Office 2013 HOW TO UPDATE

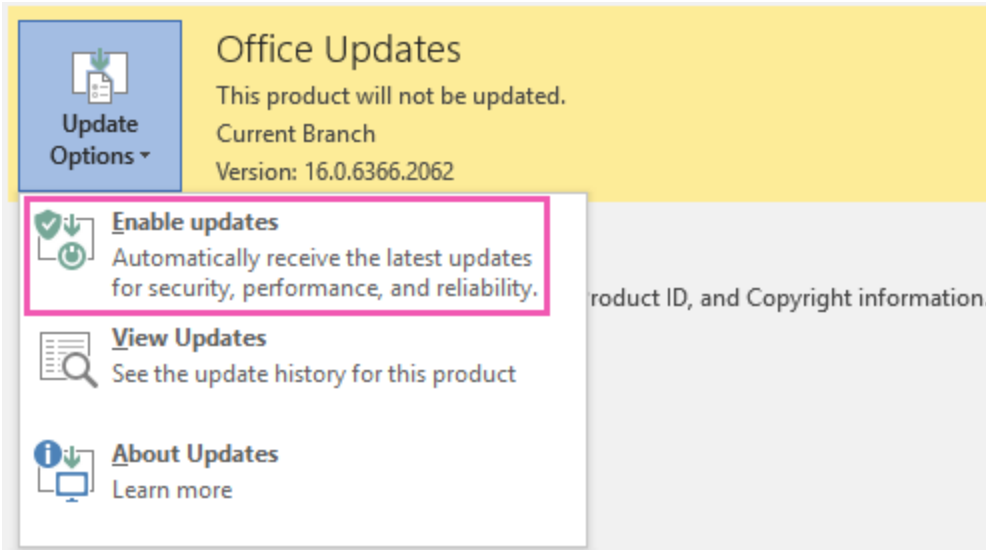## Did procedure below and now, 4/28/2017, have

Latest Ver. 15.0.4919.1002

Office 2013 for home products are kept up-to-date automatically, but if you want to make sure you have the latest update, follow the steps shown in this video and in the procedure below it.

1. Open any Office 2013 application, such as Word 2013 or Excel 2013, and create a new document.

2. Choose **File** in the top left corner, and then choose **Account** from the list on the left (or **Office Account** if you opened Outlook 2013).

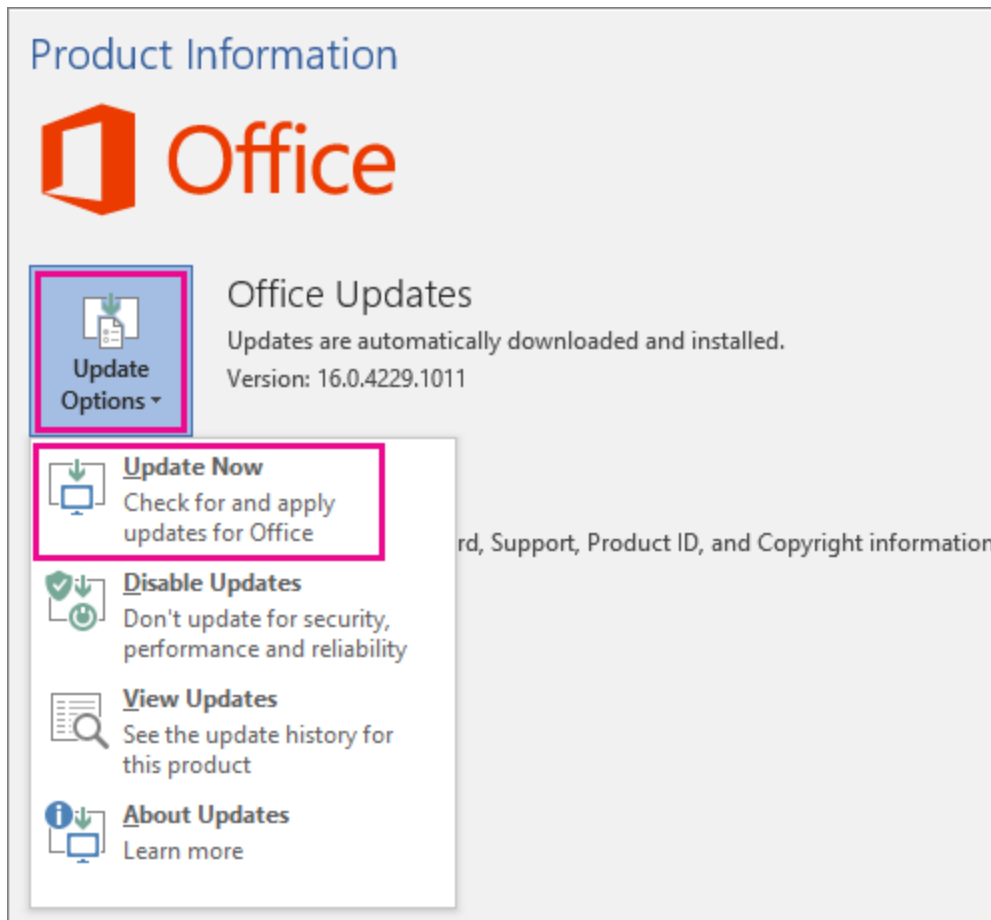3. Under **Product Information**, choose **Update Options**.

Watch these steps in a video.

4. Choose **Enable Updates** if the option is available and then choose **Update Options** again. If **Enable Updates** isn't available, automatic updates are enabled and you can go to the next step.

5. Choose **Update Now** to manually check for and install Office updates.

6. Close the "**You're up to date!**" window after Office is done checking for and installing updates.

IMPORTANT: If **Update Options** is missing under **Product Information**, and the **About** button is the only option available, you either have a volume license install of Office 2016, or your company is using Group Policy to manage Office updates. Try [Microsoft Update](#) to get the latest Office 2016 updates or contact your company help desk.

Product Information

Office

Office Updates

Update
Options

Updates are automatically downloaded and installed.
Version: 16.0.4229.1011

Update Now
Check for and apply
updates for Office

rd, Support, Product ID, and Copyright information.

Disable Updates
Don't update for security,
performance and reliability

View Updates
See the update history for
this product

About Updates
Learn more

Not working? Try this:

- If the Update option is missing or you're unable to update,
  try Microsoft Update to install your Office updates through Windows.
- To download an update manually, see Office Updates.
- If you're unable to update your 2016 or 2013 version of Office because
  your company is using Group Policy, you may need to contact your
  company's help desk.
- If you would like to update Office but can't open any of your Office
  apps, try repairing your Office suite. Go to **Control
  Panel** > **Programs** > **Uninstall a program**. Find and select your
  version of Microsoft Office on your computer. In the bar above,

click **Change**. Select **Quick Repair** and then click **Repair**. If this does not work, retry the steps, but choose **Online Repair** instead. If you are still unable to open any apps, uninstall and reinstall Office.

See Also

[When do I get the newest features in Office 2016 for Office 365?](#)

[What's new and improved in Office 2016 for Office 365](#)

Additional resources

↓ Install

🔧 Admin

🎓 Training

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Was this information helpful?