HOW TO: ACTIVATE MICROSOFT 365 APPS ON YOUR LAPTOPS/DESKTOP PCS.

When Office apps need re-activating, you will notice these

on Word/Excel/PowerPoint.

The yellow triangle shows that

you need to log in with your current password for Outlook/Office 365 apps.



Image: Sign in with your work, school, or personal Microsoft account	Next
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Microsoft
Activate Office

@stud.unre.ac.pg
No account? Create one!

Next



Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

\checkmark

Allow my organization to manage my device

O Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.



Microsoft	* ×
	Getting Office ready for you
	Wait for Office apps to do changes.
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Please resta	× rt any open Office apps to enable the features of Microsoft 365 Apps for enterprise.
	Step 7: Restart Office apps.

TROUBLESHOOTING

Scenario 1: Office app still showing as **Unlicensed Product**. This happens when your internet connection is not strong enough to download data relating to your account.

Try the following:

- Go to File > Account > Update Options > Update Now. Depending on your internet connection, downloading and updating Office apps will take about 30 minutes to almost 1 hour. It is best recommended to do updates using mobile data or when UNRE Wi-Fi has few users.
- For Dell laptops/PCs, run Windows Updates. Navigate to Settings > Windows Update. Windows Updates will take a couple of minutes to download, install and restart your device so once again, ensure you have spare time to perform this task.

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	Office apps activated.	
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Scenario 2: Under **File** > **Account**, you see **Account Error**. This means that you may have changed your password recently OR that you need to log in again with your current password. Take note, that passwords used for Outlook on mobile devices are the same passwords used in activating desktop Microsoft 365 apps.

Solution: 1. Click on Fix Me.

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2: Type in your Outlook/Microsoft 365 password. Then continue with **Step 6** above.



If you encounter errors like the one shown below or **Try Again** prompts, it means you do not have a strong internet connection. Close the window and follow the steps again, or use mobile data.

