

Microsoft Account Creation and Office 2013 Activation

1. Open any Microsoft Office 2013 application.
2. When you open your Office 2013 application for the first time, you will be prompted to enter a *Product Key*. Locate your product key and enter it now. (Your *Product Key* can be found on the front of your Office 2013 Disk, the EVAS Information Center, and on the Serial Number Sheet shipped with your computer.) The system will let you know if you entered a valid product key. When you are finished, select **Continue**. Alternatively, you can sign in with an *existing* Microsoft Account that already has Office 2013 associated with it.
3. Next, the system will ask for you to redeem this key online. You will need to have an internet connection in order to proceed. Select **Redeem Online**.
4. Either sign in with your existing Microsoft Account, or create a new one by selecting the **Sign Up Now** link.
5. If you signed in with an existing account, skip to step 20; otherwise continue with step 6.
6. Next you are presented with an *Account Creation* page. You will be required to enter the following information to create a Microsoft Account: First Name, Last Name, Email Address, Password, Country/Region, Birth Date, Gender, Phone Number, and a Security *Captcha*. The next few steps explain each piece of information more clearly.
7. Enter the *First Name* you wish to use.
8. Enter the *Last Name* you wish to use.
9. Enter the *Email Address* you wish to use, or create a new Outlook.com or Hotmail.com email address now using this page.
10. Enter the *Password* you would like to use for your Microsoft Account; you will need to enter the exact same password in the next box. Please note: the password is case-sensitive, requires a minimum of eight characters, and must contain at least one number and one letter.

11. Next, select your *Country or Region* from the list.

12. Next, select your *Birth Date* from the three drop-down boxes for Month, Day, and Year. (Keep in mind you must be over the age of eighteen to create a Microsoft Account without your guardian's permission.)

13. Next, select your *Gender* from the drop-down box; the choices are Male, Female, or Not Specified.

14. Next, select your phone number's *Country Code* from the drop down box; the default is the United States, which has a Country Code of 1.

15. Enter the *Phone Number* you wish to use with your Microsoft Account.

16. You can provide an alternate email address, if you would like to.

17. Enter the *Captcha* character sequence you see in the box for security purposes. If you are unable to make out the characters, you can use the "Audio" button to have the character combination read aloud or select the **New** button to generate a new *Captcha* character combination. (A *Captcha* is used to verify that a human being is entering information instead of a machine, which is why the character combination presented is difficult to read.)

18. By default the "*Send me promotional offers from Microsoft. You can unsubscribe at any time*" checkbox is checked. Depending on your preference, you leave the box checked, or uncheck it.

19. Finally, select **Create Account**. You will now have your very own Microsoft Account.

20. The next page will now ask for you *Country/Region* and *Language*. Select which country you will be in and what language you wish to use.

21. Select **Continue** once you have made your selection.

22. If everything went well, a screen telling you that "*Office has been successfully added to your account*" will come up.

23. You can now close the browser and return to your Microsoft application.
24. From your Microsoft application, select **Finish Activation**.
25. A window that says “*Activate Office*” will come up. Type in the email address you have just associated with Microsoft Office 2013, and select **Next** when done.
26. If you entered the correct email address, you will be presented with a window asking you to sign in with your email address and password. Enter this information now and select **Sign In**.
27. Windows will now ask if you would like it to remember your username and password. Unless you want to type in this information every time you open Office, you should select **Yes**.
28. Finally, you are presented with a window saying “*Account Updated*” and that this computer has been added to your account. Select **OK** to close the window.
29. Congratulations! Your copy of Office 2013 should now be fully activated and ready to use.

Experiencing any problems or have questions?

Feel free to contact EVAS at 800-872-3827. Please have either your EVAS System Serial Number available or your Microsoft Office 2013 Product Key.

Notes

- Your Microsoft Account can be used for more than just Office. You can link it to your Xbox, Microsoft Live, Outlook.com, One Drive, and many more services and applications offered by Microsoft.
- Only 3 Microsoft Accounts can be created from a single IP Network, in a given day.
- Make sure that you log into your Microsoft Account at least once a year, or Microsoft can and may delete your account, and you will lose all of the content associated with it.