

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

ACTIVATING MICROSOFT OFFICE 2013 FROM HOME

Purpose

To authenticate and have Microsoft office 2013 on your home pc.

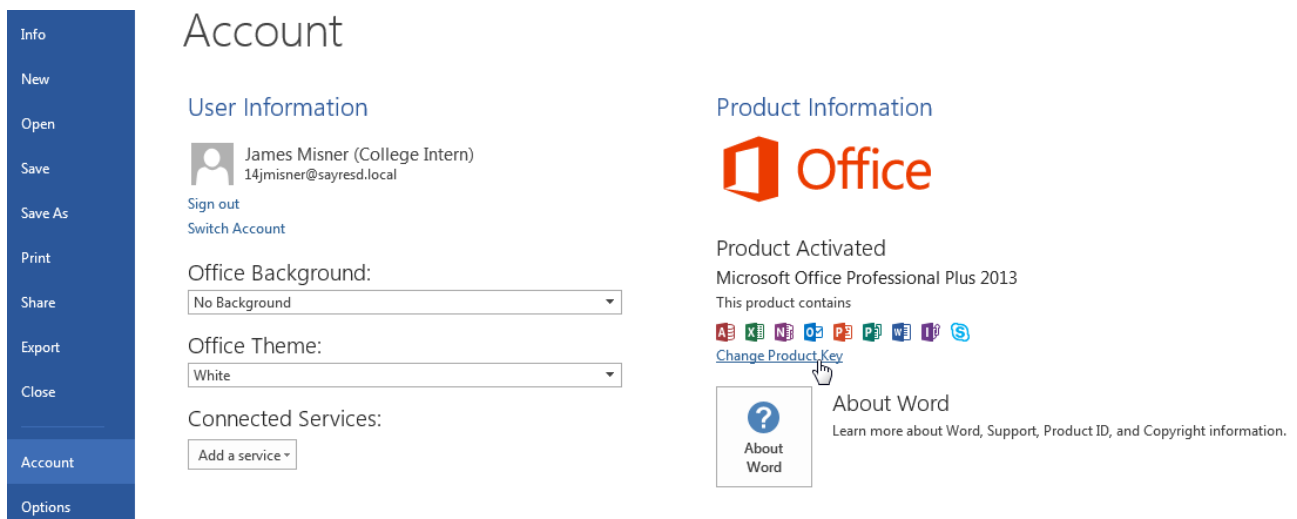
IMPORTANT: This is only for teachers and staff of the Sayre Area School District.

How do I Authenticate?

After Installation follow these steps:

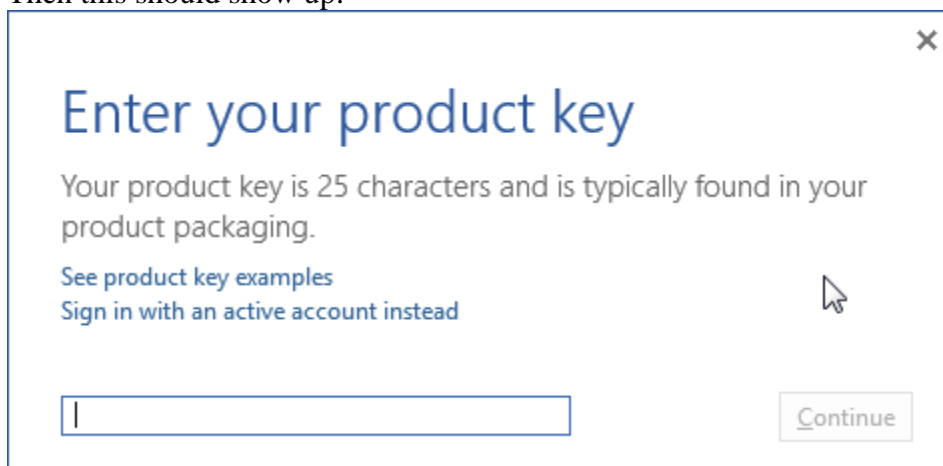
Close out of and reopen MS Office.

Click on the File tab > Account > Change Product Key



The screenshot shows the Microsoft Office Account settings page. On the left is a navigation pane with options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account (selected), and Options. The main content area is titled 'Account' and is divided into two sections: 'User Information' and 'Product Information'. Under 'User Information', the user is identified as James Misner (College Intern) with email 14jmisner@sayresd.local. There are links for 'Sign out' and 'Switch Account'. Below this are dropdown menus for 'Office Background' (set to 'No Background') and 'Office Theme' (set to 'White'). There is also an 'Add a service' button. The 'Product Information' section shows the 'Office' logo and states 'Product Activated: Microsoft Office Professional Plus 2013'. It lists the products included and provides a link to 'Change Product Key'. Below this is an 'About Word' button with a question mark icon and a link to 'Learn more about Word, Support, Product ID, and Copyright information.'

Then this should show up:



The screenshot shows a dialog box titled 'Enter your product key'. The text inside reads: 'Your product key is 25 characters and is typically found in your product packaging.' Below this are two links: 'See product key examples' and 'Sign in with an active account instead'. At the bottom left is an empty text input field, and at the bottom right is a 'Continue' button.

Enter in your 25 character key.