
Installatiehandleiding



Office 2016 for Windows

Activation and
reinstallation

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

Activation and reinstallation:

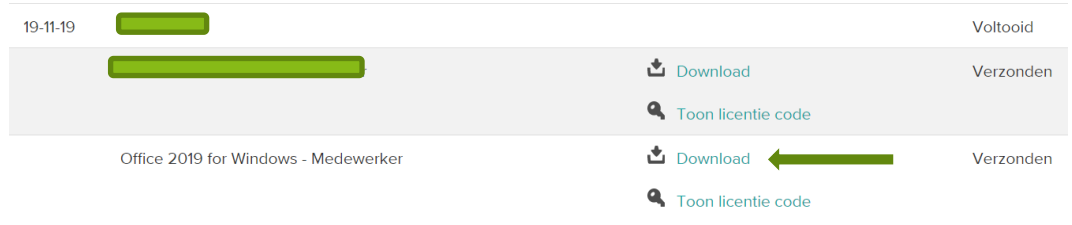
- Always install the software with a working internet connection. Going offline could result in a false installation.
- Do not worry if you do not have to fill in a license code. By being online, the code is often filled in automatically.
- Install the software within a month after ordering. After this, you can use one of the two download links from page 5.
- Sign in with your own Microsoft account. This account is not managed by us, so save the log in details yourself. We cannot trace these back in case of a reinstallation.
- If you get the message that your code has already been used, then it is likely that the code has been activated on a Microsoft account. In this case, follow the steps from page 5.
- If you had already installed Office in the past, or if you have been using a trial version of Office, then remove these versions well. You can do that most easily with the [Easy Fix Tool](#)

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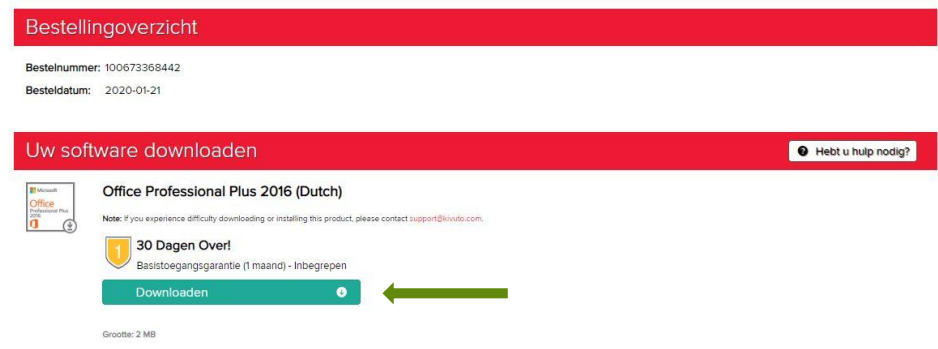


Activating Office 2016 for Windows

Step 1: Log in at surfspot.nl and go in your SURFspot account to 'Orders'. In here, click on download..



Step 2: You will be brought to a download page. Click on the 'Download' button. Note: the original download link is valid for 30 days. This does not mean that your Office license is 30 days valid. After 30 days, you can use the download links from page 5



Step 3: The setup will download. After this is done, click on the file down below your screen. If you cannot find this file, you can find it in your downloads folder. After clicking the file, you will see the screen below.



Step 4: After step 3, you will see the following screen in which the installation will be completed. Note: this can take some time! Do not stop the installation. Give it some time.



Step 5: The installation is complete. Click on 'Close' in the screen below.



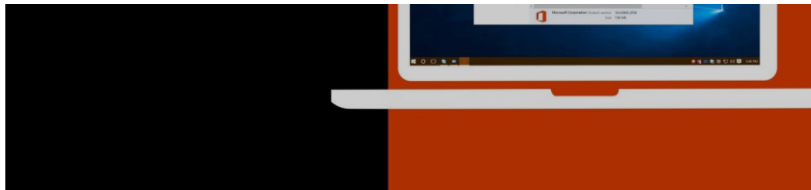
Step 6: Start a program from Office. You can do this by going to 'Start' and type in 'Word'. Click on the program and it will open. The screen below will open. In this screen, click on 'Sign in'. **Note: use an existing, personal Microsoft account or create a Hotmail or Live account. Do not skip this step, for it is important in case of a reinstallation!**



Reinstalling Office 2016 for Windows

If your license of Office 2016 is not visible in your account after logging in on office.com/myaccount, we recommend you to follow the steps below to reinstall Office:

Step 1: Remove your current Office installation. You can do this with the [Easy Fix Tool](#).



Tip: Video niet in uw taal? Selecteer **Ondertiteling** .

Probeer het zelf Transcriptie

Als u Office wilt verwijderen, kunt u daarvoor het Configuratiescherm gebruiken. Maar als u Office volledig wilt verwijderen, moet u daarvoor het hulpprogramma voor een snelle oplossing gebruiken.

1. [Download het hulpprogramma Easy Fix](#). ←
2. Open het hulpprogramma Easy Fix en klik op **Volgende**.
3. Klik op **Yes**. Het kan even duren voordat alle onderdelen van Office zijn verwijderd, dus schakel uw pc niet uit.
4. Wanneer het hulpprogramma klaar is, klikt u op **Volgende** en sluit u het hulpprogramma.
5. Start uw pc opnieuw op om het volledig verwijderen van Office te voltooien.

Step 2: After removing Office completely from your device, you will need to check if you are signed out of all Microsoft websites and pages.

Next, download the software of Office 2016 via one of the two following links:

- Office 2016 Windows [32bit](#)
- Office 2016 Windows [64bit](#)

If you want to check how much bit your computer runs, you can use [this link](#).

Step 3: Install the software with one of the two links above. After doing this you can open Word. Directly after opening this app, you will receive a pop-up (only if you are signed out everywhere with your Microsoft account) in which you will be asked to log in. In the same pop-up screen you will get the possibility to use a license code instead of logging in. Choose this option, often called 'I do not want to log in or create an account', and fill in your license code.



Step 4: If you do not get the option to fill in your code, click in Word on File > Account > Activate product.

Step 5: The software should be installed correctly now. You can check this by going to 'File' and 'Account'. In here you can see which installation is active and if the installation has been done correct.



All your apps will be activated after this!

If there are any questions or the installation did not go as expected, you can mail us at info@surfspot.nl.

