

# 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 oder 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'.

Microsoft				
← *****@dokkyo.ac.jp				
Enter password				
Password	The same password as Dokkyo webmail and manaba.			
Forgot my password				
	Sign in			

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



5. Select 'Yes' or 'No'





## 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'.

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Cinte	lust a few more steps		OfficeSetup.exe	lat .			
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FAQ	Click Run	Say "yes"	Stay online	dt 365インストールチ			
Quick access	Click the Setup file at the bottom of the science.	Click Yes to start installing.	After installation, start Office and sign in with the account you use for Office 365; r03060@dokkyo.ac.jp.		-		
ØAI C	Close Need help installing?			$\overline{\uparrow}$ Upload $\equiv$ 8	8		

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

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Downloads     OfficeSetup.exe	4	4/1/2022	2		
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4. Click 'Yes' to allow changes to the device.



5. 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'.

		×		
Microsoft	•			
Sign in to set up Office				
Use your regular email Get free cloud storage Use your account to install address Office on other devices				
Sign in with your work, school, or personal Microsoft account Sign in Create account				
<u>  have a product key</u> What is a Microsoft account?				

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

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

	×	
		Microsoft
Microsoft		← *****@dokkyo.ac.jp
Activate Office		Enter password
*****@dokkyo.ac.jp		Password
Enter a product key instead		Forgot my password
No account? Create one!		Sign in
E-mail addresses starting with "a**" for students and "k**" for teachers	th	e same password as Dokkyo webmail and manaba



5.

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



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.

		Excel				
Excel	Good afternoon			Sign out		
G Home	V New		***** ***** @doktyo.ac.jp View account Office user info			
	5		Sign in with a different account			
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		need to d	do the same for the oth	ers.		