
Installatiehandleiding



Office 2016

Voor Mac



Before you begin the (re-)installation of Office 2016 the following points are important:

Activation and re-installation:

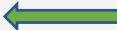
- Always install the software with a working internet connection. Being offline could result in a false installation.
- Do not worry if you are not asked to fill in the license code. By being online, the code is often activated automatically.
- Install the software within a month after ordering. After this you can contact us by mailing to info@surfspot.nl. We can provide you with a new downloadlink.
- Log in with your personal Microsoft account. This account is not being managed by us, so please save this email address yourself. We cannot trace back this email address afterwards.
- If you get the message that the code has already been used, then the code is most likely already been linked to a Microsoft account. In this case you can follow the steps of page 6.
- If you have already installed Office (or a trail version) once on your Mac, then please remove this version correctly. You can do this best by using the next two links: [removing office](#) & [license removal](#).

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Activating Office 2016 for Mac

Step 1: Log in on surfspot.nl and navigate in 'My SURFspot' to 'Orders'. In here you can click on the download link.


Bestellingen			
21-01-20	3100462997		Voltooid
	Office 2016 for Mac - Medewerker	Download  Toon licentie code	Verzonden

Step 2: You will be led to a download page. Click on the 'Download' button. Caution: the initial download link is 30 days valid. This does not mean that the software is only 30 days valid. You can always ask for a new download link through our customer service.


Hebt u hulp nodig?



Office Home & Business 2016 for Mac

 **31 Dagen Over!**
 Basistoegangsgarantie (1 maand) - Inbegrepen

Office Home & Business 2016 for Mac

[Downloaden](#)


Grootte: 1 GB

Lync for Mac

[Downloaden](#)

Step 3: After clicking on 'Download', you will find a page where you can log in (see image on the next page). Choose for 'Log in'. **Note: link the software to an existing Microsoft account or create a Hotmail or Live account if you do not already have this. Do not skip this step. This is important for a future re-installation.**

Hallo! Laten we uw Office downloaden

- ① Meld u aan met uw Microsoft-account





U gebruikt uw Microsoft-account voor alles wat u doet met Office. Als u een Microsoft-service als Outlook.com, OneDrive, Xbox Live of Skype gebruikt, hebt u al een account.

Aanmelden
Nieuw account maken

- ② Voer uw productcode in
- ③ Uw Office downloaden



Step 4: You will be brought to the page below. Select the language. Then click on 'Next'.

Hallo! Laten we uw Office downloaden

① Aangemeld als [Wijzigen](#)

② Accountinstellingen bevestigen

Office 2016 voor Thuisgebruik en Zelfstandigen voor Mac

Land of regio
 ?


Uw taal

[Volgende](#)

③ Uw Office downloaden

Step 5: You will reach your account page. Choose the version of Office you bought (2016) and click on 'Install'.

Services en abonnementen

	Office 2016 voor Thuisgebruik en Zelfstandigen voor Mac Microsoft Corporation	
	Installeren op Mac. Toegevoegd aan uw account op dinsdag 21 januari 2020	Installeren 
	Productcode	Productcode weergeven



Step 6: Click again on 'Install' on the page below.

×

Downloaden en installeren voor Mac

Office 2016 voor Thuisgebruik en Zelfstandigen voor Mac

[Hulp nodig bij de installatie?](#)
[Help en training voor Office](#)
[Veelgestelde vragen](#)

Wanneer u Office installeert, verzamelt Microsoft gegevens over het besturingssysteem, de schijfruimte en de downloadprestaties van Office om het installatieproces te meten en te verbeteren. [Meer informatie](#)

Vereist macOS Sierra 10.12 of hoger.

Annuleren
Installeren

Step 7: The setup will be downloaded. If this is done you can click on the downloaded file. If you cannot find this file down your screen, you can find it in your downloads.

Microsoft_Off...pkg ^

0,2/1,7 GB, 54 sec. rester...

Step 8: The installation will start now on your device. Follow the steps in the installation wizard.

● ● ●
🍌 Installeer Microsoft Office voor Mac 🔒

Welkom bij 'Microsoft Office voor Mac'

- **Introductie**
- Licentie
- Doelvolum
- Installatietype
- Installatie
- Overzicht

Het installatieprogramma begeleidt je bij de stappen die nodig zijn om deze software te installeren.

Ga terug
Ga door

Step 9: Start one of the apps of Office, like Word. You will need to log in. Do this with the Microsoft account that you logged in with at step 3.



Re-installing Office 2016 for Mac

Important: during the first time of installing Office 2016 you have linked the license to a personal Microsoft account. We do not maintain this account. Therefore we cannot retrieve this account once you have forgotten the log in.



Aanmelden

E-mailadres, telefoonnummer of Skype-naam

Geen account? [Maak er een](#)

[Aanmelden met Windows Hello of met een beveiligingsleutel](#) (?)

[Aanmeldingsopties](#)

Volgende

Step 2: After being logged in, you can choose the version you want to install. Click on 'Install'.

Services en abonnementen

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	Installeren op Mac. Toegevoegd aan uw account op dinsdag 21 januari 2020	Installeren 
	Productcode	Productcode weergeven

Step 3: A file will be downloaded. Open this file:



Microsoft_Office...pkg ^
0,2/1,7 GB, 54 sec. rester...



Step 4: Finish the setup that has been opened until the installation is done.



Step 5: Start one of the apps of Office, for instance Word. In here you will be asked to log in. Log in with the Microsoft account you used earlier to install the software.

All the apps will be downloaded after doing this!

If you have any questions, you can send us an email at info@surfspot.nl.

