

## Instructions for Microsoft Office 2021 Professional Plus installation for Windows operating system

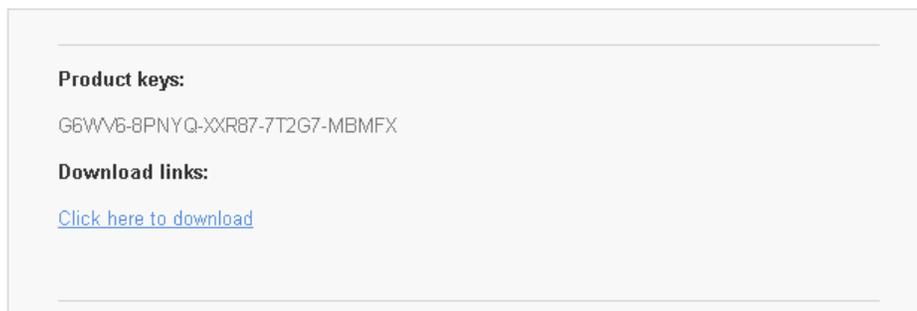
Note: If you have any previous version of Office or Office 365, already installed, please **uninstall** it first, the instructions are located in this document, below.

Click on any link below to quickly jump to tutorial

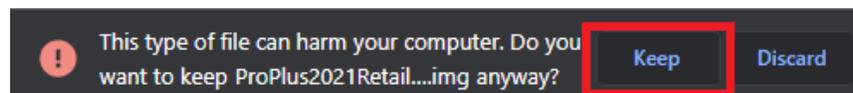
- [Microsoft Office installation tutorial](#)
- [Microsoft Office 365 uninstallation tutorial](#)
- [Microsoft Office phone activation](#)

### Microsoft Office installation tutorial

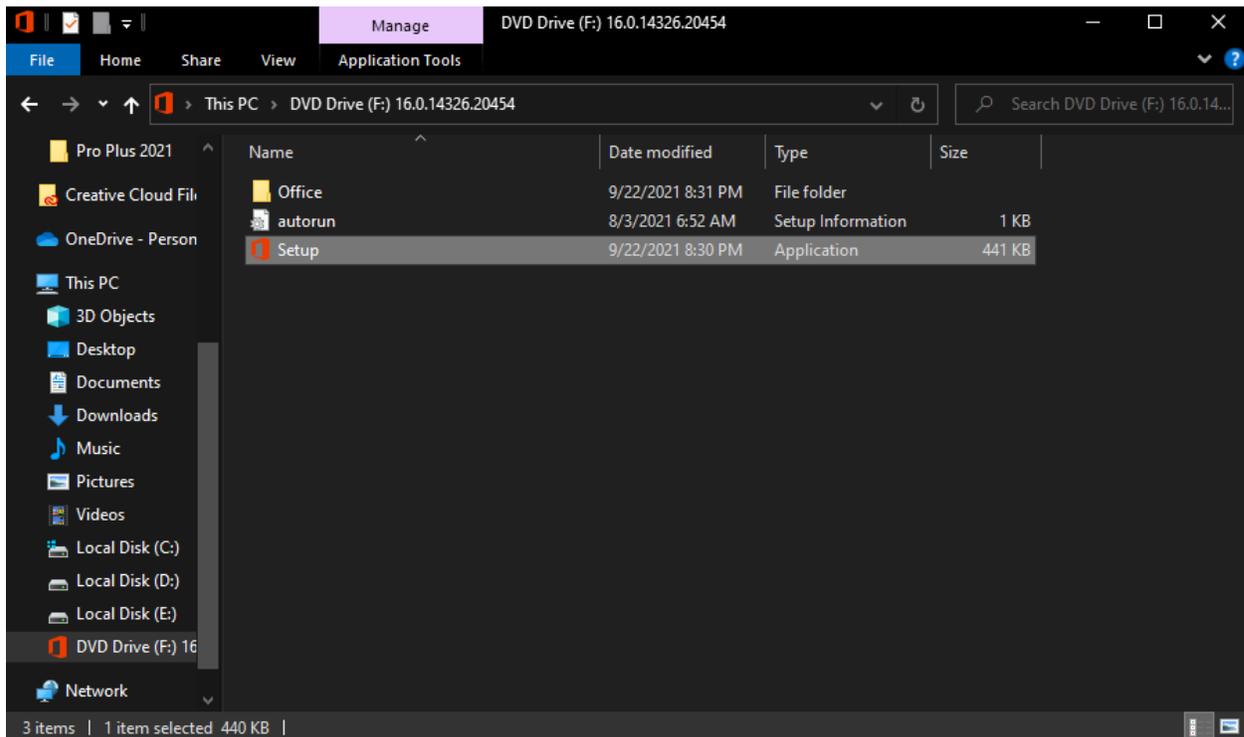
1. After purchase, you will receive an email containing license key and the download.



2. Click on the Download link to start download of Office
3. If you get an error message „This type of file can harm your device“, do not worry. This is due to newer Windows update and is a **false alarm**.
  - Please download Google Chrome browser and download again.
  - If you get the error again, click on "keep" so that you may download it.

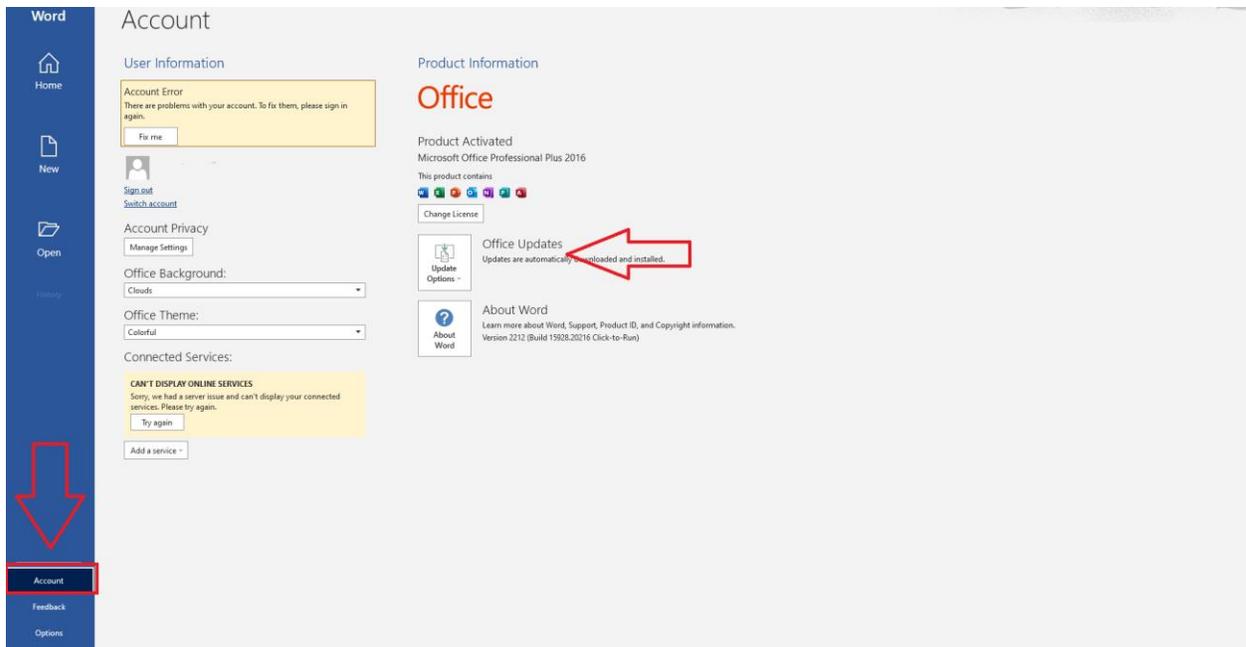


4. Locate the download file, and open it. Once opened, run „Setup“ file to start installation process

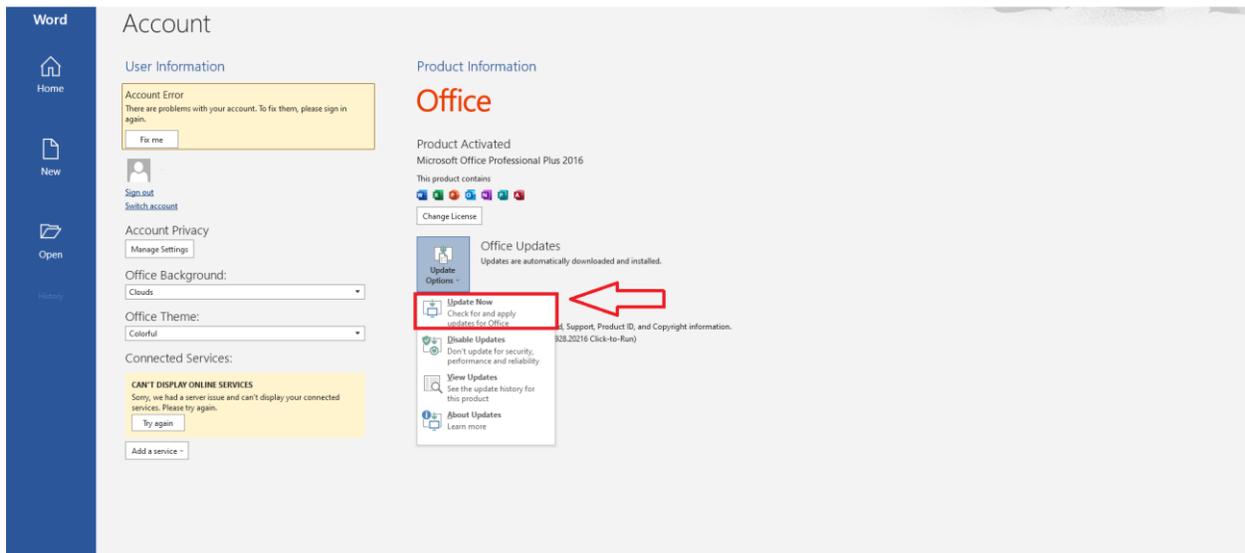


5. After installation is finished, type „Word“ into Search bar, in bottom left corner, open it and then enter the product key when prompted.

6. Now we need to update newly installed Microsoft Office, click on „Account“ in bottom left corner and then click on „Update Options“

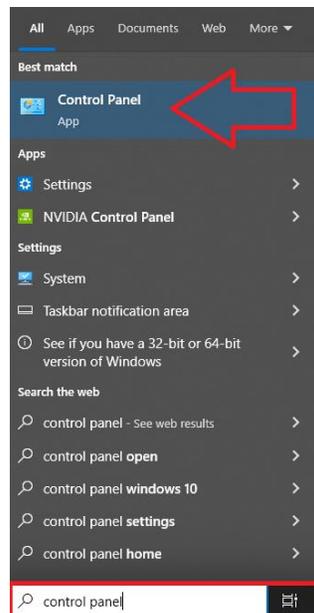


7. Click on „Update Now“ and once updated, you are all set and done and then reboot PC for changes to take effect.

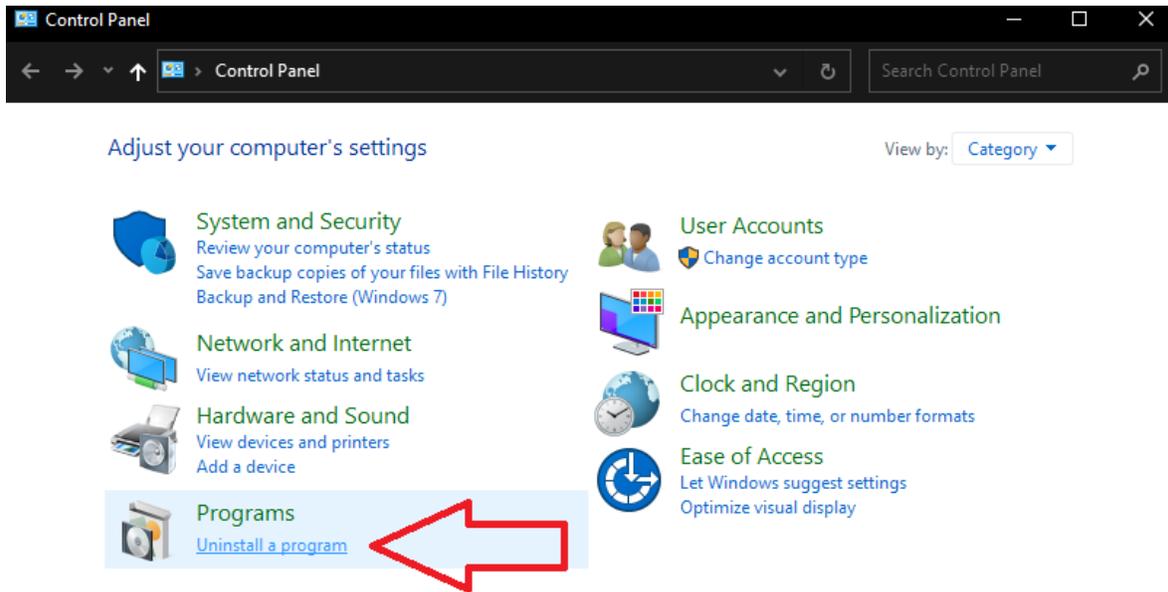


## Microsoft Office 365 uninstallation tutorial

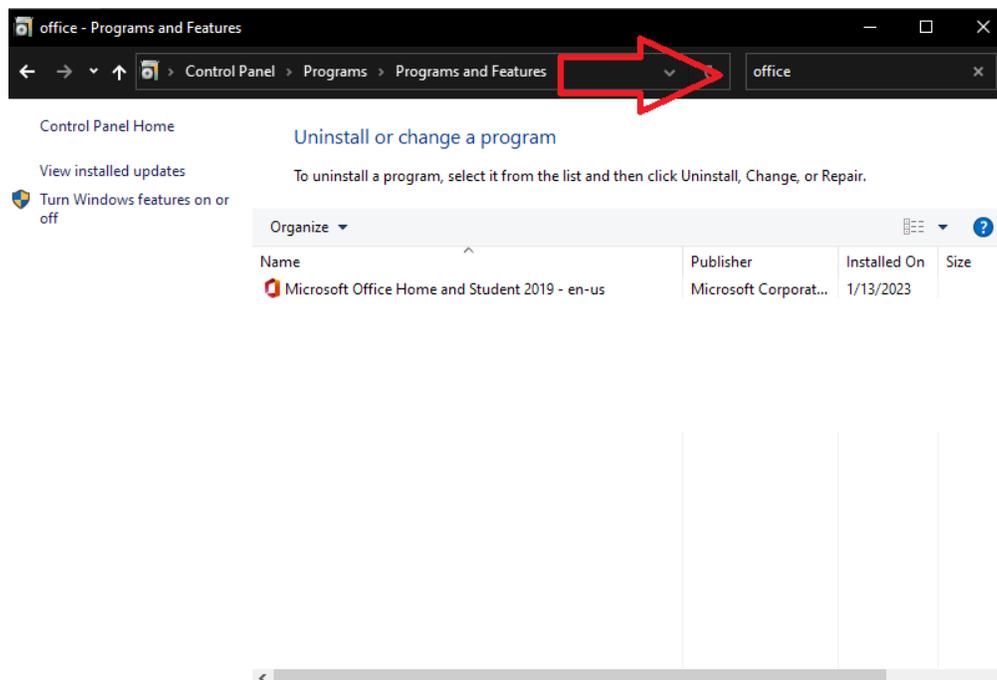
1. - If you already have Microsoft Office 365 (or any other version of Office), already installed, please uninstall it first, by going to Control Panel.



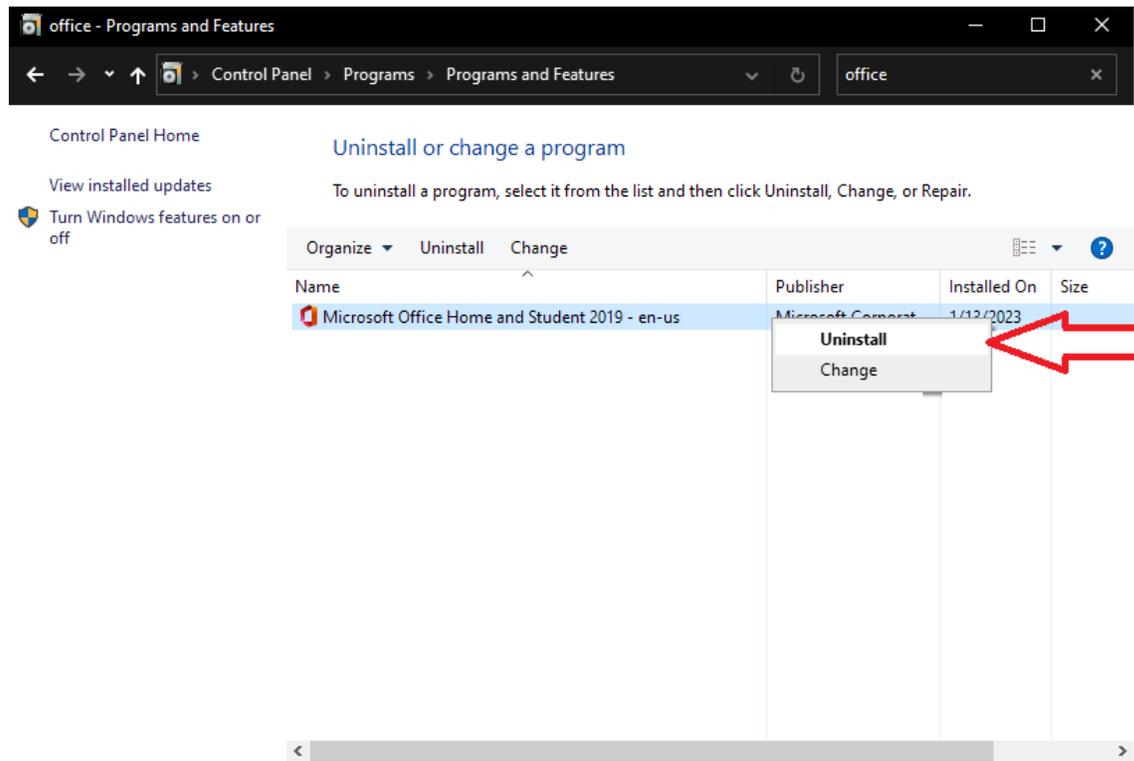
2. Click on „Uninstall a Program“.



3. Type „Office“ into search bar.



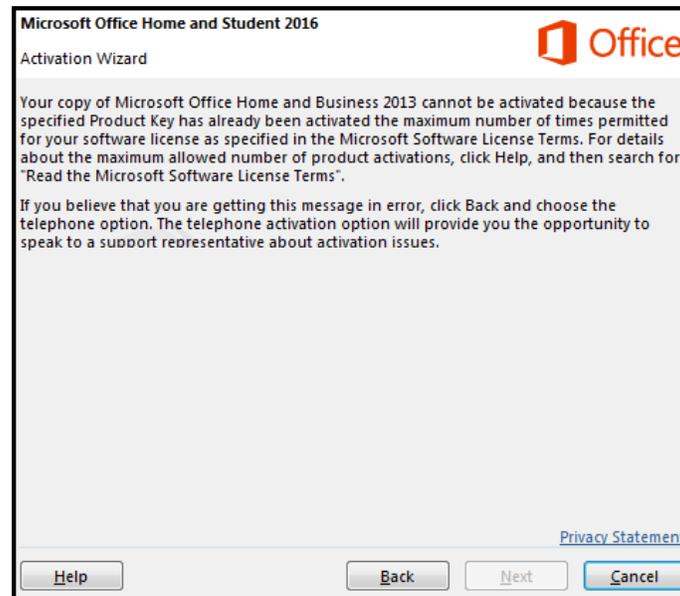
4. Delete all versions of Office you currently have on your device.



5. Finally, please REBOOT PC, after you uninstall Office 365, as it is mandatory.

## Microsoft Office Phone Activation

If you get this screen, you need to perform phone activation.



Please close MS office after that open "Word". You will get 2 options

- 1- I want to activate the software over the internet (recommended)
- 2- I want to activate the software by telephone.

Please select I want to activate the software by telephone. after that you have a support phone number, call them. they will activate your software in 5 minutes.

They will ask you your Installation ID, which is showing on step 2.

They will provide you Confirmation ID to put in blank Box. you only need to fill Confirmation ID in blank box under step 3.