# How To Activate Microsoft Office

1. Click the **Launchpad** icon in the Dock to display all your apps.

2. Click any Office app, like **Microsoft Word** to start the activation process. The *What's New* window opens automatically.

3.   Click **Get Started** > **Sign in**. **Note:** If there is no What's New window, you may need to activate from within the Office app. On the top menu, click **Word** >**Activate Office** > **Sign in**.
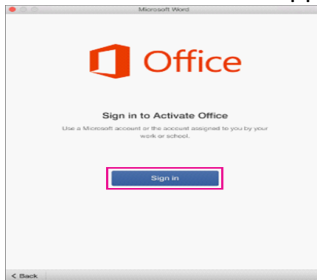
4. Sign in with district email account, ex.123456@students.madison-schools.com and password.
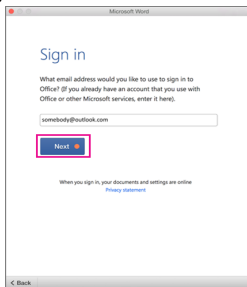
5. Enter the password associated with the email address you entered, and click **Sign in**. **Note:** This screen may look different depending on your email provider.

6. The system checks if you have a valid license and then will activate the product.
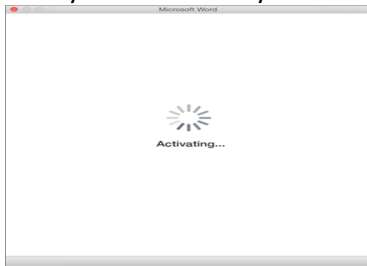
You're done! Click **Start Using Word**, to start using the app.