

Instructions to obtain Key Code for Microsoft Office installed on new DELL computers distributed to WISE programs:

1. Go to <http://eopen.microsoft.com>
2. Click on Add Agreement in left hand column – may ask you to create a username and password. You may want to allow Windows to remember your password.
3. Then **sign on**.
4. From your Microsoft Open License Purchase Order Confirmation *fill in the Authorization number and license number*.
5. Click ADD to view
6. On the next screen, click on the “Key” symbol to get your product key. You will have to *write it down*. You cannot print or save it.
7. You will get two different keys, (1) for Office 2003 and (2) for Office XP.
8. XP is installed in the machine at this time so **use that key**.
9. If and when we get media for Office 2003, you will need to *use the other key to upgrade*.