



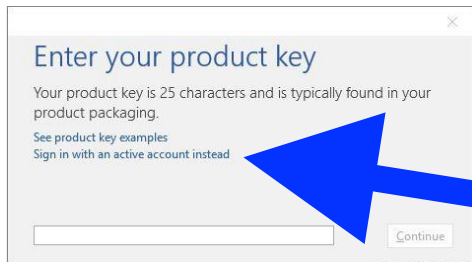
## How to Activate Office 365 for Office 2016 May 16, 2016 by Sara Witherow

After Office 365 has been installed on the machine, all staff will need to activate their copy of Office.

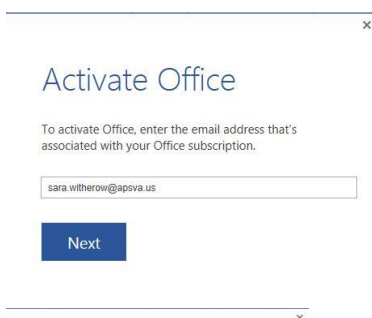


Launch one of the Office suite applications for the first time after installation.

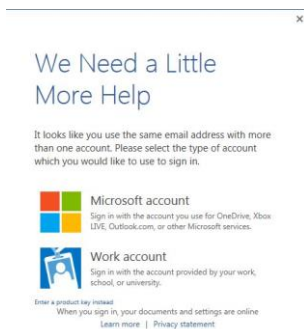
For this example we will use Word 2016.



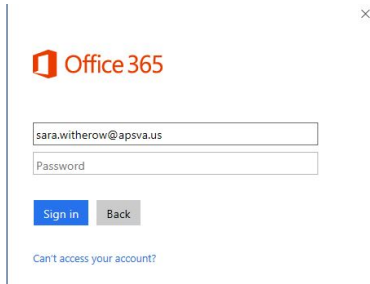
In the “Enter your product key”, click on the second option “Sign in with an active account instead.”



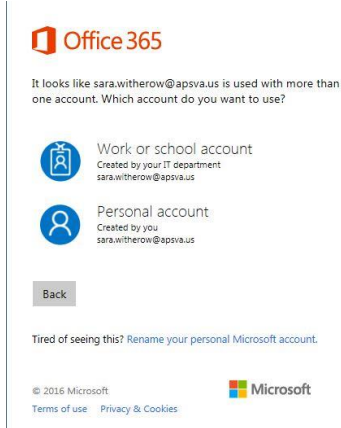
Enter your APS email address in the “Activate Office” window.



Click on “Work account”.



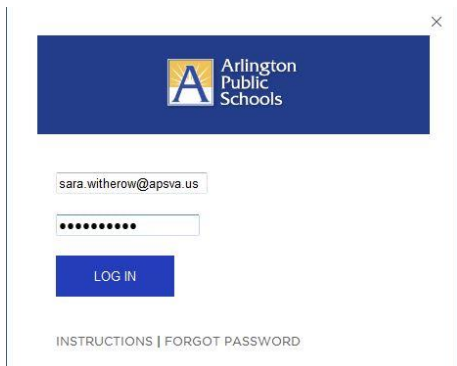
Make sure your email address is entered. Click on the Password field and it will proceed to the next screen without entering anything.



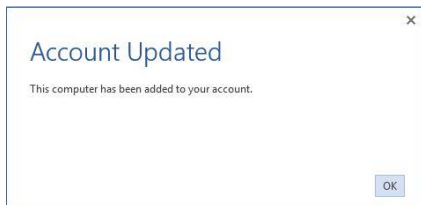
If this screen appears for you, click on “Work or school account.”



You will be “Redirected” to APS.



Now you will sign into APS to finish registering Office.



If entered correctly, and the machine is connected to the Internet, the “Account Updated” message will appear.


First things first.

This product also comes with Office Automatic Updates.  
[Learn more](#)

By clicking "Accept" you agree to the Microsoft Office License Agreement.  
[View Agreement](#)

Accept



Witherow, Sara 

Click "Accept" on the "First things first" screen.

Then you are done with registration.

The upper right corner of the Word document window will show the user name.

# Account

## User Information



Witherow, Sara  
sara.witherow@apsva.us

[Sign out](#)

[Switch Account](#)

Office Background:

No Background 

If you click on "Account Settings", you should now see your name in User Information.