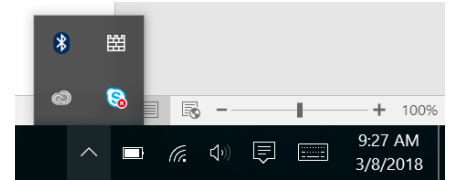


Note: Before completing the following steps make sure you have closed out of all Microsoft applications, including Skype.

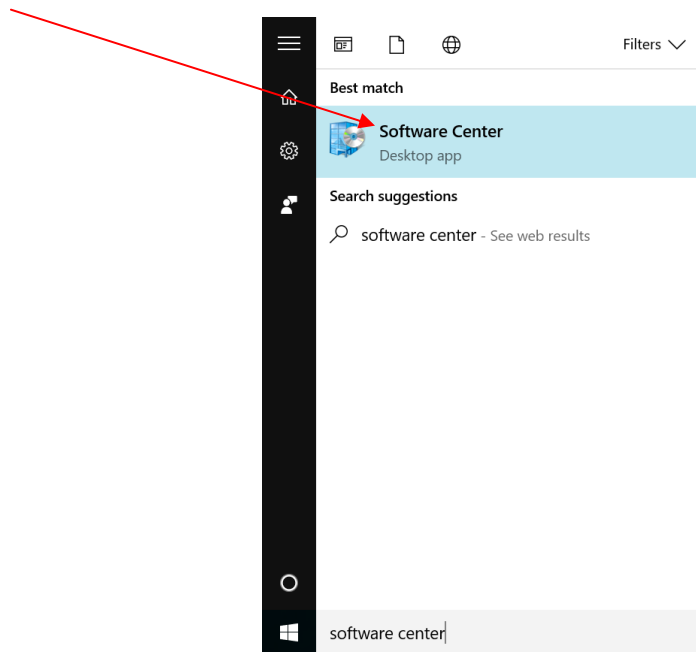
To check if Skype is still running, look at the bottom right taskbar on your screen to find the Skype icon (you may have to click the up arrow to show hidden icons).

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

Software Center

Jackson College

Available Software Installation Status Installed Software Options

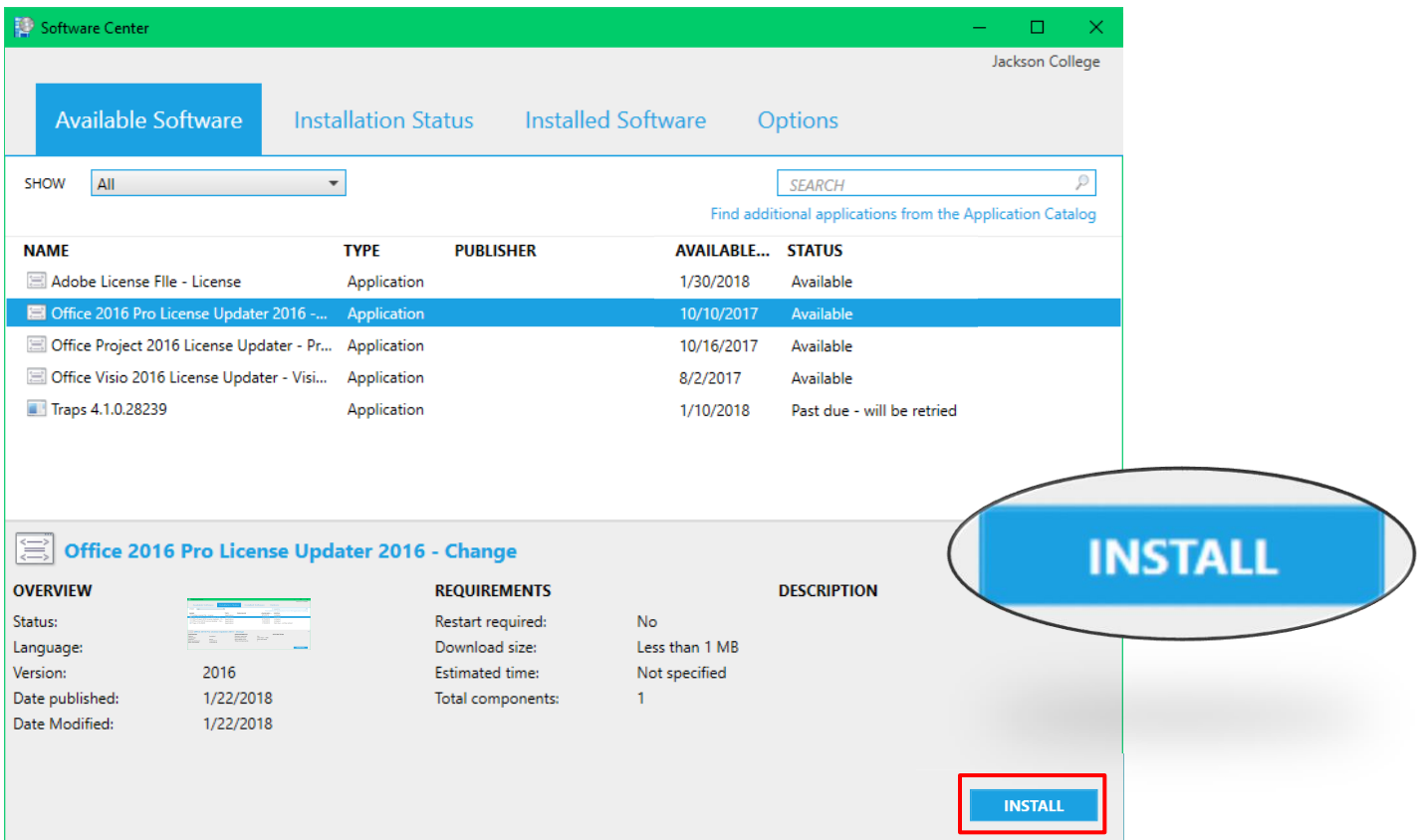
SHOW All SEARCH Find additional applications from the Application Catalog

NAME	TYPE	PUBLISHER	AVAILABLE...	STATUS
Adobe License File - License	Application		1/30/2018	Available
Office 2016 Pro License Updater 2016 - ...	Application		10/10/2017	Available
Office Project 2016 License Updater - Pr...	Application		10/16/2017	Available
Office Visio 2016 License Updater - Visi...	Application		8/2/2017	Available
Traps 4.1.0.28239	Application		1/10/2018	Past due - will be retried

Office 2016 Pro License Updater 2016 - Change

OVERVIEW	REQUIREMENTS	DESCRIPTION
Status: Available	Restart required: No	
Language:	Download size: Less than 1 MB	
Version: 2016	Estimated time: Not specified	
Date published: 1/22/2018	Total components: 1	

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

