Microsoft Office 2016 User Interface Language Switching

Should you wish to change Microsoft Office 2016’s user interface language from English to Hebrew, follow these steps:

1. Be sure to shut down all open Microsoft Office applications (Outlook, Word, Excel, PowerPoint, etc.).

2. Open the Windows Start menu, begin typing Office, and select Office 2016 Language Preferences when this search result shows up on the menu (if this does not show up, you may alternatively locate the Office 2016 Language Preferences application on the Start menu, under All Apps -> Microsoft Office 2016 Tools).
3. At the bottom of the **Microsoft Office 2016 Language Preferences** window that appears, select **Hebrew (עברית)** under **Display Language** and click **Set as Default** underneath this setting, then select **Hebrew (עברית)** under **Help Language** and click **Set as Default** underneath this setting, too.

![Language Preferences Window](image)

4. Close the **Microsoft Office 2016 Language Preferences** application by clicking **OK**. The Microsoft Office 2016 user interface and online help language should now be set to Hebrew.

Should you encounter any difficulty or have any question, please contact the IT ServiceDesk at extension 4444.