

Office Pro Plus - Check for Updates

All Microsoft Office Products operate under a license, these products are updated regularly automatically. However, sometimes issues occur with these updates. Use this tutorial to check your office license is up to date.

Check for Updates

1. Open 'Microsoft Word' or Outlook.

2. Word
Click 'Account'

Outlook Click 'File' and select
er 'Account' or 'Office Account
you opened outlook).

Word

Home

New

Open

Account

Feedback

Options

Word

Natasha Kelly

Good morning

Blank document

Welcome to Word

Single spaced (blank)

Recent

Pinned

Shared with Me

Name	Date modified
Generating & Sending Department Budgets.docx Brigidine College Indooroopilly » teams » it_team » Shared Documents » Ho...	Wed at 2:09 PM
Document.docx Desktop	Jan 9
Topping+up+your+PaperCut+Account.doc Downloads	Nov 27, 2018
School Officers Meeting Schedule for 2018.docx Brigidine College Indooroopilly » sites » school_officers » Shared Document...	Oct 31, 2018
Atlas the robot_.docx Downloads	Oct 10, 2018
presentations.docx Downloads	Aug 1, 2018
remote desktop mac 1.docx	

←

Info

Open & Export

Save As

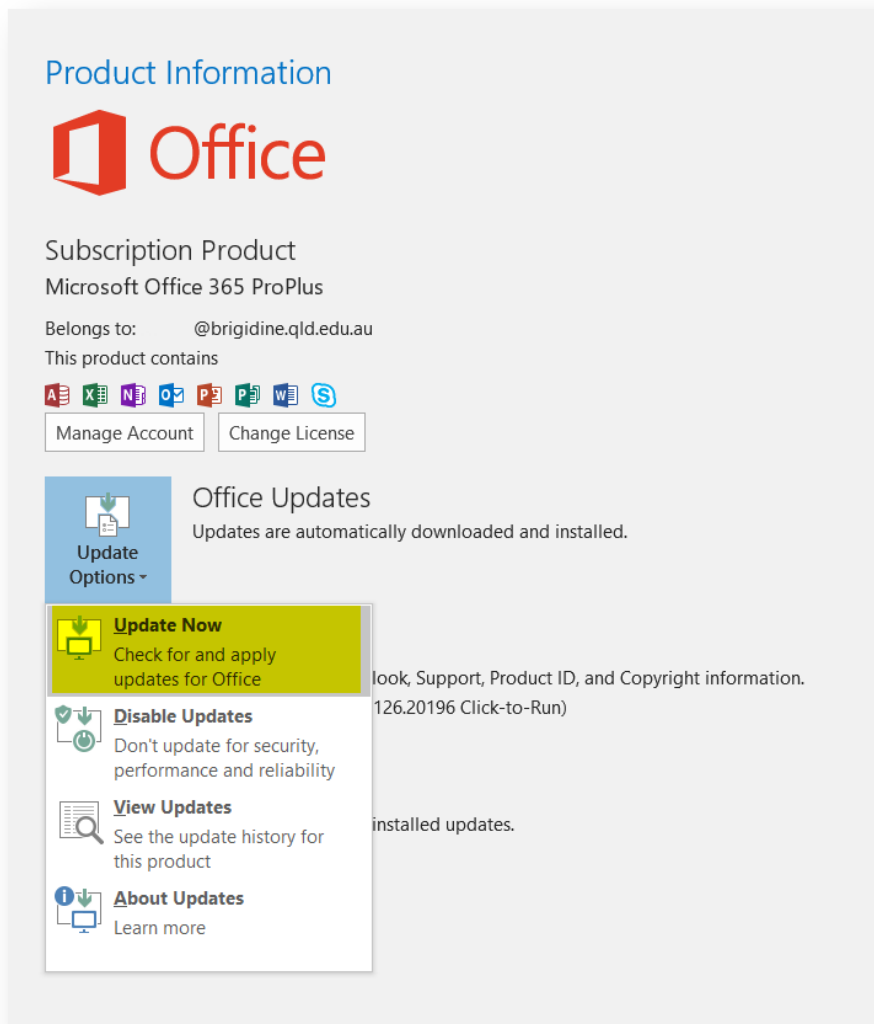
Save as Adobe PDF

Save Attachment

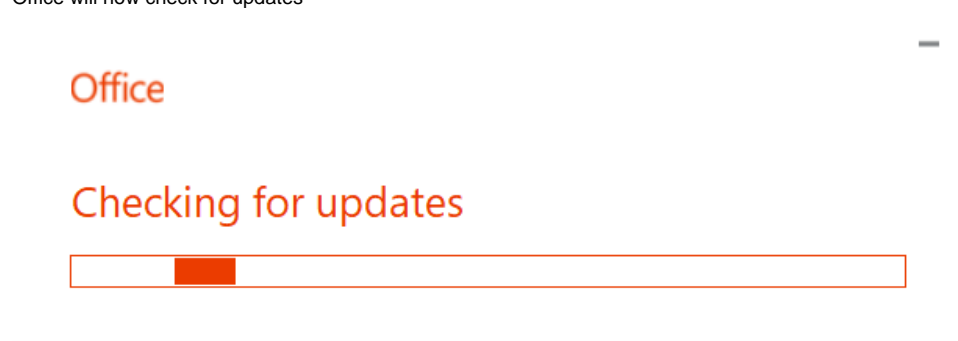
Print

Office Account

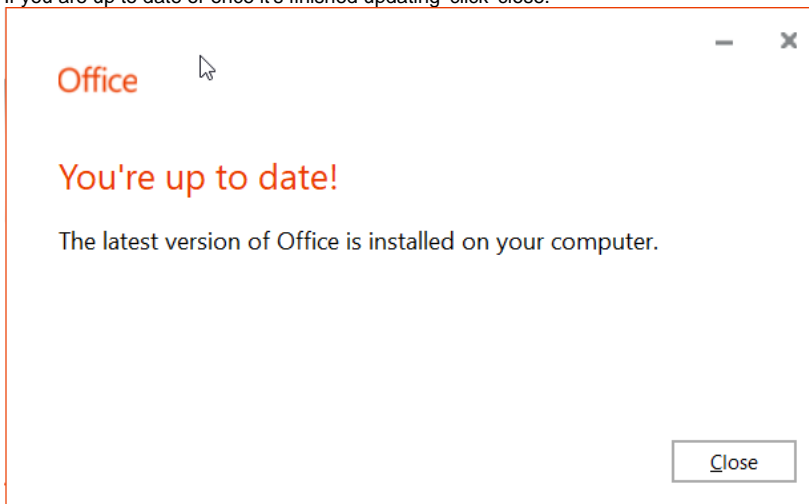
3. Click 'Update now' from the 'Update Options' drop down menu.



Office will now check for updates



4. If you are up to date or once it's finished updating 'click' close.



How to check my office version number

Your office version number refers to what update you currently have installed. To aid IT in troubleshooting your machine please follow these instructions to retrieve your Office 365 Version Number.

1. Open 'Microsoft Word' or Outlook.
2. Follow the respective directions below.

Word Click 'Account'	Outlook Click 'File' and select er 'Account' or 'Office Account you opened outlook).
A screenshot of the Microsoft Word application window. The title bar shows 'Word' and 'Natasha Kelly'. The left sidebar has a blue background with icons for 'Home', 'New', 'Open', and 'Account' (which is highlighted with a red rectangle). The main area shows a 'Good morning' greeting, a 'Take a tour' button, and three templates: 'Blank document', 'Welcome to Word', and 'Single spaced (blank)'. Below these are tabs for 'Recent', 'Pinned', and 'Shared with Me'. The 'Recent' tab is active, showing a list of documents with columns for 'Name' and 'Date modified'. The documents listed are: 'Generating & Sending Department Budgets.docx' (Wed at 2:09 PM), 'Document.docx' (Jan 9), 'Topping+up+your+PaperCut+Account.doc' (Nov 27, 2018), 'School Officers Meeting Schedule for 2018.docx' (Oct 31, 2018), 'Atlas the robot_.docx' (Oct 10, 2018), 'presentations.docx' (Aug 1, 2018), and 'remote desktop mac 1.docx'.	



Info

Open & Export

Save As

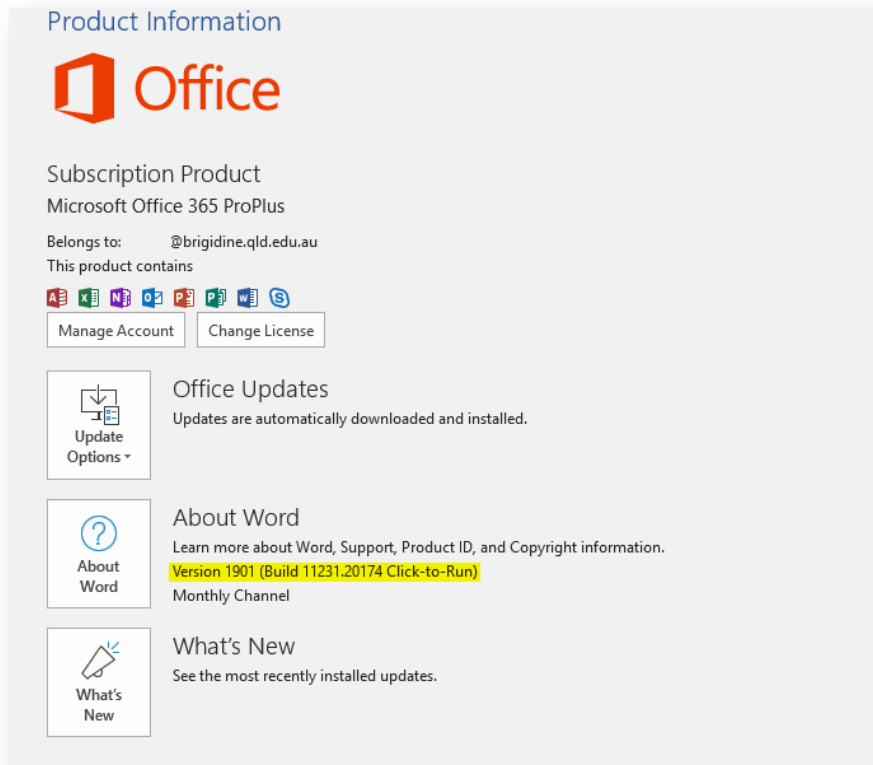
Save as Adobe
PDF

Save Attachment

Print

Office
Account

3. The 'Version' is shown under 'About Word', in the screen shot below the version number is **1901** and the build number is **11231.20174**.



Related articles

Content by label

There is no content with the specified labels