



## MICROSOFT OFFICE 2016

DOWNLOAD AND INSTALL INSTRUCTIONS

1. Go to <http://setup.office.com>
2. Login or create a new Microsoft Account. [Learn more](#)
3. Click Next

## Hi. Let's get your Office

- ① Use your Microsoft account to get started



Change account

Next

Already entered a product key and looking for your software? [Install from Office.com/MyAccount](#)

- ② Enter your product key
- ③ Get your Office

4. Enter your Activation Key and select your Country or Region and Your Language then Click Next

- ② Enter your product key

Office

Product key input field (5 segments)

Where's my product key? ?

Country or region

Your language

Next

- ③ Get your Office

5. At the page, get your Office, click Next.

### ③ Get your Office

- I'd like to get surveys, promotions, tips, and advice for using Microsoft Office. I can unsubscribe anytime.

Next

6. Your product is now displayed on your screen. Click Download now

Your product  
**Microsoft Office Professional**

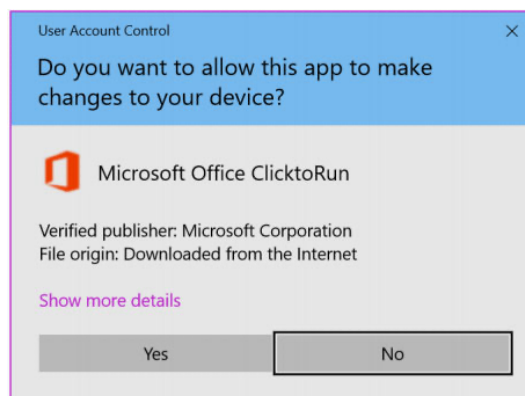
Your product key  
**XXXXX-XXXXX-XXXXX-XXXXX-XXXXX**

Here's what to do next:

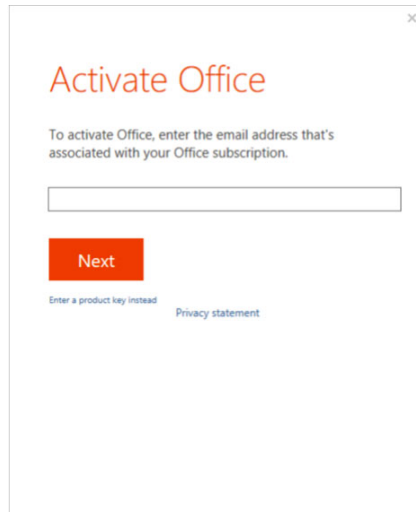
1. Click the Download now button, below.
2. Save the file to your desktop. Don't change the file name.
3. Double-click the file icon.
4. Enter the product key shown above.
5. Follow the instructions to activate your license.

Download now

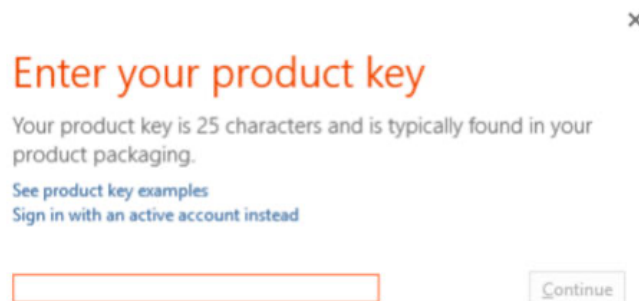
7. Once the download is completed, click to open it.
8. Click Yes when asked: Do you want to allow this app to make changes to your device?



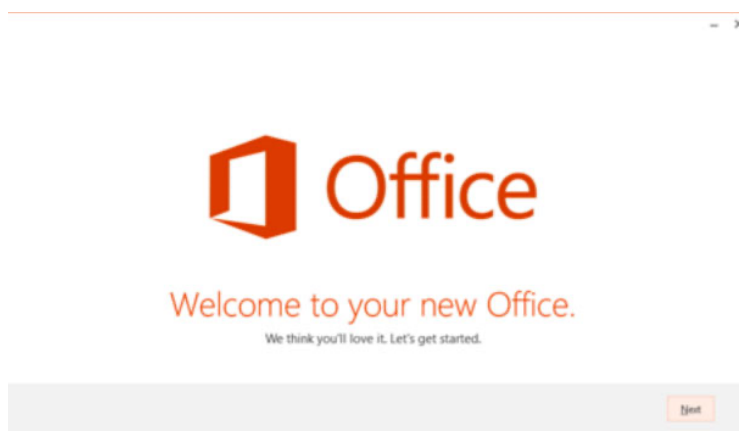
9. The Activate Office window will open, In the Activate Office window, click on 'Enter a product key instead' and hit next.



10. Enter your serial code and click Install



11. Click Next



12. You are ready to install office now, just read the features and hit next until install is completed, when the install is complete, click on All Done.



13. Open any of the Microsoft Office apps (i.e. Word or Excel)
14. On Microsoft Office Activation Wizard windows select I want to activate the software over the Internet and Click "Next"

