

Microsoft Account Creation & Office 2016 Activation

1. Open any Office 2016 application on your system.
2. When you open your Office 2016 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 2016 Disk, the EVAS Information Center, and on the Serial Sheet shipped with your system. The system will let you know if you entered a valid product key, when you are finished click on “Continue”. Alternatively, you can sign in with a Microsoft Account that already has Office 2016 associated with it instead.
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. Click Redeem Online.
4. Either sign in with your existing Microsoft Account, or Sign up now to create a new one now by clicking the “Sign up now” link.
5. If you are creating a new Microsoft Account continue with the following steps, otherwise skip to step 20.
6. Now you are presented with an Account Creation page, the required information to create a Microsoft Account includes: First Name, Last Name, Email Address, Password, Country/Region, Birth Date, Gender, Phone Number, and a Security Captcha. The next few steps will 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 webpage.
10. Enter the password you would like to use for your Microsoft Account, and you will need to enter the exact same password in the next box. Please note, that the password is case sensitive, requires a minimum of 8 characters, and must contain it 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, & Year. Keep in mind you must be over the age of 18 to create a Microsoft Account, without your guardian's permission.
13. Next you will need to select your gender from the drop down box; the choices are Male, Female, & Not Specified.
14. Next you will need to select your phone numbers 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 associate with your Microsoft Account.
16. You can optionally provide an alternate email address, if you would like.
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 "New" button to generate a new character combination. A Captcha is often used to verify that a human being is entering information instead of a machine, and that is why it is hard to read the character combination presented.
18. By default the "Send me promotional offers from Microsoft. You can unsubscribe at any time." check box is checked. You can either keep it the way it is, or uncheck this box depending on your preference.
19. Finally, click "Create Account"; you should 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. Click on continue when after you make your selection.
22. If everything went well you should now be presented with a screen telling you that "Office has been successfully added to your account".
23. You can now close the browser and return to your Microsoft Application.
24. From your Microsoft Application click on "Finish Activation".
25. You will now be prompted with a window that says "Activate Office", from here type in the email address you have just associated with Microsoft and Office 2016, and click "Next" when you are done.

26. If you entered the correct email address you should now be presented with a window asking you to sign in with your email address and password now. Enter this information at this time and click on “Sign In”.
27. After clicking the “Sign In” Button, Windows will ask if you would like to save your username and password, unless you want to enter this information each time you open Office, you should click yes to remember your username and password.
28. Finally if everything went well you are presented with a window saying “Account Updated” and that this computer has been added to your account. Click Ok to close the window.
29. Congratulations, your copy of Office 2016 should now be fully activated and ready to use, enjoy.
30. If you happened to run into any problems, or have any additional questions please feel free to contact EVAS at 800-872-3827.