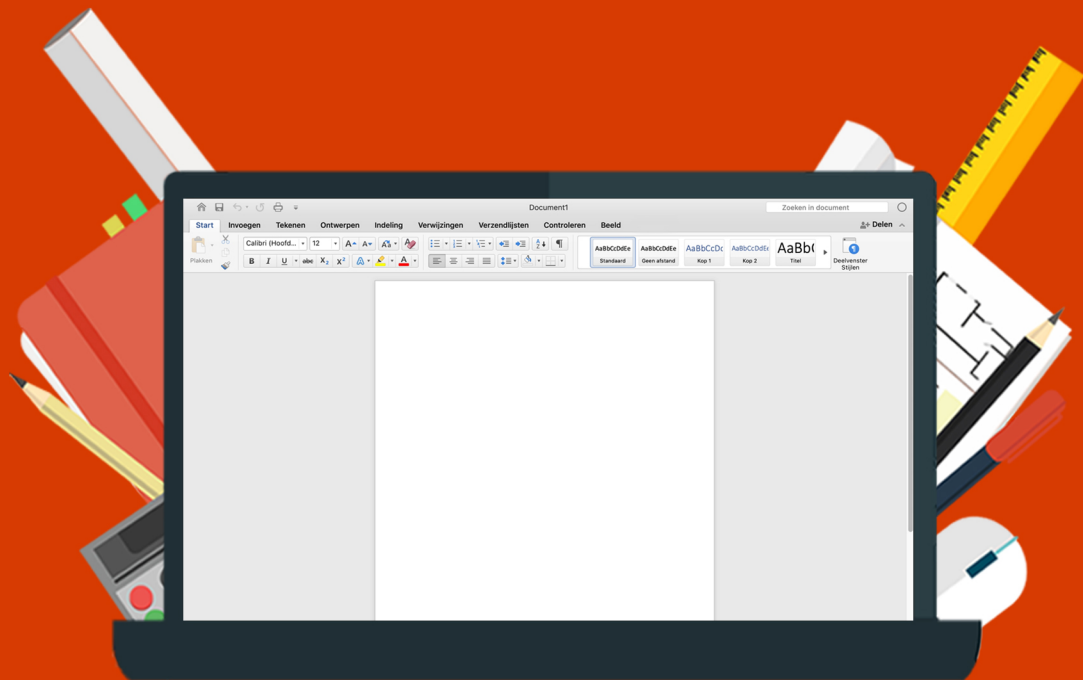


Installation Manual



Office 2019

For Mac

Note: 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. The download link can also be found in your Microsoft account, see page 11.
- Sign in with your own Microsoft account. This account is not under our management, so please save the email address for yourself. We cannot retrieve it for a reinstallation.
- 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 11.
- 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 following two links: [removing office](#) & [license removal](#).

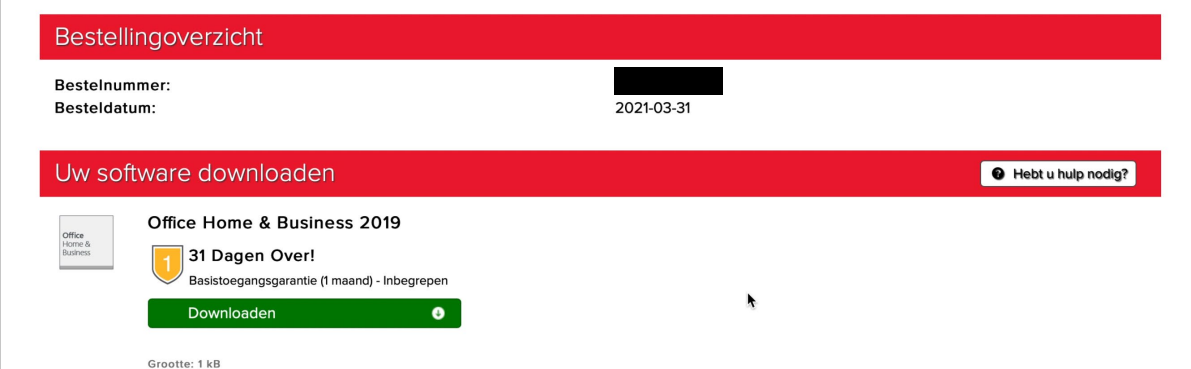
Activating Office 2019 for Mac.....	3
Reinstalling Office 2019 for Mac	11



Installing Office 2019 for Mac

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. 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.

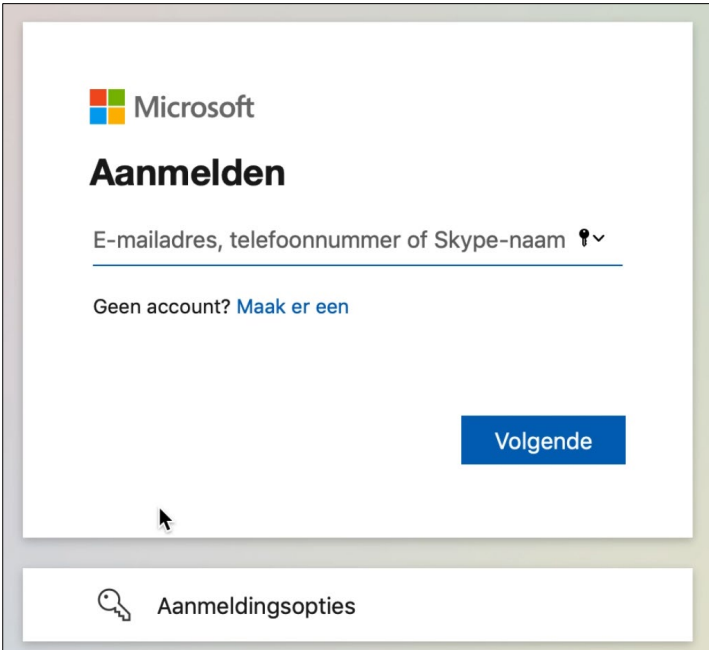


Step 3: You will now see the screen below. Choose 'Aanmelden (Sign In)' from here.

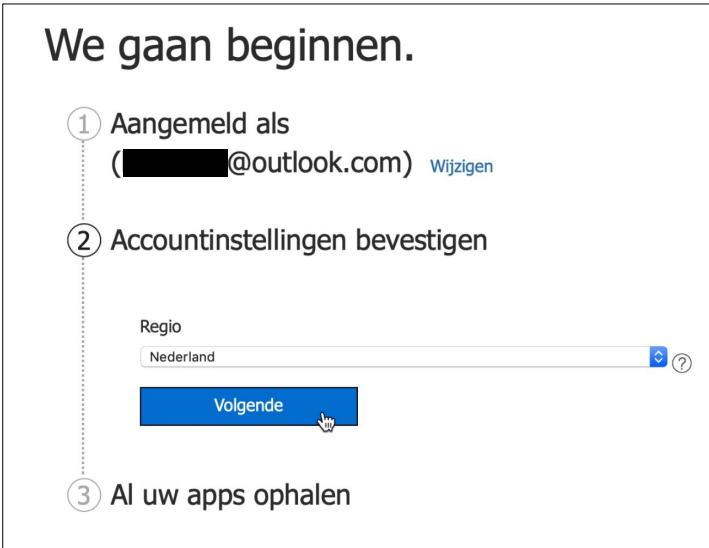
Note: link the software to an existing Microsoft account or create a Hotmail or Live account if you do not have one. Do not skip this step. This is important for a possible reinstallation!



Step 4: Sign in with your own Microsoft account.

The image shows the Microsoft login page. At the top is the Microsoft logo. Below it is the heading 'Aanmelden'. There is a text input field with the placeholder 'E-mailadres, telefoonnummer of Skype-naam' and a key icon. 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 link icon and the text 'Aanmeldingsopties'.

Step 5: You will then enter the screen below. Select the region and click 'Volgende (Next)'.

The image shows the Microsoft account setup screen. At the top is the heading 'We gaan beginnen.'. Below it is a vertical list of three steps: 1. Aangemeld als (██████@outlook.com) with a 'Wijzigen' link; 2. Accountinstellingen bevestigen; 3. Al uw apps ophalen. Under step 2, there is a 'Regio' label and a dropdown menu showing 'Nederland' with a blue arrow icon and a question mark icon. Below the dropdown is a blue button labeled 'Volgende' with a mouse cursor pointing at it.

Step 6: Do not worry if you are not required to enter the license code. Being online often activates the code automatically. Click 'Volgende (Next)'.

We gaan beginnen.

- 1 Aangemeld als
([REDACTED]@outlook.com) [Wijzigen](#)
- 2 Productcode bevestigd: Office 2019 voor
Thuisgebruik en Zelfstandigen [Wijzigen](#)
- 3 Microsoft 365-apps downloaden
☐ Ik wil informatie, tips en aanbiedingen over Microsoft 365 en andere
Microsoft-producten en -services. [Privacyverklaring](#)

Volgende

Step 7: You will enter your account. Choose the version you purchased (2019) and click 'Installeren (Install)'.

Services en abonnementen

Office
voor Thuisgebruik
en Zelfstandigen

Office 2019 voor Thuisgebruik en Zelfstandigen
Microsoft Corporation

Installeren op pc of Mac. Toegevoegd aan uw account op woensdag 31 maart 2021

[Installeren](#)

Productcode

[Productcode weergeven](#)

Step 8: Then click on 'Installeren (Install)' again in the screen below.

Office downloaden en installeren

Office 2019 voor Thuisgebruik en Zelfstandigen

[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](#)

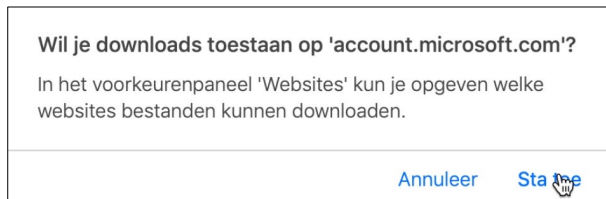
Vereist macOS Sierra 10.13.6 of hoger.

Annuleren

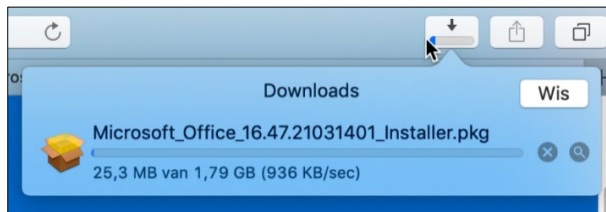
Installeren



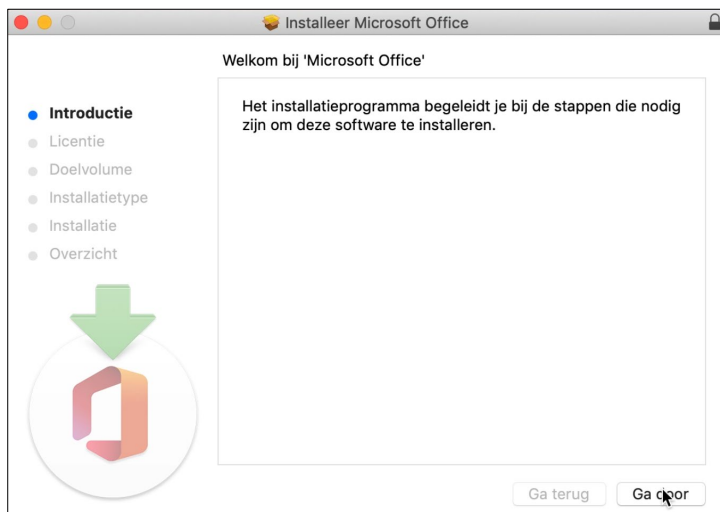
Step 9: You will get a notification asking if you want to allow downloads on 'account.microsoft.com'. Click on 'Sta toe (Allow)'.



Step 10: The download will now begin. Double click on the file when it is fully downloaded.



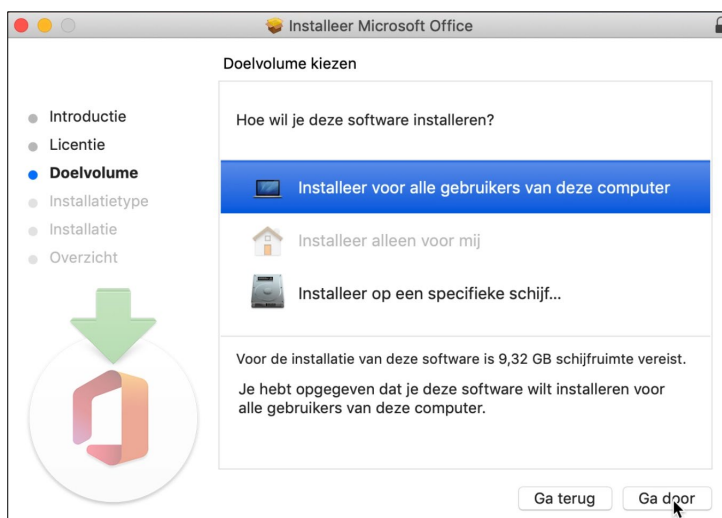
Step 11: The installation can begin. Click 'Ga door (Continue)' a few times to proceed.



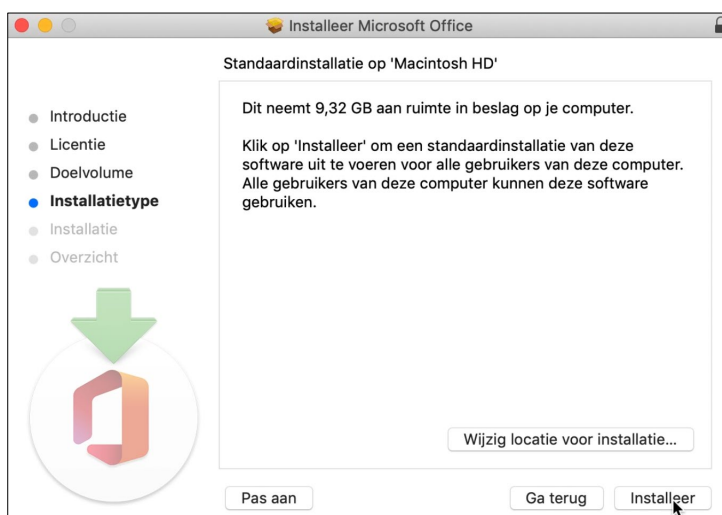
Step 12: Click 'Akkoord (Agree)' to accept the terms and conditions.



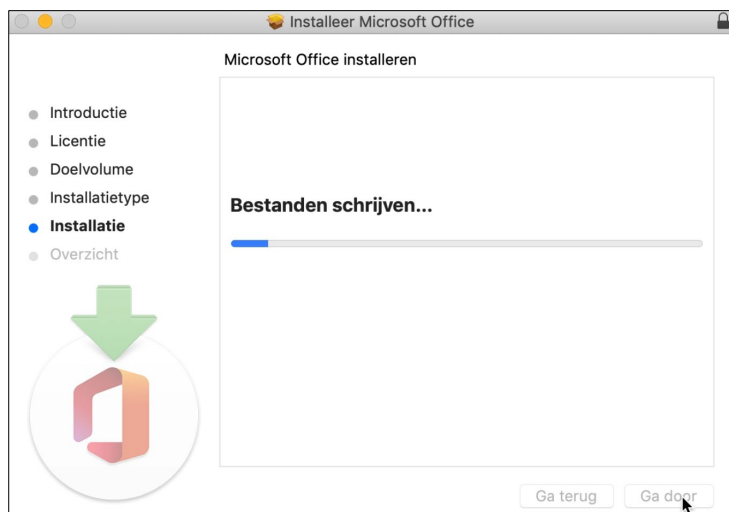
Step 13: Choose a location where you want to install the program and click 'Ga door (Continue)'.



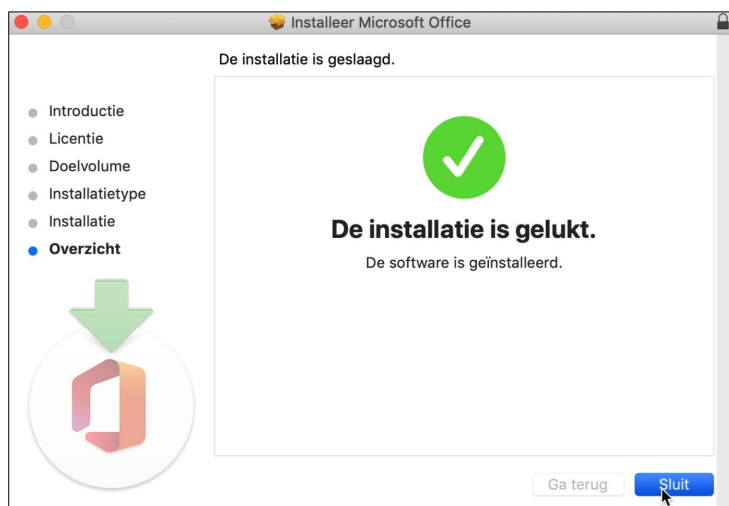
Step 14: Click 'Installeer (Install)' to start the installation.



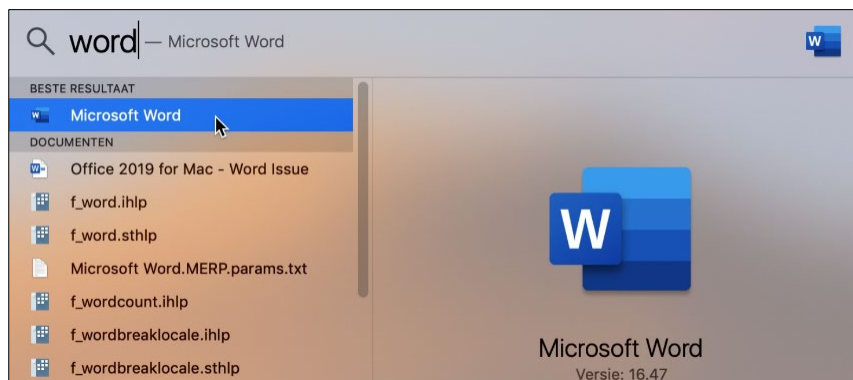
Step 15: Wait for the program to install. This may take quite a while.



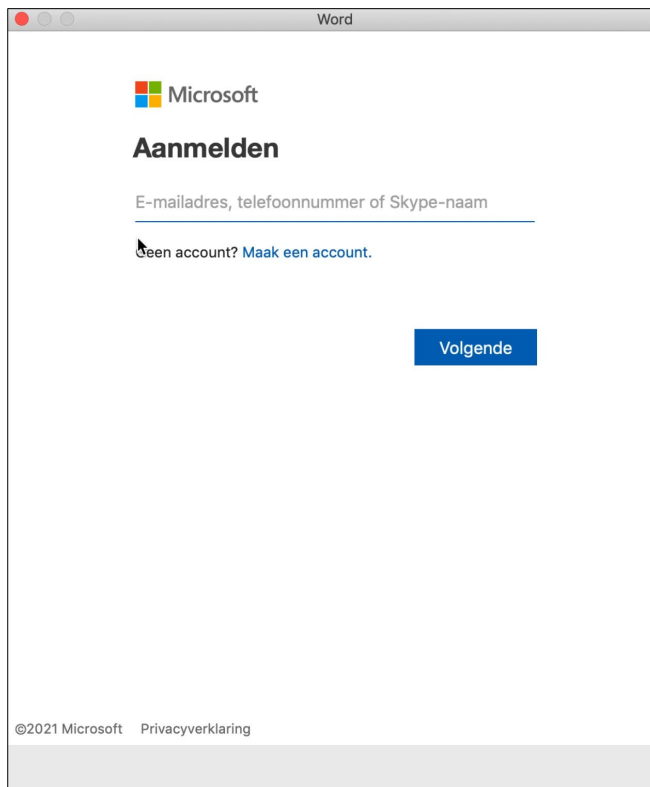
Step 16: Click 'Sluit (Close)' to complete the installation. The screen will then disappear.



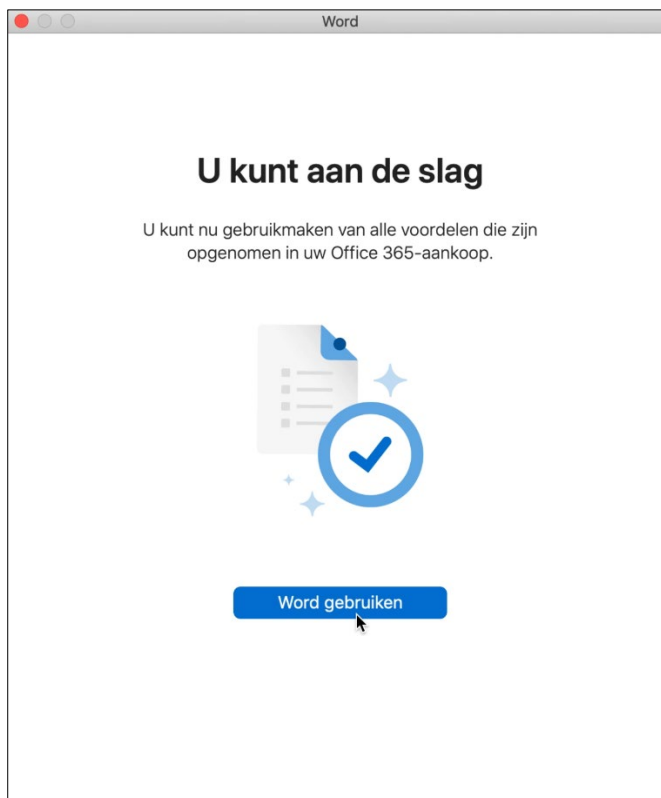
Step 17: You can open the software by searching it through the Applications folder. Or click on the Spotlight icon (magnifying glass) in the menu bar and search for 'Word' there. Click on the program to open it.

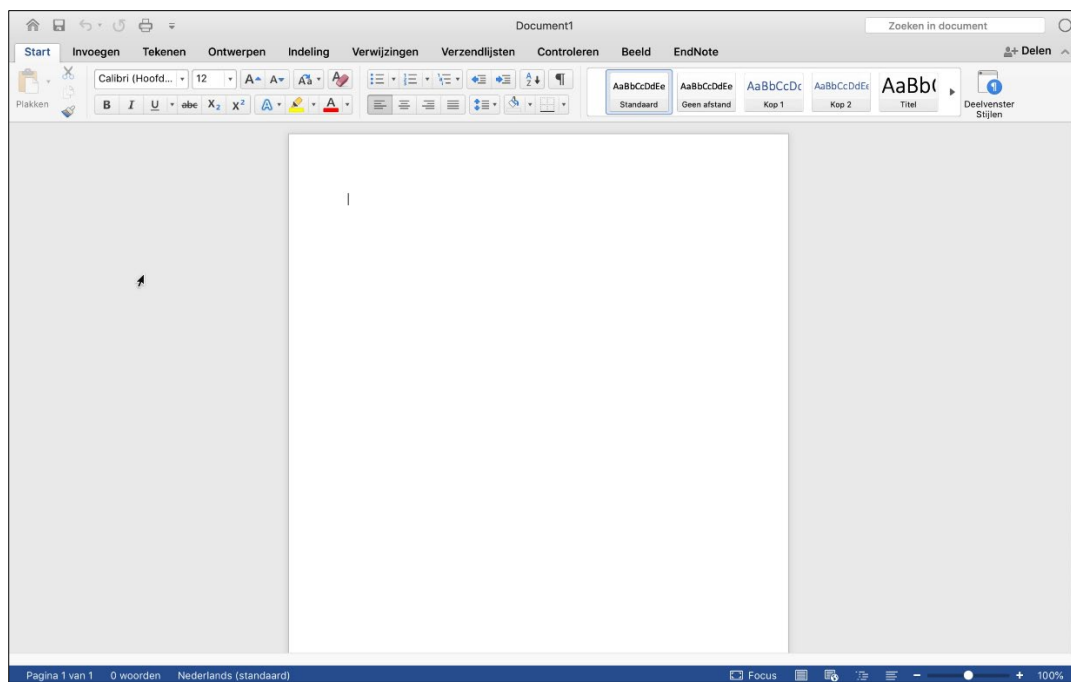


Step 18: Sign in with your own Microsoft account, to which your license is linked.



Step 19: Click on 'Word gebruiken (Use Word)'.



Step 20: Office 2019 is now ready to use!

Reinstalling Office 2019 for Mac

Please note: when you first installed Office, you linked the license to your own Microsoft account. This account is not under our management, so please save the email address for yourself. We cannot retrieve it for you if you forget it.

Step 1: Go to www.office.com/myaccount. Log in there with your own credentials, which your license is linked to. This is usually a Hotmail, Live or Outlook account.

The image shows the Microsoft login page. At the top is the Microsoft logo. Below it is the heading 'Aanmelden'. There is a text input field labeled 'E-mailadres, telefoonnummer of Skype-naam' with a dropdown arrow. Below the input field is a link that says 'Geen account? Maak er een'. At the bottom right of the main content area is a blue button labeled 'Volgende'. At the bottom left, there is a link with a key icon labeled 'Aanmeldingsopties'.

Step 2: After logging in, find the version you want to download and click 'Installeren (Install)' behind it.

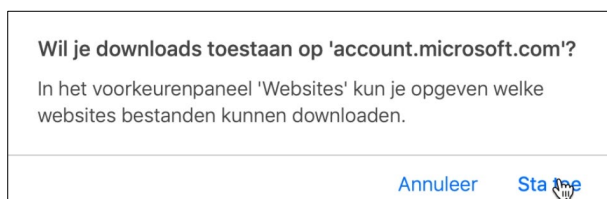
The image shows a screenshot of the 'Services en abonnementen' (Services and subscriptions) page. The header is blue with the text 'Services en abonnementen'. Below the header, there is a section for 'Office voor Thuisgebruik en Zelfstandigen' by Microsoft Corporation. Under this section, there is a row with a laptop icon, the text 'Installeren op pc of Mac. Toegevoegd aan uw account op woensdag 31 maart 2021', and a blue link 'Installeren' with a red arrow pointing to it. Below this row, there is a row with an information icon, the text 'Productcode', and a blue link 'Productcode weergeven'.



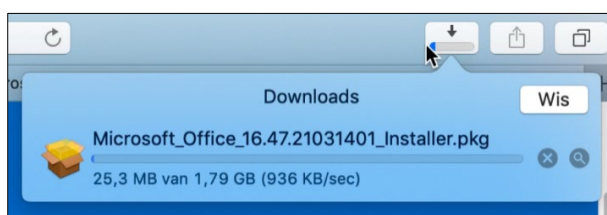
Step 3: Then click on 'Installeren (Install)' again in the screen below.



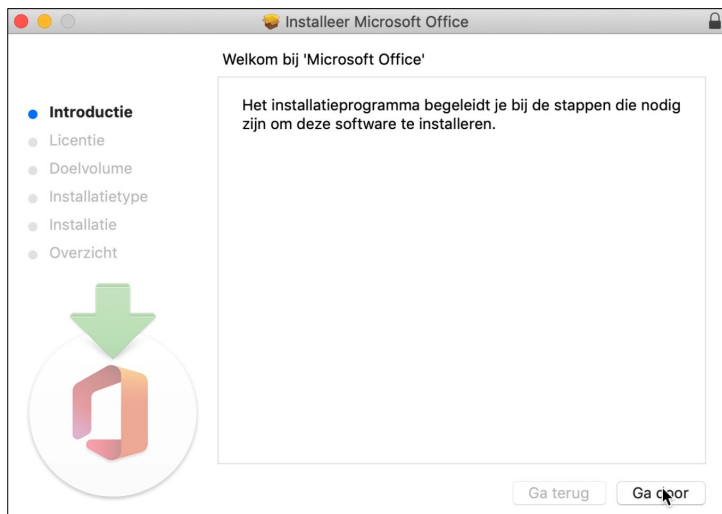
Step 4: You will get a notification asking if you want to allow downloads on 'account.microsoft.com'. Click on 'Sta toe (Allow)' here.



Step 5: The download will now begin. Double click on the file when it is fully downloaded.



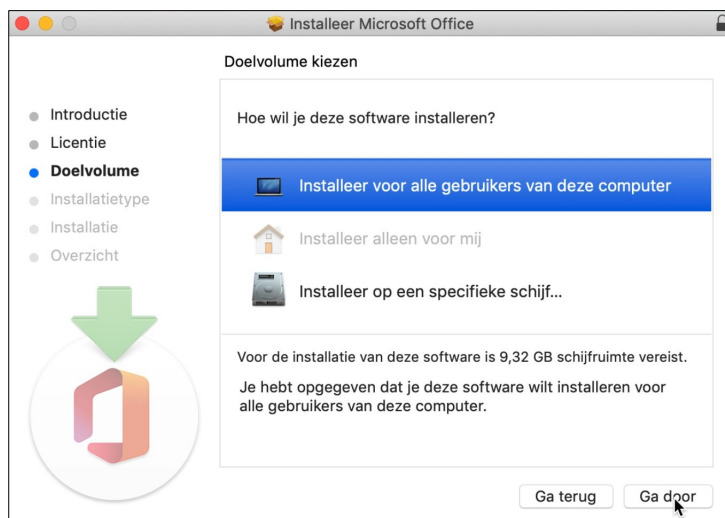
Step 6: The installation can begin. Click 'Ga door (Continue)' a few times to proceed.



Step 7: Click 'Akkoord (Agree)' to accept the terms and conditions.



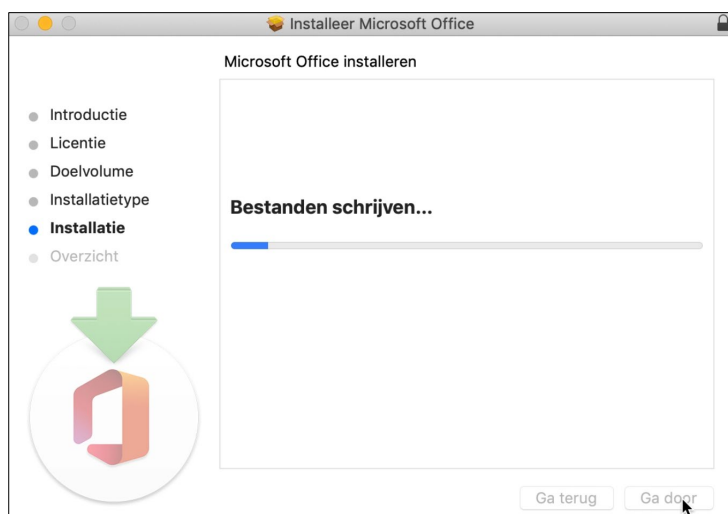
Step 8: Choose a location where you want to install the program and click 'Ga door (Continue)'.



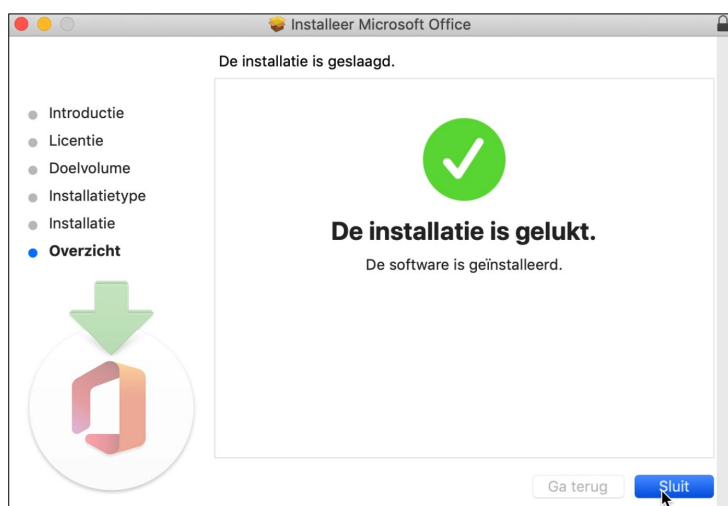
Step 9: Click 'Installeer (Install)' to start the installation.



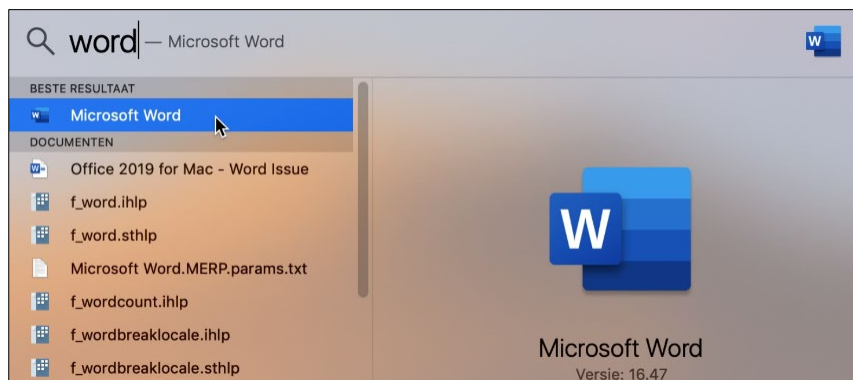
Step 10: Wait for the program to install. This may take quite a while.



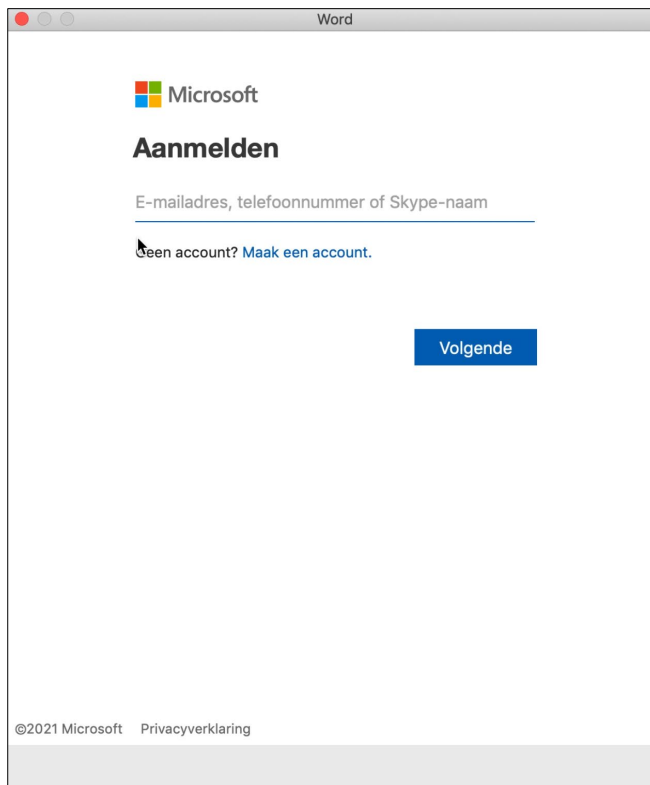
Step 11: Click 'Sluit (Close)' to complete the installation. The screen will then disappear.



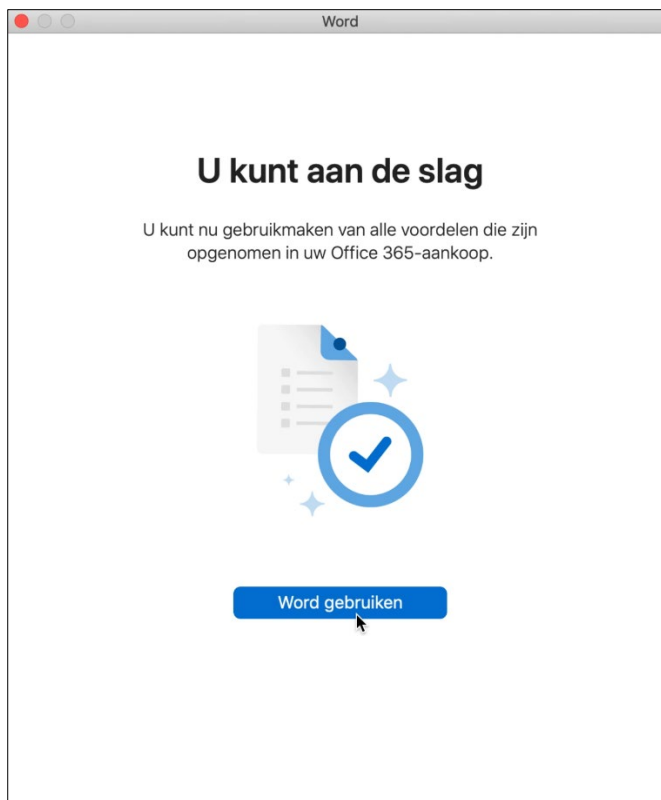
Step 12: You can open the software by searching it through the Applications folder. Or click on the Spotlight icon (magnifying glass) in the menu bar and search for 'Word' there. Click on the program to open it.

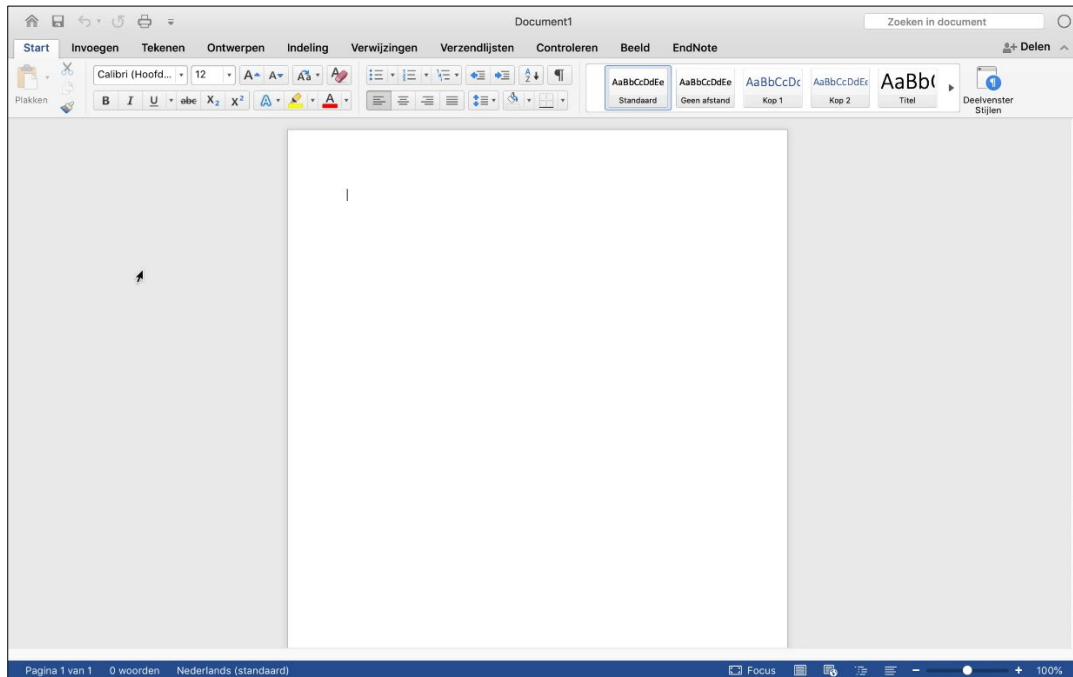


Step 13: Sign in with your own Microsoft account, to which your license is linked.



Step 14: Click on 'Word gebruiken (Use Word)'.



Step 15: Office 2019 is now ready to use!

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



