

Installation of Office 2021 Professional Plus

Additionally, you'll need:

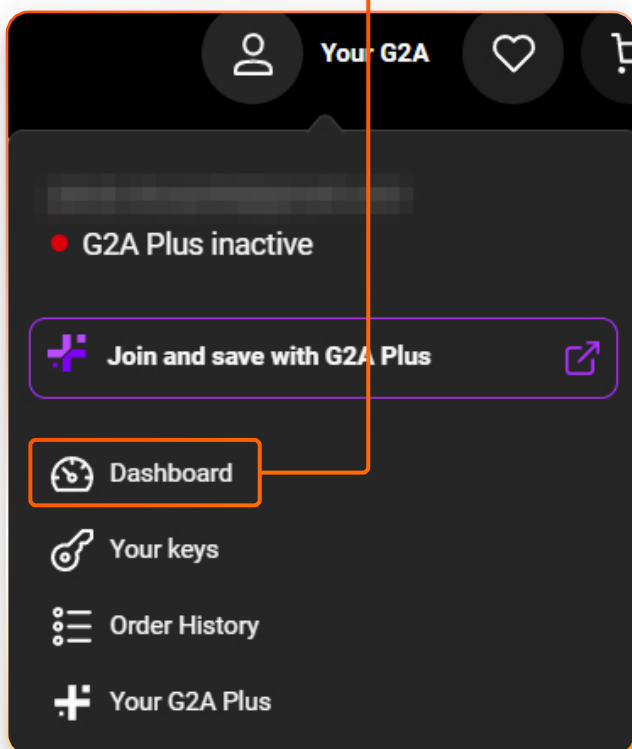
- > Fast internet connection
- > Phone

Before we start working with the Office 2021 suite, we must obtain the item key from the G2A.COM platform. In the next step, we will learn how to download the Office suite, install it, and activate it.

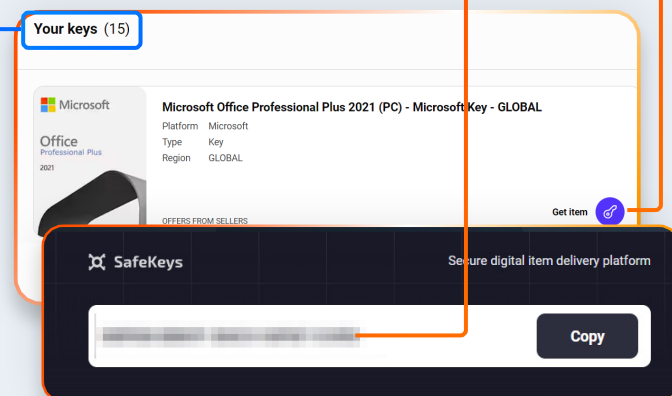
Step 1

Locating the purchased Office 2021 key on the G2A.COM platform

1 After purchasing Office 2021, you go to our Dashboard. To do this, sign in to your G2A.COM account, **click on** ▼, and select the option:  Dashboard



2 Next, **go to** ▼ and **click on** ▼. You will be redirected to the details of the purchased item. By clicking on **Display item**, you will see the Office 2021 key.



3 Leave the tab with the key open and open a new one to download the Office 2021 installation file.

Step 2

Downloading the Office 2021 suite

- 1 Go to the website [LINK](#). The file download will start automatically. After completion, **run the downloaded file** and click on [Open](#).



ProPlus2021Retail.img

[Open file](#)

- 2 A new virtual DVD drive will appear in Windows. To access it, **click on the** **icon.** Then go to [This PC](#) and **double-click with the left mouse button on** and confirm the selection.

Devices and drives



Windows (C:)

855 GB free of 951 GB



DVD Drive (D:) 100 bytes free of 4096 bytes UDF

- 3 An additional **process of downloading** the Office 2021 applications will begin. After completion, **you will receive a message.** Close the window by selecting [Close](#).

Microsoft

Please stay online while your apps download

We'll be done in just a moment.



You're all set!

The Microsoft 365 and Office apps are installed on your computer.

- 4 To end the operation of the virtual drive, **right-click on** and select [Eject](#) from the options.

Devices and drives



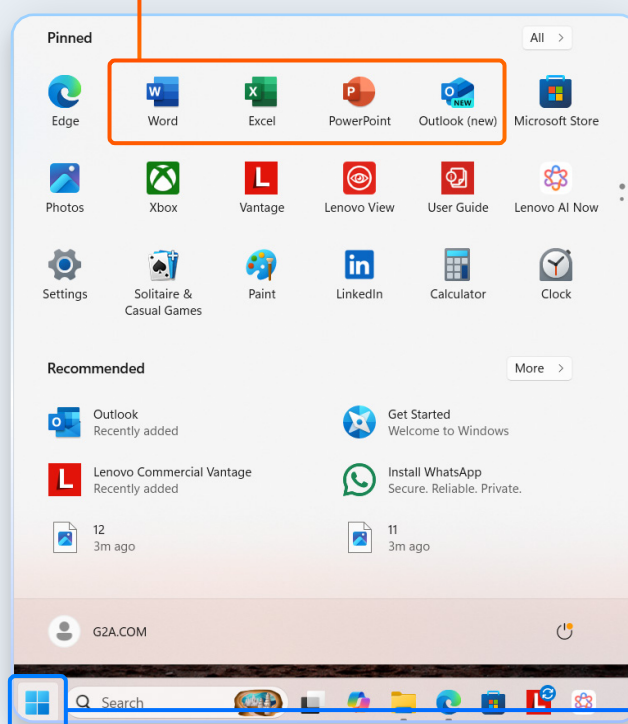
Windows (C:)

855 GB free of 951 GB



DVD Drive (D:) 100 bytes free of 4096 bytes UDF

- 5 Click on the **Windows system icon** . The Office 2021 suite has been successfully installed.



Step 3

Activating the Office 2021 suite

- 1 Launch any Office application by **double-clicking the left mouse button**, for example on the icon.



Word



Excel



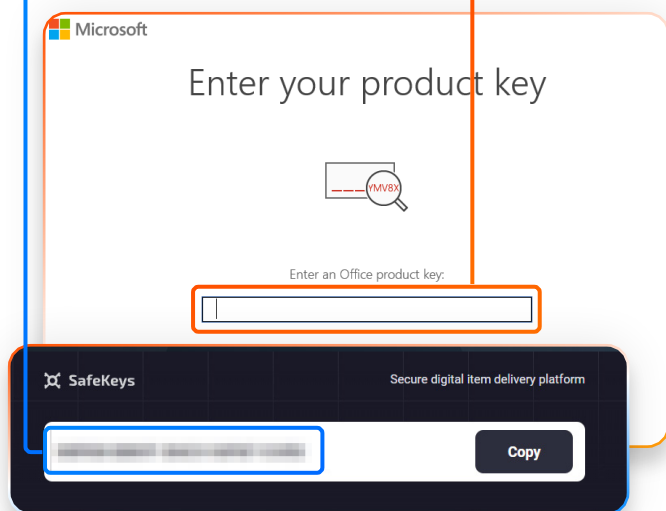
PowerPoint



Outlook (new)

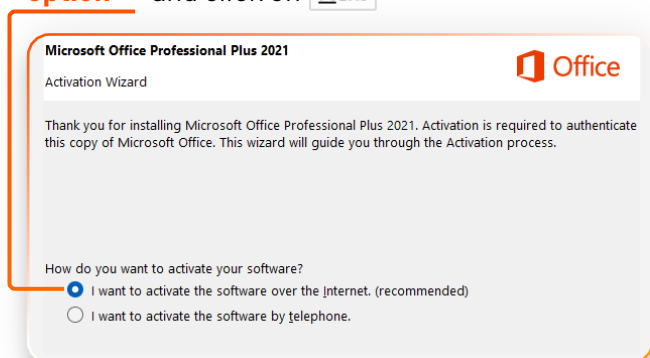
2

A window will automatically appear in which we must enter the **item key**. To do this, **copy the ▼ key** from the first step and **paste it into the empty field ▼**.



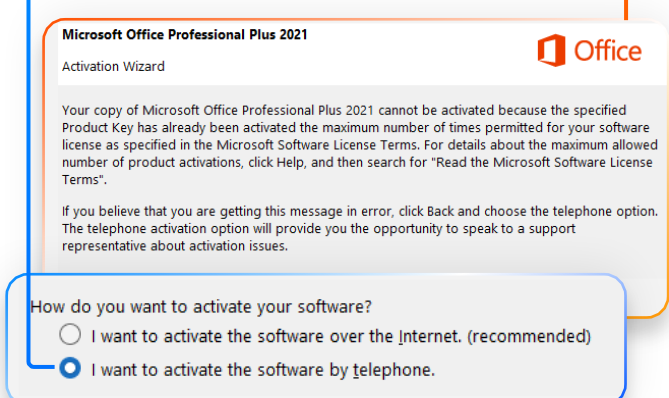
3

Click successively on **Activate Office** and **Accept**. Then close the window by selecting **Close**. In the next window, **select the option ▼** and click on **Next**.



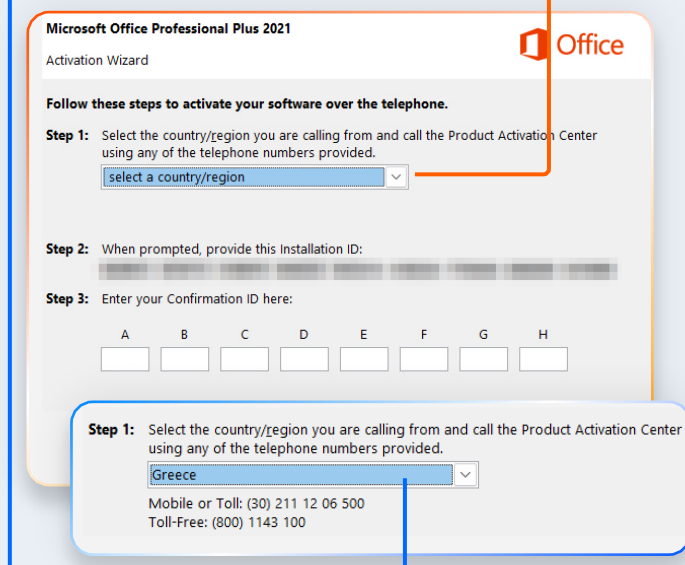
4

If we receive a **message ▼**, click on **Back**, select the **option ▼**, and again choose **Next**.



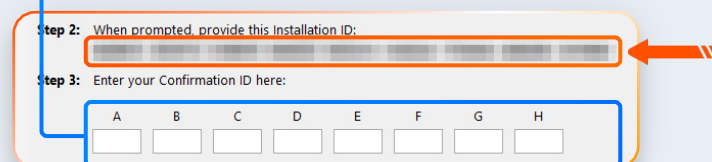
5

In the new window, **select our country from the list ▼**. Below, phone numbers assigned to your country will be displayed (in this case, Greece) ▼.



6

Select one of the provided numbers and call it. Then follow the instructions. At a certain point, you will be asked to **provide the installation ID ▼**, and then you will receive a confirmation code identifying the installation (depending on the country, it may also be sent via SMS). **Enter it into ▼**.



7

The Office suite will be activated.

Need to know

If we are unable to activate Office 2021 using this one of the methods, **do not close the window** – you will still need the installation ID number. To activate Office 2021 follow instructions on the next page.



Alternative Office 2021 activation method

It is very possible that the phone activation process will not be available in some countries. In this case, you have an additional method of activating the suite: **via a website**.

Step 1

Activation via the website

- 1 Go to the website [LINK](#) and click on [Let's Get Started](#). Proceed through the verification process, select [Start](#). [Follow the instructions](#) and click on [Submit](#).



Use the arrows to move the train to the icon indicated in the left image (1 of 1)



Creating a Microsoft account

Before starting this activation process, you must **connect your phone to the computer via Bluetooth** and create a Microsoft account. To do this, go to the website [LINK](#) and **click on**

Stay on top of multiple accounts with email, calendars, and contacts in one place. Available on desktop, mobile, and web.

Sign in

Download

> Create free account

In the field [Next](#), **enter the name of our account** and click on [Next](#). In the next empty field [Next](#), **create a password** for the account, remembering the password requirements.

Create your Microsoft account

Enter your new email address.

New email

XXXXXX@

Next

Create your password

To keep your Microsoft account safe, choose a long password and avoid using real words.

Password

ⓘ Passwords must have at least 8 characters and include a mix of uppercase letters, lowercase letters, numbers, and symbols.

Next, enter the **country** and our **date of birth** and click on [Next](#).

Add some details

Add your country/region and birthdate to help us apply age-appropriate settings to your Microsoft account.

Country/Region

Netherlands

Month

August

Day

10

Year

1976

Enter our **first and last name** and again select [Next](#). Complete the **human verification test**.

Add your name

Add your name to your Microsoft account

First name

Last name

Let's prove you're human



Press and hold the button.



Press and hold

Select one of the options, for example, and click on [Next](#). Scan the code with our device, for example a mobile phone, and on the phone screen select the option to sign in using a key.

Sign in with your passkey

To sign in to "login.microsoft.com", choose a device with a saved passkey.



iPhone, iPad, or Android device

More choices



iPhone, iPad, or Android device



Security key

Passkey created



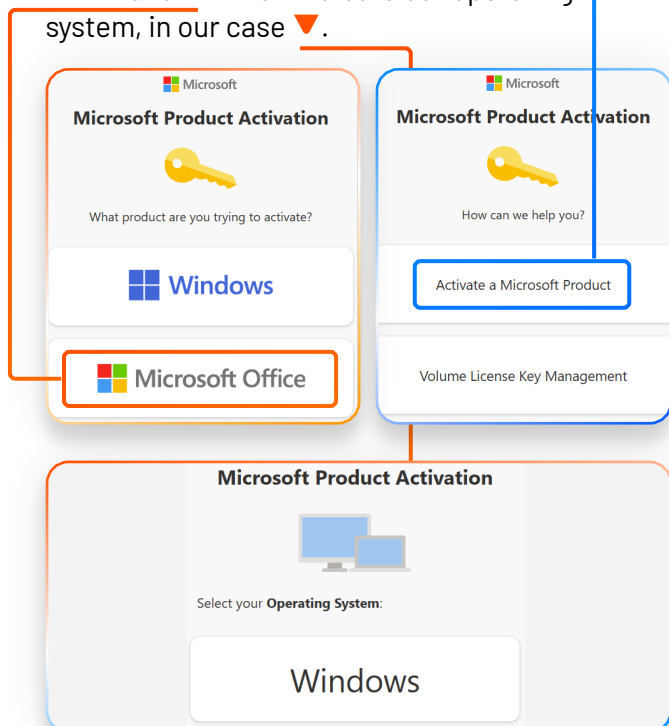
You can now use your face, fingerprint, or PIN to sign in to your account.

An email access key will be created. Click on [OK](#). You will be redirected to Outlook mail.

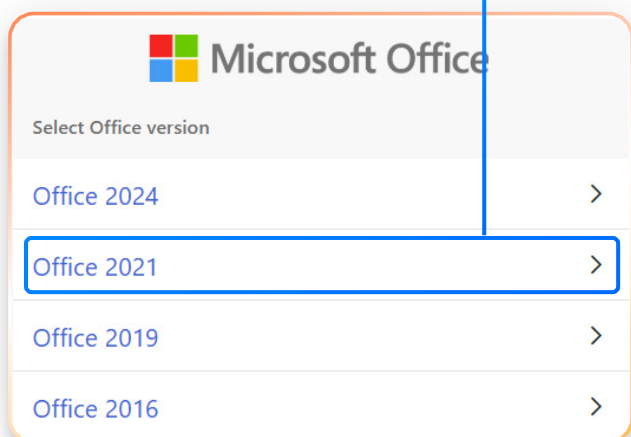
2 Select **Proceed to Sign In**. Enter the email created in **Creating a Microsoft account** and click on **Next**. Choose the login verification method – in our case, **using the key stored on the phone** – and click on **Next**.

3 **Scan the QR code and confirm the login** on your phone. After successful verification, click on **Next**.

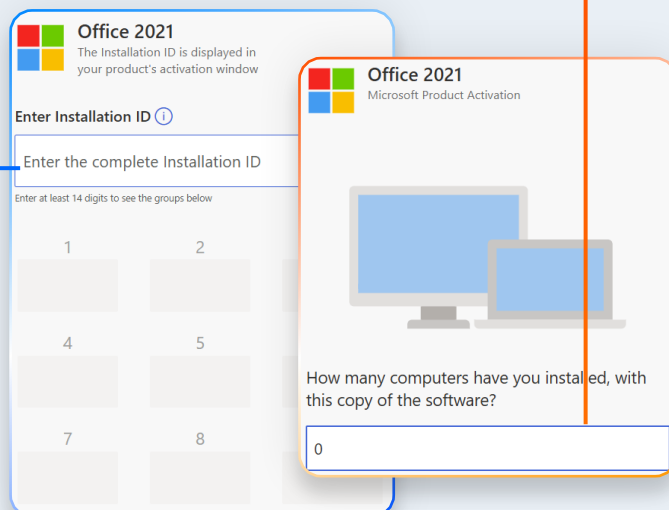
4 In the new window, **select the options** and **▼**. Then indicate our operating system, in our case **▼**.



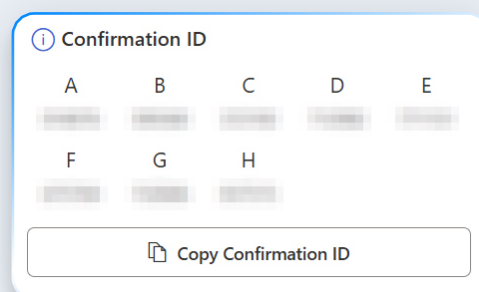
5 In the next window, a list of Office suites will appear. **Click on our suite** **▼**.



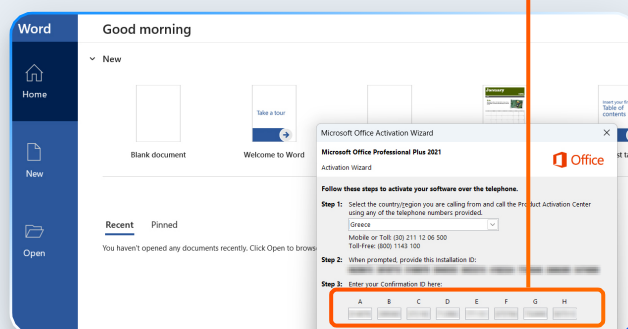
6 Next, in the field **▼**, **enter the installation number** and click on **Submit**. In the following window, we will be asked how many computers this Office suite has been installed on. **Enter** **▼** in the field and click on **Submit** and **Next**.



7 After a moment, **a confirmation number will be displayed**. Copy it by clicking on **Next** (it is also worth writing it down on piece of paper) and select **Continue**.



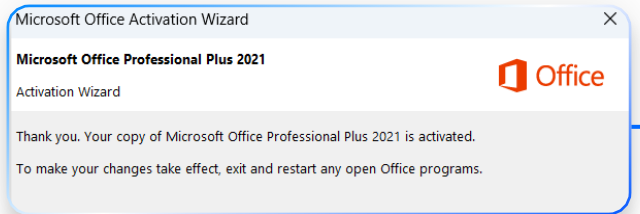
8 Return to the **Office 2021 activation window**, enter or **paste the code** **▼**, and click on **Next**.



9

The Office 2021 suite has been successfully **activated** ▼. To save the changes, click on

Close, close the Office application (in our case, Word), and **restart it**.



10

Make sure that Office 2021 has been activated. To do this, **click on option**

Account. The activation **information will be visible** ▼.

