

## **Microsoft Office 2013 Product Key Card Activation**

Inside the product packaging you will find a card which contains the Microsoft Office 2013 product key used to activate Microsoft Office. The card looks like this:

**DO NOT DISCARD**

**Microsoft® Product Identifier**

Included Microsoft® Product:  
<<Insert Legal Product Name>>

Place the self-adhesive COA ("SACOA") HERE

"The manufacturer of your <<"personal computer">> has licensed the Microsoft® product listed in this document. This certificate of authenticity attached to the product packaging is your assurance that the following Microsoft products you have received are legally licensed to you from <<OEM Name>>."

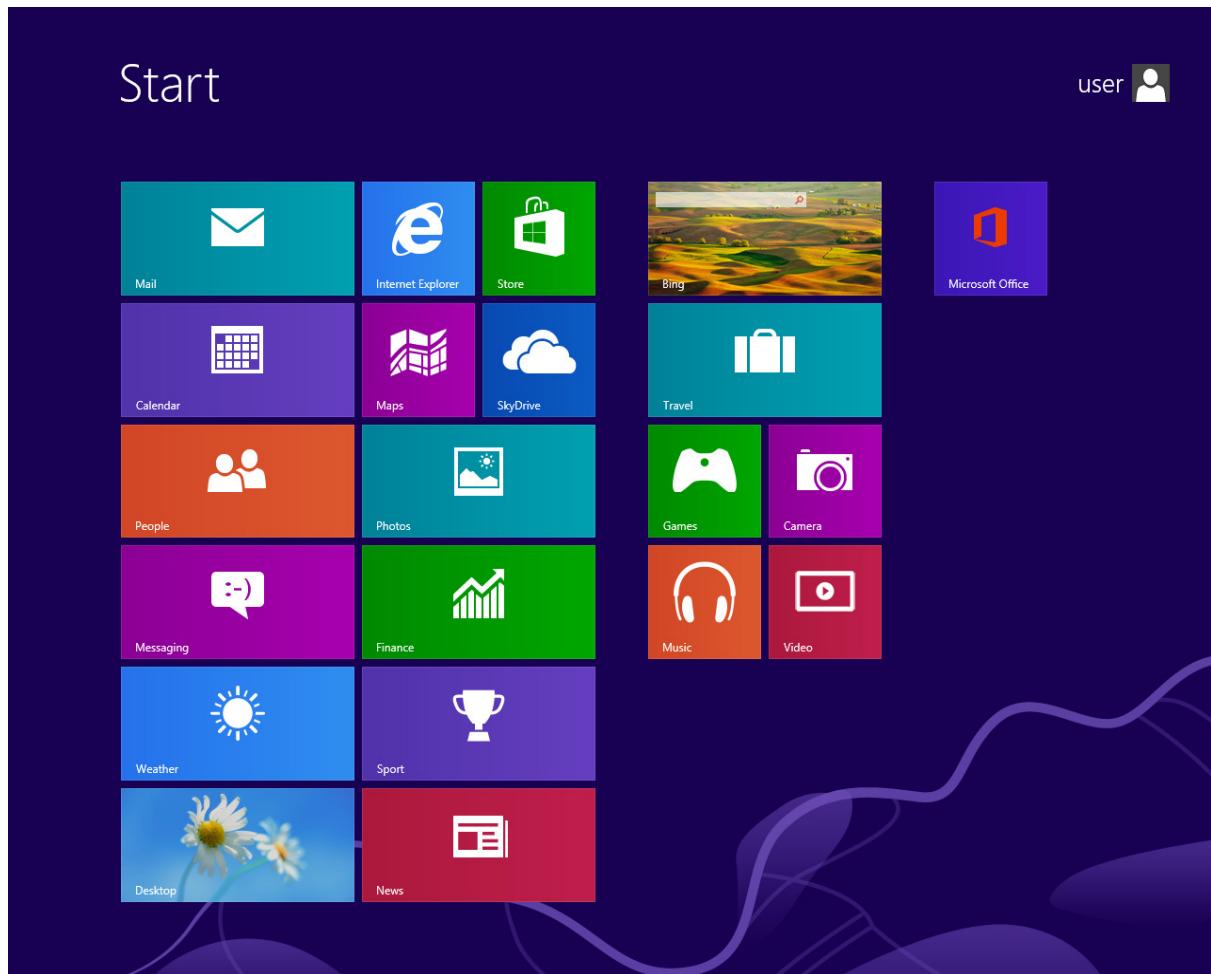
**Not For Individual Resale**

OEM Bar Code

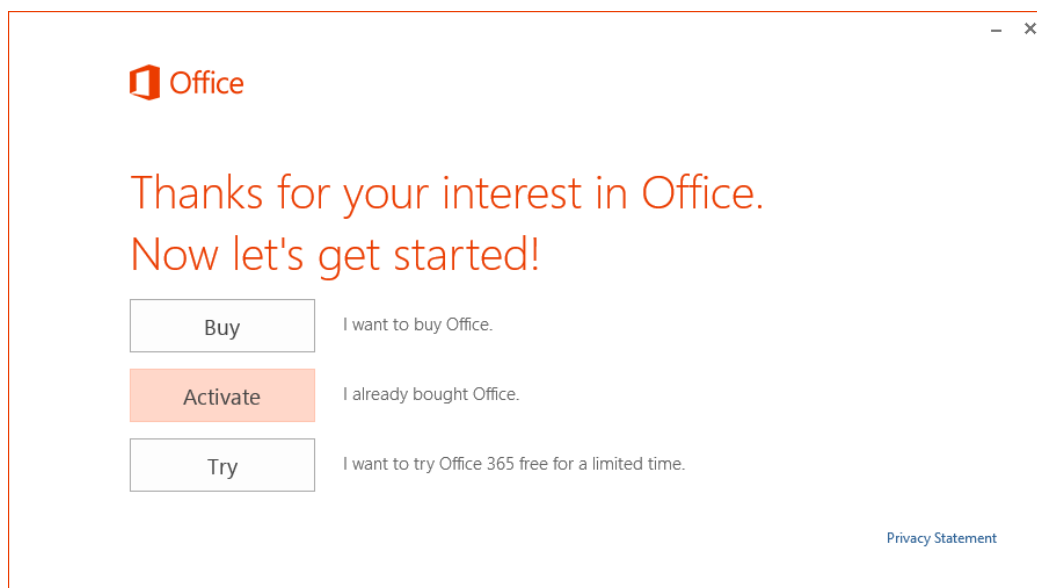
**DO NOT DISCARD**

Please make sure you have this before proceeding further.

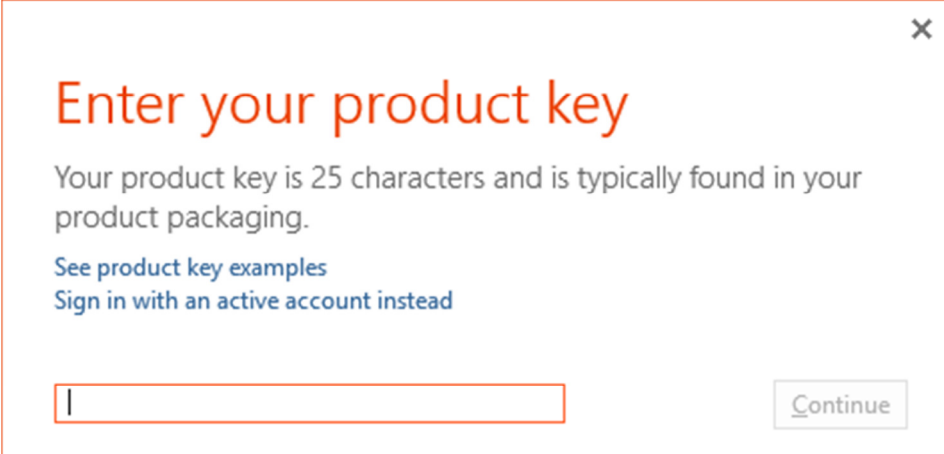
Using Windows 8 Press the Windows button or click your mouse in the bottom left corner of your screen. You will then see this:



The top right of this screen you will see the Microsoft Office logo, click this and you will be prompted by the next screen:



Click the "Activate" button



Enter your product key

Your product key is 25 characters and is typically found in your product packaging.

[See product key examples](#)  
[Sign in with an active account instead](#)

[Continue](#)

In this box enter the product key which is located on your Product Key Identifier card seen earlier.

Click "Continue" and your product will now activate. Please note you must be connected to the Internet at this step.