

## **Windows 10 & Office 365 Activation Process**

HEC & Microsoft are striving to promote the Academia with latest tools and Technologies available to promote productivity. Below are the steps that you will follow in order to activate your windows.

1. Open File Explorer, then right click on 'This PC' & select 'Properties'
2. After opening Properties menu, scroll down to the bottom of the window and check if your Windows is activated or not.
3. If not, then click on 'Activate Windows'.
4. Now there are two options, the first is to activate online. If you're connected through Internet, click on Activate Windows and your Windows will be activated. If not, then follow the next step.
5. If your computer is not connected with Internet, you have one more option to activate your Windows by calling us. Click 'Activate by phone'.
6. A popup will appear on screen asking you to Select your country or region. Select 'Pakistan' from dropdown list and click 'Next' to continue.
7. Call Microsoft Support Number (+92211167435) and follow recorded instructions to transfer your call to Windows Activation Department.
8. Once your call is being connected to the operator, he/she will ask you for the 63-digit installation ID that will be appearing on your screen.
9. The operator will share a 'Confirmation ID' with you. Please click 'Enter confirmation ID' to continue.
10. Enter the confirmation id provided by the operator in blank spaces and click 'Activate Windows'. Your Windows will be activated J

## **Anexure2:- Office 365 ProPlus Activation Steps:**

You will be having your Office 365 ProPlus credentials along with this guide in PM laptop scheme box. Below are the steps that you will follow in order to activate Office apps using Office 365 ProPlus subscription.

1. Open any Office app e.g. Word 2016, it will prompt you to sign in using Office 365 account. Please sign in using the Office 365 ProPlus credentials, provided by HEC.
2. Your office apps are now activated. Enjoy using it J

**Note:** If you want to check the installation status of your Office applications, please follow the steps below:

1. Open any Office apps e.g. Word 2016.
2. Access Manage Account by clicking File> Account> Manage Account. A webpage will be opened where it will show you the install status of Office apps.
3. A list of devices will be displayed to you along with specification of computer name, operating system & installation date on which Office 365 ProPlus is already being installed. You can manage these installs like if you want to deactivate Office apps on a specific device or not.