

Process Documentation

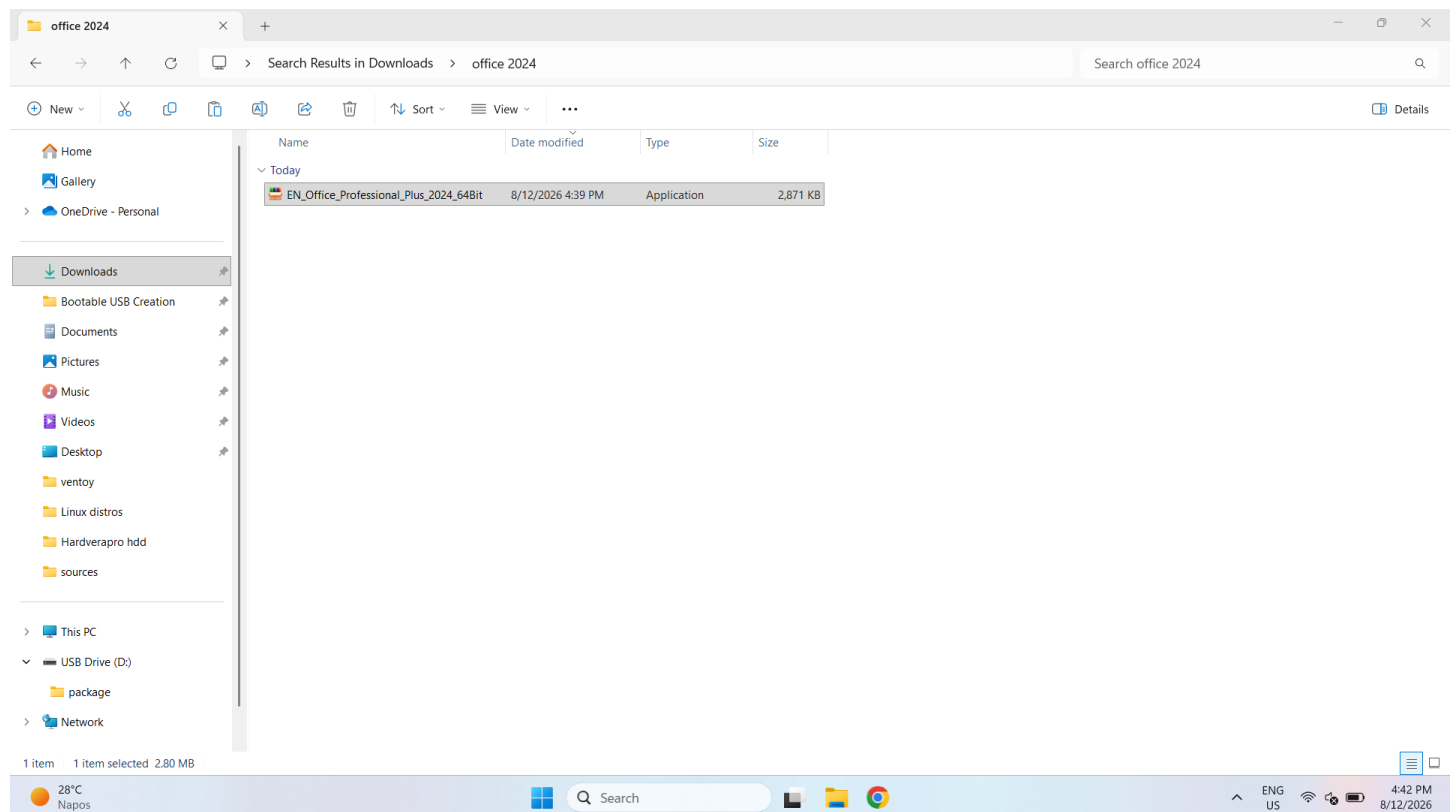
Procedure/process:

Last updated: Aug 12, 2026

Step 1 – Install the Office Professional Plus 2024 on your PC

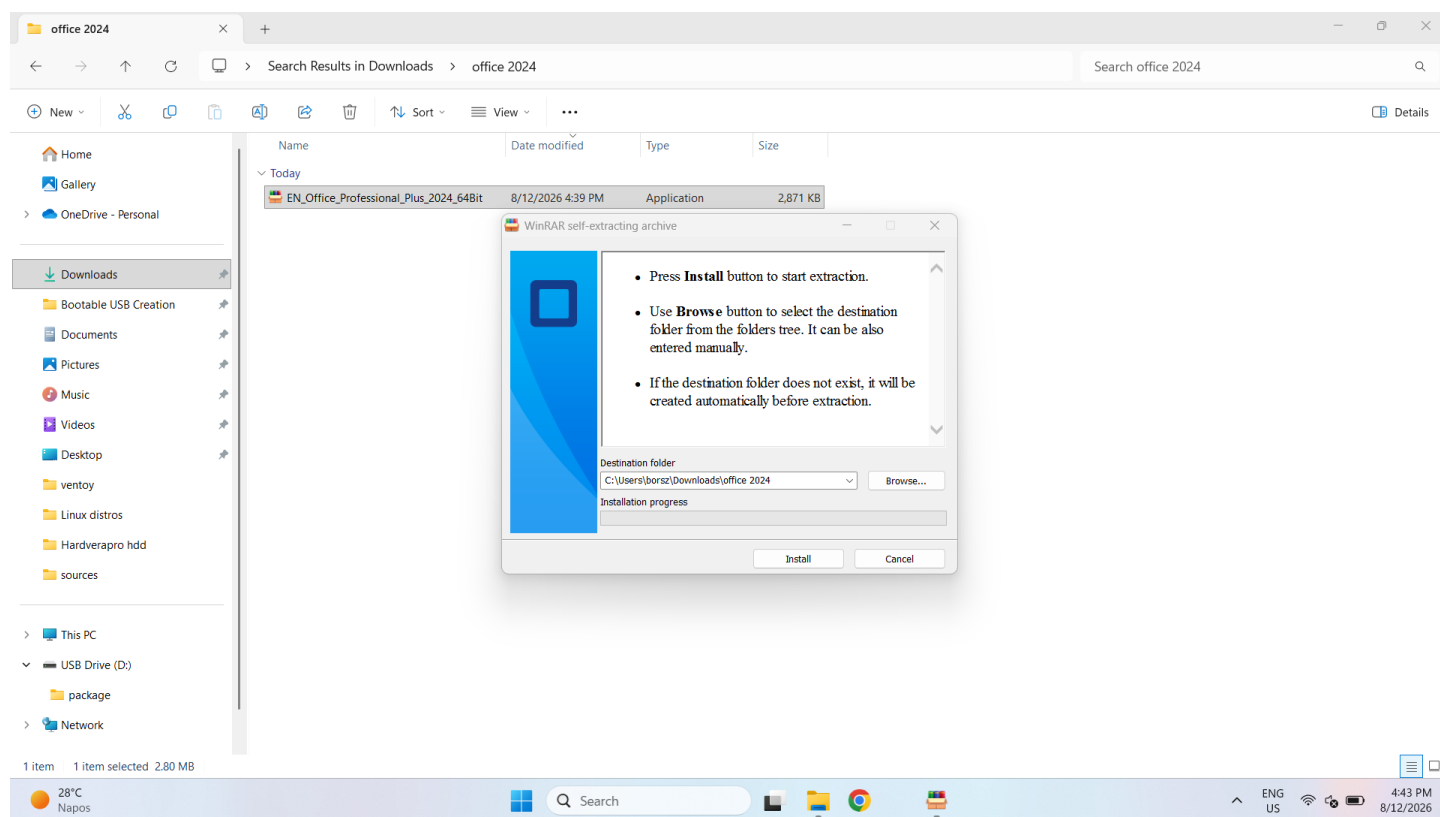
Step 1

Double click the EN_Office_Professional_Plus_2024 file



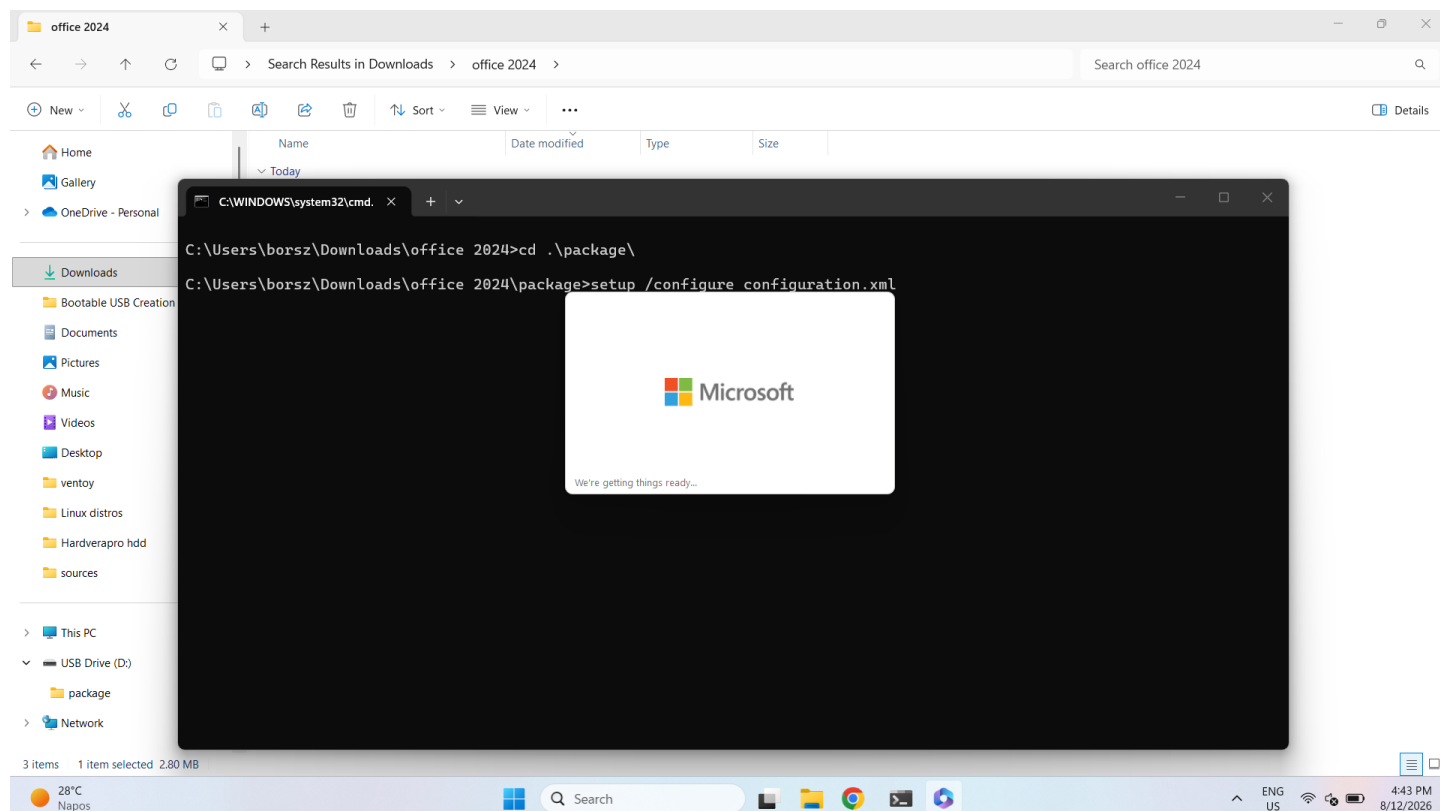
Step 2

Click install



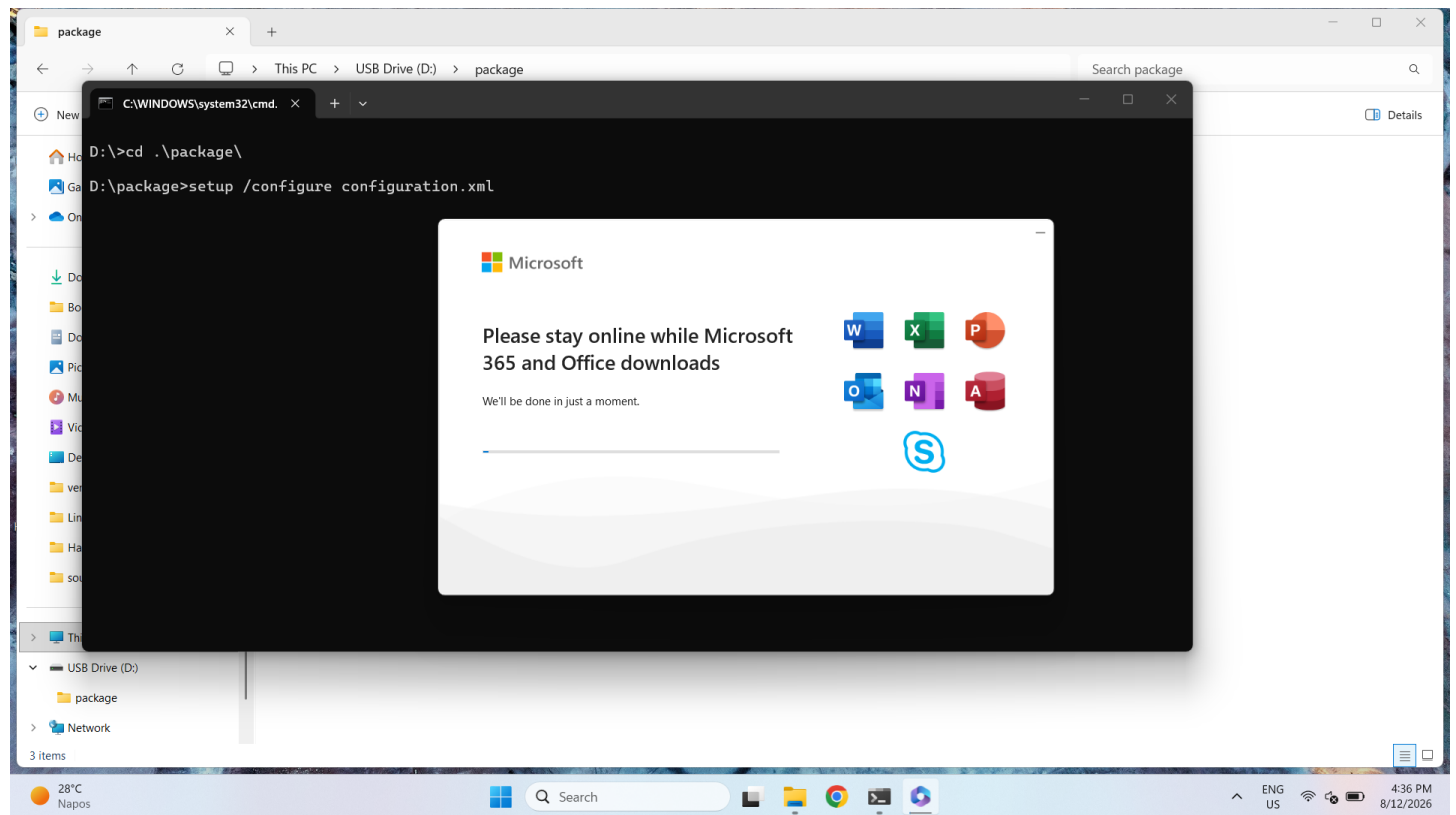
Step 3

A terminal windows will pop up, which auto loads the correct Professional Plus configuration to the Microsoft 365 installer. This ensures that you have the latest version available installed from Microsoft.



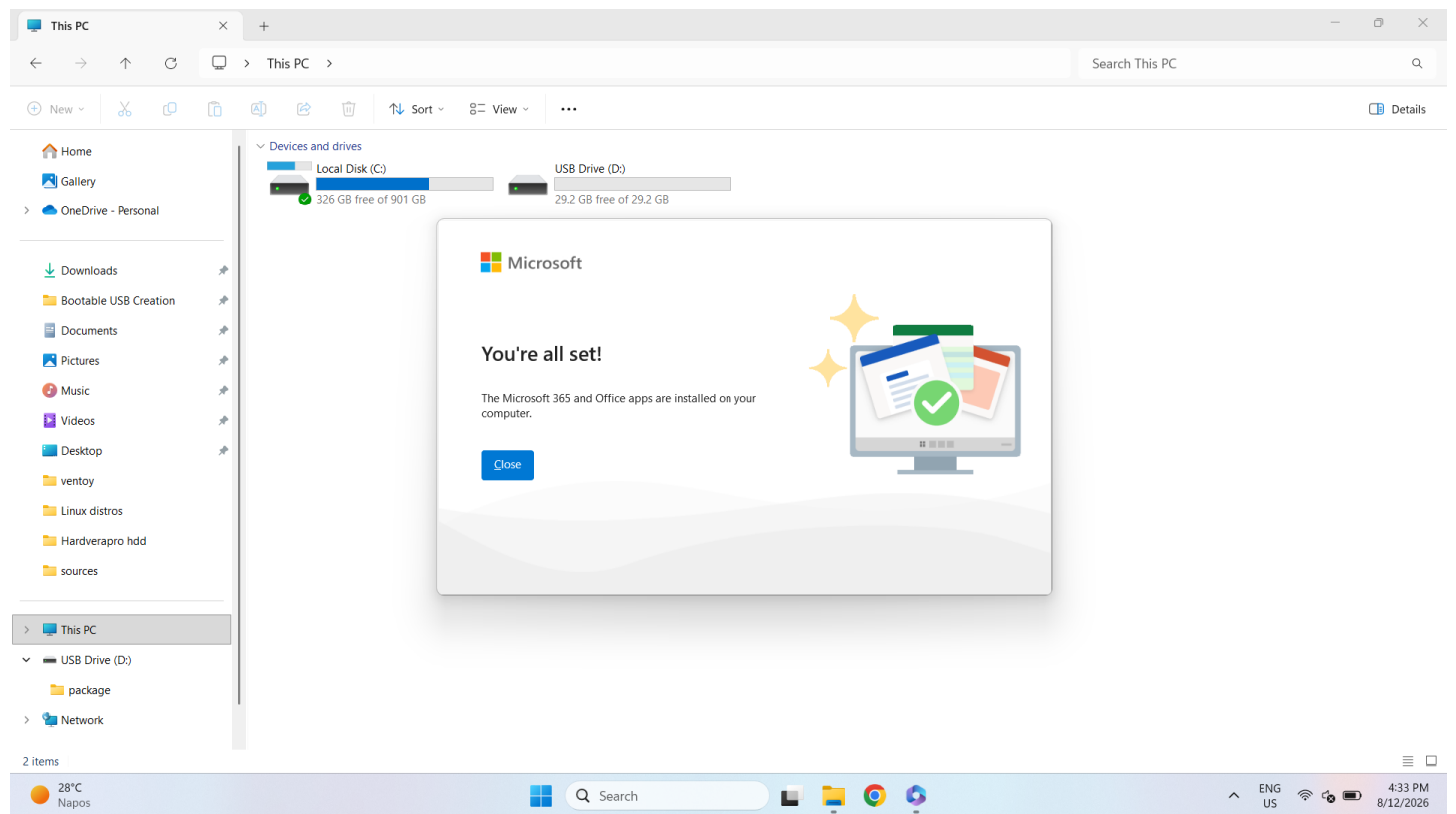
Step 4

This step can take some time depending on your internet speed as its downloading the latest version from the Microsoft servers



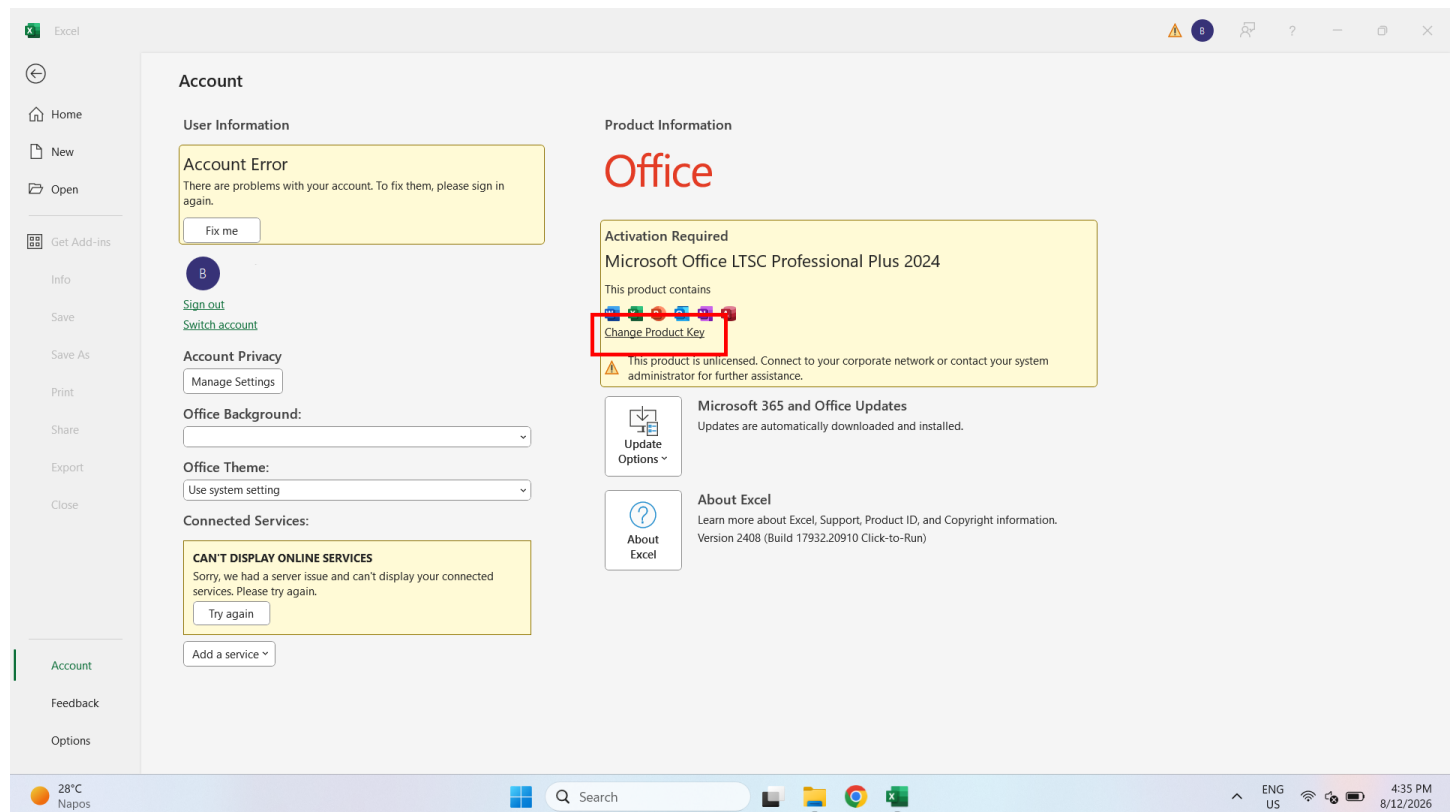
Step 5

After successful installation you will see this screen



Step 6

Once installation finishes open any Office application and navigate to Account section and click on the “Change Product Key”



Step 7

After that you will be prompted to enter the activation key you have received in your email. Please enter it and your office suite will be activated

