

Activate Microsoft Office

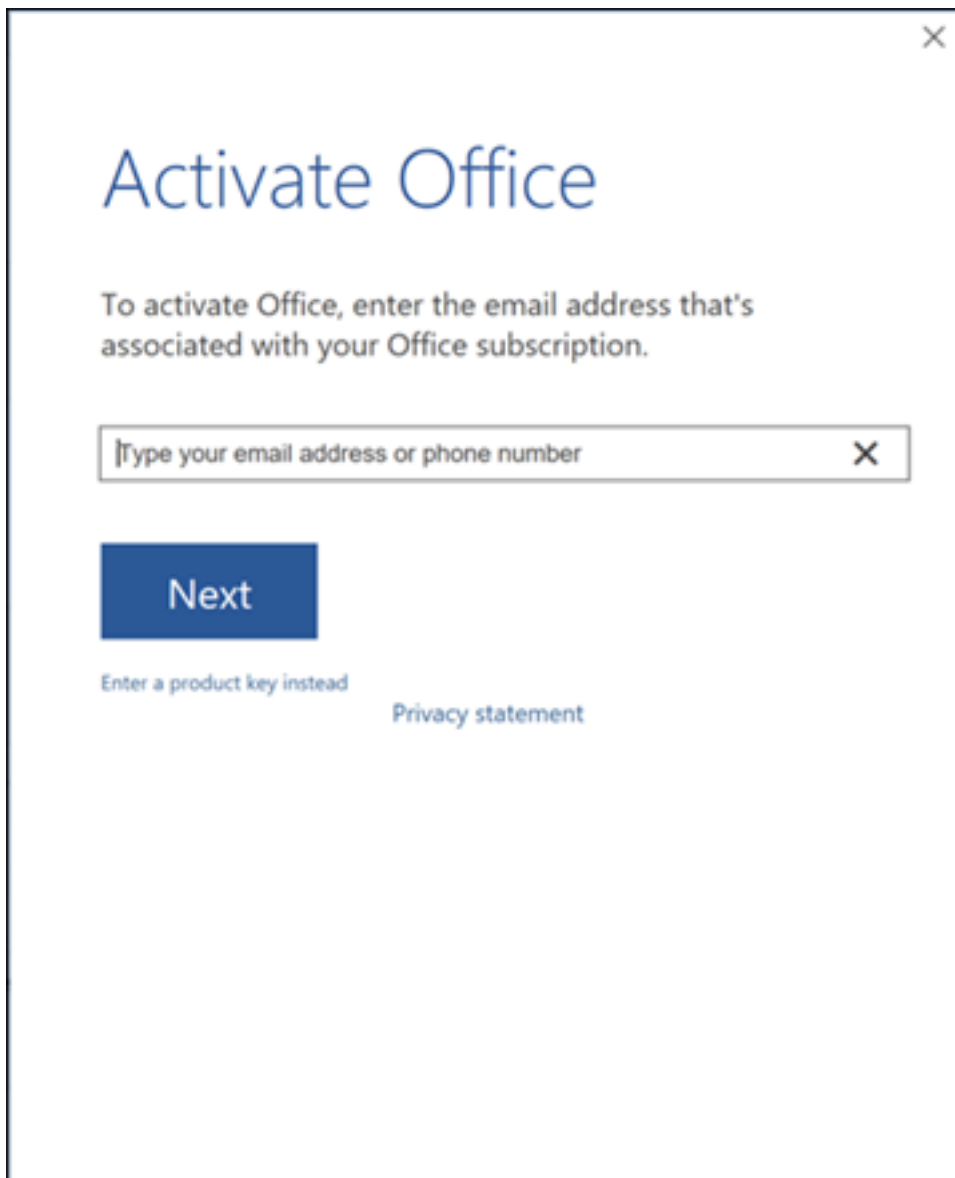
656 Faye Buckley March 8, 2023 [Office 365](#)

When Microsoft Office is first installed, it will not be activated. You may also find that it becomes "not activated" after a computer repair (such as a reimage or hard drive replacement), or after simply being unused for an excessive period of time.

To activate Office and begin using the applications, please follow the instructions below:

Note: If you need to update your version of office, please log into 365.clemson.edu and click **Install Office** in the upper right corner.


If the products are not activated, you should see the following window when you first try to open one of the applications. Supply your Clemson [username@clemson.edu](#) and click **Next**.



It should take you to a Clemson login screen like you see below. Put in your **username@clemson.edu** (not @g.clemson.edu) and your **password** (which should be the same one you

use for iRoar / Canvas / eduroam, etc.) and click on **Sign in**.

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Clemson University logo featuring the word "CLEMSON" in orange with a paw print for the "O", and "UNIVERSITY" in purple below it, underlined.

Sign in with your organizational account

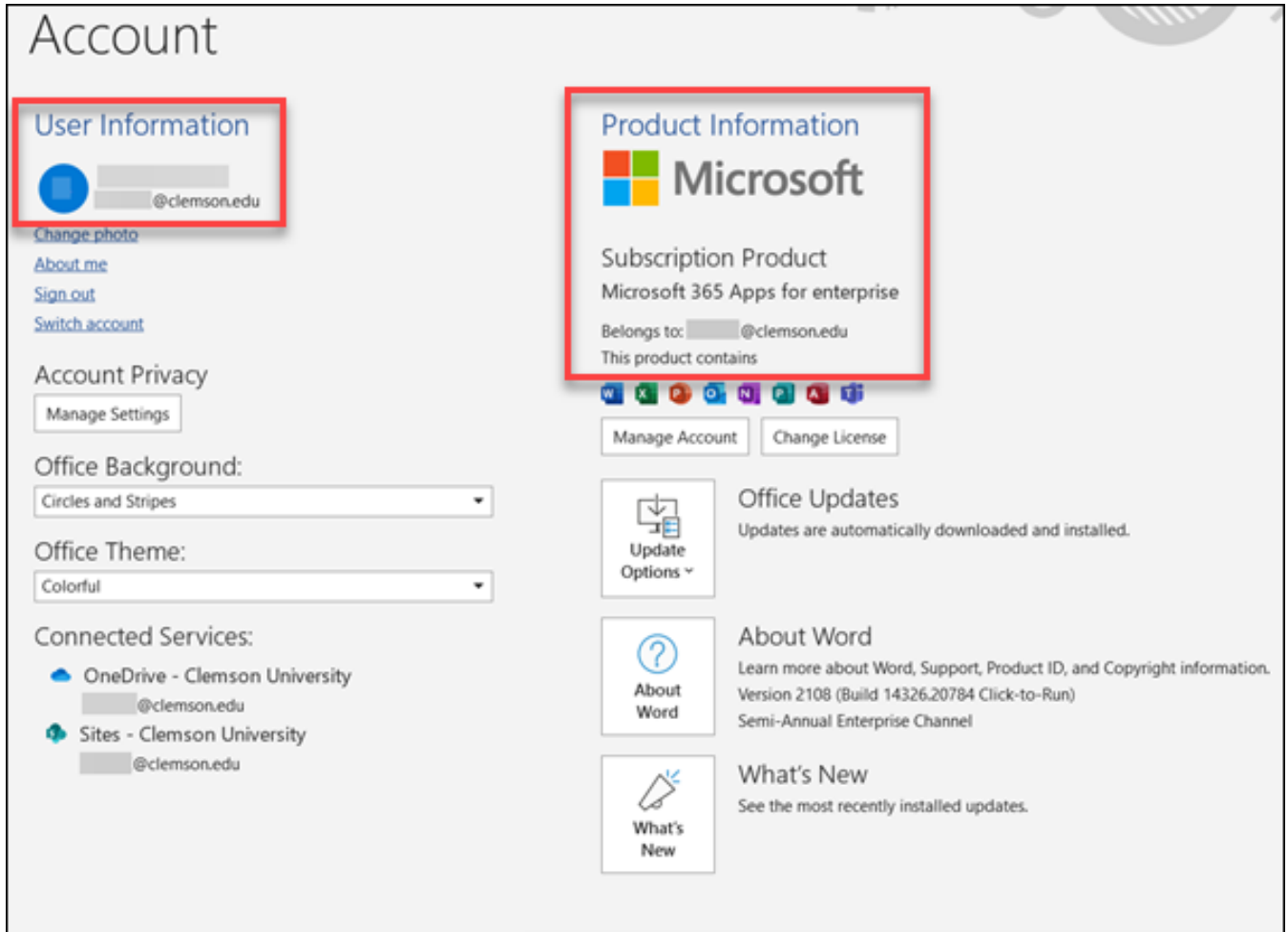
© 2016 Microsoft Need help? Contact the Help Desk at 864-656-3494

Once you have done this, it may automatically open an activation and you will be able to begin using the Office applications.

You will need to close any Office applications you have open, and then re-open them.


To double-check that your products are activated correctly, you may open an MS Office application and

go to File>Account and you should see the information below displaying that your account is licensed to you:



Account

User Information

 @clemson.edu

[Change photo](#)
[About me](#)
[Sign out](#)
[Switch account](#)

Account Privacy

[Manage Settings](#)



Office Background:

[Circles and Stripes](#)


Office Theme:

[Colorful](#)

Connected Services:

-  OneDrive - Clemson University
@clemson.edu
-  Sites - Clemson University
@clemson.edu

Product Information







 **Microsoft**

Subscription Product

Microsoft 365 Apps for enterprise

Belongs to: @clemson.edu

This product contains

[Manage Account](#) [Change License](#)

Office Updates

Updates are automatically downloaded and installed.

About Word

Learn more about Word, Support, Product ID, and Copyright information.
Version 2108 (Build 14326.20784 Click-to-Run)
Semi-Annual Enterprise Channel

What's New

See the most recently installed updates.

If you have any trouble activating your account, please email ithelp@clemson.edu or call (864)656-3494.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=656>