

Microsoft Office home installation instructions

(ITS, Murdoch University, July 2003)

Installing the Software

1. Insert Microsoft Office CD into computer.
2. When prompted complete user details then enter the 25 character product key that is stuck to the back of the Microsoft Office CD cover. *Click NEXT*
3. *Select* "I accept the terms in the License Agreement", *Click NEXT*
4. Recommend *select* "Complete" install option unless space on your hard disk is an issue, accept the default install location, *Click NEXT*
5. *Click Install*
6. When complete *click OK*

From this point on each time you start any Office application the "Office Activation Wizard" will start and prompt you to *activate the license* using either the internet or the telephone, or you can choose to "Activate Later."

Note: You are allowed to start any Office application up to a total of 50 times before activating the license, after this the Office application will cease to work until you have completed the license activation.

Activating the License

The Office Activation Wizard offers 2 methods to activate the license, using either the internet or a telephone call to a free call number.

Choose whichever method suits you but if you experience any problems with your internet connection drop back to using the telephone activation. For telephone activation you simply supply the on screen information provided by the activation wizard and enter the "confirmation ID" supplied in the space provided on the screen.

Important Points to remember

1. **Save the Product Key in a safe place** as you must have this number if you wish to ever install Office again. (Product Key is stuck to back of the CD cover.)
2. You **can only activate the license 2 times** using the CD and Product Key supplied. After that you will need to obtain a new set of media.