Its very easy.

You can do it with vbs file.

1. Open a command prompt. For instance via:

* Start-> All Programs-> Accessories-> Command Prompt
* Windows XP   
  Start-> Run: cmd
* Windows Vista, Windows 7 and Windows 8   
  Start-> type: cmd

2. In the command prompt, type the following:

* Office 2016 (32-bit) on a 32-bit version of Windows   
  cscript "C:\Program Files\Microsoft Office\Office16\OSPP.VBS" /dstatus
* Office 2016 (32-bit) on a 64-bit version of Windows   
  cscript "C:\Program Files (x86)\Microsoft Office\Office16\OSPP.VBS" /dstatus
* Office 2016 (64-bit) on a 64-bit version of Windows   
  cscript "C:\Program Files\Microsoft Office\Office16\OSPP.VBS" /dstatus

3. You should now get a screen with some license details such as the license name, type and the last 5 characters of the Product Key.



You can also change the Product Key via the OSPP.VBS script. Instead of using the /dstatus switch, you must use the/inpkey:*value* switch where you should replace *value* for your Product Key.

For example:

cscript "C:\Program Files (x86)\Microsoft Office\Office16\ospp.vbs" /inpkey:XXXXX-XXXXX-XXXXX-XXXXX-XXXXX