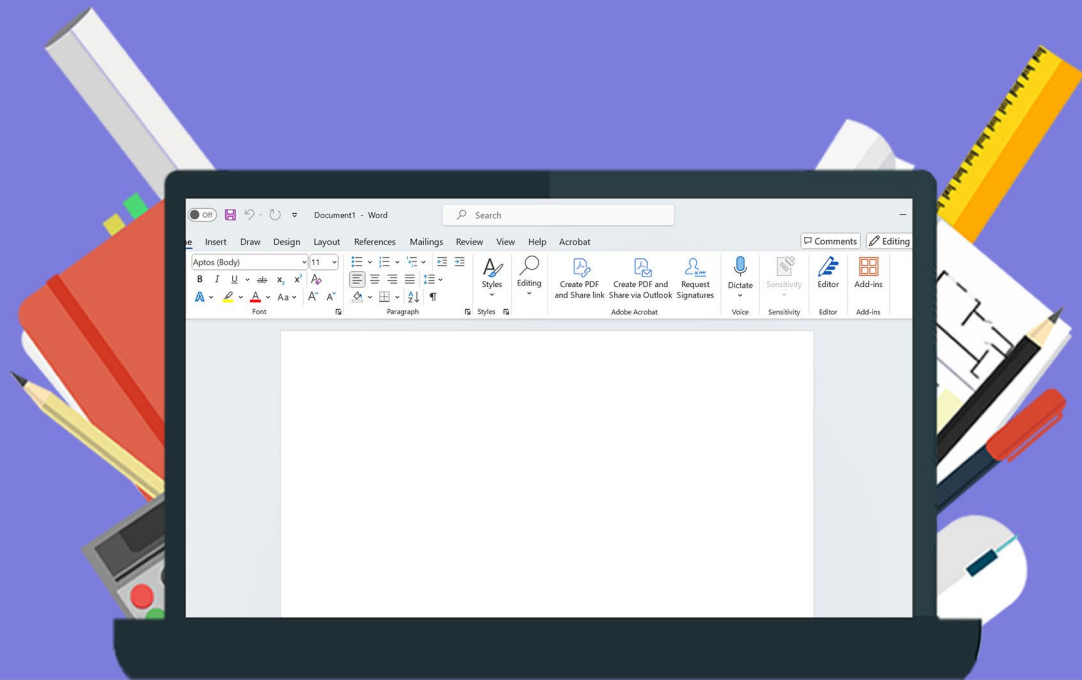


Installation Manual



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:

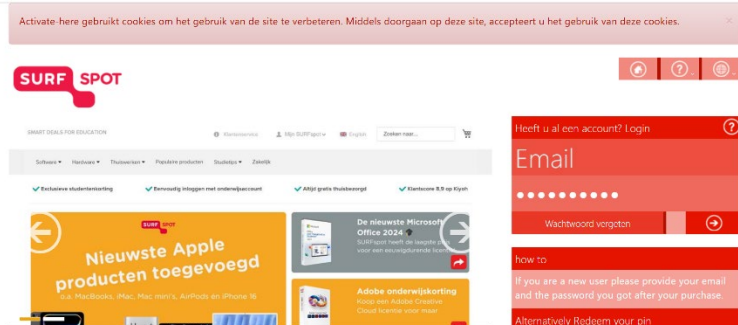
Klik [hier](#) om toegang te krijgen tot uw software licentie code. Gebruik de volgende gegevens om in te loggen:

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".



Verander uw wachtwoord Wachtwoord is veranderd
Wachtwoord succesvol veranderd

Compliance

1. Algemeen

1.1 Het Leveringsportaal Activate-Here van TD SYNEX ("Leveringsportaal Activate-Here") is een online webpagina waar de gekochte producten kunnen worden gedownload. Elk gebruik van het Leveringsportaal Activate-Here dat wordt aangeboden door een van de bedrijven van TD SYNEX die hier zijn opgenomen (<https://eu.tdsynnex.com/CatAdminHtmlContentEditor/uploads/Country/COM/NEW%20Terms-and-Conditions/Entities/TD%20SYNNEX%20Entities.pdf>) ("TD SYNEX") is onderworpen aan de volgende gebruiksvoorwaarden. Deze gebruiksvoorwaarden kunnen worden aangevuld, gewijzigd of vervangen door andere voorwaarden. Door zich te registreren of, als dit niet vereist is, door het Leveringsportaal Activate-Here te openen of te gebruiken, gaat de gebruiker ("Gebruiker") akkoord met de op dat moment geldende versie van de Gebruiksvoorwaarden.

1.2 Het Leveringsportaal Activate-Here bevat informatie, software of documentatie voor het bekijken of downloaden van het gekochte product.

2. Registratie, wachtwoord

☐ Ik accepteer de algemene voorwaarden

Bevestigen

notifications

Step 5: Enter your name and click on "Bevestigen".

Verander uw wachtwoord aub, voordat u verder gaat graag de voorwaarden accepteren. Compliance Accepted
Compliance Accepted

Verander uw wachtwoord

Compliance

notifications

your first name your last name

☒ Graag wil ik bericht ontvangen als er upgrades of renewals zijn van software op mijn account.

Bevestigen

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

SURF SPOT

Mijn producten Zoek

Sorteer op: Order datu...

24-Dec-24

Datum
24-Dec-24

Order referentie:

Klant PO:

Beheer uw codes
U heeft 1 van 1 Codes beschikbaar

Installeer producten

Product informatie

Product naam	Vendor naam	Vendor part nummer

Step 7: Click on "Claim your code".

Mijn producten Zoek

Sorteer op: Order datu...

24-Dec-24

Datum
24-Dec-24

Order referentie:

Klant PO:

Beheer uw codes
U heeft 1 van 1 Codes beschikbaar


Installeer producten

Beheer uw codes

Code Ref#	Claim uw code	Stuur door

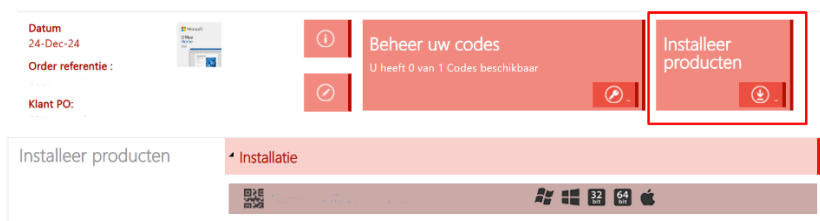
Step 8: Click on the arrow to activate your code.





The image shows a web form titled "SURF SPOT Claim uw activatie code". It has a header with the SURF SPOT logo and a close button. Below the title, there are three input fields: "Product naam", "Order id", and "Product Ref code". A note below the fields states: "Indien u verder gaat kunt u niet meer terug." At the bottom, there are two buttons: "Sluit" and a red button with a right-pointing arrow.

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

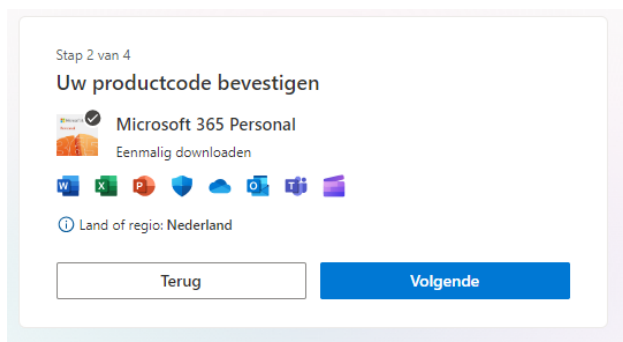


Step 10: You will now be redirected to the page where you can install Microsoft 365. Click on "Get Started".

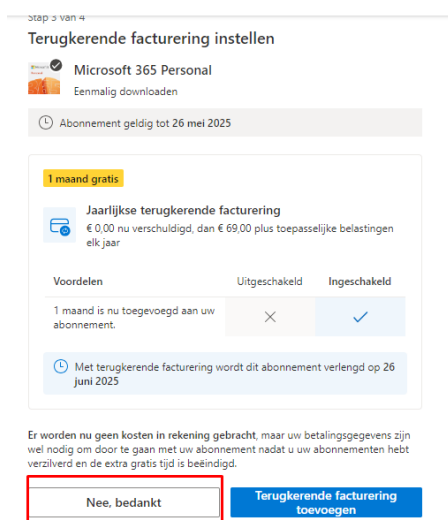


Step 11: You will now see an overview of the product you purchased. Click on "Next".

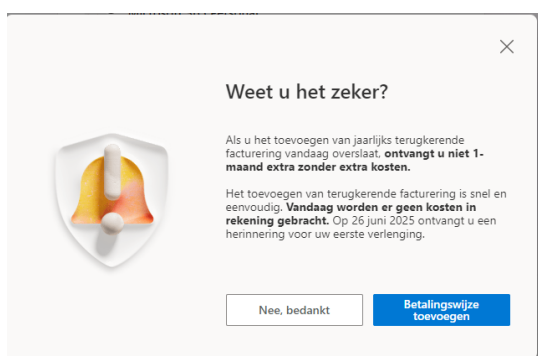




Step 12: You will now be asked if you would like to automatically renew your license. **Attention:** click on “No, thank you”, otherwise Microsoft can automatically extend your license after a year.



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.



Stap 4 van 4

Uw productcode inwisselen

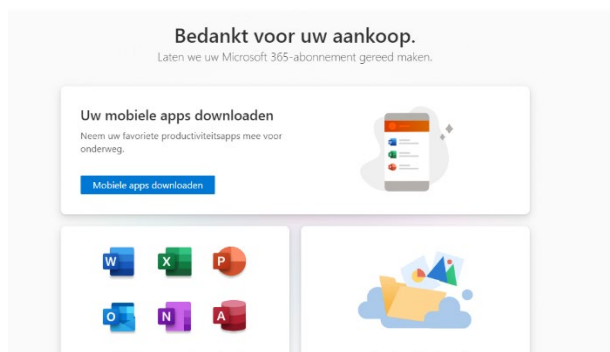
 **Microsoft 365 Personal**
Eenmalig downloaden

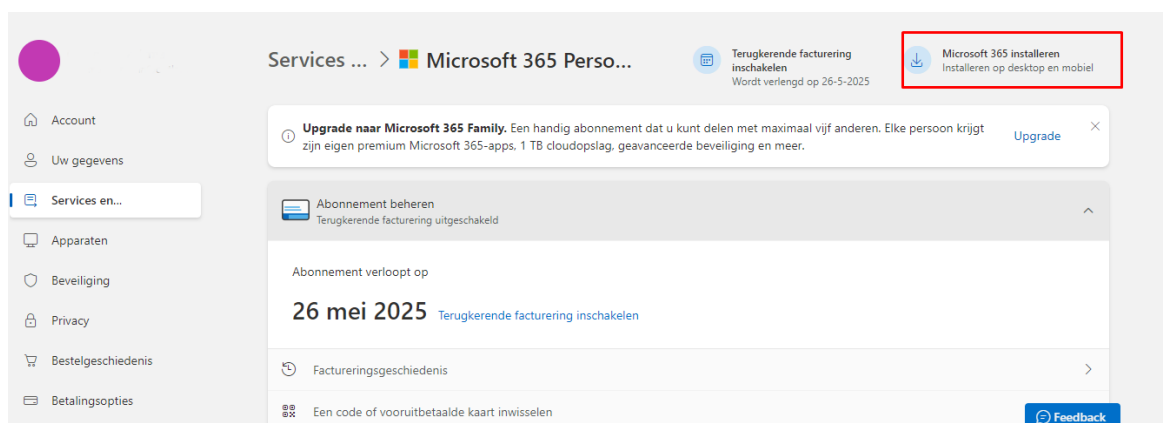
☐ Ik ontvang graag informatie, tips en aanbiedingen over Microsoft 365 en Office. [Privacyverklaring](#).

[Terug](#) [Inwisselen](#)

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

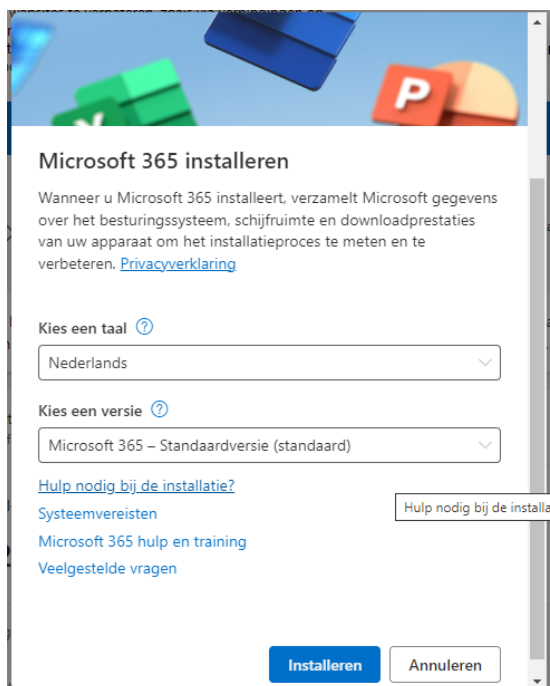


Step 16: You will now be redirected to your Microsoft account. At the top right of your screen, click on “Install Microsoft 365”.

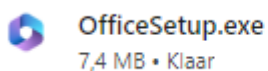


Step 17: Choose the language and the version of Microsoft 365 you'd like to install and click on “Install”.





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

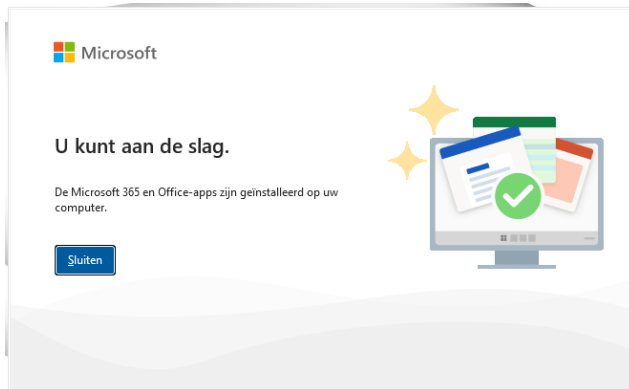


Step 19: Microsoft 365 will now install, this may take a while.

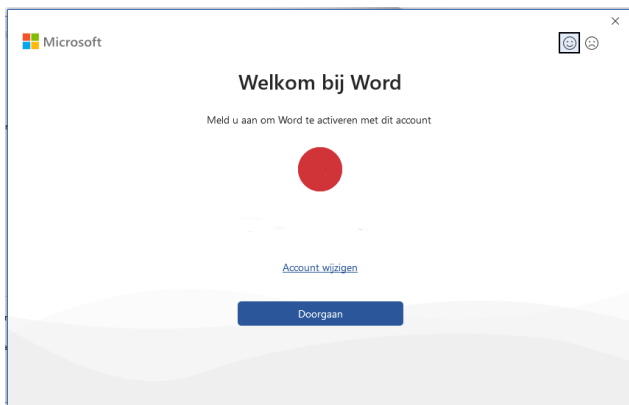


Step 20: You will now get a notification that the installation is complete. Click on "Close".

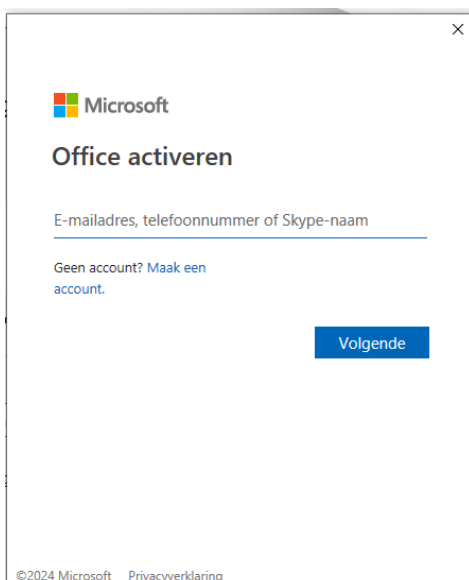




Step 21: Open a Microsoft 365-app (e.g. Word). You will now be asked to sign in to Microsoft. Click on “Continue”.

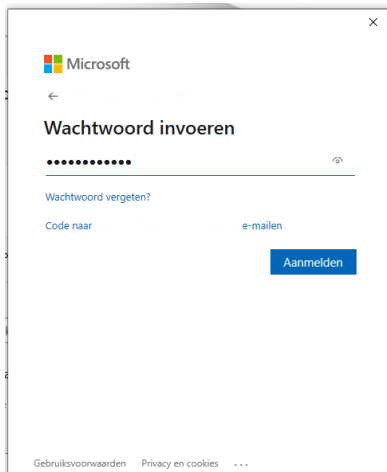


Step 22: Enter your email address and click on “Continue”.



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

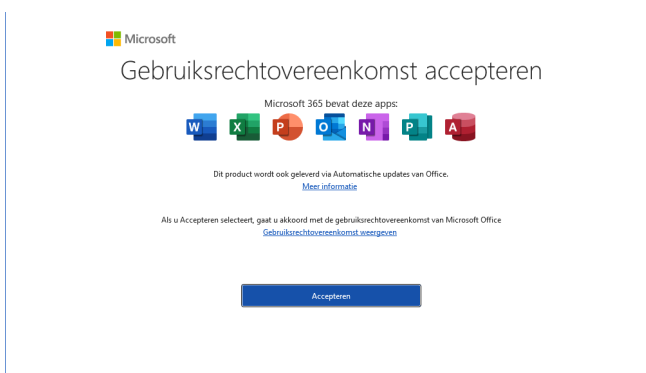




Step 24: Choose if you would like to use this email address to sign in to all things Windows, or just the Microsoft apps. Then, click on “Next”.

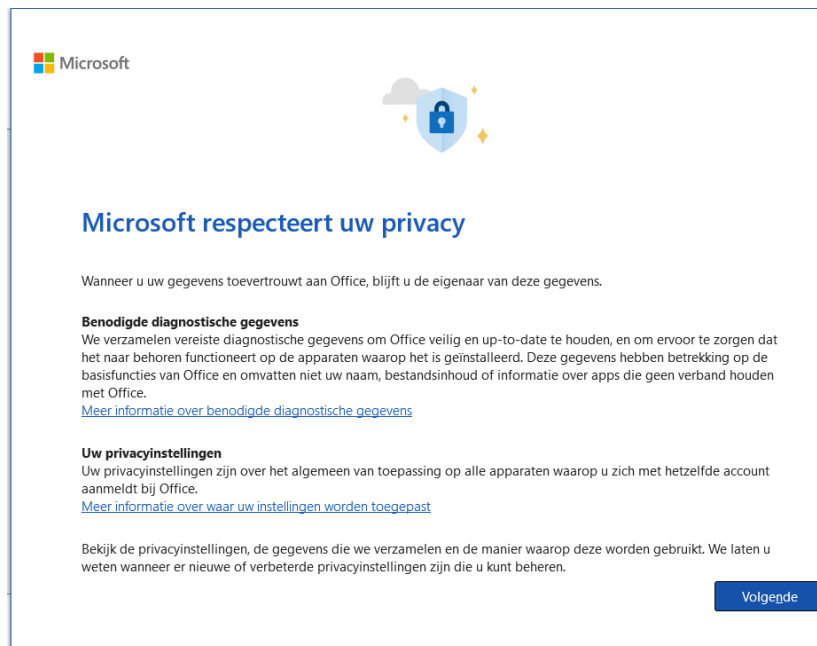


Step 25: Read through the user license agreement and click on “Accept”.

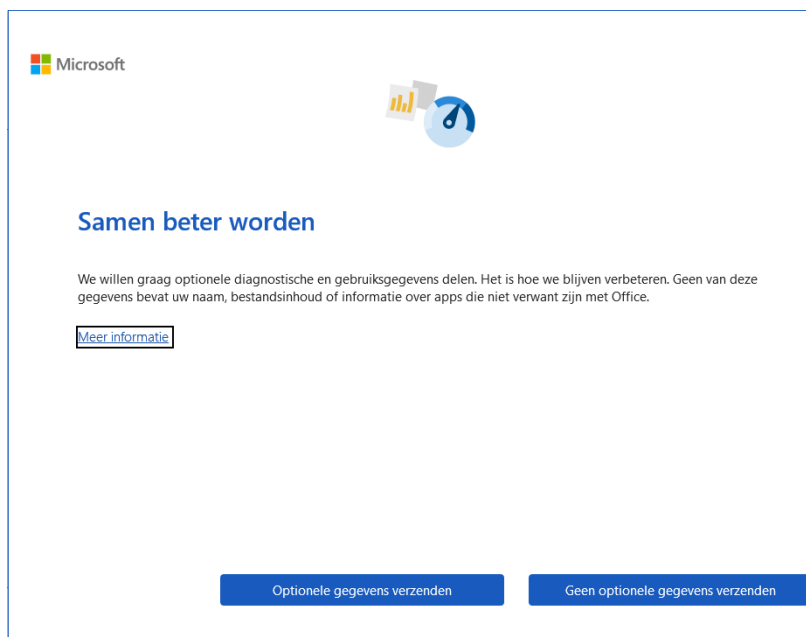


Step 26: Read through the privacy agreement and click on “Next”.





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".

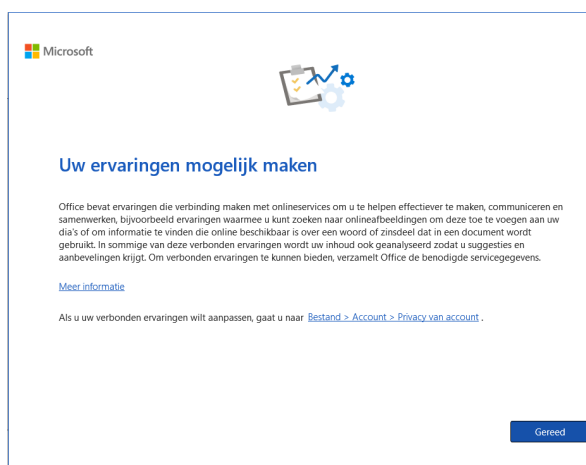


Step 28: You are now given the choice whether you want to receive personalized offers from Microsoft. If you would to receive those, choose "Adjust to personal preference". If you don't want to receive those, choose "Do not adjust offers to personal preference".





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.

