

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.



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.