

Office365 ProPlus Setup Quick Guide

2020/09/11

STEP 1 Introduction

Attention

- "Office 365 ProPlus" can be used only on your own devices (PCs, smartphones and tablets). It cannot be used on shared devices.
- This software is different from "Office Professional".
- If you leave the university, you are not allowed to use it.

How to Use

- If Microsoft Office is not installed on your PC.
→ Go to STEP2 and STEP3.
- If Microsoft Office is already installed on your PC. (e.g. you have purchased it at Tohoku University Co-op.)
→ See "About your Office migration" on the back.
- When you use Microsoft Office on your smartphones or tablets.
→ Install apps from App Store or Google Play, and go to STEP3.

Your ID and Password

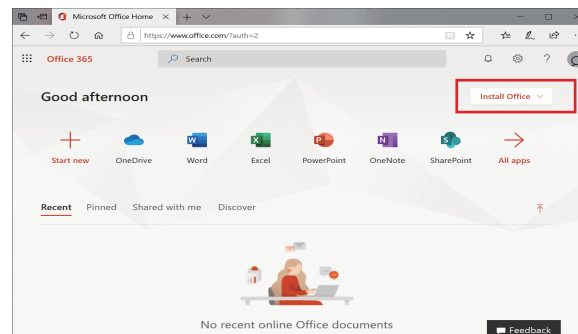
For your ID and initial password, see "Microsoft 365 account" and "Microsoft 365 initial password", respectively, in the Integrated Electronic Authentication System.

<https://www.srp.tohoku.ac.jp/webmtn/PfilemtnServlet>

* The authentication method has been changed since July 30.

STEP 2 Get Office365 ProPlus installer

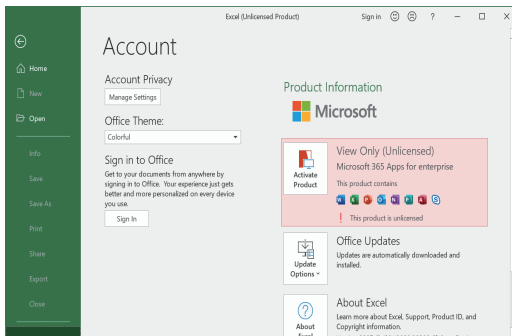
① Login to Microsoft Office home (<https://www.office.com/>). (Link will be posted on student portal.)



② Click "Install Office" and download the installer.

③ Launch the installer and follow the instructions to install Office.

STEP 3 Activation

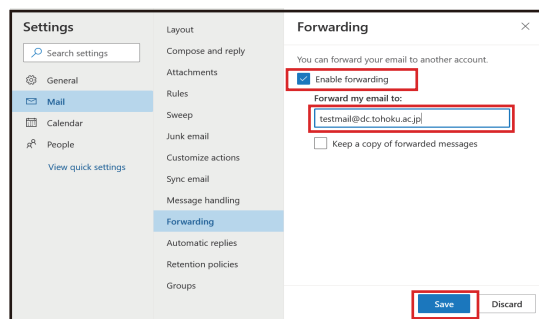


- ① Start an Office app (e.g. Excel).
- ② Click "Files" > "Account" > "Activate Product", and then follow the instructions on your screen.
- ③ Input your ID and Password.
If you're not sure about them, go to Step 0.

STEP 4 Mail Forwarding

When you use the services of Microsoft365 (e.g. Teams), some messages may be sent to your mailbox of the email service of Microsoft365. Please follow the instructions below in order to receive the messages by your DCMail address.

- ① Login to the following website.
<https://outlook.office.com/mail/options/mail/forwarding>
※ If the page below is not displayed, then revisit the URL.



- ② Check the checkbox "Enable forwarding."
- ③ Enter your University Email Address.
ex. your@dc.tohoku.ac.jp
- ④ Click "Save" button.

- No user support is provided for the mail service other than the mail forwarding.
- Your data will be discarded soon after you leave the university.

About Your Office Migration

- ① If you are using a packaged version (one-time purchase, no expiration date).
 - The migration is not mandatory, but we recommend you migrate to our Office365 because the latest version is available.
 - When you migrate to it, uninstall your Office first. Then perform STEP2 and STEP3.
- ② If you are already using Office365.
 - If you are using Office365 (including OneDrive) purchased at Tohoku University Co-op, the migration is mandatory since you will not be able to use it before long.
 - The migration is not mandatory if you are using it outside Tohoku University Co-op, but we recommend you migrate to our Office365.

For more information, see "About Introduction of Microsoft Enrollment for Education Solutions(EES)" at the bottom right.

User Support

Tohoku University Co-op provides the following support services.

- Setup Office365 ProPlus.
- Setup campus Wi-Fi service (eduroam)
- Setup DCMail.
- Setup Security software (F-Secure)

Tohoku University Co-op New Life Support Kawauchi Co-op Book Store
(Kawauchi-Kita Campus:B01)

- TEL : 022-212-9057
- MAIL : m365_help@grp.tohoku.ac.jp
- Response time : Weekday 11:00~18:00

※From August to September and February to March, it will be shortened from 11:00 to 17:00

※It is closed from Aug. 13 to 16 and Dec. 29 to Jan. 3.

* For measures against COVID-19, please cooperate with inquiries by email or phone.

Center for Data-driven Science and Artificial Intelligence(CDS) Technical Support

Multimedia Education and Research Complex
(Kawauchi-Kita Campus : Room M507)

MAIL : tech-staff@cds.tohoku.ac.jp

About Introduction of EES : <https://www.cds.tohoku.ac.jp/ees/>

*User support is provided by Tohoku University Co-op

