

 Office 365

Office 365: Anywhere where you are

 Office 365



For 1 PC/Mac plus 1 Windows tablet/iPad¹



60 Skype free minutes per month²



1 TB of OneDrive online storage³



Ongoing application and service updates

How to activate and install Office 365 Personal

STEP 1

Tap the **Office tile** in the Windows 8 start screen.



STEP 2

Tap **Activate** in the following welcome screen.



Notes:

Use for commercial, not-for-profit or for-profit business activities or use by public authorities is prohibited. Visit www.office.com/information for further information. Product must be activated no later than 6 months after Windows activation. No compensation will be given if the product has been damaged or activated, and the equivalent value cannot be paid in cash. This does not affect your statutory warranty rights.

STEP 3

Sign in with your **Microsoft account** or create a **new account**.



Microsoft account is the term given to a universal authentication process that was previously known as Windows Live ID. A Microsoft account comprises an e-mail address and a password and enables you to sign in to Microsoft services such as OneDrive, Outlook.com and Xbox Live. If you use OneDrive, Outlook.com, Xbox Live, Hotmail or another Microsoft online service, then you already have a Microsoft account. However, you are free to set up additional Microsoft accounts at any time.

STEP 4

Follow the **instructions on the screen** to complete the installation.

If you have any technical questions or require product support, please go to:

www.support.microsoft.com/contactus

1. The requirements for using Office 365 are Windows 7 (or higher), Mac OS X® 10.6 (or higher), compatible tablets running Windows 7 (or higher) or iPads running iOS® 7.0 (or higher). The range of functions within the applications will depend on the device used. Publisher and Access are available only for PCs. OneNote for iPad and OneNote for Mac are available free of charge in the iTunes Store and in the Mac App Store. Office Mobile is preinstalled on Windows Phone devices and is also available for iPhones® (as of iOS 6.1) and Android smartphones (as of Android 4.0). Visit office.com/mobile for further information.
2. Skype minutes are available only in selected countries and after the user has agreed to the terms of use. Calls are restricted to particular countries or to particular telephone numbers. A Skype account is required. Visit office.com/information for more information.
3. A Microsoft account and an Internet connection (may be liable to charges) are required.