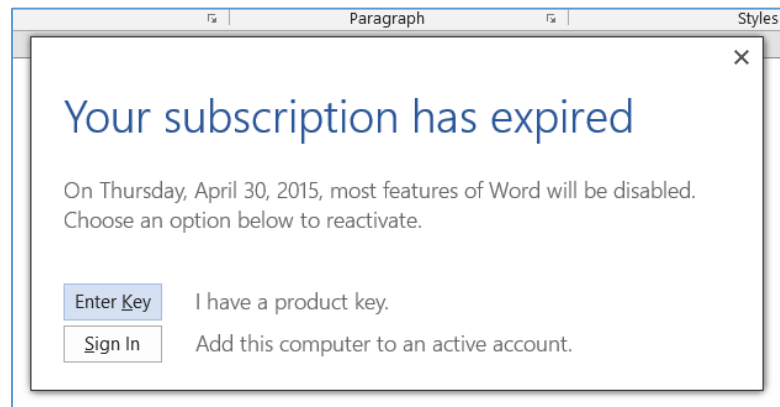


# Microsoft Office: Reactivation of Office software on home computers

**Note:** The Microsoft Office software license that is installed from Office 365 on home computers will need to be reactivated every 90 days. When the license expires the user may receive a prompt that the software has expired or is about to expire.

The user can then click on the **Sign In** button and follow the steps to reactivate the software. To reactivate the software, the user will need to sign in with the same username/password that was used to install the software.



If the user does not receive a prompt that the software has expired, the user can also:

1. Open one of the Microsoft Office programs, i.e. Word, PowerPoint, Excel, etc.
2. Click on **File** and then click on **Account**.
3. Under “User Information” there should be an “Account Error” message indicating that there is a problem with the account. In the **Account Error** message, click on **Fix Me** and sign in with the username/password that was used to install the software.

