③ Office Installation Instructions

1. Office Installation Instructions

You can download the Office from the Microsoft 365 portal.

Sign in to the Microsoft 365 Portal with your student ID @edu.cc.saga-u.ac.jp, click Install Office on the Microsoft 365 Start Screen, and select Office 365 Apps.

Depending on your network, it may take 20 minutes to 1 hour to install Office.

	\bigcirc \rightarrow \bigcirc Microsoft 365 Copilot	♪ → 🦣 Microsoft 365 Copilot アプリはこちらです。新しい名前とアイコンを使用して、同じ生産性アプリをお楽しみください。				×
∩ <i>π</i> − <i>Δ</i>					インストールなど ~	
Copilot				Ŧ	Microsoft 365 アプリをインストー ルする	1
₿ ~-⇒		Mid	crosoft 365 Copilot へようこそ		Word, Excel, PowerPoint などをインスト ールします。	
P Httl		▶ 検索		68	アプリを探す お気に入りのアプリにアクセスして、Web 上でさらに多くのことを行います。	
OneDrive					Microsoft 365 Copilot モバイル アプ リをインストールする	
アプリ	おすすめ				iOS アプリおよび Android アプリを使用す ると、外出先でも生産性を向上できます。	

Office includes Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook,

Teams, OneDrive, Skype.

Once installed, launch Word and activate it.

To activate, sign in with "student number@edu.cc.saga-u.ac.jp" and enter your password.

Then an authorization code will be sent to your mobile phone. This authorization code completes the activation process.

2. Installing apps for smartphones and iPads

Free apps for smartphones and iPad are available. Download and install from the App Store for iPhone and iPad, or from the Google Play Store for Android.

- ① Office Apps: Microsoft Word, Excel, PowerPoint, OneNote, OneDrive, Teams
- ② Mail Apps: Microsoft Outlook

Activation of Office apps and Outlook account is [student number@edu.cc.saga-u.ac.jp]

3. About Activation

Activation is performed while connected to the Internet. If the computer is not connected to the Internet for a long period of time, the activation may expire.

If the license has expired, connect to the Internet and activate.