


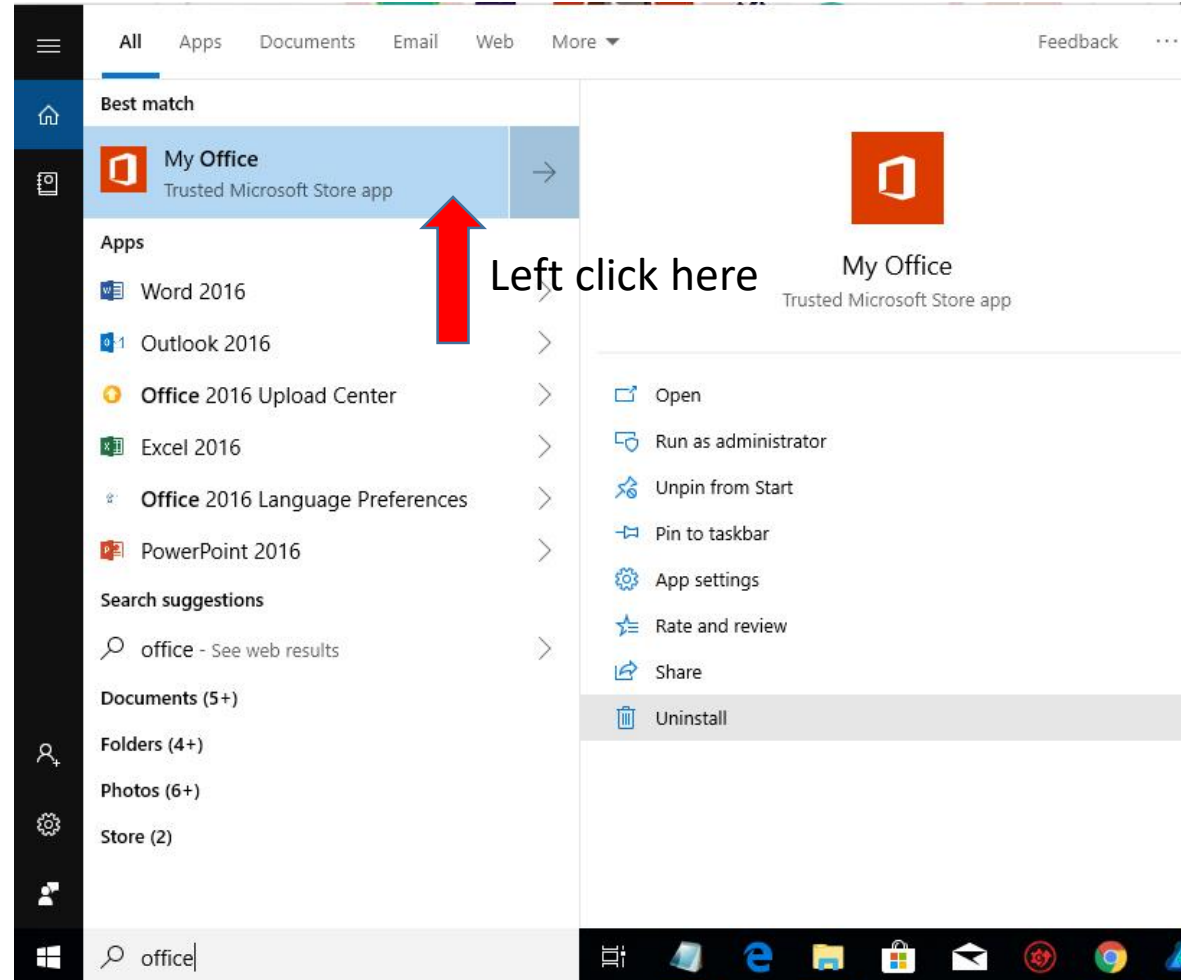


Firstly uninstall any previous versions Microsoft Office

*These instructions are for Windows 10 but will be very similar For all versions of Windows.

Simply insert your DVD to your drive, then allow it to load for a minute or so and then a dialogue box will open in the bottom right corner of your screen. Click on it and choose setup.exe , then installation will begin, it's a slow process so be patient. If the dialogue box doesn't open automatically open File Explorer  in your task bar, then right click on your DVD drive, next click “ install or run programme from your media “ . Your installation will begin.

After install is completed in your system search box type simply “office”
This is what you’ll see;




My Office

Sign in

Home

- My account
- Documents
- Help and training
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- About

Click My account







What is Office 365?






It's all of the Office apps installed on your favourite devices, for yourself or your household

[Learn more >](#)

Documents

Name	Last opened by you
 Envelopes.docx OneDrive - Personal »...	several minutes ago
 INSTALLATION USB.... Documents	several hours ago
 INSTALLATION w10[... OneDrive - Personal » Doc...	several days ago
 Win 7 INSTALLATION... OneDrive - Personal » Doc...	several days ago

Apps

-  Outlook
-  OneDrive
-  Word
-  Excel
-  PowerPoint

If your not already logged in to your Microsoft account, as is the case here then login.

Hello. Let's get your Office

① Use your Microsoft account to get started



John Smith

websitesmithy@gmail.com

[Change account](#)

Next

Already entered a product key and looking for your software? [Install from your Microsoft account](#)

② Enter your product key

③ Get your Office



Now insert your key, Choose your Country and Language and your done!

Hello. Let's get your Office

① Signed in as John Smith (websitesmithy@gmail.com) [ch](#)

② Enter your product key



The image shows a red rectangular box with the Office logo and the word "Office" in white. Below the logo is a white input field divided into five segments for entering a product key. At the bottom right of the box, there is a link that says "Where's my product key?" with a question mark icon.

Country or region

▼ ⓘ

Your language

▼

Next

③ Get your Office