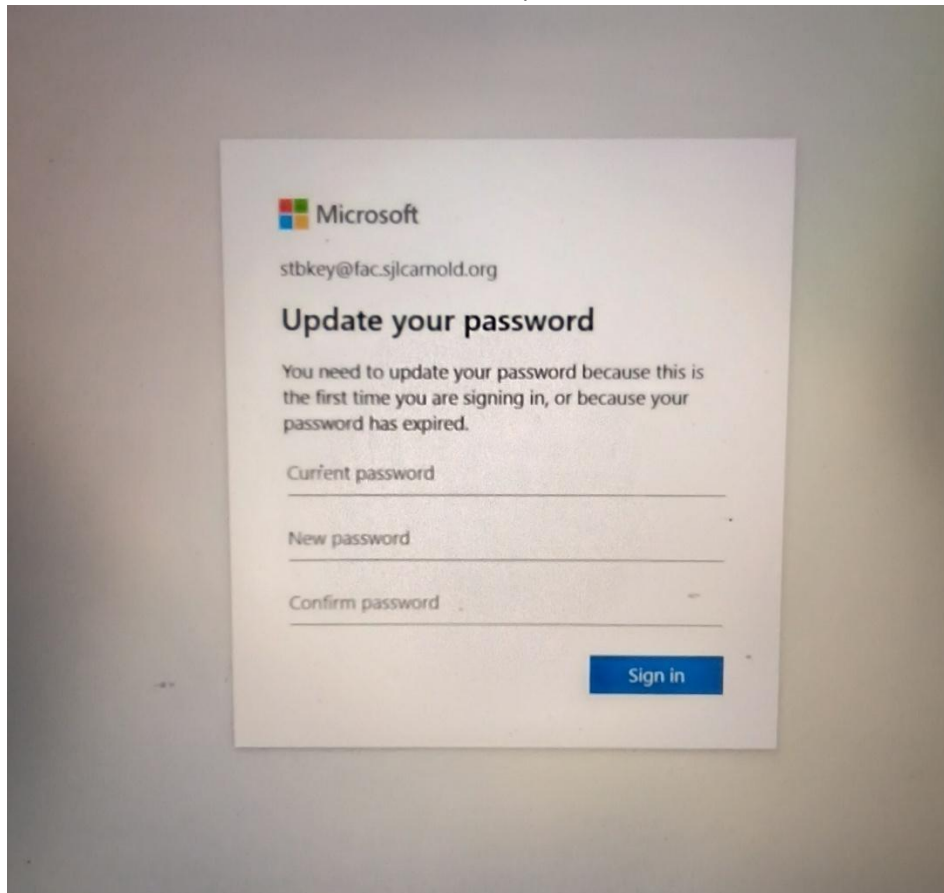


1) Sign in to Microsoft 365

1. Open your web browser and go to **office.com**, then click **Sign in**.
 2. **Use the account generated in your stbkey.com portal** (copy the exact username & temporary password from **stbkey.com**).
 3. **If the account isn't recognized or you can't sign in:**
 - Try a **different browser** (e.g., Microsoft Edge, Google Chrome, Mozilla Firefox).
 - Or use a **Private/Incognito window**.
-

- **2) Create a New Password (first sign-in)**

- You'll be asked to set a **new password**.
- Minimum: **8 characters**, with **numbers** and **special symbol** (e.g., ! @ # \$).
- Best practice: include **UPPERCASE + lowercase + numbers + symbols**, avoid common words, and don't reuse old passwords.

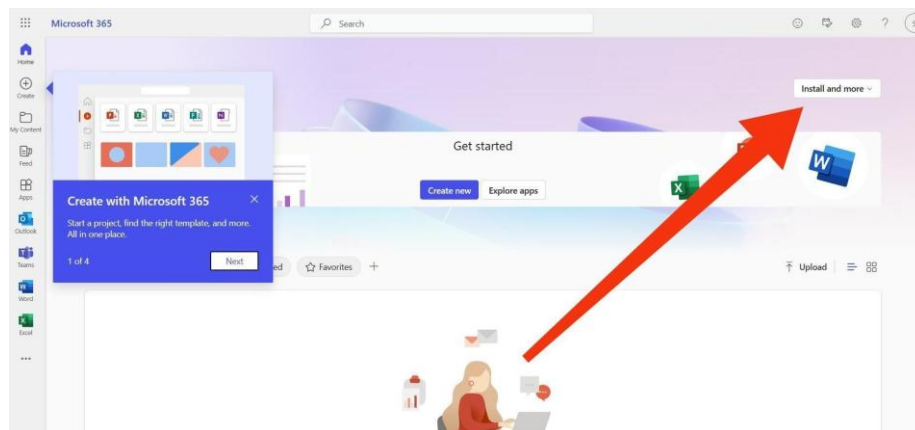


3) Check if Microsoft 365 is Already Installed

- **Windows:** Settings → **Apps** → **Installed apps** → look for **Microsoft 365**.
- **Mac:** Finder → **Applications** → look for **Microsoft Word/Excel/PowerPoint** (Microsoft 365 versions).
- **If Microsoft 365 is already installed**, you can **skip installation** and go straight to **activation** (Step 5).
- **If you have older/non-365 Office installed**, **uninstall it first** before installing Microsoft 365.

4) Install Microsoft 365 (if needed)

- While signed in at **office.com** > **apps**, click **Install & more** → **Install Microsoft 365 apps** → **Install Office**.
- **Windows:** download **OfficeSetup.exe**, then **open** and **install**.
- **Mac:** download the **.pkg** installer, then **open** and **install**.
- Wait for the installer to finish.
-



5) Activate Your Apps (Word/Excel/PowerPoint)

1. Open **Microsoft Word** (or Excel/PowerPoint).
2. Click **Sign in** and use the **same stbkey.com account** you used at office.com.
3. **(Optional)** If you see **Activate Product**, click it and complete sign-in to activate.
 - **Note:** Maraming **latest laptops** ay **automatic na naka-activate** pagkatapos mag-sign in, kaya maaaring **hindi lalabas** ang “Activate Product” button.
4. Go to **Account** → **Update Options** → **Update Now** (Windows) or **Help** → **Check for Updates** (Mac).
5. After updates apply, **restart your device**.
6. Test saving a file **offline** to confirm everything is working.

All good. This screen indicates successful activation:

Shows **Subscription Product: Microsoft 365 Apps for enterprise**

Signed in as **[your stbkey.com account]**

No “Activate” or “Unlicensed Product” banner

Update Options available

You’re ready to use Microsoft 365.

