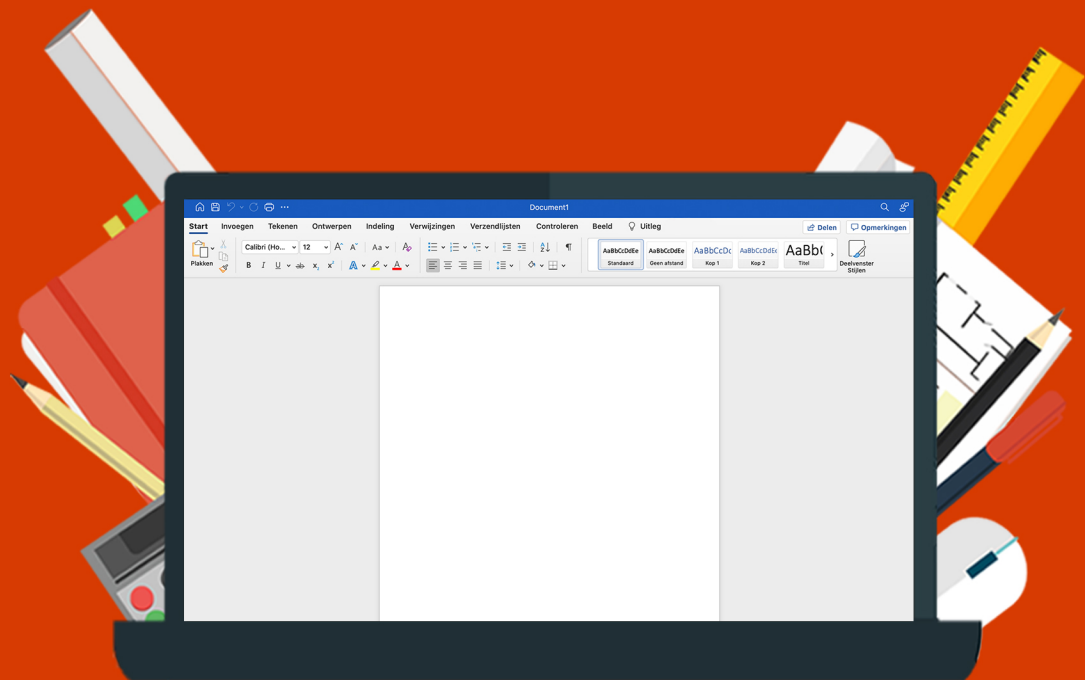


# Installation Manual



## Office 2021

For Mac

Notice: Before you begin the (re)installation of Office 2021, the following points are important:

**Activate & Reinstall:**

- Always install the software with a working internet connection. Going offline can cause an incorrect installation.
- Do not worry if you are not required to enter the license code. Being online often activates the code automatically.
- Install the software within one month of purchase. The download link can also be found in your Microsoft account, see page 11.
- Sign in with your own Microsoft account. This account is not under our management, so please save the email address for yourself. We cannot retrieve it for a reinstallation.
- If you get the message that the code is already in use, then most likely the code has already been activated on a Microsoft account. In that case, you can follow the steps from page 11.
- If you have already installed Office on your computer or if you have a trial version, please uninstall it first. The best way to do that is by using the following two links: [removing office](#) & [license removal](#).

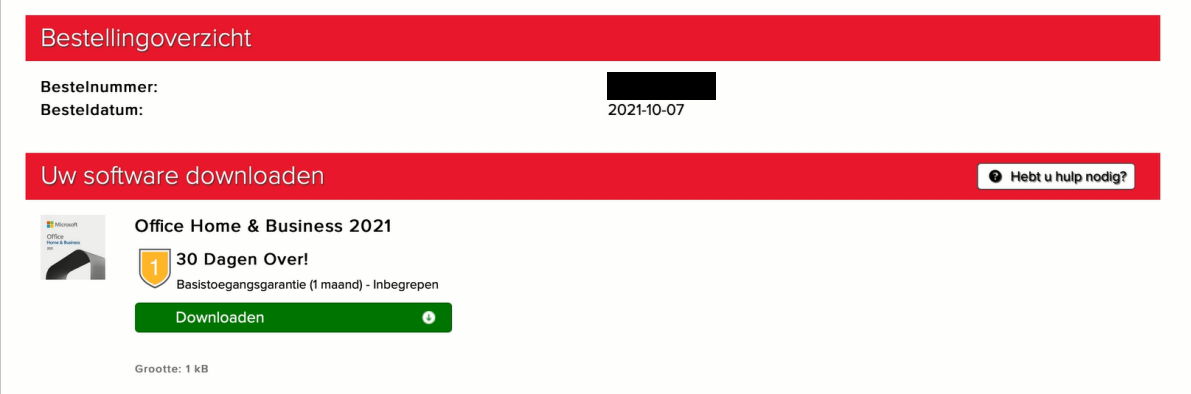
Activating Office 2021 for Mac.....	3
Reinstalling Office 2021 for Mac .....	11



## Installing Office 2021 for Mac

**Step 1:** Order Office 2021 from our website. Within 15 minutes you will receive several emails from us confirming your order and giving you the download details. You can always find this information in your account under 'Orders'.

**Step 2:** Click on the download link. You will now be redirected to the download page. Click on the 'Download' button. Please note that the basic one-month access guarantee applies to access the download, not to use of the software itself.



Bestellingoverzicht

Bestelnummer: [redacted]  
Besteldatum: 2021-10-07

Uw software downloaden [Hebt u hulp nodig?](#)

Office Home & Business 2021

**30 Dagen Over!**  
Basistoegangsgarantie (1 maand) - Inbegrepen

[Downloaden](#)

Grootte: 1 kB

**Step 3:** You will now see the screen below. Choose 'Aanmelden (Sign In)' from here.

**Note:** link the software to an existing Microsoft account or create a Hotmail or Live account if you do not have one. Do not skip this step. This is important for a possible reinstallation!



## We gaan beginnen.

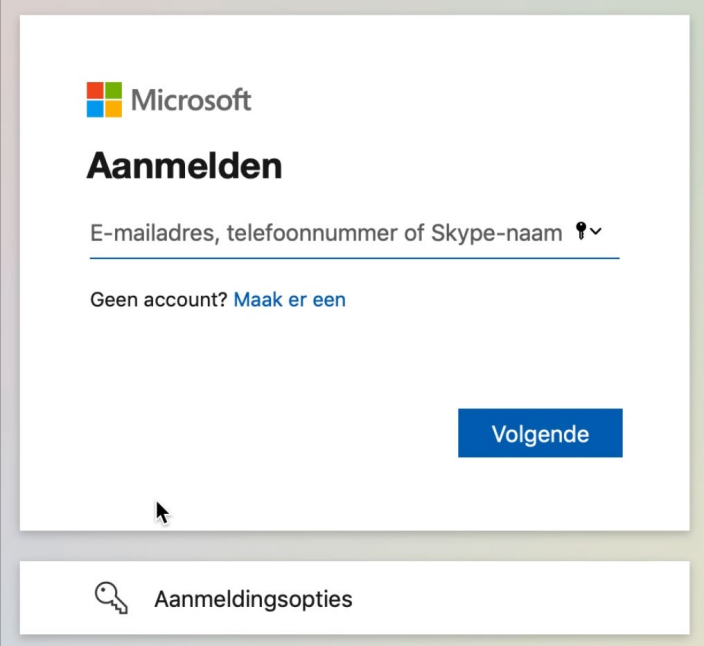
- 1 Meld u aan met uw Microsoft-account
- 2 Voer uw productcode in
- 3 Al uw apps ophalen

U gebruikt uw Microsoft-account voor alles wat u met Microsoft 365 of Office doet. Als je een service van Microsoft gebruikt, zoals Outlook.com, OneDrive, Xbox Live of Skype, heb je al een account.

[Aanmelden](#) [Nieuw account maken](#)



**Step 4:** Sign in with your own Microsoft account.



The screenshot shows the Microsoft login page. At the top is the Microsoft logo. Below it is the heading 'Aanmelden'. There is a text input field with the placeholder 'E-mailadres, telefoonnummer of Skype-naam' and a key icon. Below the field is a link that says 'Geen account? Maak er een'. A blue button labeled 'Volgende' is positioned to the right of the input field. At the bottom, there is a link with a key icon and the text 'Aanmeldingsopties'.

**Step 5:** You will then enter the screen below. Select the region and click 'Volgende (Next)'.



The screenshot shows the Microsoft account setup page. The heading is 'We gaan beginnen.'. There is a vertical progress bar on the left with three steps: 1. 'Aangemeld als' with a subtext '( [redacted]@outlook.com) Wijzigen', 2. 'Accountinstellingen bevestigen', and 3. 'Al uw apps ophalen'. Under step 2, there is a 'Regio' label and a dropdown menu showing 'Nederland'. A blue button labeled 'Volgende' is below the dropdown. A mouse cursor is pointing at the 'Volgende' button.



**Step 6:** Do not worry if you are not required to enter the license code. Being online often activates the code automatically. Click 'Bevestigen (Confirm)'.

## We gaan beginnen.

- 1 Aangemeld als  
([REDACTED]@outlook.com) [Wijzigen](#)
- 2 Productcode bevestigd: Office voor  
Thuisgebruik en Zelfstandigen 2021 [Wijzigen](#)
- 3 Al uw apps ophalen




Als u Bevestigen kiest, gaat u akkoord met de [Microsoft-servicesovereenkomst](#) en dat Microsoft u onmiddellijk volledige toegang geeft tot uw software wanneer u de inwisseling hebt voltooid. Aangezien u vervolgens alle wettelijke rechten op terugtrekking uit dat contract verliest, controleert u de aankoopvoorwaarden die door uw detailhandelaar zijn ingesteld op eventuele andere rechten die u hebt.

☐ Ik ontvang graag informatie, tips en aanbiedingen over Microsoft 365 en Office. [Privacyverklaring.](#)

[Bevestigen](#)

**Step 7:** You will enter your account. Choose the version you purchased (2021) and click 'Installeren (Install)'.

Producten die je hebt gekocht

	Office voor Thuisgebruik en Zelfstandigen 2021 Toegevoegd aan uw account op 8 oktober 2021		<a href="#">↓ Installeren</a> 
---	---	---	---

**Step 8:** Then click on 'Installeren (Install)' again in the screen below.

### Downloaden en installeren voor Mac

Wanneer u Office installeert, verzamelt Microsoft gegevens over het besturingssysteem, de schijfruimte en de downloadprestaties van Office om het installatieproces te meten en te verbeteren. [Meer informatie](#)

Office voor Thuisgebruik en Zelfstandigen 2021

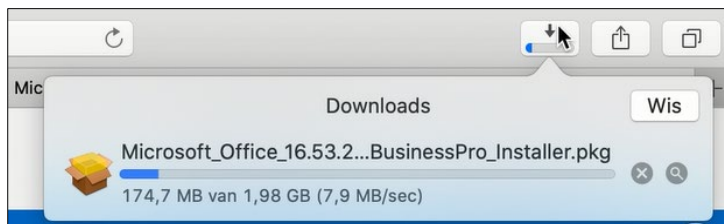
**Vereist macOS Mojave 10.14 of hoger.**

[Hulp nodig bij de installatie?](#)  
[Help en training voor Office](#)  
[Veelgestelde vragen](#)

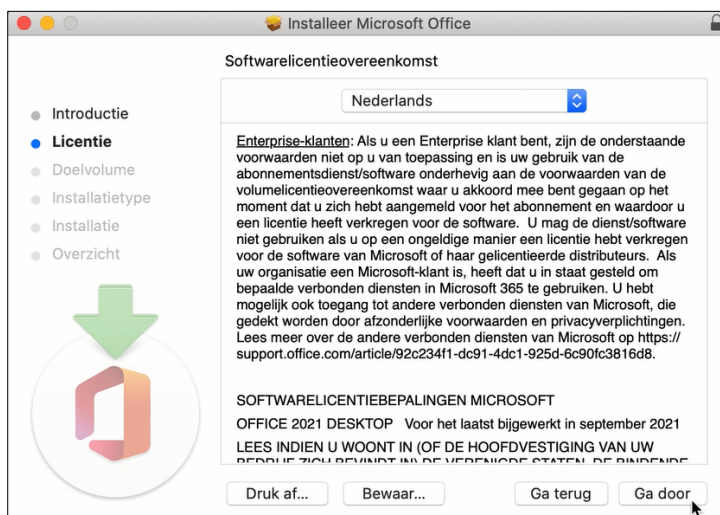
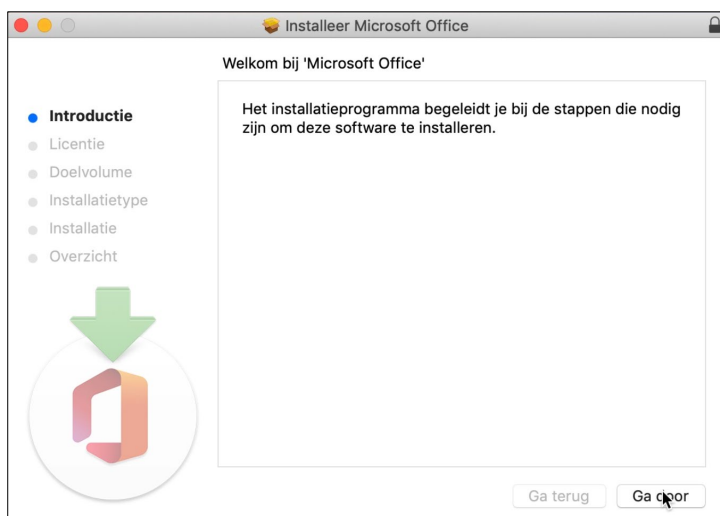
[Installeren](#) [Annuleren](#)



**Step 9:** The download will now begin. Double click on the file when it is fully downloaded.



**Step 10:** The installation can begin. Click 'Ga door (Continue)' a few times to proceed.



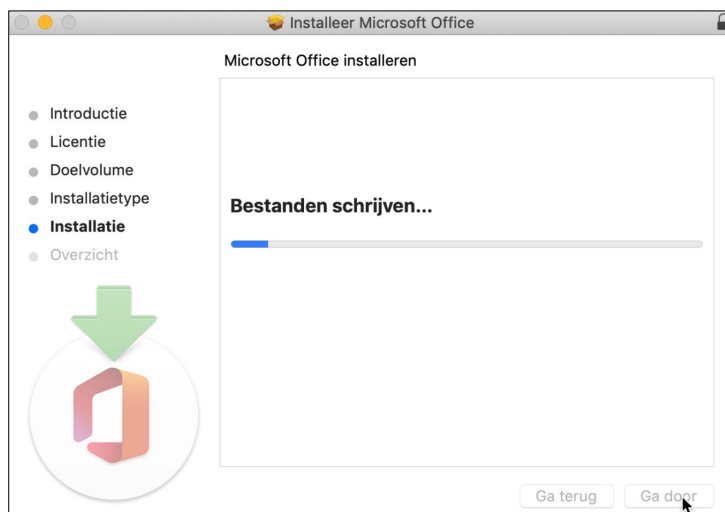
**Step 11:** Click 'Akkoord (Agree)' to accept the terms and conditions.



**Step 12:** Click 'Installeer (Install)' to start the installation.



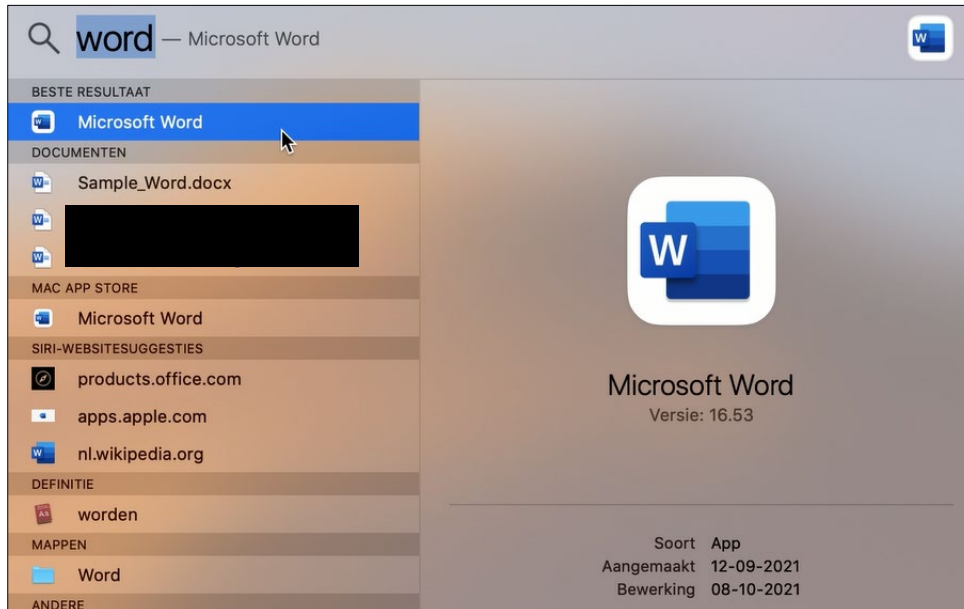
**Step 13:** Wait for the program to install. This may take quite a while.



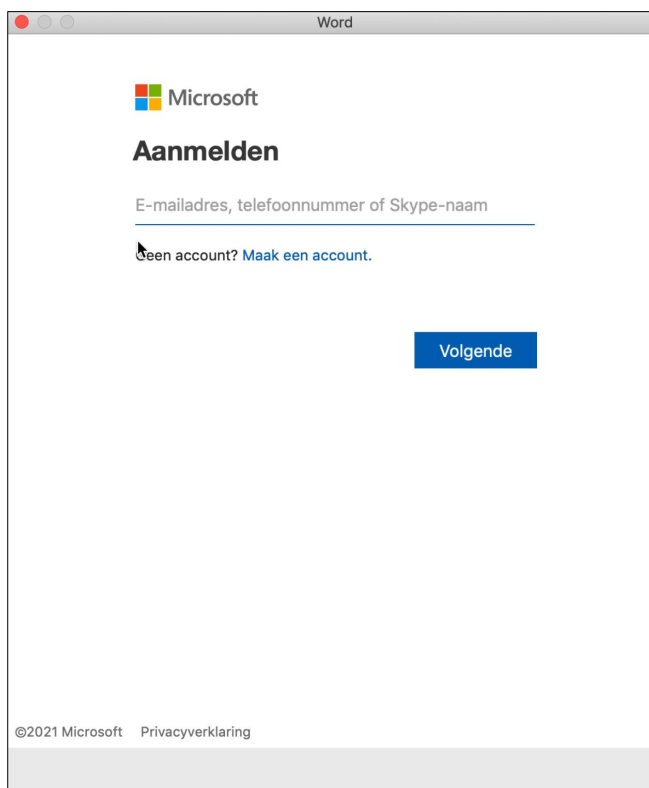
**Step 14:** Click 'Sluit (Close)' to complete the installation. The screen will then disappear.



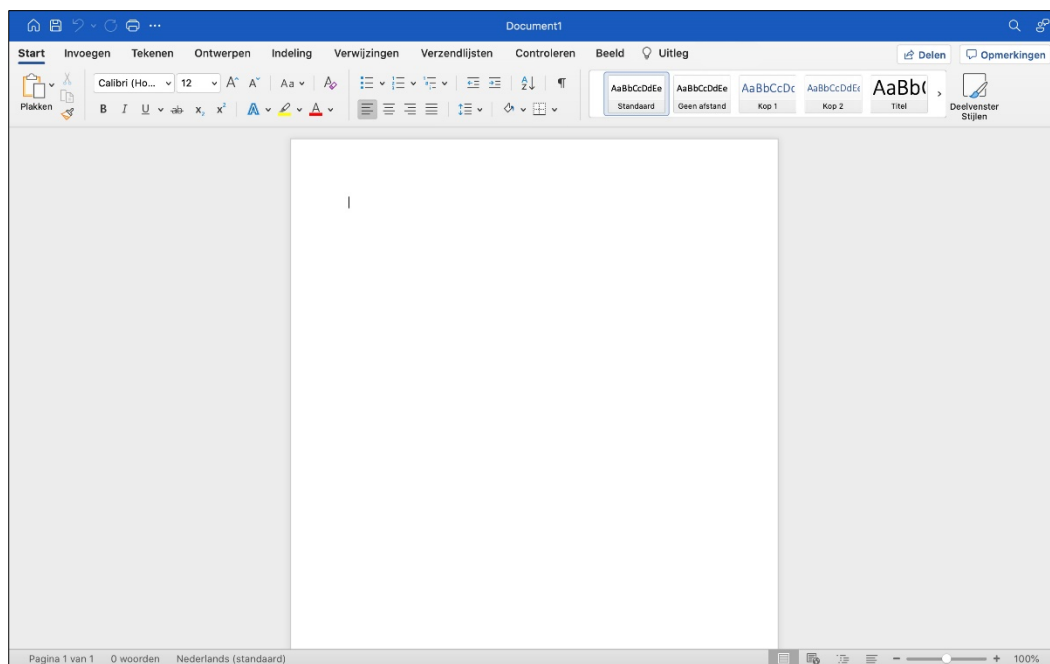
**Step 15:** You can open the software by searching it through the Applications folder. Or click on the Spotlight icon (magnifying glass) in the menu bar and search for 'Word' there. Click on the program to open it.



**Step 16:** Sign in with your own Microsoft account, to which your license is linked.





**Step 17:** Office 2021 is now ready to use!

## Reinstalling Office 2021 for Mac

Please note: when you first installed Office, you linked the license to your own Microsoft account. This account is not under our management, so please save the email address for yourself. We cannot retrieve it for you if you forget it.

**Step 1:** Go to [www.office.com/myaccount](http://www.office.com/myaccount). Log in there with your own credentials, which your license is linked to. This is usually a Hotmail, Live or Outlook account.

The image shows the Microsoft login page. At the top is the Microsoft logo. Below it is the heading 'Aanmelden'. There is a text input field labeled 'E-mailadres, telefoonnummer of Skype-naam' with a dropdown arrow. Below the input field is a link that says 'Geen account? Maak er een'. At the bottom right of the login area is a blue button labeled 'Volgende'. At the bottom of the page is a search bar with a magnifying glass icon and the text 'Aanmeldingsopties'.

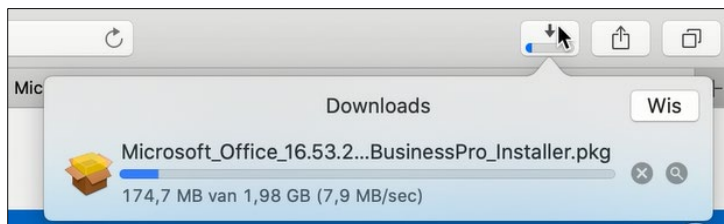
**Step 2:** After logging in, find the version you want to download and click 'Installeren (Install)' behind it.



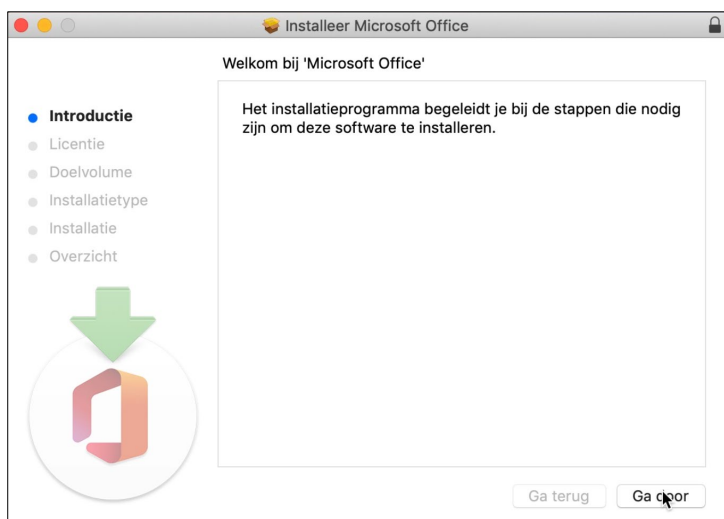
**Step 3:** Then click on 'Installeren (Install)' again in the screen below.



**Step 4:** The download will now begin. Double click on the file when it is fully downloaded.



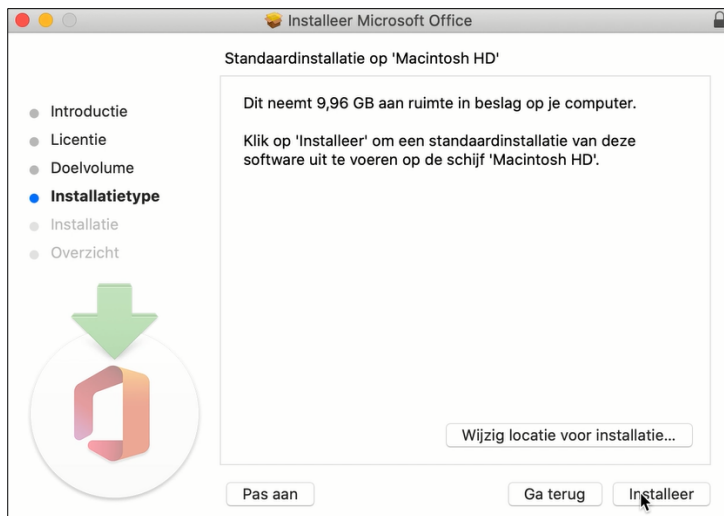
**Step 5:** The installation can begin. Click 'Ga door (Continue)' a few times to proceed.



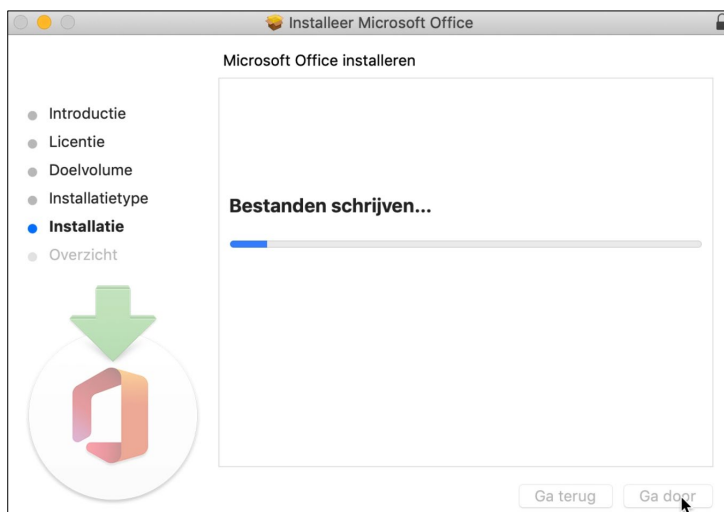
**Step 6:** Click 'Akkoord (Agree)' to accept the terms and conditions.



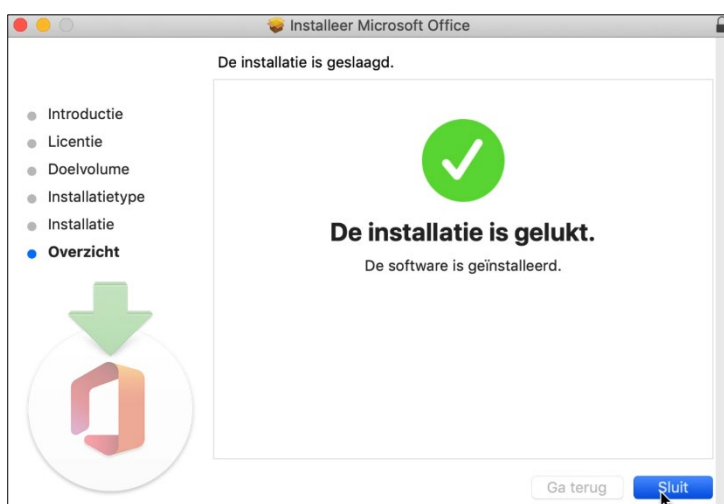
**Step 14:** Click 'Installeer (Install)' to start the installation.



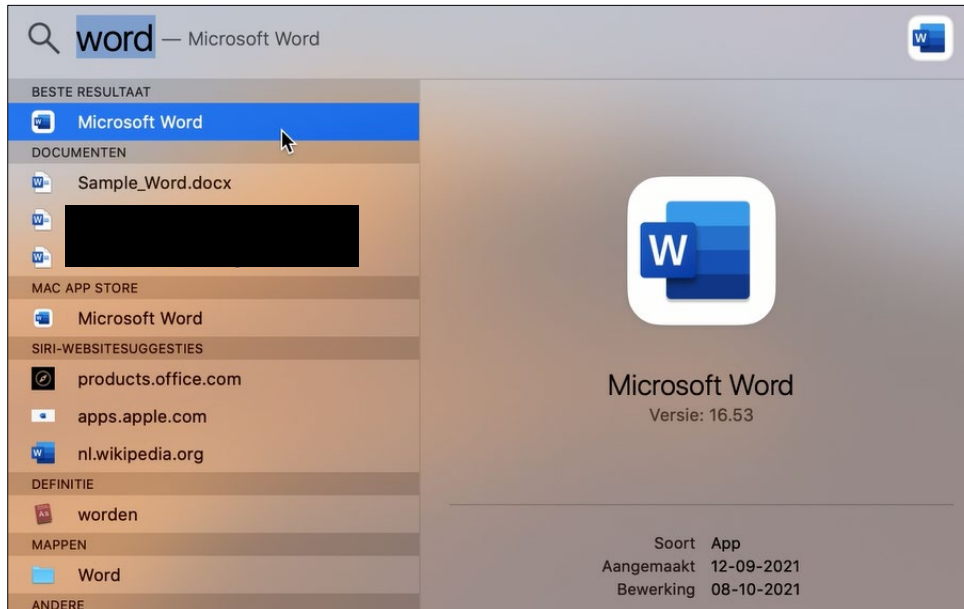
**Step 15:** Wait for the program to install. This may take quite a while.



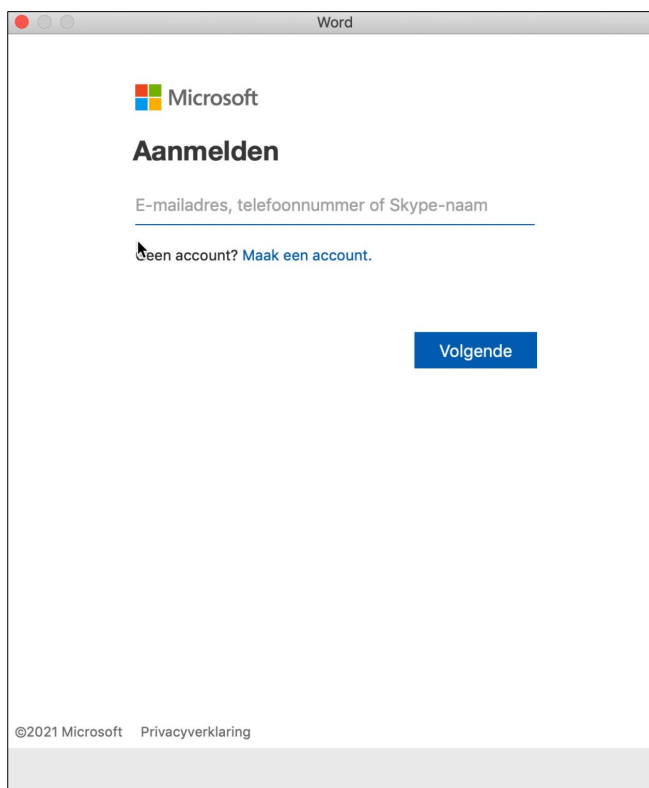
**Step 16:** Click 'Sluit (Close)' to complete the installation. The screen will then disappear.

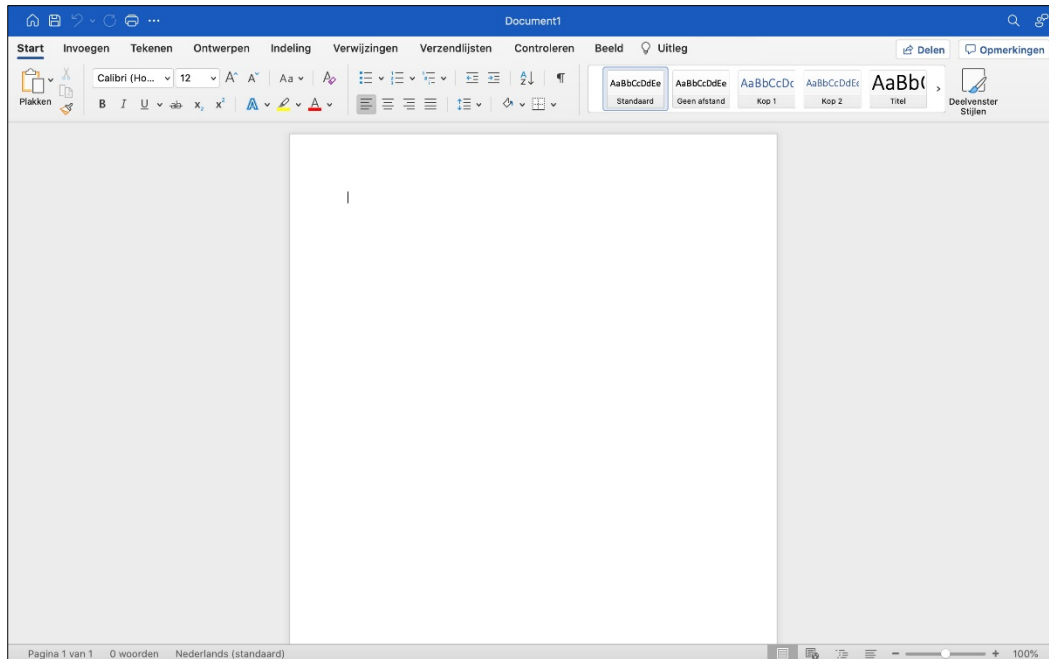


**Step 17:** You can open the software by searching it through the Applications folder. Or click on the Spotlight icon (magnifying glass) in the menu bar and search for 'Word' there. Click on the program to open it.



**Step 18:** Sign in with your own Microsoft account, to which your license is linked.



**Step 19:** Office 2021 is now ready to use!

If you have any questions, please contact us at [info@surfspot.nl](mailto:info@surfspot.nl) or for Schoolspot at [info@schoolspot.nl](mailto:info@schoolspot.nl).



