

# How to update Microsoft Office to the latest version

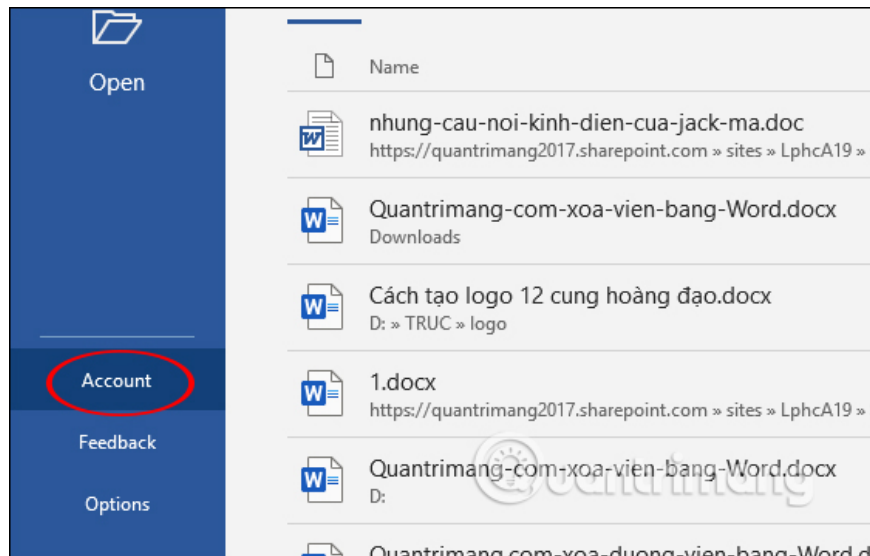
With the Microsoft Office suite, we should also regularly check and update new versions for each Microsoft Office application.

Updating to a new version of software or applications is necessary for you to use new features, or fix errors that exist in the current version or security patches. The update option for Microsoft Office applications has the option to enable automatic updates, or we can check and install them manually. The article below will guide you how to update Microsoft Office automatically.

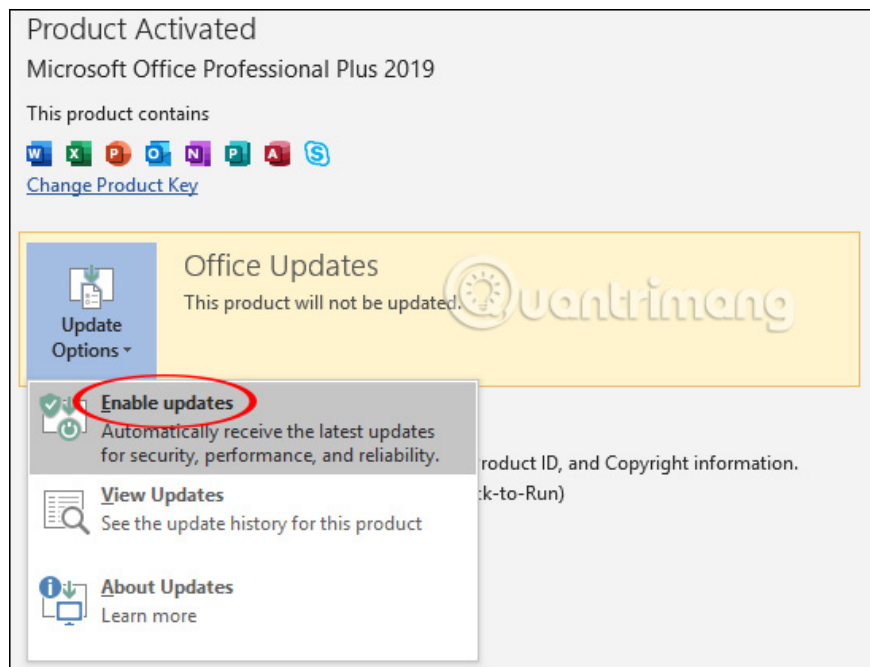
## Automatic updates of Microsoft Office

### 1. Turn on automatic updates on Windows

At the Office application interface, here, for example, with Word, we click on **File** and then select **Account** .

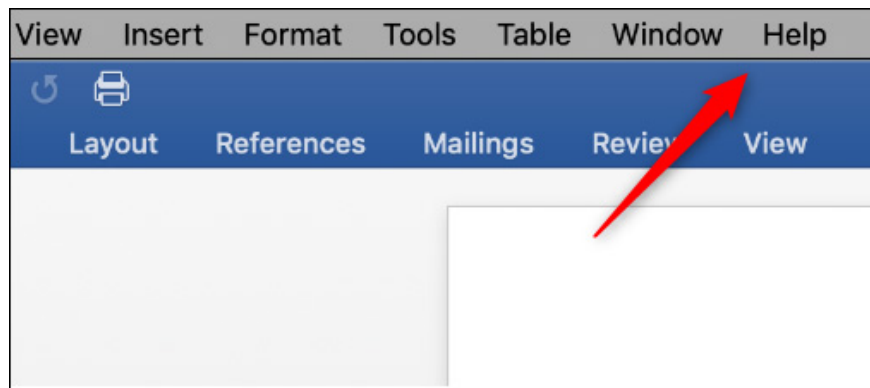


Then look to the right at **the Office Updates section**, click **Update Options** and then select **Enable Updates** to automatically update the new version of Word.

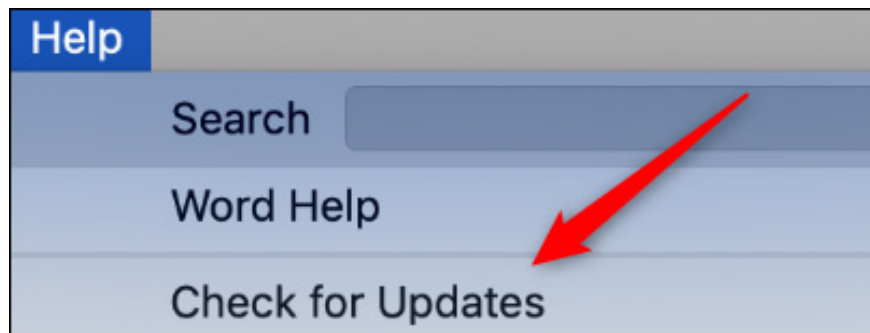


## 2. Enable Office updates on Mac

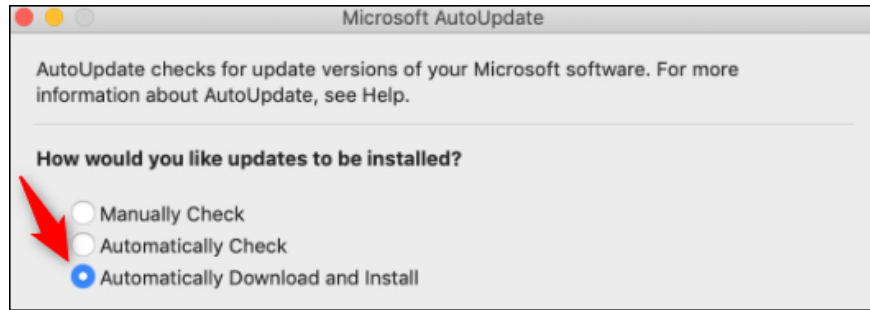
At the Word interface, click on **Help**.



Then switch to the new interface and click on **Check For Updates** to check the Word update process.



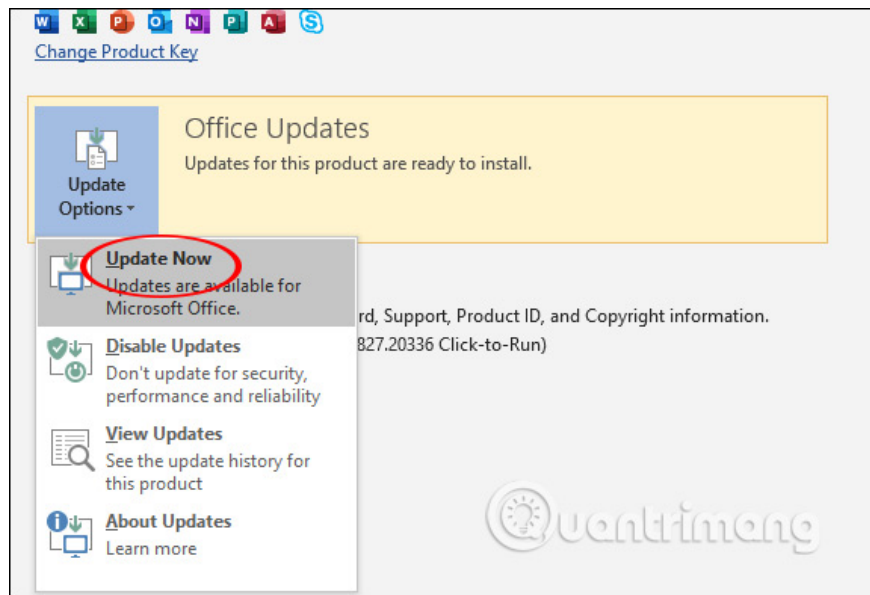
Then in the Microsoft AutoUpdate interface, click on **Automatically Download And Install** to turn on automatic update mode.



## How to check Office installation and updates manually

### 1. Manually update Office on Windows

At the Word interface, click on **File** and then click on **Account**. Looking to the right of the **Office Updates** section, click **Update Options** and then select **Update Now** to proceed with the update. Then the Word update process is carried out.

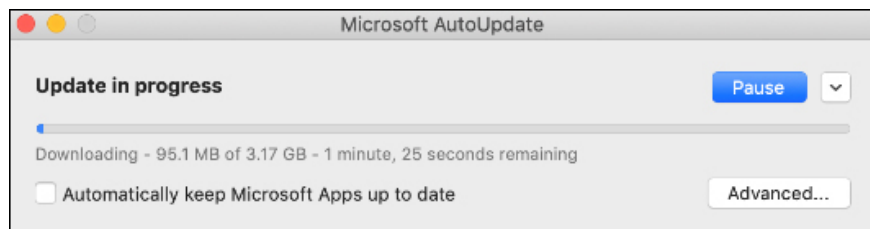


### 2. Manually update Office on Mac

Also in the Word interface, click on **Help**. Then click **Check for Updates**. At this time, the **Microsoft AutoUpdate** window interface is displayed. In the bottom right corner, users click the **Check For Updates** button.



At this time, Office will notify you of the latest version and the installation capacity of the new version. The installation process is carried out afterwards and there is a notification when the update process is successful.



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