Microsoft 365@Kyoto-U: User Guide

IIMC, Kyoto University

⛔**IMPORTANT: PLEASE READ THIS FIRST**
Until February 2023, Microsoft 365 licenses under the campus agreement were only available through Kyoto University CO-OP. **If you have already purchased a Microsoft 365 license from CO-OP** (which we refer to as a "CO-OP M365 license" in this guide)**, you may need to migrate to a different license we offer** ("Kyoto-U M365 license") **to continue using the product after CO-OP ends its sale at the end of February.** Be sure to read 5. Switch from CO-OP M365 License to learn if you need to migrate and how to do it.
If you are a student, whether you have a CO-OP license or not, you can start using Microsoft 365 with a Kyoto-U M365 license starting in March 2023. ~~If you are a faculty/staff member who doesn't currently have a CO-OP M365 license, you can start using Microsoft 365 with a Kyoto-U M365 license in July 2023. If you need access to Microsoft 365 before July, such as a new hire who started in April, you can request early access using the web form below. Please note that the person who will be using the product must request it themselves.~~

If you are a faculty/staff member of Kyoto University, you can view this guide in Google Docs as well: Microsoft 365@Kyoto-U: User Guide.

This guide will walk you through the use of Microsoft 365 services available to Kyoto-U faculty, staff, and students through the campus agreement with Microsoft called EES (Enrollment for Education Solutions).

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1. Before You Begin

1.1. Who is eligible?

The following members of the Kyoto-U community are eligible for our Microsoft 365 services:

- Kyoto-U students with a campus account (ECS-ID)
- Kyoto-U faculty/staff members with a campus account (ECS-ID/SPS-ID)

Eligible members will receive one of two types of licenses, A3 or A1. Most members will receive an A3 license, which gives you access to all services. An A1 license gives you a limited experience without access to a desktop version of Office. The following member will receive an A1:

- Faculty/staff members with an ECS-ID, e.g. adjunct faculty and emeritus professors
- Some medical staff members of Kyoto University Hospital

> ⚠️ **Notes**
> To learn more about licensing availability for medical staff, see 医学部附属病院の医療系職種の方に対するライセンスの取扱いについて (limited to SPS-ID holders; available in Japanese only).

1.2. General notes

- With a few clearly stated exceptions, your access to our Microsoft 365 services will only be maintained while you are at the university and is for your use only. Once you leave the university, they will no longer be available, so you will need to stop using the software, uninstall it, or purchase another valid license.
- **It's your responsibility to manage your data stored in our Microsoft 365 services. If you leave the university, you will lose access to all the files saved in OneDrive.** Be sure to move the data you need to another location or hand it over to other people before you leave.
- Our Microsoft 365 services are made possible by adding faculty and staff members to a shared space that has long been used to provide email service to students. Because of this history and our operating policies, **we now impose severe restrictions on viewing and searching other users, making it virtually impossible to use nearly all collaboration features**, such as instant messaging and web conferencing with Teams. We know this is far from ideal depending on your use case, and we are currently planning to remove these restrictions in the future to provide a more flexible experience. However, please understand that this process will take time as we consider the proper handling and protection of personal information while providing useful collaboration features.
- We do not provide support for software operations. See official help or other resources.
- Microsoft 365 services are powered by Microsoft and are subject to change without notice. We strive to keep this guide current, but it is not guaranteed.

1.3. Find your Microsoft 365 account

Your Microsoft 365 account is required to use the service. So the first thing you need to do is to find it out. To avoid confusion, we will refer to a Microsoft 365 account provided by the university as a "Kyoto-U M365 account" and one provided by Kyoto University CO-OP as a "CO-OP M365 account" from here on.

1.3.1. If you are an ECS-ID holder

Your university email (KUMOI) address (***@st.kyoto-u.ac.jp***) is your Kyoto-U M365 account, as KUMOI is powered by Microsoft 365. If you don't remember your KUMOI address, you can find it here: https://ecs.iimc.kyoto-u.ac.jp/.

1.3.2. If you are an SPS-ID holder

The format of your Kyoto-U M365 account is ***@ms.c.kyoto-u.ac.jp*** with the local part (before @) being the same as your university email (KUMail) address.

It may look similar to one of the following addresses, but don't confuse one with another.

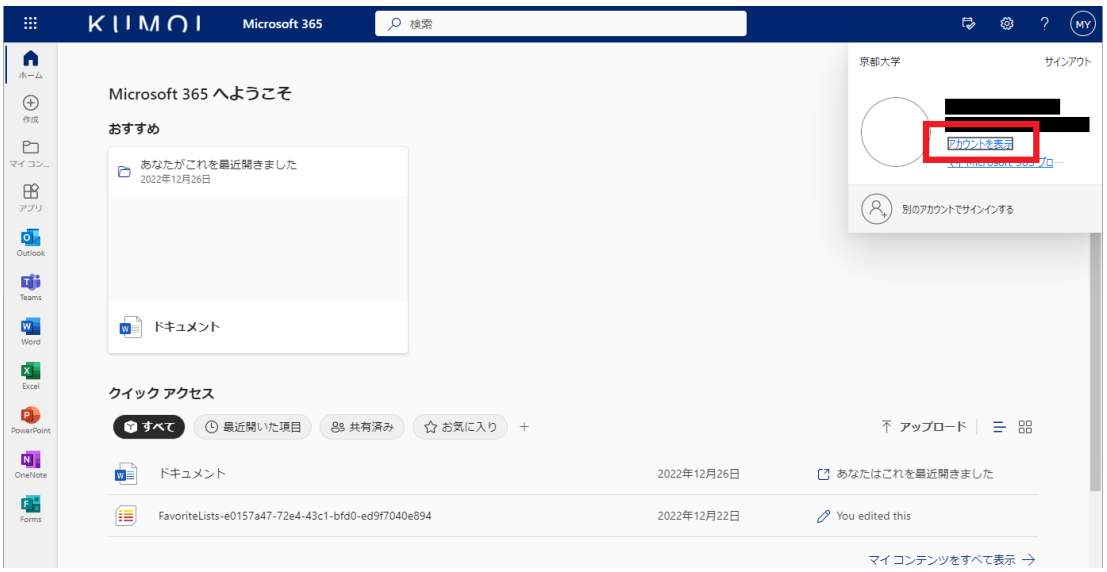
- KUMail address: **@kyoto-u.ac.jp*
- CO-OP M365 account: **@kyotounivcoop.onmicrosoft.com*

We don't let you know your Kyoto-U M365 account individually, so follow the instructions below to find it out.

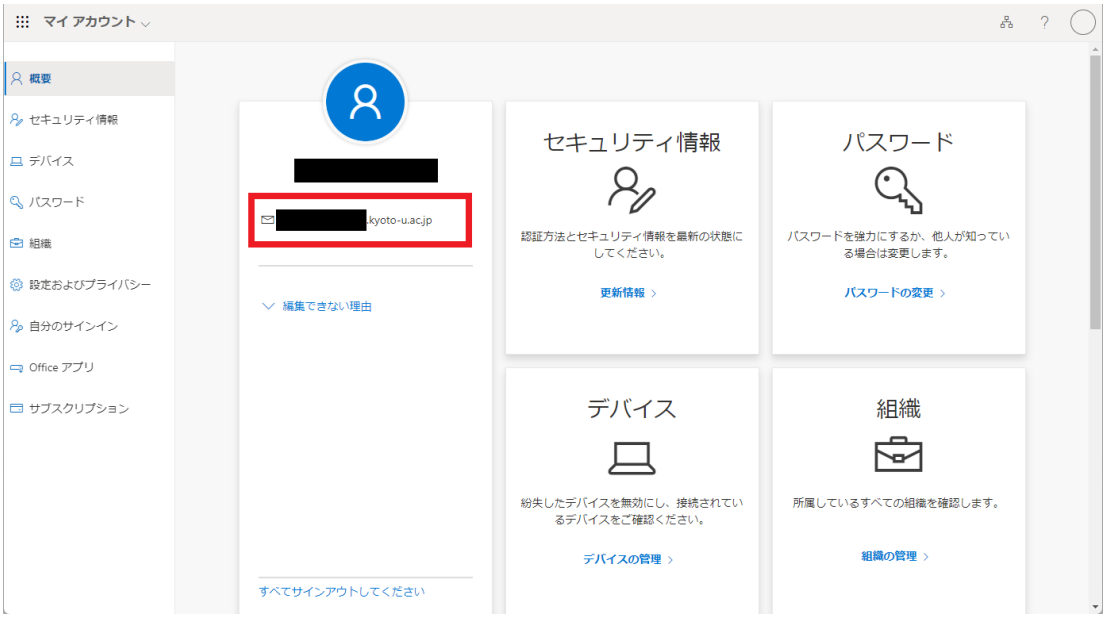
1. Access the Microsoft 365 portal.
2. You will be redirected to the Kyoto University Authentication System. Sign in with your SPS-ID and password.

> ⚠️ **Notes**
> If you signed in to Microsoft 365 with a different account, you might not see this verification page and go directly to the Microsoft 365 portal. If this is the case, ignore this step and **make sure you see a Kyoto-U M365 account in step 4**.

3. Click on your icon in the top right corner and select **View account** (アカウントを表示).



4. You will be redirected to the My Account page and you should see your Kyoto-U M365 account under your name. **Make sure it's a Kyoto-U M365 account (*@ms.c.kyoto-u.ac.jp).** If you see a Microsoft 365 account with a different format, you are probably logged in to a different environment than our Microsoft 365 service. If this is the case, delete cookies from your browser and start over from step 1.



> ⚠ **Notes**
> ・Make sure you are not seeing a CO-OP M365 account (*@kyotounivcoop.onmicrosoft.com) or your KUMail address (*@kyoto-u.ac.jp).
> ・When you start over, you can use a private/incognito window instead of clearing cookies.

Now you are all set!

Have a CO-OP M365 license? Jump to 5. Switch from CO-OP License first and foremost.

Want to install Office? Go to 2. Install and Use Office.
Want to upgrade your Windows? See 3. Upgrade Your Windows.
Looking for other services? 4. Use Other Software Titles or Cloud Services is the right destination for you.

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2. Install and Use Office

Word, Excel, PowerPoint, and other familiar Office products are available under the campus agreement. There are several editions designed for different use cases, so you must choose the appropriate edition based on how you will use Office on the device.

2.1. Microsoft 365 Apps for enterprise

Available for: Student · Faculty · Staff
Microsoft 365 Apps for enterprise, formerly called Office 365 ProPlus, includes Word, Excel, PowerPoint, Outlook, OneNote, Access *(Windows only)*, and Publisher *(Windows only)*. **You can install and use it on up to five PCs/Macs, five tablets, and five mobile devices.**

> ⚠️ **Notes**
> ・You can install Microsoft 365 Apps for enterprise on personally-owned devices.
> ・Since Kyoto-U M365 licenses are provided on a per-person basis, Microsoft 365 Apps for enterprise activated with your Kyoto-U M365 account is for your use only. **Do not share a Kyoto-U M365 account with anyone, as this would violate the licensing terms.** Note that faculty and staff members can use Office for shared devices for this purpose.
> ・Microsoft 365 Apps for enterprise must be connected to the Internet at least once every 30 days so that the software can verify that you have a valid subscription. This is a background process that you don't normally have to worry about. However, if the device is offline for more than 30 days, Microsoft 365 Apps for enterprise goes into reduced functionality mode, in which users can only view and print their documents, but cannot edit or create one. You can extend the 30-day cycle to 180 days by setting it up on your computer though it's intended for IT professionals. For more information, see **2.4. Extended offline access** on this page: Installing Office on shared devices (limited to SPS-ID holders).
> ・If using a Mac PC, the Mac OS version must be Big Sur or later is required (earlier versions such as Catalina are not acceptable).

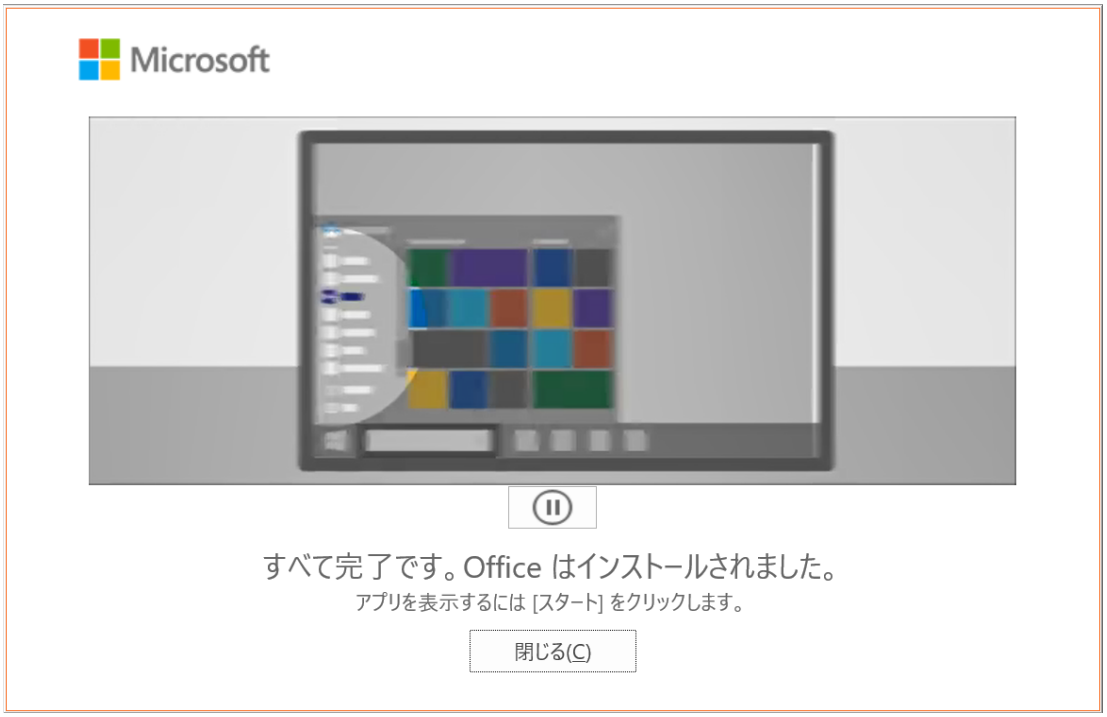
2.1.1. Install Office on Windows

1. Access the Microsoft 365 portal and sign in with your ECS-ID/SPS-ID.

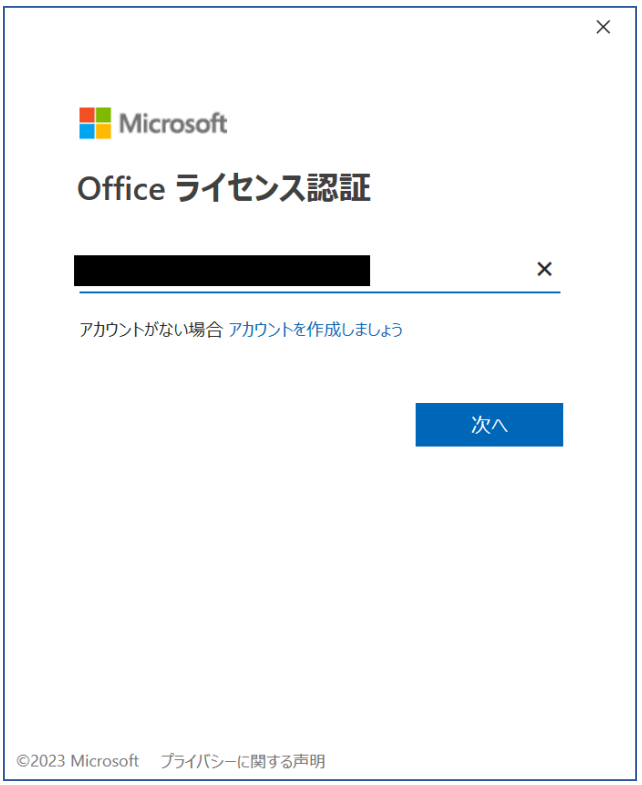
2. On the top right, expand **Install Office** (アプリをインストール) and click **Microsoft 365 Apps** to download the installer. If you want to select a language other than Japanese, click **Other install options** (その他のインストール オプション).

3. Run the installer and wait for it to complete. This may take 10-20 minutes depending on your Internet speed and PC specifications.

4. Your install is finished when you see the phrase, **"You're all set! Office is installed now"** (すべて完了です。Officeはインストールされました). Select **Close** (閉じる).

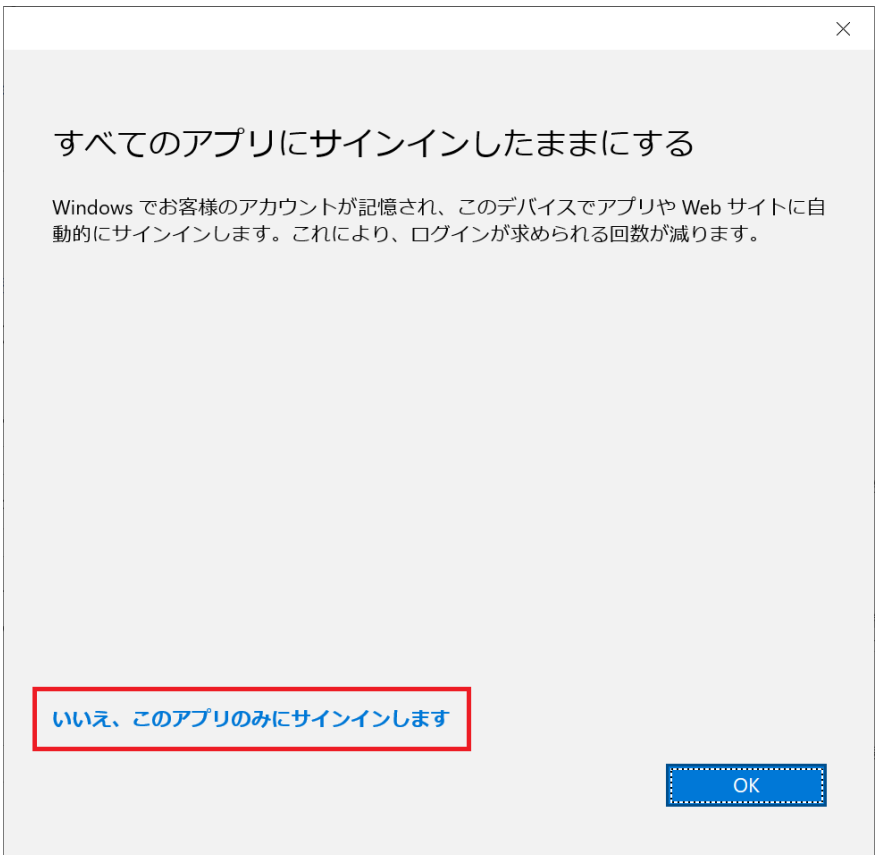


5. Launch one of the Office products (like Word). When you are prompted to activate it, click **Sign in** (サインイン) or **Continue** (続行).
6. Type your Kyoto-U M365 account and click **Next** (次へ).



7. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.

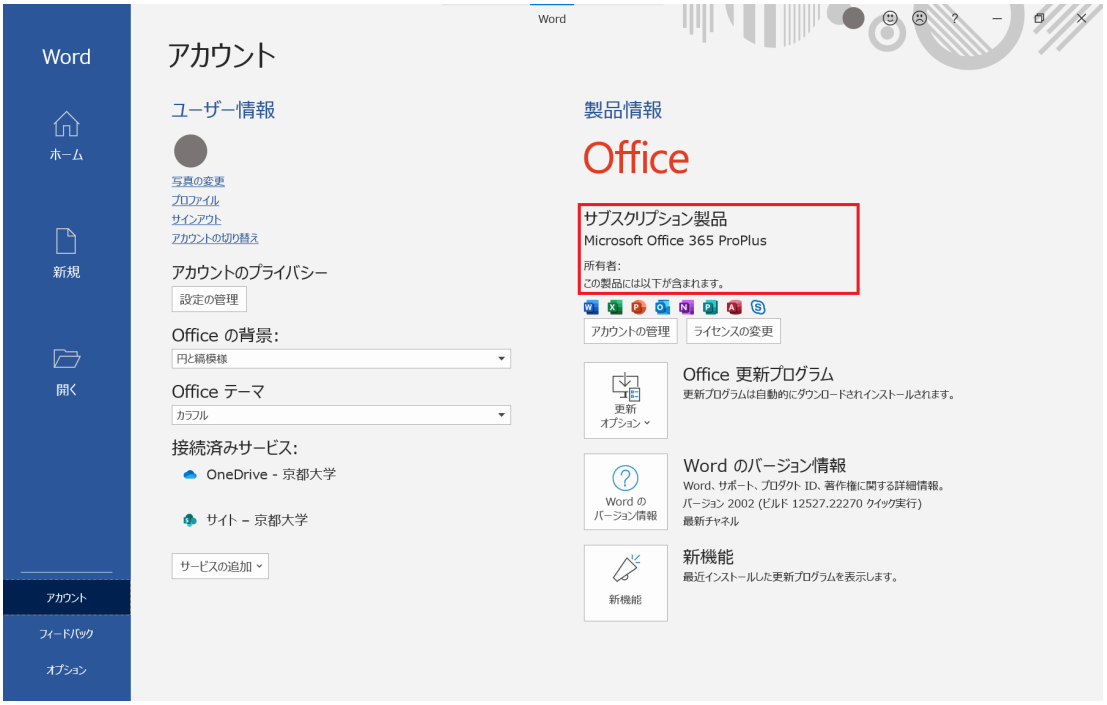
8. If you encounter this popup window saying “Stay signed in to all your apps” (すべてのアプリにサインインしたままにする), select **No, sign in to this app only** (いいえ、このアプリのみにサインインします).



> ⚠️ **Notes**
> ・If you click **OK**, your Kyoto-U M365 account will be automatically selected every time you are prompted to sign in to a Microsoft account to use an app like OneDrive on the same device. We recommend that you click **No, sign in to this app only** because you might want to use OneDrive with a different account, and some users have reported receiving an error after clicking **OK**.
> ・Here, “this app” means the entire Office suite, not individual programs.. If you sign in to your account in Word, you also sign in to Excel, PowerPoint and other Office titles.

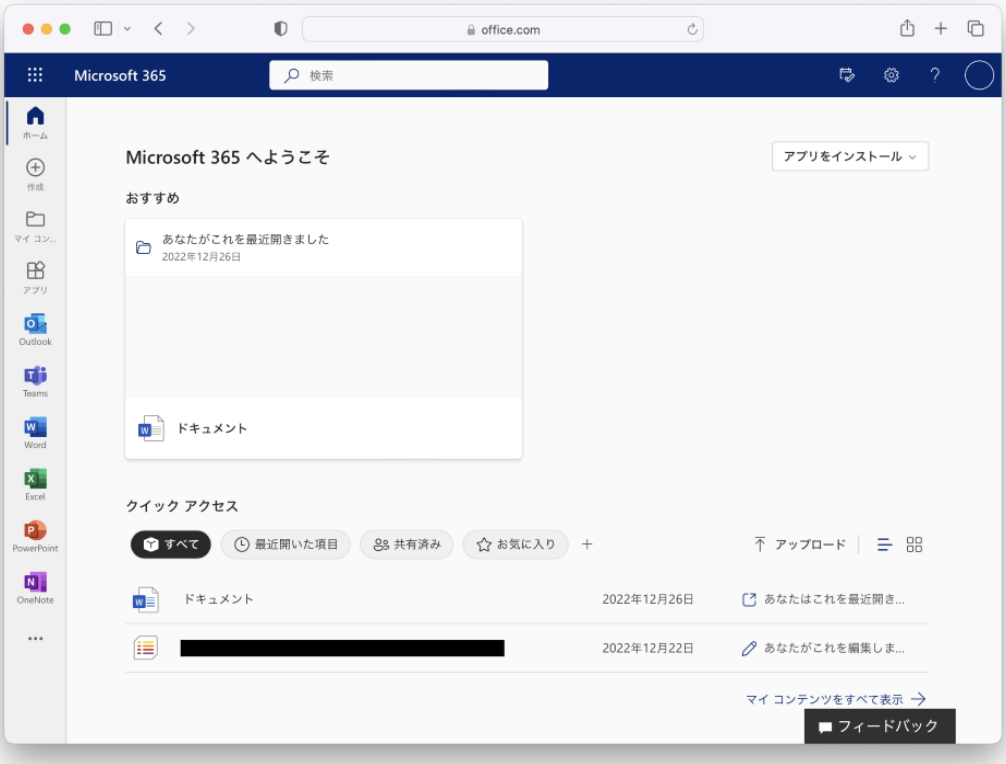
9. After logging in, you will be asked to accept the license agreement. Read the terms and click **Accept** (同意する). (You must accept the license agreement in order to use the Office products.)

10. That's it and you are ready to start. Go to **Files** (ファイル) **> Account** (アカウント) to see if the Office product is successfully activated.

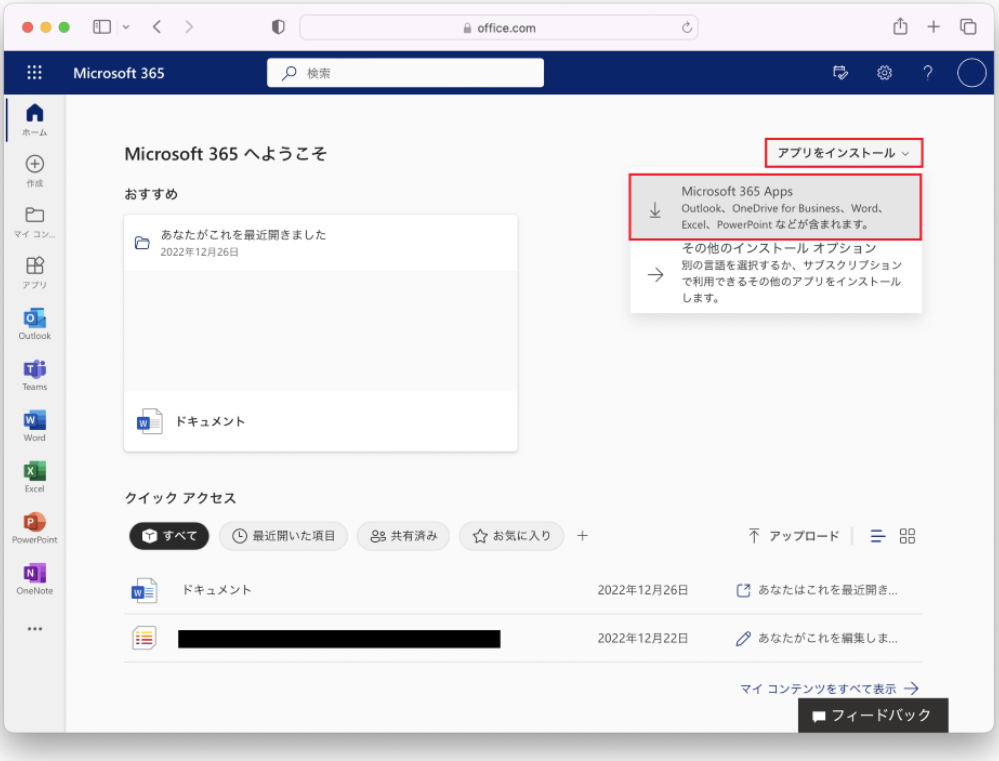


2.1.2. Install Office on macOS

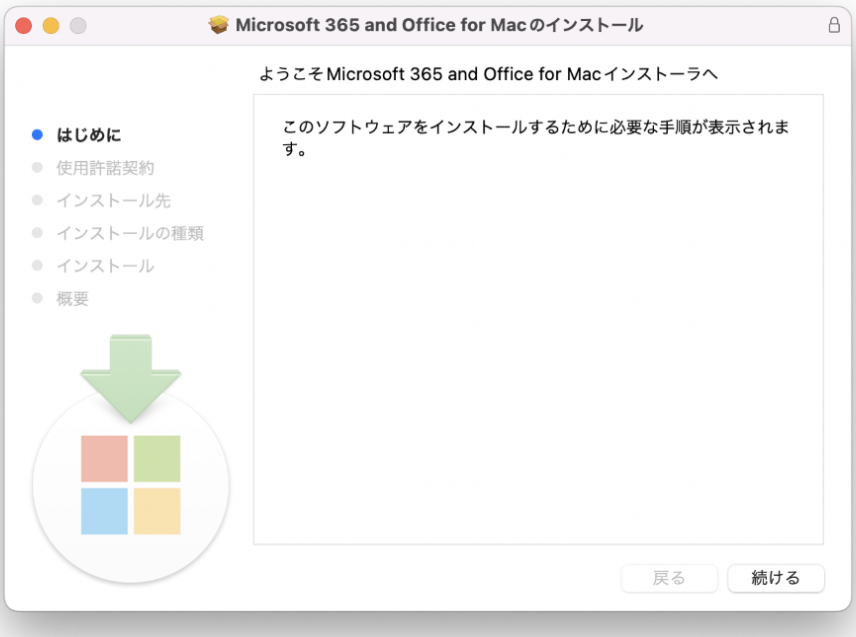
1. Access the Microsoft 365 portal and sign in with your ECS-ID/SPS-ID.



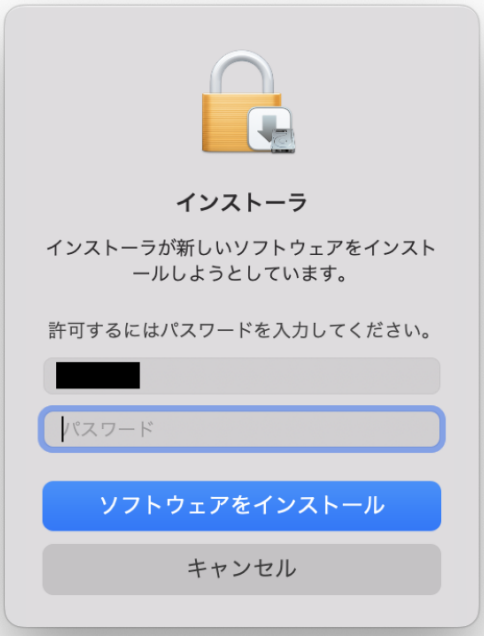
2. On the top right, expand **Install Office** (アプリをインストール) and click **Microsoft 365 Apps** to download the installer. If you want to select a language other than Japanese, click **Other install options** (その他のインストール オプション).



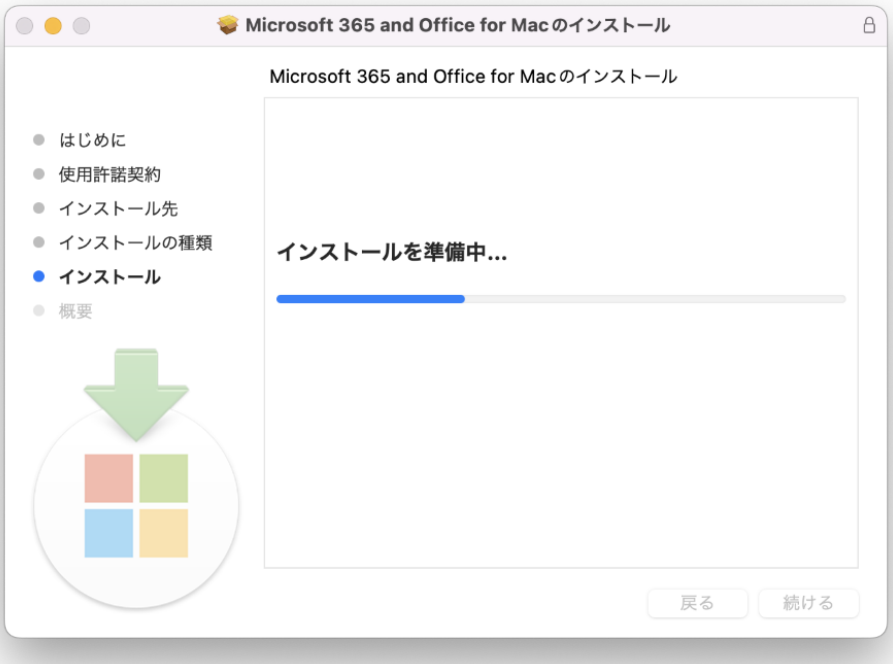
3. Run the installer and follow the instructions. When you are asked to accept the license agreement, read the terms and click **Accept** (同意する). (You must accept the license agreement in order to use the Office products.)



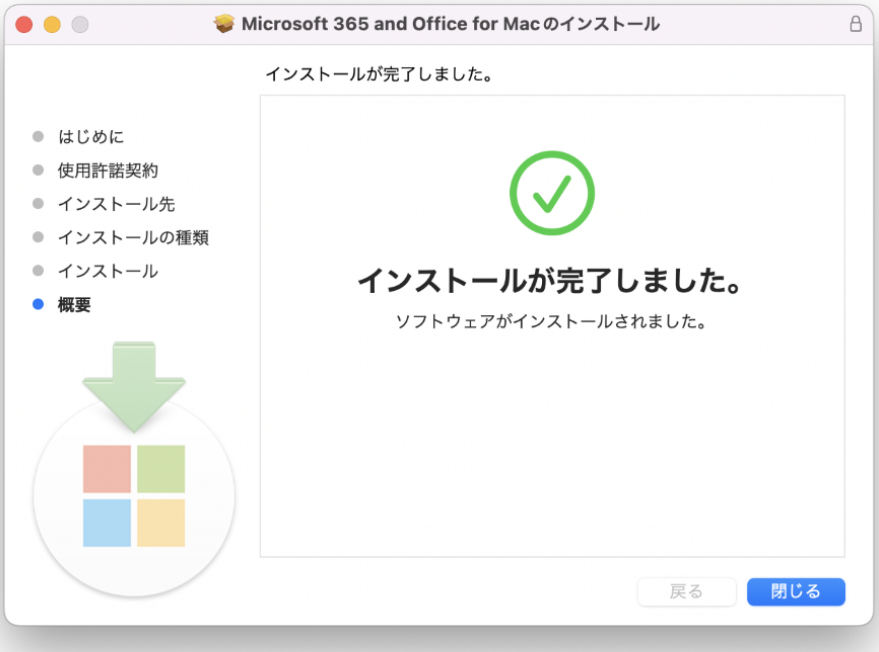
4. You may need to enter your username and password. Enter the appropriate credentials and click **Install Software** (ソフトウェアをインストール).



5. Wait for the installation to complete. This may take 10-20 minutes depending on your Internet speed and Mac specs.

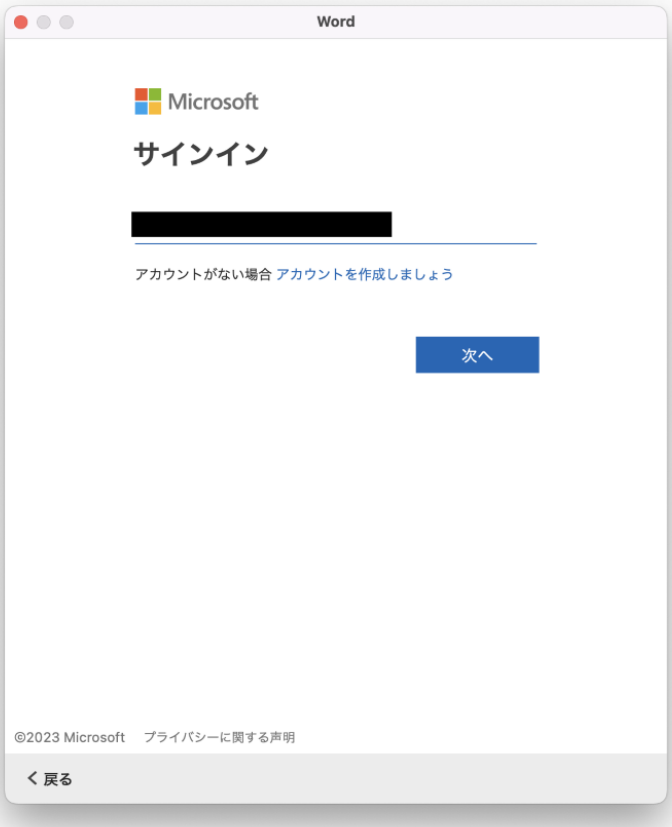


6. When you get a confirmation screen, click **Close** (閉じる). If you are prompted to move the installer to the Trash, you can click **Move to Trash** (ゴミ箱に入れる) unless you know you want to keep it.



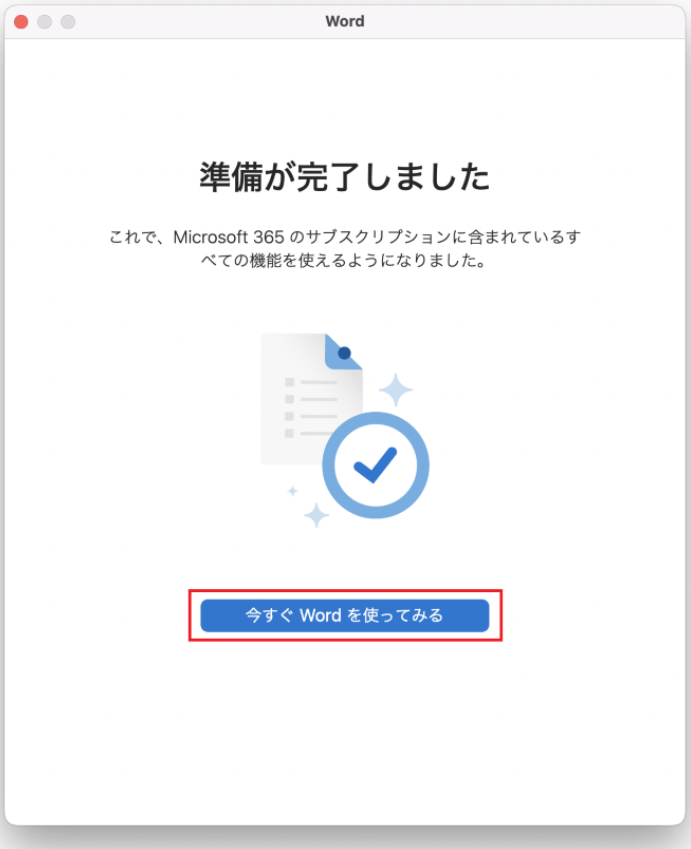
7. Launch one of the Office products (like Word).
8. When you see a popup window, click **Sign in or create account** (アカウントにサインインまたはアカウントを作成).

9. Type your Kyoto-U M365 account and click **Next** (次へ).

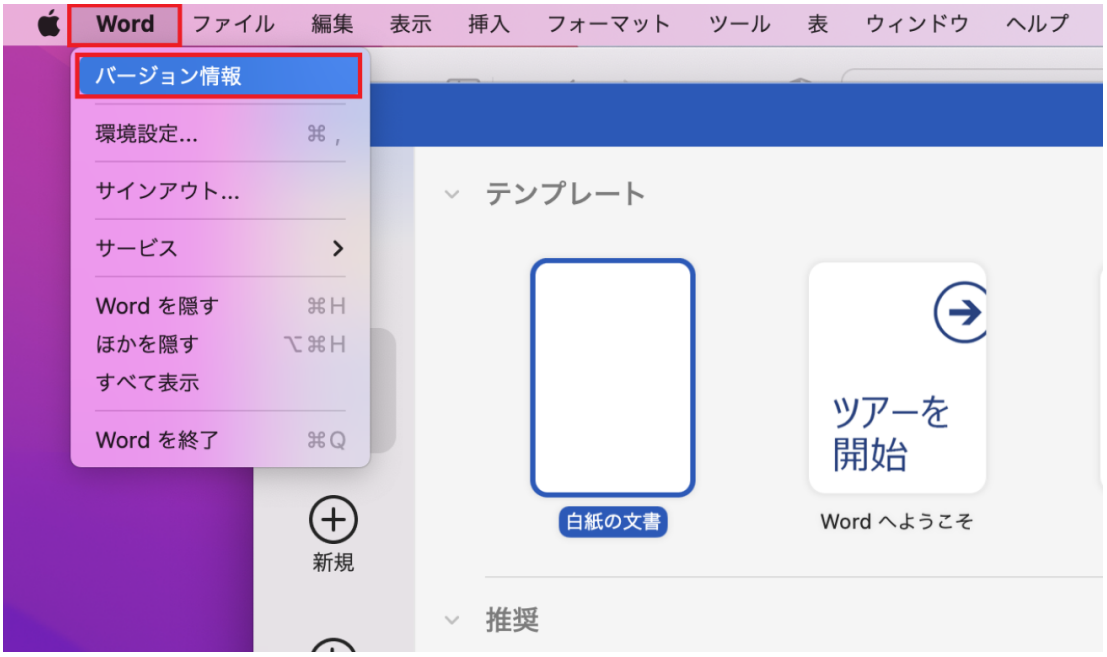


10. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.

11. Once the product is validated, you will get a message that you are ready to go. Click **Start Using (Product name)** (今すぐ(製品名)を使ってみる).



12. That's it for the activation. On the menu bar, go to **(Product name) > About (Product name)** (バージョン情報) to see if the Office product is successfully activated.



2.1.3. Install Office on Android/iOS/iPadOS

See Microsoft official help. When you are prompted to sign in during the process, log in with ご自身のyour Kyoto-U M365 account.

2.2. Office products for shared devices

Available for: Faculty · Staff

There are several versions of Office products that can be installed on shared devices and you need to decide the appropriate version based on your use case. See Installing Office on shared devices (limited to SPS-ID holders) for more information.

> ⚠️ **Notes**
> ・Office products for shared devices can only be installed on university-owned computers. They are not allowed to use on personally-owned devices.
> ・Office products for shared devices don't count against the limit of Microsoft 365 Apps for enterprise, i.e. up to five PCs/Macs, five tablets, and five mobiles.

2.3. Office for the web

Available for: Faculty・Staff
Office for the web is a web-based Office that lets you use Word, Excel, PowerPoint, and OneNote in your favorite browser. It's a "light" version of Office and offers a limited experience compared to other desktop versions. For example, you can only open files stored in OneDrive and some features found in the desktop versions are missing. Because Office for the web is available under an A1 license, it can be used by adjunct faculty with an ECS-ID and medical staff at the Hospital.

1. Access the Microsoft 365 portal and sign in with your ECS-ID/SPS-ID.
2. In the left pane, click on the app you want to use.

3. Upgrade Your Windows

You can upgrade the Windows operating system installed on your computer to a higher edition. If certain requirements are met, you can also install Windows in a virtual environment, such as macOS Boot Camp, Parallels Desktop, and VirtualBox, without having a base operating system to upgrade from.

> ⚠️ **Notes**
> ・The Windows license we have under the campus agreement is an upgrade license. **Computers you upgrade with this license must have a full license for a qualifying operating system.** Installations in a virtual machine as mentioned above are exceptions to this rule.
> ・We do not provide support for installing an operating system. Please upgrade at your own risk.

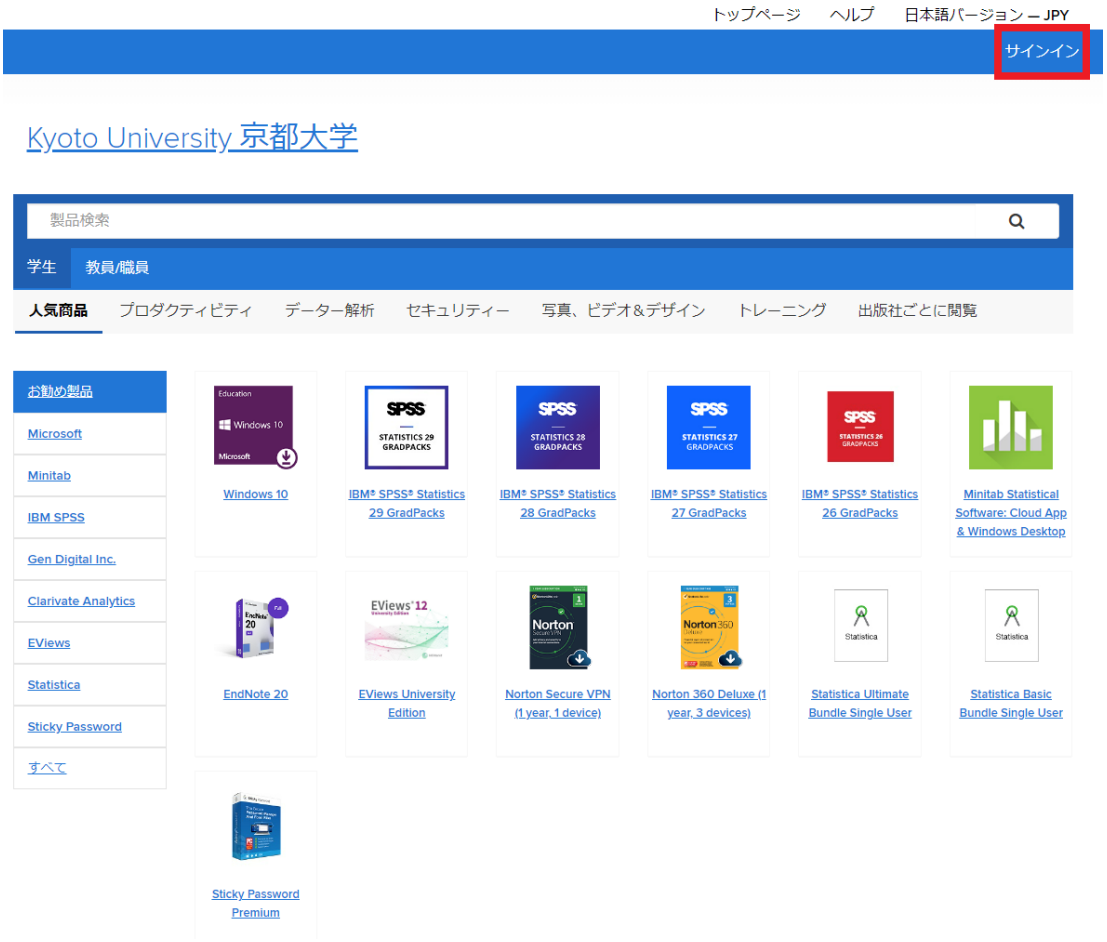
3.1. Upgrade Windows on student-owned PCs

Available for: Student

Students can upgrade the Windows operating system running on their personal PCs to the Education edition. This upgrade license is distributed through an online software license management service called OnTheHub by Kivuto, where you “order” a free Windows license from a web store.

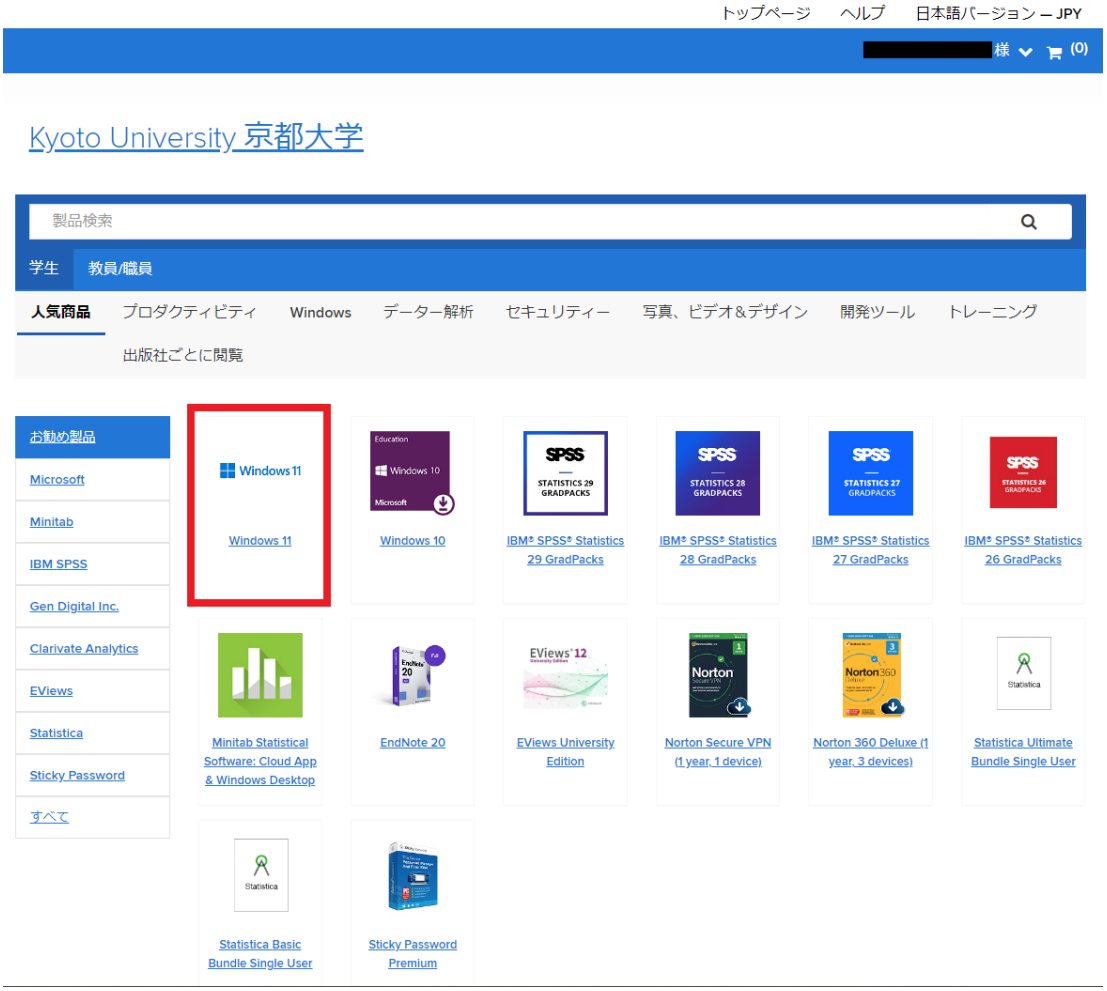
> ⚠️ **Notes**
> ・Windows Education obtained through this process can only be installed on one computer and cannot be transferred to other devices.
> ・If you upgrade to the Education edition while you are a student, you don’t have to downgrade even after you graduate or complete your degree.
> ・Software titles other than Windows are being sold on the web store and they are also available for purchase by Kyoto-U faculty and staff.

1. Access the Kyoto-U web store on Kivuto OnTheHub.
2. On the top right, click **Sign in** (サインイン).



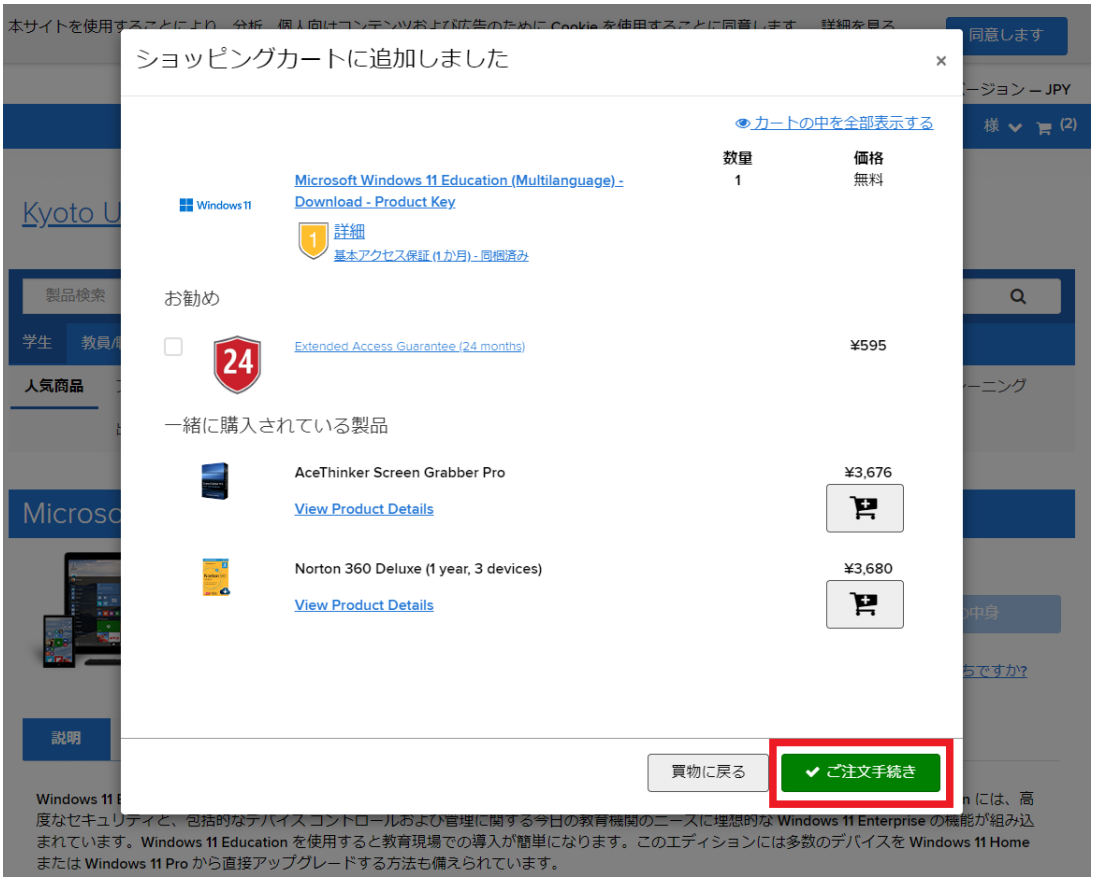
3. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.

4. When you are successfully logged in, you can see **Windows 11** on the list. Click **Windows 11**.



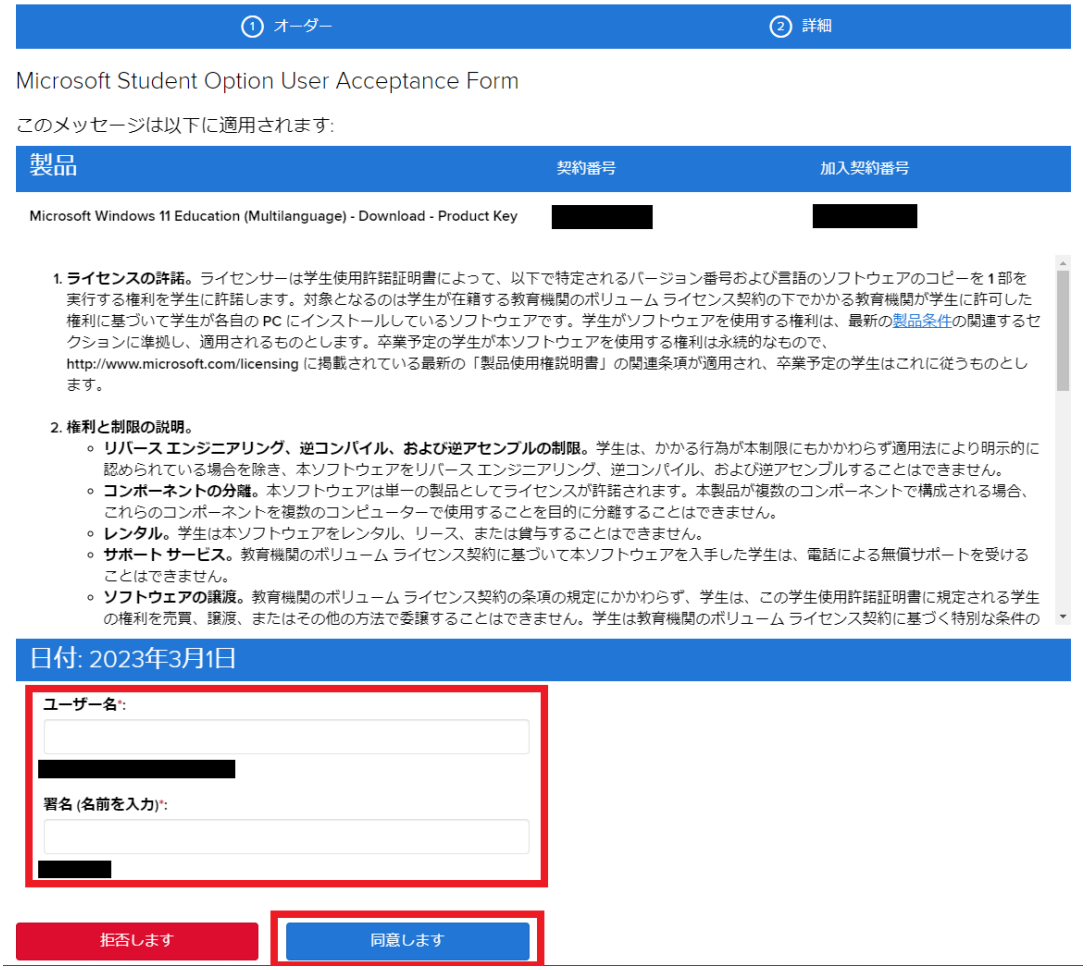
5. Click **Add to cart** (カートに追加).

6. Make sure Windows 11 is in your shopping cart, and then click **Order** (ご注文手続き).

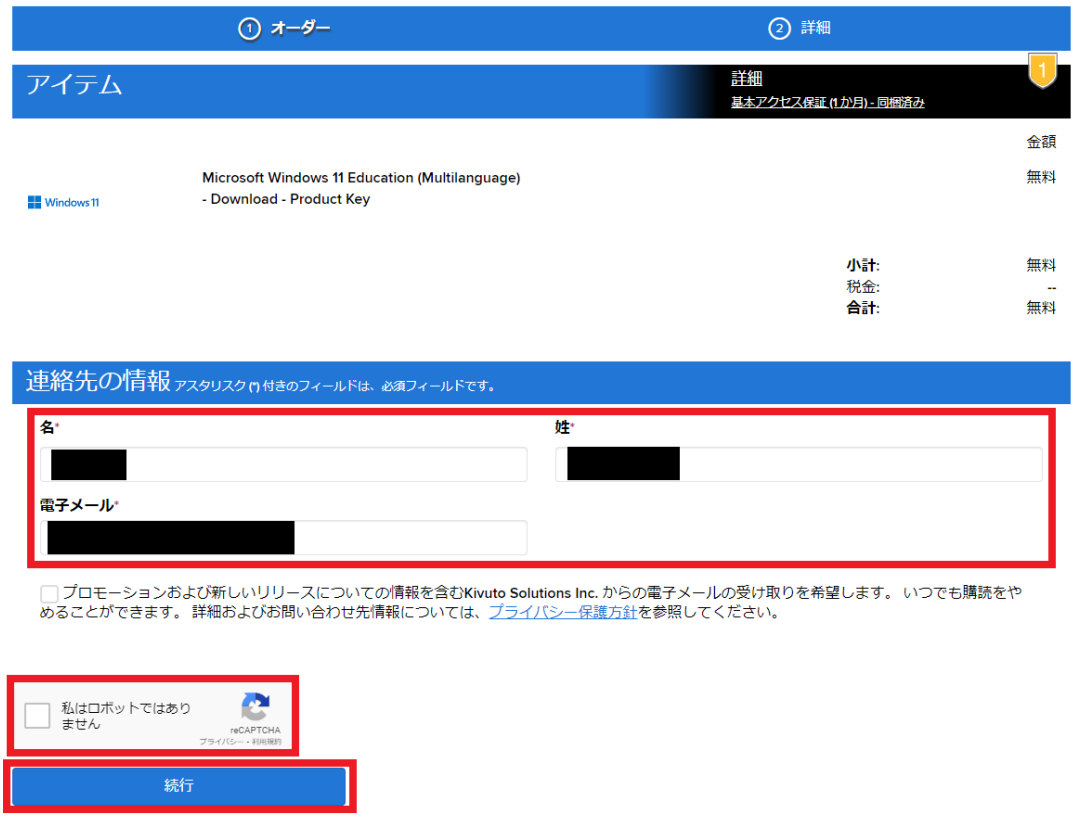


> ⚠️ **Notes**
> Note the checkbox next to the recommended products. When it's checked, the product will also be added to your shopping cart.

7. You will see a Microsoft licensing agreement. After reading the terms, enter your username (the random letters that appear below the input box) and your signature, and then click **Agree** (同意します). (You must accept the license agreement in order to use the Windows operating system.)



8. Enter your name and email address, tick off the “I’m not a robot” box, and click **Continue** (続行).



9. Your (free) order has been placed. Use the product key to upgrade your Windows.
   For instructions, see [Activate Windows - Microsoft Support].

> ⚠️ **Notes**
> The product key will disappear 31 days after you order the operating system. Be sure to save it in a safe place. Lost product keys cannot be recovered.

3.2. Upgrade Windows on university-owned PCs

Available for: Faculty · Staff

1. Submit a request for a Windows upgrade using the following form: https://forms.gle/U1zpWKWokLvwfufU8 (limited to SPS-ID holders).
2. Once it is approved, you will receive a message at your university email address *(*@kyoto-u.ac.jp)* with a link to the page where you can view the product key.
3. Complete the upgrade using the key. See Activate Windows - Microsoft Support for more information.

> ⚠️ **Notes**
> ・**Since product keys are highly confidential, do not share them with anyone other than Kyoto-U faculty and staff.**
> ・Windows operating systems obtained through this process can only be installed on university-owned computers. They are not allowed to be used on personally-owned devices.

4. Use Other Software Titles or Cloud Services

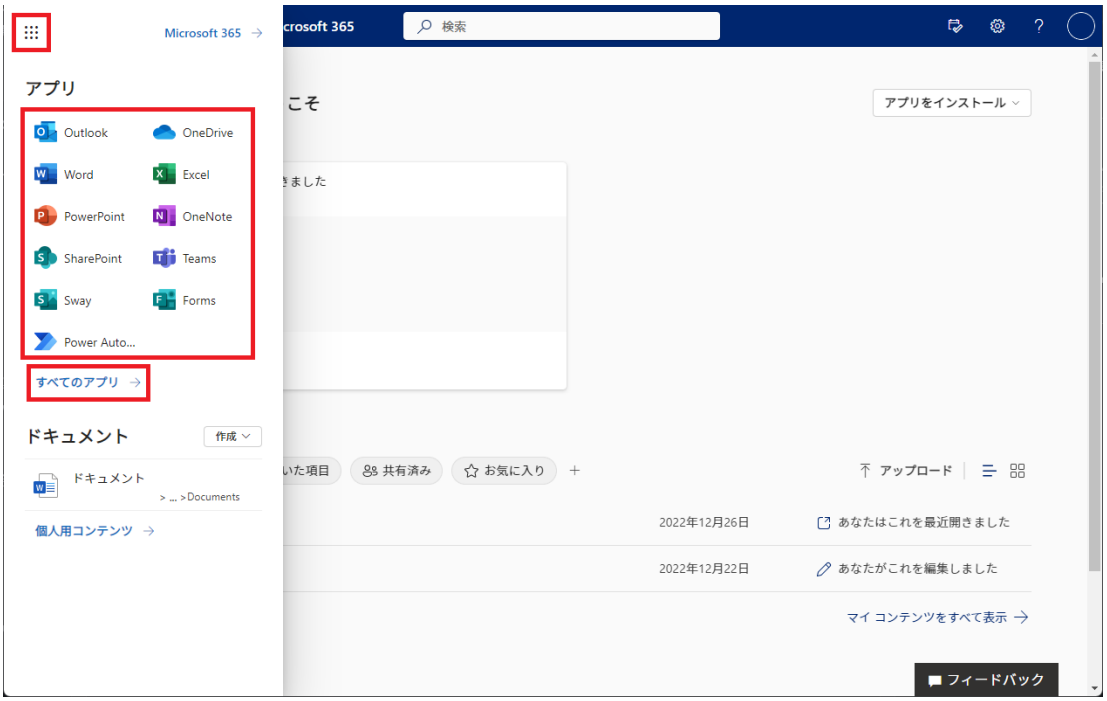
4.1. Cloud services

Available for: Student · Faculty · Staff
You can access a wide variety of cloud services with your Kyoto-U Microsoft 365 account.

> ⚠️ **Notes**
> ・Due to the existing operating policies, **it is virtually impossible to use features that involve collaboration between users**. See 1.2. General notes for more information.
> ・In addition to the above, we are now restricting some services such as Office for the web to SPS-ID holders only.
> ・We do not provide support for software operations. See official help or other resources.

1. Access the Microsoft 365 portal and sign in with your ECS-ID/SPS-ID.

2. On the top left corner, click on the icon with nine circles (“app launcher”) to expand the list of services and select the service you want to access. If you don’t see the service, click **All apps** to reveal the complete list.



> ⚠️ **Notes**
> The Word, Excel, and PowerPoint that you see in the app launcher is a web-based version of Office called Office for the web, not a desktop version.

4.2. Minecraft Education

Available for: Student · Faculty · Staff
Minecraft Education, formerly called Minecraft: Education Edition, is an edition of the sandbox game designed for use in educational space.

4.2.1. Windows/macOS

1. Go to the download page of Mojang Studios website and download the installer.
2. Run the installer and follow the instructions to complete the installation.
3. Launch Minecraft Education. When you are prompted to sign in, log in with your Kyoto-U M365 account.
4. That's it and you are ready to play.

4.2.2. Android

1. Download the Minecraft Education app from Google Play Store.
2. Launch the app, and when you are prompted to sign in, log in with your Kyoto-U M365 account.
3. That's it and you are ready to play.

> ⚠️ **Notes**
> There is also a standard ("non-education") edition of Minecraft on Google Play Store. Note that this edition cannot be activated with a Kyoto-U M365 account.

4.2.3. iOS/iPadOS

1. Download the Minecraft Education app from App Store.
2. Launch the app, and when you are prompted to sign in, log in with your Kyoto-U M365 account.
3. That's it and you are ready to play.

> ⚠️ **Notes**
> There is also a standard ("non-education") edition of Minecraft on App Store. Note that this edition cannot be activated with a Kyoto-U M365 account.

4.3. Core CAL Suite

Available for: Faculty · Staff

If you are a system admin and going to let users access your system built on Windows Server or other Microsoft server products, you need to purchase client access licenses (CALs) for your users. However, the EES campus agreement includes Core CAL Suite, which gives faculty and staff the following CALs:

- **Windows Server CAL**: CAL for a system built on Windows Server
- **Exchange Server Standard CAL**: CAL for an email system using Exchange Server
- **SharePoint Server Standard CAL**: CAL for a collaboration system using SharePoint Server
- **Skype for Business Standard CAL**: CAL for an instant messaging/web conferencing system using Skype for Business
- **Microsoft Endpoint Configuration Manager Client Management License** (formerly called System Center Configuration Manager): CAL for distributing patches, deploying OS updates, managing IT property.

- **System Center Endpoint Protection Client Management License**: CAL for anti-malware software
- **Skype for Business Server Standard CAL**: CAL for an instant messaging/web conferencing system using Skype for Business Server

> ⚠️ **Notes**
> ・A CAL is not a software product that you install on your computer; rather, it is a license that gives a user the right to access the services of the server.
> ・Windows Server CAL doesn't include Windows Server Remote Desktop Service (RDS) CAL.

4.4. Azure Dev Tools for Teaching

Available for: Student・Faculty
Azure Dev Tools for Teaching is a collection of software development tools that makes paid editions of Visual Studio, Windows Server, SQL Server, and more available for free.
1.If you need to use the latest software
You can use the latest software by accessing the Microsoft Web site, agreeing to the terms of use, and going through authentication by telephone or other means.
2.If you need to use an older version of the software
To use older versions of software with Azure Dev Tools for Teaching, a faculty member needs to submit an application to Microsoft on behalf of the educational organization, e.g. faculty, department, major. Applications from a student or a staff member are not approved. If you are a faculty member and wish to provide Azure Dev Tools for Teaching to your organization, contact us so we can help you with the process.

> ⚠️ **Notes**
> **Azure Dev Tools for Teaching is for educational/research use only.** Commercial or business use, including building a computing environment for your department, is not permitted.

4.5. Microsoft Workplace Discount Program

Available for: Faculty・Staff
As part of the campus agreement benefits, faculty and staff members are eligible for a 30% discount of Microsoft 365 subscription plans (Microsoft 365 Personal/Family). If you want to install Office on more than 15 devices, or if you want your family members to have a subscription, this program may be right for you.
In addition to your Kyoto-U M365 account, your **personal** Microsoft account is required to use the program. A personal Microsoft account is **not** a Microsoft account that we provide but an account that you can create yourself using your private email address, such as **@outlook.jp*, **@outlook.com*, **@hotmail.com*.

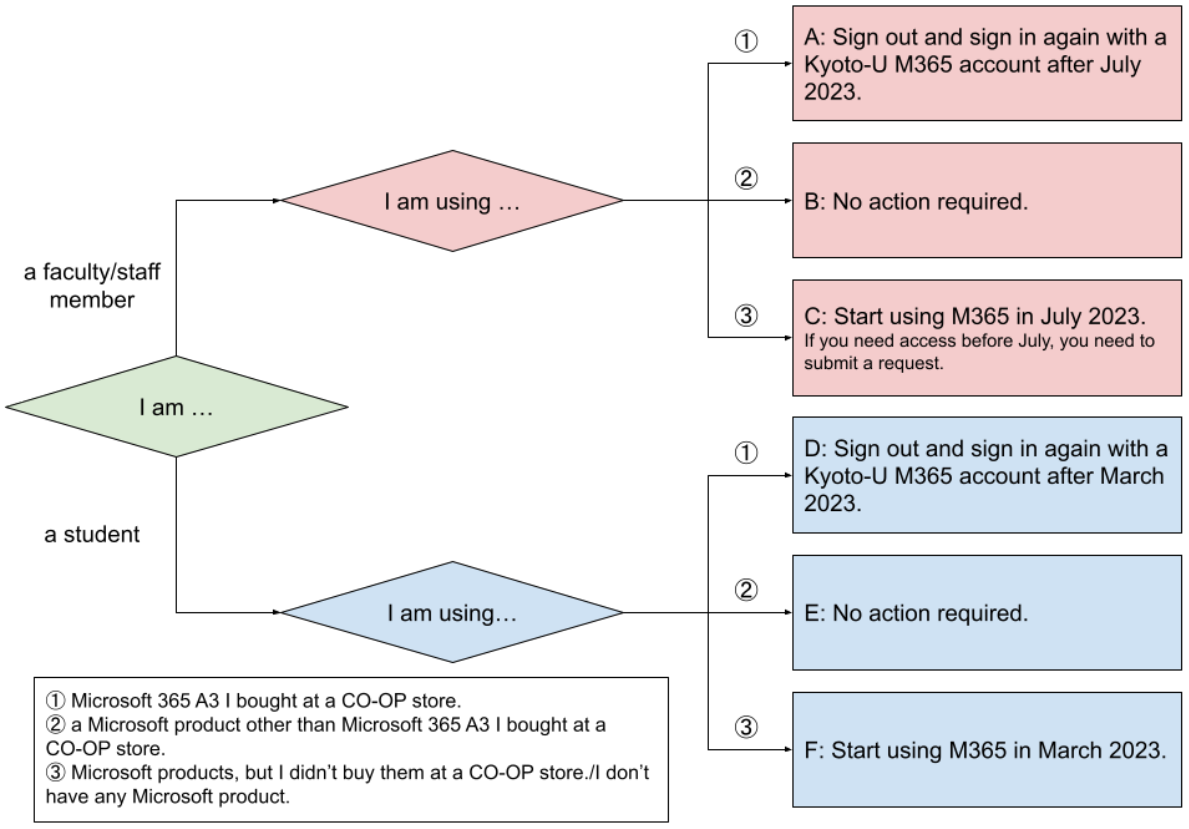
1. Go to the Microsoft Workplace Discount Program page. Enter your Kyoto-U M365 account and click **Get started**.
2. You will receive a message in your Kyoto-U M365 account with a link to the verification page. Click or copy and paste the link into your browser.
3. Sign in using your **personal** Microsoft account, not your Kyoto-U M365 account.
4. You will be taken to the web store with discounted prices.

5. Switch from CO-OP License

Since 2015, Kyoto University has had a comprehensive licensing agreement with Microsoft and outsourced the distribution of their software products, including Office, to Kyoto University CO-OP, making it possible for everyone at the university to purchase a copy at a reasonable price. In AY2021-22, we worked with CO-OP and committee members from across campus to reach a consensus on changes to the system, and agreed that **CO-OP would cease selling Microsoft products covered by the licensing agreement at the end of February 2023, after which the university would be responsible for distributing them to its members**.
As a result of these changes, **if you have already purchased a Microsoft license from Kyoto University CO-OP, including one bundled with a PC for newly enrolled students, you may need to migrate to a new license provided directly by the university. If you don't take steps to migrate, you may lose access to Office and other Microsoft 365 services.** Use the flowchart below to learn what you need to do and complete the necessary process.

5.1. Determine your transition type

Follow this flowchart to determine your transition type and proceed with the instructions.



> ⚠️ **Notes**
> If you are a faculty/staff member and have purchased an Office product at a CO-OP store, that product can be either ① or ②. What you'll need to do varies depending on the version of Office that you are using. If you are unsure about your version, see
> 利用中のOfficeの判別方法/How to Check Your Version of Office .
> If you are a student and have purchased an Office product at a CO-OP store , it is highly likely that you have Microsoft 365 A3 (①).

5.2. Learn what you need to do

Type A: Faculty/staff members with a CO-OP M365 account

You should be using the software with your CO-OP M365 account (*@kyotounivcoop.onmicrosoft.com). **You can still use it until the end of June 2023, but you will need to switch to a Kyoto-U license in July.**

Type B: Faculty/staff members who have bought an "on-premises" version of Office, Windows, or a CAL at CO-OP

No action required. You can continue using it even after July 2023.

Type C: Faculty/staff members who haven't bought a Microsoft product at CO-OP

Starting in July 2023, you will be able to use our Microsoft 365 services with your Kyoto-U M365 account.

~~If you need access to Microsoft 365 before July, such as a new hire who started in April, you can request early access using the following form:~~

Type D: Students with a CO-OP M365 account, including one bundled with a PC for newly enrolled students

You should be using the software with your CO-OP M365 account (*@kyotounivcoop.onmicrosoft.com). **You can use it until the end of your subscription period in addition to a new Kyoto-U M365 account.** However, **we strongly recommend that you migrate the computer you use primarily for your university studies to your Kyoto-U license.** In the future, your instructors can use their Kyoto-U M365 account to share files with you, but you may have trouble reaching them with your CO-OP M365 account.

Type E: Students who have bought Windows at CO-OP

No action required. You can continue using it even after July 2023.

Type F: Students who haven't bought a Microsoft product at CO-OP

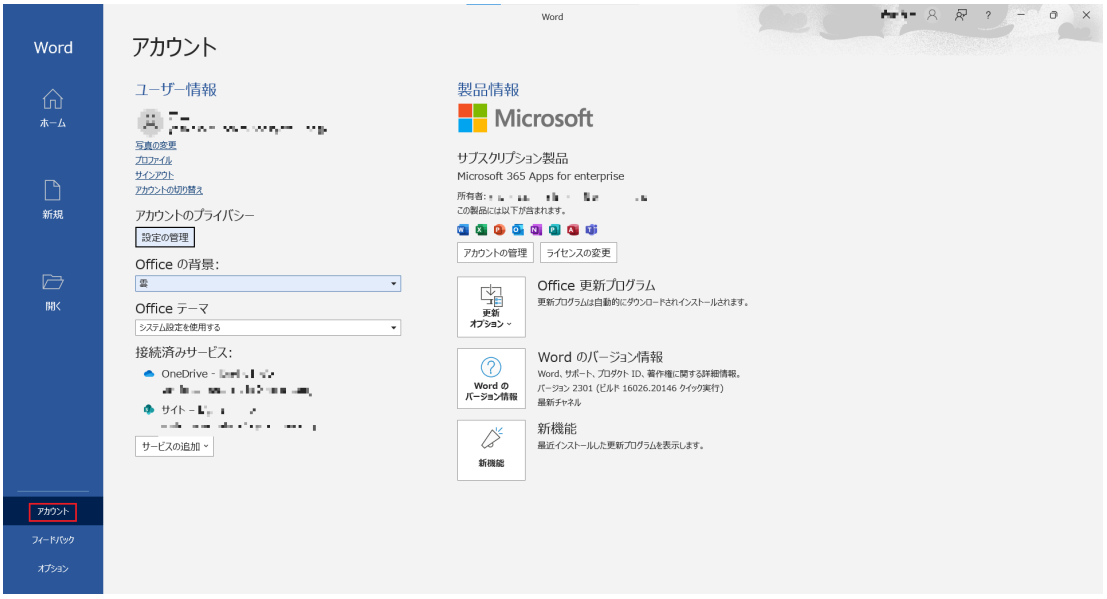
Starting in March 2023, you will be able to use our Microsoft 365 services with your Kyoto-U M365 account.

5.3. Switch to Kyoto-U license

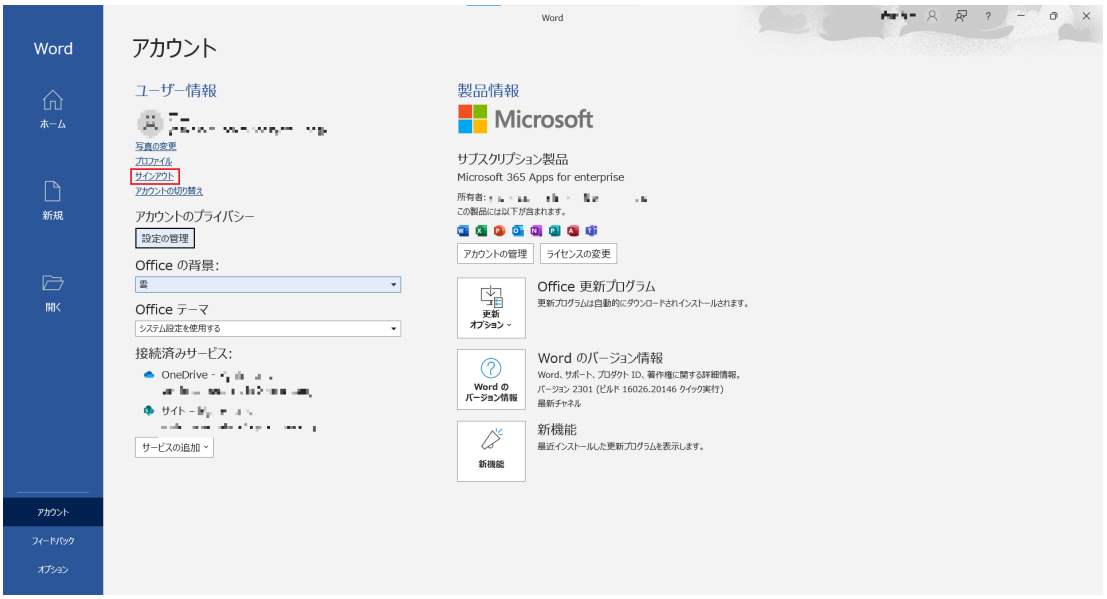
> ⚠️ **Notes**
> If you are using other cloud services, such as OneDrive, with a CO-OP M365 account and you still need the data stored in those services, you will need to move it to another location manually. To migrate it to the space you can use with a new Kyoto-U M365 account, download the data to the local disk and upload it again. Please note that not all data can be transferred, depending on the service you are using.

5.3.1. Windows

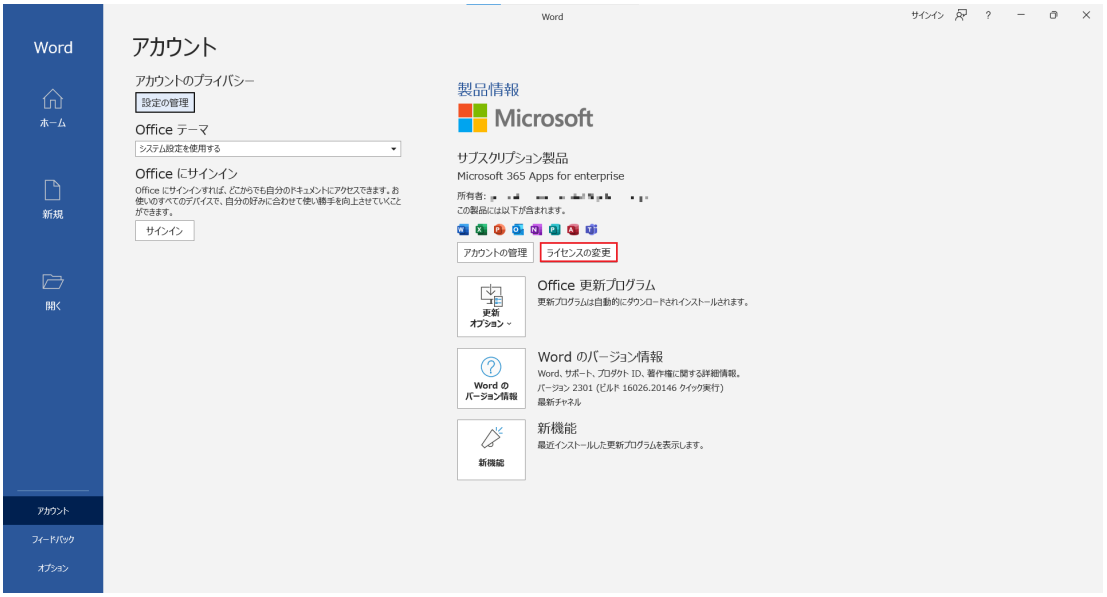
1. Launch one of the Office products (like Word) and click **Account** (アカウント). If it's already opened, navigate to **File** (ファイル) **> Account** (アカウント).



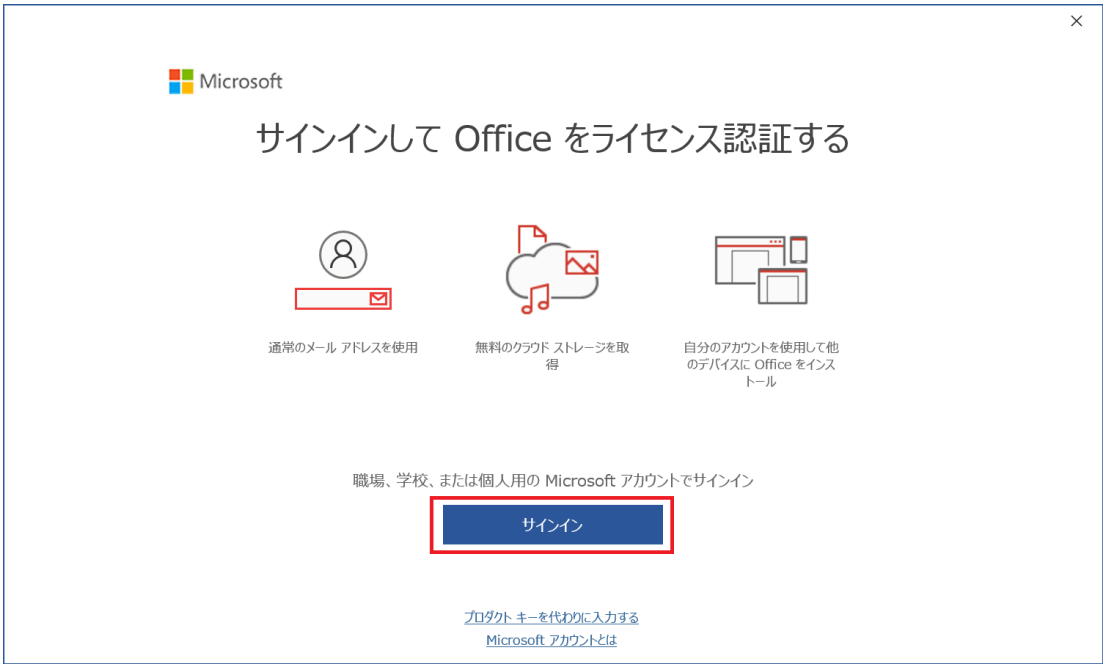
2. If you have bought a Microsoft 365 license at a CO-OP store, you should be seeing your CO-OP M365 account (**@kyotounivcoop.onmicrosoft.com*) after **"Belongs to:"**. Make sure it's a CO-OP M365 account, click **Sign out** (サインアウト).



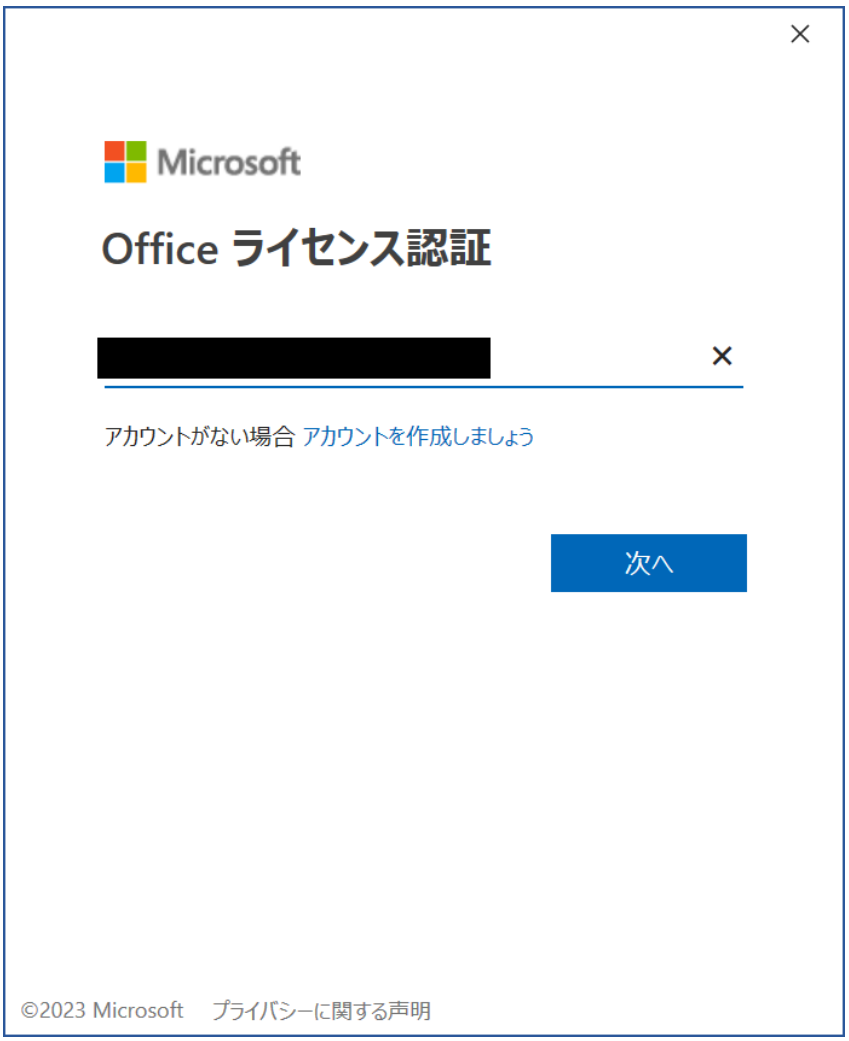
3. Click **Change License** (ライセンスの変更).



4. Click **Sign in** (サインイン).

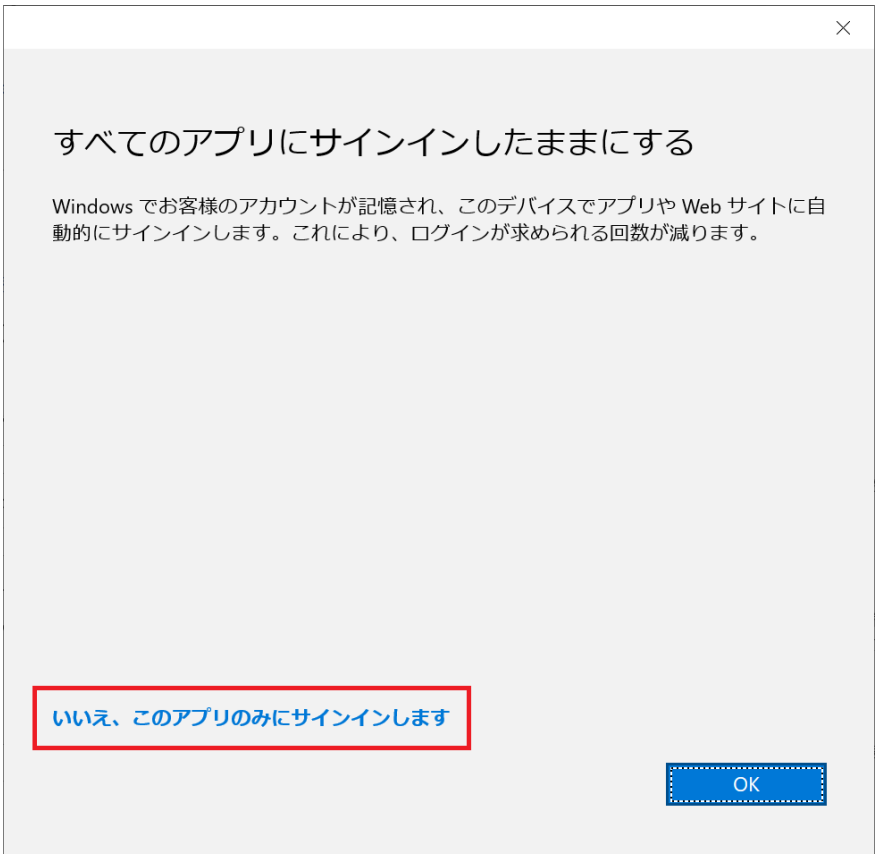


5. Type your Kyoto-U M365 account and click **Next** (次へ).

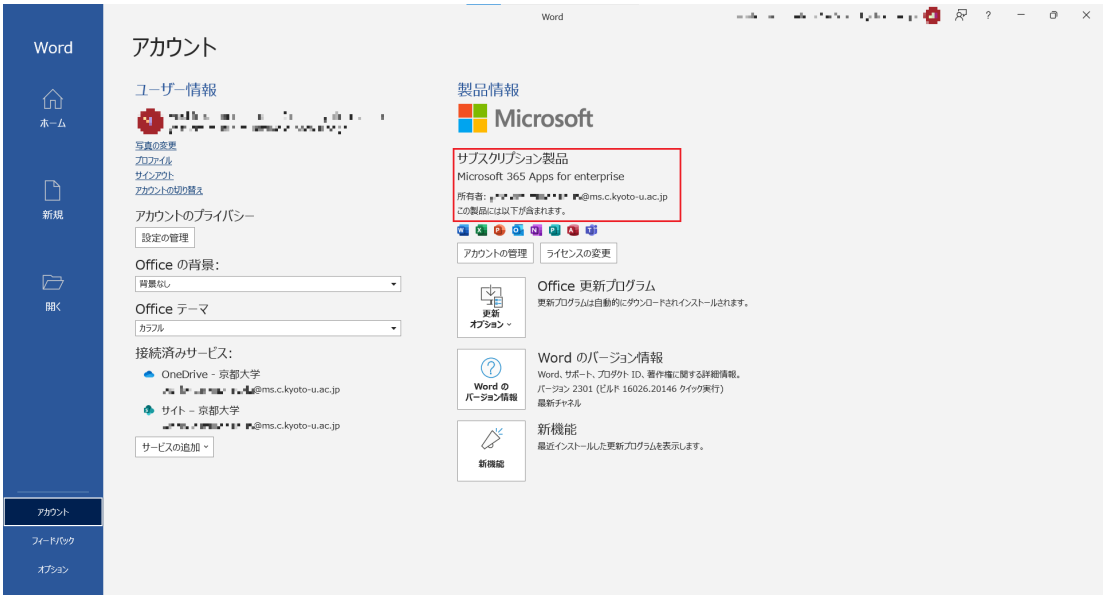


6. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.

7. If you encounter this popup window saying **“Stay signed in to all your apps”** (すべてのアプリにサインインしたままにする), select **No, sign in to this app only** (いいえ、このアプリのみにサインインします).

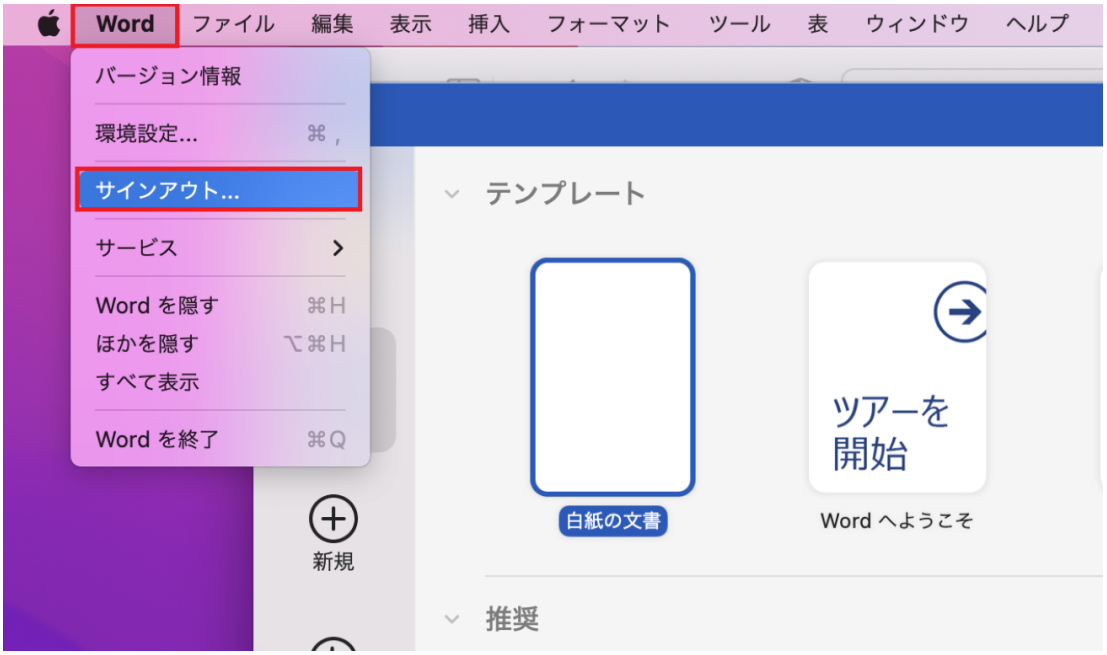


8. When you see your Kyoto-U M365 account after **“Belongs to:”**, the transition is complete.



5.3.2. macOS

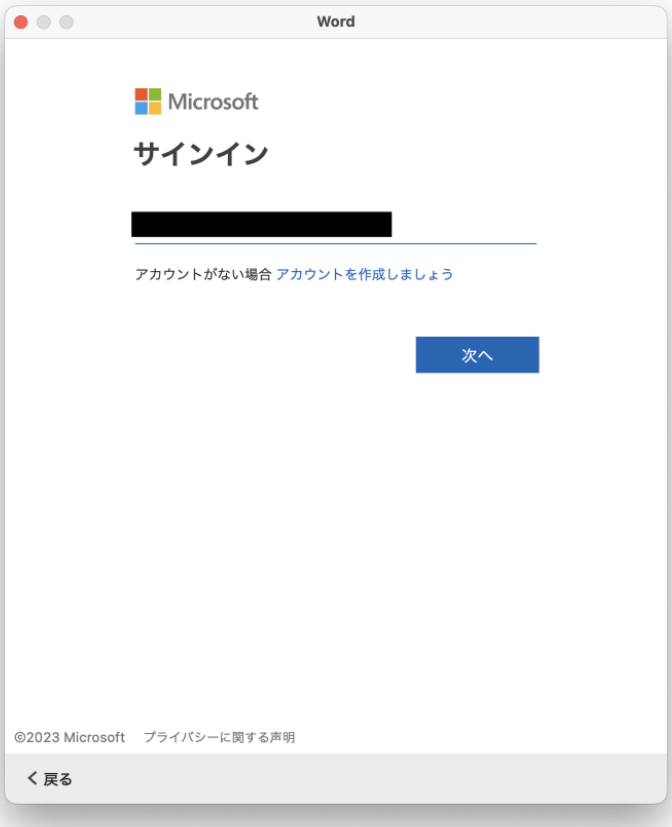
1. Launch one of the Office products (like Word). On the menu bar, click **(Product name) > Sign Out...** (サインアウト...).



2. On the confirmation screen, you should be seeing your CO-OP M365 account (**@kyotounivcoop.onmicrosoft.com*) after the message **"Are you sure that you want to sign out of this account:"**. Make sure it's a CO-OP M365 account, click **Sign out** (サインアウト).

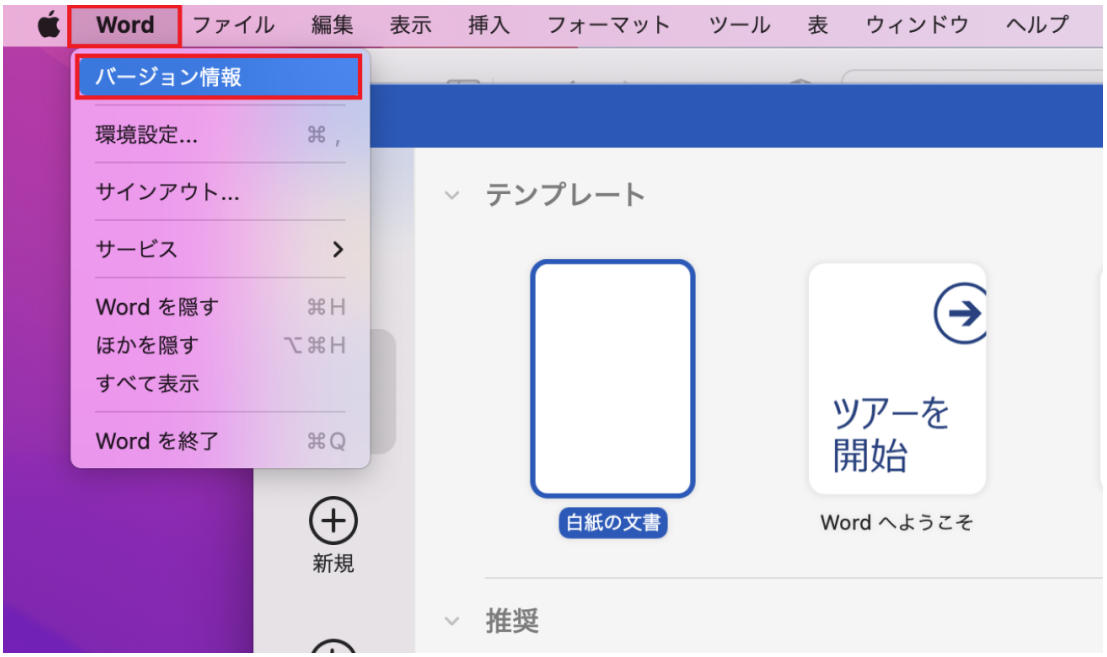
3. Once you are signed out, terminate the office software (like Word) and relaunch it again. Then the **Activation** (ライセンス認証) button will appear under the **Open** (開く) button in the menu on the left side. click the **Activation** (ライセンス認証) **Sign in** (サインイン), and click **Sign in** (「Officeは購入済ですか？ サインイン」) on the next screen. (Please note that the **Sign in** button in the menu on the left side does not work for activation.)

4. Type your Kyoto-U M365 account and click **Next** (次へ).



5. You will be redirected to the Kyoto University Authentication System. Sign in with your campus account (ECS-ID/SPS-ID) and password.

6. After you sign in, navigate to **(Product name) > About (Product name)**. When you see your Kyoto-U M365 account after **“Belongs to:”**, the transition is complete.



Word について
Microsoft® Word for Mac
バージョン 16.69.1 (23011600)
ライセンス: Microsoft 365 のサブスクリプション
所属先:
デバイス ID:
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