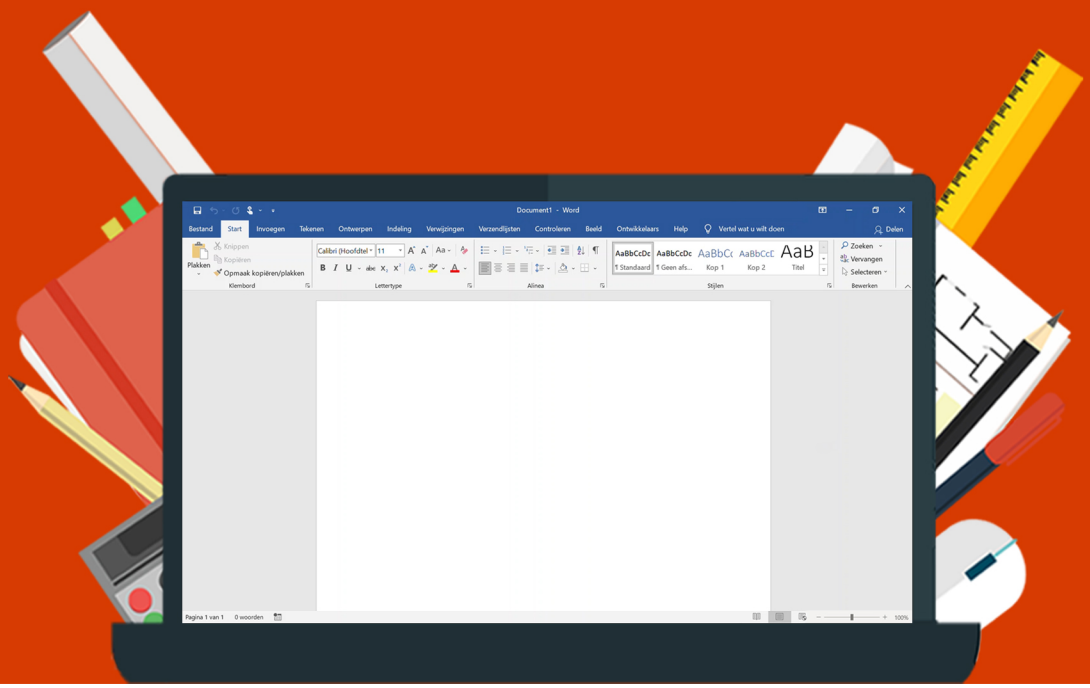
# Installation Manual



# Office 2019

For Windows

Notice: Before you begin the (re)installation of Office 2019, the following points are important:

**Activate & Reinstall:**

- Always install the software with a working internet connection. Going offline can cause an incorrect installation.
- Do not worry if you are not required to enter the license code. Being online often activates the code automatically.
- Install the software within one month of purchase. After this you can use one of the two download links found at the bottom of page 7.
- Sign in with your own Microsoft account. This account is not under our management, so please save the email address for yourself.
- If you get the message that the code is already in use, then most likely the code has already been activated on a Microsoft account. In that case, you can follow the steps from page 7.

- If you have already installed Office on your computer or if you have a trial version, please uninstall it first. The best way to do that is by using the Easy Fix Tool.

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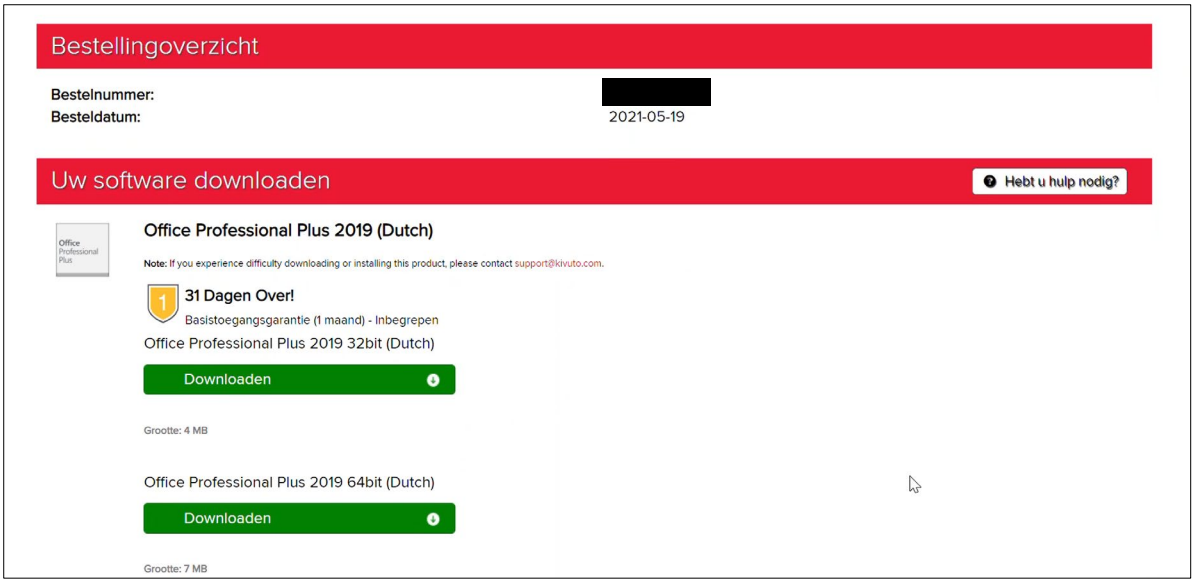
**Installing Office 2019 for Windows**

**Step 1:** Order Office 2019 from our website. Within 15 minutes you will receive several emails from us confirming your order and giving you the download details. You can always find this information in your account under 'Orders'.

**Step 2:** Click on the download link. You will now be redirected to the download page.



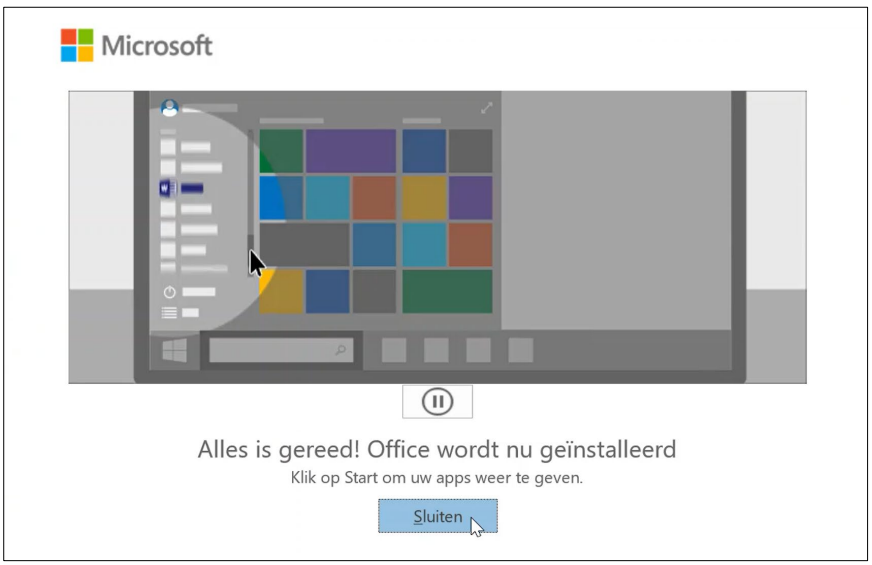

**Step 3:** Choose the right download for your computer. Then click on the 'Download' button. Please note that the basic one-month access guarantee applies to access the download, not to use of the software itself.

If you want to check how many bits your PC is running on, you can check this link.

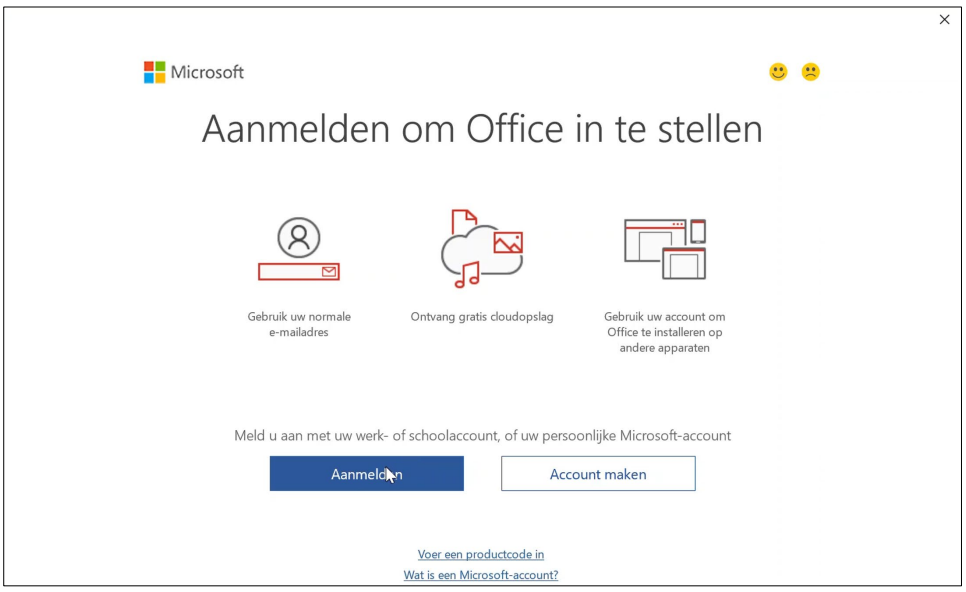
**Step 4:** The setup will now be downloaded. When this is finished, click on the file. If you cannot find it at the bottom of the screen, go to downloads and find the file there.

**Step 5:** Next, you will be taken to the screen where the installation is prepared. Please note that this can take some time! Do not abort the installation, but give this time.

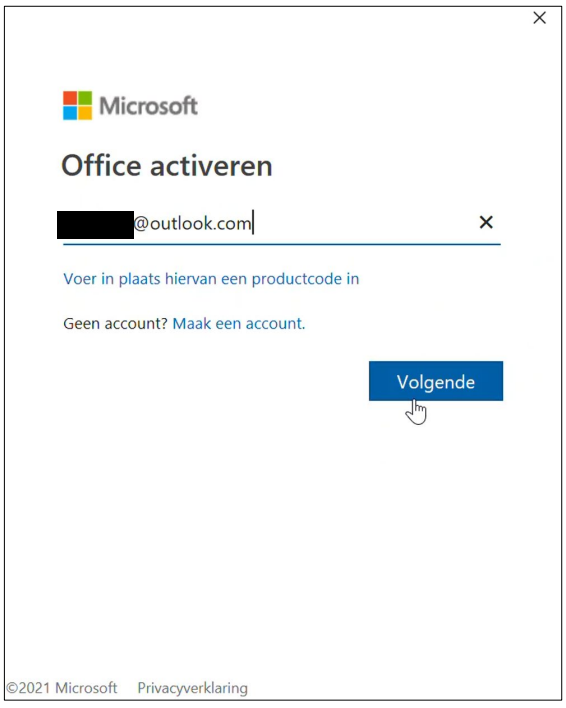
**Step 6:** The installation is now complete. Click 'Sluiten (Close)' on the screen below.



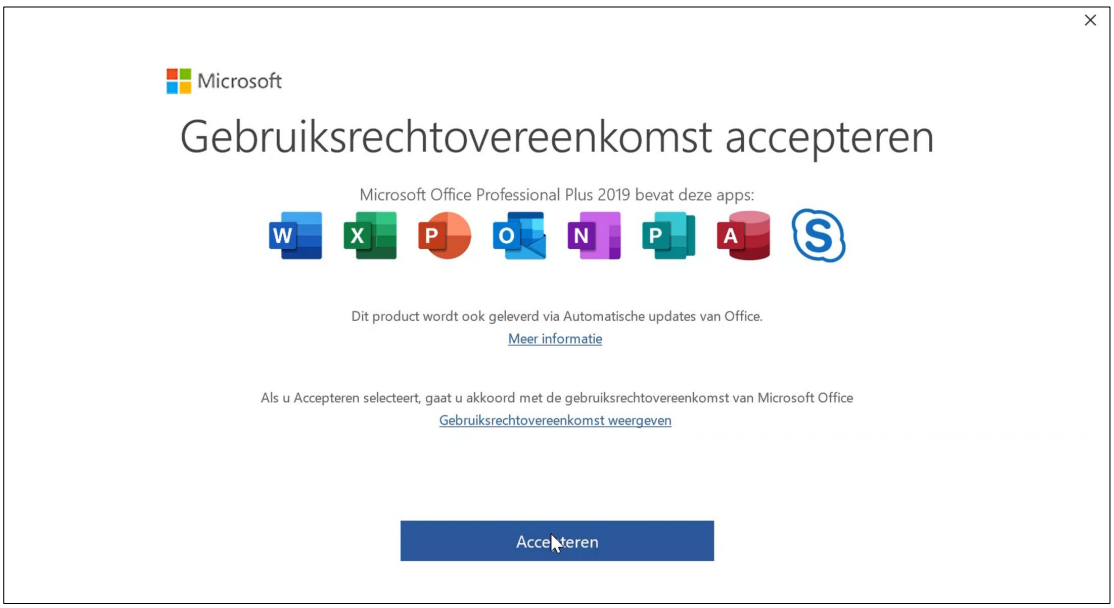
**Step 7:** Start an Office program. You can do this by going to 'Start' and typing 'Word'. Click on the program and open it. The following screen will open. Click on 'Aanmelden (Sign in)' in this screen.



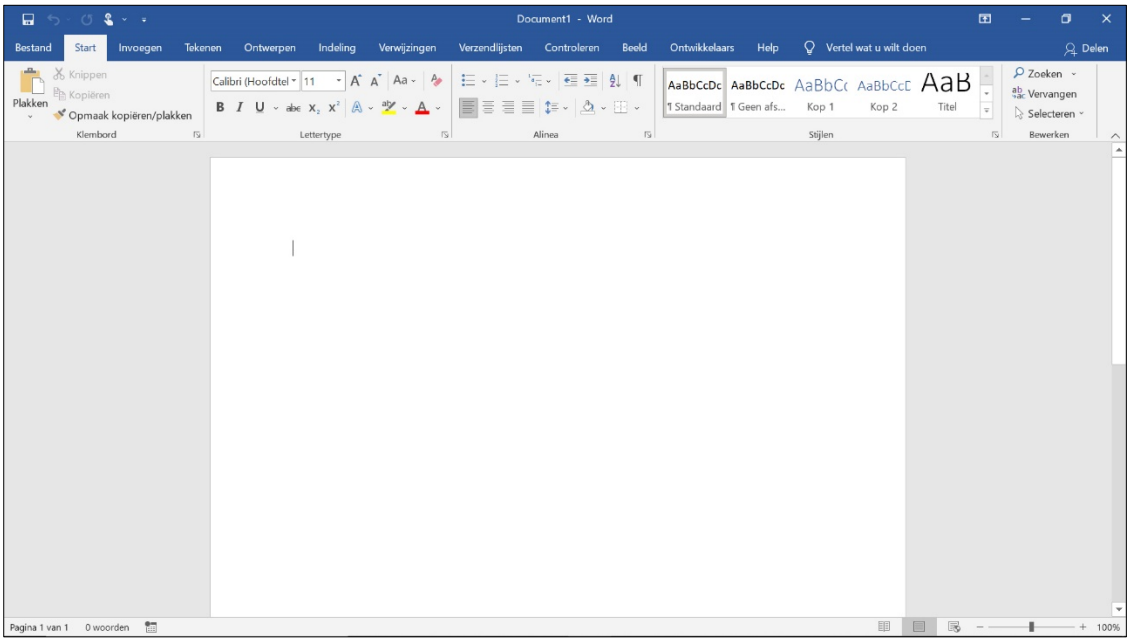

**Step 8:** Sign in with your own Microsoft account.



**Step 9:** Do not worry if you are not required to enter the license code. Being online often activates the code automatically. Click 'Accepteren (Accept)' to accept the license agreement.




Office 2019 is now ready to use!



## Reinstalling Office 2019 for Windows

**Step 1:** First, remove your current Office installation. You can do this by using 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.

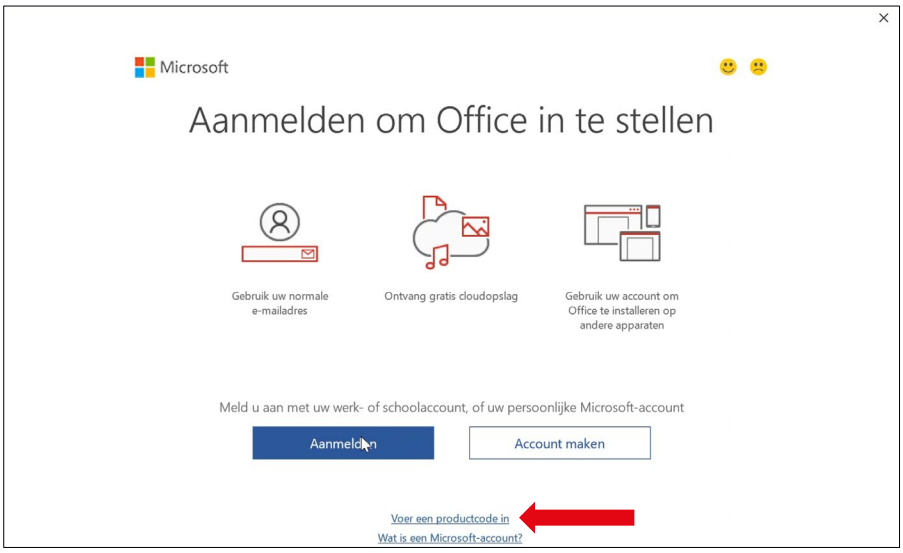
**Step 2:** After you have completely removed Office from your device, you should also check whether you are logged out from all Microsoft websites etc. If not, please do so.

**Step 3:** After this download Office 2019 using one of the following links:

- Office 2019 Windows 32bit
- Office 2019 Windows 64bit

If you want to see how many bits your computer is running on, you can check this link.

**Step 4:** Install the software using the link above. After you have done this you can open e.g. Word. Right after opening the software you will see a pop-up window (unless you are logged in somewhere with a Microsoft account!) in which you are asked to log in. In this same window you also get the option not to do this, and instead enter your product code to activate the software. Choose this option, often called ‘Voer een productcode in (Enter a product code)' and enter your product code.




**Step 5:** Now your software should be properly activated. You can check this by clicking on 'File' within Word and selecting 'Account'. Here you can see which installation is currently active on your device and if it has been activated correctly.

All of your programs are now activated!

If you have any questions, please contact us at info@surfspot.nl or for Schoolspot at info@schoolspot.nl.