

Microsoft Office Professional Plus 2021 Installation Guide

IMPORTANT NOTES

If you encounter any issues during installation or activation, please contact our customer support.

Activate your Office package immediately after installation with the purchased product key!

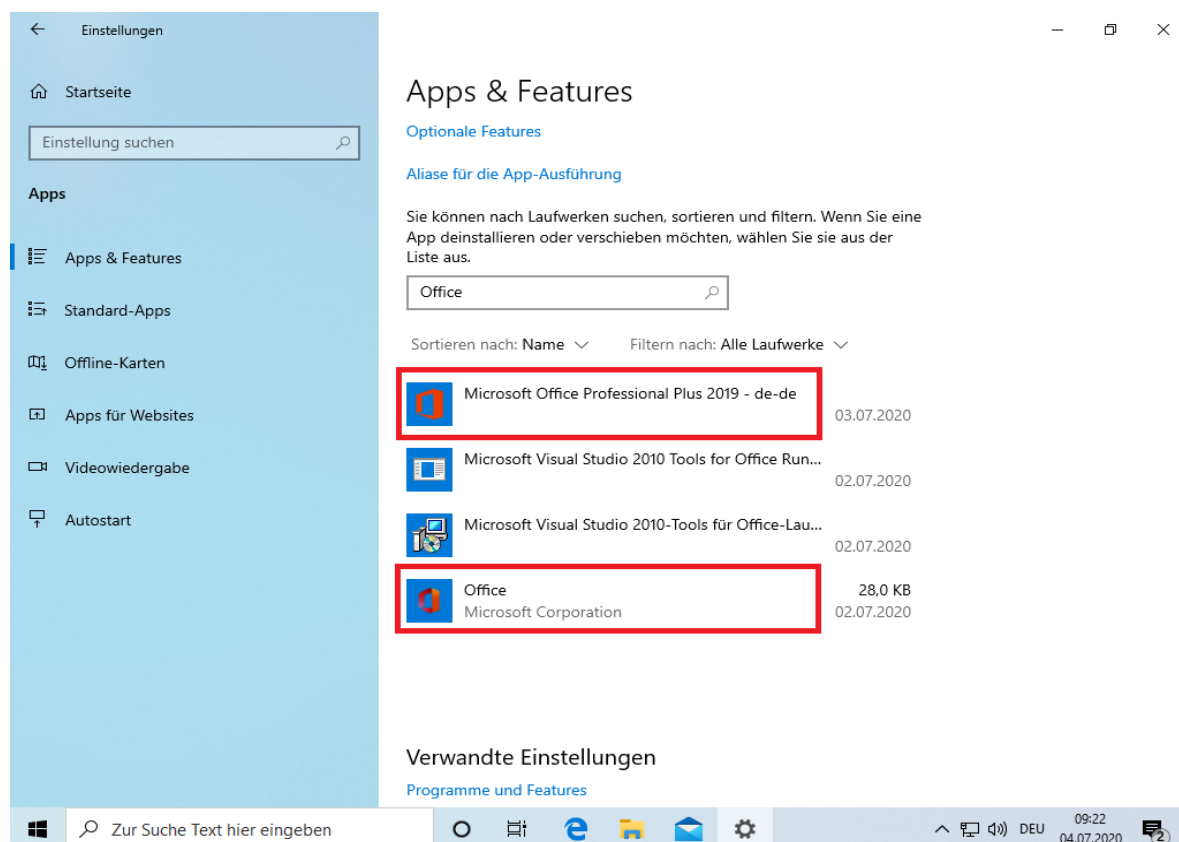
Do you only want to activate because Office is already installed on your computer?

The product key must match the installation file, as there are many different versions of the software. It may be necessary for you to perform a reinstallation using the download provided by us. To avoid errors during installation, please follow the instructions carefully. You can find all download links in your customer account in the email where you received the product key.

Step 1

First, remove all existing Microsoft Office versions from your PC to avoid issues during installation. Often, a pre-installed Microsoft 365 trial version is also present, which needs to be removed. You can use the Microsoft [Uninstall Tool](#) for this. **Make sure that all Office files are completely removed, as the installation may otherwise fail!**

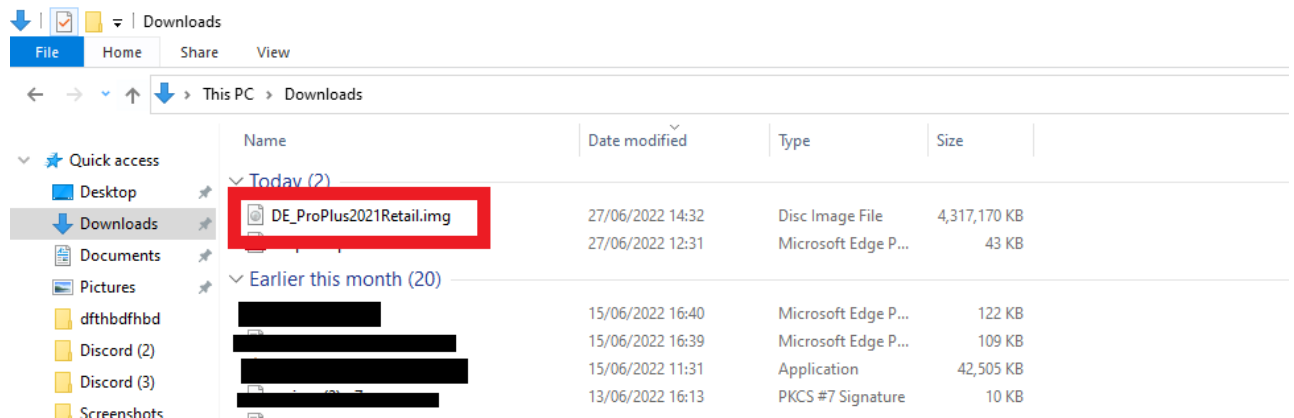
If necessary, also delete the Microsoft Office folder from your computer, which can be found under: **C:\Program Files**



Microsoft Office Professional Plus 2021 Installation Guide

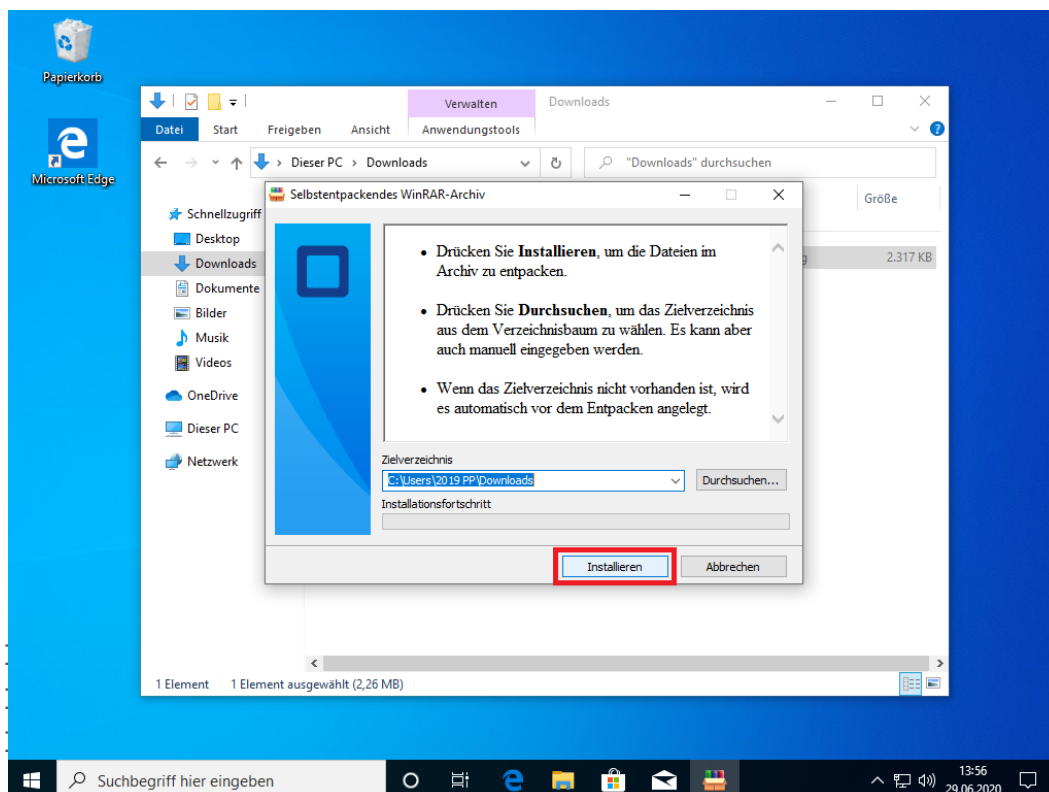
Step 2

Now, download the purchased software using the download link you received from us. You can find this in your email inbox. Then, run the installation file.



Step 3

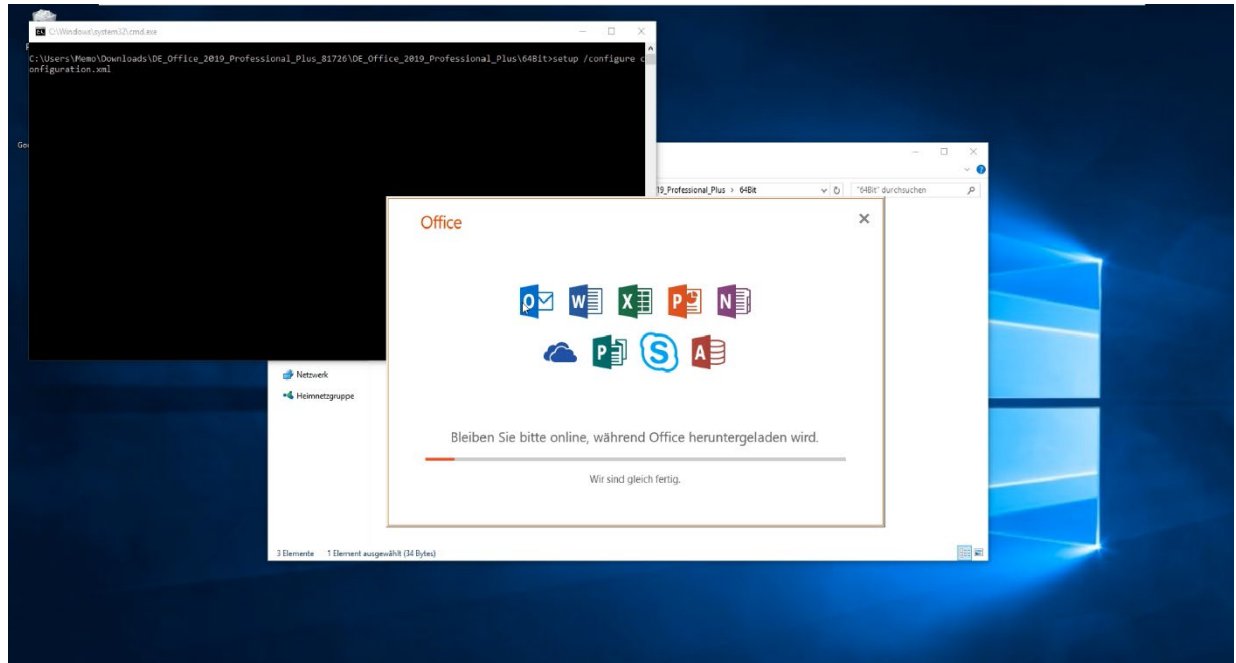
In the following step, please click on **Install**.



Microsoft Office Professional Plus 2021 Installation Guide

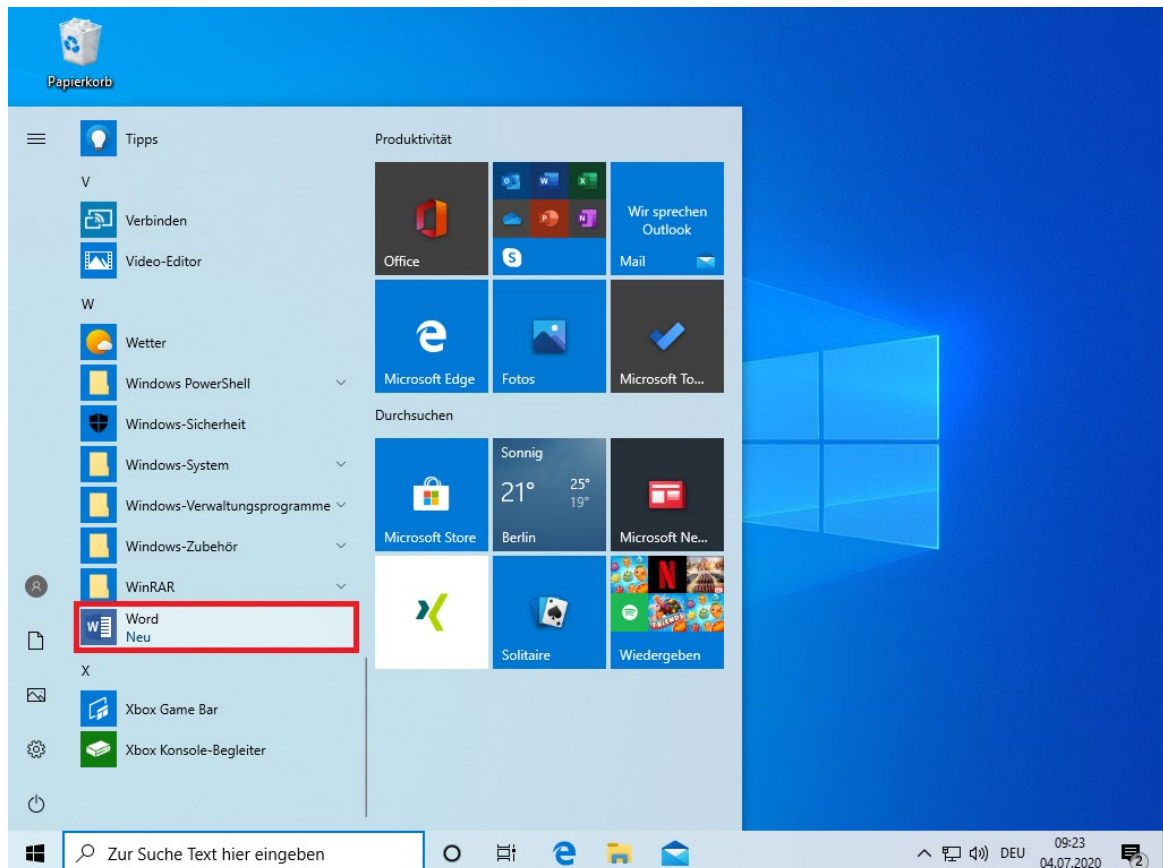
Step 4

The installation is now in progress. Please wait until it is complete. This may take a few minutes.



Step 5

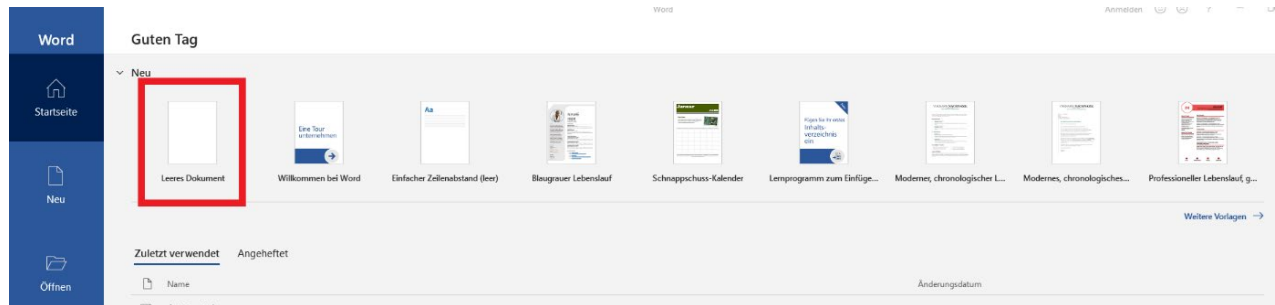
After the installation, go to **Start > Open any Office application, e.g., Word**



Microsoft Office Professional Plus 2021 Installation Guide

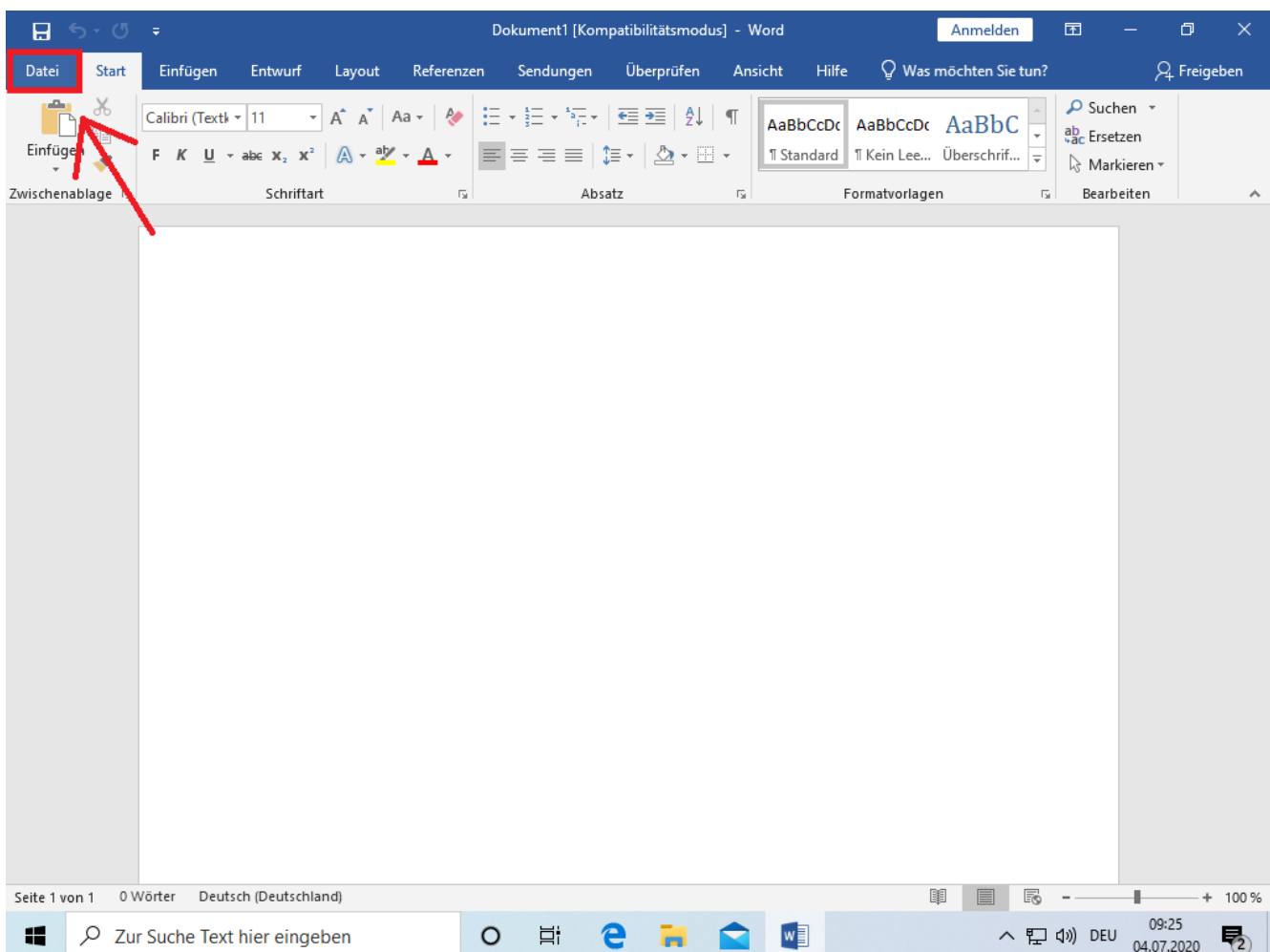
Step 6

Now open a **blank document**.



Step 7

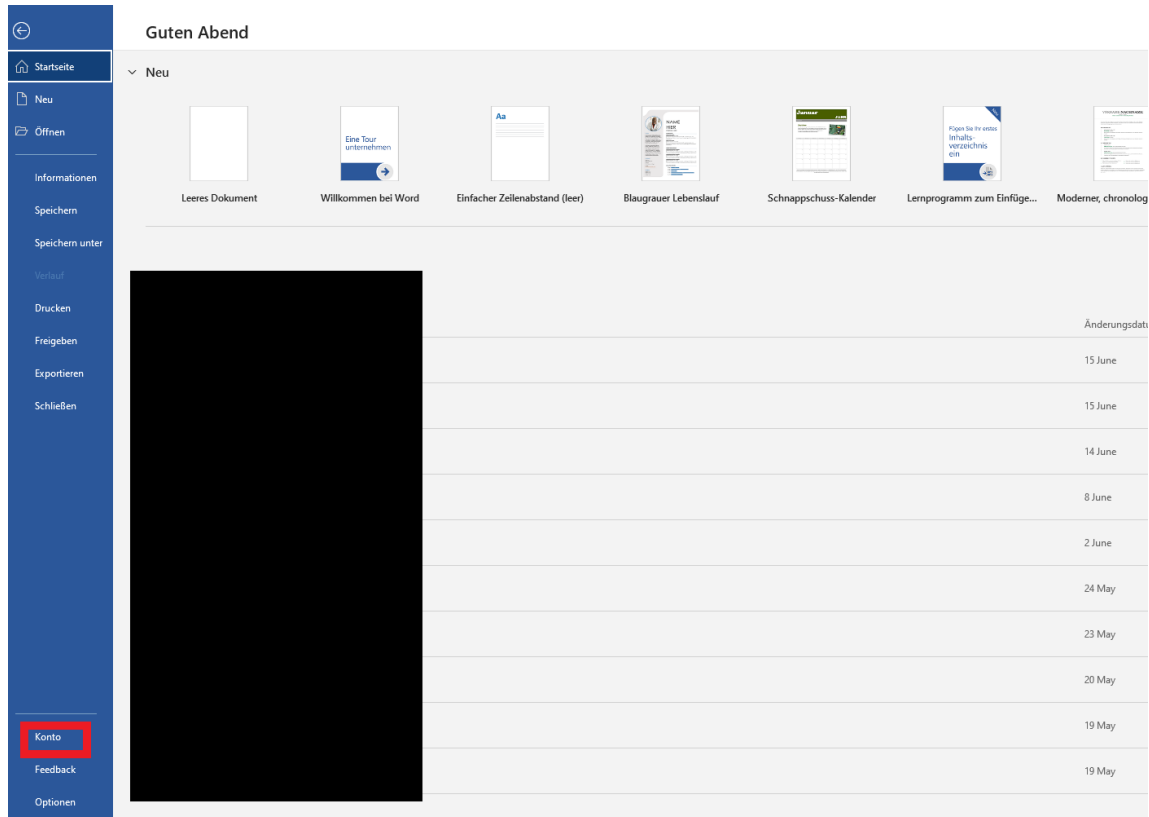
Then click on **File** at the top left of the screen.



Microsoft Office Professional Plus 2021 Installation Guide

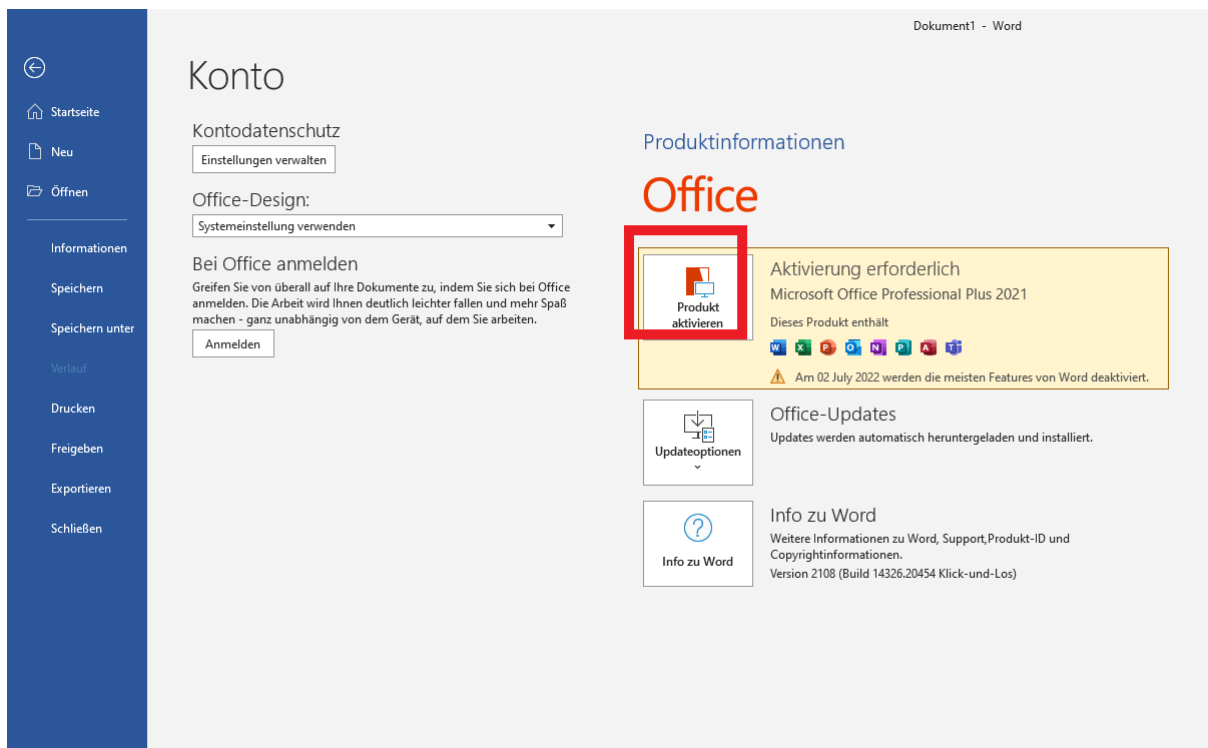
Step 8

Now click on **Account**



Step 9

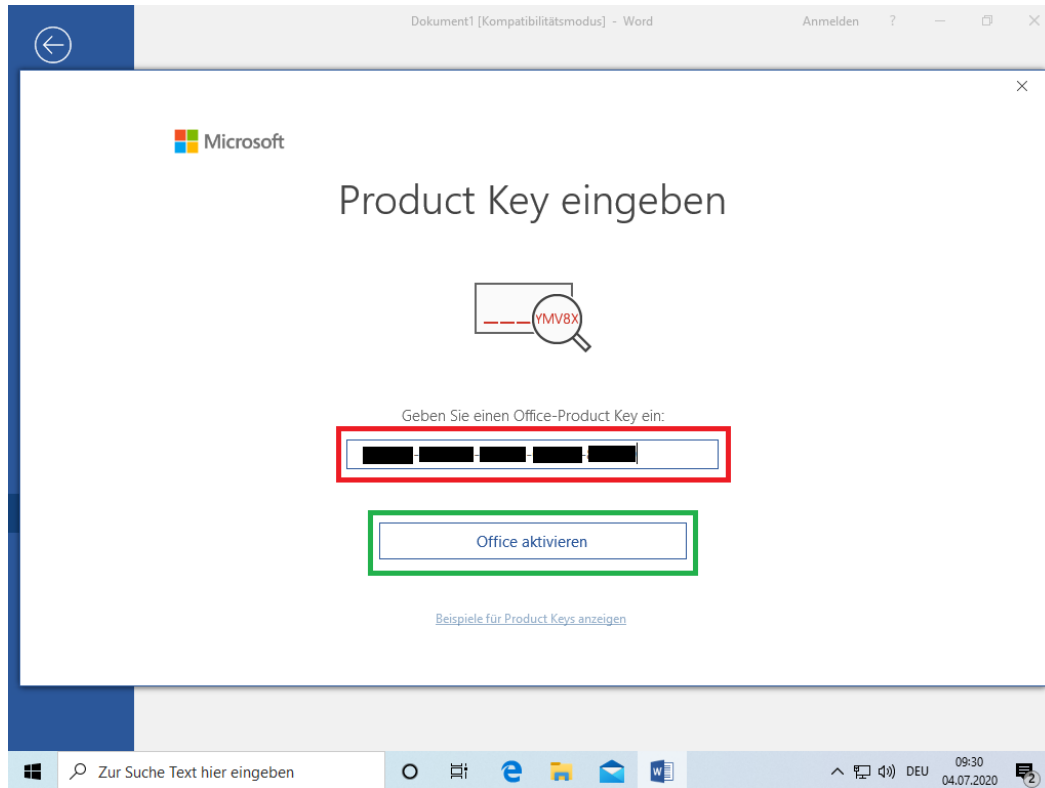
Then click on **Change Product Key.**



Microsoft Office Professional Plus 2021 Installation Guide

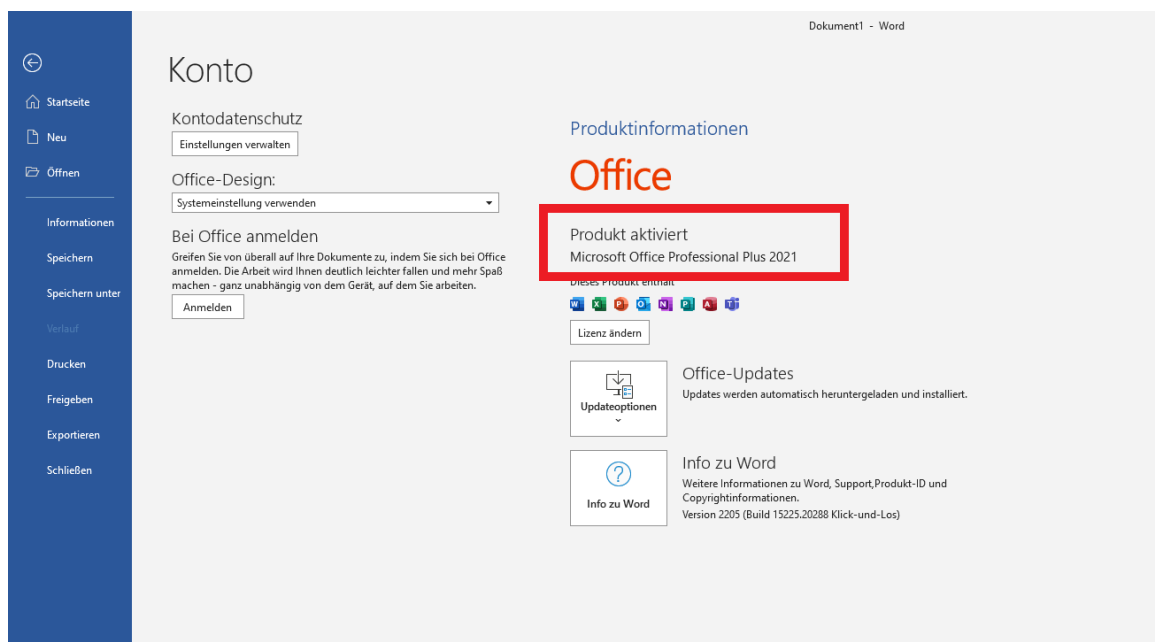
Step 10

Copy the purchased **product key** from the email and paste it into the field. Then click on **Activate Office**



Step 11

Afterward, close the Office application and reopen it. Office is now activated and ready to use.



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Congrutulation!
Your product has been successfully activated.

Support: support@softsync24.com