



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

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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**.

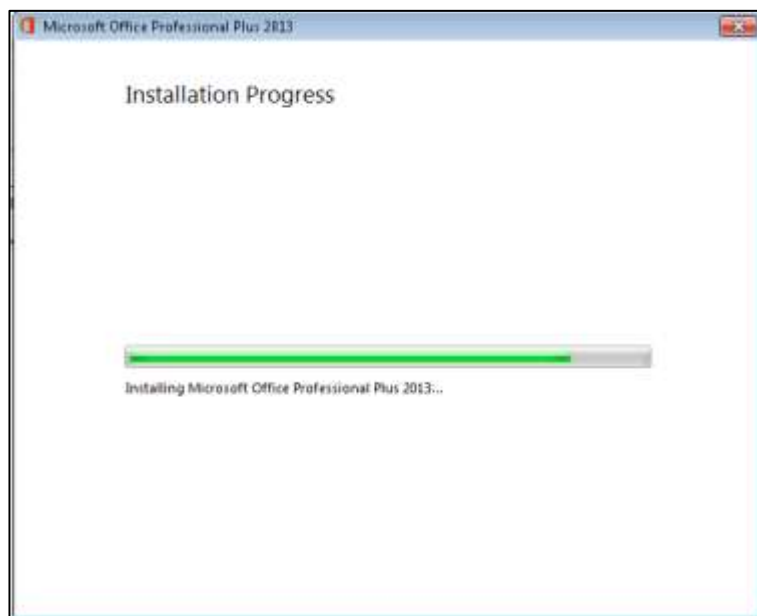


4. Click **Install Now**.

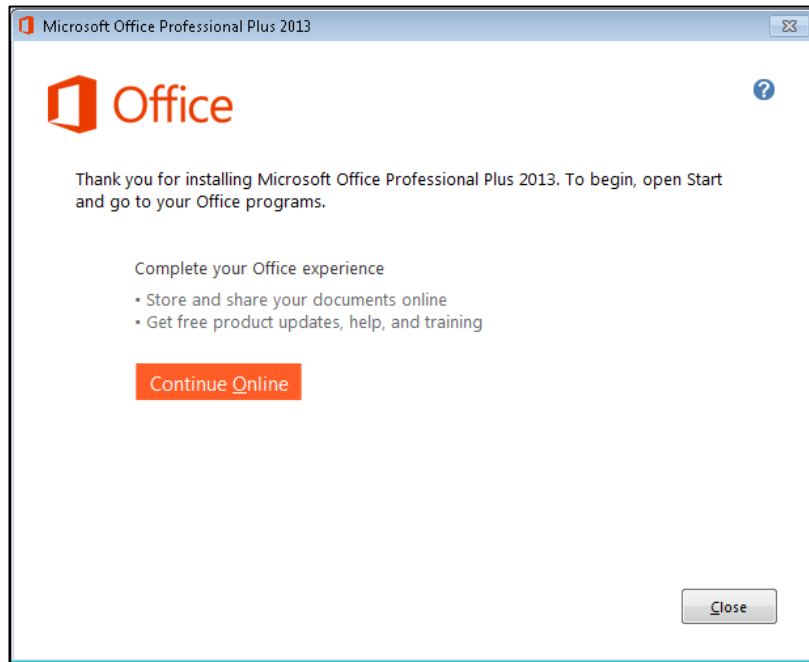


Note: If you have a previous version of Microsoft Office installed on your computer, this button will read: **"Upgrade"**.

5. Wait while the software is installed.



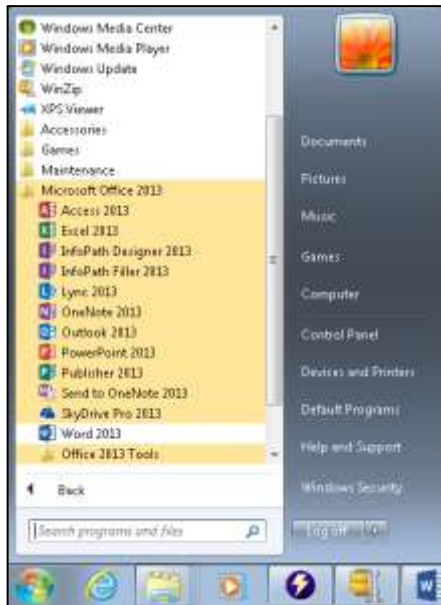
6. Once the installation is complete, click **Close**.



Activation Instructions

To activate Microsoft Office Professional Plus 2013:

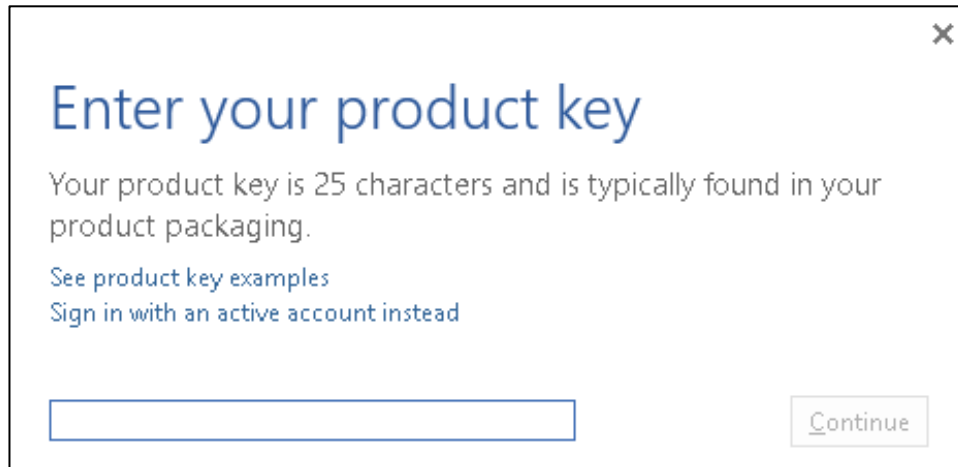
1. From the Start menu, click **All Programs >> Microsoft Office 2013**, and then click on any program in that folder (e.g. Access 2013, Excel 2013) to open it.



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

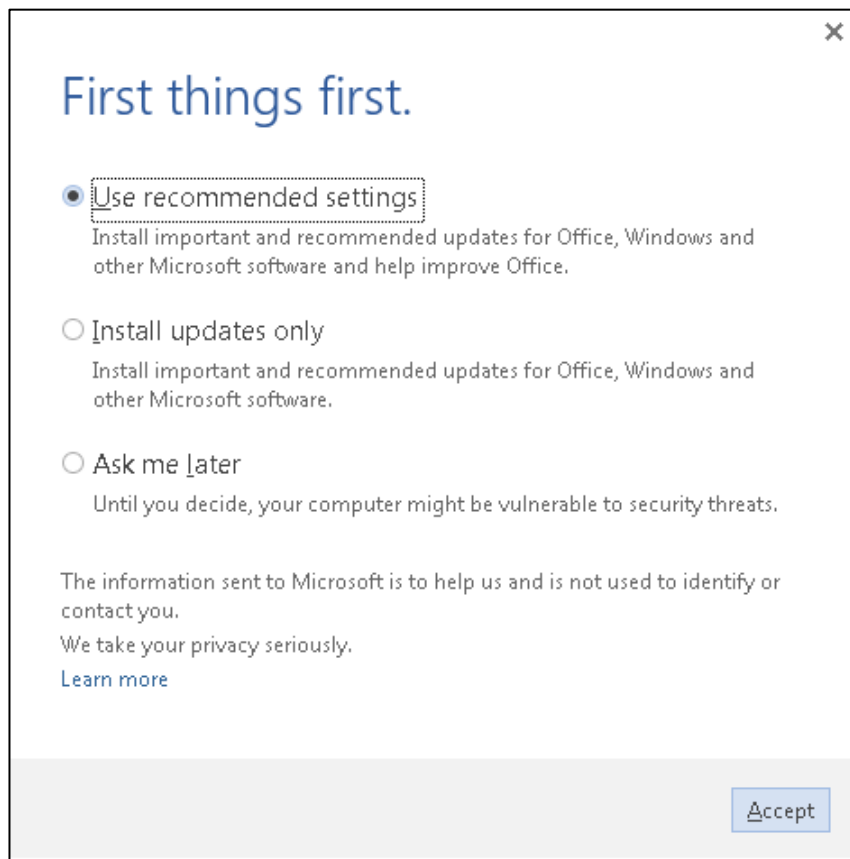


3. Enter your product key, and then click **Continue**.



The screenshot shows a dialog box titled "Enter your product key" with a close button (X) in the top right corner. Below the title, it says "Your product key is 25 characters and is typically found in your product packaging." There are two links: "See product key examples" and "Sign in with an active account instead". At the bottom, there is a text input field and a "Continue" button.

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

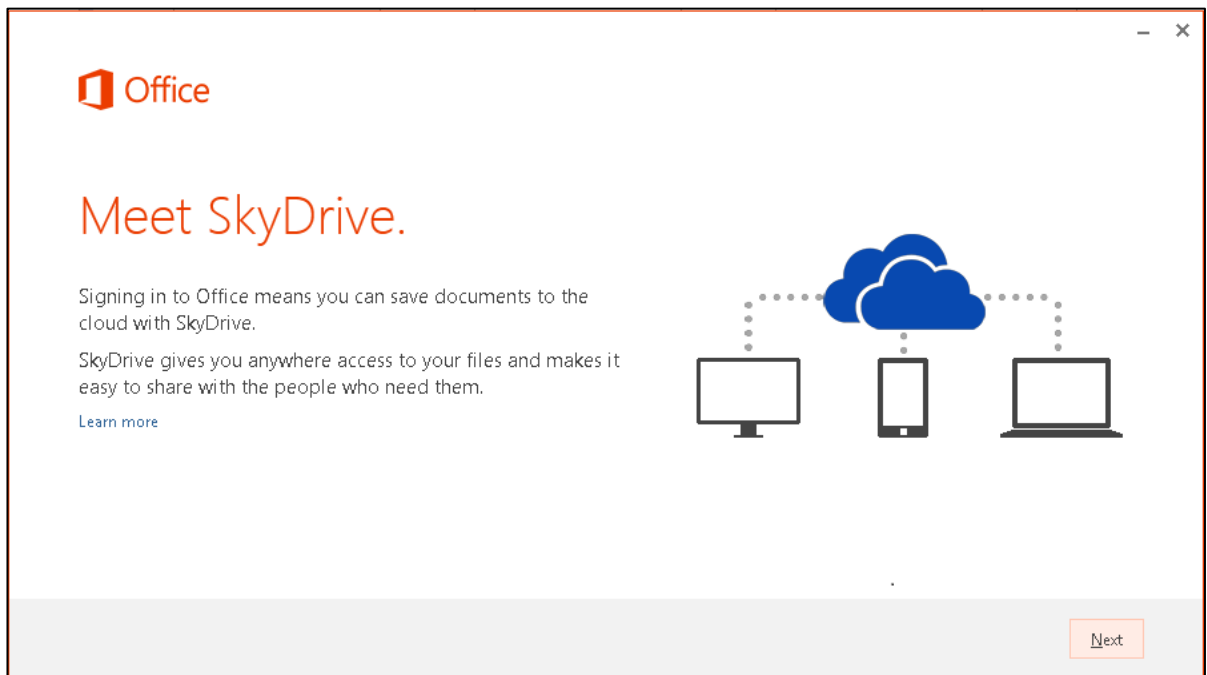


The screenshot shows a dialog box titled "First things first." with a close button (X) in the top right corner. It contains three radio button options: "Use recommended settings" (which is selected and highlighted with a dashed box), "Install updates only", and "Ask me later". Each option has a brief description below it. At the bottom, there is a paragraph of text: "The information sent to Microsoft is to help us and is not used to identify or contact you. We take your privacy seriously." followed by a "Learn more" link. At the bottom right, there is an "Accept" button.

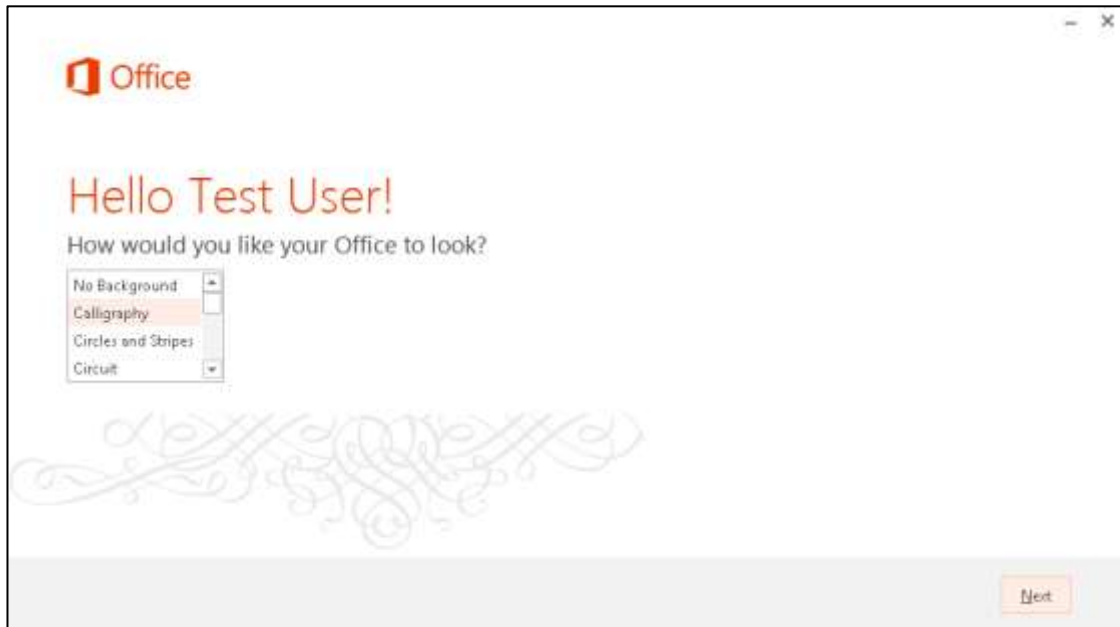
5. Click **Next**.



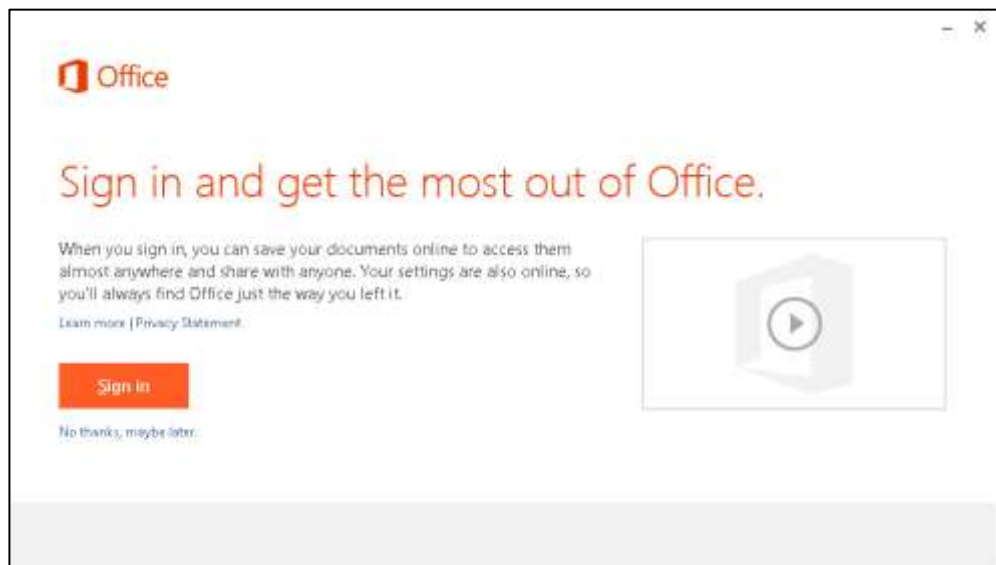
6. Click **Next**.



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



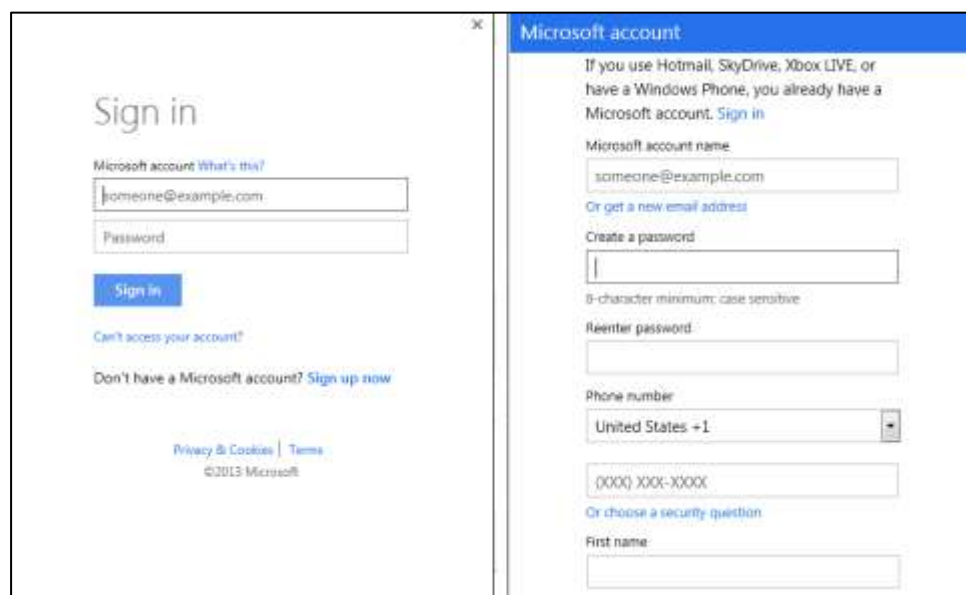
8. If you wish to associate your software with a Microsoft account for online access to your files, follow steps (a) through (c). Otherwise, click **No thanks, maybe later.**, and *skip to step 9*.
- a) Click **Sign In**.



- 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.



9. Click **All done!**



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