

Installing and Activating Microsoft Office Professional Plus 2013 2013-01-16 Version 1.1

TABLE OF CONTENTS

Introduction	1
Installation Instructions	1
Activation Instructions	4

Introduction

This document will guide you through the installation and activation of Microsoft Office Professional Plus 2013 for Windows.

Note: To install/activate this product as described in this document, you will need:

- At least 3.0 GB of free hard-drive space
- Your product key/activation code for the software.

Installation Instructions

To install Microsoft Office Professional Plus 2013:

- 1. Navigate to your computer's download folder (C:\Users\Your Username\Downloads by default).
- 1. Open the folder for the version of Microsoft Office Professional Plus 2013 that you wish to install (32-bit or 64-bit).
- 2. In the folder that opens, double-click the file setup.exe.



3. Read the license agreement, select **I accept the terms of this agreement,** and then click **Continue**.

1 Mary	outt Office Professional Plus 2011	100.00
	Read the Microsoft Software License Terms	0
	To continue you must accept the terms of this agreement. If you do not want to accept the Nicotoft Software Lemos Terms, obse this window to cancel the mutatation.	
	MICROSOFT SOFTWARE LICENSE AGREEMENT MICROSOFT OFFICE 2013 DESKTOP APPLICATION SOFTWARE To determine which one of the two separate sets of homse terms below apply to you, check the license designation. This is printed either on your product key, or might be shown on your Cettricate of Authenticity, or on the dewelsional page if you obtained the software online. If your designation is TPP: "Retail" or "PEC." then the Retail License Terms below apply to you. If OEM, then the OEM License Terms below apply to you. If you need help, please go to microsoft.com/office/suia to determine which license you have.	
	RETAIL LICENSE TERMS	
	Thank you for choosing Microsoft Office 2013. This is a license agreement between you and Microsoft Corporation (or, based on where you live, one of its affiliates) that describes your notes to use the Office 2013 software. *	
	2 Igroupt the terms of this agreement	

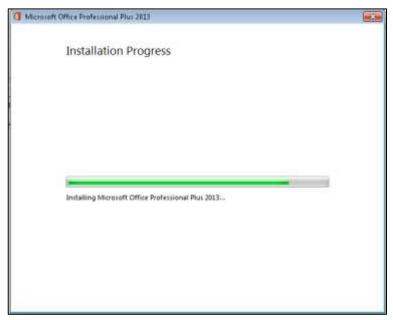


4. Click Install Now.



Note: If you have a previous version of Microsoft Office installed on your computer, this button will read: "**Upgrade**".

5. Wait while the software is installed.





6. Once the installation is complete, click **Close**.

1 Microsoft Office Professional Plus 2013	×
Office	0
Thank you for installing Microsoft Office Professional Plus 2013. To begin, open Start and go to your Office programs.	
Complete your Office experience	
 Store and share your documents online Get free product updates, help, and training 	
Continue <u>O</u> nline	
	e



Activation Instructions

To activate Microsoft Office Professional Plus 2013:

1. From the Start menu, click **All Programs >> Microsoft Office 2013**, and then click on any program in that folder (e.g. Access 2013, Excel 2013) to open it.

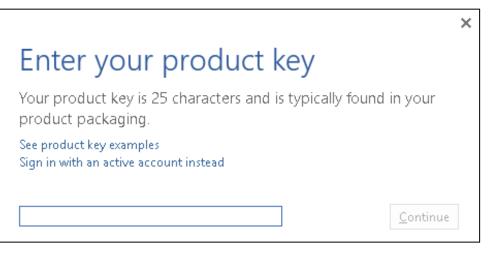


2. The Activate Office window will open. Click Enter a product key instead.





3. Enter your product key, and then click Continue.



4. Ensure that the option Use recommended settings is selected, and click Accept.

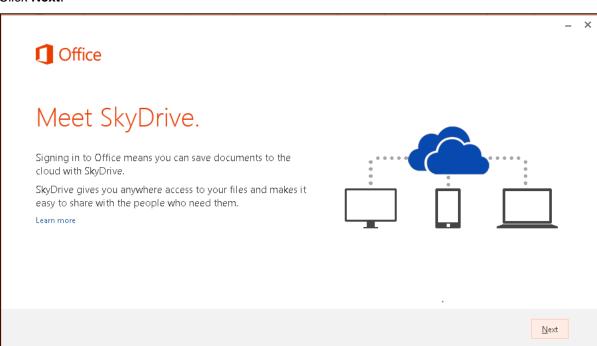
	×
First things first.	
Use recommended settings Install important and recommended updates for Office, Windows and other Microsoft software and help improve Office.	
\bigcirc Install updates only	
Install important and recommended updates for Office, Windows and other Microsoft software.	
○ Ask me <u>l</u> ater	
Until you decide, your computer might be vulnerable to security threats.	
The information sent to Microsoft is to help us and is not used to identify or contact you.	
We take your privacy seriously.	
Learn more	
Accep	ot



5. Click Next.



6. Click Next.

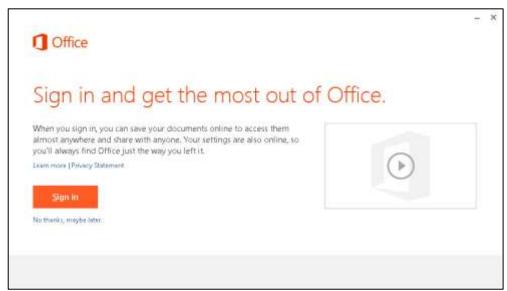




7. Select a background theme from the list under **How would you like your Office to look?** and then click **Next**.

	- ×
1 Office	
Hello Test User!	
How would you like your Office to look?	
No Background Calligraphy	
Circles and Shipes	
	Ment

- 8. If you wish to associate your software with a Microsoft account for online access to your files, follow steps (a) through (c). Otherwise, click **No thanks, maybe later.**, and *skip to step 9*.
 - a) Click Sign In.





b) Select the type of account you have or wish to set up.



c) If you already have a Microsoft account, enter your login information and click Sign In. If you do not have a Microsoft account, click Sign up now and follow the on-screen instructions to create one.

	If you use Hotmall, SkyDrive, Xbox LIVE, or
	have a Windows Phone, you already have a
Sign in	Microsoft account. Sign in
Jightin	
Microsoft account What's this?	Microsoft account name
somesne@example.com	someone@example.com
Ponieure@example.com	Or get a new email address
Password	Create a password
Sign in	8-character minimum: case sensitive
Carifi access your account?	Reenter password
Don't have a Microsoft account? Sign up now	Phone number
Trivery & Copilies Terms	United States +1
Q2013 Microsoft	0000-3000-30000
	Or choose a security question
	First name
	and the second s



9. Click All done!



Microsoft Office Professional Plus 2013 is now installed and active on your computer.



Installing and Activating Microsoft Office Professional Plus 2013 | 2013-01-16 | 9