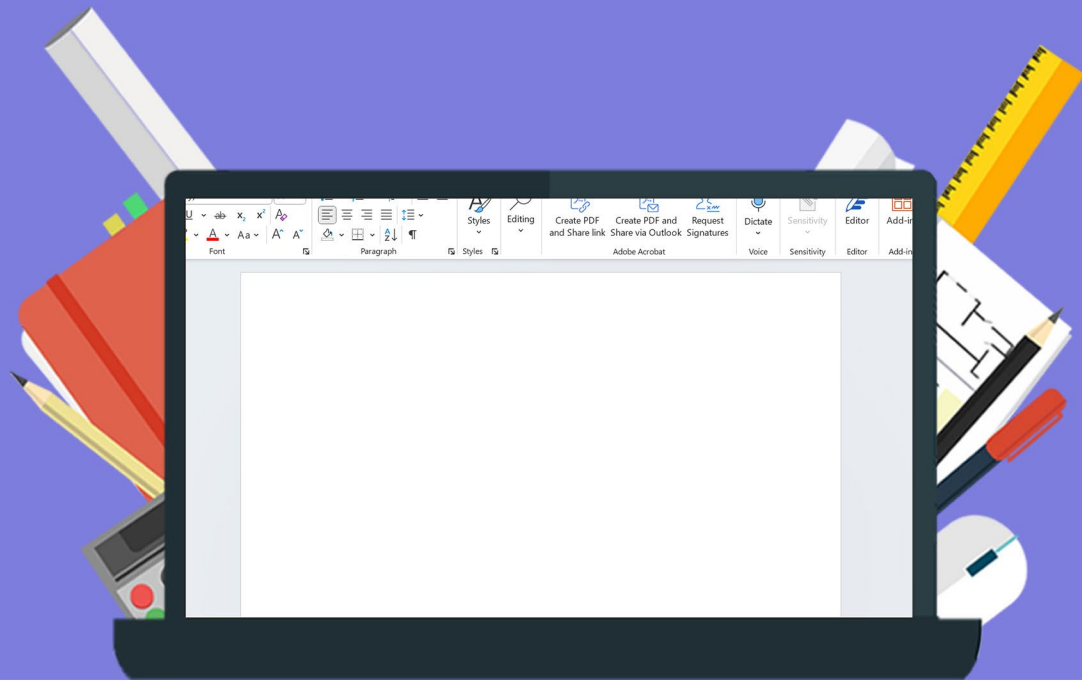


# Installation Manual



**Microsoft Office 2024**

For Windows

**Attention:** Microsoft Office 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 Office 2024 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
	Office Home 2024 All Lng Online	1

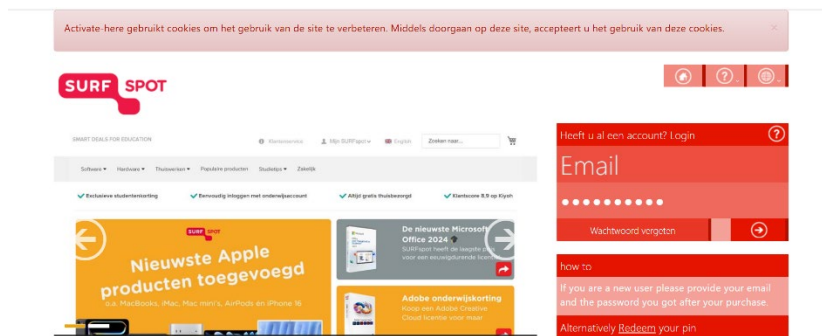
**Om uw ESD aankoop te activeren:**

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.

Verander uw wachtwoord

Huidig wachtwoord

Nieuw wachtwoord

Bevestig wachtwoord

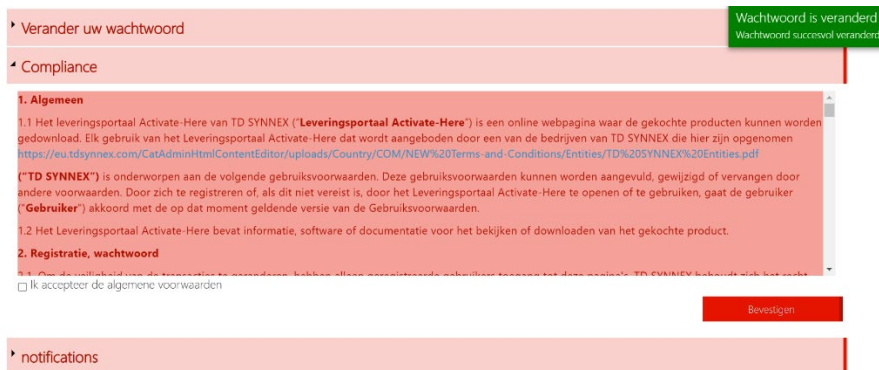
Verander uw wachtwoord

Compliance

notifications



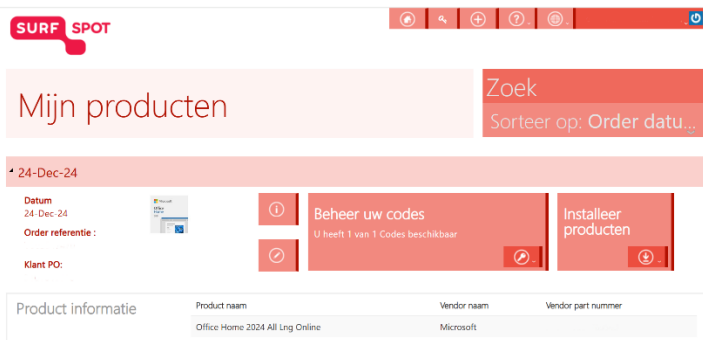
**Step 4:** Accept the terms and conditions by checking the box next to “Ik accepteer de algemene voorwaarden”. Then, click on “Bevestigen”.



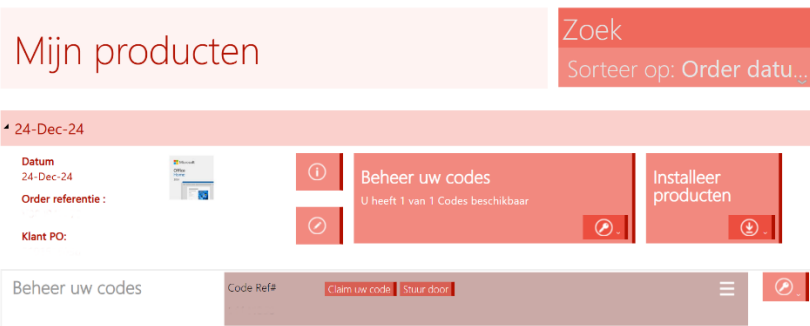
**Step 5:** Enter your name and click on “Bevestigen”.



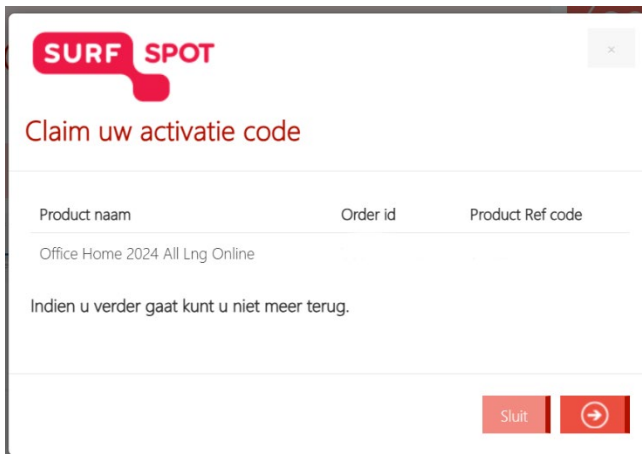
**Step 6:** You are now logged in. Click on the key icon below “You have 1 out of 1 keys available”.



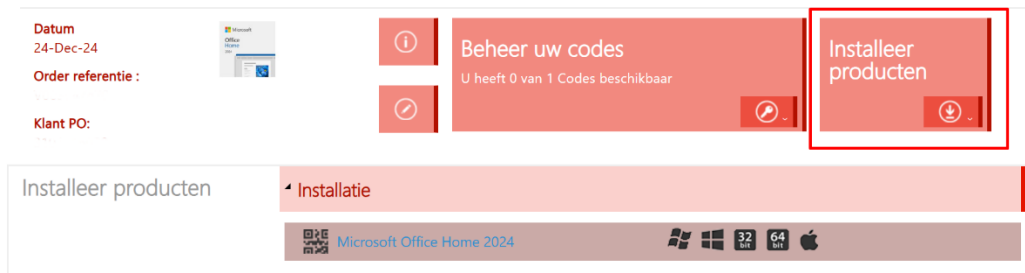
**Step 7:** Click on “Claim your code”.



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



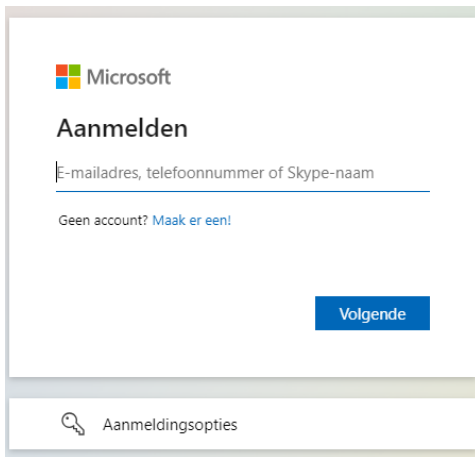
**Step 9:** Click on “Install products” and click on the download link.



**Step 10:** You will now be redirected to the page you can download Office 2024. Click on “Get Started”.

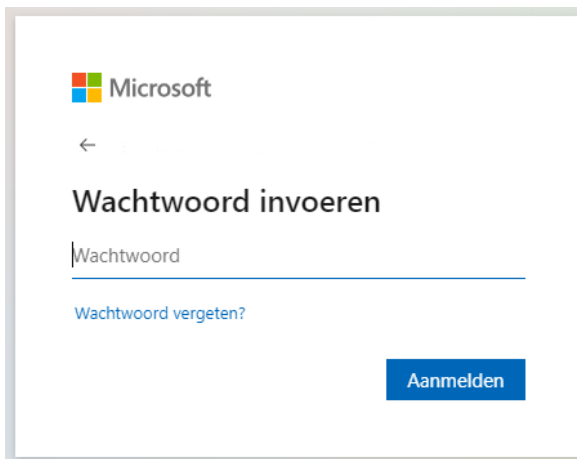


**Step 11:** Sign in with your Microsoft account and click on “Next”.



The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Aanmelden". There is a text input field with the placeholder text "E-mailadres, telefoonnummer of Skype-naam". Below the input field is a link that says "Geen account? Maak er een!". At the bottom right is a blue button labeled "Volgende". At the bottom left is a magnifying glass icon followed by the text "Aanmeldingsopties".

**Step 12:** Enter your password and click on “Sign In”.



The screenshot shows the Microsoft password entry page. At the top left is the Microsoft logo. Below it is a back arrow icon. The heading is "Wachtwoord invoeren". There is a text input field with the placeholder text "Wachtwoord". Below the input field is a link that says "Wachtwoord vergeten?". At the bottom right is a blue button labeled "Aanmelden".

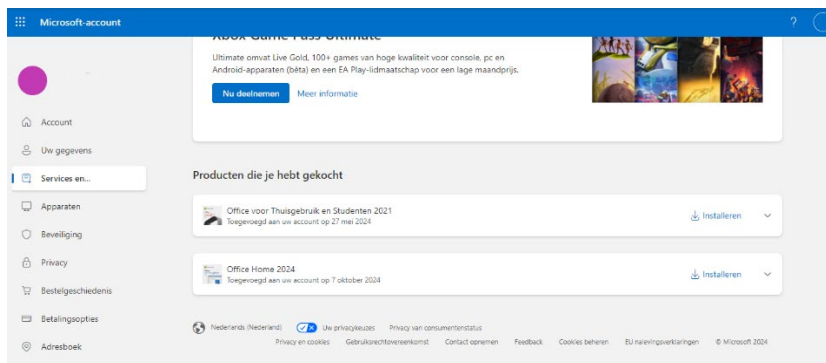
**Step 13:** In the next screen you can redeem your license code. Click on “Redeem”.



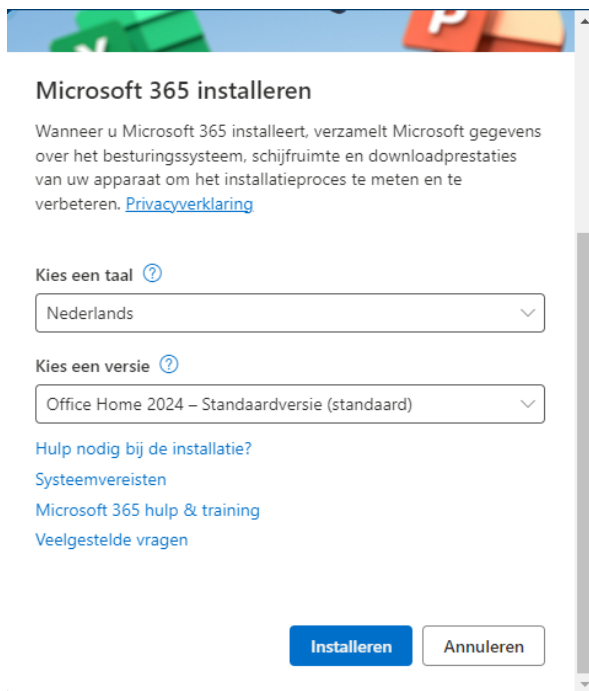
The screenshot shows the Microsoft license redemption page. At the top left is the text "Stap 2 van 2". Below it is the heading "Uw productcode inwisselen". Underneath is "Office Home 2024" and "Eenmalig downloaden". There is a link with a question mark icon that says "Land of regio: Nederland". A horizontal line separates the header from the main content. The main content contains a paragraph: "Microsoft geeft u onmiddellijk volledige toegang tot uw software nadat u deze aflossingsprijs hebt voltooid. Aangezien u dan alle wettelijke rechten op terugtrekking uit dat contract verliest, moet u de aankoopvoorwaarden van uw leverancier controleren op eventuele andere rechten die u hebt." Below this paragraph is a checkbox with the text "Ik wil informatie, tips en aanbiedingen over Microsoft 365 en andere Microsoft-producten en -services. [Privacyverklaring](#)." At the bottom are two buttons: "Terug" and "Inwisselen".



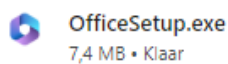
**Step 14:** You will now land at the “Services and Subscriptions” page of your Microsoft account. Scroll down until you see the product “Office for Home Use and Students 2021”, and click on “Install”.



**Step 15:** Choose the language you'd like to install Office 2024 in and click on “Install”. The installation file will now download.



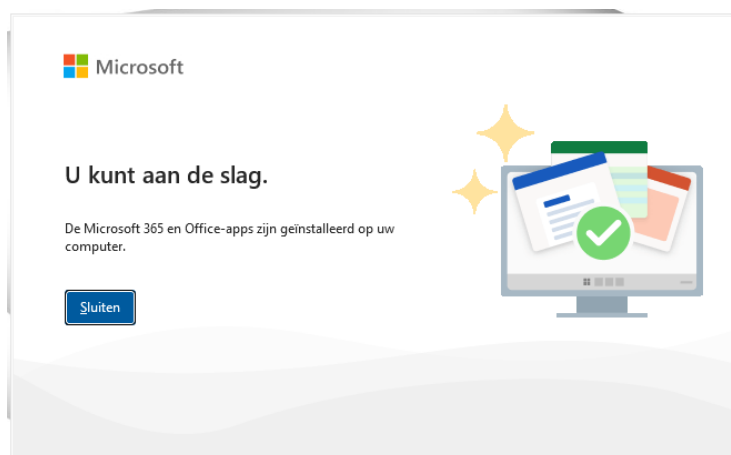
**Step 16:** Click on the installation file, the installation will now start.



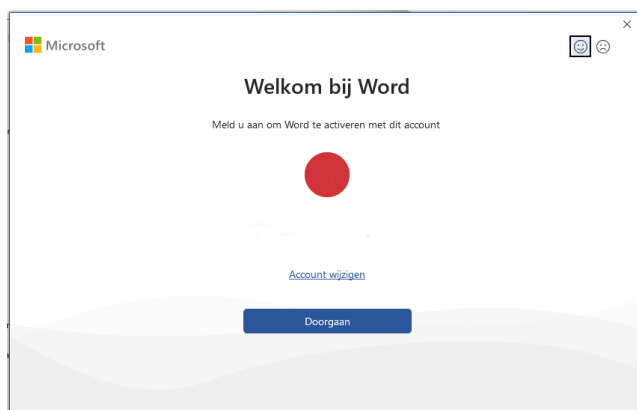
**Step 17:** Office 2024 will now install, this may take while.



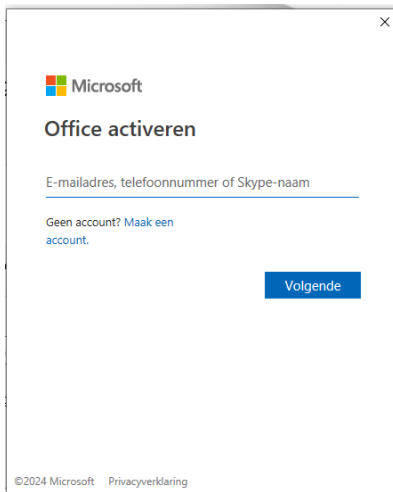
**Step 18:** You will now receive a notification that the installation is complete. Click on "Close".



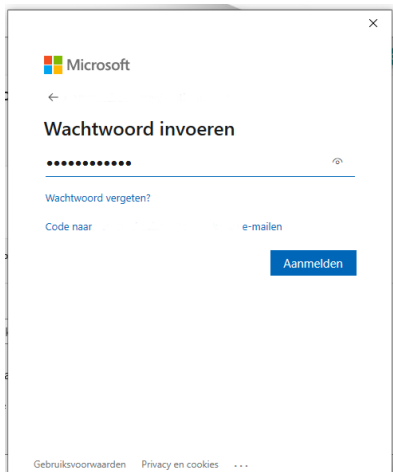
**Step 19:** Open an Office application (such as Word). You will now be asked to sign in to Microsoft. Click on "Continue".



**Step 20:** Enter your email address and click on “Next”.



**Step 21:** Enter your password and click on “Sign In”.

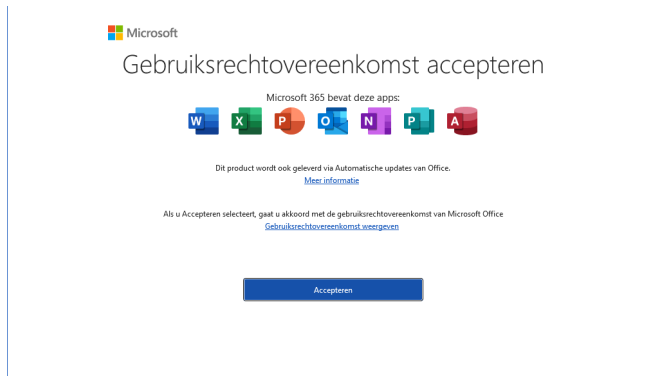


**Step 22:** Choose if you would like to use this email address to sign in to all things Windows, or just the Microsoft apps. Then, click on “Next”.

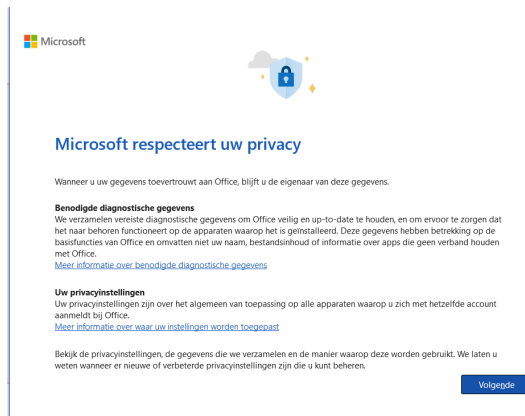




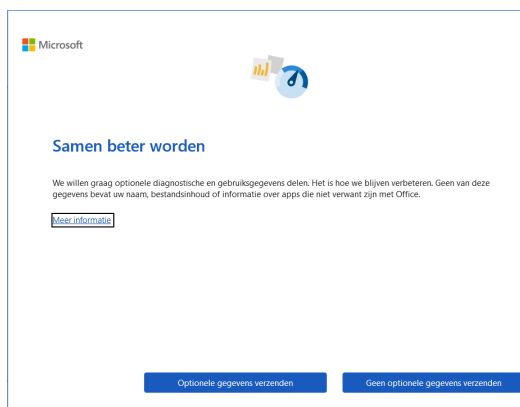
**Step 23:** Read through the user license agreement and click on “Accept”.



**Step 24:** Read through the privacy agreement and click on “Next”.



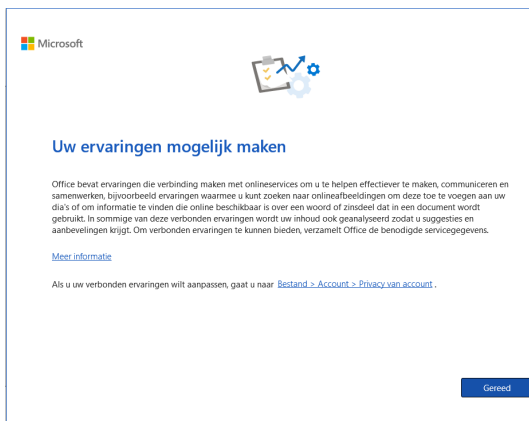
**Step 25:** You are now given the option to choose whether to share diagnostic and user data with Microsoft. If you want to share this, click on “Sent optional data”. If you don’t want to share this, click on “Do not share optional data”.



**Step 26:** You are now given the choice whether you want to receive personalized offers from Microsoft. If you would to receive those, choose “Adjust to personal preference”. If you don’t want to receive those, choose “Do not adjust offers to personal preference”.



**Step 27:** Click on “Done”, the installation and activation is now complete.



**Step 28:** You can now use your license! If you want to check if your license has been successfully activated, open an empty Word document and click on “Account”, this is where you can find all the information about your license.

