

Installing the Official Company Font — Montserrat

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Introduction

Why install the official font?

- Ensures **brand consistency** across documents
- Maintains **uniform formatting** in **Word / Excel / PPT**
- Required for all **official communication materials**

Official Font: Montserrat

Step 1: Locate the Font ZIP File

- Locate the **Montserrat ZIP file** downloaded from the **Brand Hub**
- The file will usually be available in the **Downloads** folder
- Ensure the ZIP file is **fully downloaded** before proceeding
- Do not open the ZIP file directly — **extract it first**

Step 2: Extract the Font Folder

- Right-click the **ZIP** file
- Click **Extract All**
- Open the extracted folder: **Montserrat – MGen Official Font**

Step 3 — Install All Font Files

- After opening the extracted folder
- Press **Ctrl + A** to select all font files
- Right-click → Click **Install**

All Montserrat fonts will be installed together.

Step 4 — Restart Office Applications

After installation:

- Close all open **MS Office applications**
- Re-open **Word / Excel / PowerPoint**
- Search for **Montserrat** in the font list and select it to start using the font.

Step 5 — If the Font is Still Not Visible

Try the following (only if the font is not visible):

- Close all applications
- Clear temporary files
- Restart your system

After the restart, open **Word / Excel / PowerPoint** and check for the **Montserrat** font.

👉 If the font becomes visible after reopening the applications, you do not need to perform above steps.

Thank You

