up arrow to show hidden icons).

When you see the Skype icon, right click on it, and then select 'Exit'. If you do not see the Skype icon when you select the hidden icons, it is not running.

Once you have made sure that no Microsoft applications are running, you can move onto the steps below.
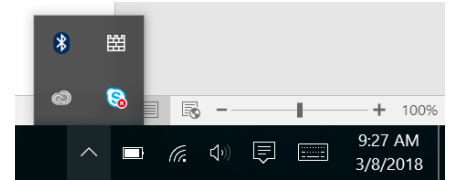
Step One: Open Software Center
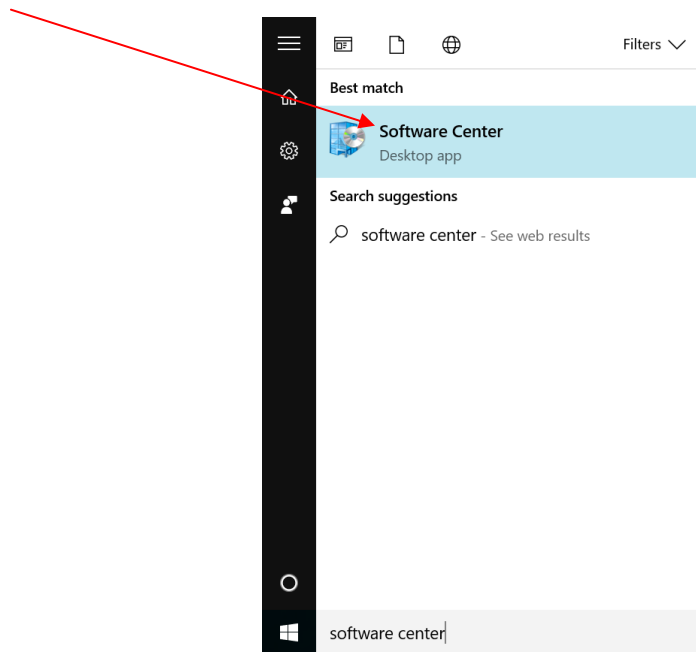
Step Two: When Software Center opens, select "Office 2016 Pro License Updater 2016" in the Available Software tab

Step Three: Click the Install button located in the bottom right corner of the Software Center window
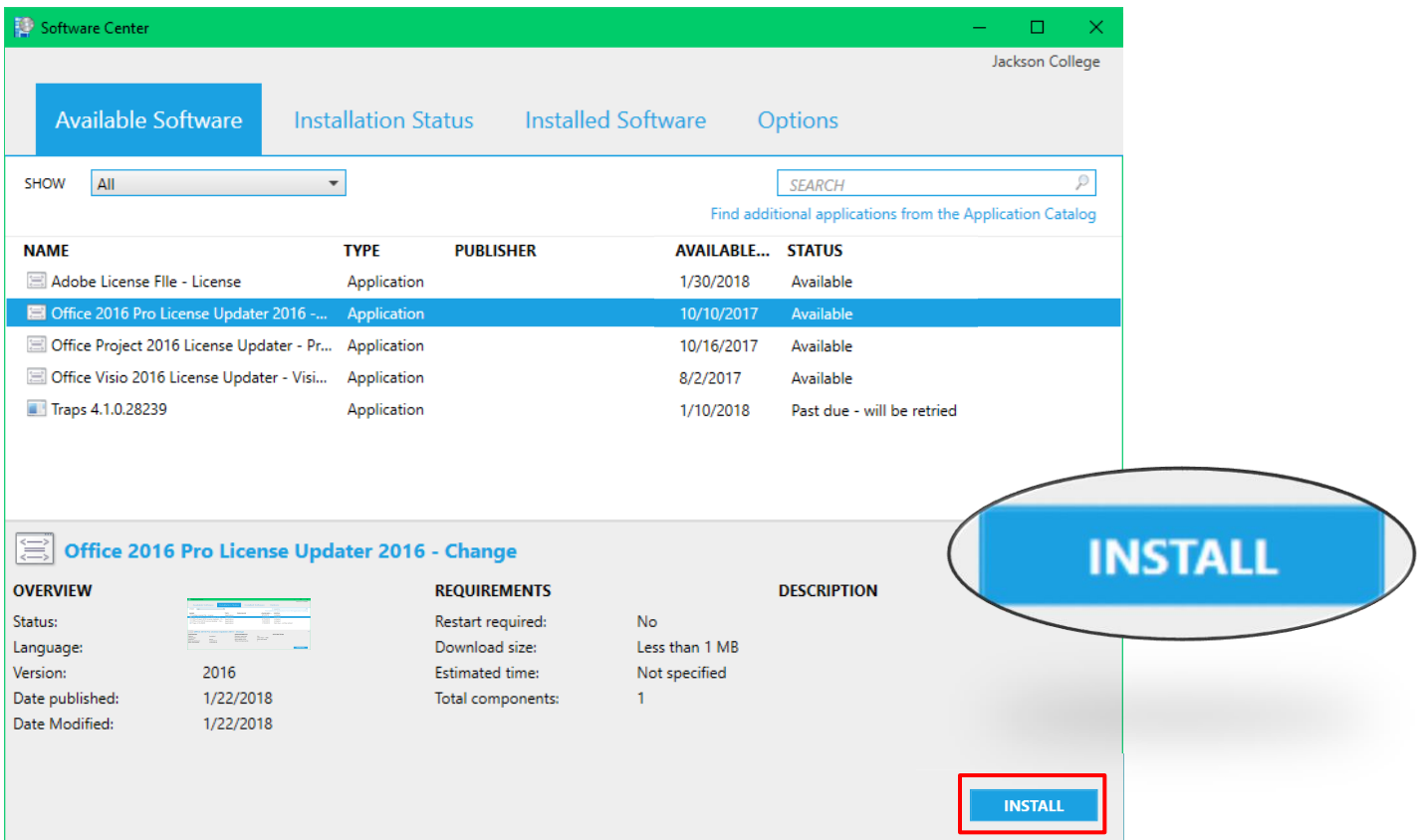
Step Four: Wait for the software to install. Move over to the Installation Status tab to keep track of when the software is ready