



## INSTALLATION INSTRUCTIONS

### MICROSOFT OFFICE 365 EXTENSION FOR 6 MONTHS/ 1 YEAR

#### System requirements:



Windows 10, Windows Server 2008 R2 or Windows Server 2012



1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor\*



1 Gigabyte (GB) RAM (32 bit); 2 Gigabytes (GB) RAM (64 bit)



3.0 GB free disk-space



DirectX10- compliant graphics with a resolution of 240 x 576 Pixel

**Please take notice:** Please note the following installation steps and the instructions for renewing your Office 365 subscription.

**RECOMMENDATION:** Your Microsoft account can only have one active Office 365 subscription.

Entering multiple product keys under “office.com/setup” will increase the time you spend on this Microsoft account, but will not increase the number of Office installations or the amount of online storage available. You can renew an Office subscription for a maximum of 5 years. For more information, see <https://office.com/renew> in the "Frequently Asked Questions" article.

Please take note of the following guidelines:

1. Please go to <https://office.com/setup> and sign in with the Microsoft account associated with your Office 365 subscription when prompted.
2. Enter the 25-digit product key. It is advisable to select the country or region in which you are located or carry out your banking business.
3. Complete the steps to complete the renewal process.



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4. Your subscription will be renewed and the new expiration date will be displayed. To check if your subscription has been renewed, see "Checking Your Renewal Status" below.

**We wish you a successful installation.**

**If you still have problems or questions about the installation, please contact at any time our 24/7 customer service. We will answer you as soon as possible and help you.**