

# INSTRUCTIONS FOR ACTIVATING MICROSOFT OFFICE 365.



**Goal:** Successfully activate Office 365 on your new HP PC preloaded with Windows 10.

## Instructions

1. Connect your new HP PC to a power source and turn the device on.
2. Follow the instructions as they appear on the screen to set up your device, including registering your PC and connecting to an Internet Service Provider.
3. Once you have set up Windows 10, navigate to the Start Menu by clicking on the Windows icon in the bottom left-hand corner of your screen.
4. Select the Microsoft Office icon in the “Play and explore” section of the menu or by searching under “All apps,” then wait for the screen to prompt you to activate Office.

**NOTE:** The prompt screen will also include details on redeeming your download within six months of purchase.

5. Click “Activate” on the prompt screen. You will then be asked to sign in to your Microsoft account. If you do not have a Microsoft account, create one and then sign in.
6. Once you have signed in to your Microsoft account, you will be prompted to verify your country/region and language. Once you have selected your country/region and language, click “Continue.”
7. On the next screen, click the button that says “Install.”
8. On the next screen, under the heading “Install Information,” click on the button that says “Install.”
9. Following the Office Setup instructions on the next page, click “Run,” then click “Yes” to begin activation. When prompted with “Do you want to allow this app to make changes to your PC?” click “Yes” and then stay online while your PC completes the activation process.
10. Once activation is complete, a screen will inform you that Office is properly installed and prompt you to close the screen. You may find Office by clicking the Windows icon in the bottom left-hand corner of your screen and searching under “All apps” or by scrolling through the “Play and explore” section.

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