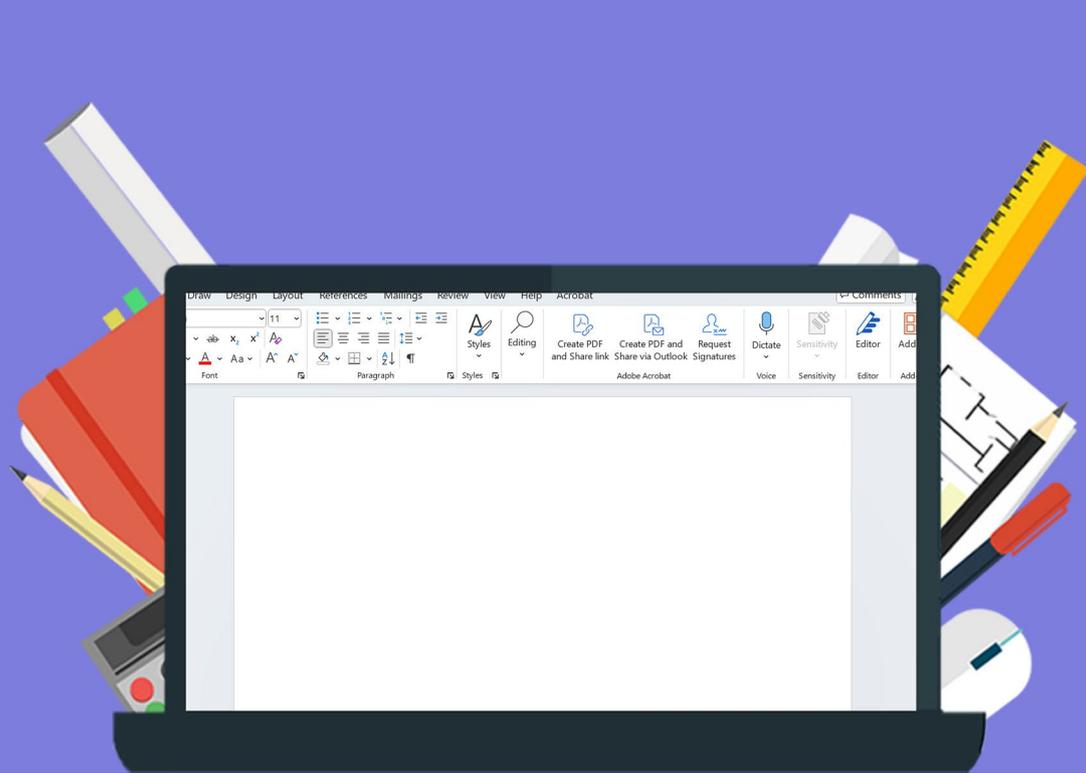


Installation Manual



Microsoft Office

Home & Student 2021

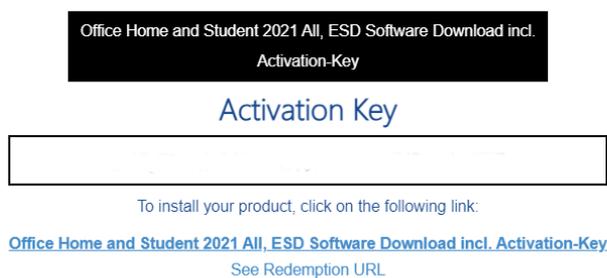
For Windows

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 Office Home & Student 2021 on SURFspot. You can find your order in your account under "Orders", this is also where you can find your license code. Click on "Download" next to your order. You will now be redirected to [://surfspot.activate-code.com/](https://surfspot.activate-code.com/). Enter your license code and click on "Submit".



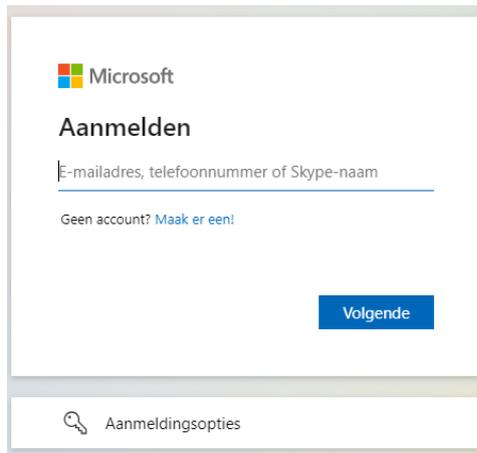
Step 2: You will now see the code you can use to activate Microsoft Office. Click on the link below the code to install the software.



Step 3: You will now be redirected to the page you can download Office 2021. Click on "Get Started".

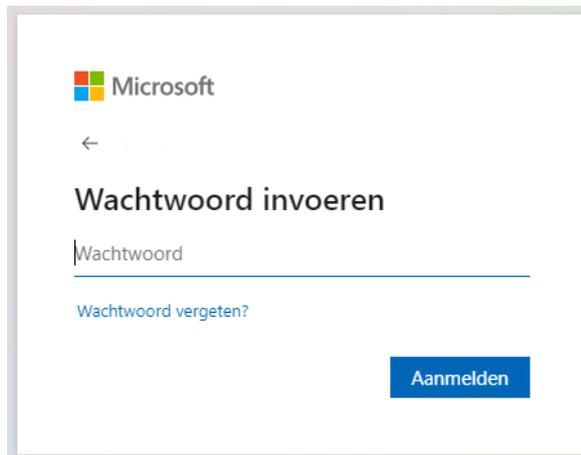


Step 4: Sign in with your Microsoft account and click on “Next”.



The image shows a Microsoft sign-in screen. At the top left is the Microsoft logo. Below it, the word "Aanmelden" is displayed. There is a text input field with the placeholder text "E-mailadres, telefoonnummer of Skype-naam". Below the input field, there is a link that says "Geen account? Maak er een!". At the bottom right, there is a blue button labeled "Volgende". At the bottom left, there is a magnifying glass icon followed by the text "Aanmeldingsopties".

Step 5: Enter your password and click on “Sign In”.



The image shows a Microsoft password entry screen. At the top left is the Microsoft logo. Below it, there is a back arrow icon. The title "Wachtwoord invoeren" is displayed. There is a text input field with the placeholder text "Wachtwoord". Below the input field, there is a link that says "Wachtwoord vergeten?". At the bottom right, there is a blue button labeled "Aanmelden".

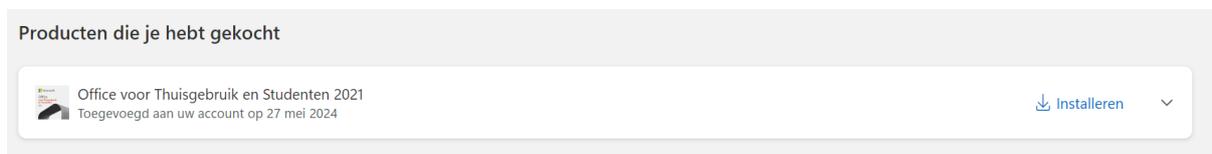
Step 6: In the next screen you can redeem your license code. Click on “Redeem”.



The image shows a Microsoft license redemption screen. At the top, it says "Stap 2 van 2". Below that, the title "Uw productcode inwisselen" is displayed. Underneath, it says "Office voor Thuisgebruik en Studenten 2021" and "Eenmalig downloaden". There are icons for Word, Excel, and PowerPoint. Below that, it says "Land of regio: Nederland". A horizontal line separates this section from the next. Below the line, there is a paragraph of text: "Microsoft geeft u onmiddellijk volledige toegang tot uw software nadat u deze aflossingsprijs hebt voltooid. Aangezien u dan alle wettelijke rechten op terugtrekking uit dat contract verliest, moet u de aankoopvoorwaarden van uw leverancier controleren op eventuele andere rechten die u hebt." Below this text, there is a checkbox and the text: "Ik ontvang graag informatie, tips en aanbiedingen over Microsoft 365 en Office. [Privacyverklaring](#)." At the bottom, there are two buttons: "Terug" and "Inwisselen".



Step 7: You will now land at the “Services and Subscriptions” page of your Microsoft account. Scroll down until you see the product “Office for Home Use and Students 2021”, and click on “Install”.



Step 8: Choose the language you'd like to install Office 2021 in and click on “Install”. The installation file will now download.



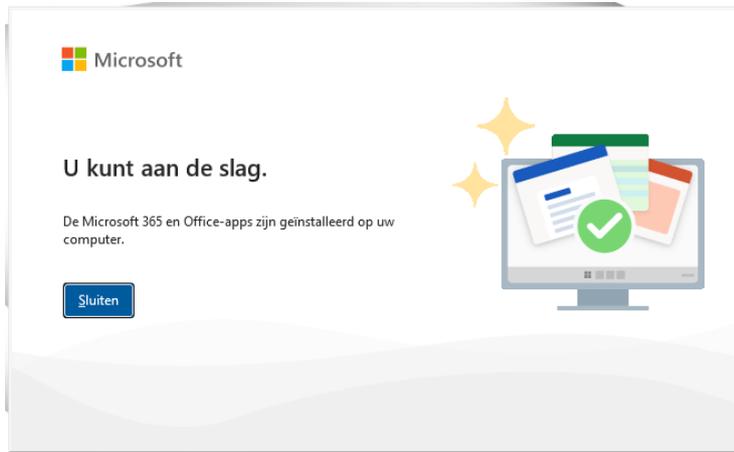
Step 9: Click on the installation file, the installation will now start.



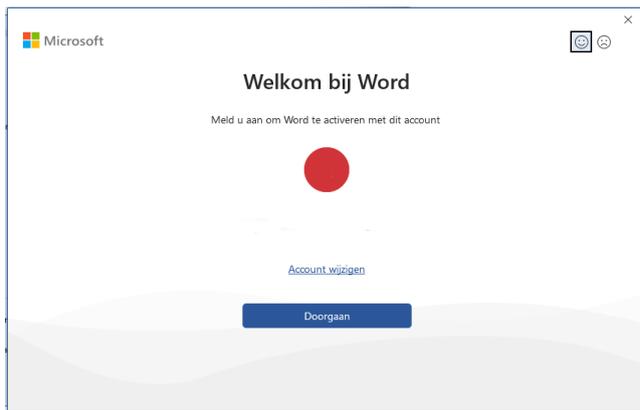
Step 10: Office 2021 will now install, this may take while.



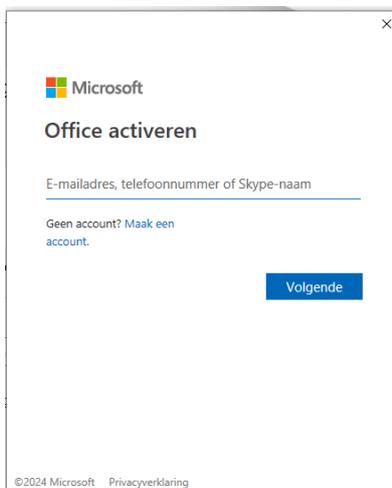
Step 11: You will now receive a notification that the installation is complete. Click on “Close”.



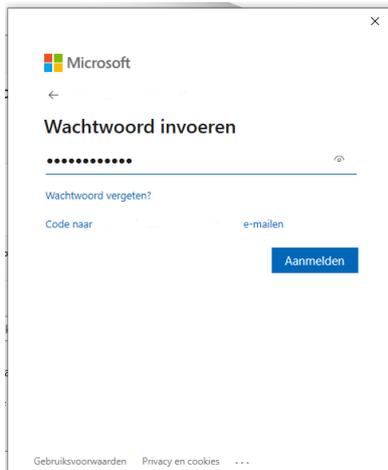
Step 12: Open an Office application (such as Word). You will now be asked to sign in to Microsoft. Click on “Continue”.



Step 13: Enter your email address and click on “Next”.



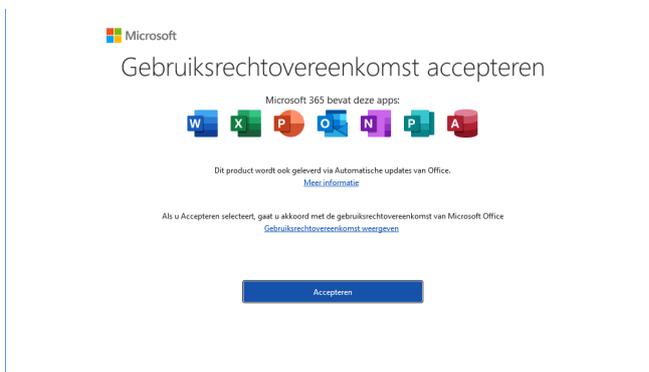
Step 14: Enter your password and click on “Sign In”.



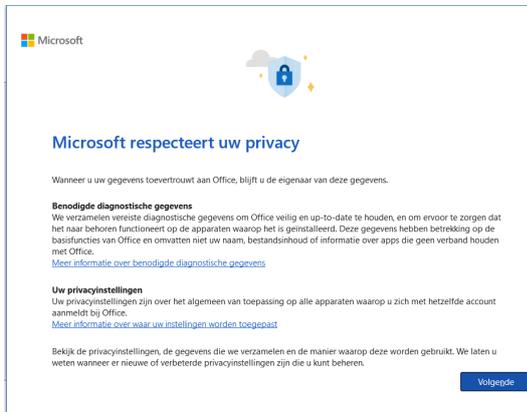
Step 15: Choose if you would like to use this email address to sign in to all things Windows, or just the Microsoft apps. Then, click on “Next”.



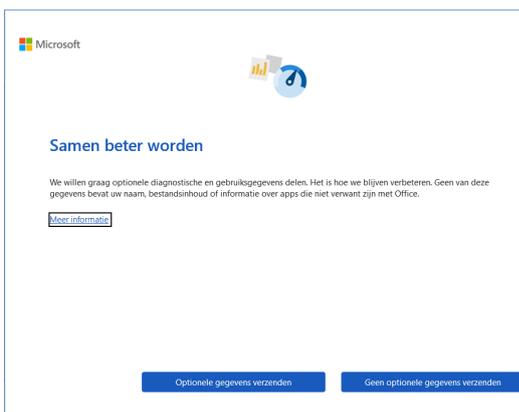
Step 16: Read through the user license agreement and click on “Accept”.



Step 17: Read through the privacy agreement and click on “Next”.



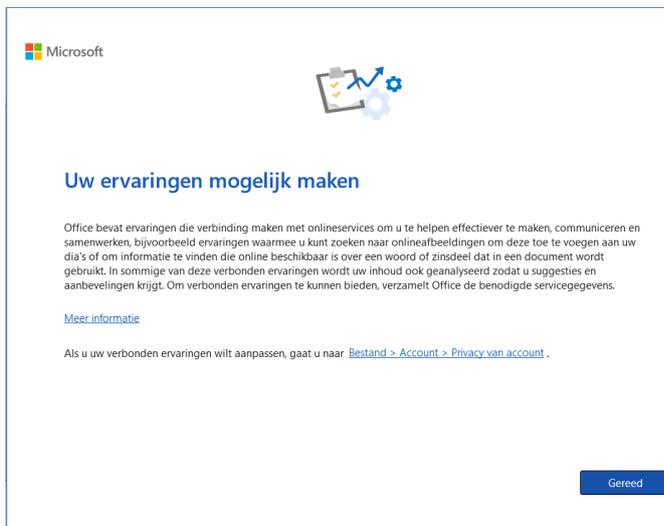
Step 18: You are now given the option to choose whether to share diagnostic and user data with Microsoft. If you want to share this, click on “Sent optional data”. If you don’t want to share this, click on “Do not share optional data”.



Step 19: You are now given the choice whether you want to receive personalized offers from Microsoft. If you would like 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 20: Click on “Done”, the installation and activation is now complete.



Step 21: 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.

