

Activate Office 2016/365

1. Open an Office application, such as Word.
2. Do one of the following:
3. For one-time purchases of Office, go to **File > Account > Activate Product**
4. For Office 365 subscriptions, go to **File > Account > Sign in**.
5. Select **Enter Product Key** under the email address field
6. Enter the Product key provided.

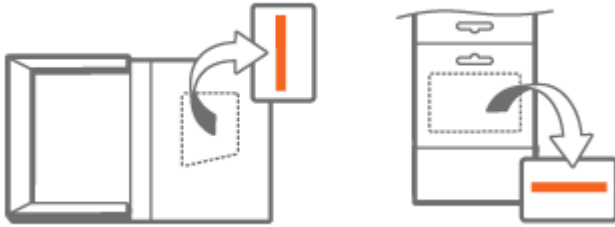
If the above does not work, please try the instructions listed below;

Redeem your product key and associate a Microsoft account with Office

Step 1: Find your product key and redeem it


Locate the 25-character product key which uses a combination of 25 letters and numbers on the back of your product card or on your receipt. It looks like this:

XXXXX-XXXXX-XXXXX-XXXXX-XXXXX



2. Go to <http://www.office.com/setup> and enter your key.

Enter your 25-character product key.

 Office

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

Next

Step 2: Sign in with a Microsoft account

On the Office sign in page, enter the Microsoft account email address and password that you'd like to associate with this copy of Office, and select Sign in.

If you don't have an existing Microsoft account, select Sign up now and follow the prompts to create an account; or follow the steps to [Create an account](#).

Sign in

Use your Microsoft account.
[What's this?](#)

<someone>@outlook.com

.....

Keep me signed in

Sign in

No account? [Create one!](#)

[Forgot my password](#)

[Sign in with a single-use code](#)

Microsoft

Remember this email address!
This Microsoft account email address and password is now associated with your copy of Office and you'll always use this account to sign in to the My Office Account page (www.office.com/myaccount) to install or reinstall Office, or to choose custom install options.
For Office 365 subscribers only: This is also the email address and password you'll use to [manage](#) your Office 365 account, [share Office](#), and [renew your subscription](#).
Additionally, if you use any of the Office mobile apps on your iOS, Android, or Windows mobile device and you sign in to the app with this Microsoft account, you have access to the app's [extra features](#) which is exclusive to Office 365 subscribers. See [Office 365 mobile setup - Help](#) for steps to set up Office on your mobile device.

2. Select the Country/Region and Language and then select Continue.

Your country or region

United States

Your language

English

Confirm

This takes you to the My Office Account page.

From here, you should be able to sign out of the Microsoft website and enter the email address you have just created or assigned to a Microsoft account. It will then run through the set-up of Office.

If you require any further assistance, please do not hesitate to contact us on 01432 845 139 or you can send an email on support@wbs.uk.com