

*Please note that the English version of this document has been machine translated and has not been checked for errors. The English version therefore serves to improve accessibility for persons with limited knowledge of German, but in case of doubt the content of the German version is binding.*

# KMS activation step-by-step

## 1 General information

This document serves as instructions for activating the following KMS-compatible Microsoft products from the TUshop:

- Microsoft Windows Desktop
- Microsoft Windows Server Standard
- Microsoft Windows Server Datacenter
- Microsoft Office LTSC
- Microsoft Visio LTSC
- Microsoft Project LTSC

Activation is only possible if you have already purchased the relevant licenses in the TUshop and they have been provided. It is also possible for a license representative to carry out the activation for you.

After installing Office, at least one Office product (e.g. Word) must have been opened for the installation to be recognized by the activation tool. This also applies to Visio and Project.

It is also necessary that you have a stable connection to TUnet. This can be a local connection or via VPN.

## 2 Activation

### 1.1 Opening the activation tool

Open the "TUtoolbox" folder on your desktop and start the "Microsoft Activation" file. You can also find the file in the Start menu under All apps TUToolbox. You need administrator rights to start this file.

## 1.2 Selection of the product category

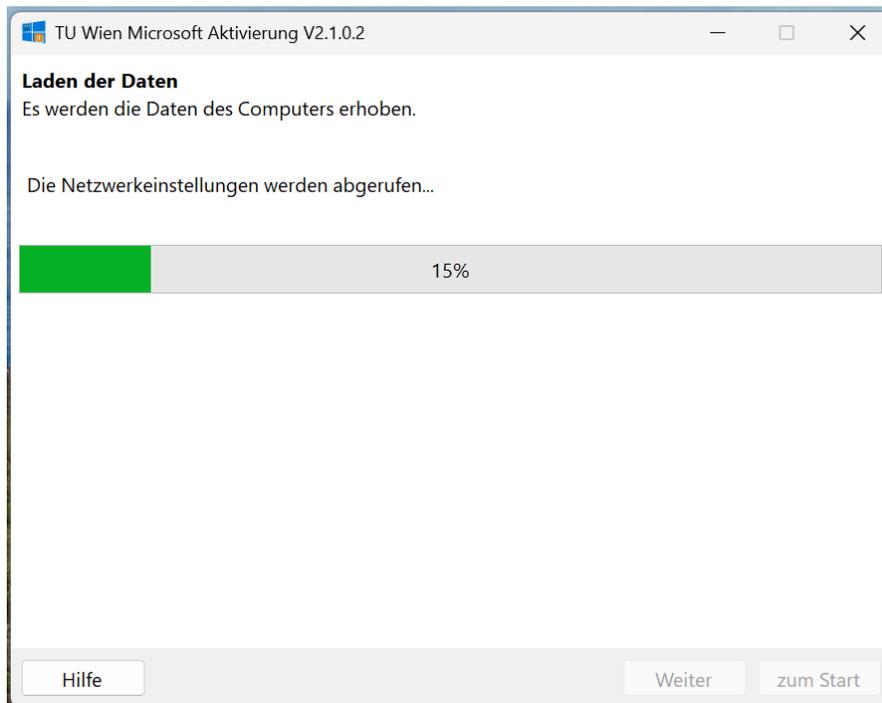
If you want to activate Windows / Windows Server, click the button with the Windows symbol. To activate Office / Visio / Projectclick the button with the Office icon.



## 1.3 Loading process: collection of computer information

In the case of the instructions, Office was selected: The activation of Windows is carried out in the same way and differs only minimally in the display of license information. After selecting

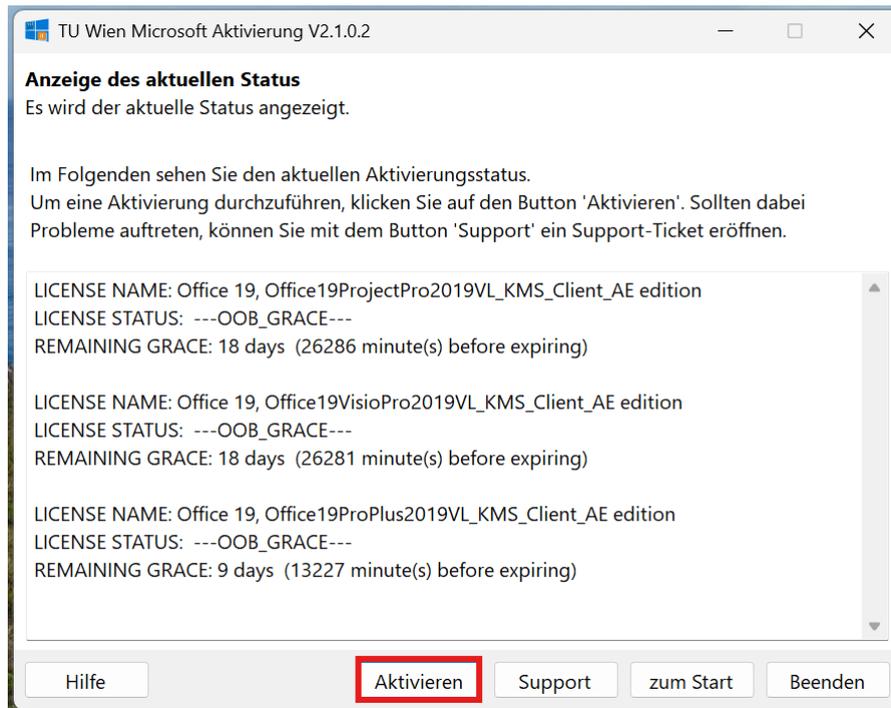
the product category, information about your computer is collected. This information is stored locally and is used for activation and error analysis if you contact support.



#### 1.4 Current licensing status before activation

Before activation takes place, you will be shown the current status of your installations. Please note the remaining days: These should be set to 180 days after activation. It makes no difference here whether the installations are in the tolerance period or in licensed status. Refreshing the activation is always possible.

Click on "Activate".

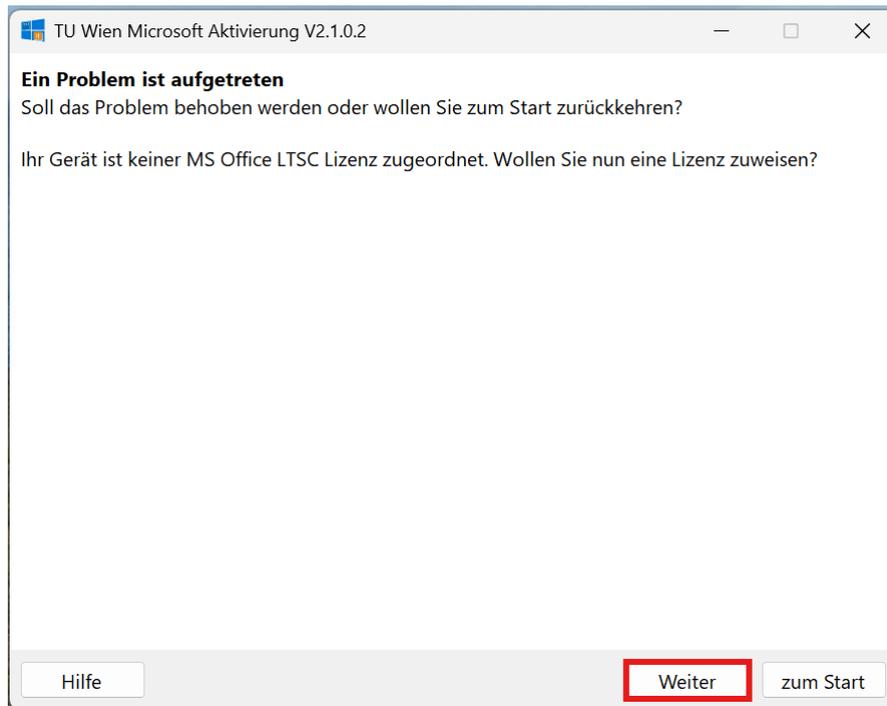


## 1.5 License assignment

If this computer is not yet linked with all the required licenses, you will be prompted to assign a license. Important: Installations under the Office product category (i.e. Office, Visio and Project) must be activated in combination and all require a license at the time of the activation attempt.

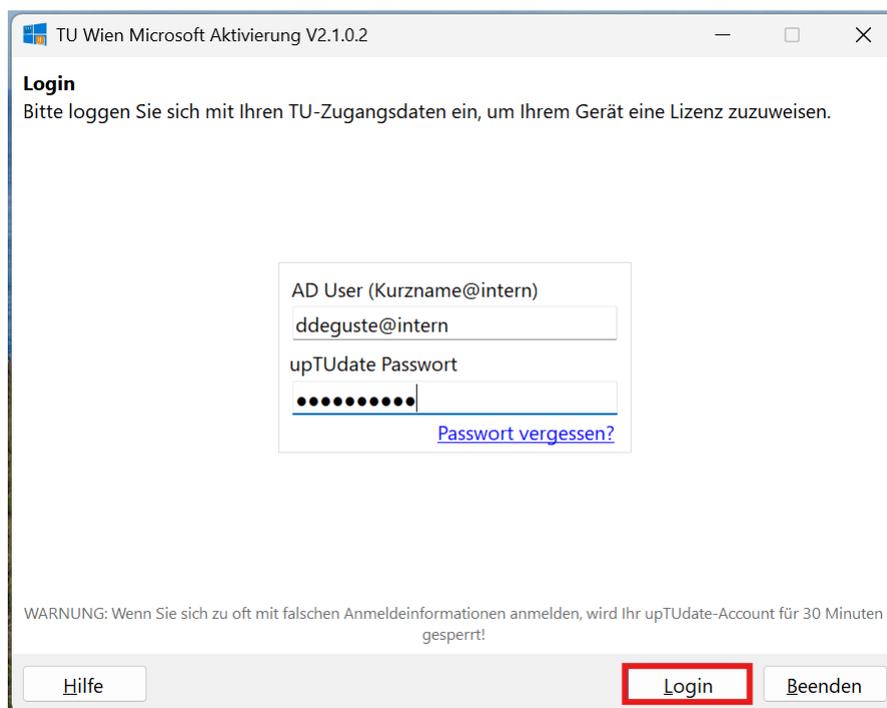
If the computer is already linked with all the necessary licenses, this step is automatically skipped.

Click on "Next".



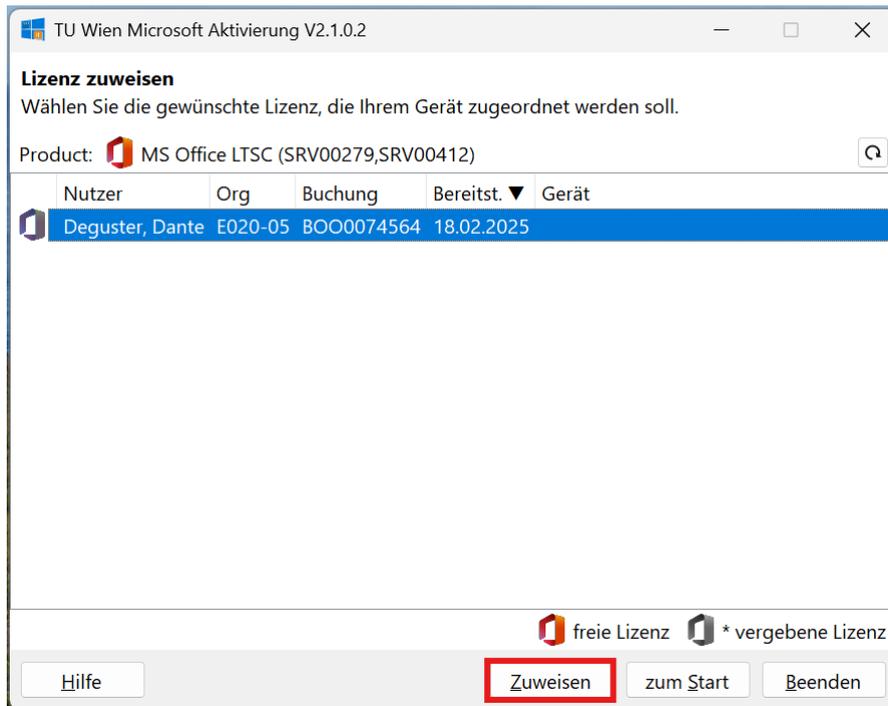
Next, you will be asked to log in with your upTUpdate account data. This is necessary in order to assign a license to your computer. Please note that repeated use of incorrect login data can lead to your upTUpdate account being temporarily blocked.

Enter your account details and click on "Login".



Once you have successfully logged in, you will receive an overview of your licenses for the product to which you are now assigning a license. Licenses that have already been assigned are also displayed here; you can recognize them by the greyed-out symbol and the \*.

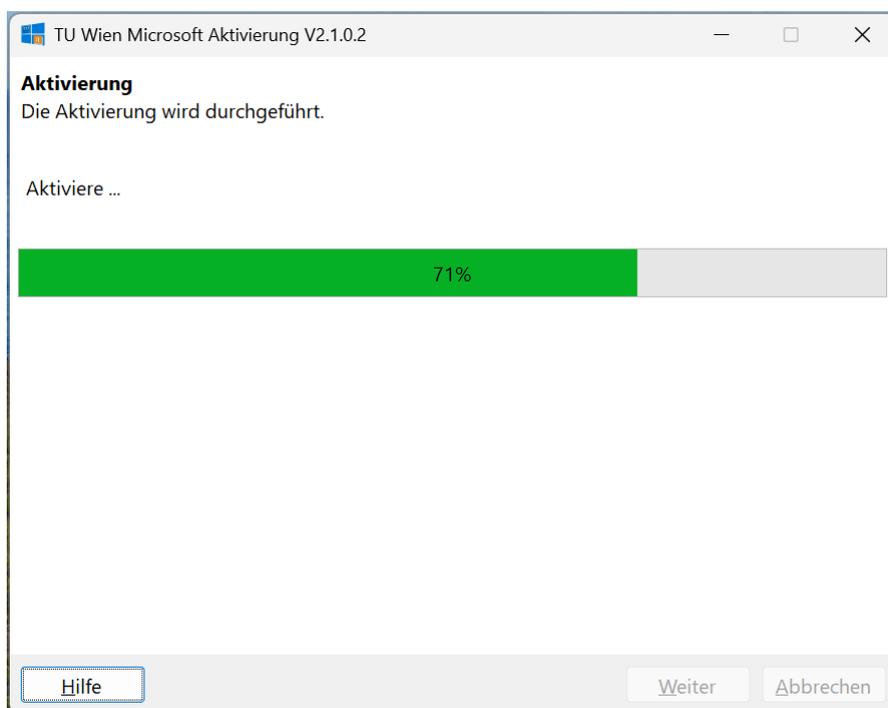
Now select a free license for the user of this computer and click on "Assign".



Repeat this step until all required licenses are assigned and activation starts.

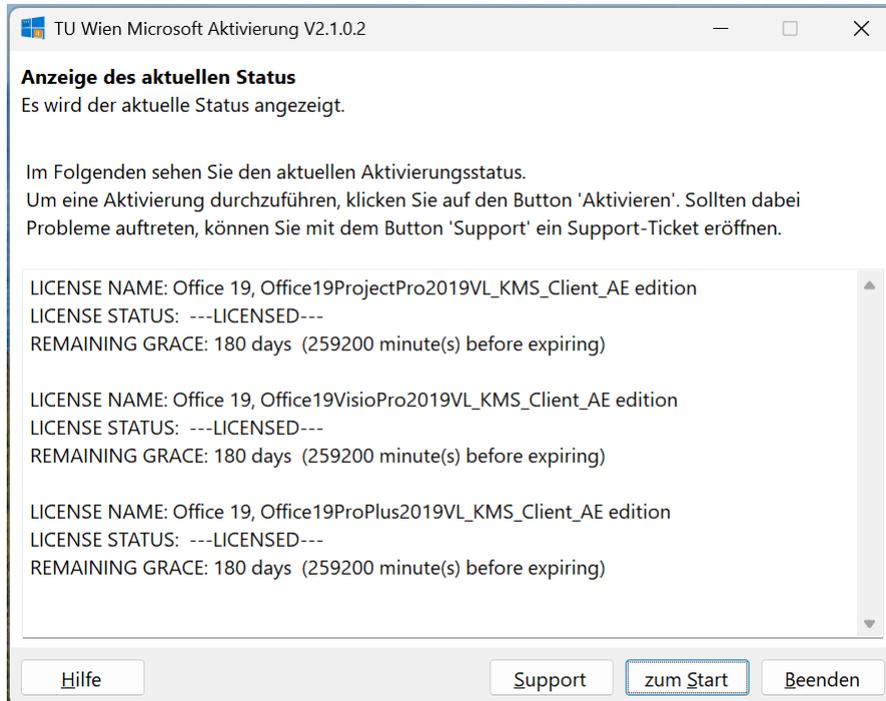
## 1.6 Charging process: Activation

Once you have linked all the required licenses, the activation of the selected product category starts. This may take a few minutes.



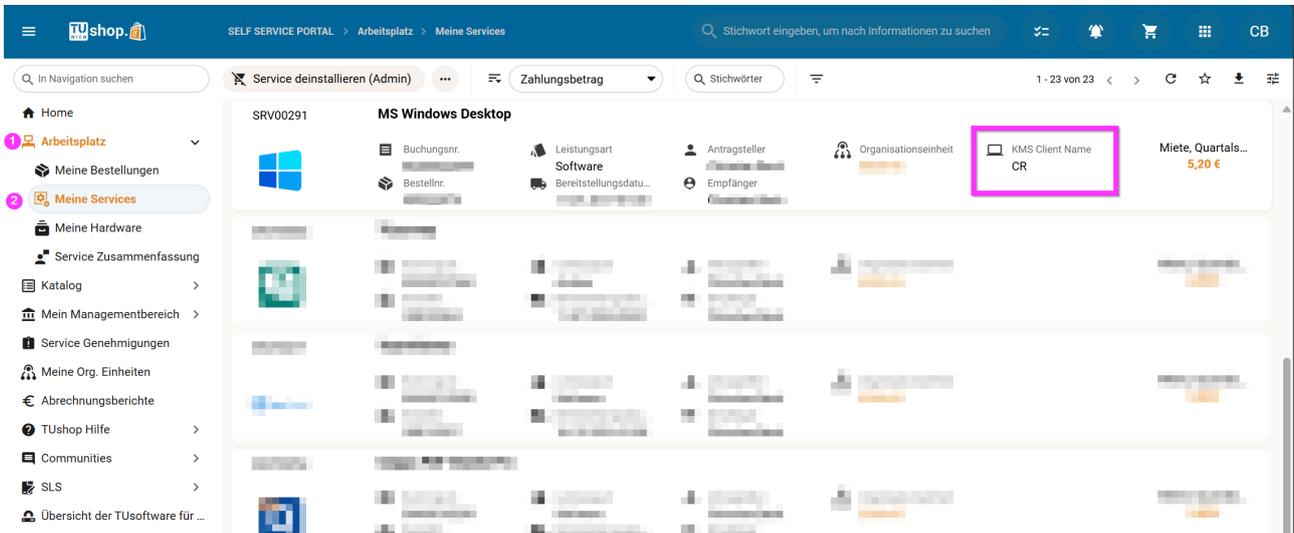
## 1.7 Current licensing status after activation

After activation, the licensing status of the installations is displayed again. Successful activation is indicated by the change in the remaining license period. This should now be 180 days. If this is the case, you can exit the activation tool or carry out a further activation. Otherwise, you can contact support by clicking on "Support" and following the dialog.

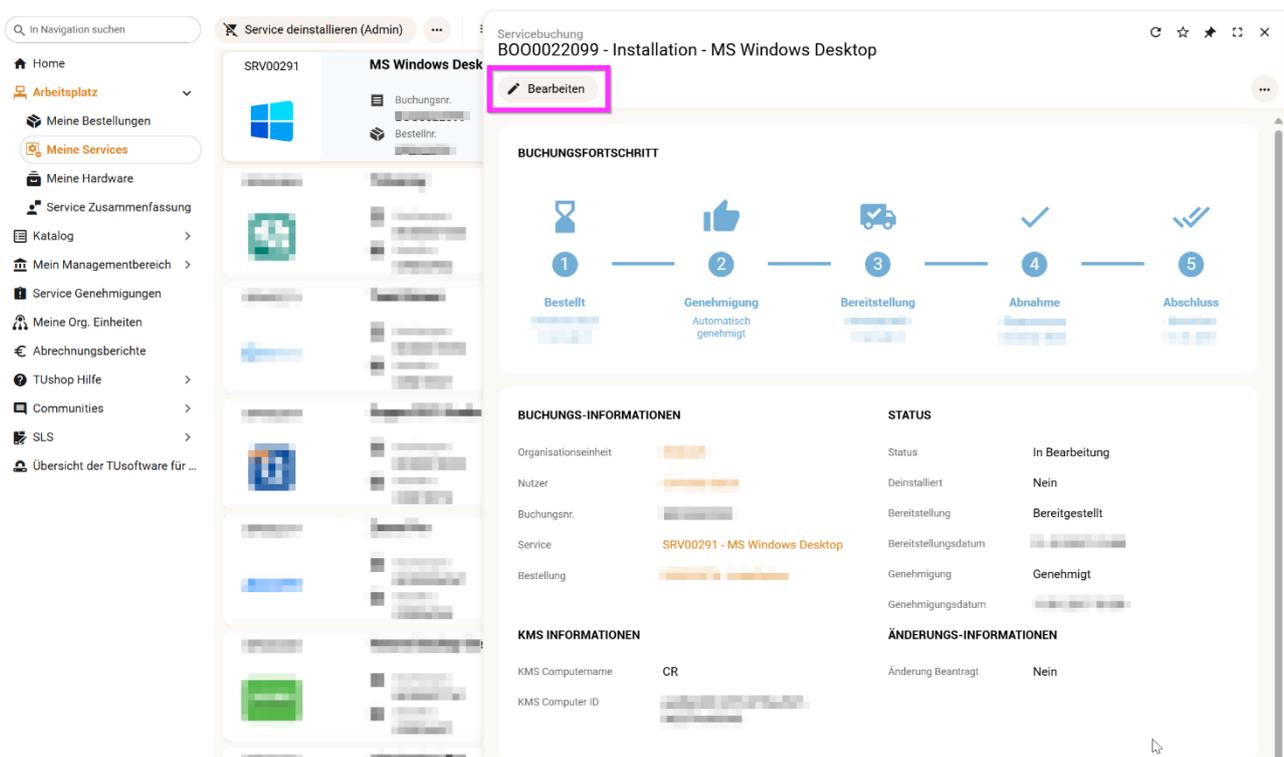


### 3 Remove license link

If you change computers, you can unlink the license so that you can link another computer. To do this, log in to TUshop, go to My Computer → My Services in the navigation bar and search for the license with the computer name entered.



Now click on the booking where you see the computer name you are looking for and click on Edit in the quick view that opens.



Click on 'Delete KMS information' in the edit dialog and close the dialog with 'Save & close'.

Servicebuchung  
B000022099 - Installation - MS Windows Desktop

Speichern & Schließen

**OPTIONALE KUNDEN-INFORMATIONEN**

Kundenkommentar

Aix Boms Computer

**KMS INFORMATION**

KMS Client Name CR

KMS ClientID

LÖSCHE KMS INFORMATIONEN

The license can then be linked again in the activation script. If you have deleted the wrong license link by mistake, you only need to restore the link in the activation script the next time you activate; there is no 'Undo' function.