



# Software Center - Software Installations (Self-Service)

*Step-by-step reference for installing software via SCCM Software Center on UBC IT  
Supported EAD joined PCs*

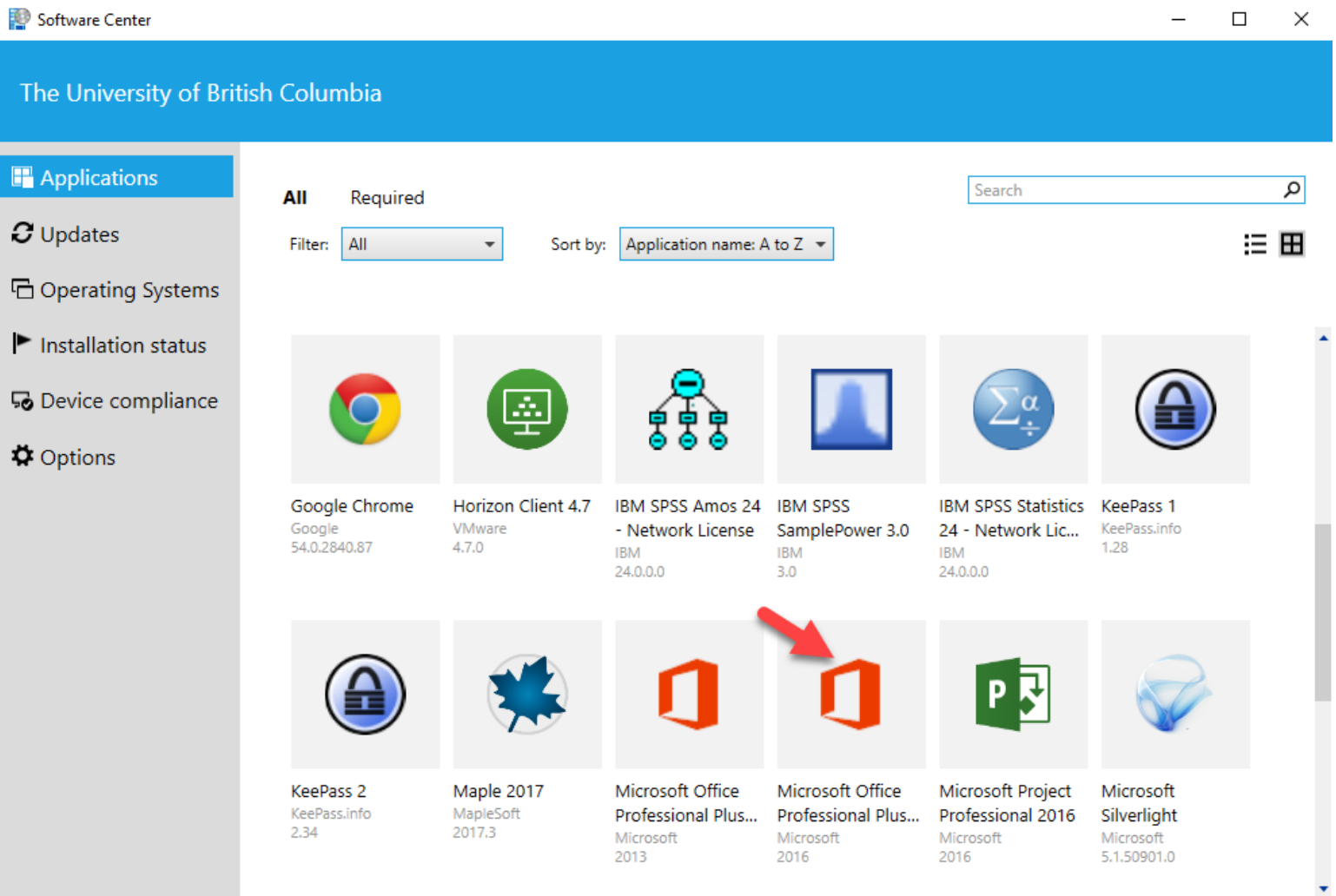
Desktop Services

# Step-by-Step

From the **Quick Launch** toolbar, launch **Software Center**.



In **Software Center**, click on **Applications**, click on the desired software to switch to the **Application Details** pane.





From the **Application Details** pane, review the information and click **Install**. While the software installs, do not sign out or shut down your computer. It is OK to lock the PC during the software installation.

The screenshot shows the 'Software Center' window for 'The University of British Columbia'. The left sidebar contains navigation options: Applications, Updates, Operating Systems, Installation status, Device compliance, and Options. The main content area is titled 'Applications > Application Details' and features the Microsoft Office Professional Plus 2016 application card. The card includes the Microsoft logo, the application name, and the publisher 'Microsoft'. A prominent blue 'Install' button is shown with a red arrow pointing to it. Below the button, a description states: 'This is a full installation that will upgrade earlier versions of Microsoft Office and preserve your settings.' A list of included Office applications is provided: Access, Excel, OneDrive for Business, OneNote, Outlook, PowerPoint, Publisher, Skype for Business, and Word. Technical details at the bottom include: Status: Available, Version: 2016, Date published: 10/16/2015, Restart required: Might be required, Download size: 890 MB, Estimated time: 25 minutes, Total components: 1, and Date Modified: 4/23/2018. A link for 'Additional information' is also present.



From the **Application Details** pane, one can monitor installation status. Some application installations will display additional graphical user interfaces with information or prompts for input.

Software Center

The University of British Columbia

Applications > Application Details

### Microsoft Office Professional Plus 2016

Published by Microsoft

Cancel Installing...

This is a full installation that will upgrade earlier versions of Microsoft Office and preserve your settings.

Included Office applications:

- Access
- Excel
- OneDrive for Business
- OneNote
- Outlook
- PowerPoint
- Publisher
- Skype for Business
- Word

Status: Installing  
Version: 2016  
Date published: 10/16/2015

Restart required: Might be required  
Download size: 890 MB  
Estimated time: 25 minutes  
Total components: 1  
Date Modified: 4/23/2018

[Additional information](#)

Microsoft Office Pro Plus 2016 32bit

UBC INFORMATION TECHNOLOGY | Application Deployment  
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Installing Microsoft Office Professional Plus 2016...



Once the installation completes, make note of the installation status and proceed accordingly. Some installations will require a **restart** to apply some final settings.

Software Center

The University of British Columbia

Applications > Application Details

### Microsoft Office Professional Plus 2016

Published by Microsoft

**Restart**

This is a full installation that will upgrade earlier versions of Microsoft Office and preserve your settings.

Included Office applications:

- Access
- Excel
- OneDrive for Business
- OneNote
- Outlook
- PowerPoint
- Publisher
- Skype for Business
- Word

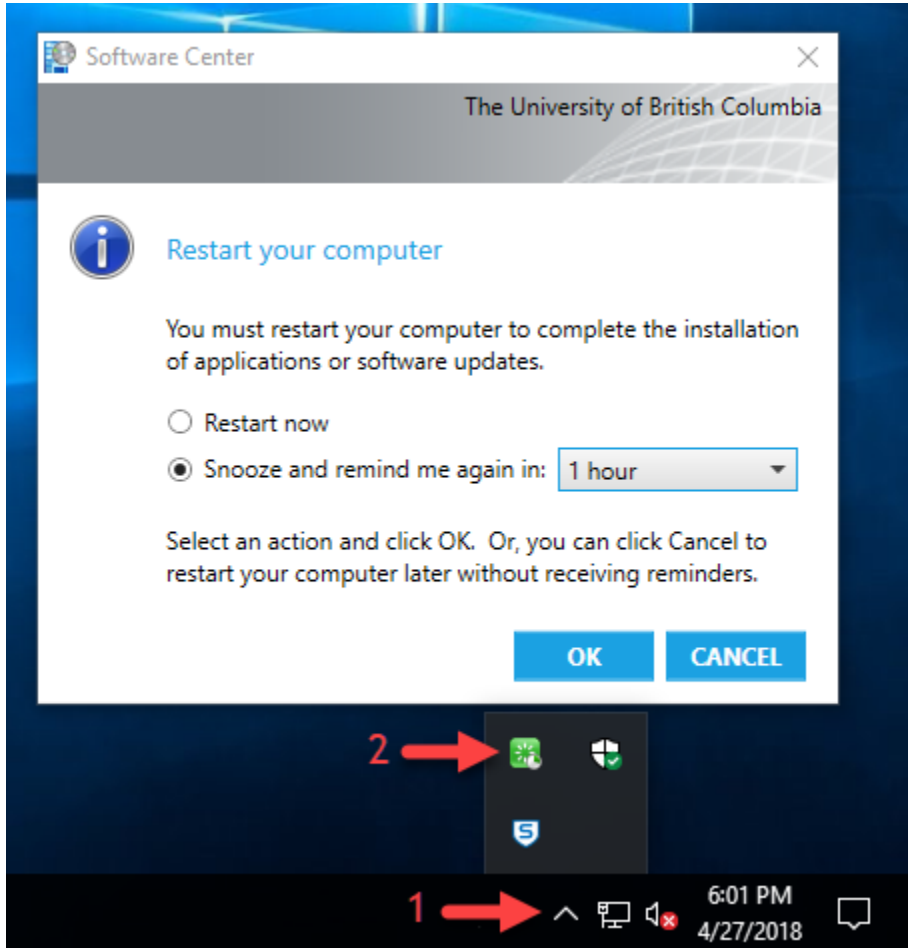
Status: **Requires restart**

Version: 2016  
Date published: 10/16/2015

Restart required: Yes  
Download size: 890 MB  
Estimated time: 25 minutes  
Total components: 1  
Date Modified: 4/23/2018

[Additional information](#)

If a restart is required, a **restart window** icon will show in the bottom right hand corner taskbar. From here, one can control the frequency of, or eliminate restart reminders.



*Please restart your PCs regularly, regardless of any recent application installations. Many Windows operating system security updates require restarts before they fully take effect. It's good security practice.*