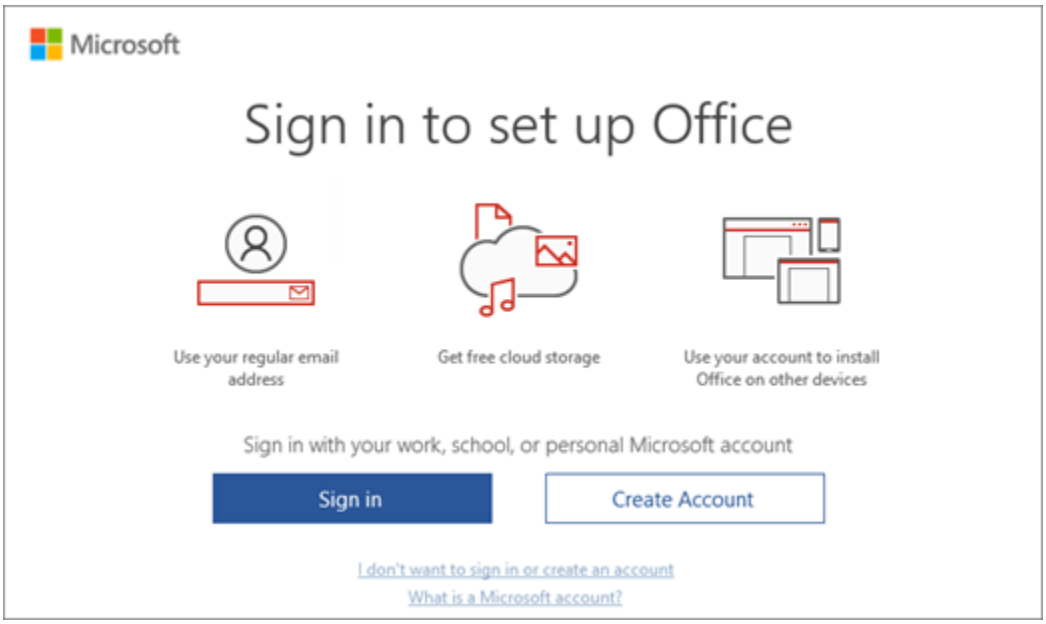
Activate Office

Office 365 · https://cleversupport.ca/docs/office-365/activate-office/

Activate Microsoft 365 or a non-subscription version of Office

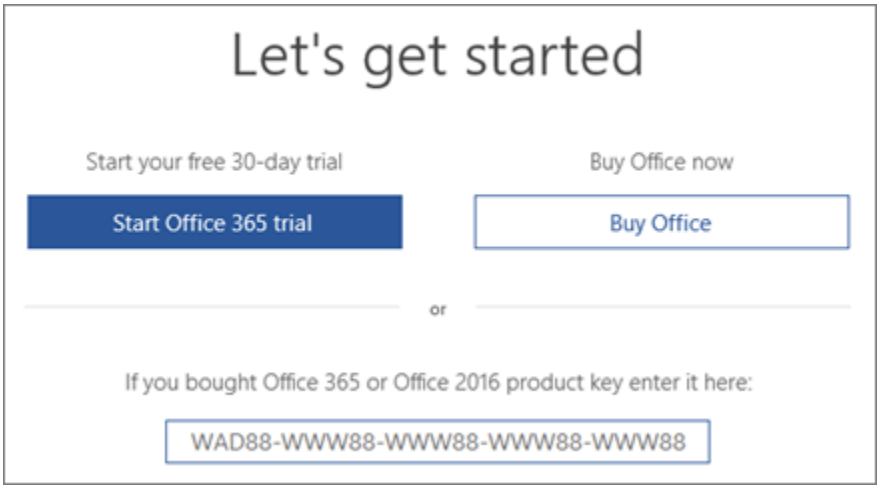


When you start an Microsoft 365 app that's not activated, you'll be prompted to sign in to Microsoft 365. Be sure to sign in using the Microsoft account, or work or school account, that you used to buy or subscribe to Microsoft 365.



If the Activation wizard appears, Microsoft 365 needs your help to activate. Follow the prompts in the wizard to activate Microsoft 365.

Activate Microsoft 365 that's pre-installed on a new Windows device

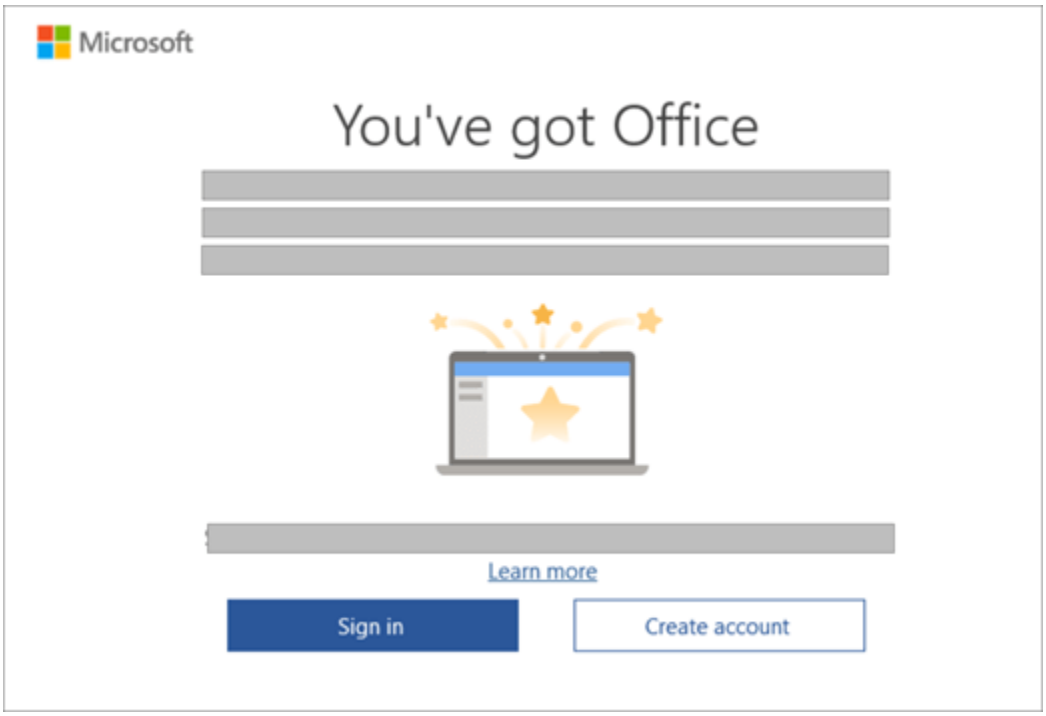


If this screen appears, Microsoft 365 is installed as a Microsoft 365 Family trial

You'll see this screen if you sign in to Microsoft 365 that was pre-installed on a new device but don't have an Microsoft 365 product associated with your account.

To use Microsoft 365 on your new device, you can activate Microsoft 365 as a 1-month trial of Microsoft 365 Family. You can also buy Microsoft 365, add Microsoft 365 to an existing Microsoft 365 subscription, or enter a product key from a new product key card. If you have an older copy of Microsoft 365, you can install that instead.

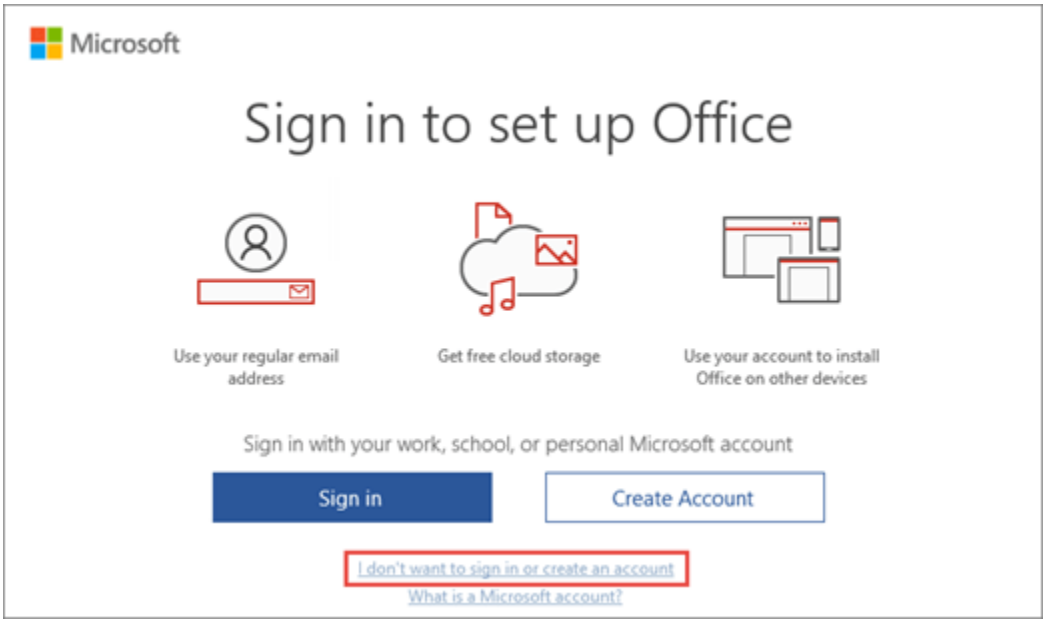
Activate an Microsoft 365 purchase or offer that's included on a new Windows device



If this screen appears, Microsoft 365 is installed as a one-year subscription or one-time purchase

A digital product key is transmitted to your PC, so you won't need or receive a printed product key. You activate Microsoft 365 by signing in with a Microsoft account. If we detect your Microsoft account, we'll show it on this screen. After you sign in, your product is added to your Microsoft account, so that you can reinstall it later, or manage your new subscription, without a product key.

Activate Office from Microsoft Workplace Discount Program



If you bought Office Professional Plus, Visio Professional, or Project Professional through your employer's Microsoft Workplace Discount Program (formerly known as Microsoft Home Use Program) benefit, select **I don't want to sign in or create an account** (at the bottom of the screen) and enter your product key.

Activate a brand new or Microsoft 365 product key



If you bought a new Microsoft 365 product key card, or you received a product key when you bought Microsoft 365through an online store, go to Office.com/setup or Microsoft365.com/setup and follow the on-screen prompts. This is a one-time process that adds your new product to your Microsoft account. After you redeem your key, you can install Office.