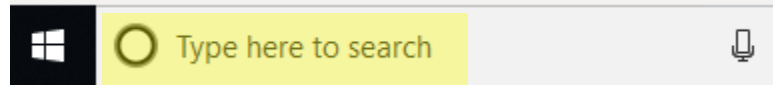
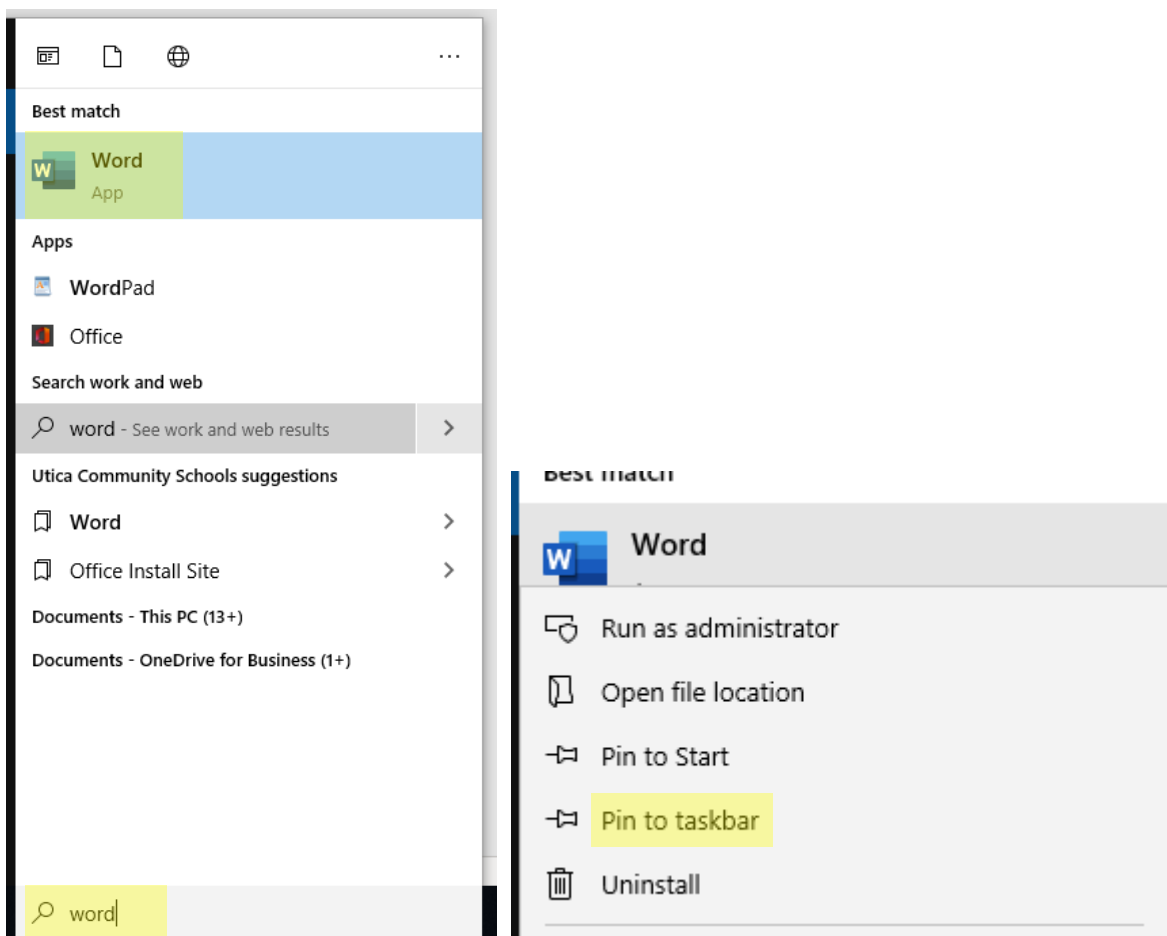


Resolving the “Enable License” Issue on your UCS Student Laptop

1. Close out of all applications on your laptop, including Microsoft Edge/Classlink.
2. In the Search bar on the bottom left of your home screen, click “Type here to search.”

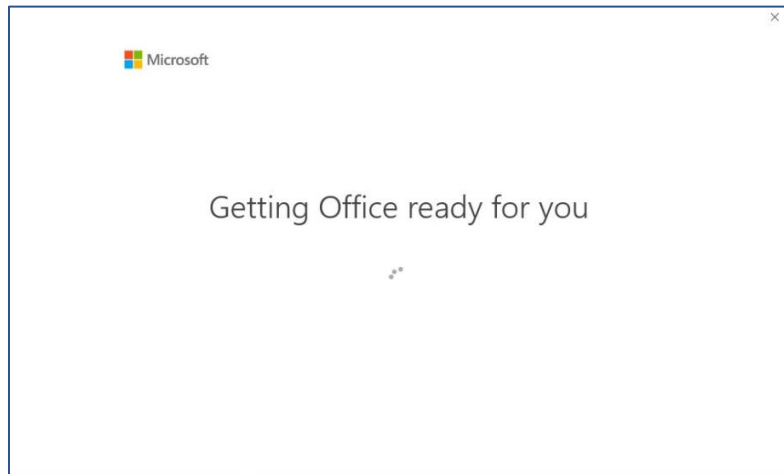


3. Type “Word” and then right click on “Word App” in the menu that appears. Choose “Pin to Taskbar.”

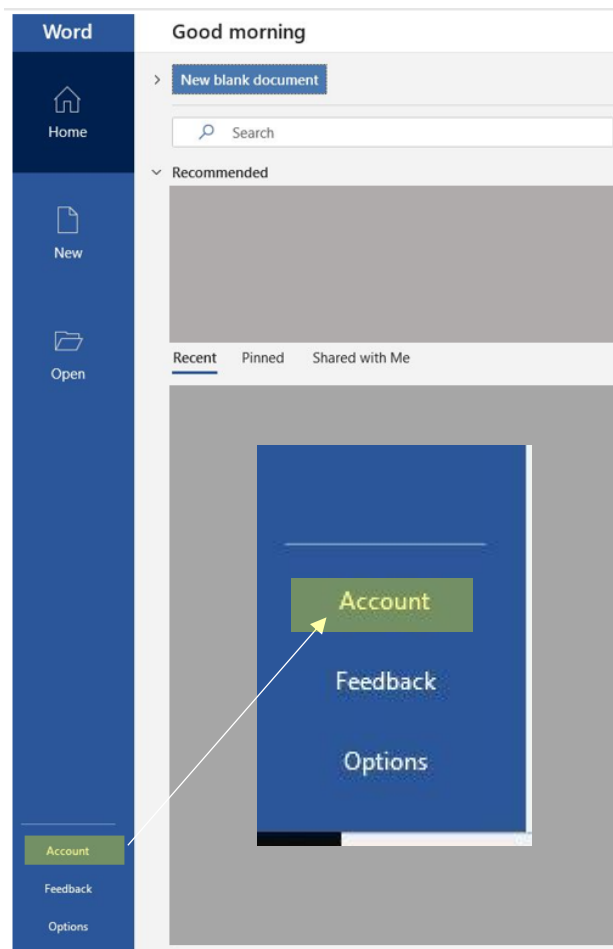


4. You will see “Pinned to taskbar” appear above Word. Then, click on “Word App” to open the Microsoft Word Application.

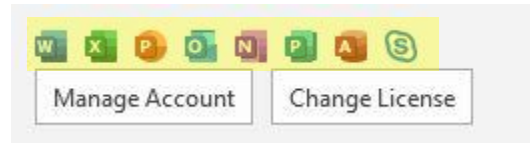
5. Immediately after you click on “Word App,” a window that says “Getting Office Ready for you” will briefly flash:



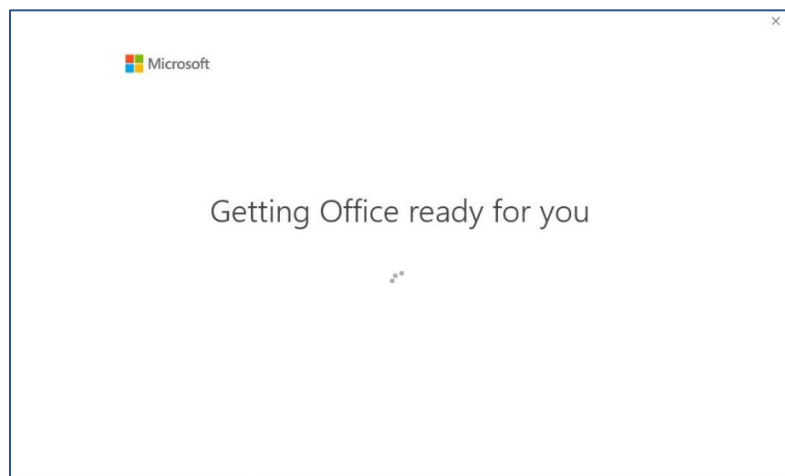
6. Once Word is loaded and you see the initial screen where you can create a new document, click on the word “Account” on the bottom left:



7. If Office has installed correctly, you should see your student's email address on the left side of the screen under "Account." On the right, you will see a line of icons that looks like this:



8. Go back to Schoology and attempt to open a file in any Office application that a teacher has posted in Schoology. You should see a yellow strip at the top that says, "Enable Editing" but you should not see any message involving licensing.
9. If these steps do not work, restart the laptop and repeat all steps until you see the screen below flash when you open Microsoft Word:



These steps can be followed for any Microsoft application that you're having trouble with – Word, PowerPoint, Excel, etc. Instead of typing in Word, type in the name of the application that is giving your trouble, follow the remaining steps, go back into Schoology, and try to open your document again.