

Microsoft Office 365

Additionally, you'll need:

- > An internet connection
- > A Microsoft account

Accessing the Office 365 suite is a very simple process. You only need a Microsoft account, such as Outlook, and you can redeem the product on the website by entering the key.

Step 1

Redeeming access to Office 365

- 1 Go to your account on the G2A platform and **select** ▼. Then **click** ▼. The purchased product will be displayed. Click **Display item** to view the Office 365 key.

The screenshot illustrates the G2A platform interface for redeeming Office 365 access. The main window shows the 'Your keys' section with a list of purchased items. A modal window displays the details of a specific item: 'Microsoft Office 365 Personal (PC, Mac) - 1 Device 1 Year - Microsoft Key - EUROPE'. The modal includes the Microsoft Office 365 logo, the product name, platform (Microsoft), type (Key), and region (EUROPE). It also shows the vendor (Instant_game), contact seller link, and order number (92000152470232). A 'Get item' button is present. A separate window shows the 'Display item' button and the 'Office 365' logo. An orange arrow points to the 'CODE' field in the modal window, which contains the text: 'CODE: \"KMDTJ-33PV7-...\"; INFO: \"please leave a positive rating, thanks!\"'. A 'Copy' button is also visible next to the code.

2

To access the Office 365 suite, go to [LINK](#). Click ▾. In the next window, make sure you are signed in with the [correct email address](#) ▾ (this is the account to which Office 365 access will be assigned). Then enter the key and click

Next

Get started with Microsoft products



Get started

Step 1

Enter your product key ⓘ

We'll add your product key to [this product/subscription](#) [Change](#)

Cancel

Next

3

If everything was completed successfully, access to the tools will be displayed together with the Office 365 registration country ▾. Continue by selecting [Next](#)

Step 2 of 4

Confirm your product key



Microsoft 365 Personal



Country or region: Poland

4

In the next window, you will be informed about the [subscription expiration](#) ▾. Click [No, thanks](#) twice.

Step 3 of 4

Set up recurring billing



Microsoft 365 Personal

Subscription valid until May 7, 2027

5

To complete the key redemption process, [click](#) ▾. You will automatically be redirected to the [web version of the Office 365 suite](#).

Step 4 of 4

Redeem your product key



Microsoft 365 Personal



By selecting Redeem, you agree to the [Store terms of sale](#), the [Copilot Terms of Use](#), and the [Microsoft 365 Supplement](#). Microsoft will provide you with full access to Microsoft 365 Personal. As you will then lose any statutory rights of withdrawal from the contract, check your retailer's terms for any other rights you might have.

☐ I would like information, tips, and offers about Microsoft 365 and other Microsoft products and services. [Privacy Statement](#).

Back

Redeem

Welcome to your Microsoft 365

Get started with your apps



Go further with Copilot

Try out advanced Copilot features with highest usage limits.

[Chat with Copilot](#)

Install apps on your PC

Work in Word, Excel, PowerPoint, and more, online and off.

[Get installer](#)

Step 2

Installing Office 365 apps on your computer

In the previous guide, you learned how to gain access to the Office 365 suite. Now it is time to learn how to install its components on your computer.

1

Go to [LINK](#) (if necessary, sign in with the email address provided in step 2 of the previous guide). You will be automatically redirected to the Copilot service.

2

To access the contents of the suite, [click](#) ▸. All Office 365 programs will be displayed ▾

Apps

Apps



Outlook

Email, schedule, and set tasks.



Word



Excel



PowerPoint



Teams



Clipchamp



OneNote

3

Start the installation by **clicking**  **Install apps** and **then** . In the next window, choose the installation **language**  and **version** , then click .

**Microsoft 365 apps**

Install Word, Excel, PowerPoint, and more.

**Microsoft 365 Copilot desktop app**

Boost your productivity with our free Microsoft 365 Copilot desktop app.

Install Microsoft 365

When you install Microsoft 365, Microsoft collects data about your device's operating system, disk space, and download performance to measure and improve the installation process. [Privacy Statement](#)

Choose a language English Choose a version Microsoft 365 – Default version (default) 

4

The installation file will start downloading. Once the download is complete, **run it** . If another version of Office is installed on your computer, you must **uninstall it first**.

Downloads

 OfficeSetup.exe

Microsoft

We can't install

To install this product, first uninstall the following product(s) and try again.

Microsoft Office LTSC Professional Plus 2024 - pl-pl

Microsoft Office LTSC Professional Plus 2024 - en-us

5

In the new window, the Office 365 apps **download process will begin**. When it is finished, click . **All programs have now been installed.**

 Microsoft

Please stay online while Microsoft 365 and Office downloads

We'll be done in just a moment.

**Need to know**

The subscription lasts for one year. To extend the suite before it expires, simply **buy another key on G2A.COM** and **assign it to the same email account**.

