Office Standard 2016 Activation

Good news! Your new device has come pre-installed with Microsoft Office Standard 2016! Please follow the instructions below to activate.

This Office suite is packed full of features and applications such as Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Office online and Skype for Business.

For further information on what each application does and useful tips and tricks please use the link below.

https://support.office.com/

Let's Get Started

- Open one of the Office applications such as Microsoft Word, Excel, PowerPoint etc. These can be found on the Start Menu.
- If prompted to set up updates please choose the option to install updates. This will ensure you receive all the new features and security updates.
- This will then bring up an activation wizard window, please see picture below.
- Please select the first option for 'activate over the Internet'.
- Select Next to activate
- Activation will now be complete!
- Congratulations! You are now ready to use the Office 2016 Applications. When you next open Word 2016, it will be ready to go.