

Activate an Office purchase or free offer on a new PC

Applies To: Office 2019 Office 2016 More... Less

When you start Office on your new Windows 10 PC and see the message Office is included with this PC or Hello, let's activate Office, you can redeem your purchase or offer and activate Office without a product key.

If received an offer for Office 365, be sure to redeem it as soon possible. The offer will expire 180 days after you activate Windows.

Note: If you see a different activation screen, see Activate Office 365, Office 2016, or Office 2013.

Activate Office Check Windows activation Need help?

If you see **Office is included with this PC**, follow these steps:

Step 1: Make sure Windows is activated.

Step 2: Start an Office app, like Word 2016.

Step 3: Select **Activate**.

Step 4: Select your Microsoft account, or create one if you don't have one.

Step 5: Follow the prompts to select your language and accept the license agreement.

If you see **Hello, let's activate Office**, follow these steps:

Step 1: Make sure Windows is activated.

Step 2: Start an Office app, like Word 2016.

Step 3: Select **Activate Office**.

Step 4: Follow the prompts to complete the activation.