

# MS Office installation & activation

## Office install step-by-step printable guide

In this tutorial, we will show you how to perform an installation of Office.

To do this you will need:

- A PC with Windows on it

1. Download Office from [HERE](#)
2. Log in to Microsoft's account

# Hi. Let's get started.

① Sign in with your Microsoft account



You'll use your Microsoft account for everything you do with Microsoft 365 or Office. If you use a Microsoft service like Outlook.com, OneDrive, Xbox Live, or Skype, you already have an account.

Sign in

Create a new account

Already entered a product key and looking for your software? [Install from your Microsoft account](#)

② Enter your product key

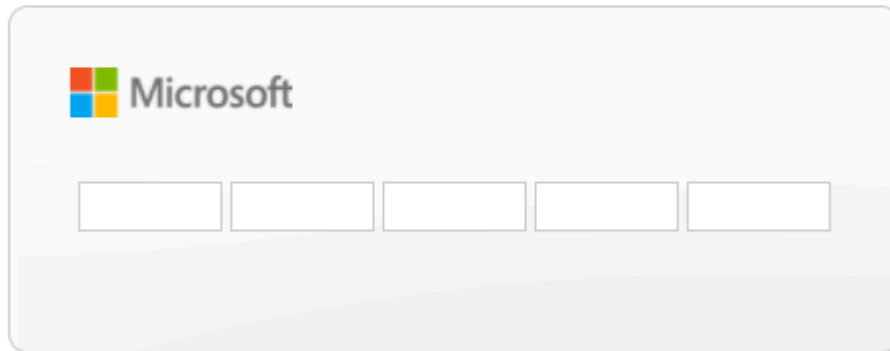
③ Get your apps


3. Enter your product key – if you don't have a key, get one here: [shop.recycled-software.com/product-category/microsoft-office](https://shop.recycled-software.com/product-category/microsoft-office)

# Hi. Let's get started.

① Signed in as Support Support  
( [Support Support](#) ) [Change](#)

② Enter your product key

A screenshot of a Microsoft product key entry screen. At the top left is the Microsoft logo. Below it is a text input field for the product key, divided into five segments. Below the input field is a link that says "Where's my product key?" with a question mark icon. At the bottom is a "Next" button.

[Where's my product key?](#) 

Next

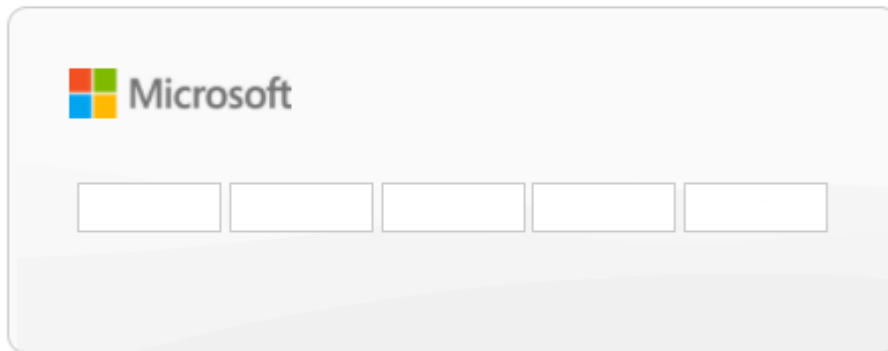
③ Get your apps

4. Select Region and Language and then click on Next

# Hi. Let's get started.

① Signed in as Support Support  
( ) [Change](#)

② Enter your product key



The Microsoft logo is displayed in the top left corner of the form. Below it is a product key input field consisting of five separate text boxes, each containing a single character.

[Where's my product key? ?](#)

Region

United States [?](#)

Your language

English

[Next](#)

③ Get your apps

5. Click on Download now

# Hi. Let's get started.

① Signed in as Support Support

( ) [Change](#)

② Product key confirmed: Microsoft Office Pro Plus

2019 [Change](#)

③ Get your apps

Your product

**Microsoft Office Pro Plus 2019**

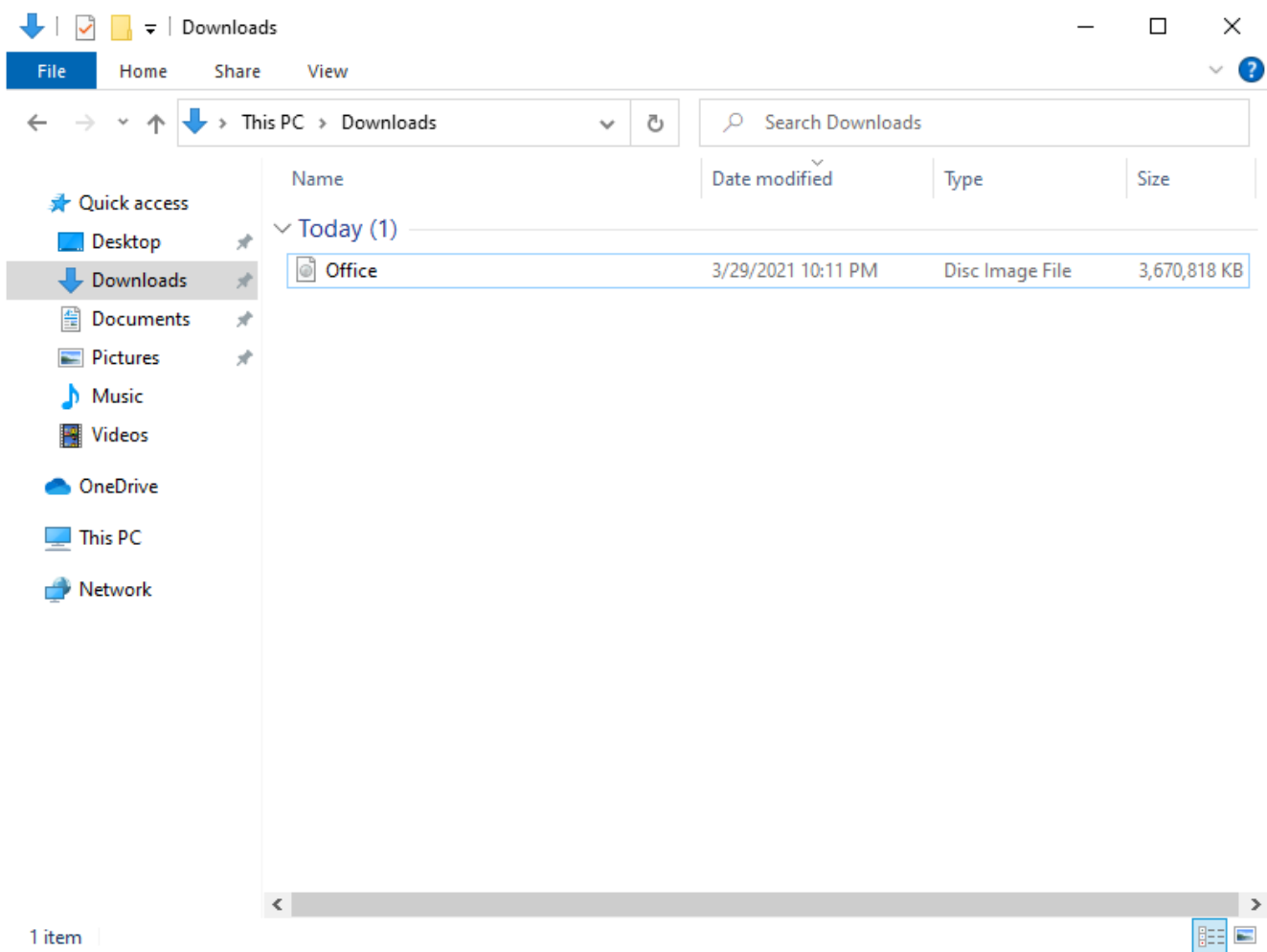
Your product key

Here's what to do next:

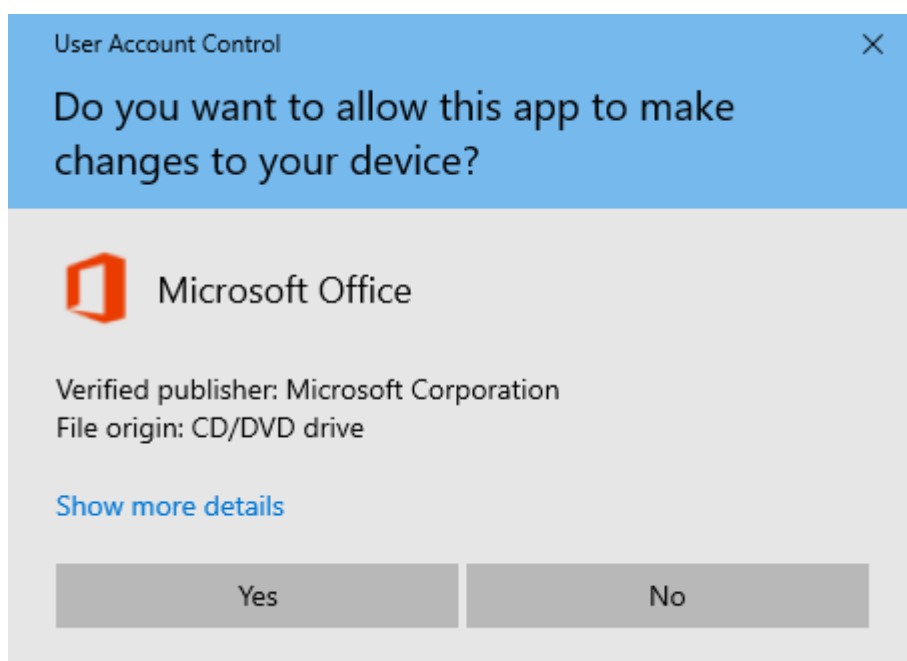
1. Click the **Download now** button, below.
2. Save the file to your desktop. Don't change the file name.
3. Double-click the file icon.
4. Enter the product key shown above.
5. Follow the instructions to activate your license.

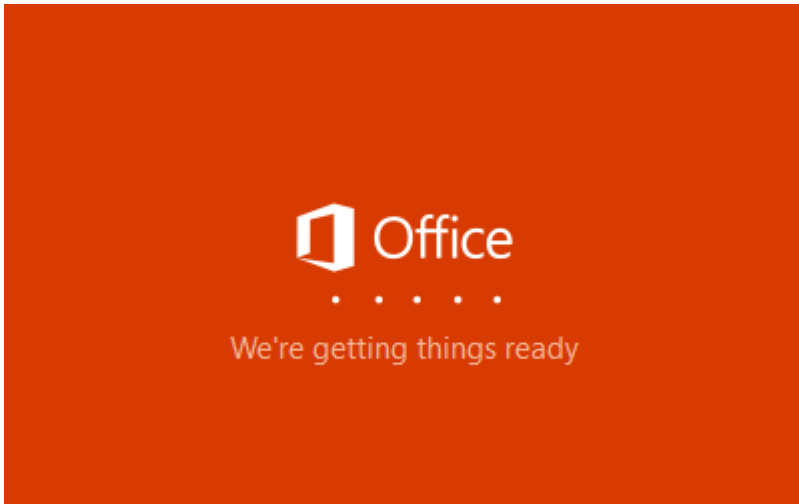
[Download now](#)

6. Locate your download file is usually in your Downloads folder. Open it by double-clicking

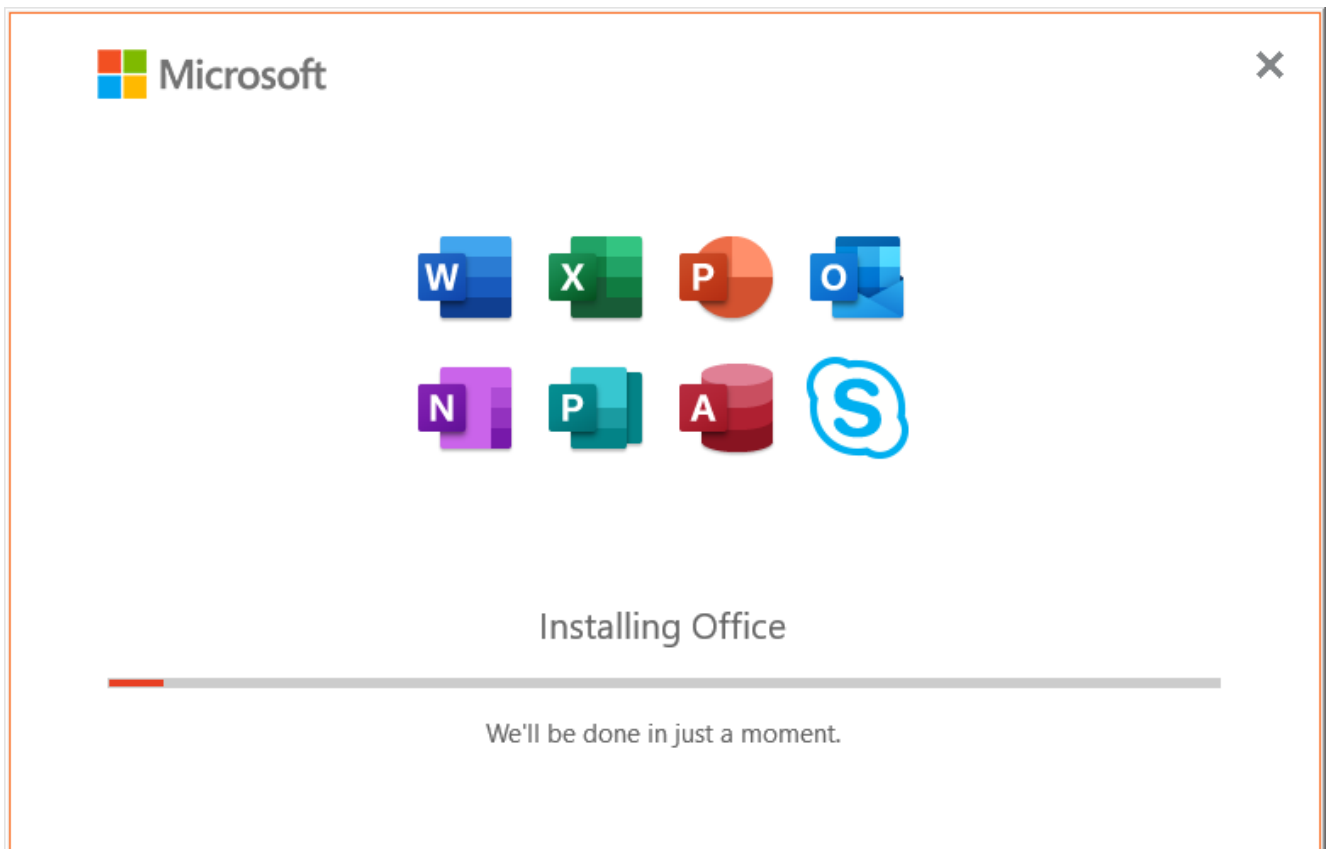


7. Click on Yes and the installation process will start

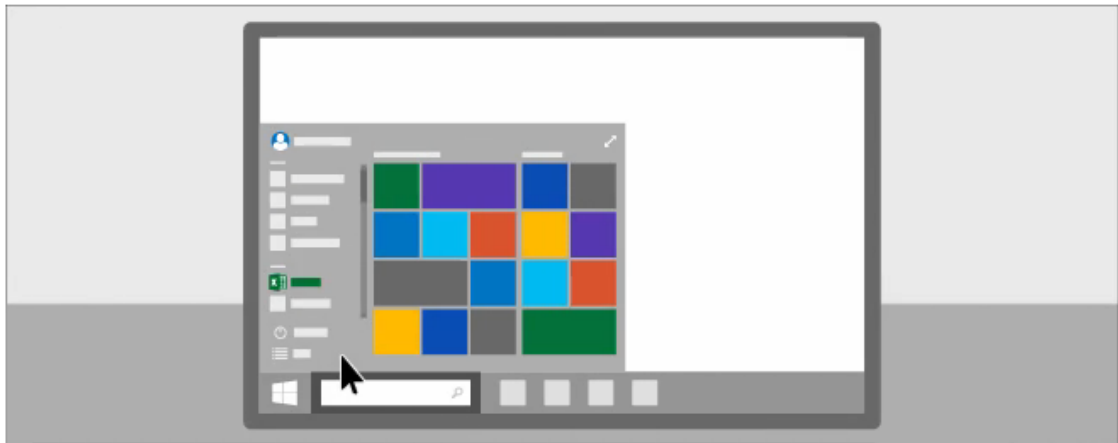




8. This process might take a while depending on your computer's hardware.



9. Congratulations you were able to install Office

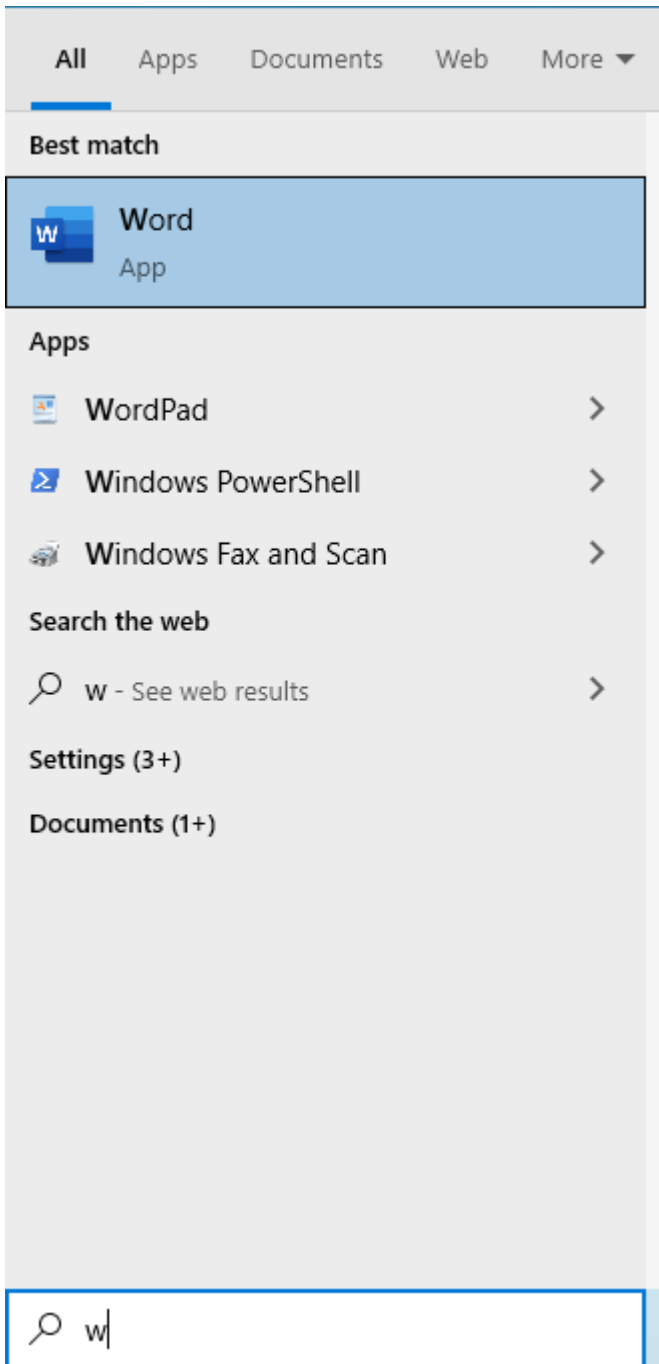


You're all set! Office is installed now  
Click Start to view your apps.

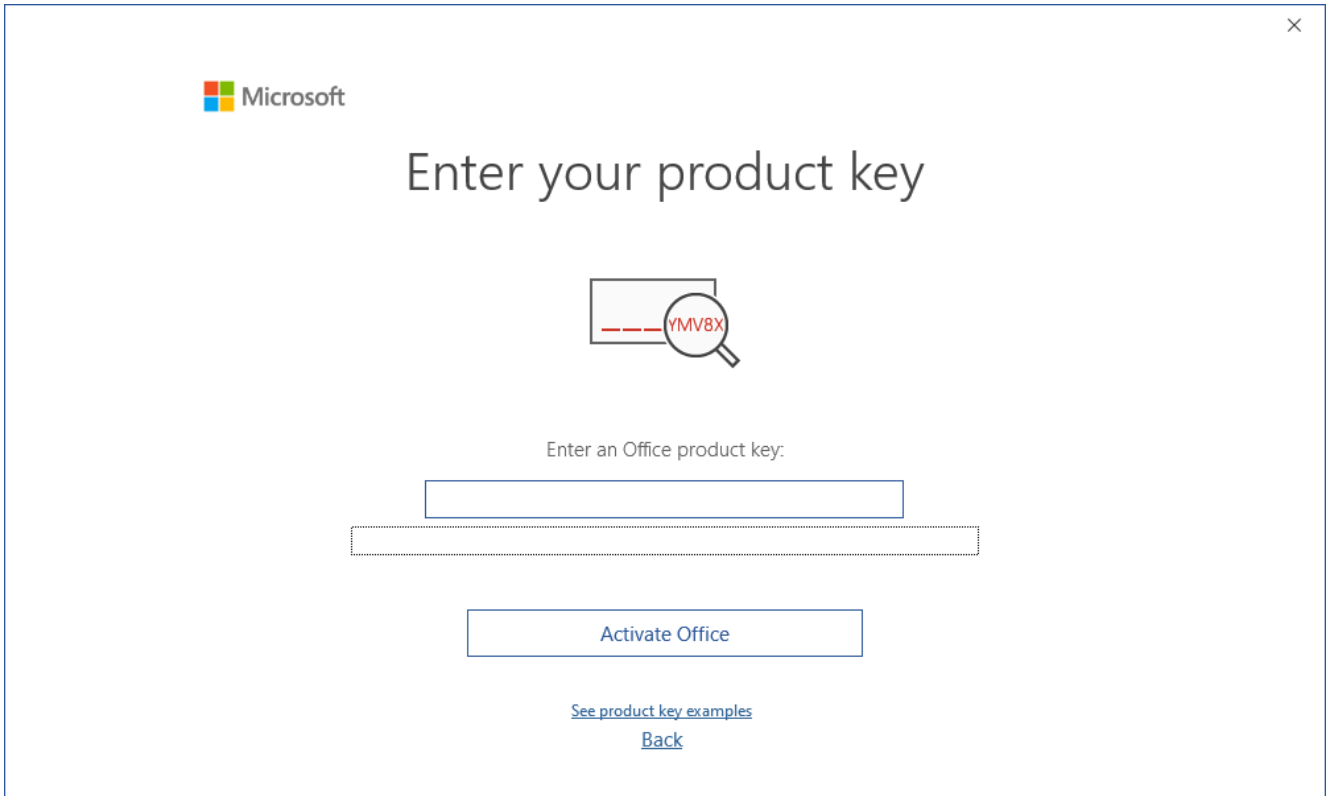
Close

10. You can open your programs directly from your start menu for example by typing Word

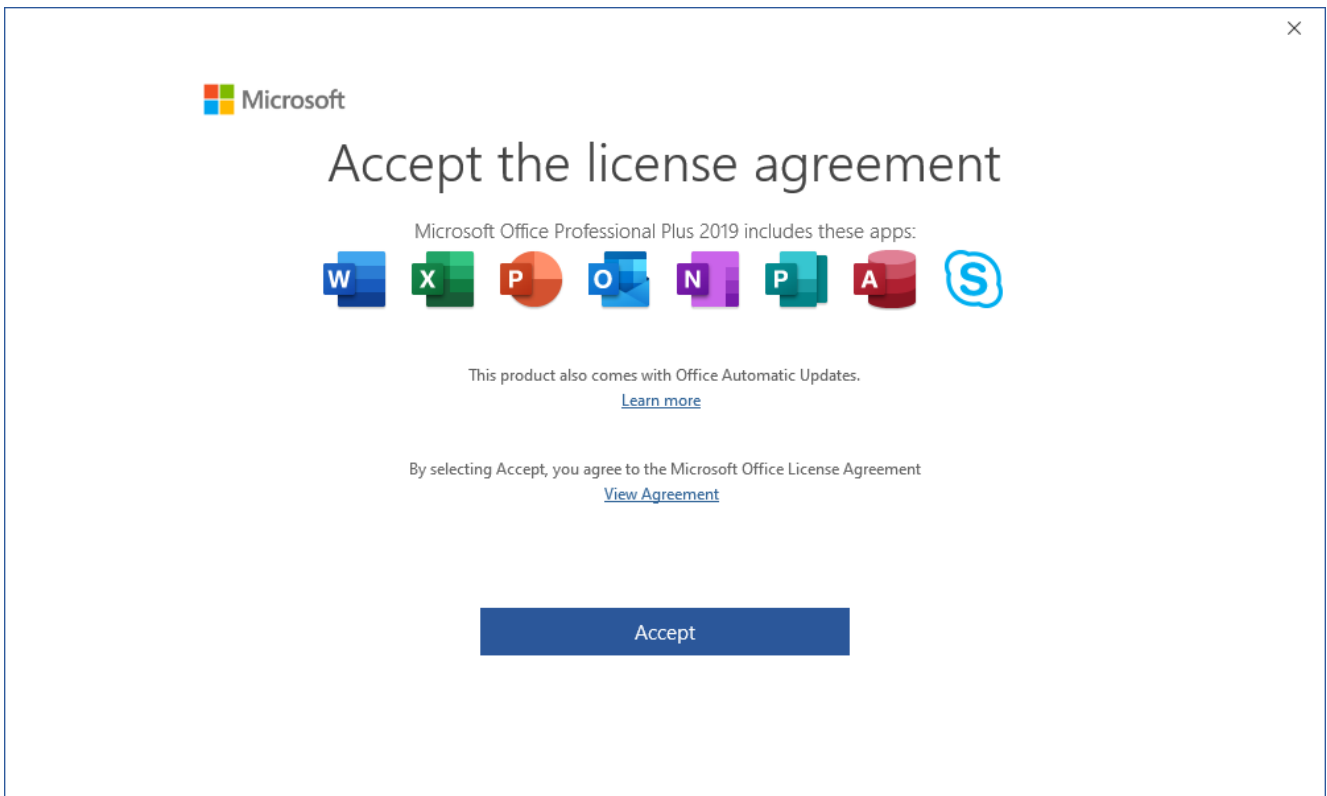




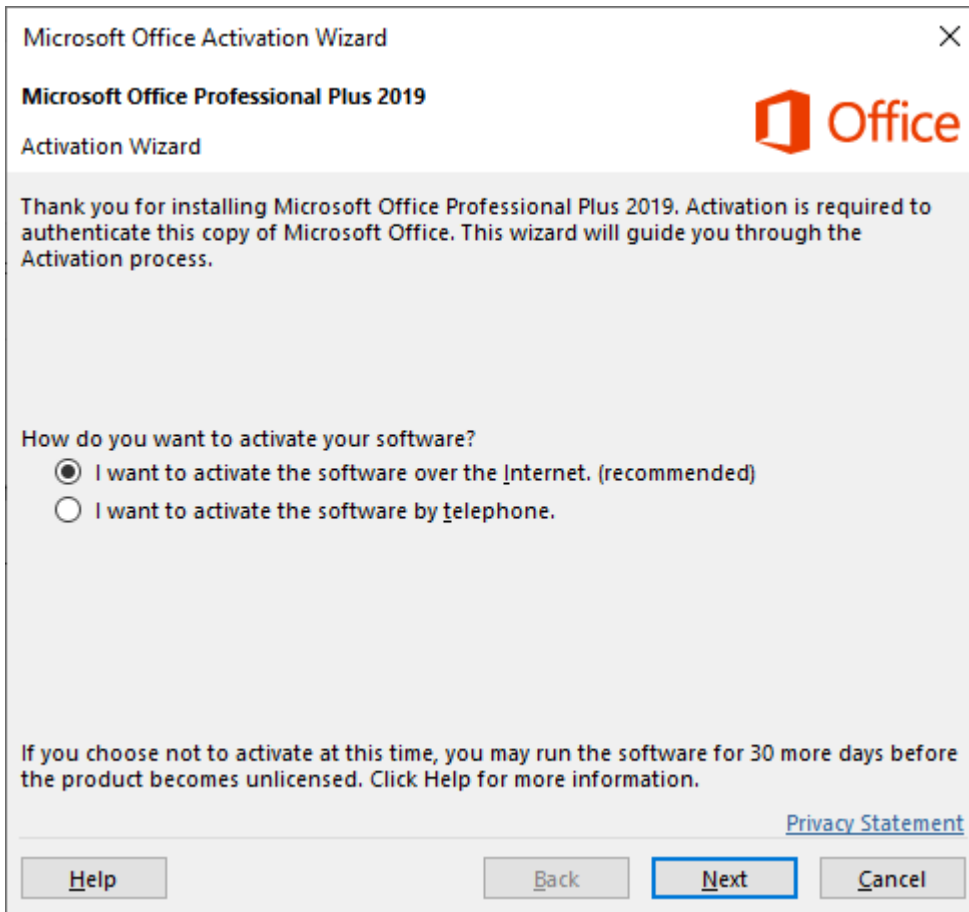
11. Enter your product key and click on Activate Office



12. Click on Accept



13. Select the activation method and then click on Next



14. All set it is ready to use

