
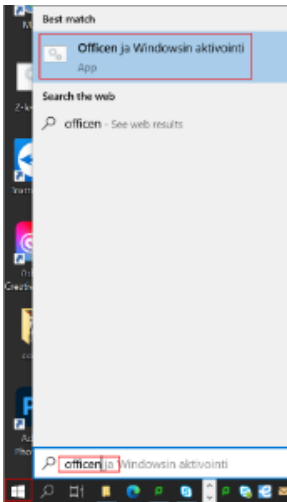


Windows and Microsoft Office Activation Remotely

 These instructions apply only to laptops that are maintained by Metropolia.

On long remote work periods Windows and Office activations may end because activation remains valid only while the computer stays in Metropolia's internal network. You can activate Windows and Microsoft Office while working remotely as follows.

1. Open the VPN connection.
2. In **Start menu**, start a program called **Officen ja Windowsin aktivointi** (Office and Windows activation). If you cannot find the program, it is probably not installed yet on your laptop. You can start the installation using **Software Center** which is in **Start menu**.)



Did you encounter a problem?

1. Restart your computer and the device where the issue is occurring. Try the function again.
2. If the function you are attempting is happening in a web browser, try the function again in an incognito or private window and in a different browser.
3. Try searching for a solution on the site of the IT Services by using the following search methods:
 - a. navigation menu of the site (on the left)
 - b. search machine of the wiki (right upper corner)
 - c. a general search engine, for instance [Google Search](#)
 - d. [alphabetical index](#)
 - e. [FAQ](#)

If the problem is not resolved, please contact the helpdesk according to [best practices](#). Always include [a full screen screenshot](#) of the issue in your service request.

Contact method	Contact information
Form	https://hd.metropolia.fi
Email	helpdesk@metropolia.fi
Phone service	+358 9 7424 6777 (weekdays from 8 am to 4 pm)

[Windowsin ja Microsoft Officen aktivointi etänä](#)