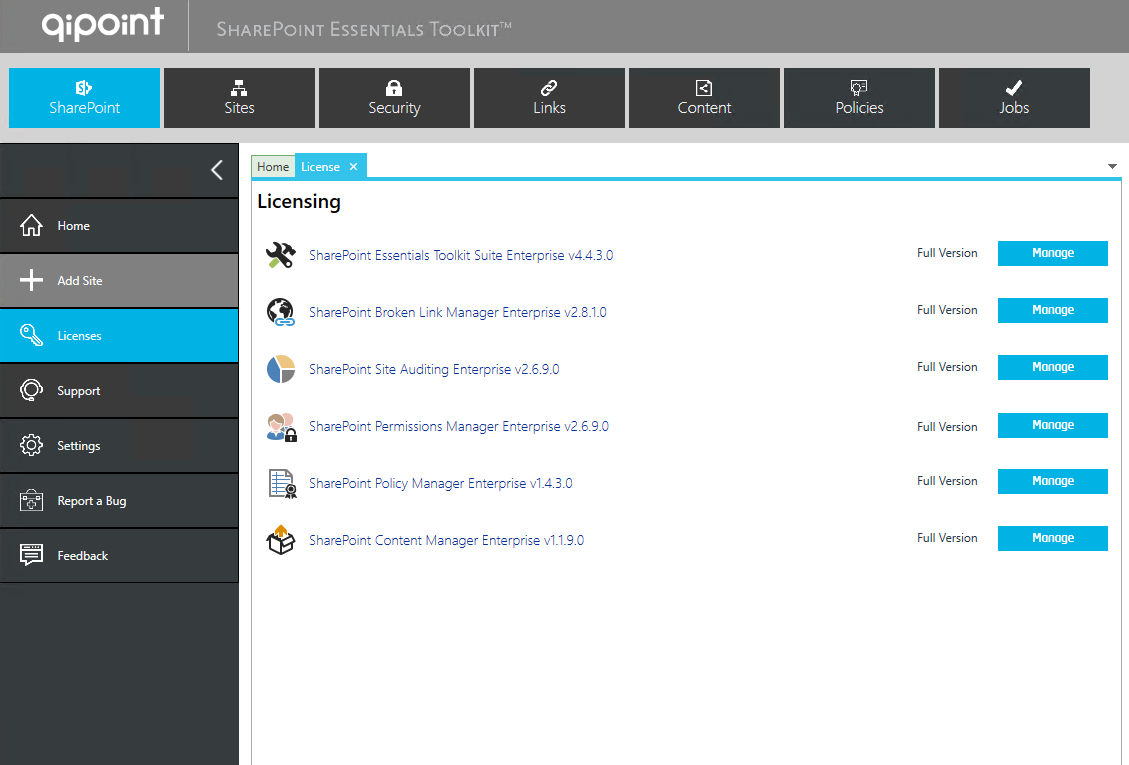
# License Activation Instructions

1. If you have not done so already, please download and install latest version using link below

Latest release

[**Download Latest**](http://apps.qipoint.com/appupdates/essentials/SPEssentialsToolkitSetup.zip)

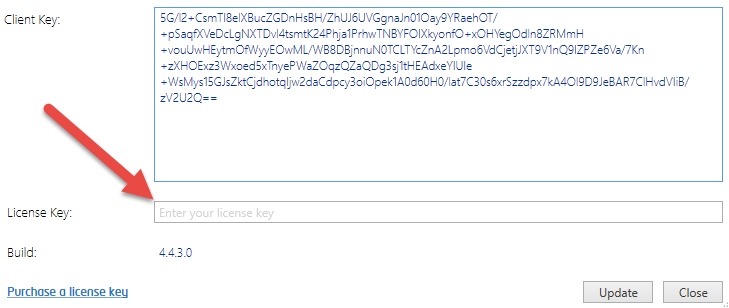
1. Install the latest release
2. Once the program is installed, start “SharePoint Essentials Toolkit 2016”
3. Click “SharePoint” in top navigation, then click “Licenses” in left navigation.
4. Click “Manage” beside the component you want to activate (such as ‘SharePoint Broken Link Manager’, or if you purchased the entire suite ‘SharePoint Essentials Toolkit Suite’)



1. Ensure the Version is set to the correct version (such as “Enterprise”)
2. Proceed to next step 8. for ONLINE Activation or skip to step 10. For OFFLINE (no internet connection) Activation

## ONLINE Activation

1. Paste the License Activation Key you were provided into the ‘License Key’ section



1. Click ‘Apply’ or ‘Update’ button

### Online Activation & Using a Proxy Server

If you are using a Proxy Server to access the internet, you need to make a change in the program to allow it to activate online.

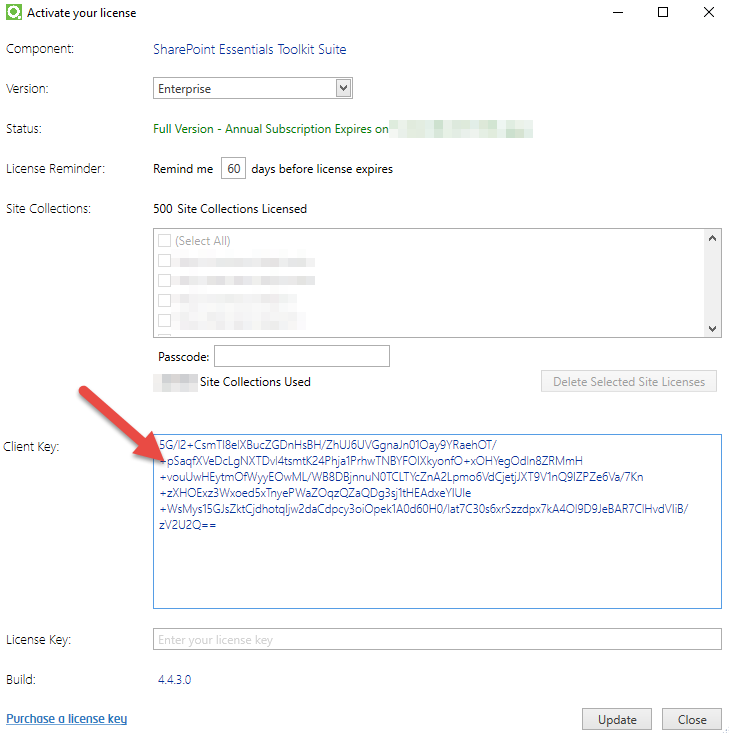
Go to ‘Home->Settings’ and select ‘Use Proxy for License Activation’. Enter the Proxy Server information, leave Username and Password blank if using a anonymous authentication for Proxy.



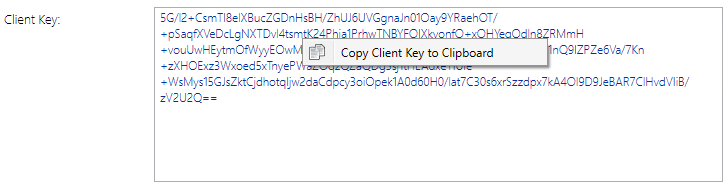
## OFFLINE Activation (no internet connection)

1. Copy the “Client Key”, Paste into an email
2. Send the email with:
   1. Client Key
   2. User’s Email Address (being licensed)

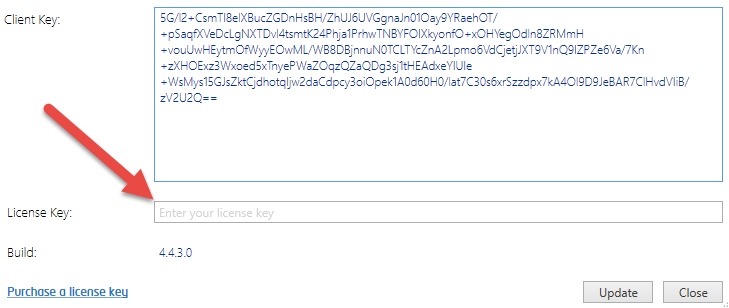
to [license@qipoint.com](mailto:license@qipoint.com)



**TIP: You can right click and ‘Copy to Clipboard’**



1. Once we receive the “Client Key”, we will send you the “License Key” within 12hrs.



# Technical Support

If you require further assistance, please contact us at [support@qipoint.com](mailto:support@qipoint.com) or create a support ticket at <http://support.qipoint.com>