

# 1. Activation – Enter Product Key



Experience a whole new kind of Office.

Thank you for purchasing Office. Enter your Product Key and then click the Get Started button below and sign into, or create your Microsoft account to begin installing Office and accessing your new services.

## Enter your Product Key

Please provide the 25 character Product Key found on your packaging:

 -  -  -  - 

Get Started

^ Where can I find my Product Key?



## 2. Activation – Sign Into MS Account



Microsoft account [What's this?](#)

☐ Keep me signed in

**Sign in**

[Can't access your account?](#)

[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)



Activate Windows  
Go to PC settings to activate Windows.

[Contact Us](#) [Terms of Use](#) [Privacy & Cookies](#) ©2014 Microsoft

# 2.1 Activation – Register for MS Account



## Create an account

You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to [sign in](#).

Name

First

Last

User name

someone@example.com

[Or get a new email address](#)

Create password

8-character minimum; case sensitive

Reenter password

Country/region

United States

ZIP code

Birthdate

Month

Day

Year

Gender

Select...



Activate Windows

Go to PC settings to activate Windows.

This screen will only appear if the you don't already have a Microsoft account.

# 3. Activation – Region & Language

[Home](#) | [My Account](#) | [FAQ](#) | [Get Support](#)



Please verify your country/region and language in the selection boxes below.

Country/Region

Language

If your country/region or language is not listed, please review the [FAQ](#) for further explanation.

Microsoft Office will be contacting you with surveys, promotions, tips and advice for using our products and services. You can unsubscribe at any time. For more information on our communications options, please see our [Privacy and Cookies Notice](#).

To get started with Office now, click **Continue**

Continue



Activate Windows

Go to PC settings to activate Windows

**Microsoft**

[Contact Support](#) | [Submit feedback](#) | [Legal](#) | [Trademarks](#) | [Privacy and Cookies](#) | [Accessibility](#)

2014 Microsoft Corporation. All rights reserved.

# 4. Activation – Setting Up Account

[Home](#) | [My Account](#) | [FAQ](#) | [Get Support](#)



Setting Up Account




[Contact Support](#) | [Submit feedback](#) | [Legal](#) | [Trademarks](#) | [Privacy and Cookies](#) | [Accessibility](#)

**Microsoft**

2014 Microsoft Corporation. All rights reserved.

# 5. Activation – My Account

 Office


HOMEPRODUCTSSUPPORTTEMPLATESSTOREOFFICE ONLINE


My Account


Office 365 Home  
For 5 PCs or Macs and 5 Tablets


Share your subscription benefits


Share your subscription benefits with up to four people in your household.

  
Disha Rustogi

  
Add user







EACH PERSON GETS

- Access to your available installs.
- An account page to manage their own installs.
- An extra 1TB of OneDrive storage.

[Learn more](#)

Install Information


PC, Mac, and Windows Tablet Installs


Computer name	Installed	Office for Windows Language: English	<a href="#">Install</a> <a href="#">Need help installing?</a>
DEX (Microsoft Windows 7 Professional) Used By: You	Monday, September 16, 2013 <a href="#">Deactivate Install</a>	<a href="#">Language and install options</a>	
PC0 (Microsoft Windows 7 Ultimate) Used By: You	Sunday, August 25, 2013 <a href="#">Deactivate Install</a>		

Other Devices

[iPad](#) [iPhone](#) [Android Phone](#) [Windows Phone](#)

Services and Products


 ONEDRIVE  
Save your documents to OneDrive to easily access and edit them from virtually anywhere.  
[Visit OneDrive](#)

 SKYPE  
Stay in touch with family and friends with 60 minutes of Skype calls to phones in over 60 countries/regions every month.  
[Activate your Skype world minutes](#)

Payment and Billing

PAYMENT METHOD  
n/a


RENEWAL INFORMATION  
Expires: Sunday, August 24, 2014  
Automatic renewal: Off  
[Set up an auto-renew subscription](#)  
[Enter an Office product key](#)

ACCOUNT HELP  
  
[Ask Support](#)  
[Search Office Support](#)  
[Frequently Asked Questions](#)  
[Microsoft Service Agreement](#)  
[View my Microsoft account](#)  
[View my Apps for Office](#)  
[Communications Preferences](#)

[Site Directory](#) [Contact Us](#) [Submit Feedback](#) [Legal](#) [Trademarks](#) [Privacy and Cookies](#) [Accessibility](#)

This is your  
account  
page.

# 5. Activation – My Account

Office


HOMEPRODUCTSSUPPORTTEMPLATESSTOREOFFICE ONLINE

My Account

Office 365 Home  
For 5 PCs or Macs and 5 Tablets

Share your subscription benefits

Share your subscription benefits with up to four people in your household.



Disha RustogiAdd user

EACH PERSON GETS

- Access to your available installs.
- An account page to manage their own installs.
- An extra 1TB of OneDrive storage.

[Learn more](#)

Install Information

PC, Mac, and Windows Tablet Installs

Computer name	Installed
DEX (Microsoft Windows 7 Professional ) Used By: You	Monday, September 16, 2013 <a href="#">Deactivate Install</a>
PC0 (Microsoft Windows 7 Ultimate ) Used By: You	Sunday, August 25, 2013 <a href="#">Deactivate Install</a>

Office for Windows  
Language: English  
[Language and install options](#)

[Install](#)  
[Need help installing?](#)


The top half of your Account page confirms activation has been completed.


# 5. Activation – My Account (cont.)

Other Devices

[iPad](#) [iPhone](#) [Android Phone](#) [Windows Phone](#)

Services and Products

 **ONEDRIVE**  
Save your documents to OneDrive to easily access and edit them from virtually anywhere.  
[Visit OneDrive](#)


 **SKYPE**  
Stay in touch with family and friends with 60 minutes of Skype calls to phones in over 60 countries/regions every month.  
[Activate your Skype world minutes](#)

**Payment and Billing**

**PAYMENT METHOD**  
n/a

**RENEWAL INFORMATION**  
Expires: Sunday, August 24, 2014  
Automatic renewal: Off  
[Set up an auto-renew subscription](#)  
[Enter an Office product key](#)

**ACCOUNT HELP**

 [Ask Support](#)  
[Search Office Support](#)  
[Frequently Asked Questions](#)  
[Microsoft Service Agreement](#)  
[View my Microsoft account](#)  
[View my Apps for Office](#)  
[Communications Preferences](#)

[Site Directory](#) [Contact Us](#) [Submit Feedback](#) [Legal](#) [Trademarks](#) [Privacy and Cookies](#) [Accessibility](#)

This bottom section confirms the expiration date of the subscription and is your proof of activation.


You will need to submit a screenshot or photo of the highlighted section.



# 6. Download

[HOME](#) [PRODUCTS](#) [SUPPORT](#) [TEMPLATES](#) [STORE](#) [OFFICE ONLINE](#)


My Account


 Your download will start shortly... ✕


Office 365 Home  
For 5 PCs or Macs and 5 Tablets


Share your subscription benefits


Share your subscription benefits with up to four people in your household.

 Whale Shark

 [Add user](#)







Install Information

PC, Mac, and Windows Tablet Installs  
You haven't used any installs.  
Press Install to get started


Office for Windows ▼ Installing...

Language: English  
[Language and install options](#)

Mobile Devices

Get Office on iPads and other mobile devices

Windows Phone ▼ Get Started

  
10% - Getting things ready...

# 7. Installation

My Account

Office 365 Home  
For 5 PCs or Macs and 5 Tablets

Share your subscription benefits with up to 5 other users

Share your subscription benefits with up to 5 other users

Whale Shark Add user

Install Information

PC, Mac, and Windows Tablet Installation  
You haven't used any installs.  
Press Install to get started

Mobile Devices

Get Office on iPads and other mobile devices

Windows Phone

Get Started

Services and Products

ONEDRIVE  
Save your documents to OneDrive to easily access and edit them from virtually anywhere.

Office

Welcome to your new Office.  
We think you'll love it. Let's get started.

Next

Office is installing in the background (25%)  
You can use your programs now, but please don't go offline or restart your computer.

# 8. Post-Installation – Welcome Screen

The screenshot shows the Office 365 Home web interface. A modal dialog box is centered on the screen, displaying the Office logo and a welcome message. A large red arrow points from the right side of the dialog box towards the background page. The background page includes a navigation menu at the top, a 'My Account' section with user management options, an 'Install Information' section, and a 'Get Started' button. A notification banner at the bottom right indicates that Office is installing in the background.

HOME PRODUCTS SUPPORT TEMPLATES STORE OFFICE ONLINE

My Account

Office 365 Home  
For 5 PCs or Macs and 5 Tablets

Share your subscription benefits with up to 5 other users

Share your subscription benefits with up to 5 other users

Whale Shark Add user

Install Information

PC, Mac, and Windows Tablet Installation

You haven't used any installs.

Press Install to get started

Mobile Devices

Get Office on iPads and other mobile devices

Windows Phone

Get Started

Services and Products

ONEDRIVE

Office

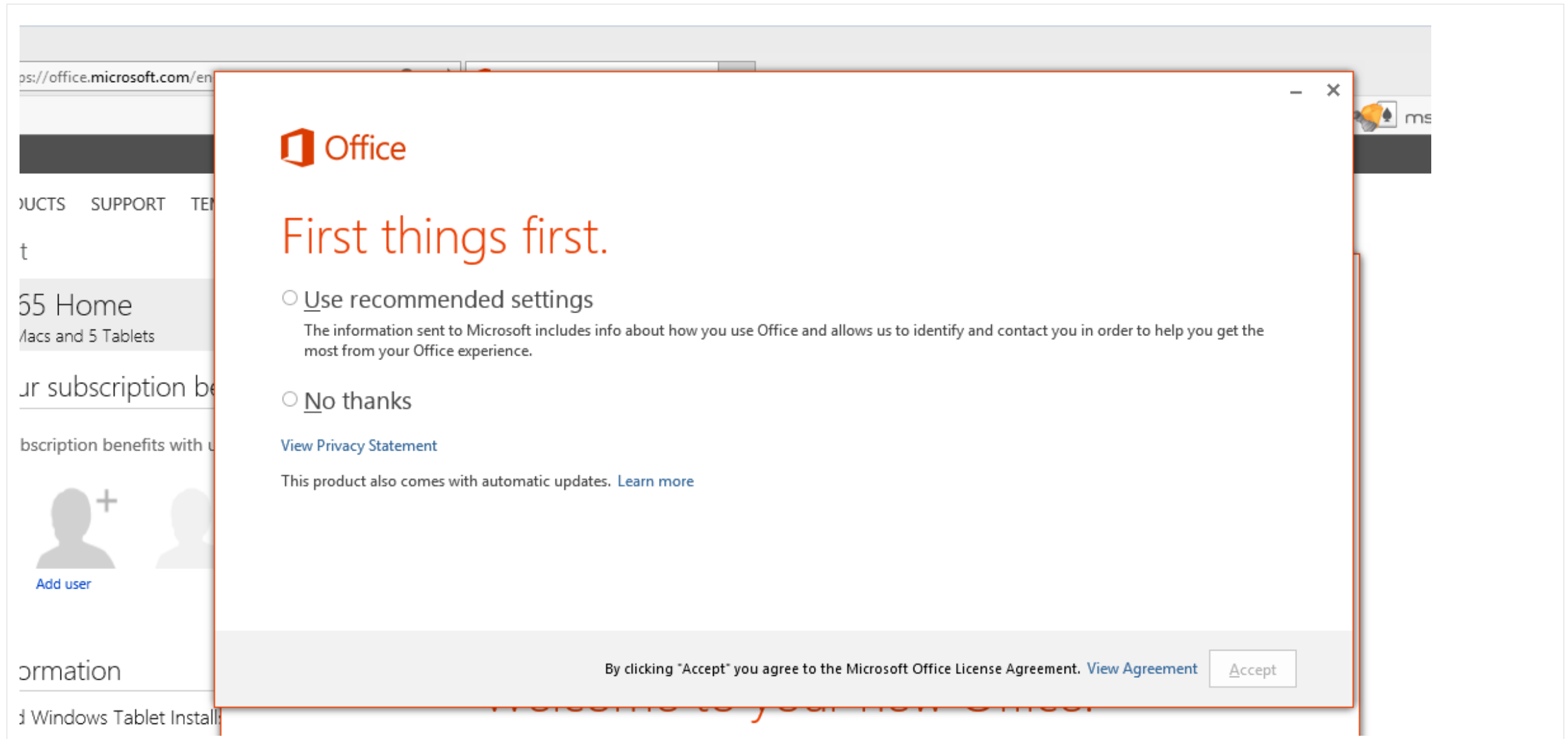
Welcome to your new Office.

We think you'll love it. Let's get started.

Next

Office is installing in the background (25%)  
You can use your programs now, but please don't go offline or restart your computer.

# 9. Post-Installation – Set Settings



The screenshot shows a web browser window with a Microsoft Office page in the background. Overlaid on this is a white dialog box titled "Office" with the subtitle "First things first." The dialog box contains two radio button options: "Use recommended settings" and "No thanks". Below the "Use recommended settings" option is a paragraph of text: "The information sent to Microsoft includes info about how you use Office and allows us to identify and contact you in order to help you get the most from your Office experience." Below the "No thanks" option is a link "View Privacy Statement". At the bottom of the dialog box, there is a line of text: "This product also comes with automatic updates. [Learn more](#)". At the very bottom of the dialog box, there is a footer line: "By clicking 'Accept' you agree to the Microsoft Office License Agreement. [View Agreement](#)" followed by an "Accept" button.

Office

## First things first.

☐ Use recommended settings  
The information sent to Microsoft includes info about how you use Office and allows us to identify and contact you in order to help you get the most from your Office experience.

☐ No thanks  
[View Privacy Statement](#)

This product also comes with automatic updates. [Learn more](#)

By clicking "Accept" you agree to the Microsoft Office License Agreement. [View Agreement](#)

# 10. Post-Installation – Video

HOMEPRODUCTSSUPPORTTEMPLATESSTOREOFFICE ONLINE

My Account

Office 365 Home  
For 5 PCs or Macs and 5 Tablets

Share your subscription benefits with up to 4 other users

Share your subscription benefits with up to 4 other users

Whale SharkAdd user

Install Information

PC, Mac, and Windows Tablet Installation

You haven't used any installs.  
Press Install to get started

Mobile Devices

Get Office on iPads and other mobile devices


Windows Phone

Get Started

Services and Products

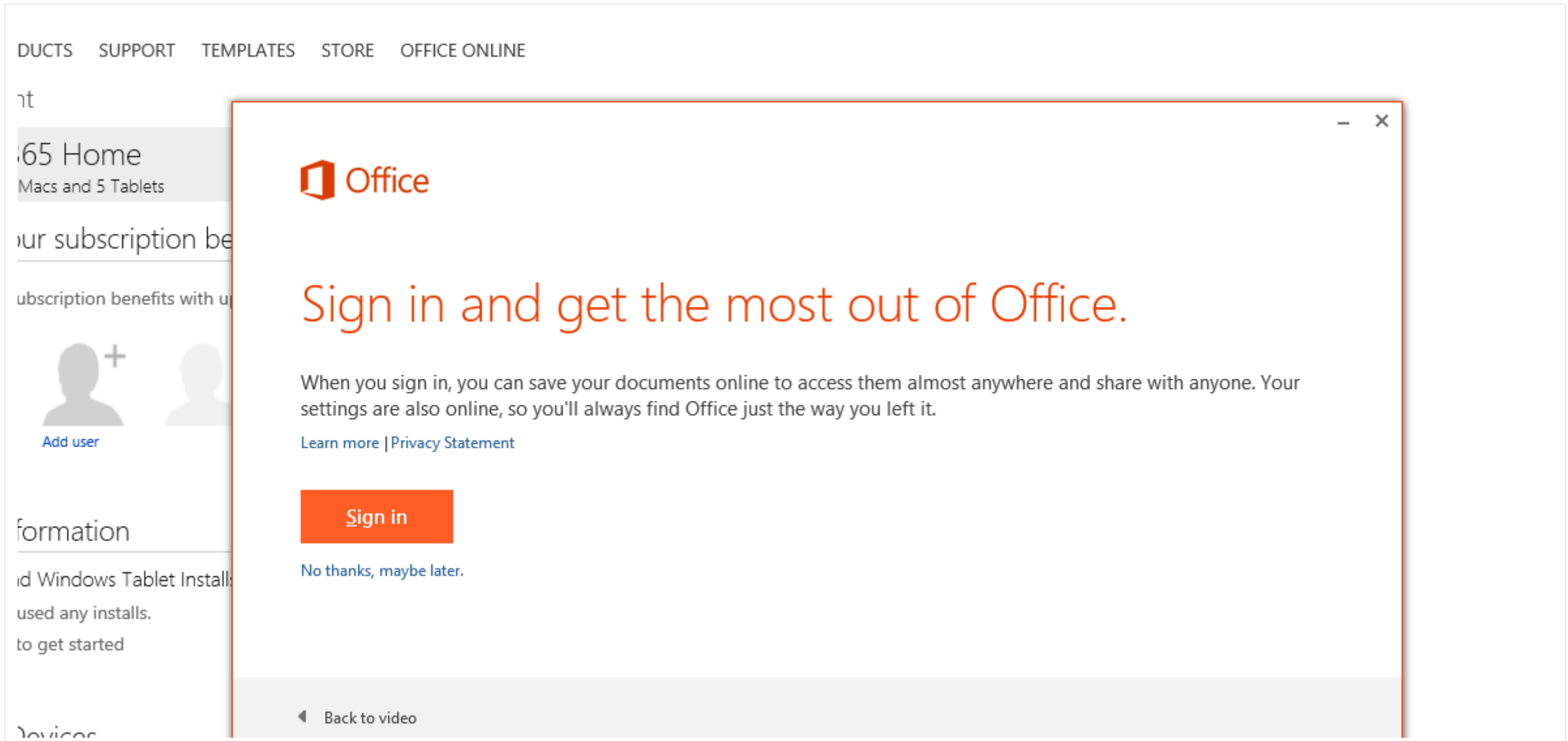
ONEDRIVE

Even on different devices.



Office is installing in the background (79%)  
You can use your programs now, but please don't go offline or restart your computer.

# 11. Post-Installation – Sign Into Office



The image shows a Windows 10 Home page in the background with a sign-in dialog box for Office in the foreground. The dialog box has a red border and a red Office logo. The background page includes a navigation bar with links like 'DUCTS', 'SUPPORT', 'TEMPLATES', 'STORE', and 'OFFICE ONLINE'. The main content area of the background page mentions '65 Home', 'Macs and 5 Tablets', and 'our subscription benefits'. There are also icons for adding users and a 'Back to video' link at the bottom of the dialog box.

DUCTS SUPPORT TEMPLATES STORE OFFICE ONLINE

65 Home  
Macs and 5 Tablets

our subscription benefits

subscription benefits with up

Add user

formation

id Windows Tablet Install  
used any installs.  
to get started

Back to video

**Office**

## Sign in and get the most out of Office.

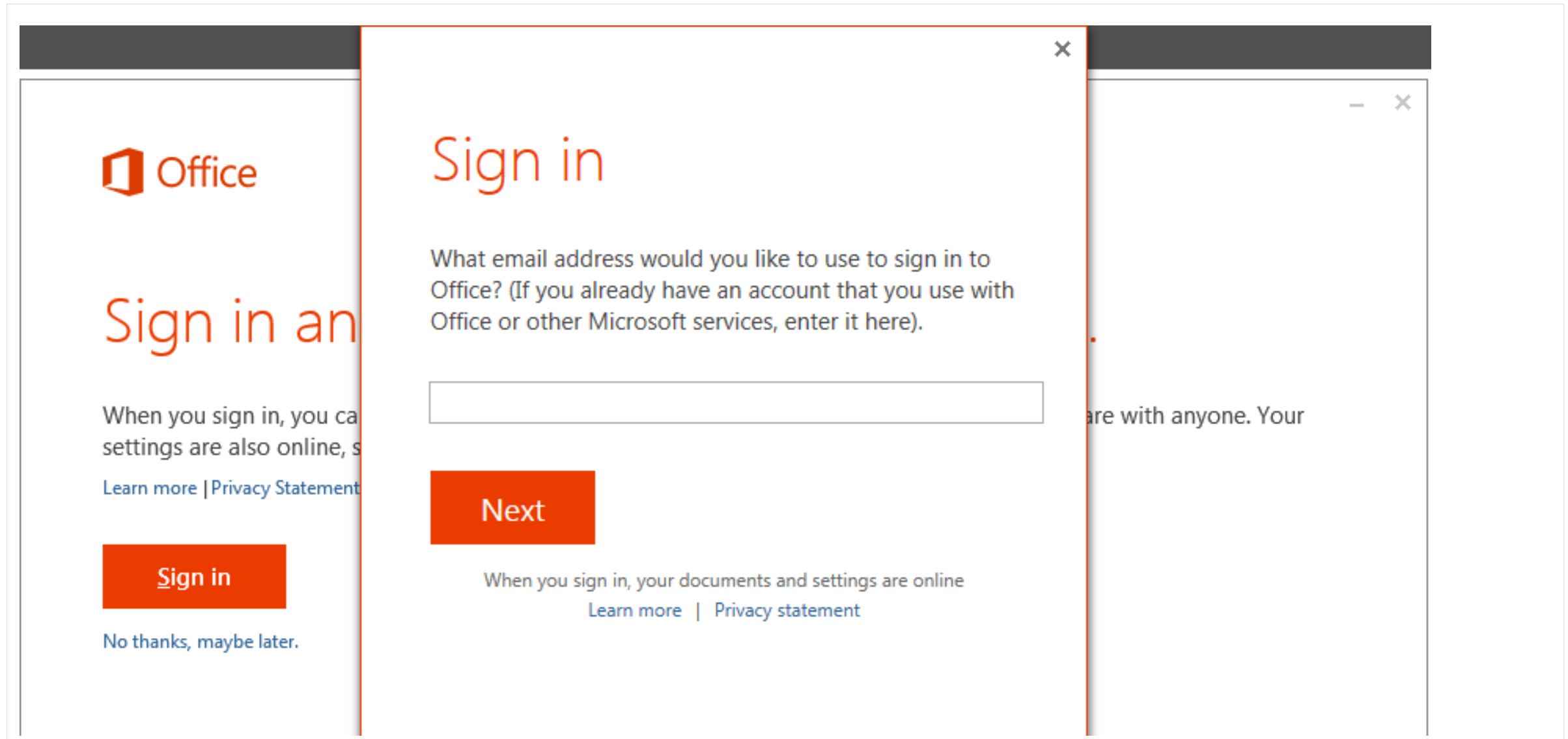
When you sign in, you can save your documents online to access them almost anywhere and share with anyone. Your settings are also online, so you'll always find Office just the way you left it.

[Learn more](#) | [Privacy Statement](#)

**Sign in**

[No thanks, maybe later.](#)

# 12. Post-Installation – Sign Into Office 2



# 13. Post-Installation – Meet OneDrive

PPORT   TEMPLATES   STORE   OFFICE ONLINE

ie  
ablets


ription be

enefits with up

"

7

Tablet Install  
alls.  
I




## Meet OneDrive.

Signing in to Office means you can save documents to the cloud with OneDrive.

OneDrive gives you anywhere access to your files and makes it easy to share with the people who need them.

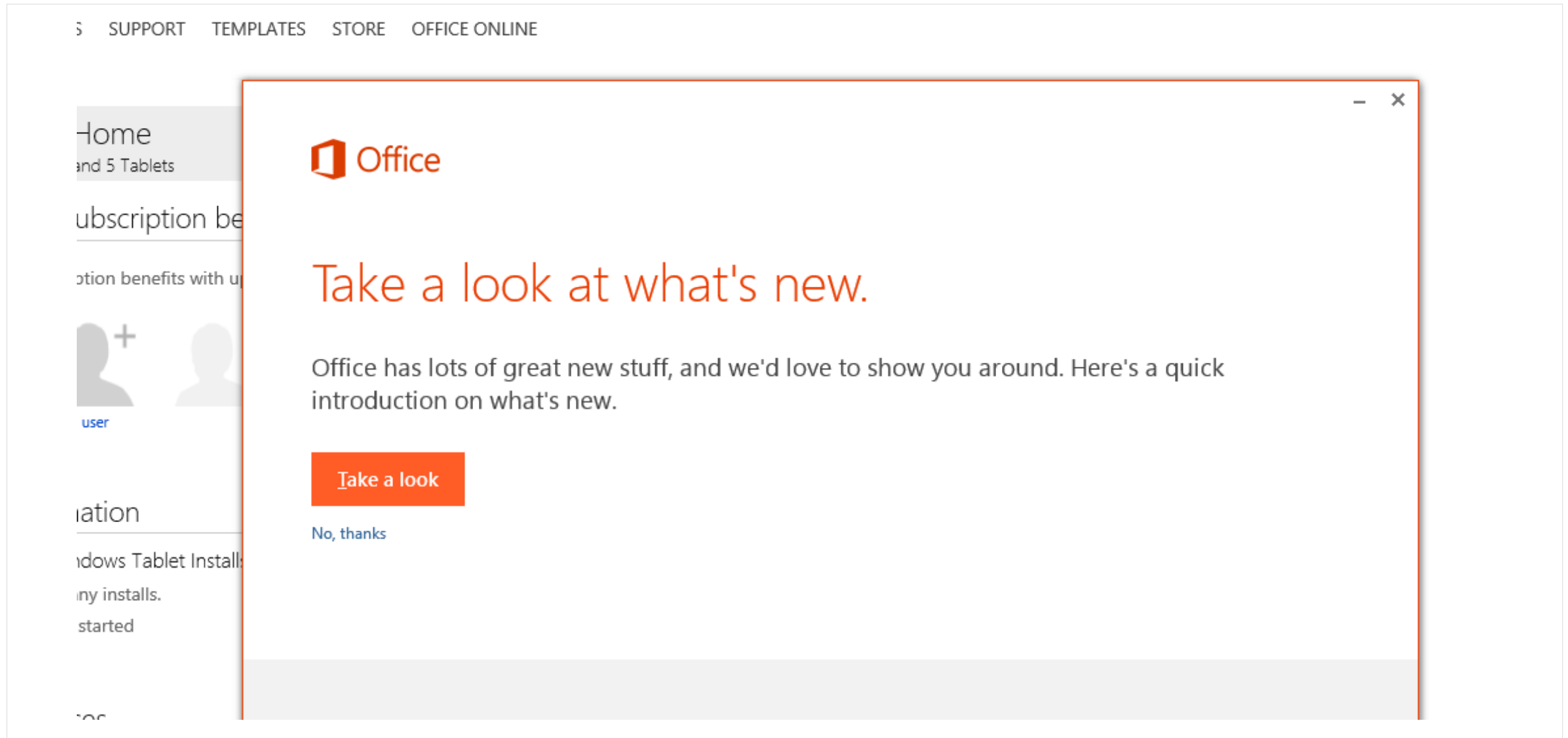
[Learn more](#)



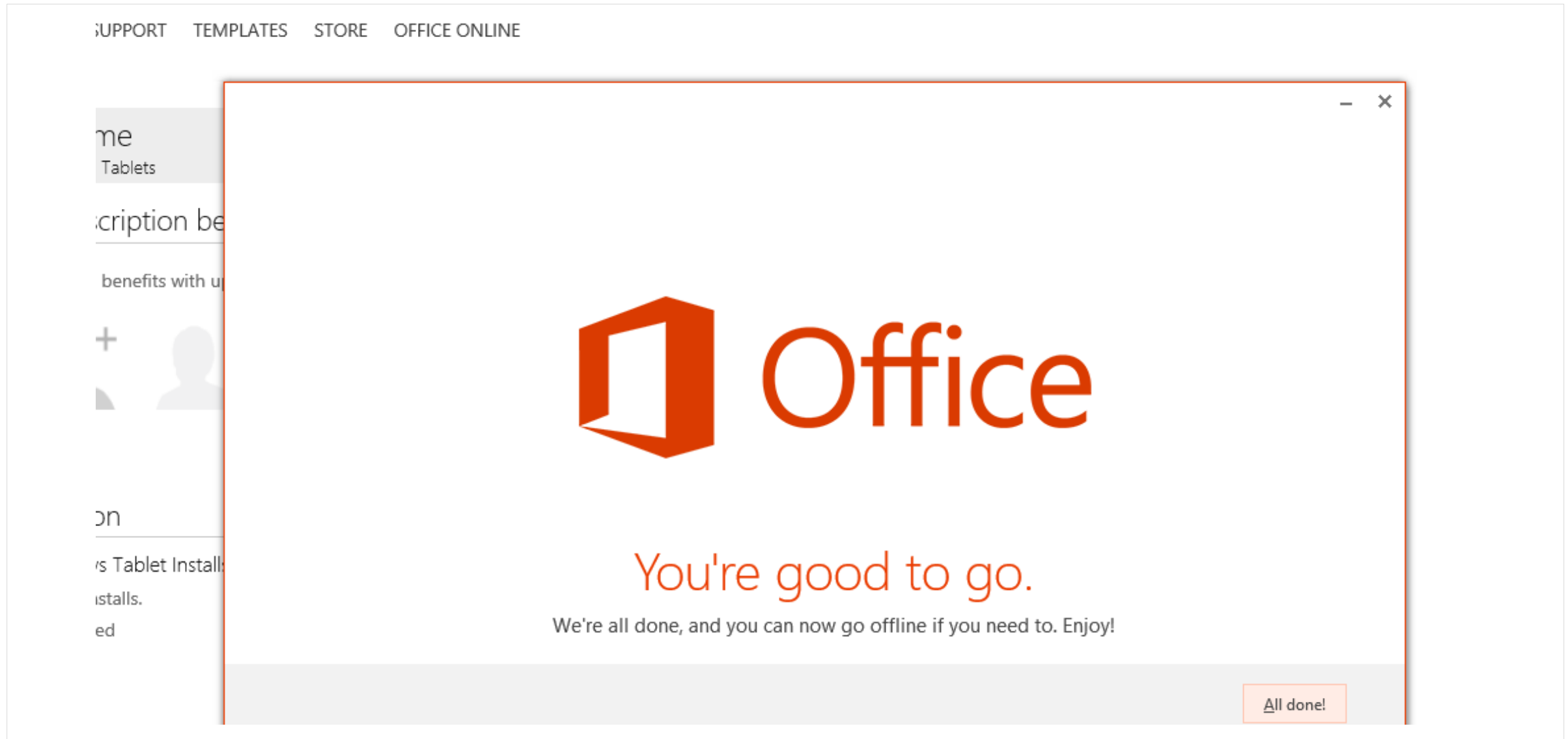
Next



# 14. Post-Installation – Take a Look



# 15. Post-Installation – Good to Go



# 16. Post-Installation – Apps show up in All Apps for Windows 8

