eOpen Software Installation Guide

What is eOpen?

eOpen is an online tool that allows participants of the Microsoft Software Donation program to manage their software licenses, including:

- Accessing your Volume License Product Keys to install your software
- Updating contact information
- Downloading software included in your software license agreement
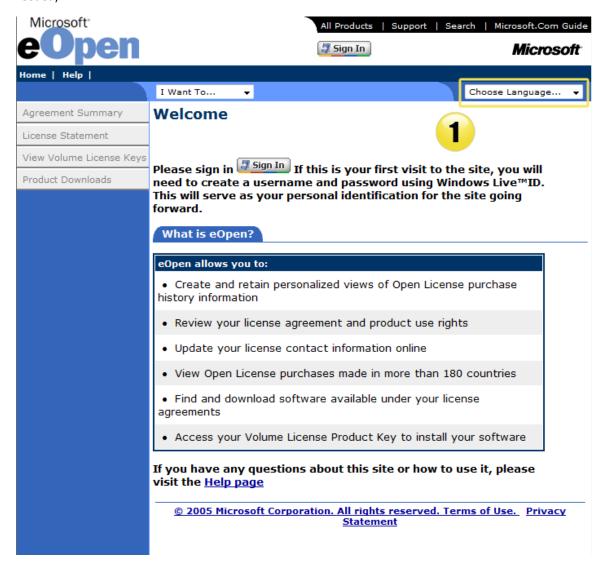
Installation Instructions

These instructions are provided to grantees of the Microsoft Software Donation program to help you to register, activate, and begin using your new software quickly and easily.
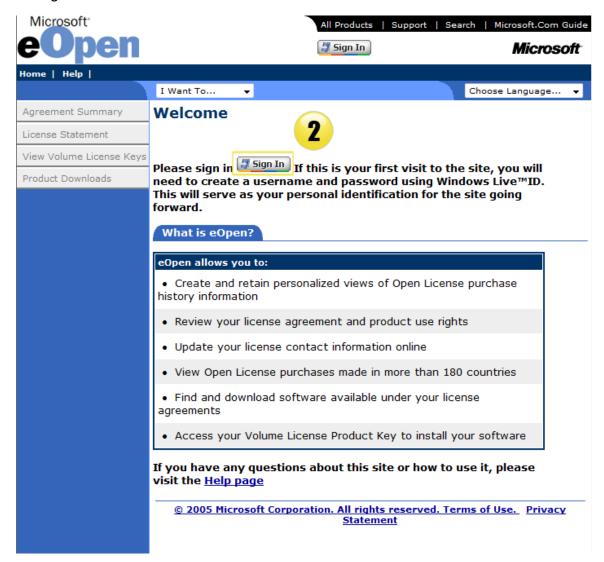
When your software grant is approved, you will receive a notification letter from Microsoft via e-mail. After your software arrives, follow the steps outlined in the following section (this information is also in your notification letter). These instructions guide you through the registration process and enable you to access your Volume License product keys needed to activate your software (if required).

www.microsoft.com/NGO

Microsoft

1. Go to the eOpen Web site.

   In the upper right corner of the page, select your language from the **Choose Language** drop-down list (as needed).
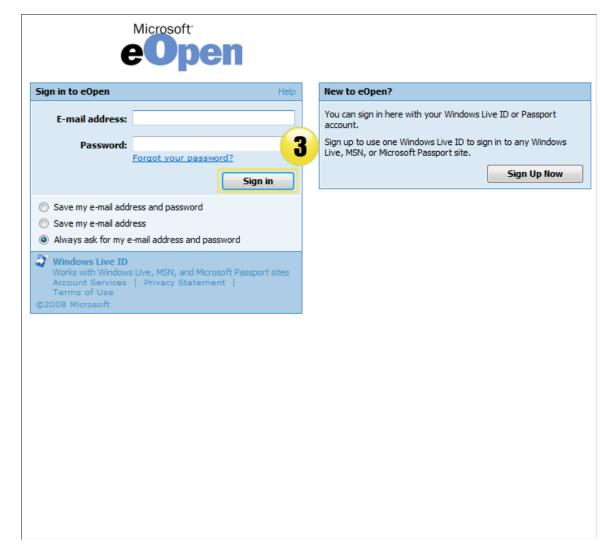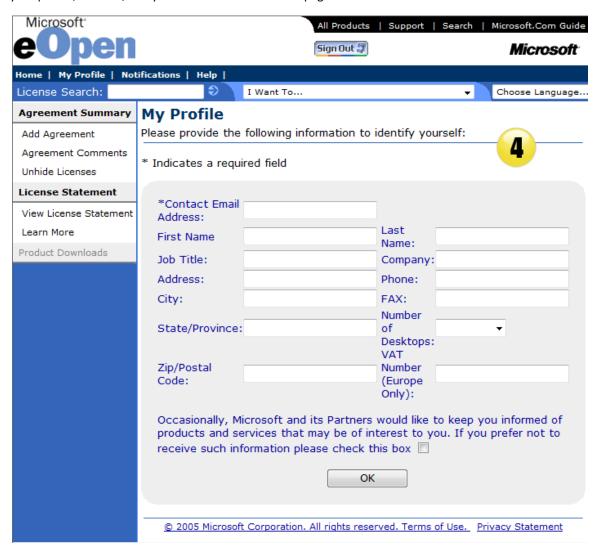
2. Click **Sign In**.

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3. Enter your Windows Live ID e-mail address and password in the designated spaces and click **Sign In.**

    Note: If you have a Hotmail account, MSN e-mail account, or Microsoft Passport, you have a Windows Live ID. You can sign in with your existing e-mail address and password.
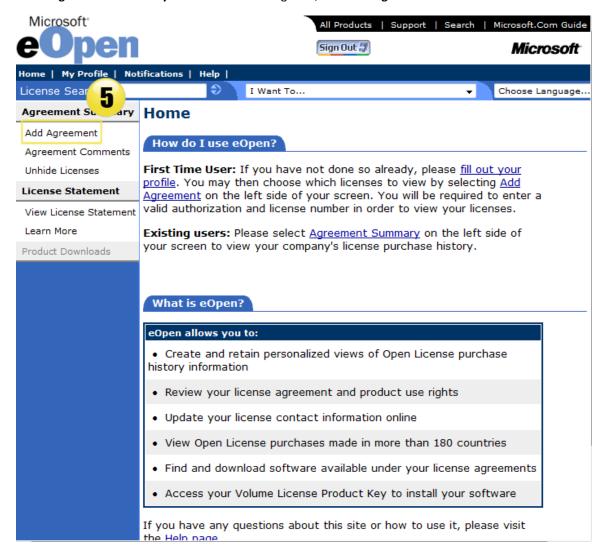
    If you do not already have a Windows Live ID, click **Sign Up Now** to register.
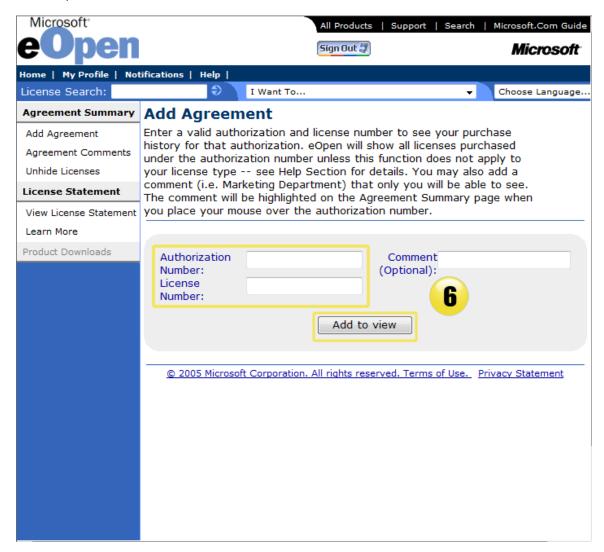
Microsoft

4. If this is your first time using the eOpen Web site, complete the **My Profile** section. Once you have completed your profile, click **OK**, and you will return to the home page.
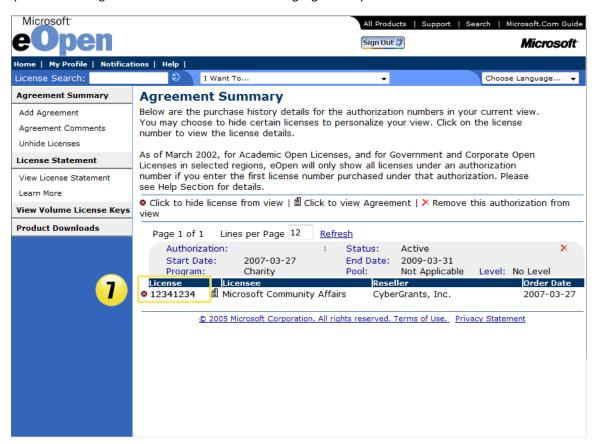
5. Under **Agreement Summary** in the left-hand navigation, click **Add Agreement.**

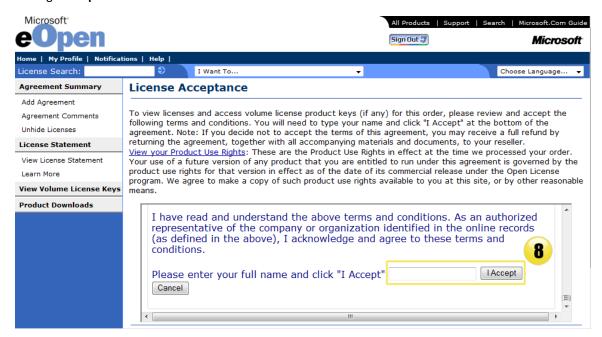**www.microsoft.com/NGO**

Microsoft

6. Enter your **Authorization Number** and **License Number** from the notification letter you received from Microsoft, and then click **Add to view.**
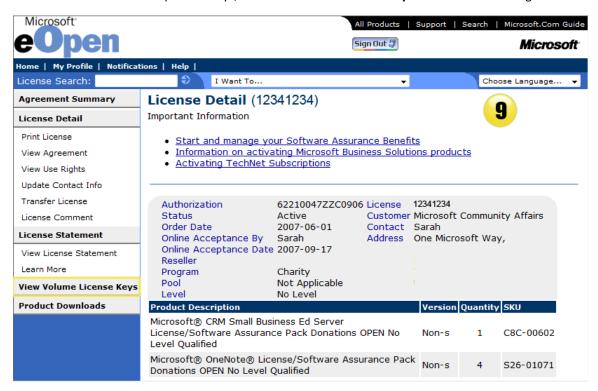
7. On the **Agreement Summary** page, select the appropriate **License** number in order to view the details of a specific license agreement. The **License** number is highlighted in yellow.
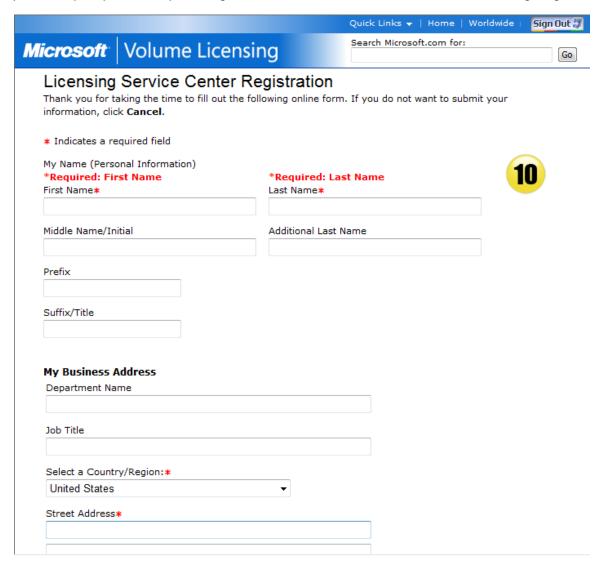

8. Review the Microsoft License Agreement (use the scroll bar on the side to read the full text). Once you have read, understood, and agreed to the terms, you can accept the agreement by entering your full name and clicking **I Accept.**
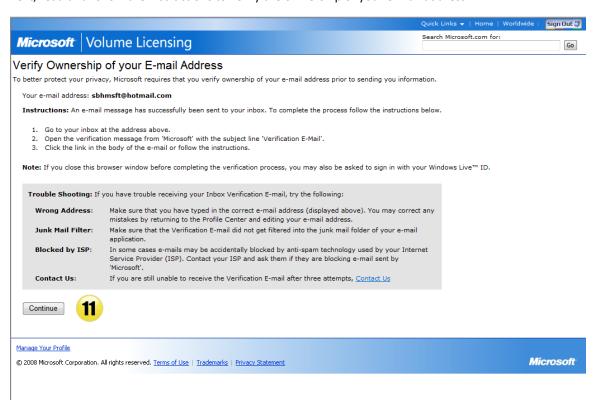
Microsoft

9. To view the Volume License product keys, click **View Volume License Keys** in the left-hand navigation.

10. If this is your first visit to the Licensing Service Center (where the Volume License product keys are displayed) you will be prompted to complete a registration form like the one that is shown in the following image.

11. Next, read and follow the instructions to verify the ownership of your e-mail address.

12. When your e-mail address is verified, you will be redirected to the Licensing Service Center. The Volume License product keys that are required to activate your software are located under the **Product Key** heading in the main body of the page. Use the Volume License product key during software installation to activate and use your software.

- To install certain licensed products, you must use a specific Volume License product key. This product key is issued to your organization for your exclusive use for each specific license grant. Because your organization is held accountable for unauthorized use of the Volume License product keys that are

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assigned to your software, you agree to use your best efforts to keep a secure record of product keys, which includes not disclosing them to any unauthorized third party.

- Volume License product keys are displayed for products that require activation only.

- Some products do not require activation, but still require a standard product key for installation. For these products, the standard product key is displayed on a *yellow sticker* on the back of the plastic sleeve that contains the software CD.

The following image displays an example of the message you will see if a product that is included in your software grant does not require a Volume License key for activation. If you receive this message, look for the product key on a yellow sticker on the back of the plastic sleeve that contains the software CD. You will need this product key to install your software.

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