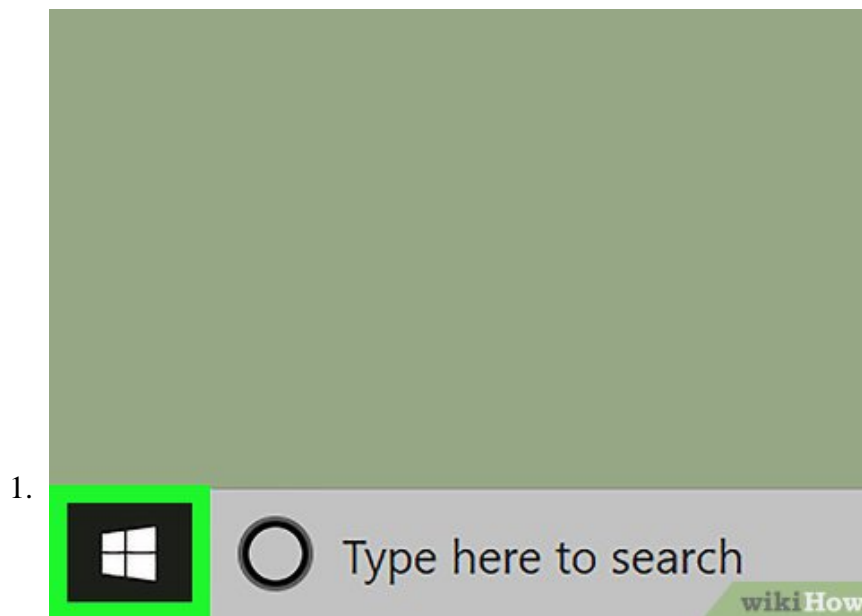


# How to Update Microsoft Office on PC or Mac

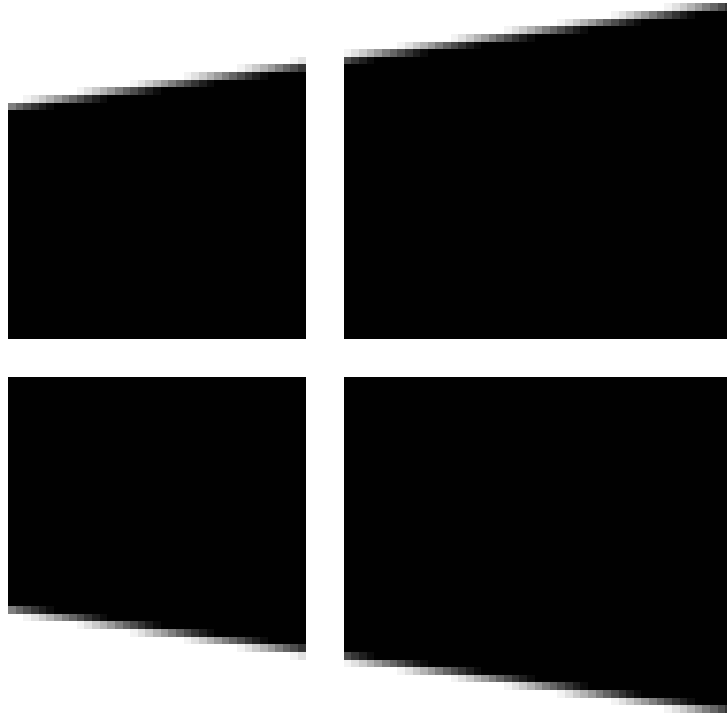
This wikiHow teaches you how to update to the latest version of Microsoft Office in Windows and macOS. Click . It's usually at the bottom-left corner of the desktop.

Method 1 of 2:

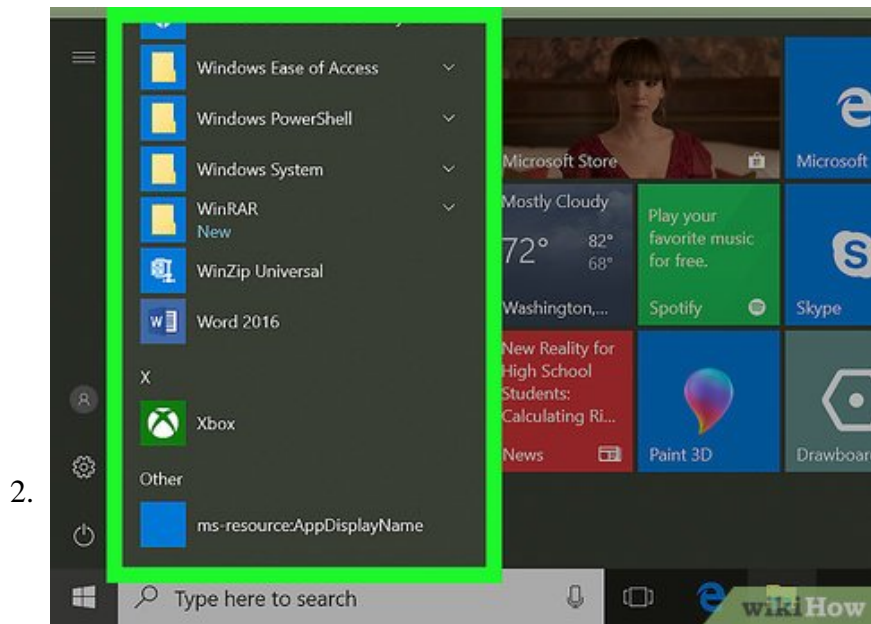
## Windows



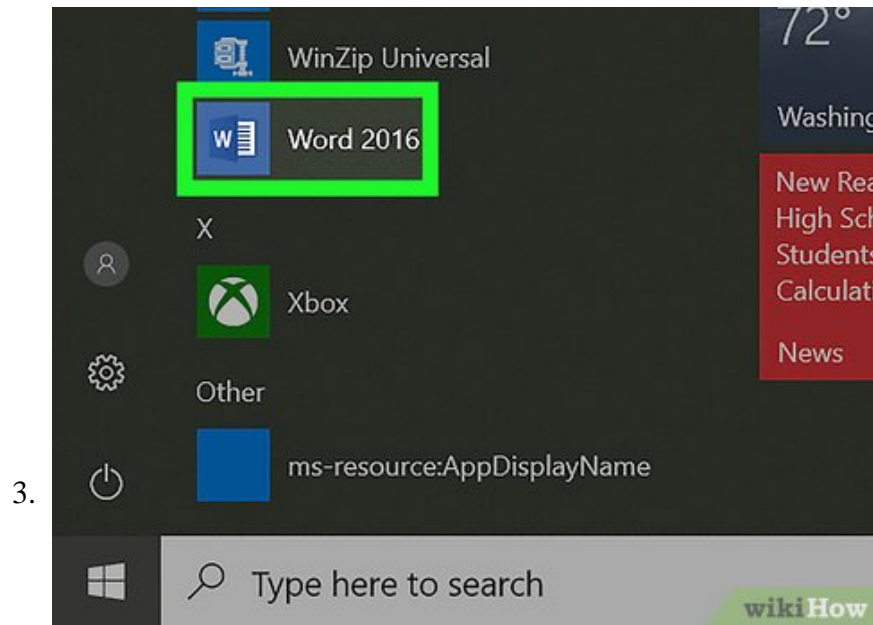
Click



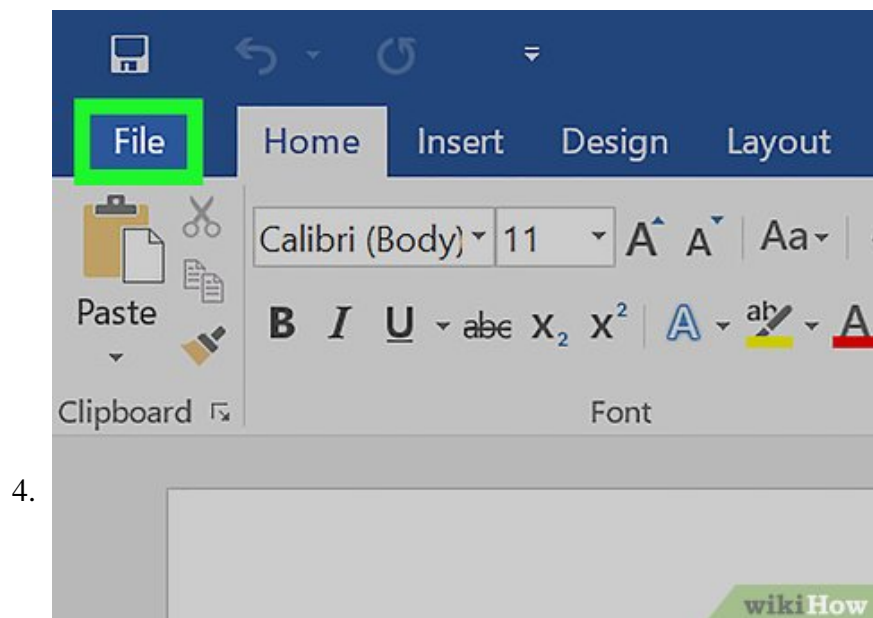
. It's usually at the bottom-left corner of the desktop.



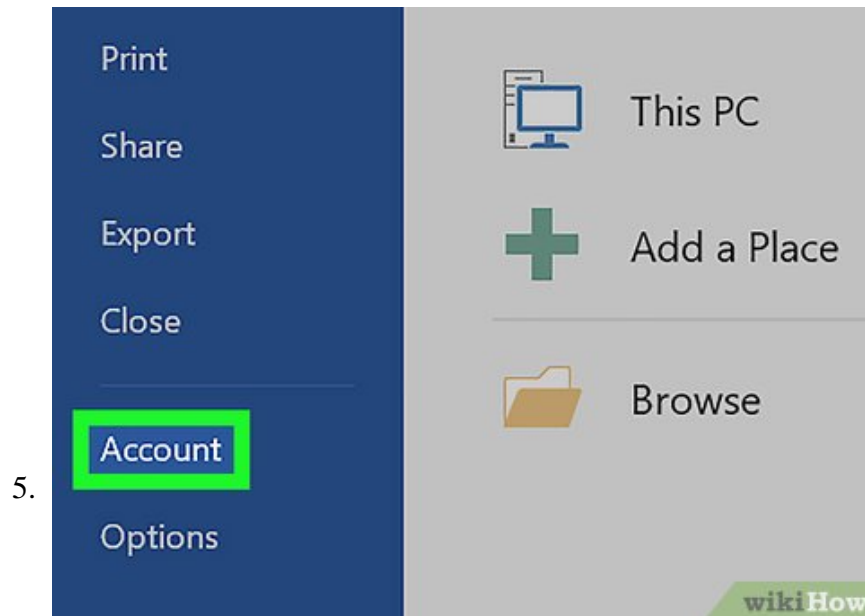
Click **All Apps**.



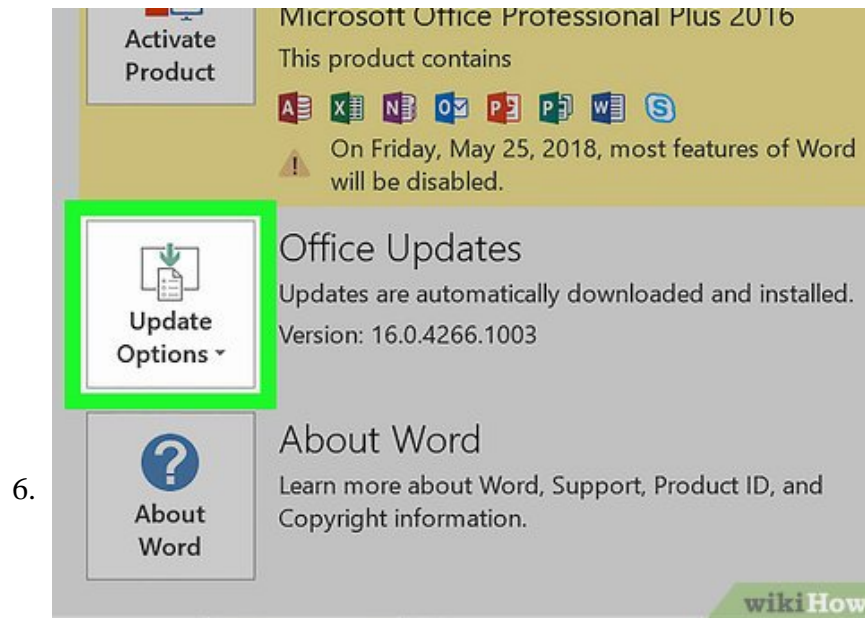
Click any app in the 'Microsoft Office' groups. This opens the app.



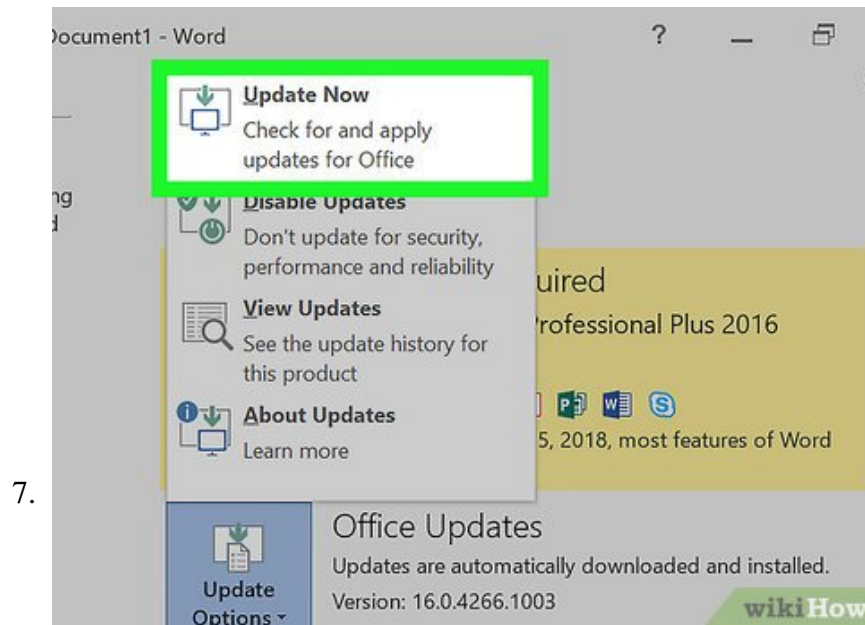
Click the **File** menu. It's near the top-left corner of the app.



Click **Account**. It's near the bottom of the left column.



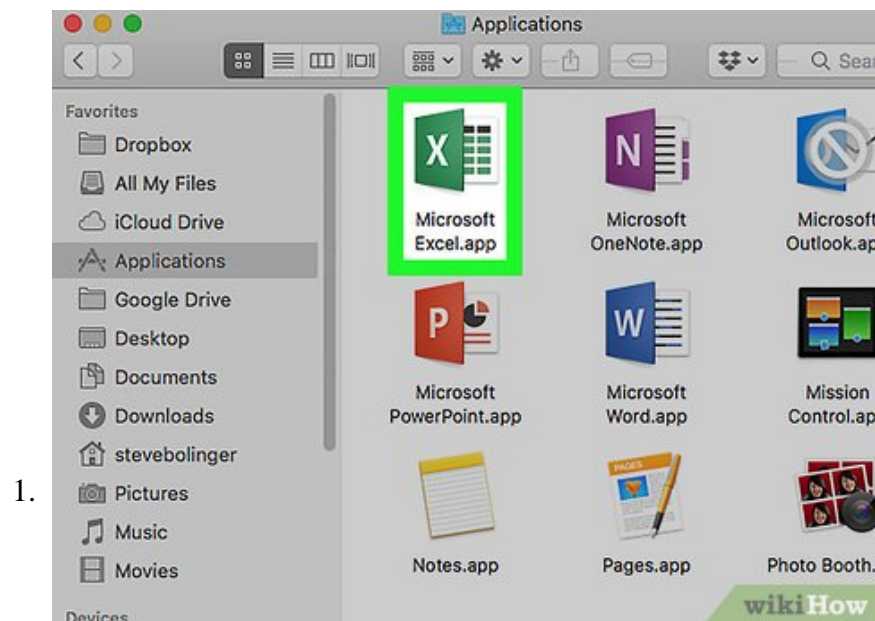
Click **Update Options**. It's next to 'Office Updates' below the red 'Office' header. A menu will expand.



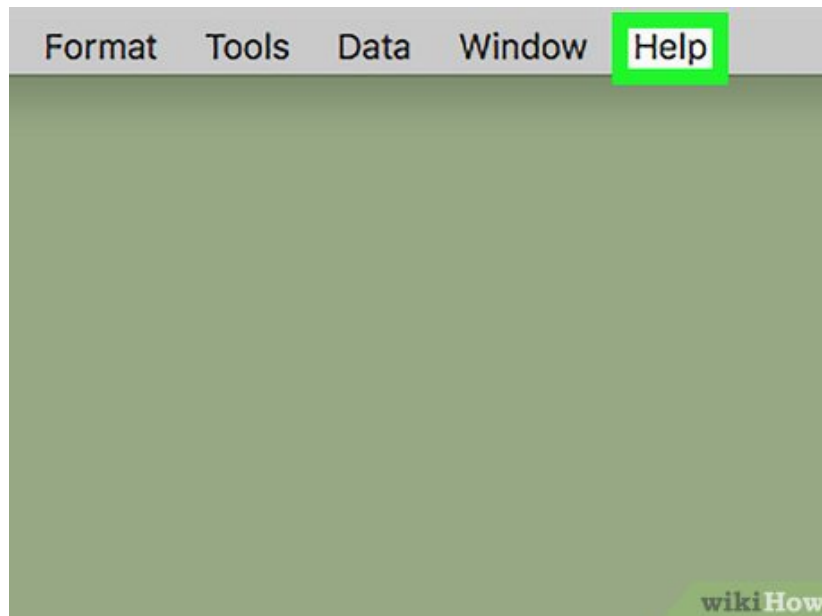
Click **Update Now**. Windows will now check for updates to Microsoft Office. If updates are found, they'll be automatically installed in the background.

Method 2 of 2:

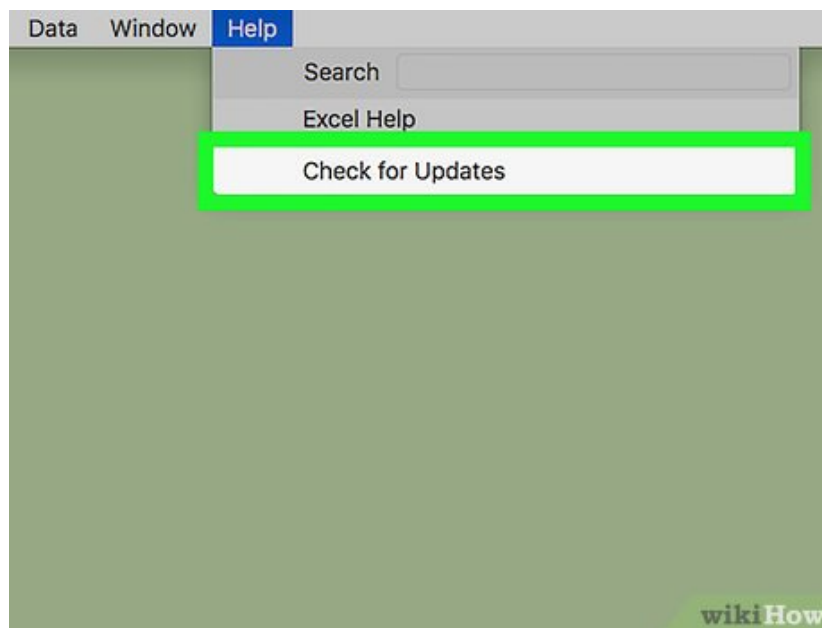
## macOS



**Open any Office application.** You can update the suite from any Office app, such as **Excel**, **Word**, or **PowerPoint**. You'll usually find these apps in the **Applications** folder.

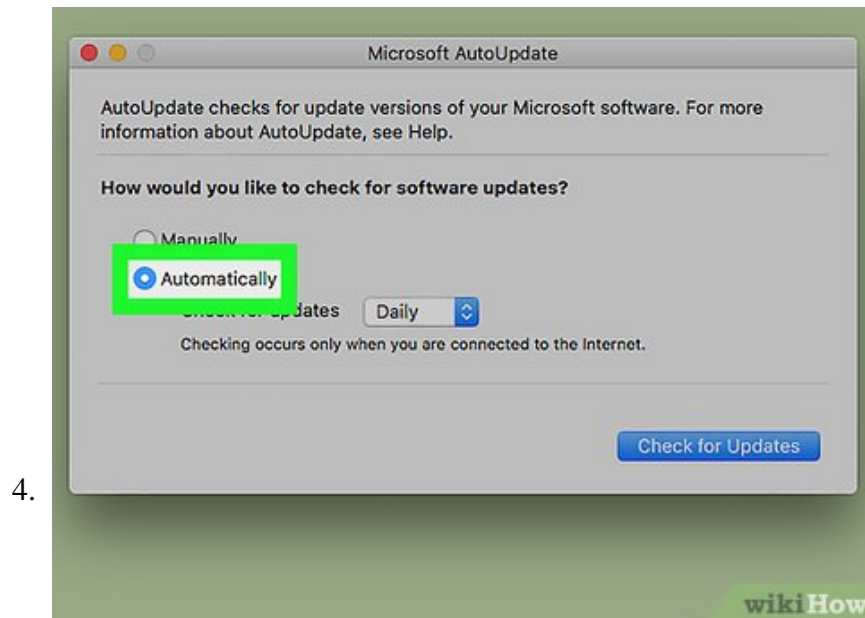


Click the **Help** menu. It's at the top of the screen.<sup>[1]</sup>



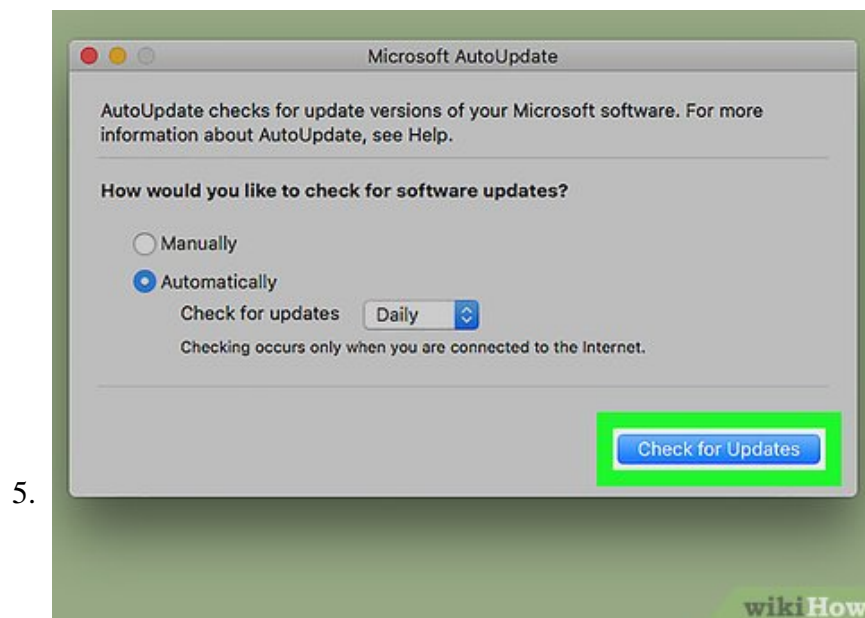
Click **Check for Updates**. This opens the Microsoft AutoUpdate tool.

1. If you don't see this option, you'll have to install AutoUpdate before you continue. Go to <https://support.microsoft.com/en-us/kb/3133674> in your web browser to do so now.



**Select an installation option.** Microsoft AutoUpdate can keep Office up-to-date behind the scenes if you wish.

1. To turn on automatic updates, select **Automatically Download and Install** (or **Automatically Check** if you want to be notified of updates before installing them).
2. To check for and install updates manually, select **Manually Check**.



**Click** **Check for Updates**. If an update is available, you'll be directed to a website in your default web browser that contains installation instructions for that update.

You finished reading the article "**How to Update Microsoft Office on PC or Mac**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

---

