

Windows 7 and Microsoft Office License Activation at Metropolia



All Microsoft licenses on Metropolia computers are active for six months at a time. This includes Windows 7 and Microsoft Office suite. Activation is done automatically when the workstation is connected to Metropolia wired network.

Activation

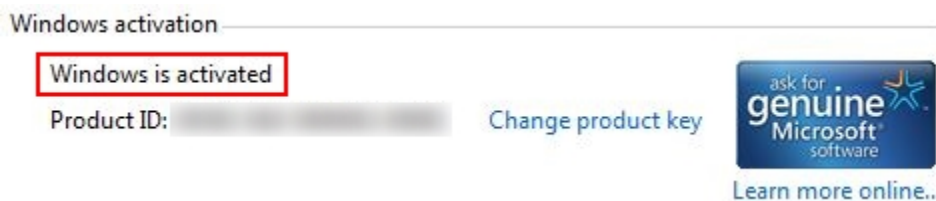
To have the license activated, the computer must be connected Metropolia wired network and logged in. Find the instructions here: [Connecting a laptop to the network](#). Windows attempts to activate in a few minutes after logon. Office activation requires sometimes that Word or some other Office program be restarted. You can check the activation status following the instructions below.

Checking activation status

Check windows **activation status** in the computer Properties window. Open the window by

- pressing the key combination Win+Pause/Break
- right-clicking the computer icon on Desktop and by selecting Properties

In the bottom of the window, check "Windows Activation". If Windows is activated, the text "Windows is activated" and the Product ID is displayed.



You can check Office activation in Word or any other Office program. In File menu, click on Help. Under Office logo you can see the text "Product Activated" if Office is activated.



Product Activated

Microsoft Office Professional Plus 2010

This product contains Microsoft Access, Microsoft Excel, Microsoft SharePoint Workspace, Microsoft OneNote, Microsoft Outlook, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, Microsoft InfoPath.

If activation does not succeed despite of these procedures, please contact [Helpdesk](#).

Windows 7 ja Microsoft Officen lisenssin aktivointi Metropoliassa