

Installation Manual /Microsoft 365 Apps for Windows

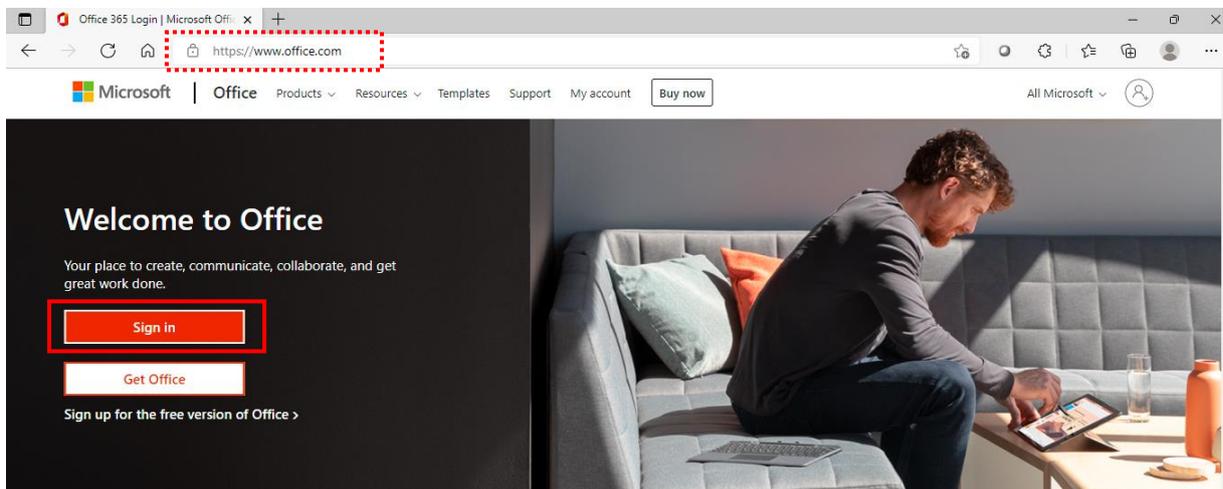
If you are signing in to Microsoft 365 website from off-campus internet network for the first time, you will need to set up an MFA. Check the MFA Setup manual for Microsoft 365 beforehand and complete the setup.

What you need in order to install it.

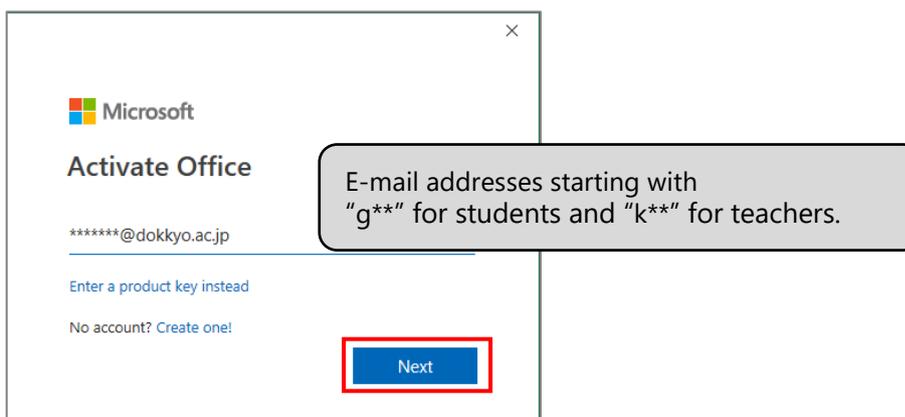
- Windows PC
- Smartphone or Tablet with completed multi-factor authentication settings.
- Dokkyo e-mail address and password.

Access the download site and sign in.

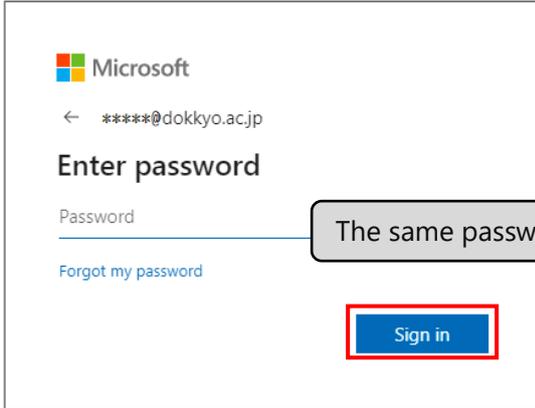
1. Go to 'https://www.office.com/' and click 'Sign in'.



2. Enter your Dokkyo e-mail address and click 'Next'.

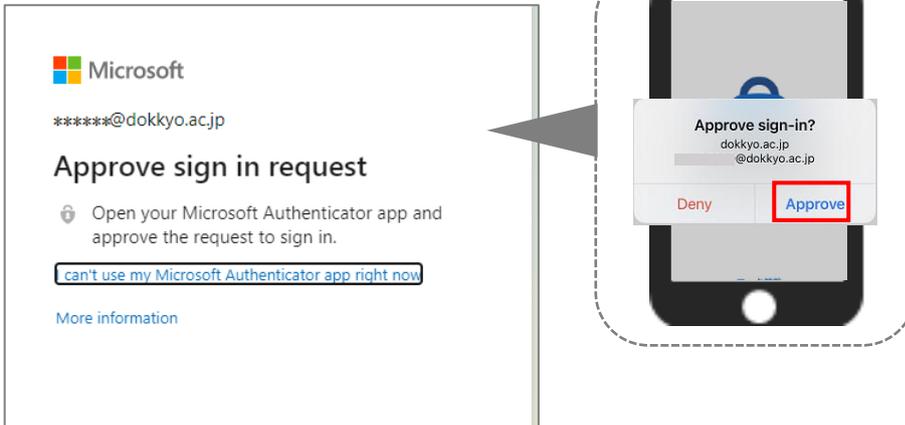


3. Enter the password you use to log in to webmail and manaba and click 'Sign in'.



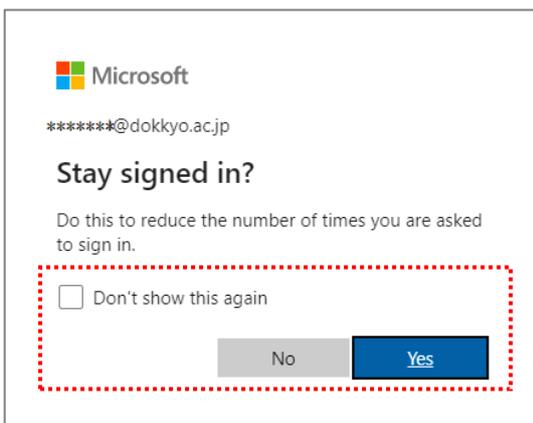
The screenshot shows the Microsoft sign-in page for the email address *****@dokkyo.ac.jp. The page title is "Enter password". There is a password input field with a blue underline. Below it is a link for "Forgot my password". At the bottom, there is a blue "Sign in" button highlighted with a red box. A grey callout box with a pointer to the password field contains the text: "The same password as Dokkyo webmail and manaba."

4. When you receive a notification on your smartphone acknowledging the sign-in request, select 'Approve'.



The screenshot shows the Microsoft "Approve sign in request" page for the email address *****@dokkyo.ac.jp. The page instructs the user to "Open your Microsoft Authenticator app and approve the request to sign in." and includes a link for "can't use my Microsoft Authenticator app right now". To the right, a smartphone notification is shown with the text "Approve sign-in?" and the email address. The notification has two buttons: "Deny" and "Approve", with the "Approve" button highlighted by a red box.

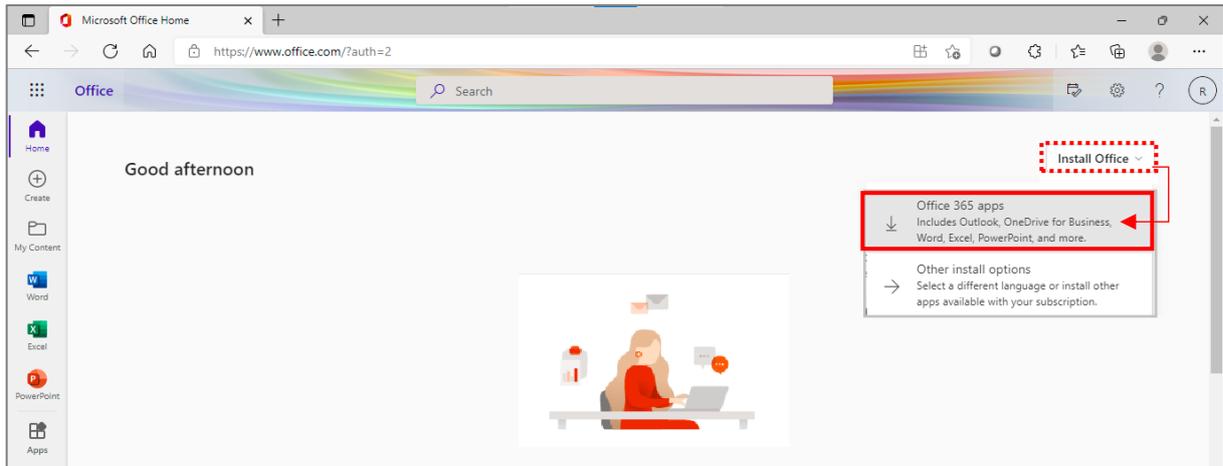
5. Select 'Yes' or 'No'



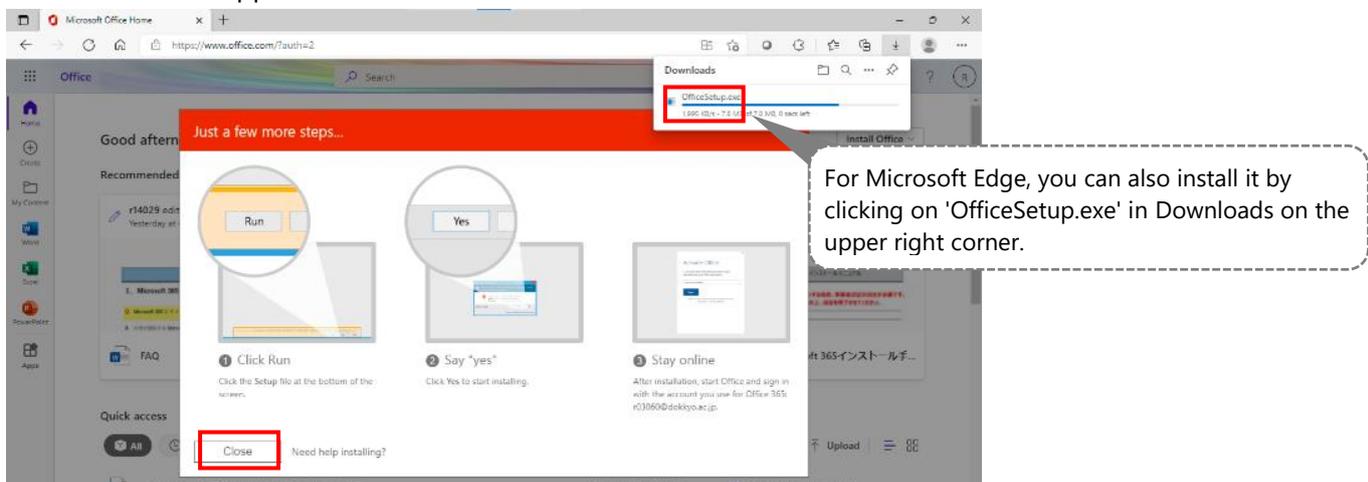
The screenshot shows the Microsoft "Stay signed in?" page for the email address *****@dokkyo.ac.jp. The page asks the user to "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again". At the bottom, there are two buttons: "No" and "Yes", with the "Yes" button highlighted by a red box.

Install Office365 application from the site you signed in to.

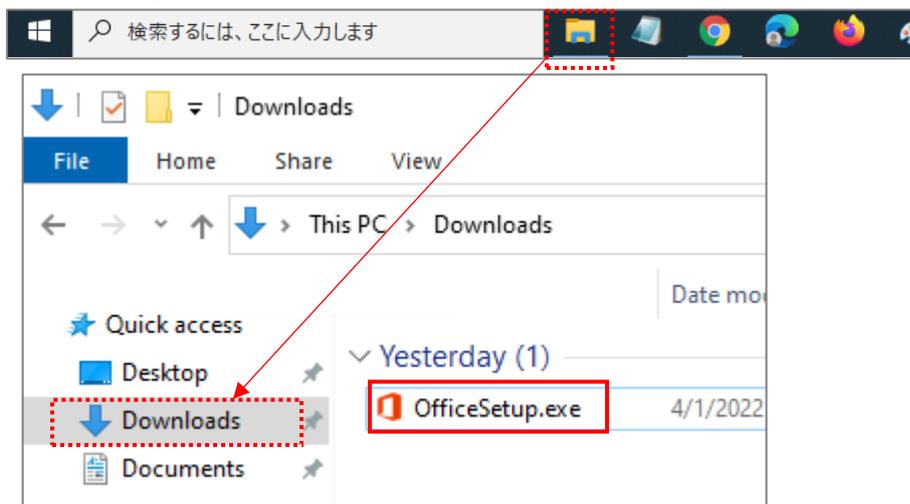
1. Click 'Install Office' on Microsoft 365 Home screen and select 'Office 365 apps'.



2. When Office 365 app has been downloaded, click 'Close'.



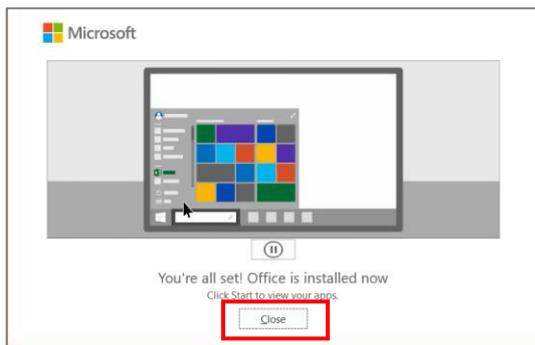
3. Open the Downloads folder via the Explorer button on the taskbar and double-click the 'OfficeSetup.exe' file to start the installation.



- Click 'Yes' to allow changes to the device.



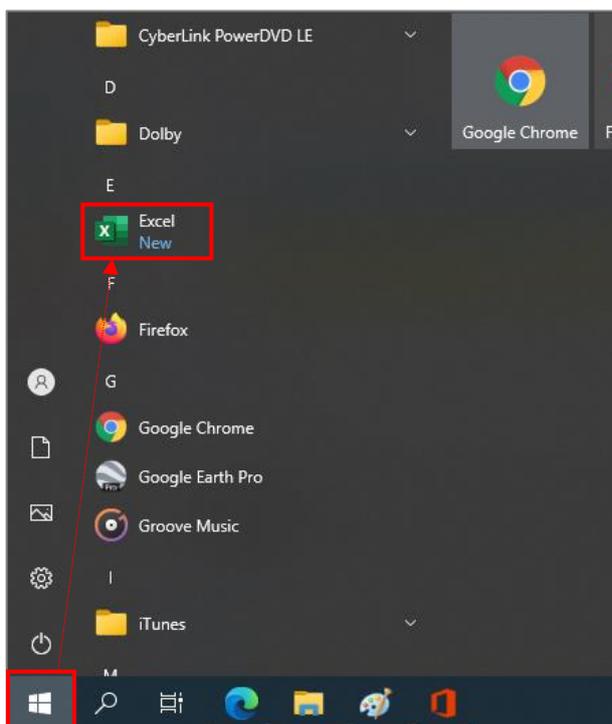
- When 'Office is installed now' is displayed, click 'Close'.



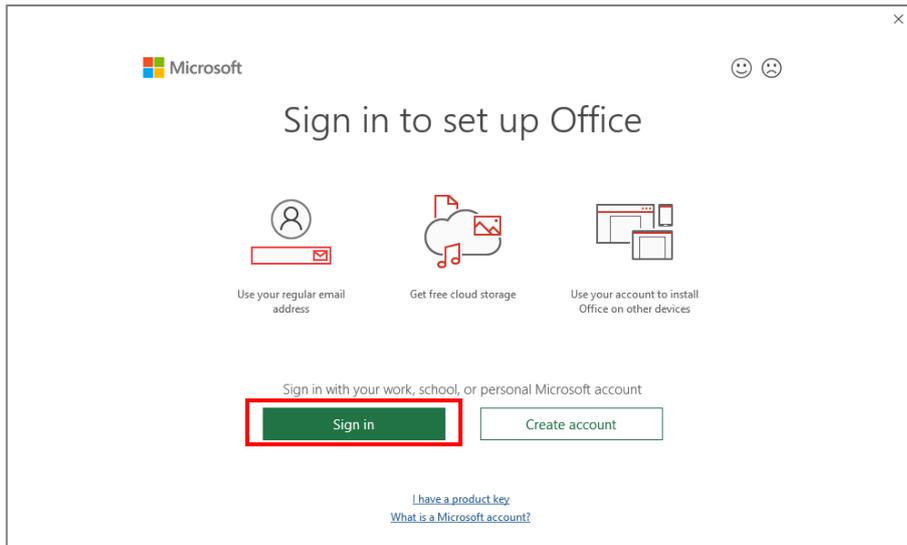
Open the installed Microsoft 365 Apps and activate it.

- Click the Start button on the PC and launch Microsoft 365 Apps.

*Excel is used as an example here.

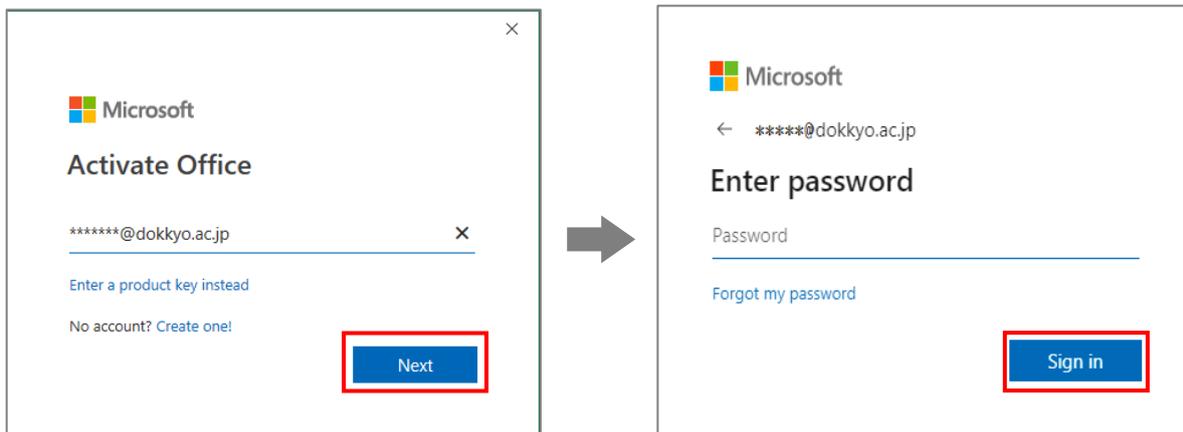


2. Click 'Sign in'.



*If a screen showing your account appears, click 'Continue'.

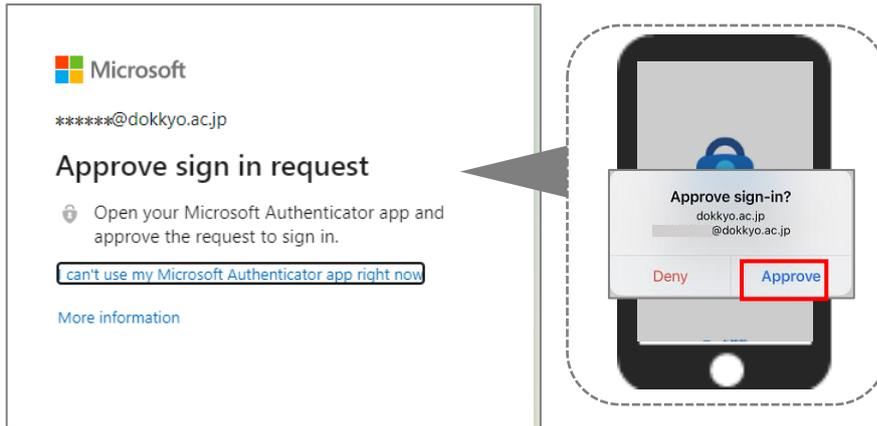
3. Enter your Dokkyo e-mail address and click 'Next', enter your password and click 'Sign in'.



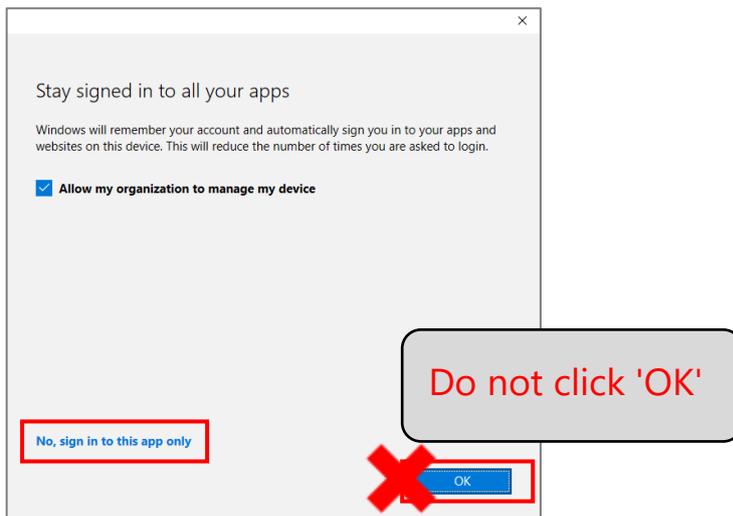
E-mail addresses starting with "g**" for students and "k**" for teachers.

the same password as Dokkyo webmail and manaba.

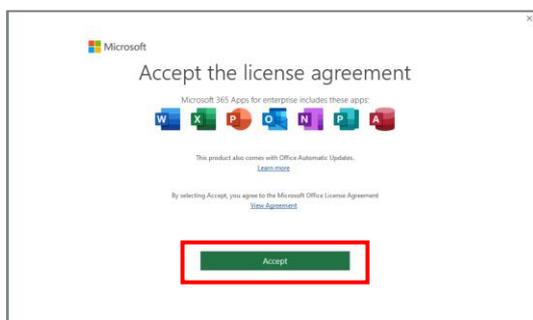
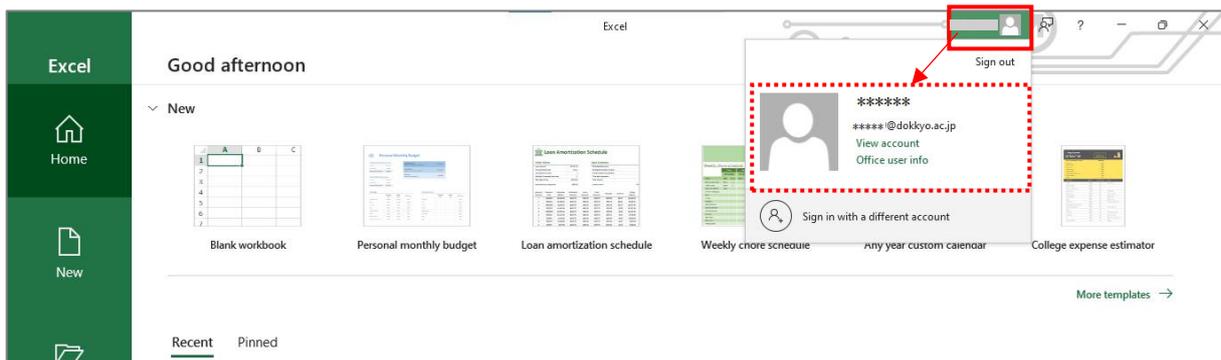
4. Tap 'Approve' on the sign-in request received on your smartphone.



5. Click 'No, sign in to this app only'.



6. Click on the account icon in the upper right-hand corner and ensure that the correct account is registered. The account is your Dokkyo e-mail address.



*If a screen regarding 'Accept the license agreement' appears, click 'Accept' to complete the installation.

Note:

If you activate the license for one of the apps, you do not need to do the same for the others.