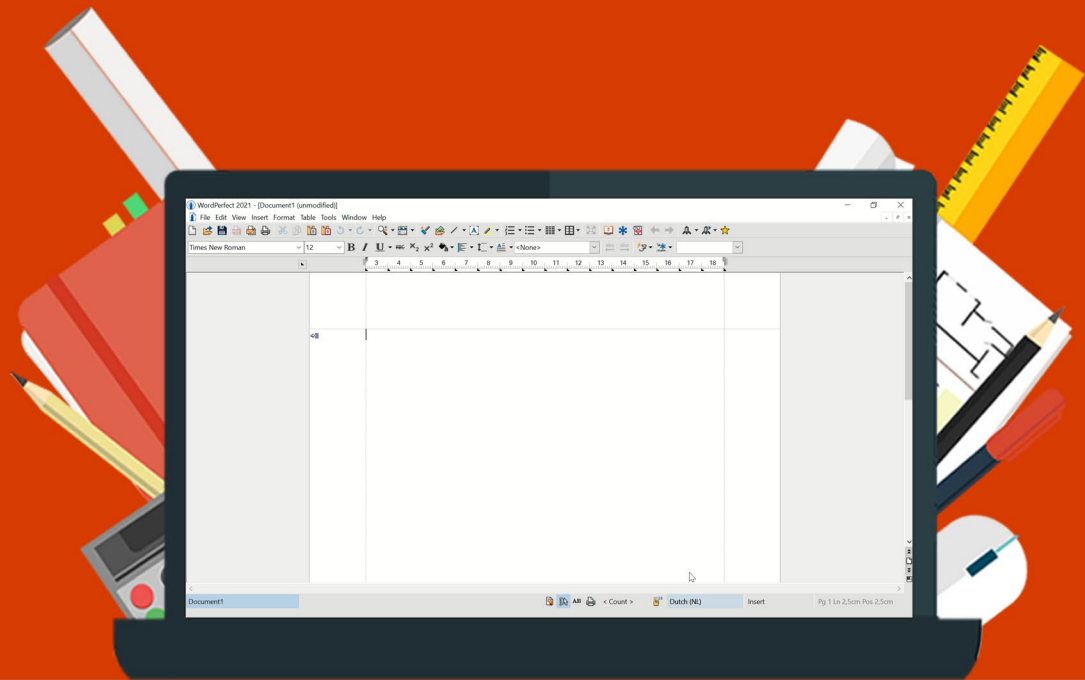


Installation Manual



Microsoft Office 365

For Windows

Before you start your (re-)installation of Microsoft Office 365 please pay close attention to the following things:

Activation:

- Always install the software with a working internet connection. Being offline can cause the installation to fail.
- Sign in with the username and password you received per e-mail. If you get a notification saying the password is incorrect, please email info@surfspot.nl so we can reset your password.
- Microsoft Office 365 is not available for Chromebooks. You can find all system requirements on the Microsoft Office 365 product page.

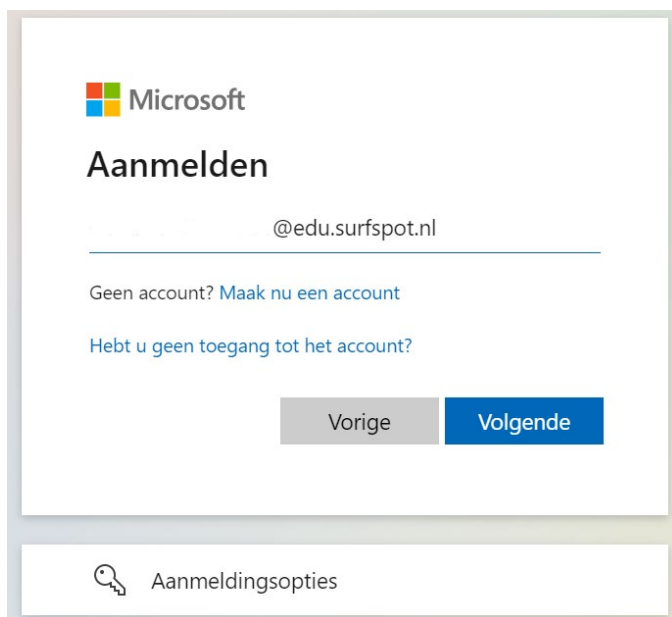
Reinstallation:

- A Microsoft Office 365 license is valid for one year. If the year has expired, you can order a new license.
Important: if you renew your license, you may receive a new username. Please make sure you're logged in with the correct username.
- You can extend your Microsoft Office 365 license by following the steps from page 10.
- In total, you can install Microsoft on 10 devices, 5 of which can be computers. To install Microsoft Office 365 on a different computer, please follow the steps from page 10.
- If you have installed Office before or have a trial version on your computer, please delete this properly. The best way to do that is by using the [Easy Fix Tool](#). For more steps please see page 10.



Step 1: Order Microsoft Office 365 on the website. Within 15 minutes you will receive an e-mail with your login credentials. You can also find your username in your order history.

Step 2: Go to login.microsoftonline.com and log in with the username you received with your order. This username ends with edu.surfspot.nl. Click “Next”.

The image shows the Microsoft login page. At the top left is the Microsoft logo. Below it is the heading 'Aanmelden'. There is a text input field containing the email address '@edu.surfspot.nl'. Below the input field are two links: 'Geen account? Maak nu een account' and 'Hebt u geen toegang tot het account?'. At the bottom of the main content area are two buttons: 'Vorige' (Previous) and 'Volgende' (Next). Below the main content area is a section titled 'Aanmeldingsopties' with a key icon.

Step 3: Enter the password you received per e-mail with your order. If you did not receive a password, please check your spam folder. If you did not receive an email, please send an email with your order number to info@surfspot.nl so we can reset your password. Then, click on “Sign in”.

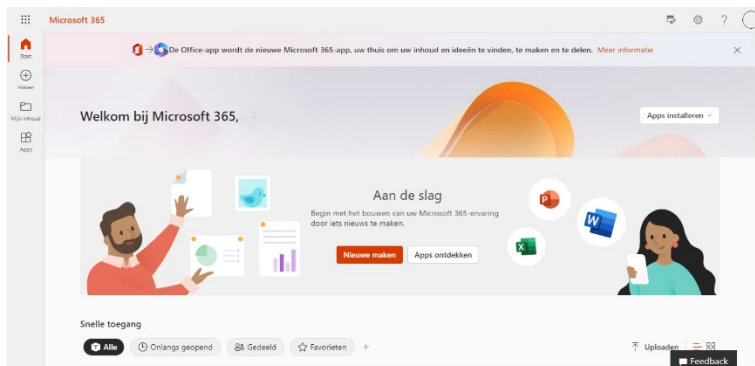
The image shows the SURF SPOT password entry page. At the top is the SURF SPOT logo. Below it is a back arrow and the email address '@edu.surfspot.nl'. The heading is 'Wachtwoord invoeren'. There is a text input field labeled 'Wachtwoord'. Below the input field is a link 'Wachtwoord vergeten'. At the bottom right is a blue button labeled 'Aanmelden'.

Step 4: You will now be asked to create a new password. Fill in your new password and click on “Sign in”.

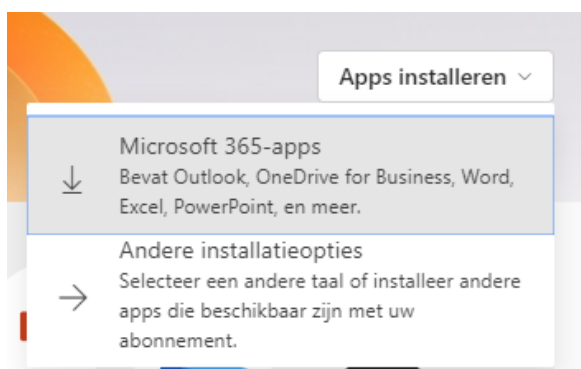


The screenshot shows the SURF SPOT login page. At the top is the SURF SPOT logo. Below it is the email address @edu.surfspot.nl. The main heading is "Uw wachtwoord bijwerken". Below this is a paragraph: "U moet uw wachtwoord bijwerken omdat u zich voor het eerst aanmeldt of omdat uw wachtwoord is verlopen." There are three input fields: "Huidig wachtwoord", "Nieuw wachtwoord", and "Wachtwoord bevestigen". At the bottom right is a blue button labeled "Aanmelden".

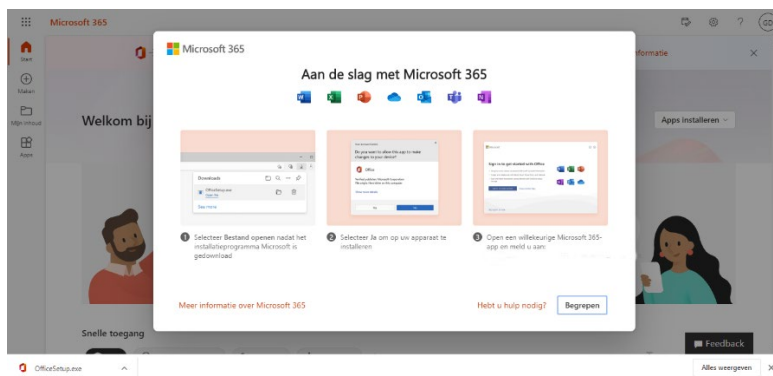
Step 5: You will now be directed to the homepage of the Microsoft online environment. Click on “Install apps”.



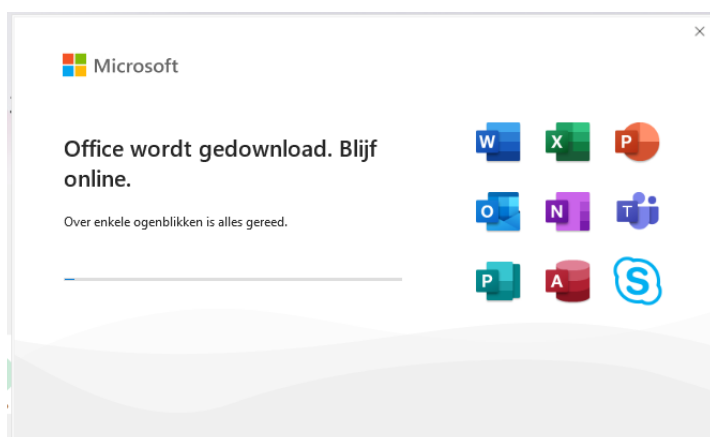
Step 6: Click on “Microsoft Office 365-apps”, the installation file will now download.



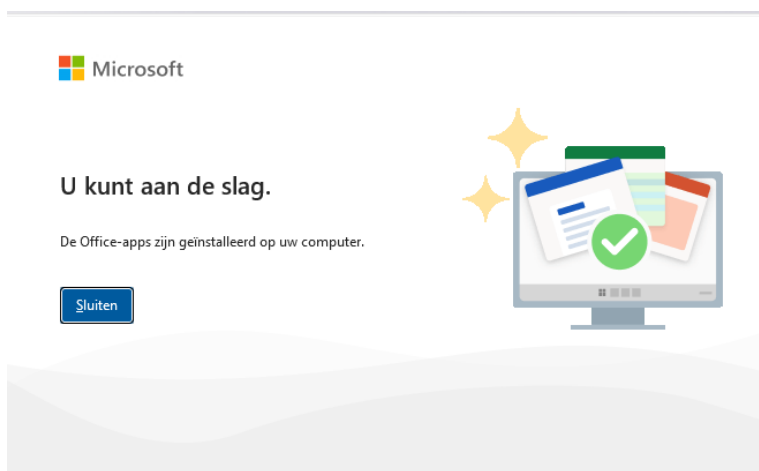
Step 7: Microsoft will now show you a screen that describes the steps of the installation process. Click on “Understood” and then click on the installation file OfficeSetup.exe that has been downloaded.



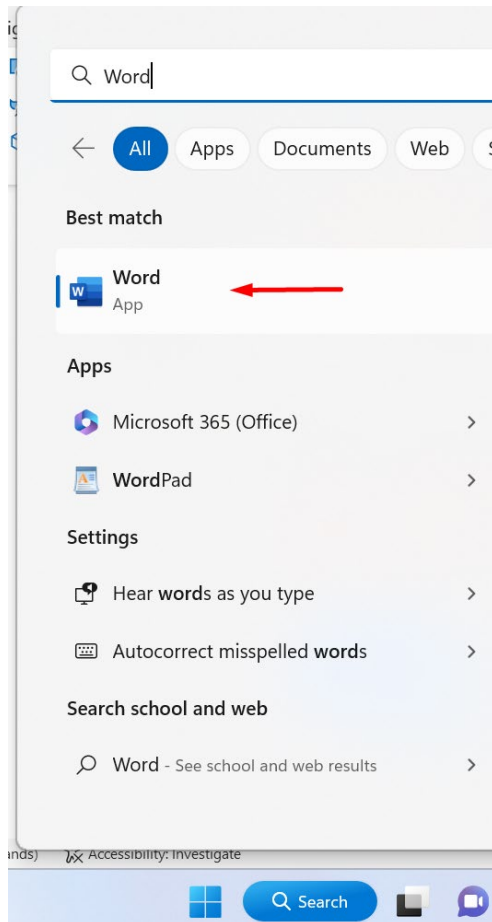
Step 8: Office will now download, this may take a while.



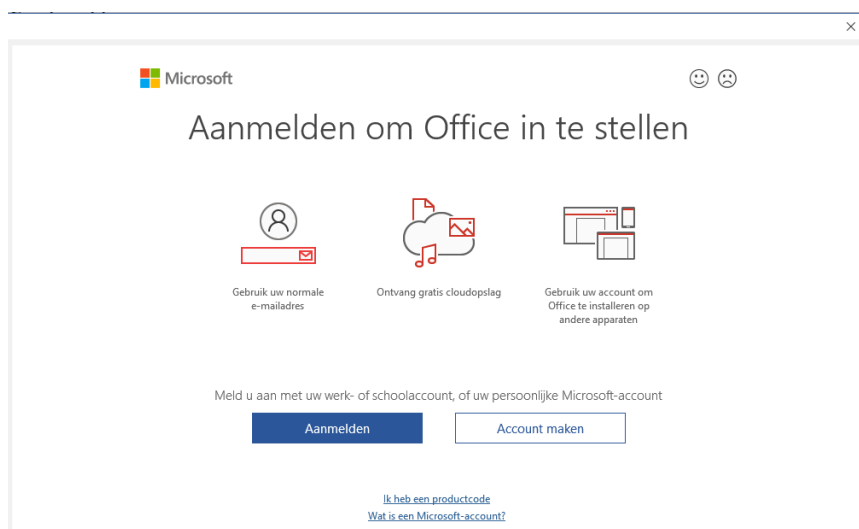
Step 9: You will now get a notification saying Office has been installed. Click on “Close”.



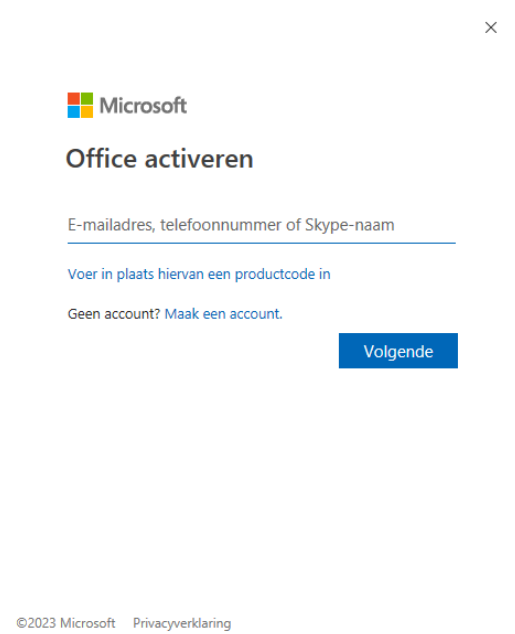
Step 10: Open Word. You can do this by pressing the Windows key on your keyboard, clicking on the Windows logo in your taskbar or by opening the search bar next to the Windows logo and searching for “Word”.



Step 11: You will immediately be asked to sign in to Microsoft. Click on “Sign in”.

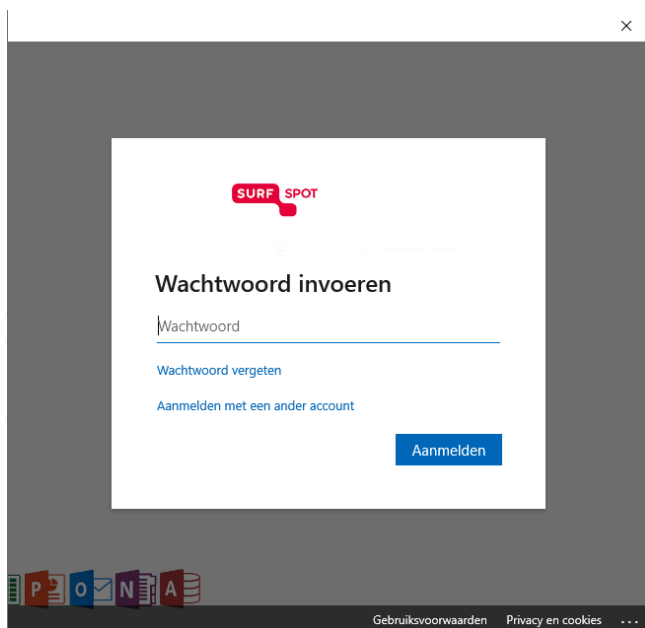


Step 12: Fill in your edu.surfspot.nl username and click on “Next”.



A screenshot of a Microsoft Office activation window. The window has a title bar with a close button (X). The Microsoft logo is at the top left. The main heading is "Office activeren". Below it is a text input field labeled "E-mailadres, telefoonnummer of Skype-naam". Underneath the field is the instruction "Voer in plaats hiervan een productcode in". At the bottom left, there is a link "Geen account? Maak een account.". At the bottom right is a blue button labeled "Volgende". At the very bottom, there is a footer with "©2023 Microsoft" and a link to "Privacyverklaring".

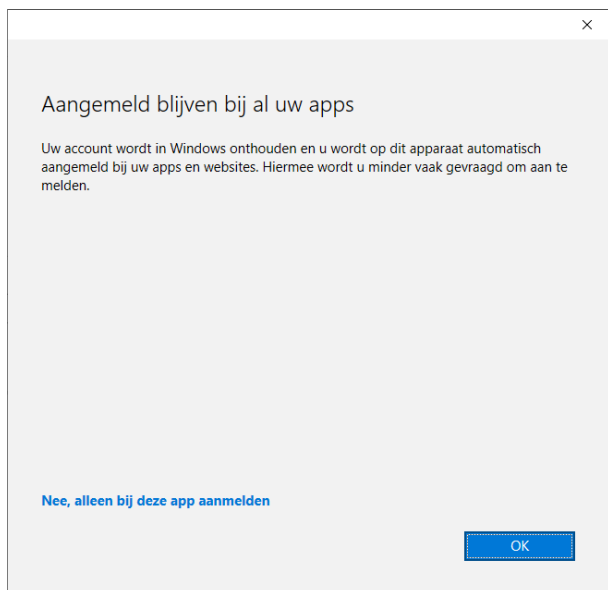
Step 13: Fill in your password and click on “Sign in”.



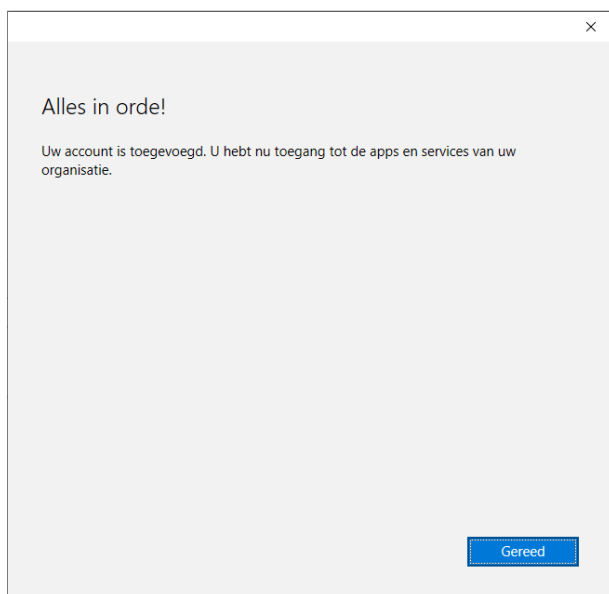
A screenshot of a SURF SPOT password entry window. The window has a title bar with a close button (X). The SURF SPOT logo is at the top left. The main heading is "Wachtwoord invoeren". Below it is a text input field labeled "Wachtwoord". Underneath the field are two links: "Wachtwoord vergeten" and "Aanmelden met een ander account.". At the bottom right is a blue button labeled "Aanmelden". At the bottom of the window, there is a taskbar with icons for Word, PowerPoint, Outlook, OneNote, and Access. At the very bottom, there is a footer with "Gebruiksvoorwaarden", "Privacy en cookies", and a three-dot menu icon.



Step 14: You will now get the option to sign in to all Office apps (such as Excel, Outlook, Powerpoint, etc.). If you want to do this, click “OK”. If you don’t want to do this, click “No, just sign in to this app”.



Step 15: Once you’re signed in, you will get a notification saying your account has been added and all apps have been successfully activated. Click on “Complete”.



Step 16: You can now use all Office apps, Microsoft Office 365 has been installed successfully! You can check if your license has been activated properly by opening Word and then going to “File” and then “Account”. You will see the following screen:



Microsoft Office 365 reinstallation/license extension:

A new license for Microsoft Office 365 unfortunately means you will have to install the apps again. There is no other way to extend your license. Please make sure you delete an existing version of Microsoft Office 365 before you start using a new version.

Deleting the apps does not mean your files will suddenly disappear, you will be able to continue to use them. We do advise you to always make a back-up of your files.

Step 1: Remove your current Office installation. You can do this by using the removal tool:

- **Easy Fix Tool.**

Step 2: Now install Microsoft Office 365. You can do this by going to <http://login.microsoftonline.com> and signing in with the edu.surfspot.nl username and password you used to install Microsoft Office 365 before.

Step 3: Follow the steps from page 5 in the installation manual above.



