

## Activation by Telephone

1. Open an Office application.
2. Read and accept the license agreement when requested.
3. Activation can potentially be automated. If Office has not been activated automatically, perform the following actions.

Once the Activation Wizard has displayed, choose the Activate Office by Telephone option and click Next. If nothing happens after the Next button has been clicked, press the ENTER key.



If the Activation Wizard does not display anything, create a new, empty document, open the File -> Account menu options and then select Activate Product.



4. During Step 1, choose your country or region and then use the indicated phone number to call the Production Activation Center specified for the chosen country or region.

**Step 1:** Select the country/region you are calling from and call the Product Activation Center using any of the telephone numbers provided.

United States ▼

Mobile or Toll: not available  
 Toll-Free:

5. When requested, enter the Installation ID that was displayed by Step 2 of the Activation Wizard.

**Step 2:** When prompted, provide this Installation ID:

6. The Production Activation Center will already have a Confirmation ID, which will be entered in Step 3 of the Activation Wizard.

**Step 3:** Enter your Confirmation ID here:

A	B	C	D	E	F	G	H
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Click Next and follow the instructions to complete the activation process. If nothing happens after the Next button has been clicked, press the ENTER key.