## Windows 7 and Microsoft Office 2010 Activation Instructions.

Please turn on your computer and connect to the internet. Once you are connected to the internet you will activate the licenses' of these two products.

## WINDOWS 7



Window button



**Click computer** 



Top tool bar (light blue bar) select system properties.



On the bottom of the page under Window Activation you will see in blue writing your software need to be activated in so many days. Click on the blue writing and it will ask to register over the internet.



DONE.

## Microsoft Office 2010



Select window button, all programs, scroll down the program list, and select Microsoft Office, select Microsoft Word.



When office opens up for the very first time a window will come up asking you to register your product online. Please do this. Another window will pop up asking you if this is ok. Say ok.



The next screen will say that your product is activated and registered. Close that window. Thank you for activating your Microsoft Office product.

THANK YOU IT Dept.