Microsoft Office 365 Authentication Changes

Explanation

What is this?

To improve the security posture of Office 365, a change to authentication services will be made on September 14th, 2021 at 4:00 PM. After the change, all Outlook for Windows clients will be prompted to re-authenticate.

How does this affect me?

- If your computer is already running Office 2016 or greater, you shouldn't have to do anything.
- If your computer is running Outlook 2013 or below, we recommend upgrading.

Determining Your Microsoft Office Version Information (i) If you open Outlook and it asks you to sign in, or if you haven't signed in before, and don't plan to use the desktop app, you probably don't have to continue reading this page. 1. Open Microsoft Outlook and get signed into your email. Once you're signed in, you can click File: Send / Receive Folder Help P Tell me what you want to do File Home View 🕞 Ignore CNS 🖉 🕎 Meeting 🍋 Clean Up 🤊 🖃 Team Email Reply Forward D More -Delete Archive New New Reply 🗣 Reply & De and Junk 🗸 Email Items -All New Delete Respond 2. And then go to the Office Account details, and on the right your Office version should be displayed. Account Info Open & Expor User Information Product Information Q User Name Office Sign out Switch account Product Activated Office Background: Microsoft Office Professional Plus 2019 Office Account No Background This product contains A XI NI 02 PI PI WI S Office Theme: Option Change F Colorful Connected Services: Office Updates Ľ Updates are managed by your system administrate OneDrive - Personal Update Options To connect to OneDrive - Personal, you'll need your user name and password. Connect Remove service About Outlook ? Learn more about Outlook, Support, Product ID, and Copyright inform Version 1808 (Build 10372.20060 Click-to-Run) Sites - The University of Texas at Austin About Outlook

Upgrading Office

Add a service *

For computers that the CNS Office of IT has installed management software on:

1. First, open the Software Center. You can find it in the Start Menu by searching, or under the Microsoft Endpoint Manager folder.



2. Once you're there, you should see Microsoft Office 2019 in the Applications tab on the left.



3. Click on Microsoft Office 2019, and then press Install on the subsequent page. This does take a while to install, averaging around 15 minutes but could take as long as 1 hour in some cases.



4. If you need help finding this, or if it gives you an error message, please take note of what happened and any error details, and submit a ticket to the helpdesk to assist you.

For computers that the CNS Office of IT has not installed management software on:

If you don't find the **Software Center** installed on your computer, or if you know your computer isn't equipped with our management software, please submit a ticket to the helpdesk for guidance.