

Office Pro Plus Update Settings

You may want to control when Office Pro Plus is updated to a new version. It may be that Microsoft has released a new Office version but WITC has not updated to the latest version. In this case you may want to stay at the same version that WITC is using to make sure there are no problems with your course work.

This document covers how to set the update settings from Word. Once the update settings are configured in Word it will set it for the entire Office suite, including Excel, PowerPoint, and OneNote. You can also set the update settings from any of the Office Pro Plus application and it set for all of them.

1. To set the Office Pro Plus update launch Word. Once you have launched Word click on the open a blank document template. This will bring you into Word and allow you to access the File Menu.
2. Next click on File on the ribbon menu. From the File menu click on Account.
3. The options for Office update is on the right side under Product Information. To access the options click on the down arrow on Office Updates square. This will display the update options. The default is set to that Office is being updated automatically.
Click on Disable Updates to stop Office from being updated automatically. This is the setting to use if you do not want to update to the latest version. This also stops other office updates from being applied.
Update Now will check and install any new updates that have not been applied.
View updates will list any updates that have been previously applied.
About updates can be used to learn more about office updates.
4. Once you selected your changes you can close Word and all of your Office applications are set to the desired selection.

Product Information



Subscription Product

Microsoft Office 365 ProPlus

This product contains



[Manage Account](#)

Office Updates

Updates for this product are ready to install.
Version: 15.0.4701.1002

[Update Options](#)

- Update Now**
Updates are available for Office 2013.
- Disable Updates**
Don't update for security, performance and reliability
- View Updates**
See the update history for this product
- About Updates**
Learn more

rd, Support, Product ID, and Copyright information.

Activate Windows
Go to PC settings to activate