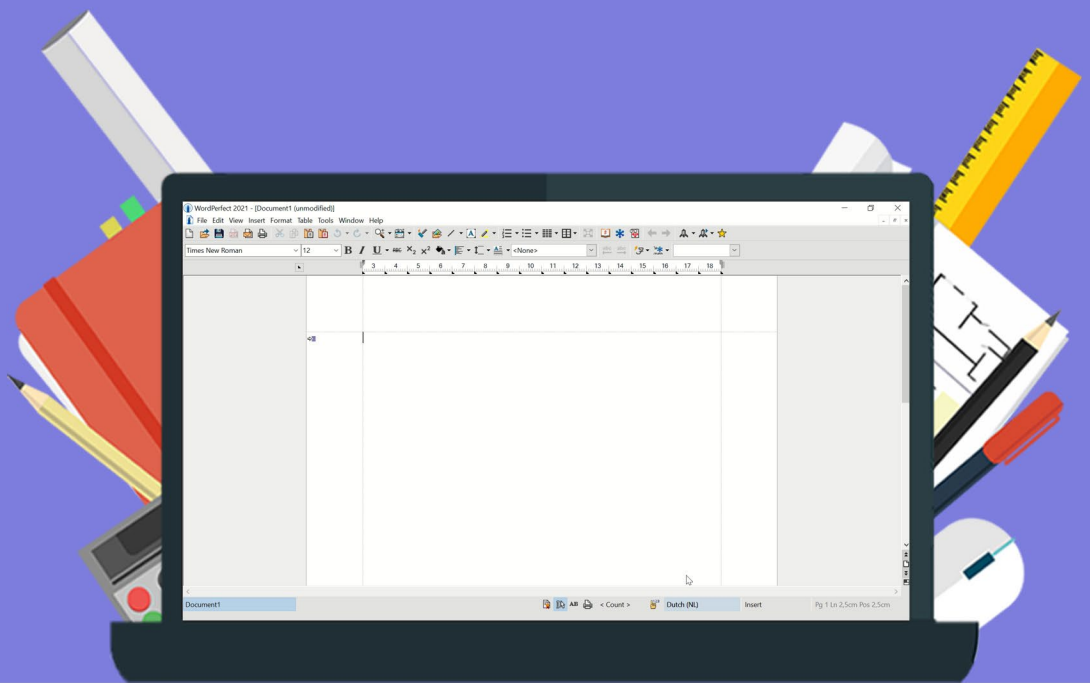
Installation Manual

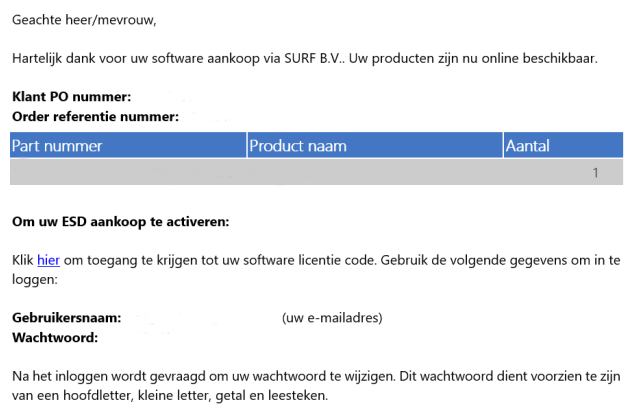


Microsoft 365 Personal

For Mac

Attention: Microsoft 365 will automatically be linked to the Microsoft account you're signed in with. We recommend signing in with a personal Microsoft account to guarantee continued access to your license.

Step 1: Order Microsoft 365 Personal on SURFspot. You will now get an email on the email address you provided from noreply@activate-here.com, with the subject title "Namens SURF B.V. uw download code". You can find a link to the environment where you can activate your license code. Click on the link in the email.



Geachte heer/mevrouw,

Hartelijk dank voor uw software aankoop via SURF B.V.. Uw producten zijn nu online beschikbaar.

Klant PO nummer:
Order referentie nummer:

Part nummer	Product naam	Aantal
		1

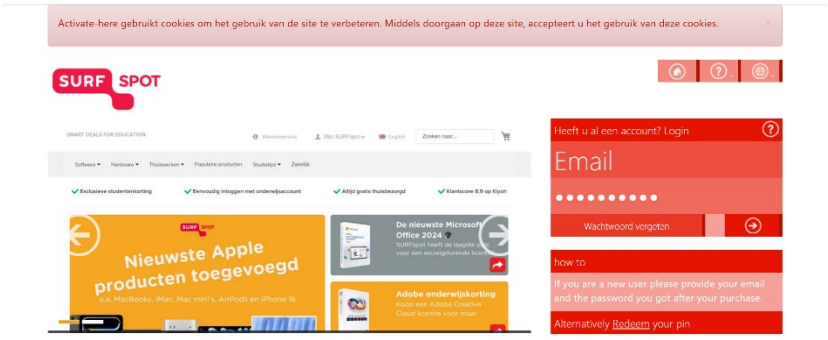
Om uw ESD aankoop te activeren:

Klik hier om toegang te krijgen tot uw software licentie code. Gebruik de volgende gegevens om in te loggen:

Gebruikersnaam: (uw e-mailadres)
Wachtwoord:

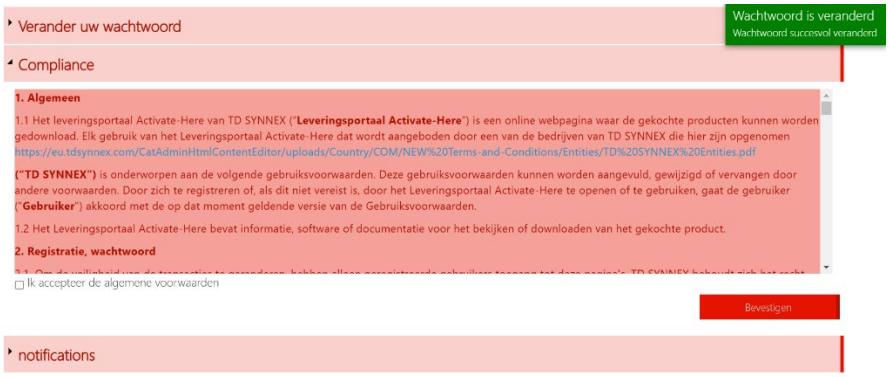
Na het inloggen wordt gevraagd om uw wachtwoord te wijzigen. Dit wachtwoord dient voorzien te zijn van een hoofdletter, kleine letter, getal en leesteken.

Step 2: You will now be redirected to the environment where you can activate your license code. Sign in with the username and password you received via email.

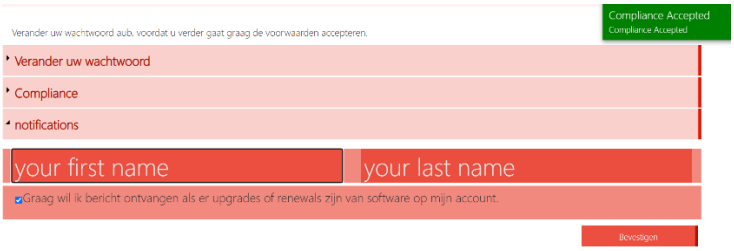


Step 3: Change your password and click on "Wachtwoord wijzigen" to confirm.

Step 4: Accept the terms and conditions by checking the box next to "Ik accepteer de algemene voorwaarden". Then, click on "Bevestigen".



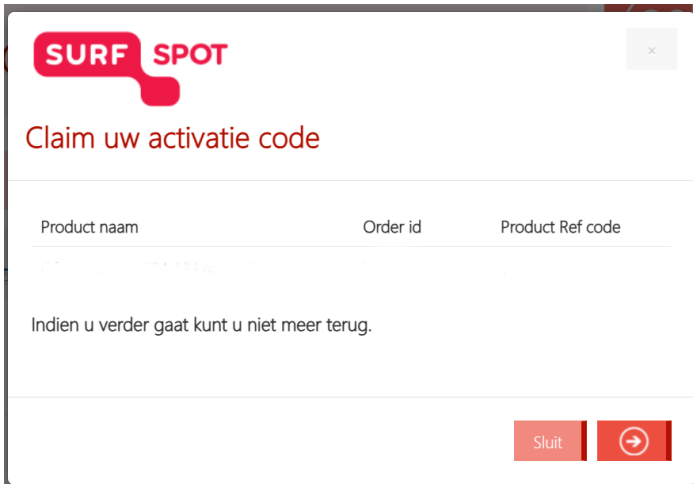
Step 5: Enter your name and click on “Bevestigen”.



Step 6: You are now logged in. Click on the key icon below “You have 1 out of 1 keys available”.

Step 7: Click on “Claim your code”.

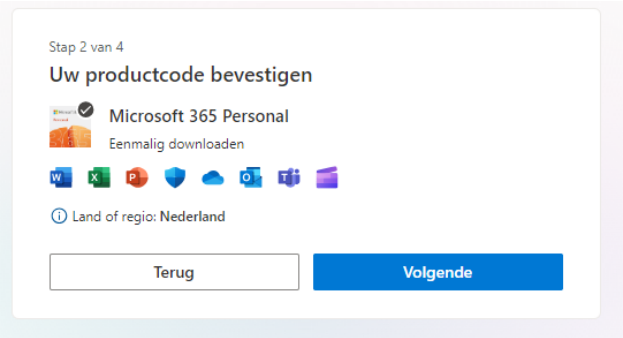
Step 8: Click on the arrow to activate your code.



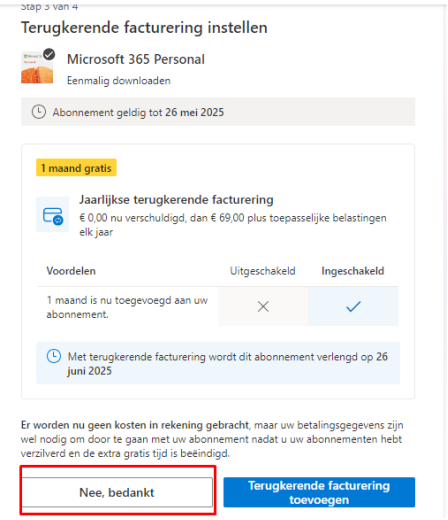
Step 9: Click on “Install products” and click on the download link.

Step 10: You will now be redirected to the page where you can install Microsoft 365. Click on “Get Started”.

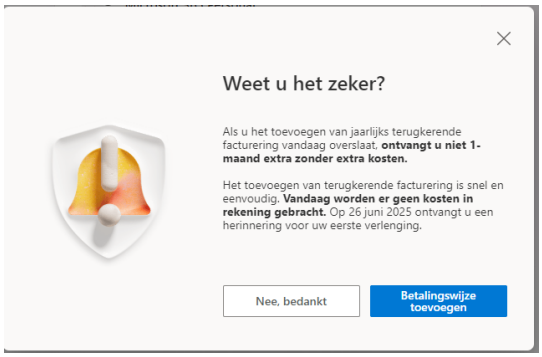
Step 11: You will now see an overview of the product you purchased. Click on “Next”.



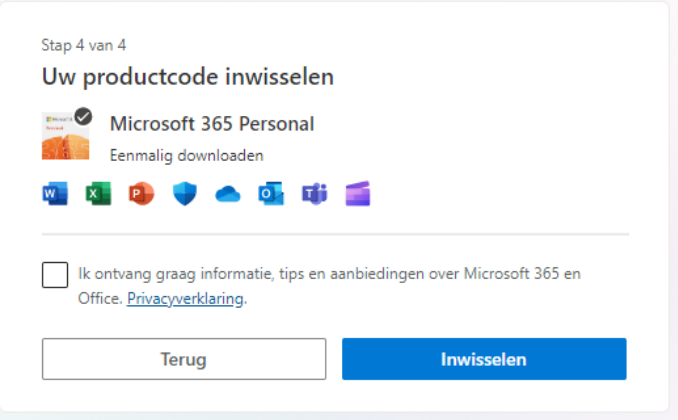
Step 12: You will now be asked if you would like to automatically renew your license. **Attention:** click on “No, thank you”, otherwise Microsoft can automatically extend your license after a year.



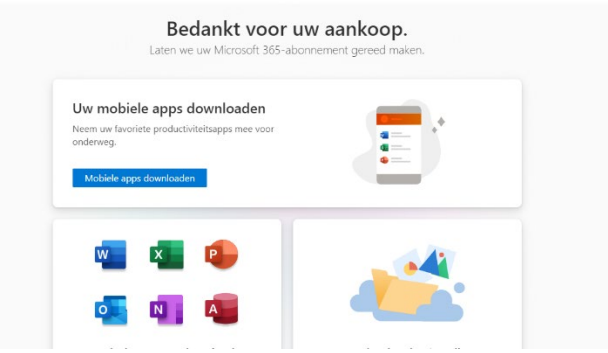
Step 13: Click on “No, thank you” again to definitively turn off automatic renewal.



Step 14: Click on “Redeem”, your license code will now be redeemed.

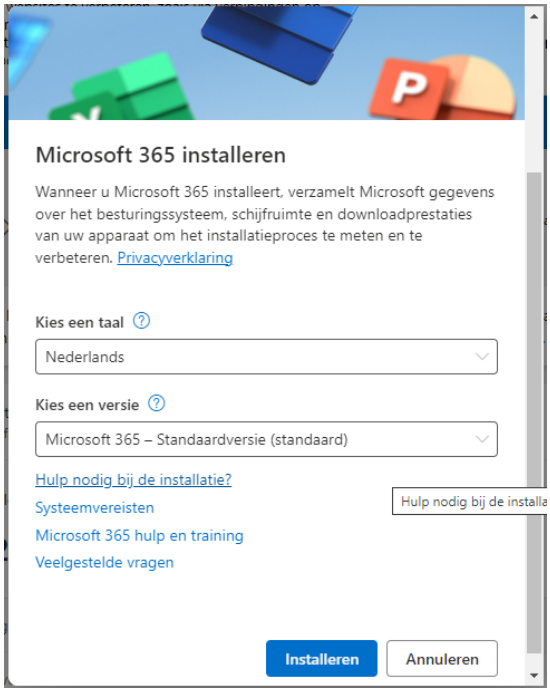


Step 15: You will now be redirected to the Microsoft 365 homepage. Scroll down and click on “Download desktop apps”.

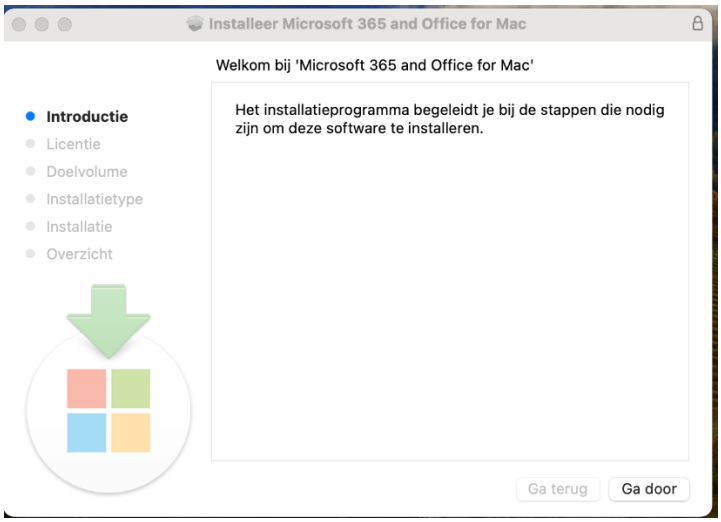


Step 16: You will now be redirected to your Microsoft account. At the top right of your screen, click on “Install Microsoft 365”.

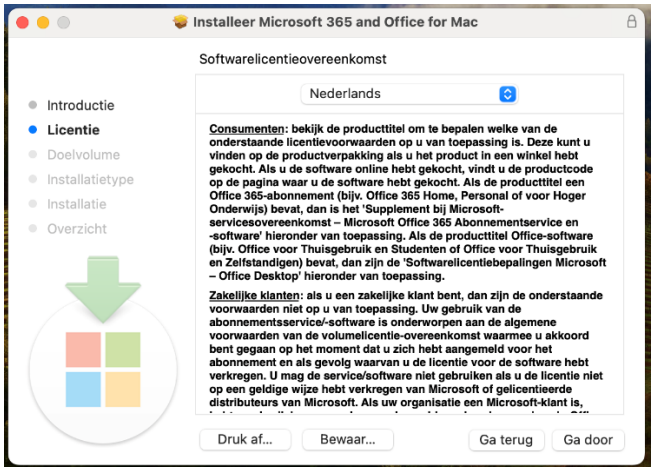
Step 17: Choose the language and the version of Microsoft 365 you’d like to install and click on “Install”.



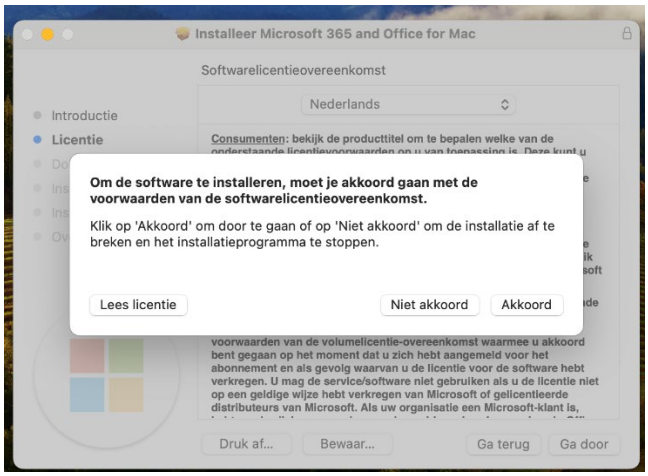
Step 18: The installation file will now download. Click on the installation file, the installation will now start. Next, click on “Continue”.



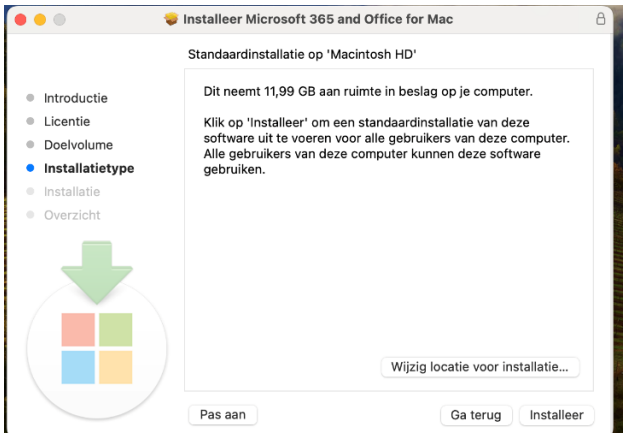
Step 19: Read through the license agreement and click on “Continue”.



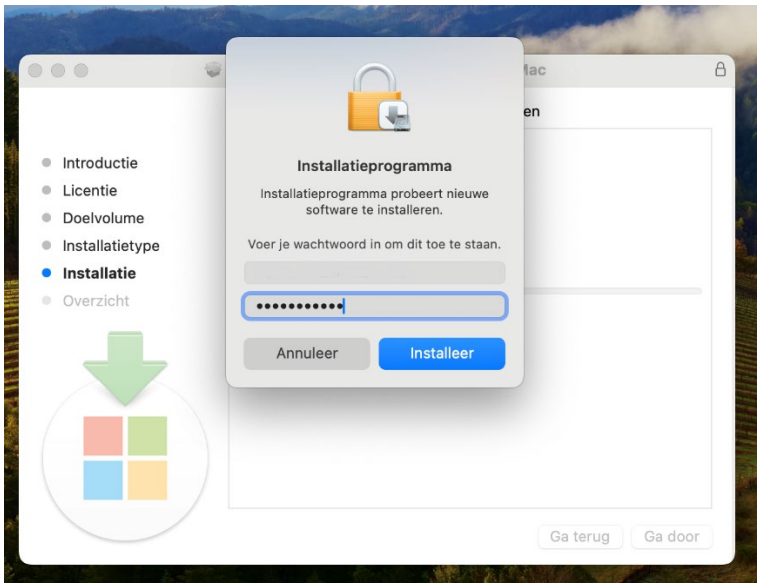
Step 20: Accept the license agreement by clicking on “Agree”.



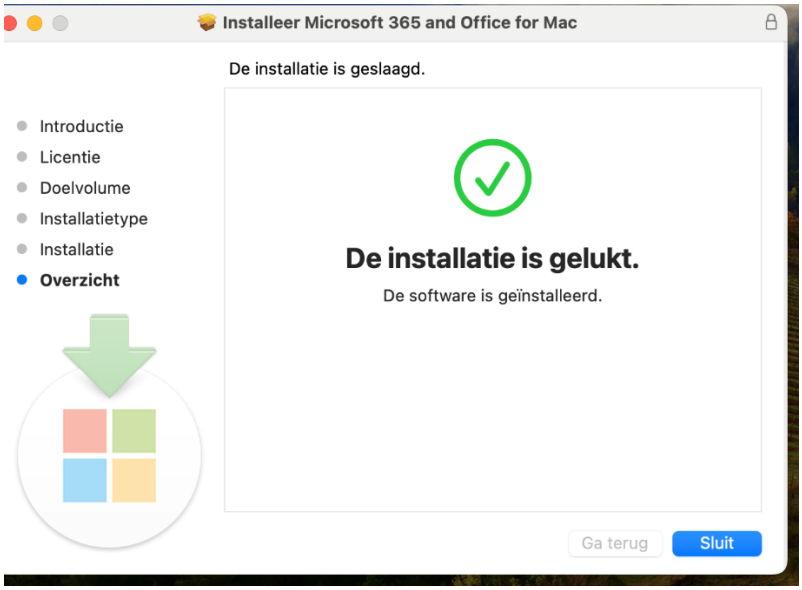
Step 21: You may now change the location of the installation by clicking on “Change location for installation…”. If the right location has been selected, click on “Install”.



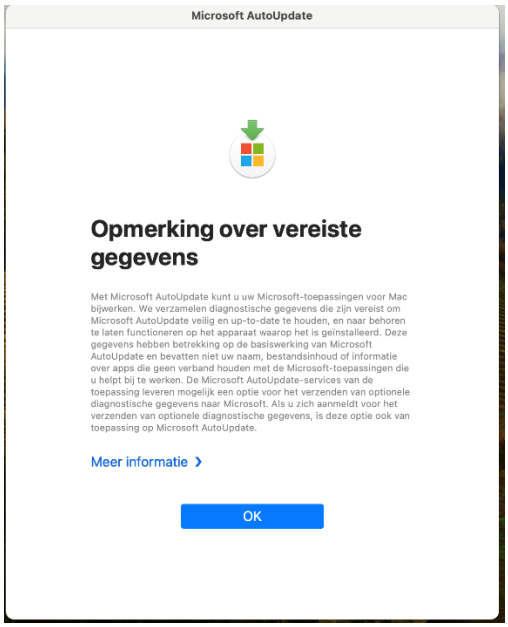
Step 22: Enter the password to your Administrator account and click on “Install”. Microsoft 365 will now install.



Step 23: You will now receive a notification that the installation is complete. Click on “Close”.

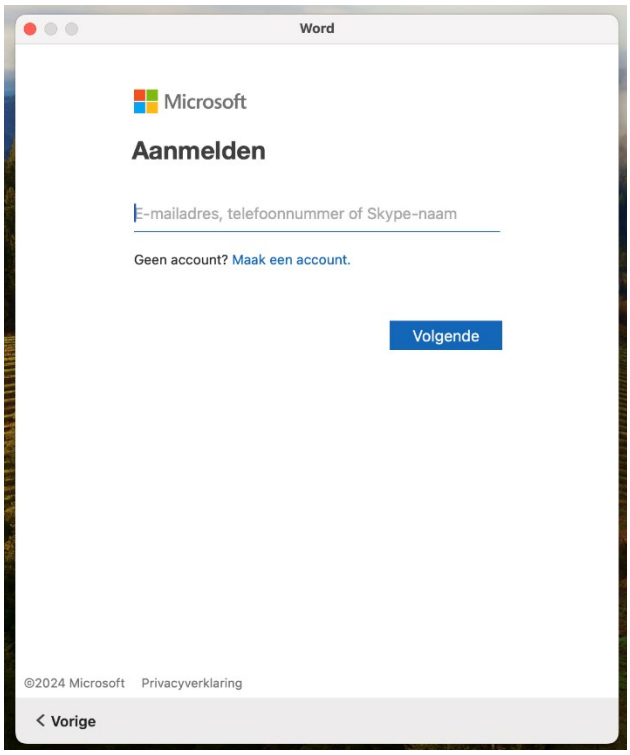


Step 24: Go to Finder > Applications and open a Microsoft 365 application (e.g. Word). Read the message of Microsoft regarding the collection of user data and click on “OK”.

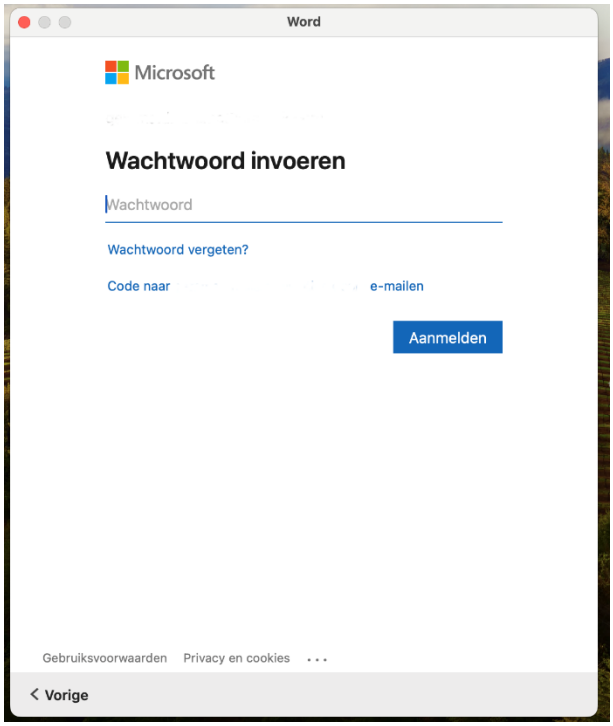


Step 25: Click on “Sign in or create account”.

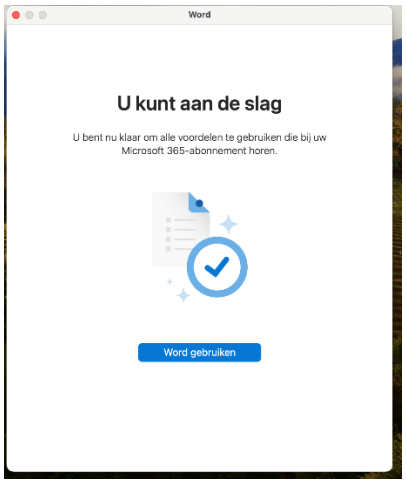
Step 26: Enter your email address and click on “Next”.



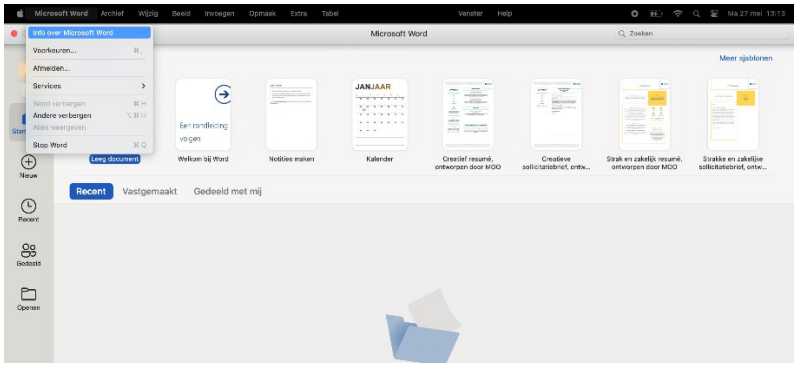
Step 27: Enter your password and click on “Sign In”.

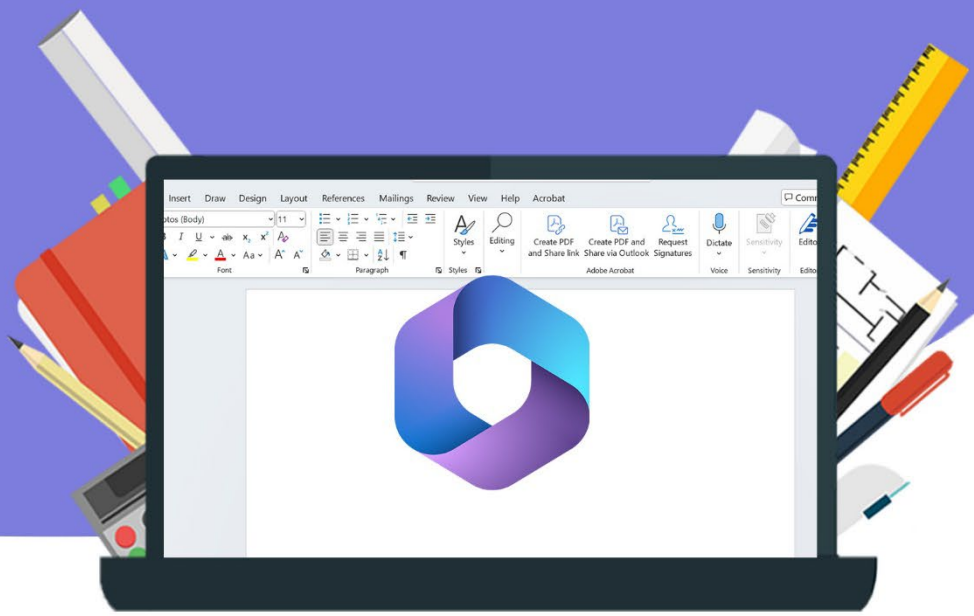


Step 28: You will now receive a notification that you can get started with your Microsoft 365 apps. Click on “Use Word”.



Step 29: You can now get started with your license! If you want to know if your license was activated successfully, click on “Info about Microsoft Word”, you will see all the information about your license.




Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
Acrobat
Styles
Editing
Create PDF and Share link
Create PDF and Share via Outlook
Request Signatures
Dictate
Sensitivity
Font
Paragraph
Styles
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Voice
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