

Installation Manual /Microsoft 365 Apps for Windows

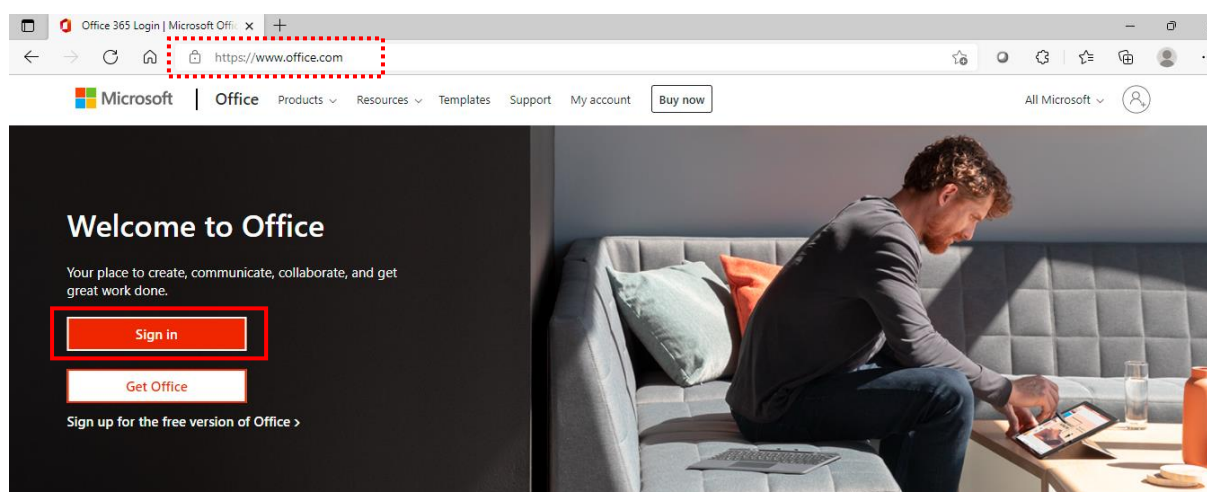
If you are signing in to Microsoft 365 website from off-campus internet network for the first time, you will need to set up an MFA. Check the MFA Setup manual for Microsoft 365 beforehand and complete the setup.

What you need in order to install it.

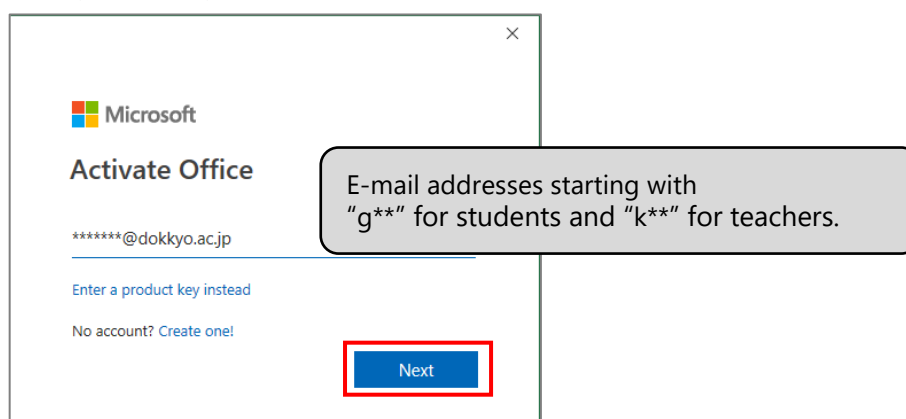
- Windows PC
- Smartphone or Tablet with completed multi-factor authentication settings.
- Dokkyo e-mail address and password.

Access the download site and sign in.

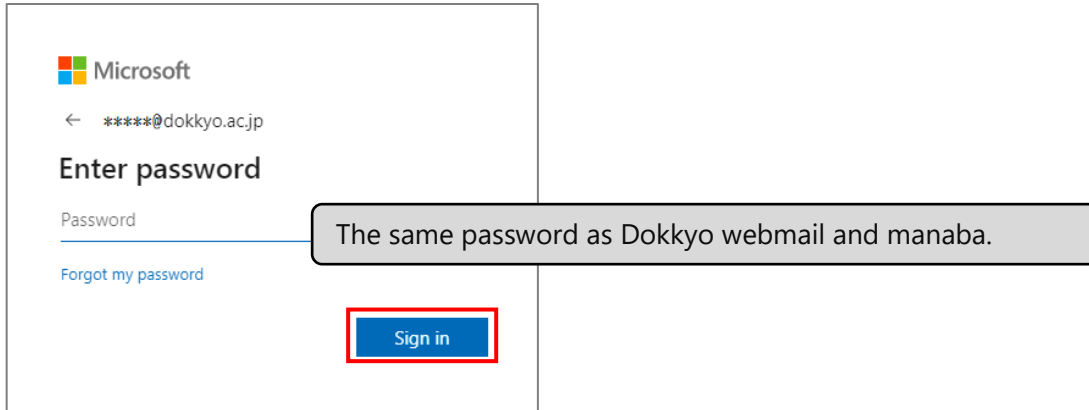
1. Go to 'https://www.office.com/' and click 'Sign in'.



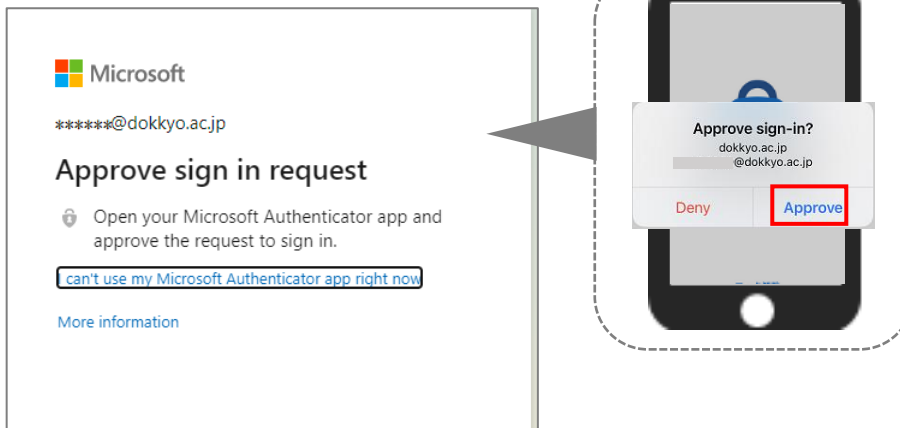
2. Enter your Dokkyo e-mail address and click 'Next'.



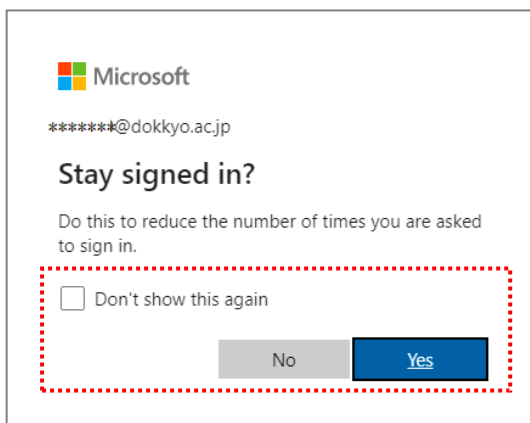
- Enter the password you use to log in to webmail and manaba and click 'Sign in'.



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

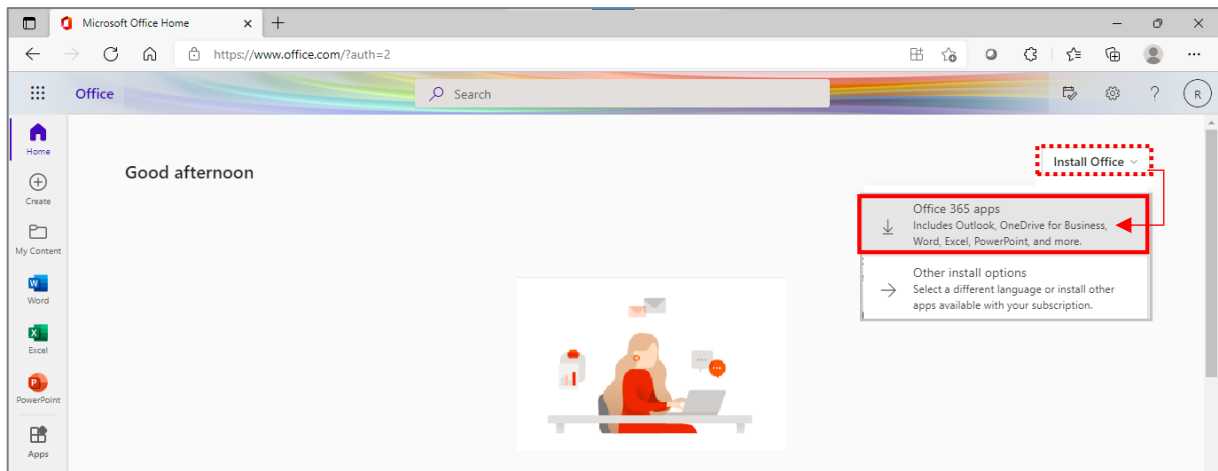


- Select 'Yes' or 'No'

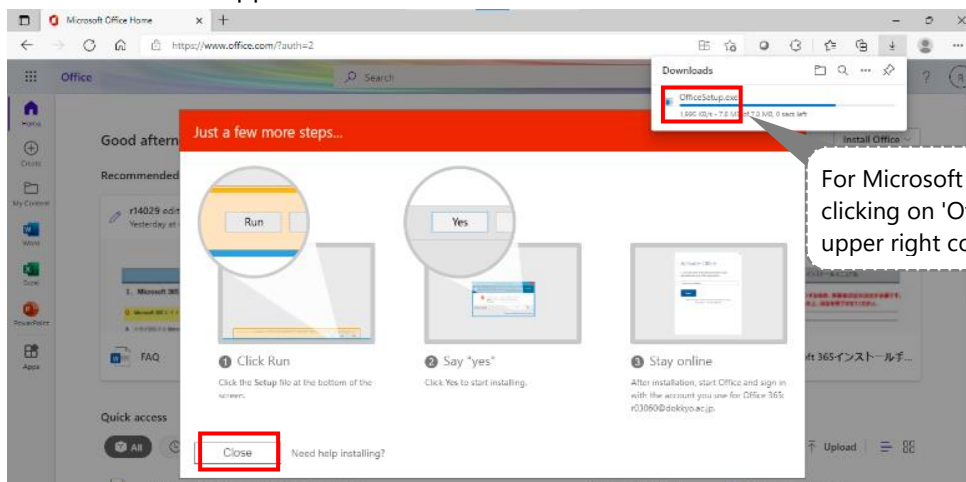


Install Office365 application from the site you signed in to.

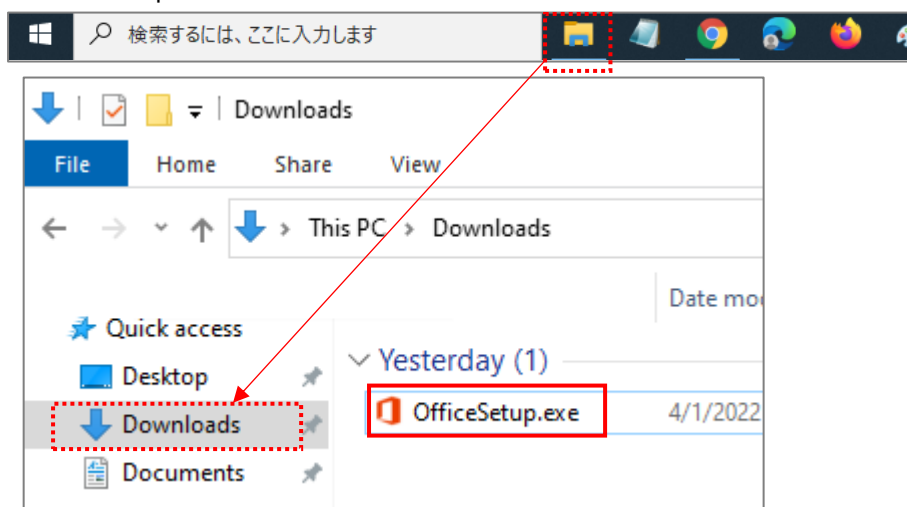
1. Click 'Install Office' on Microsoft 365 Home screen and select 'Office 365 apps'.



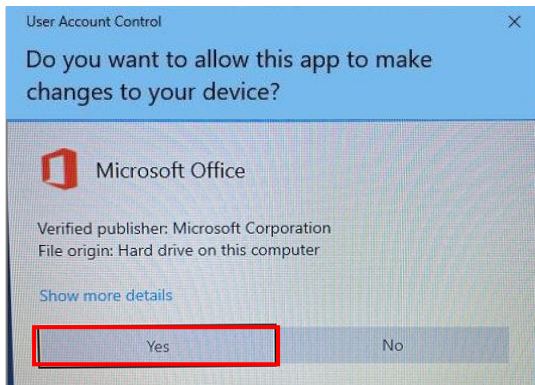
2. When Office 365 app has been downloaded, click 'Close'.



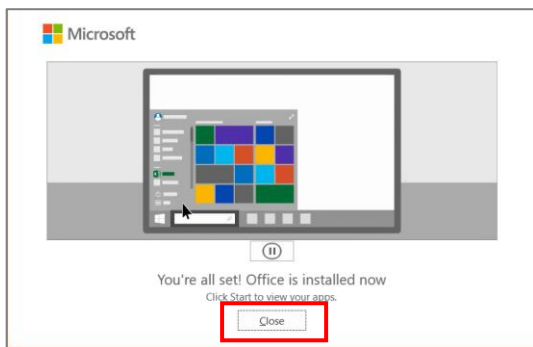
3. Open the Downloads folder via the Explorer button on the taskbar and double-click the 'OfficeSetup.exe' file to start the installation.



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



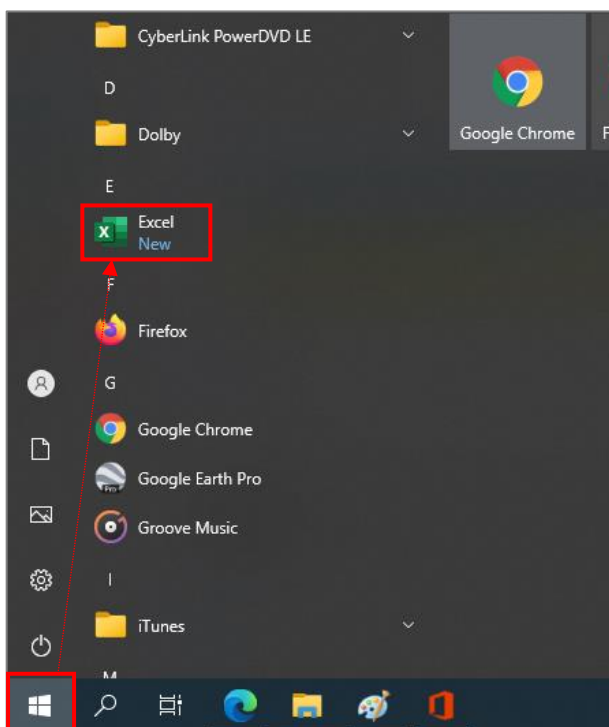
5. When 'Office is installed now' is displayed, click 'Close'.



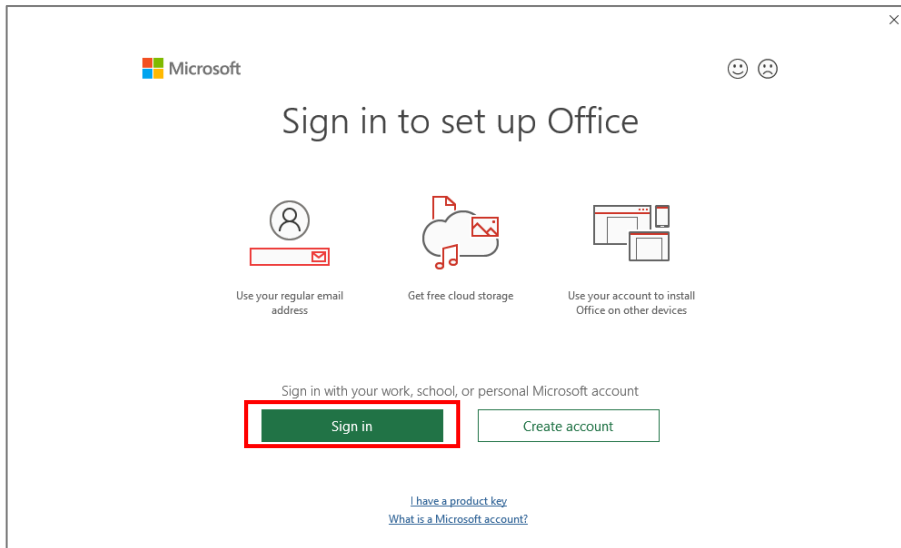
Open the installed Microsoft 365 Apps and activate it.

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

*Excel is used as an example here.

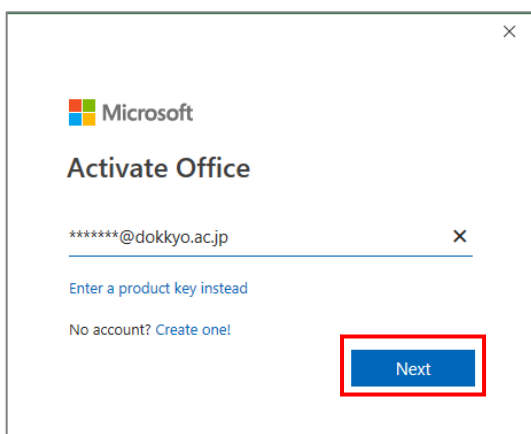


- Click 'Sign in'.

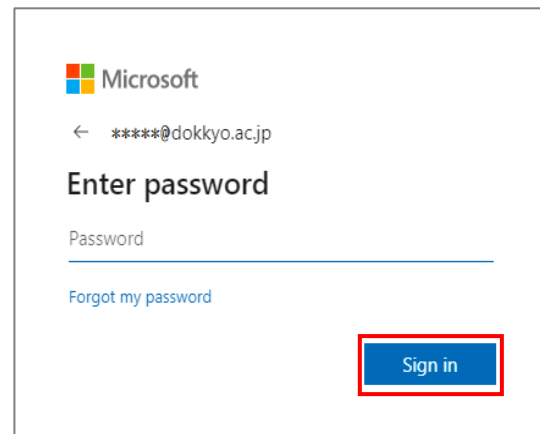


*If a screen showing your account appears, click 'Continue'.

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

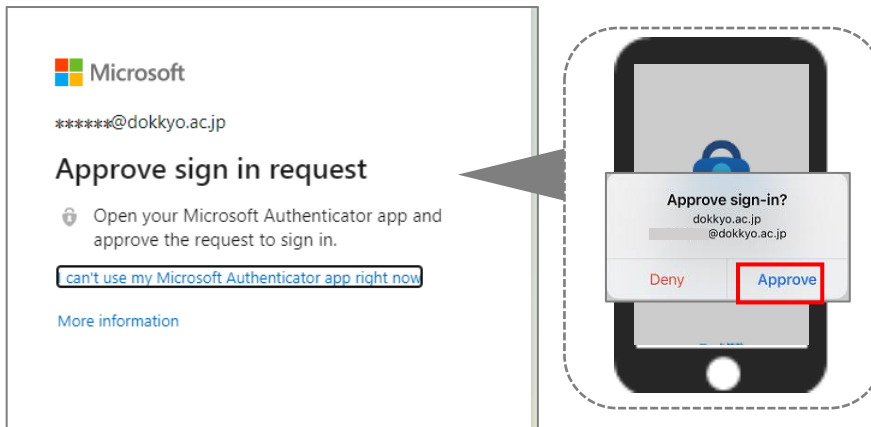


E-mail addresses starting with "g**" for students and "k**" for teachers.

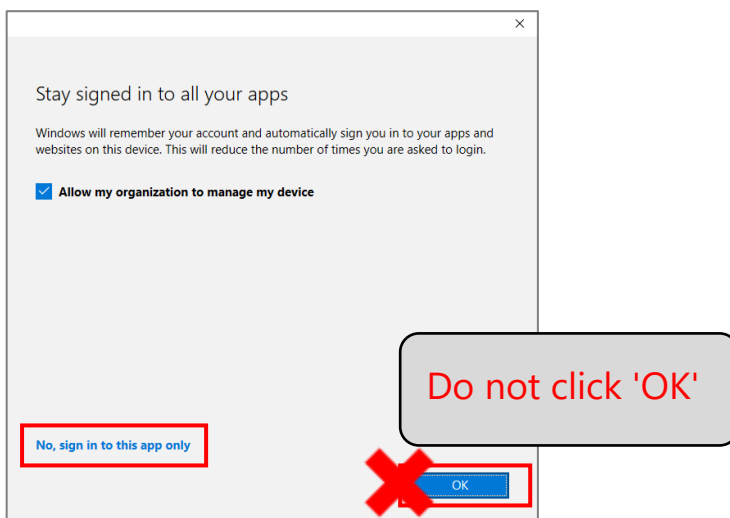


the same password as Dokkyo webmail and manaba.

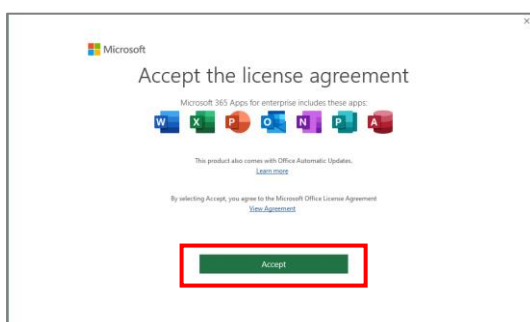
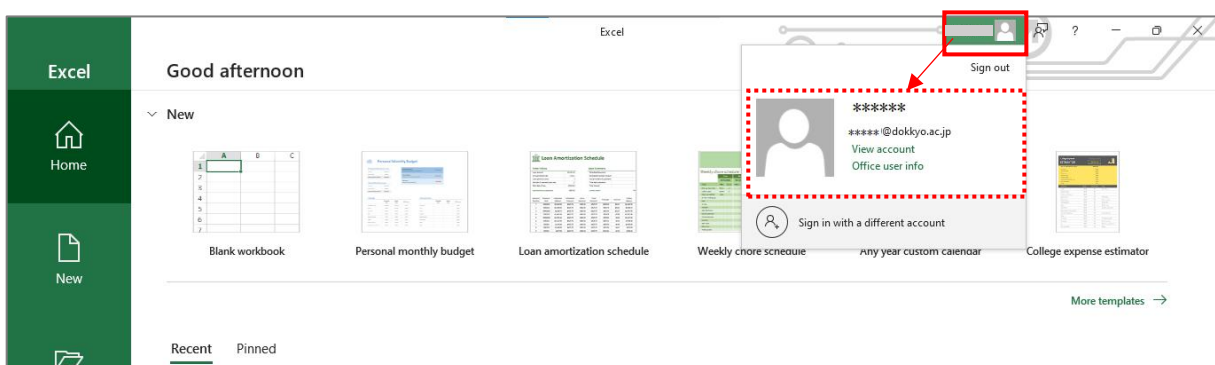
4. Tap 'Approve' on the sign-in request received on your smartphone.



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.