

Office 365 Professional Plus (Lifetime with 1 year warranty)

1. Visit **office.com** and click on "**Sign In.**"
2. Enter the **User ID** and **password** provided to you via email, then sign in.
3. Now, you need to **change your password**. Enter the current password provided in the email, set a **new password** of your choice, re-enter the **new password** to confirm. (Write down your password somewhere safe because you cannot change or recover it again.)

After logging in:

6. It will ask you to verify your mobile number. Click on "**I want to set up a different method**" at the bottom left corner if you want a different verification method like your **Personal email**.
7. If you select the **email** method, enter your personal email and click "**Next.**"
9. Check your email for the **verification code**.
10. Enter the verification code and click "Next," then click "Done."
11. Click on "**Install and more**" at the top right corner and select the first option "Install Microsoft 365 apps."
12. Click on "**Install Office.**"
13. A file will be downloaded, open the downloaded file and install Office.
14. Once the installation is completed, launch any app like **Word or Excel**. If prompted to sign in, simply sign in with the ID provided and the **new password** you created.



Note: OneDrive is not included in this package, so save files locally on your machine to avoid any issues later.

Caution: If an unauthorized office version was previously installed, it may prevent the above options from appearing even after uninstallation. If account still shows the old version due to illegitimate registry traces, please install the [Geek uninstaller](#). Then, search for Office, left-click on it, and select "Force Removal."



QUERIES ?