



# Windows 10 Activation Guide

Congratulations on the purchase of your Microsoft Authorized Refurbished hardware.

**You must FIRST activate the Microsoft Windows 10 operating system.**

The 4 Steps below will guide you through this simple process.

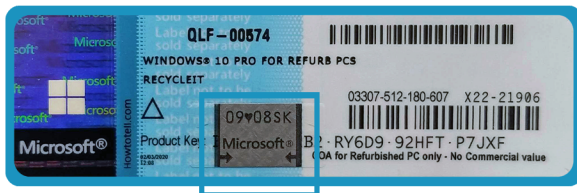
**You must be connected to the Internet to complete the activation.**

## Step One

Step Two

Step Three

Step Four



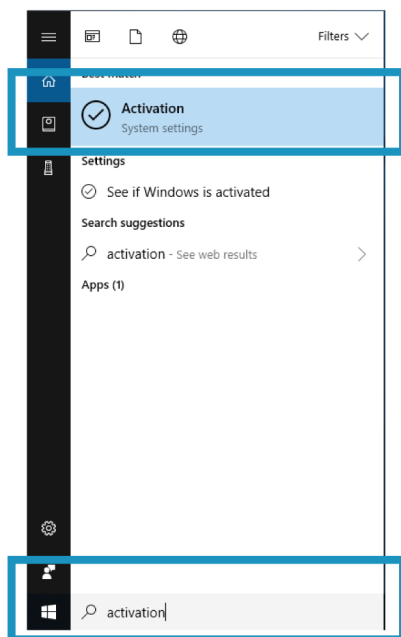
You will find the **product key** on the Microsoft Certificate of Authenticity (COA). These are usually found on the PC case or underside of the laptop casing. In some cases, these may be located under the battery of a laptop.

The **product key** is under the gray concealment layer that reads: **Microsoft**. Gently scratch off the layer using a coin or fingernail. Do not use keys or sharp objects as they may damage the product key.

## Step Two

Step Three

Step Four



Click or place the cursor in the search box in the bottom lower left corner of the screen.

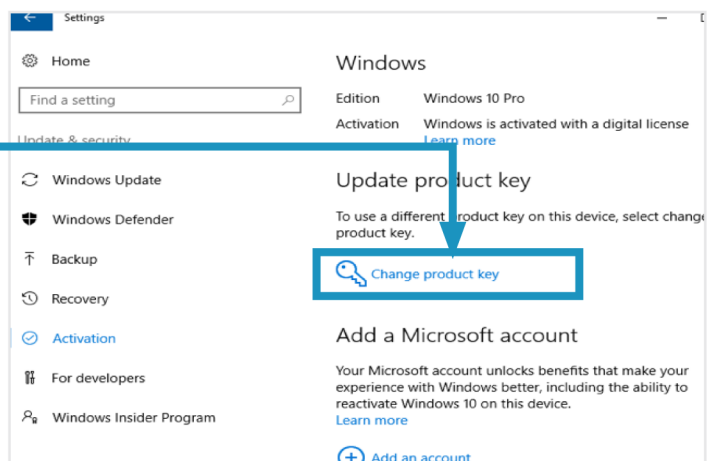
Type **'activation'**, and then select the **'Activation – System settings'** option.

## Step Three

Step Four

Select / Click: **'Change product key'**

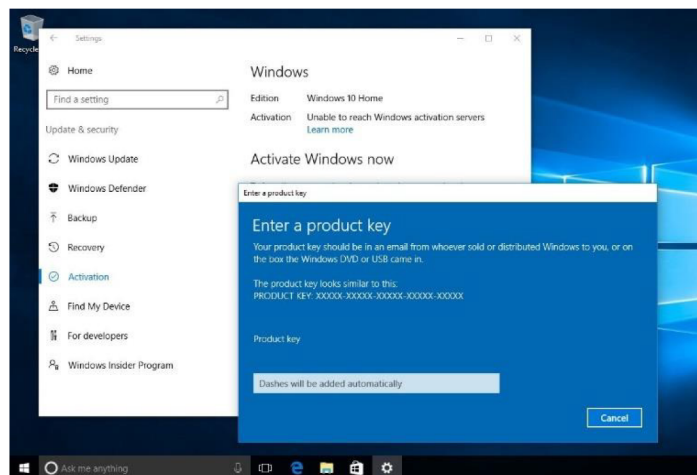
**You must be connected to the Internet for this work.**



## Step Four

Enter the **product key** you located on the Microsoft COA in Step 1. Windows will automatically detect the validity of the product key.

Because you purchased from a Microsoft Authorized Refurbisher, you can be sure that your product key is valid.



If you are **HAPPY & SATISFIED**, we would love to hear about it and hope you'll leave feedback and share your experience.

If you have **QUESTIONS OR CONCERNS**, we hope you won't hesitate to reach out. Contact us through the marketplace from which you purchased, or reach us directly at 855.470.4874 ext. 3 or via Email at [support@itsupplyguy.com](mailto:support@itsupplyguy.com). For troubleshooting and support at your own pace, visit: [itsupplyguy.com/support](https://itsupplyguy.com/support).

If you're **NOT THRILLED**, we hope you'll let us fix it before leaving negative or neutral feedback. Contact us directly at [support@itsupplyguy.com](mailto:support@itsupplyguy.com) or at 855.470.4874 ext. 3.