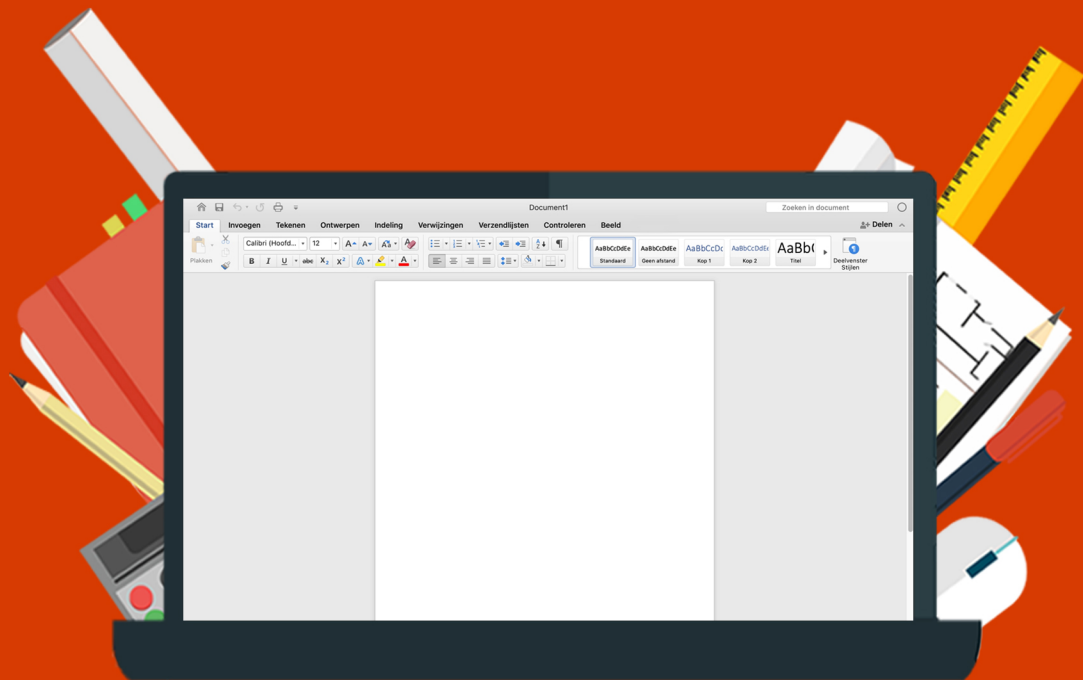# Installation Manual

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.

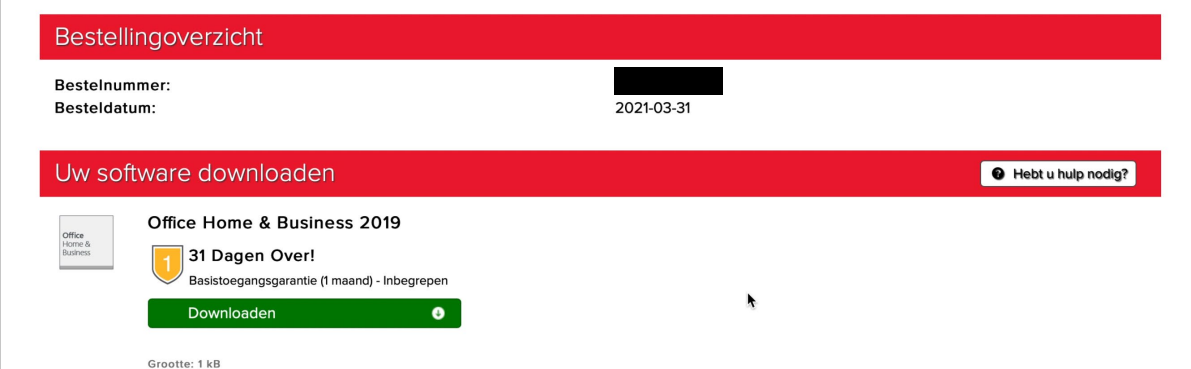**Installing Office 2019 for Mac**

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.

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

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)'.

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

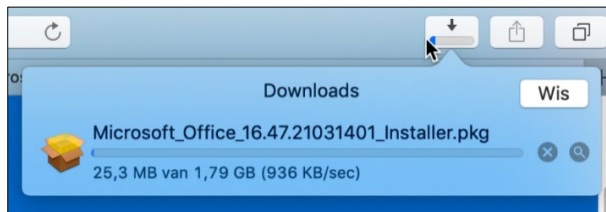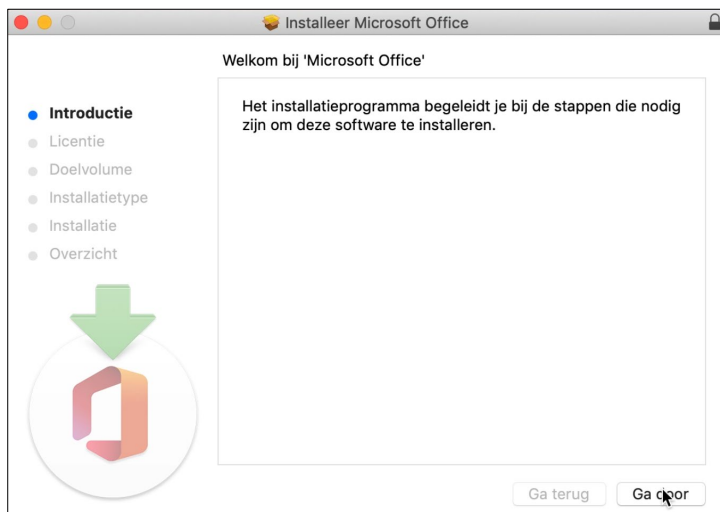**Step 8:** Then click on 'Installeren (Install)' again in the screen below.

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

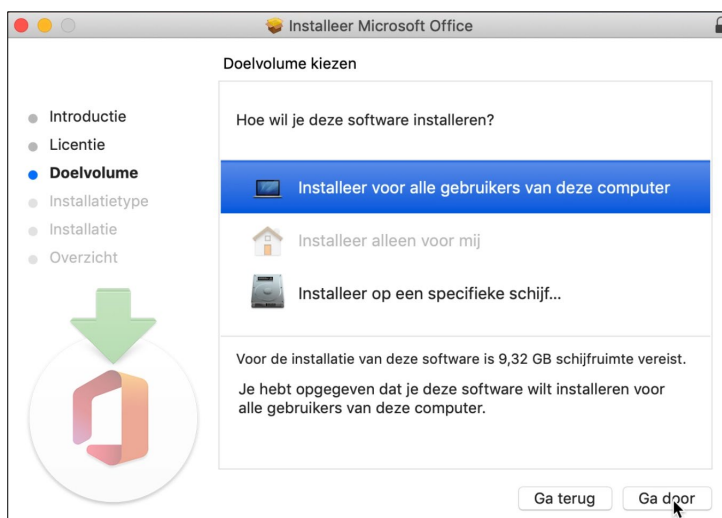**Step 10:** The download will now begin. Double click on the file when it is fully downloaded.

Step 11: The installation can begin. Click 'Ga door (Continue)' a few times to proceed.
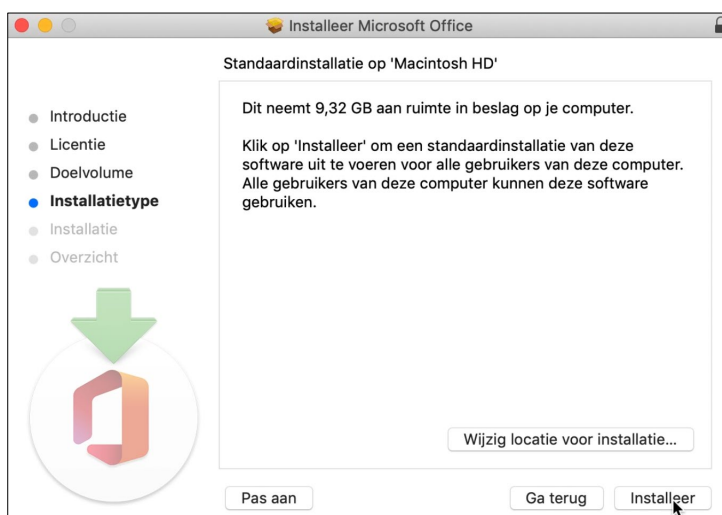
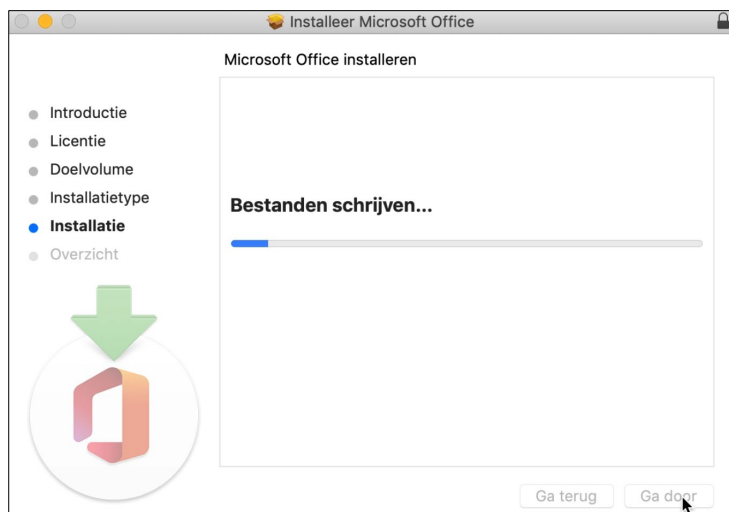**Step 12:** Click 'Akkoord (Agree)' to accept the terms and conditions.

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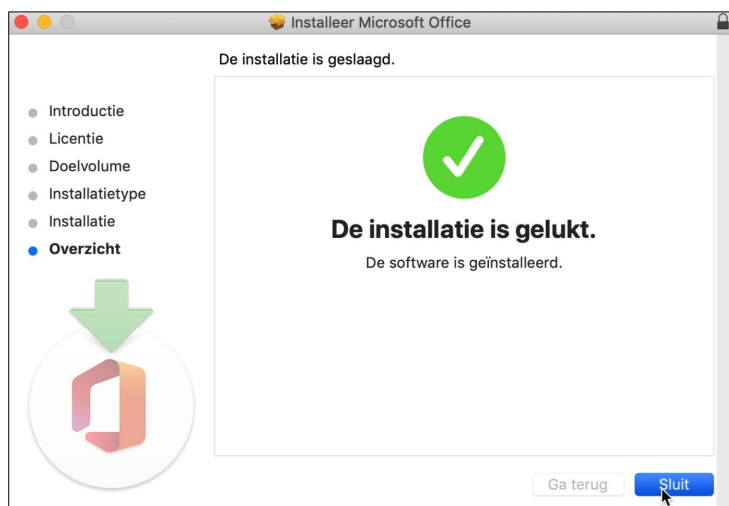

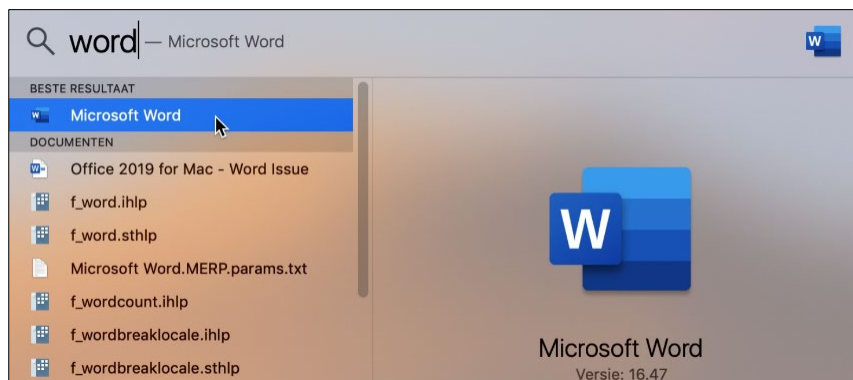**Step 14:** Click 'Installeer (Install)' to start the installation.

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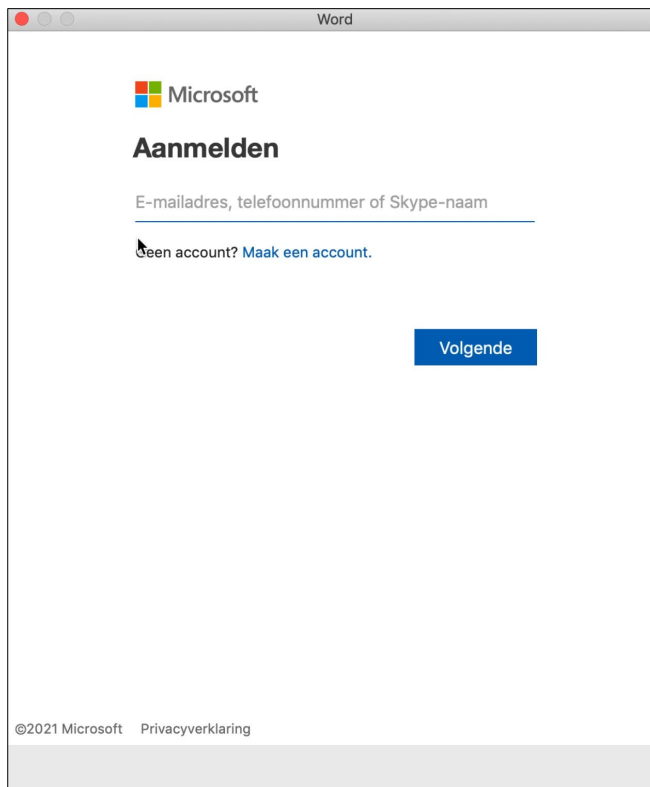

Step 16: Click 'Sluit (Close)' to complete the installation. The screen will then disappear.
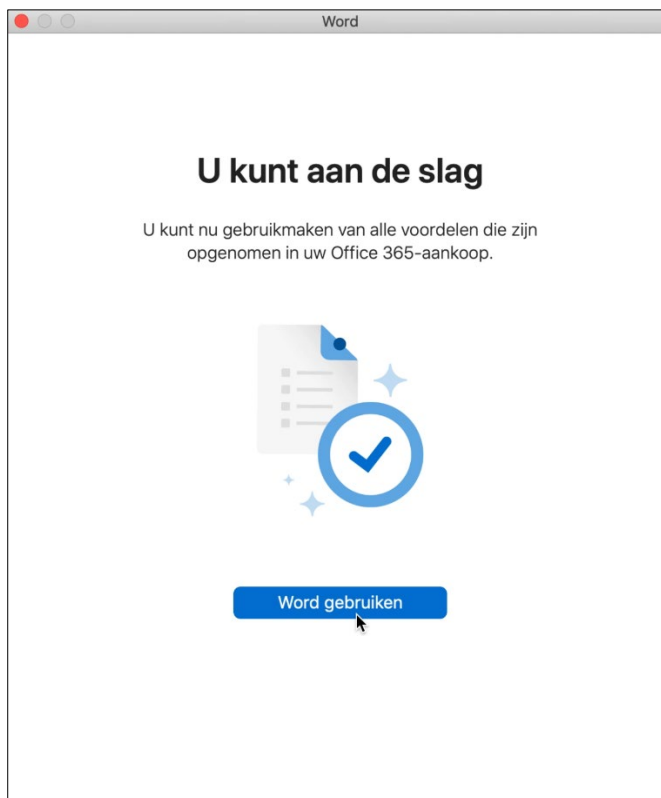

Step 17: You can open the software by searching it through the Applications folder. Or click on the Spotlight icon (magnifying glass) in the menu bar and search for 'Word' there. Click on the program to open it.
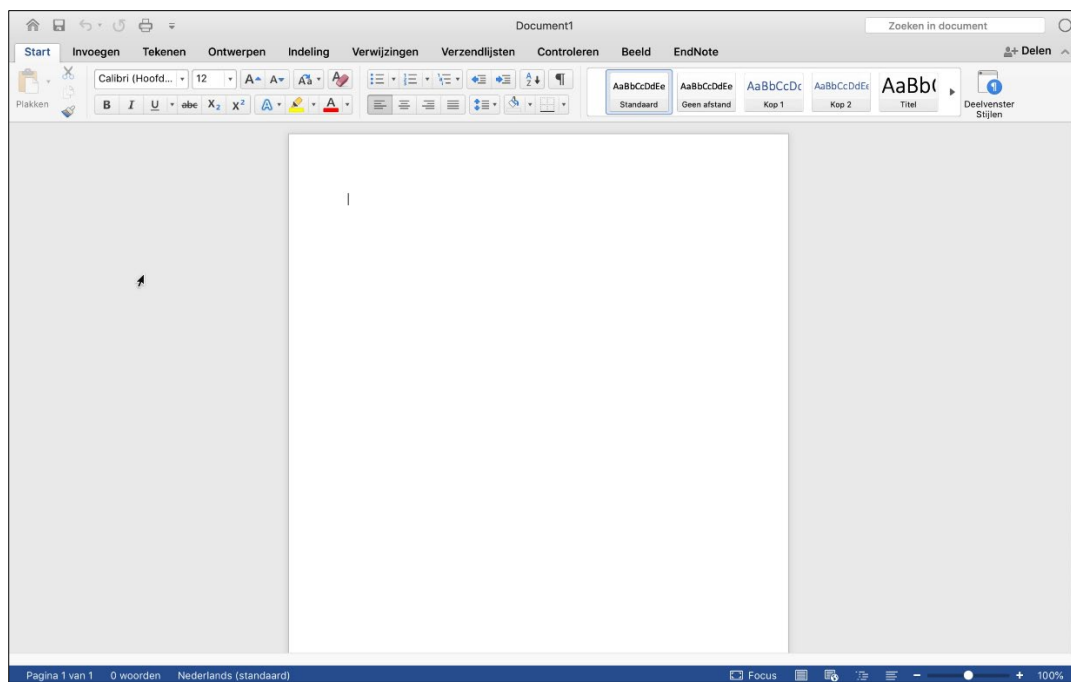
Step 18: Sign in with your own Microsoft account, to which your license is linked.

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 liked 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.

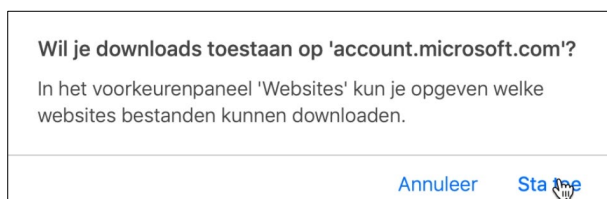**Step 2:** After logging in, find the version you want to download and click 'Installeren (Install)' behind it.
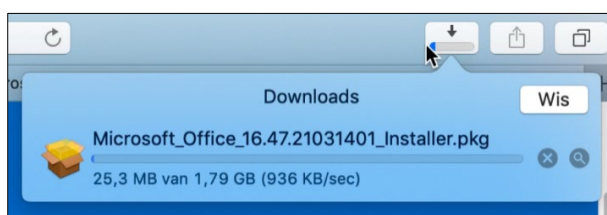
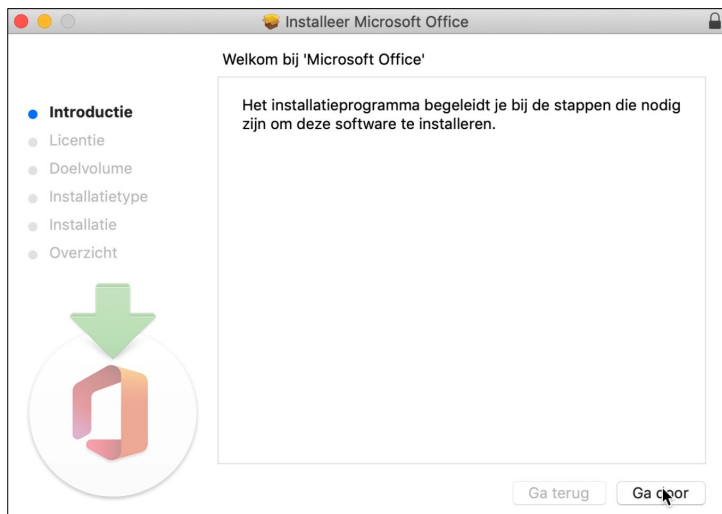**Step 3:** Then click on 'Installeren (Install)' again in the screen below.

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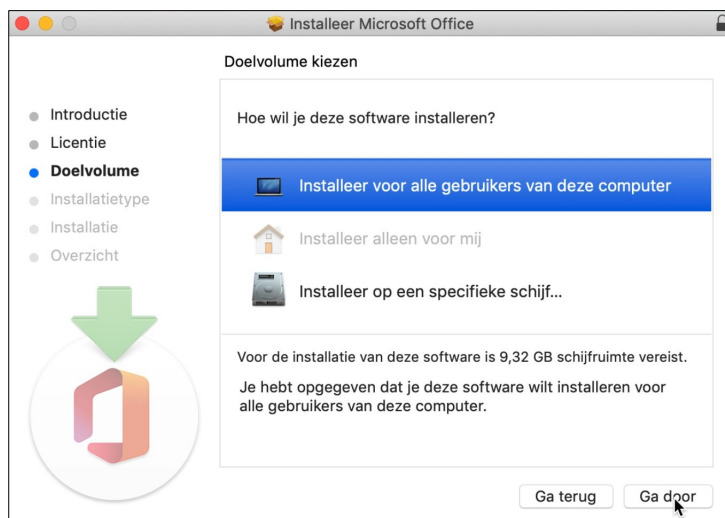
Step 6: The installation can begin. Click 'Ga door (Continue)' a few times to proceed.

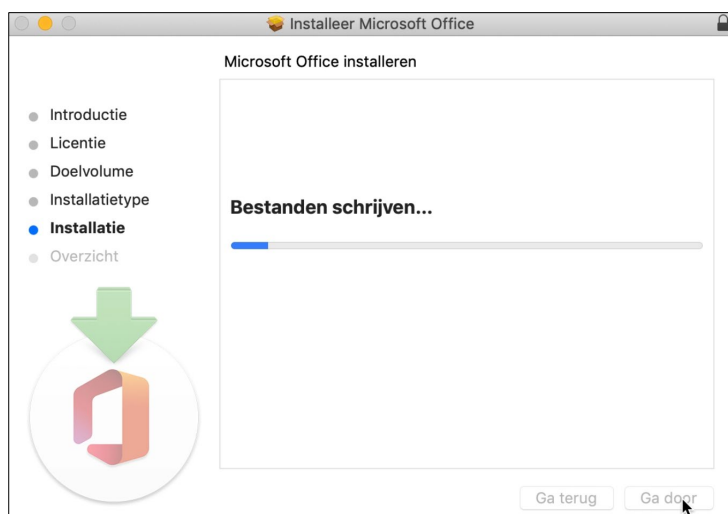**Step 7:** Click 'Akkoord (Agree)' to accept the terms and conditions.

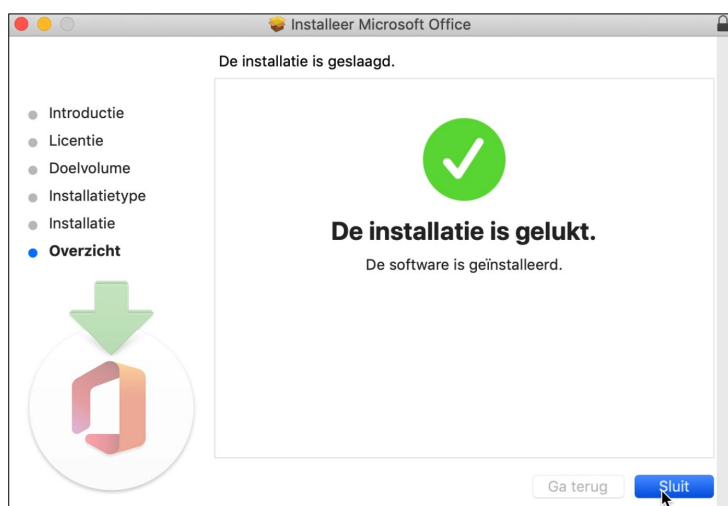**Step 8:** Choose a location where you want to install the program and click 'Ga door (Continue)'.

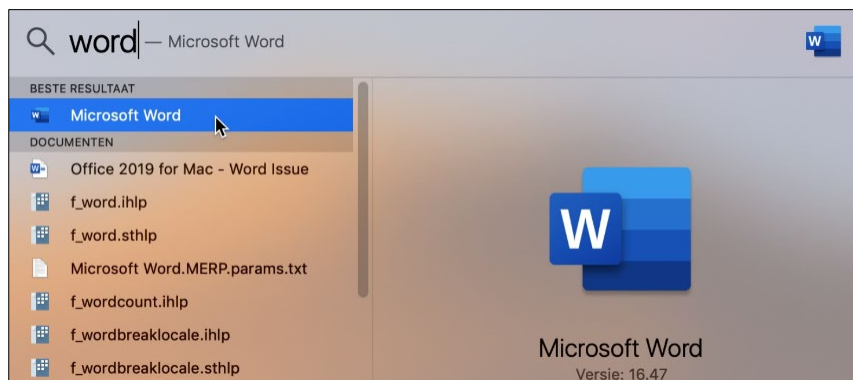**Step 9:** Click 'Installeer (Install)' to start the installation.

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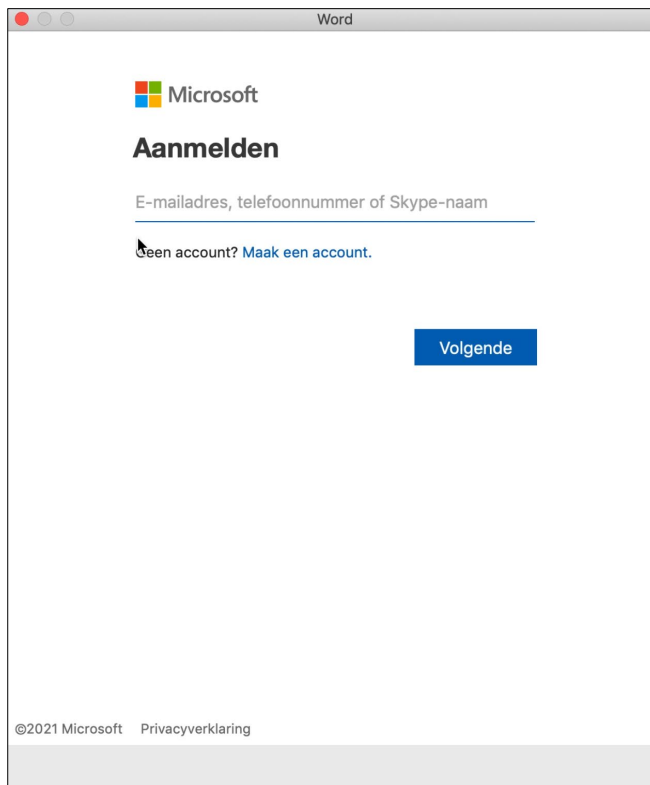

Step 11: Click 'Sluit (Close)' to complete the installation. The screen will then disappear.
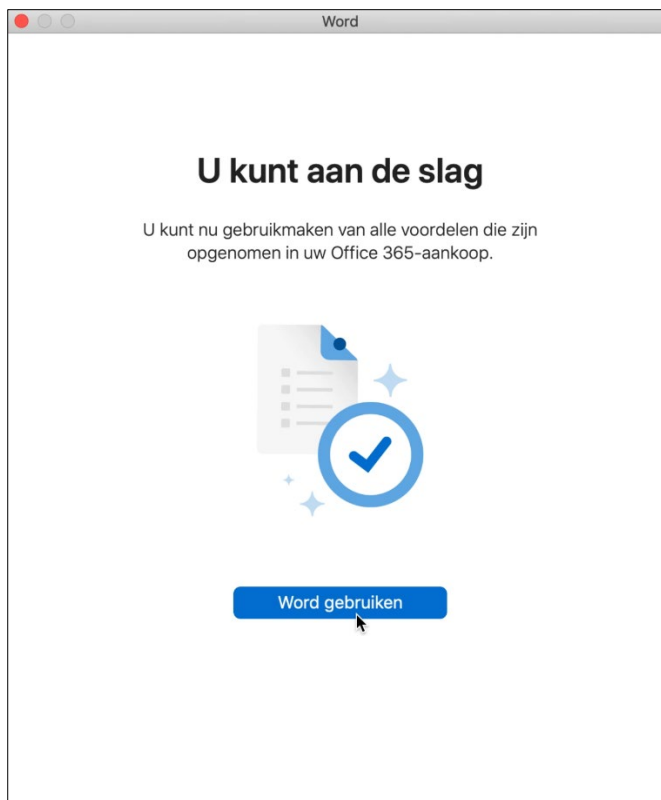

Step 12: You can open the software by searching it through the Applications folder. Or click on the Spotlight icon (magnifying glass) in the menu bar and search for 'Word' there. Click on the program to open it.
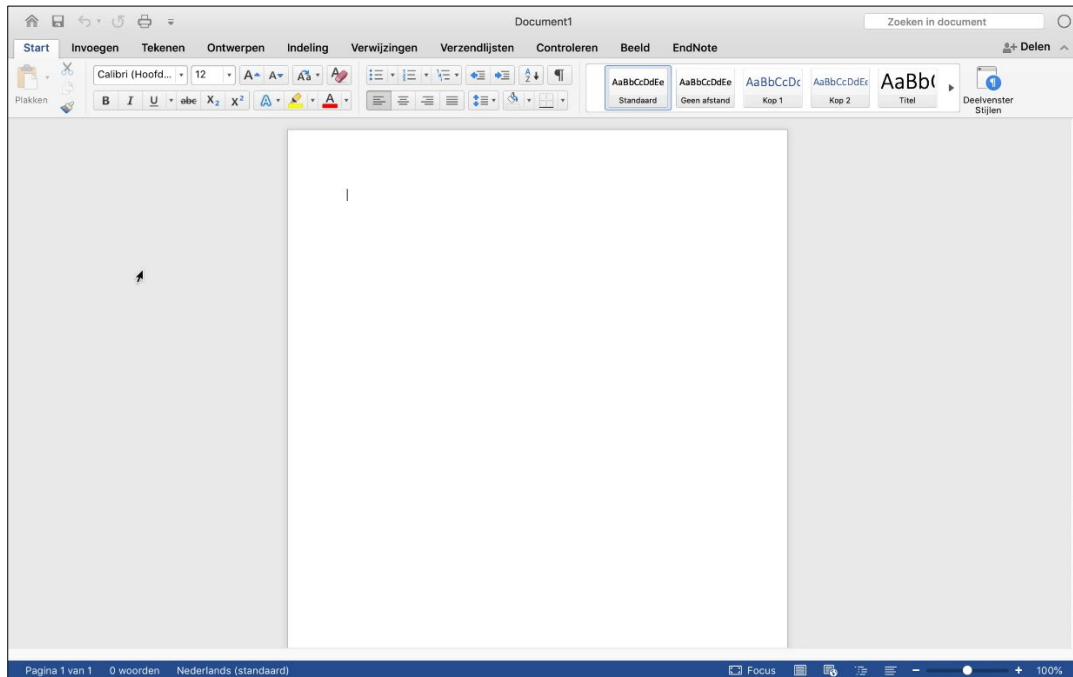
Step 13: Sign in with your own Microsoft account, to which your license is linked.

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.