



Office 2021 Professional Plus

Installation & Activation Guide

Step 1 – Redeem Your Product Key

1. Visit the official Microsoft website:
<https://setup.office.com>
2. Click **Get started**.
3. Sign in with your Microsoft account.
4. Enter your 25-character product key.
5. Click **Next**.
6. Select your preferred language.
7. Click **Redeem**.

Step 2 – Download & Install Office

1. Click **Download 64-bit** (recommended).
2. Open the downloaded installer.
3. Follow the on-screen instructions to install Microsoft Office.
4. Wait until the installation is complete.

Step 3 – Open an Office Application

1. Click the **Start** menu.
2. Search for **Microsoft Word**, **Microsoft Excel**, or **Microsoft PowerPoint**.
3. Open any Office application.

Step 4 – Activate Office

Office will attempt to activate automatically over the Internet.

If online activation fails:

1. Select **I want to activate the software by telephone**.
2. Choose your country or region.
3. Keep the Activation Wizard open and note your **Installation ID**.

Step 5 – Complete Activation

1. Visit **<https://visualsupport.microsoft.com>**.
2. Click **Activate a Microsoft Product**.
3. Select **Microsoft Office** → **Windows** → **Office 2021**.
4. Enter your Installation ID and click **Submit**.
5. Enter the Confirmation ID into the Office Activation Wizard.

6. Click **Next** to finish activation.

Need Assistance?

If you need help, send us a screenshot of the Installation ID window. Our technical support team will be happy to assist you.

Premium License Keys Support

<https://premiumlicensekeys.com>