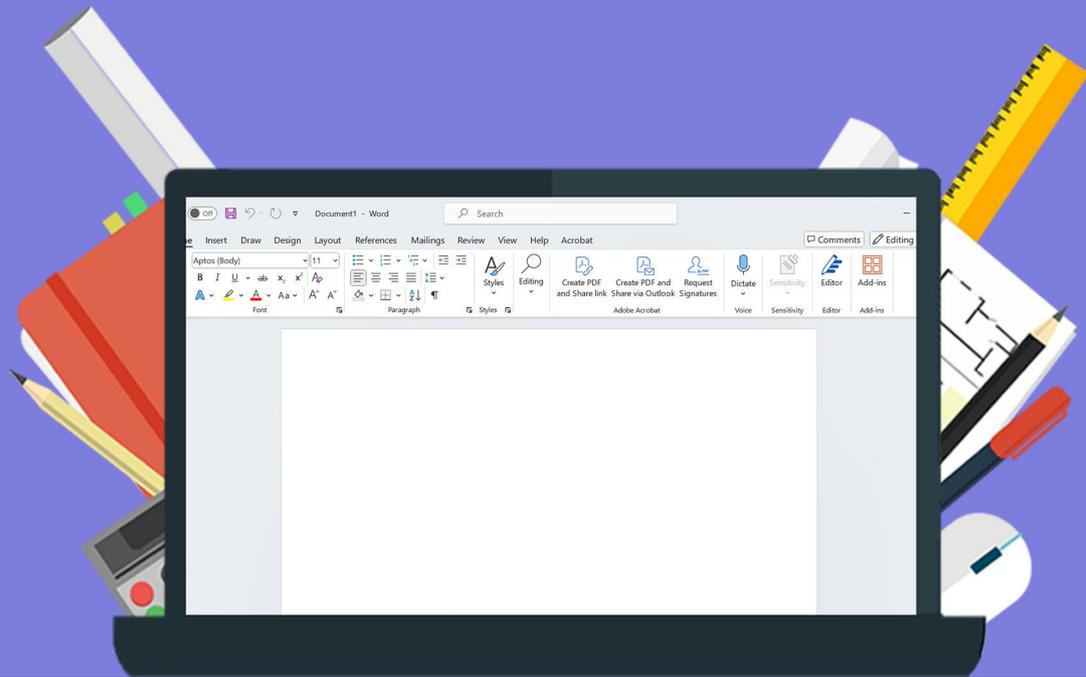


Installation Manual



Microsoft 365

Personal

For Windows

Attention: Microsoft 365 will automatically be linked to the Microsoft account you're signed in with. We recommend signing in with a personal Microsoft account to guarantee continued access to your license.

Step 1: Order Microsoft 365 Personal on SURFspot. You will now get an email on the email address you provided from noreply@activate-here.com, with the subject title "Namens SURF B.V. uw download code". You can find a link to the environment where you can activate your license code. Click on the link in the email.

Geachte heer/mevrouw,

Hartelijk dank voor uw software aankoop via SURF B.V.. Uw producten zijn nu online beschikbaar.

Klant PO nummer:

Order referentie nummer:

Part nummer	Product naam	Aantal
		1

Om uw ESD aankoop te activeren:

Klik [hier](#) om toegang te krijgen tot uw software licentie code. Gebruik de volgende gegevens om in te loggen:

Gebruikersnaam: (uw e-mailadres)

Wachtwoord:

Na het inloggen wordt gevraagd om uw wachtwoord te wijzigen. Dit wachtwoord dient voorzien te zijn van een hoofdletter, kleine letter, getal en leesteken.

Step 2: You will now be redirected to the environment where you can activate your license code. Sign in with the username and password you received via email.



Step 3: Change your password and click on "Wachtwoord wijzigen" to confirm.

Verander uw wachtwoord

Huidig wachtwoord

Nieuw wachtwoord

Bevestig wachtwoord

Verander uw wachtwoord

Compliance

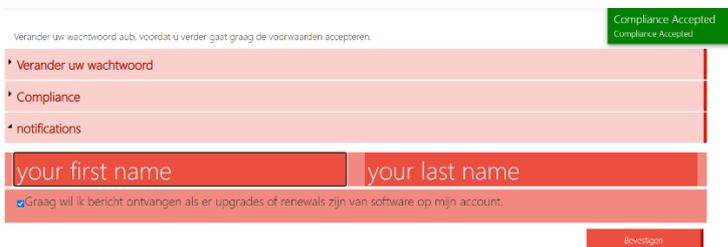
notifications

Step 4: Accept the terms and conditions by checking the box next to "Ik accepteer de algemene voorwaarden". Then, click on "Bevestigen".

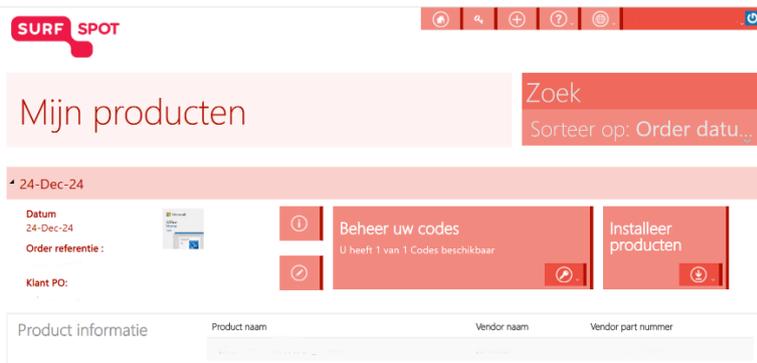




Step 5: Enter your name and click on “Bevestigen”.



Step 6: You are now logged in. Click on the key icon below “You have 1 out of 1 keys available”.

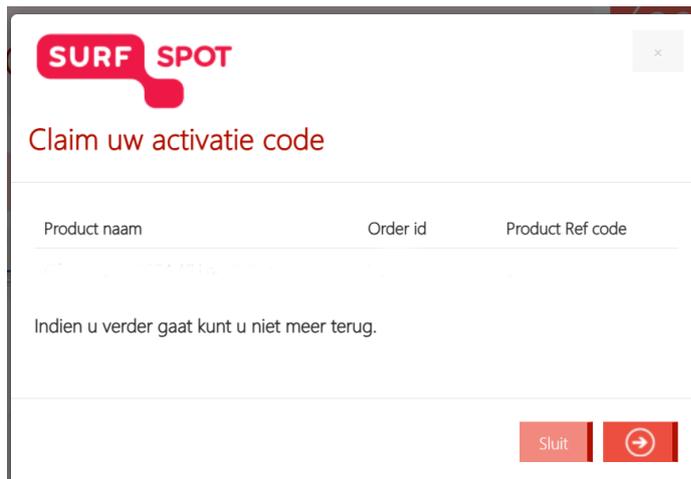


Step 7: Click on “Claim your code”.



Step 8: Click on the arrow to activate your code.





Step 9: Click on “Install products” and click on the download link.

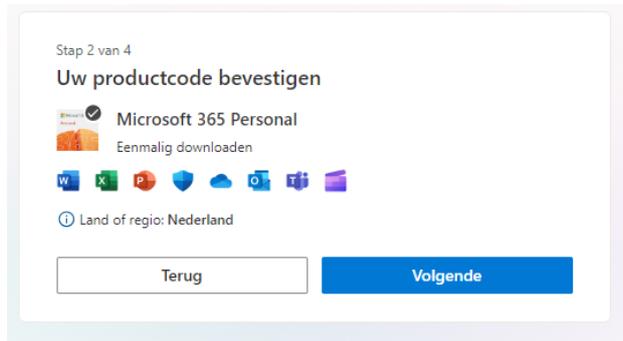


Step 10: You will now be redirected to the page where you can install Microsoft 365. Click on “Get Started”.

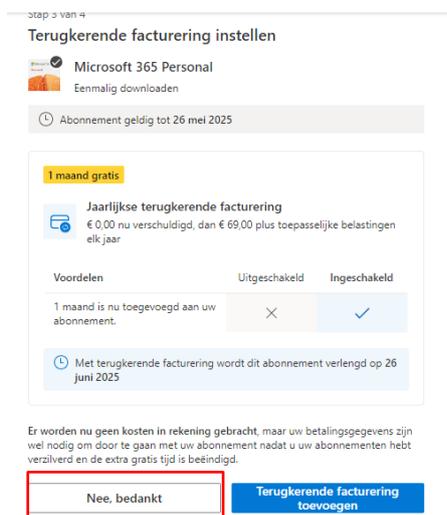


Step 11: You will now see an overview of the product you purchased. Click on “Next”.

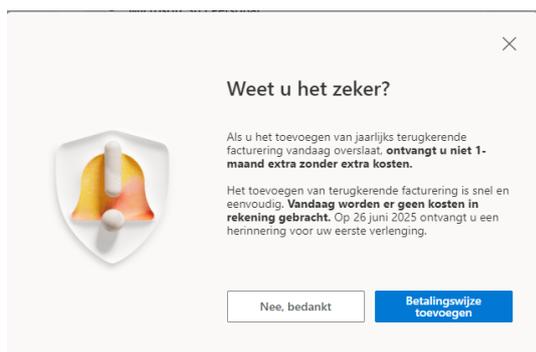




Step 12: You will now be asked if you would like to automatically renew your license. **Attention:** click on “No, thank you”, otherwise Microsoft can automatically extend your license after a year.



Step 13: Click on “No, thank you” again to definitively turn off automatic renewal.



Step 14: Click on “Redeem”, your license code will now be redeemed.





Step 15: You will now be redirected to the Microsoft 365 homepage. Scroll down and click on “Download desktop apps”.

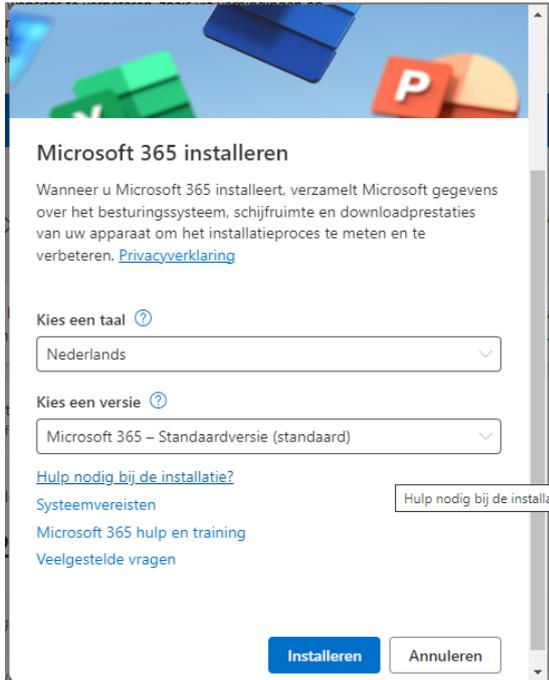


Step 16: You will now be redirected to your Microsoft account. At the top right of your screen, click on “Install Microsoft 365”.

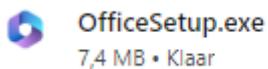


Step 17: Choose the language and the version of Microsoft 365 you'd like to install and click on “Install”.





Step 18: The installation file will now download. Click on the installation file, the installation will now start.

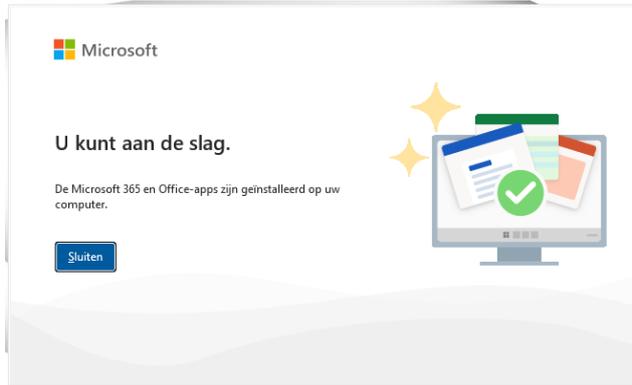


Step 19: Microsoft 365 will now install, this may take a while.

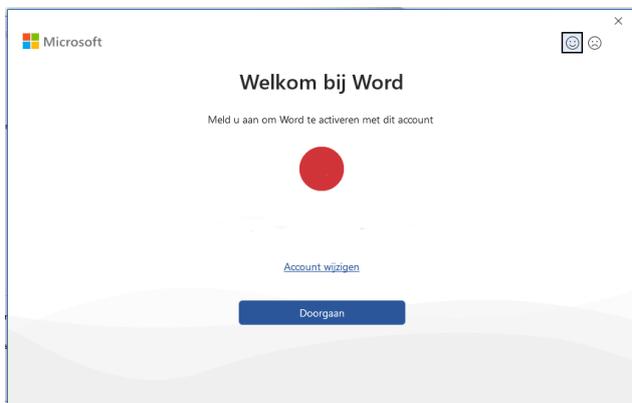


Step 20: You will now get a notification that the installation is complete. Click on "Close".

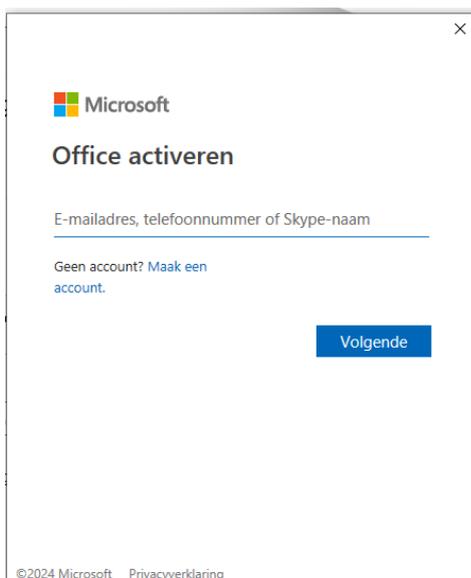




Step 21: Open a Microsoft 365-app (e.g. Word). You will now be asked to sign in to Microsoft. Click on “Continue”.

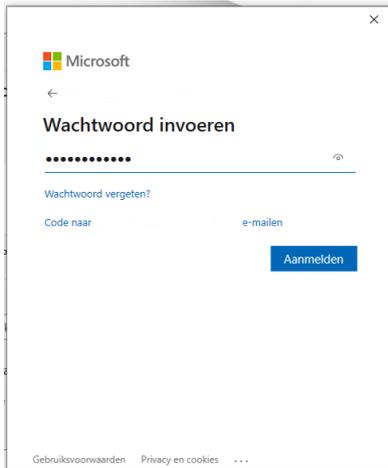


Step 22: Enter your email address and click on “Continue”.



Step 23: Enter your password and click on “Sign In”.

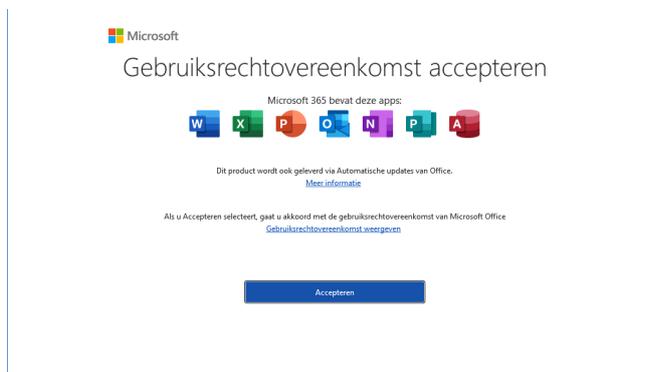




Step 24: Choose if you would like to use this email address to sign in to all things Windows, or just the Microsoft apps. Then, click on “Next”.

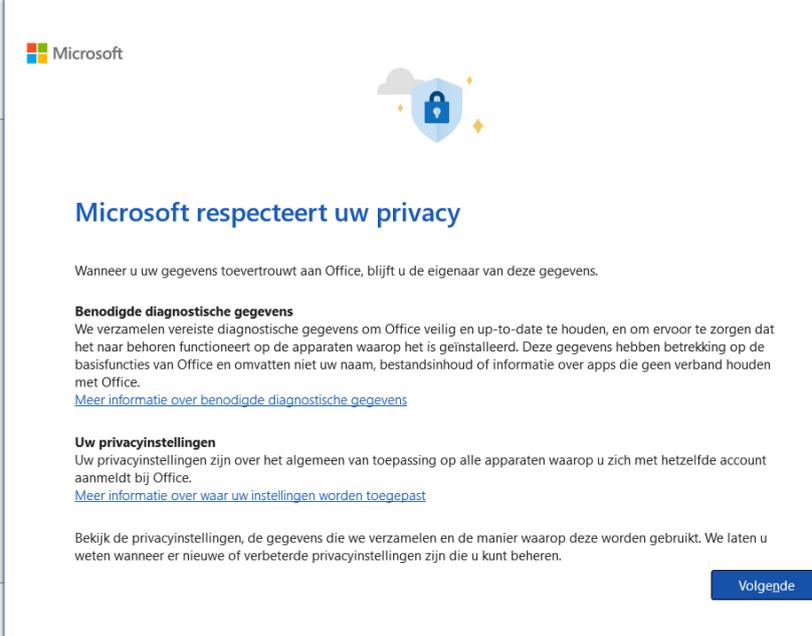


Step 25: Read through the user license agreement and click on “Accept”.



Step 26: Read through the privacy agreement and click on “Next”.





Microsoft



Microsoft respecteert uw privacy

Wanneer u uw gegevens toevertrouwt aan Office, blijft u de eigenaar van deze gegevens.

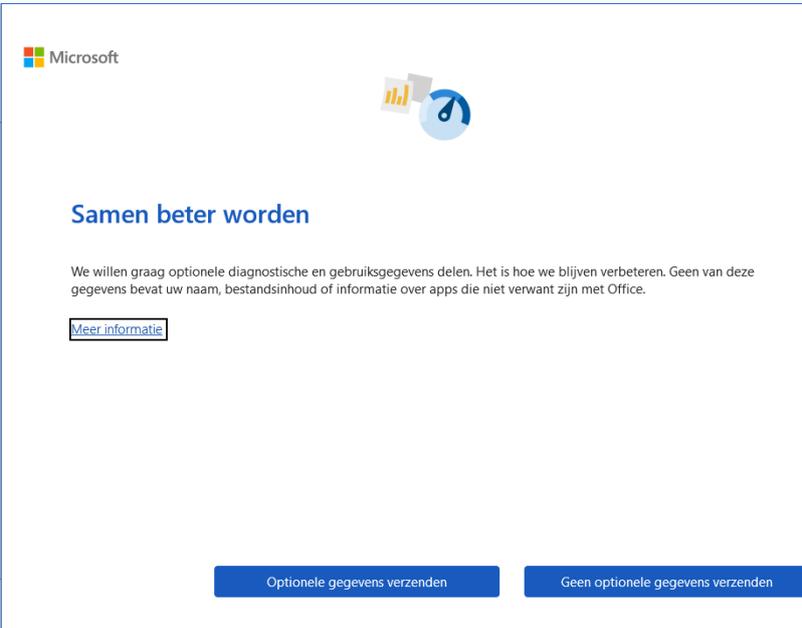
Benodigde diagnostische gegevens
We verzamelen vereiste diagnostische gegevens om Office veilig en up-to-date te houden, en om ervoor te zorgen dat het naar behoren functioneert op de apparaten waarop het is geïnstalleerd. Deze gegevens hebben betrekking op de basisfuncties van Office en omvatten niet uw naam, bestandsinhoud of informatie over apps die geen verband houden met Office.
[Meer informatie over benodigde diagnostische gegevens](#)

Uw privacyinstellingen
Uw privacyinstellingen zijn over het algemeen van toepassing op alle apparaten waarop u zich met hetzelfde account aanmeldt bij Office.
[Meer informatie over waar uw instellingen worden toegepast](#)

Bekijk de privacyinstellingen, de gegevens die we verzamelen en de manier waarop deze worden gebruikt. We laten u weten wanneer er nieuwe of verbeterde privacyinstellingen zijn die u kunt beheren.

[Volgende](#)

Step 27: You are now given the option to choose whether to share diagnostic and user data with Microsoft. If you want to share this, click on “Sent optional data”. If you don’t want to share this, click on “Do not share optional data”.



Microsoft



Samen beter worden

We willen graag optionele diagnostische en gebruiksgegevens delen. Het is hoe we blijven verbeteren. Geen van deze gegevens bevat uw naam, bestandsinhoud of informatie over apps die niet verwant zijn met Office.

[Meer informatie](#)

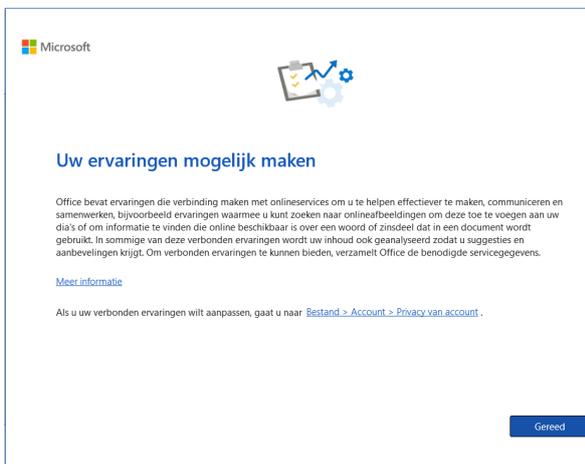
[Optionele gegevens verzenden](#) [Geen optionele gegevens verzenden](#)

Step 28: You are now given the choice whether you want to receive personalized offers from Microsoft. If you would to receive those, choose “Adjust to personal preference”. If you don’t want to receive those, choose “Do not adjust offers to personal preference”.





Step 29: Click on “Done”, the installation and activation is now complete.



Step 30: You can now use your license! If you want to check if your license has been successfully activated, open an empty Word document and click on “Account”, this is where you can find all the information about your license.

