# Office 365 Activation Issue

If Office asks you to Sign in or Activate, please follow the steps below:

### **Step 1** – Click the Sign in button







#### **Step 3** – Enter your HCPS District password and then click on the Sign in button.



**Step 4** – Leave the Checkbox checked and click on the OK button.



Step 5 - You may see a screen asking you to wait. Please wait.



## **Step 6** – Click on the Done button.

	×
You're all set	
Tou te an set.	
We've added your account successfully. You now have access to your organization's apps and services.	
	_
Done	

**Step 7** – Click on the Accept button.

	×	
Microsoft		
Accept the license agreement		
Microsoft Office 365 ProPlus includes these apps:		
🔤 💶 🕩 💶 💶 💶 🔕		
This product also comes with Office Automatic Updates.		
<u>Learn more</u>		
By selecting Accept, you agree to the Microsoft Office License Agreement <u>View Agreement</u>		
Accept		

# **Step 8** – Click on the Close button.

Г

Microsoft	
Your privacy option	
Thanks for using Office! We've made some updates to the privacy settings to give you more control. Your organization's admin allows you to use several cloud-backed services. You get to decide whether you use	these services.
Learn more	
To adjust these privacy settings, go to: <u>File &gt; Account &gt; Account Privacy</u>	
These optional cloud-backed services are provided to you under the Microsoft Services Agreement. Microsoft Services Agreement	
	Close

#### **Step 9** – You should now be on the default screen.

Word	Good afternoon		Word	I	8	3
Word	Good alternoon					
₩ Home		Take a tour	Aa		Jamaary voo	1
	Blank document	Welcome to Word	Single spaced (blank)	Blue grey resume	Snapshot calendar	Insert
New						
	₽ Search					
	Recent Pinned Share	d with Me				
Open	You haven't opened any documents	recently. Click Open to browse fo	or a document.			