## <u>Activating Your Microsoft Office</u> <u>Applications</u>

When you open up a Microsoft app like Word, you should be getting a window pop-up like this.

You will NOT have a product key, you will need to sign in instead



Hit the button on the bottom that says Back, and a new window will open like this one.

Microsoft		
Sign in to set up Office		
8		
Use your regular email address	Get free cloud storage	Use your account to install Office on other devices
Sign in with your work, school, or personal Microsoft account		
Sign in	Cre	eate Account
I don't want to sign in or create an account What is a Microsoft account?		

Click the Sign In and log in using your CMN email account and password. Be sure to add the @cmn.edu part!

This should log you into the Office applications and activate all of the features.



To check, click on File in the top left of the page and then Account.

See if your email address is underneath the User Information. If it is, you are activated and ready to go! The picture below is just an example of what it would look like.

