Microsoft Office 365 in Microsoft Open Programs

Product Key Redemption Quick Start Guide

Microsoft

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Microsoft Volume Licensing customers can now add cloud-based Office 365 to Open License, Open Value, and Open Value Subscription agreements.

Before you go through the activation process, you must purchase Office 365 seats through your Open License, Open Value, or Open Value Subscription Agreement. Once you have purchased the necessary access, you will receive an email from Microsoft welcoming you to Volume Licensing and providing a URL to access the Microsoft Volume Licensing Service Center (VLSC) to start the process. There are two ways within the VLSC to access Office 365 keys, through the "Relationship Summary" and through the "Downloads and Keys" screens.

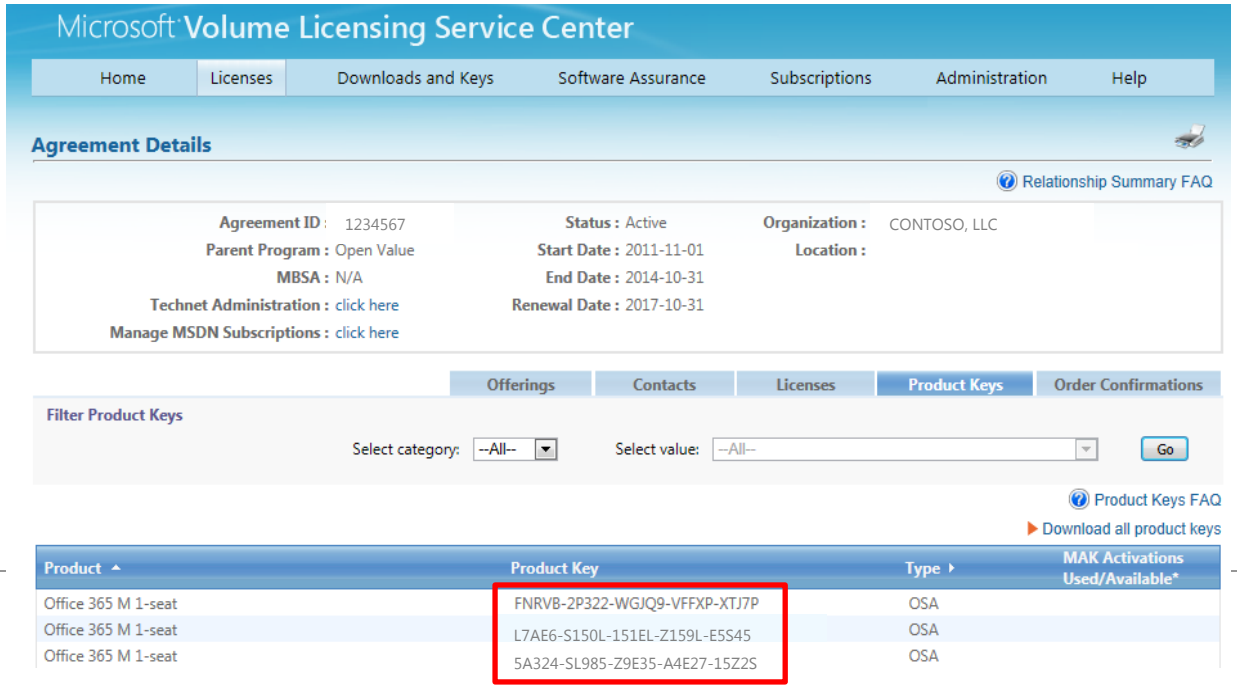
Step One: Get License Keys

1. Open your Volume Licensing welcome email from Microsoft (Order Confirmation for Open Value).
2. Follow the link to the VLSC where the email indicates "Begin Registration."
   - Click "Sign In" and follow the instructions to sign up for a Windows Live ID if you do not already have one. You should use the business email address in the welcome email. Register for the VLSC if you do not have an account.
3. If you have an Open License agreement, sign the contract (required for Open License only).

Option One: Relationship Summary

1. Once you are logged into the VLSC, click "Licenses" and choose "Relationship Summary."
2. Click on the link for the Licensing ID associated with the agreement on which you have Office 365 licenses to activate. In Open License, the License ID is assigned per Purchase Order. In Open Value, the License ID is the same as the Agreement Number.
3. Click on "Product Keys" on the Agreement Details page. You will see a list of all available product keys as in the screen below. Keep note of your key numbers, as you will need them to access the Office 365 web site farther in the process.

- There may be multiple "packs", depending on the number of keys you've ordered as Office 365 keys are available in increments of one, five, 25, and 50. Note that product type is "OSA," which designates an online services key.



4. If you have several keys, you can click on "Download all product keys" to export the list of keys to Microsoft Excel.

- Note that each type of pack will be listed separately. For instance, if you have purchased seven seats, you will see one key under the 5-pack product, and two keys under the 1-pack product, for a total of three keys. All three keys will need to be redeemed to license seven users.

Option Two: Downloads and Keys

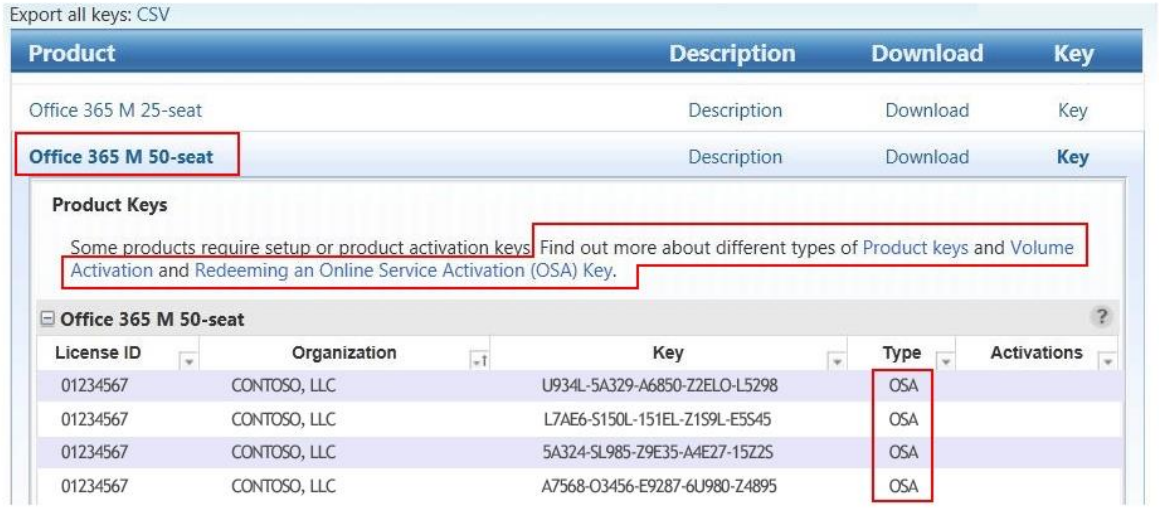
1. Login to the VLSC per the above steps in "Get License Keys." Once you are logged into the VLSC, click "Downloads and Keys."
2. Find Office 365 products (if you have purchased several different products, you can search by the "Office 365" product family).

- There may be multiple "packs", depending on the number of keys you've ordered as Office 365 keys are available in increments of one, five, 25, and 50.

3. Click on "Key," as there is no download for Office 365 from the VLSC. You will see your keys listed on this screen.

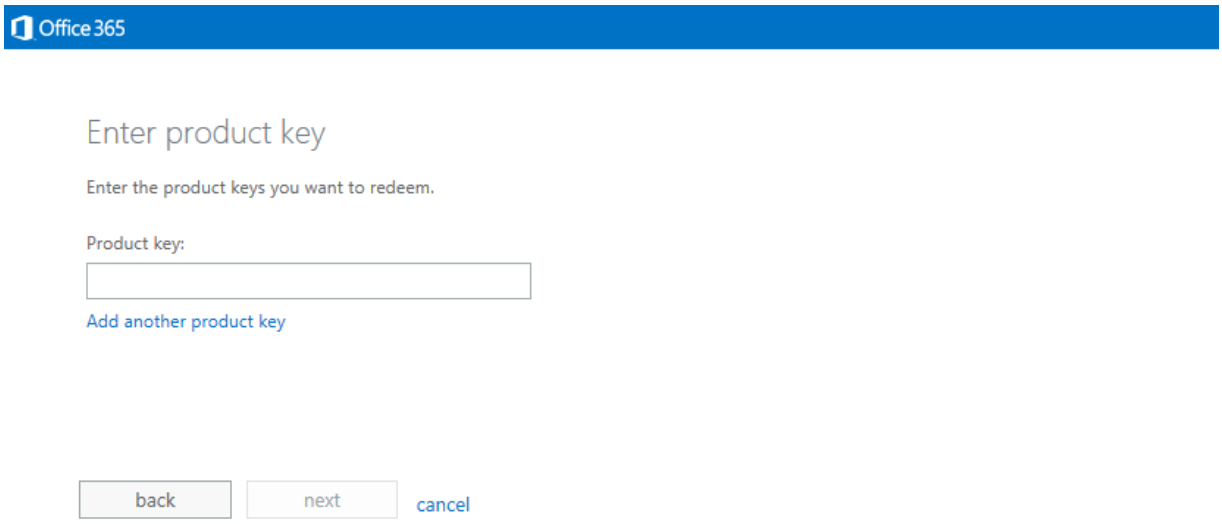
- Note that each type of pack will be listed separately. For instance, if you have purchased 7 seats, you will see one key under the 5-pack product, and two keys under the 1-pack product, for a total of three keys. All three keys will need to be redeemed to license your 7 users.

4. You will see your keys listed as in the screen below. Keep note of your key numbers, as you will need them to access the Office 365 web site farther in the process.



Step Two: Redeem Your Keys

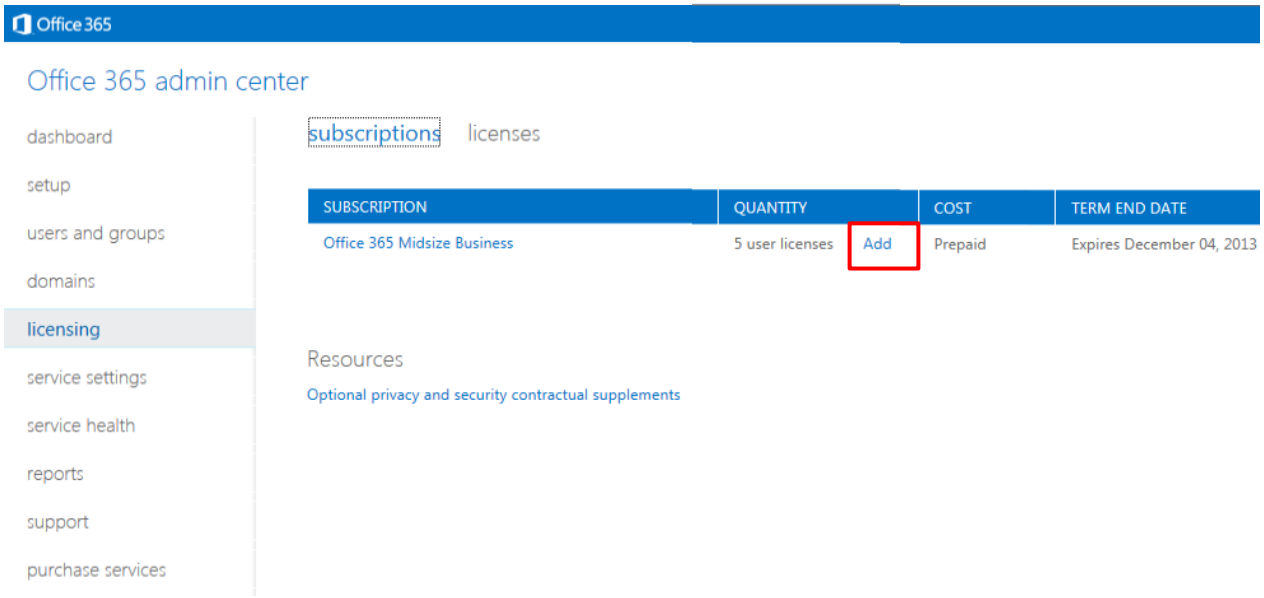
1. At the Office 365 online portal, http://www.office.com/setup365, enter the product keys you want to redeem. If you are the first person in your organization to create an Office 365 account, you will be asked to acknowledge that you are able to do this on behalf of your organization.
2. If you have multiple keys to add, click “Add another product key” to do so.



3. Confirm that the information is correct and click “done adding product keys.” You can add new keys or users at any time through the Office 365 Admin. Center after your account is created.
4. Login to the Office 365 online portal or create a new account if you do not have one. If you are the first person in your organization to set up Office 365, you will be the the Office 365 administrator and be able to add users.
5. Provide recovery information to allow Office 365 to reset your password if you forget it.

Add More Users

To add more users, go to the “Licensing” screen and click “add” to begin inputting your product keys.



- When you are prompted, “How would you like to pay for additional licenses?” choose “Enter a product key” and click Next.
- Enter the product key you want to redeem. If you have multiple keys to validate, click “Add another product key” until your keys are entered.
- Confirm the information is accurate and click “Redeem.”

Your product key validation is complete. You may now start using Office 365. For deployment assistance, see http://www.microsoft.com/en-us/office365/deployment-support.aspx.

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